

**GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
June 6, 2023**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on June 6, 2023 at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, and Fiscal Officer, Ray Ruprecht.

Also present were Andy Liston, Brian Cyphert, Michael Colonna, Jim Krahl, Tammy Johnson, Ron Scuderi, Jerry Springer, Martha Springer, Bill Shook, Michael Colonna, and Shannon Colonna

Approval of Minutes

Bob Rohrer **moved** to approve the regular meeting minutes of May 16, 2023. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

Department Reports

Fire-EMS Department

May 2023 Monthly Report	
INCIDENT TYPE	2023 INCIDENT COUNT TO DATE
EMS	198
FIRE	117
TOTAL	315

May 2023	
FIRE INSPECTIONS	12

Building/Grounds/Maintenance

- The water department has requested that they install a gate valve for the station standpipe, which would cost \$977.00. There was some discussion about whose budget this would come out of. Gene added that he spoke with Kevin about it and understands the issue and thinks they should just take care of it.

Approval to Gate Valve for Station Standpipe

Gene Morris **moved** to approve the purchase of a gate valve for the station standpipe. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

Apparatus/Equipment

- Gas meters have expired gas and a Chlorine sensor. Asst. Chief Carter is working to determine if the sensor is under warranty and if they can go in with other departments for gas. Meters need calibrated monthly. They got a quote to replace the gas for around \$2,200. Chief Cyphert also applied for a \$9,000 grant that would help with this.

Operations

- Hydrant flowing ongoing.

Training

- Fire- Drivers training and pump operations.
- There was some discussion about attendance at training. Chief Cyphert responded that they are reviewing the training policy.
- The University of Akron MOU will collaborate with the Seville Fire Department (SFD) to provide instructional services to qualifying students for fire, EMS, and rescue training. This would benefit the department by giving employees free seats at the training, and also keeping staff on site for emergencies.

Approval of University of Akron MOU

Gene Morris **moved** to approve the University of Akron MOU to collaborate with the Seville Fire Department (SFD) to provide instructional services to qualifying students for fire, EMS, and rescue training Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

Funding Requests

- Request for three to attend the Ohio Fire Chiefs Conference July in Columbus. Requesting training funds NTE \$2,500.00 Dollars.

Approval of Ohio Fire Chief's Conference Expenses

Gene Morris **moved** to approve the expenses for the Ohio Fire Chief's Conference in Columbus in July for costs not to exceed \$2,500.00. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Chief Cyphert has quotes for an AED and first aid kit for township hall. There is an agreement to get the first aid kit.
- Chief Cyphert has prepared a PowerPoint presentation on staffing changes he would like to make for the department. They are currently relying on part-time staff, and people out due to maternity leave, military leave, and vacations. He would like to have six full-time employees to cover shifts. He also wants Asst. Chief Carter to start working with Tammy Johnson more to transition some of his responsibilities as he retires. He is hoping to have someone ready to hire by the July 18 meeting. Bob said that they usually do one work session with the Fire Chief each year to review goals, and they should do that with him. They can go over the presentation in more detail at that work session. August 15, 2023 at 7:00 PM might work, and they will confirm with Jerry.

Road Supervisor (Andy Liston)

- Finished up mowing Roadsides.
- Cleaned ditch on Blake.
- Completed a ditch enclosure at 2851 Blake.
- Patch and leveled Rawiga and Blake Rd
- Force accounts ditch enclosure \$1,758.82 road leveling Blake for \$2,119.54, and Rawiga for \$4,765.69.
- Need to see about getting new architect for building. Gene suggested talking to Kidron Electric.
- John McAnlis donated \$40.00 to the Township for appreciation of Andy and Bret re-profiling ditch along his property. Bob spoke with Mr. McAnlis, and he was very pleased with how well they handled this.

- Andy spoke with someone who may be interested in purchasing their current boom mower when they eventually get the new one. They should come up with a price. Other used are going for \$3,800. They could also advertise locally or in the Ohio Township News.

Approval of Force Accounts Payments for Ditch Enclosure and Road Leveling

Gene Morris **moved** to approve the force account payments for a ditch enclosure on Blake for \$1,758.82, road leveling for \$2,119.54 on Blake, and road leveling for \$4,765.69 on Rawiga. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

Zoning Inspector (Curt Lauer)

- Curt is absent, and his report was read by Gene Morris.
- Curt spoke with the gentlemen on Rohrer Rd. about the tanks in his garage. They are all empty and he is looking for a spot to store them, he had to move out of his last place and is in transition of moving his business. He has the phone with me. No other issues have come up on his end.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission will be meeting this Thursday for their regular meeting, and they plan to continue discussing updates to the Comprehensive Development Plan and suggestions that were distributed in April.
- The BZA will be meeting on June 15 on the continuation of the Appeal of the interpretation of the requirement for accessory buildings to be ‘behind’ the main structure and on a conditional permit for a home occupation.
- Shannon attending a Zoning Inspector webinar, ‘Rehabbing Zoning Ordinances: Does Yours Need an Intervention?’ It had some good best practices for writing regulations, such as not using percentages, that might be helpful to share with the Zoning Commission.
- Gene suggested that the Zoning Commission remove zoning fees from Zoning Regulations since those are determined by the Trustees. Shannon will bring that up at the next meeting and confirm if that is considered a text change.
- Gene suggested that they invite the Planning Commission to attend the BZA hearing.

River Styx Cemetery/Mound Hill Cemetery

- Bob attended the Memorial Day service and helped set up. He also replaced the Medina County flag with a new flag.
- There is an old trimmer that is not being used, and Jeff Kersey would like to purchase it for parts.

Approval to Sell Trimmer

Bob Rohrer **moved** to approve selling an old trimmer from Mound Hill Cemetery which is no longer needed for \$50.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

Trustees Reports

Bob Rohrer

- Bob received a call about tanks in a garage and turned it over to Curt.

- Bob spoke with Chief Cyphert.
- Bob received a call about water on Blake Road.
- Bob received a call about muskrats at the pond. They will need to confirm if they can trap them.

Gene Morris

- Gene spoke with Capt. Johnson a couple of times while he was on vacation about people fishing in the lake. He referred her to the Medina County Game Warden.
- Gene spoke with Kevin Bittaker about a valve that needs to be changed at the fire station. The full port ball valve is causing problems with Seville's water system. He also expressed concern about how few people showed up to a training session on how he wants the fire hydrants opened and closed.
- Gene spoke with Mark Thompson, and it sounds like he is planning on starting the septic system on or around the 12th.

Comments from the Public

- Jerry Springer asked why they don't put the mower on gov.deals. They may not want to post it until it is available, but this is something they could consider.
- Bill Shook said that there have been some changes with real estate taxes going to Muskingum Watershed. He looked into this, and it sounds like they would be willing to attend a Trustee meeting to provide more information about what they do. Gene responded that they have tried to do things like that in the past and attendance has been very low.
- Bill Shook asked Chief Cyphert if they are equipped for water rescues. Chief Cyphert responded that they do have good equipment, and they work with the county on the response.

Old Business

- Employee handbook
- Township hall/garage, parking lot (Andy Liston) on hold until septic system completed.
 - Township hall doors and any other improvements (Bob Rohrer & Gene Morris)
 - On order, no updates
 - Township hall septic system (Gene Morris)
 - Ambulance
- Resolution 2023-08 Approving an Amended Agreement to Establish a Countywide Emergency Management Agency. There is an informational meeting on June 12 about this.

New Business

- There will be a Special Election on August 8, 2023. Andy and Ron will be the contacts for delivery and pick-up and opening up the township hall.
- The 2023-2024 Centerra Coop propane contract for 3500 gallons is \$1.90 per gallon. Last year it was \$2.24 per gallon.

Approval of 2023-2024 Centerra Co-Op Propane Contract

Gene Morris **moved** to approve the 2023-2024 propane contract with Centerra Co-op for 3,500 gallons at \$1.90

per gallon. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Supplemental Appropriation in the Fire and Ambulance Funds of \$7,000.00 to 2111-220-190-1150 (Salaries-Fire Station hourly) from 2111-220-121 (Salary-Fiscal Officer) and \$1,000.00 to 2281-230-121 (Salary-Fiscal Officer) from 2281-930-930 (Contingencies).

Approval of Supplemental Appropriation Transfer

Bob Rohrer **moved** to approve the Supplemental Appropriation in the Fire and Ambulance Funds of \$7,000.00 to 2111-220-190-1150 (Salaries-Fire Station hourly) from 2111-220-121 (Salary-Fiscal Officer) and \$1,000.00 to 2281-230-121 (Salary-Fiscal Officer) from 2281-930-930 (Contingencies). Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Ray spoke with Mike Lyons about Resolution 2023-08 Cost Recovery for Delivery of Emergency Fire Services by Seville-Guilford Fire & EMS Department. He said this looks good, but he is still reviewing the service contract.

Bob Rohrer offered the following resolution and moved the adoption of same which was seconded by Gene Morris.

RESOLUTION 2023-08

A RESOLUTION ESTABLISHING AND IMPLEMENTING A PROGRAM TO RECOVER COSTS FOR THE DELIVERY OF EMERGENCY FIRE DEPARTMENT SERVICES INCLUDING BUT NOT LIMITED TO IMPLEMENTING A PROGRAM TO RECOVER COSTS ASSOCIATED WITH THE DELIVERY OF PUBLIC SAFETY SERVICES BY THE MUNICIPALITY FOR EMERGENCY RESPONSE INCLUDING, BUT NOT LIMITED TO THE FOLLOWING: TRAFFIC CRASH RESPONSE, GAS LINE REPAIR, UTILITY COMPANY WAIT TIME, ILLEGAL BURN, SEARCH AND RESCUE, STRUCTURE FIRES, HAZMAT RESPONSE, FALSE ALARMS, WATER RESCUE, MINING INCIDENTS AND PREPPING FOR CAREFLIGHT; ALL BEING PUBLIC SAFETY SERVICES THAT ARE REQUIRED DUE TO AN INDIVIDUAL'S NEGLIGENCE.

WHEREAS, Emergency Fire Departments service run activity to various incidents relating to negligence continues to increase each year; new Home Security regulations, such as biological training and equipment, etc., creates increased demands on all operational areas of the Fire Department's services; and,

WHEREAS, the Fire Department has investigated different methods to maintain a high level of quality Fire Department emergency services throughout times of constantly increasing service demands, where maintaining an effective response by the Fire Department decreases the insurance companies' liability costs by saving lives and minimizing vehicular damage by fire; and,

WHEREAS, raising the real property tax to meet the increase in service demands would not be fair to the property owners, when a majority of the Motor Vehicular Accidents (MVA) involve individuals not owning property or paying property taxes in the jurisdiction of the Fire Department; and the ability of the Fire Department to effectively respond decreases the liability of the insurance companies by saving lives and minimizing injuries and vehicular damage by fire; and,

WHEREAS, the Board of Trustees desires to implement a fair and equitable procedure by which to collect said costs and shall establish a cost recovery system in accordance with State and Federal laws, regulations and guidelines.

NOW THEREFORE:

BE IT RESOLVED by the Guilford Township Trustees that:

SECTION 1. The Guilford Township Trustees shall initiate a cost recovery for the delivery of Emergency Fire Department Services rendered by the Seville-Guilford Fire & EMS Department. The rate of the cost shall be that which is usual, customary and reasonable (UCR) for the services, and may fluctuate accordingly.

SECTION 2. The service costs shall be charged to the negligent party, initially filed to their insurance, representing an add-on-cost of the claim for negligent damages of the vehicles, property and/or injuries. In the event the insurance company chooses to decline payment or the negligent party is uninsured, the negligent party will be held financially responsible.

SECTION 3. The Board of Trustees or their designees are hereby authorized to execute any and all documents and/or implement any and all procedures necessary to effectuate the collection of costs in order to enhance services by the Seville-Guilford Fire Department & EMS Department.

Roll call: Morris – yes, Rohrer – yes.

Signing of the Warrants

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$140,205.21. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

Adjournment

Gene Morris **moved** to adjourn the meeting. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes. The meeting was adjourned at 9:10 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht