

**GUILFORD TOWNSHIP TRUSTEES**  
**REGULAR MEETING MINUTES**  
June 21, 2022

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on June 21, 2022, at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, Jerry Winkler, and Fiscal Officer, Ray Ruprecht.

Also present were Michael Colonna, David Houk, Jim Krahl, Martha Springer, Jerry Springer, Ron Scuderi, William Shook, Curt Lauer, Tammy Johnson, Andy Liston, and Shannon Colonna

**Approval of Minutes**

**Gene Morris moved** to approve the regular meeting minutes of June 7, 2022. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Department Reports**

**Fire-EMS Department** (Captain Tammy Johnson)

- **Grounds and Maintenance:** Lt Banks, FFs Hepner and Young worked to put gravel down in the North and East flower beds. Special thanks to Sgt Phillips for bringing his tractor and loader to assist and Osborne Company for donating the gravel.
- Captain Johnson noticed the back of the building on the roof there is a broken ice jack horizontal piece. Bob said that he already spoke with someone about getting this fixed.
- They are expecting a quote from ToVee on the building renovation soon.
- **Member spotlight:** Lt. Banks, Lt. Kantorik, and Capt. Johnson have all been awarded the Ohio Fire Officer Credentialing recognition. This award is a point-based system that gives credit for professional development and leadership training and education. The program was developed to encourage a higher degree of professionalism and promote development in leadership, management, and operations. Currently there are only 70 credentialed officers in the State of Ohio and having three officers at SGFD is a source of pride and shows a dedication to professionalism and growth. We also have the first two credentialed female officers in Medina.
- **Safe Haven Baby Box:** Funding has been secured through a grant from the Hillier Foundation to cover the cost of installation and the first 5 years of monitoring fees. The next step in the process is signing the lease and making the first payment. The box will then be ordered, and we will need to have a certified baby box installer do the work. After placing the order, it will take 4-6 weeks to receive the box. Training for our providers will begin after installation and an Unveiling and Blessing Ceremony will be scheduled to announce to the community and surrounding areas. The location will be included on a hotline as a resource to mothers seeking assistance. She noted that they have been warned about a person that contacts communities that have these boxes and harasses them. There are only a couple in the state of Ohio, and none within hours of here. Captain Johnson believes Brad has already shared the agreement with the County Prosecutor for review, and she will confirm.
- **New ambulance purchase** – They have received a quote for a Life Line Ambulance with a 2023 Ford-450 4x4 chassis. The quote has the same basic specs as what they currently have and was provided to Trustees for review. These just came through, and she has not had a chance to go through all of the

specs, but it should give them an idea. There are some things that she believes can be removed, like the \$2,600.00 for the med vault which they would take from the old squad. If they place the order now the chassis will be 2023, otherwise they might be looking at 2024 and additional cost. Jerry asked them to review specs to see if the chassis is the only difference in price. Bob noted that the quote states they can not guarantee the price of the chassis and wondered if signing the agreement would lock in the quote. Captain Johnson noted that this also does not include the price of the trade-in. Ray asked if she would rather have the new ambulance or new bunk rooms at the fire department. She responded that they have places to sleep right now, and she thinks the new squad is more important. He thinks that between the AARP money and other funds they can swing buying the new ambulance, but that might not leave enough for the building renovation. She also feels four-wheel drive would be much safer in the winter. Ray asked if she knew a rough value of the trade-in value. She is not sure but will try to get that information. She thinks they would get about fifteen years out of a new ambulance. Ray noted that there are some funds for motor vehicles. If they decide not to renovate the Fire Station, they should have enough money to do the other projects and have money to put towards the purchase of a new truck.

#### **Approval to Purchase Ford F-450 4x4 Life Line Ambulance**

Jerry Winkler **moved** to enter into an agreement to purchase a Life Line Ambulance with a Ford F-450 4x4 chassis. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- **Vehicle Maintenance:** Both squads and the pickup truck (176-3) will be going out for service for oil changes. 177-3 will be having AC work done again.
- **Fire hydrants:** They are over 50% done for the year and working with BOPA to get them serviced when needed.
- **Fundraising** - The chicken barbeque sold out and was successful. The picture fundraiser is ongoing. They also have a beef raffle upcoming for a side of beef.
- **Funding Request:** They would like to send the engine to Sensible Products to have the mounts changed for the new Electric Extrication Tools. Phil is able to get it done this week if approved. The cost estimate is no more than \$1000. There was a decision to hold off on that for now.

#### **Road Supervisor** (Andy Liston)

- The Road Department replaced crossover on Hubbard, and road is ready to be motor pave. Andy requested force 4634.48
- The tree trimmers did some work on Rohrer and will be coming back at the end of next month.
- Mowed for the village.
- Three burials
- Continue to patch with the tack tank.
- Working on some ditch enclosures. Bob noted that it seems like there have been a lot of ditch enclosures, and he wondered if that was working. Andy said they are charging for material, but not labor but they know they are being done right. They have had some problems with the work being done by contractors in the past.

#### **Approval of Force Accounts Payments for Hubbard Valley Road**

Jerry Winkler **moved** to approve the force account payments for \$4,634.48 work on Hubbard Valley Road. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Zoning Secretary** (Shannon Colonna)

- The Zoning Commission met on June 9, 2022. They discussed the request to review zoning regulations for Junk and Junk Vehicles and the Property Maintenance Codes from Copley Township that Shannon shared as a resource. They will be reviewing proposed text at the next meeting, which Shannon and Jim drafted. The intent of these changes is to define terms that are already used in the manual and provide more specific criteria for zoning enforcement. Shannon shared the proposed changes with the Trustees at Jim's request.
- The next Zoning Commission meeting will be on July 7, 2022. There will be a public meeting to hear text changes. They also plan to review the new proposed changes for junk, and everyone is supposed to come prepared to discuss ideas for updating the Comprehensive Development Plan.
- There will be a BZA hearing on Thursday on a variance request to build an accessory building that does not meet property line setback requirements.
- The Zoning Manual has been updated with solar changes and a correction to a clerical error. The online manual has been updated and Shannon sent an email with updated pages. She will be printing these pages to distribute.
- Shannon has also been transferring the Comprehensive Plan to a word document that can be updated and making some cosmetic and formatting changes to make it a little more attractive and easier to follow. She is also working on getting updated data about current trends, population, and land use.

**Zoning Inspector** (Curt Lauer)

- Curt received an email from Gene about a violation on Sky Lane and served papers to both addresses. He gave them 30 days to remove the vehicle, or they will be fined per the zoning regulations.
- Curt spoke with the homeowner on Seville Rd and told him he needs to start cleaning up and they are not allowed to have a junk yard. Curt also told him if we do not see progress, he will get a notification and he could be fined. The property owner stated he will have made significant progress by the first July meeting.
- Curt spoke with the tenants of the yellow duplex on Seville Road, and they will be moving their junk.
- There is another property on Seville near Rawiga that he still needs to stop at.
- Curt sent a letter to the owner of the house on Rohrer that has a junk vehicle.
- Curt is trying to track down the owner or responsible party of a junk car on Greenwich.
- Bob said that there is a property on Seville Road near River Styx that is running a camper rental business. It sounds like there is a website that has an email address but does not list a physical address or phone number. Bob received a call from a neighbor about this that does not want to get involved but provided some information. Curt will follow up on that.
- Bob reported another junk car that he is aware of, and Curt will follow up on that.

- Curt has had a couple lot splits.
- There are no updates on the trailer park. It sounds like there is a junk vehicle at that property that needs to be addressed.

**River Styx Cemetery/Mound Hill Cemetery**

- Anita is in the process of selling nineteen lots.
- Jerry finished the letters, and then heard that one of the individuals had called Gene. He is trying to reach her.
- Status of cemetery lot payments/letter to individuals to either begin payments or funds returned: One has \$790 paid, \$560 outstanding, the other has \$550 paid, \$1100 outstanding

**Trustees Reports**

**Jerry Winkler**

- Jerry contacted the Ethics Commission for some information to ensure they are ethically compliant as they proceed with the use of ARPA funds. They did research and sent some opinions for review.
- Jerry stopped at Mound Hill to check on a double burial last week.
- Jerry attended the 9-1-1 Technical Advisory committee meeting to discuss rerouting cell calls to the individual dispatch centers instead of all going to the Sheriff's office. They are also in the process of raising the monthly fee for cell phone numbers, which is currently 25 cents per line.

**Gene Morris**

- Gene received a call from a lady about some cemetery plots that she and her ex-husband had bought. It sounded like one of the one Jerry has been working on, so he referred it to him.
- Gene contacted the person who installed the phone system at the fire station to talk about some problems. He is out of town until mid-July.
- Gene received a call from a homeowner about junk car. He met with him and verified his story, and then sent an email out to Curt and Scott with the addresses.
- Gene received two calls about a sexual predator that was moving into a rental unit, they were asking what we could do about it. These folks received a letter from the Sheriff's department. He happens to know the owner and touched base with him, and as suspected, there are federal laws prohibiting discrimination and the asking of certain questions. Gen called the two parties back, after a call to Ray, and explained that there is not anything the Township can do.
- Gene reviewed the text changes that were passed on the meeting that he missed and the changes the Zoning Commission might be considering.
- Gene stopped by the fire station and talked with a couple of the officers.

**Bob Rohrer**

- Bob went to the Memorial Day services.

- Bob received a call about a ditch enclosure and passed it on to Andy.
- Still waiting on quote for work at the Township Hall.
- Reviewed proposed text changes.
- Drove through the trailer park and looks like they have not made much progress in a while.

**Comments from the Public**

- David Houk commented that he spoke with Anita about a burial, and he said that he thinks \$300 is way too high to open a gravesite for a cremation. Jerry noted that they research what other cemeteries are charging, and they try to keep them low. More goes into maintaining a cemetery than just digging a hole; they have to mow, keep lights on, etc. The cemetery fees are posted on the website. Ray noted that they lose about \$2,500 to \$3,000 at River Styx because they are not selling any new lots.

**Old Business**

- Employee handbook-Chief Brad Winter has been working on the employee handbook
- ARPA Funds Projects:
  - River Styx and Mound Hill Cemetery tree removal (Bob Rohrer) *scheduled*
    - Bob will follow up on this
  - Township parking lot (Twp Hall and Twp Garage (Andy Liston)
    - Andy has received a couple quote, but both included repairs that he did not want to be included. They are both right around \$45,000. He will contact them to have them remove that item. This should last another winter.
  - Township hall doors, foundation, and any other improvements (Bob Rohrer)
    - Bob is waiting on a quote for the doors
    - Bob said he can call another basement company to get a quote
  - Township hall septic system (Gene Morris)
    - Gene said they are at a decision point to go with Keiper. He does business with Keiper and was planning to abstain from a vote. He sounds like the Ethic Committee said that Bob should not vote because he is doing some work with Kevin. Jerry thinks it makes sense to work with Kevin from a cost savings perspective. They could possibly see if Kevin can do the design and Thompson can do the system.
    - Bob will check with another excavation company, maybe Thompson.
  - Fire station renovations (Jerry Winkler & Brad Winter)
  - Ambulance/Command Vehicle (Trustees approve ordering Command Vehicle- 2022 Ford Explorer)

**New Business**

- New revenue account 1000-892-0004 Other-Miscellaneous Non-Operating (Refund-Real Estate Assessment). This account was created to deposit funds from the State Auditor’s Real Estate Assessment Fund set aside by the State for county auditors to conduct their appraisal/reappraisal duties. This payment is because the Medina County Auditor’s office had the lowest reappraisal costs in the state. Township received \$25,257.07.

**Approval to Set Up New Revenue Account 1000-892-0004**

Gene Morris **moved** to set up new revenue account 1000-892-0004 Other-Miscellaneous Non-Operating (Refund-Real Estate Assessment). Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes,

Winkler – yes.

**Signing of the Warrants**

Jerry Winkler **moved** to pay the warrants, payroll/accounting EFTs of \$46,782.40. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Executive Session**

Bob Rohrer **moved** to go into executive session at 9:15 P.M. to discuss the employment and compensation of public employees and invited Ray Ruprecht. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes. Winkler - yes.

Bob Rohrer **moved** to come out of the executive session at 10:13 P.M. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

There was no action taken by the Trustees after the executive session.

**Adjournment**

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes. The meeting adjourned at 10:13 P.M.

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Bob Rohrer

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Gene Morris

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Jerry Winkler

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Ray Ruprecht