

**GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
March 7, 2023**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on March 7, 2023 at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Jerry Winkler, and Fiscal Officer, Ray Ruprecht.

Also present were Michael Colonna, Jim Krahl, Ron Scuderi, Bill Shook, Andy Liston, Isaac Kaufman, Brian Cyphert, Madeline Marshall, Shannon Zimmerly, Lindsay Hepner, and Shannon Colonna

Approval of Minutes

Bob Rohrer **moved** to approve the regular meeting minutes of February 21, 2023. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department

FEBRUARY 2023 Monthly Report		
INCIDENT TYPE	FEBRUARY # INCIDENTS	2023 INCIDENT COUNT TO DATE
EMS	47	83
FIRE	9	25
TOTAL	56	108

Fire Inspection Notes:

- Employees have been assigned businesses to start inspections and complete as available.

Apparatus

- Repairs are starting on the ladder truck.

Training

- Fire- Medina Career Center is offering a firefighter 2 transition course. This course will bring firefighters to the Ohio professional standards. He has offered this class out to all current FF 1s. This cost will be reimbursed by a state training grant.
- Old radios are not needed for public use and have a value less than \$2,500.00. They are also looking at selling some other equipment that is no longer used. He will be putting together more information for a future meeting.
- Ray asked for confirmation and approval that new personnel hiring for Seville-Guilford Fire & EMS shall be cross trained as an EMT and Fire Fighter I starting in 2023 prior to starting date. By making cross training mandatory, they will be required by OPERS to take Social Security. Chief Cyphert said that he does not anticipate any further staffing that is not cross trained, but they may want to consider having some wording that will allow them to recruit someone who is not fully trained. He will work on that wording for the next meeting.

Road Supervisor (Andy Liston)

- The Road Department has not had to salt or plow, but they are getting into the season that they might see some snow at night that would melt during the day. He asked if the Trustees would like them to continue to salt the roads. Bob responded that he thinks they should to ensure roads are safe for the morning commute.
- Guard rail repair on Rohrer Road is complete and they have received insurance money to cover this cost.
- Andy attended the stormwater meeting.
- There is a \$1,758.82 force account payment for ditch cleaning on Bell Road.
- Would like to purchase slag for the roads at a cost of \$39.00 a ton. They need 500 tons for a total cost of \$19,500.

Approval of Force Accounts Payments for Ditch Cleaning

Jerry Winkler **moved** to approve the force account payments for ditch cleaning on Bell Road for a cost of \$1,758.82. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

Approval to Purchase

Bob Rohrer **moved** to approve the purchase of 500 tons of slag for 2023 road work for a total cost of \$19,500. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- Reminder that the Township received an application for the Assistant Zoning Secretary position, which Shannon forwarded to the Trustees two weeks ago.
- Shannon is trying to track down the source of some maps that Jim has that show more detail of conservation areas and prime agricultural land.
- The next Zoning Commission meeting is Thursday, and the plan is to discuss the Comprehensive Development Plan.
- There have been a number of emails between Curt, Mike Lyons and Shannon over the past week about variances and conditional permits and how those relate to the ‘Seville Gardens’ redevelopment. She has some concerns that everyone is not on the same page, including:
 - Residents are being misled to believe that variances can be granted for conditions that are listed under the conditionally permitted uses.
 - Some members of the BZA have voted to approve Conditional Permits without requiring that all conditions are met.
 - She also thinks it is important for the Trustees to understand this process so that they can answer questions, such as the calls Bob Rohrer received recently about the denial of a Home Occupation permit.
- Curt’s initial question to Mike Lyons asked if the property was grandfathered, and if the owner would be allowed to add additional homes. Mike Lyons responded that “if the new owners proposes to expand the

mobile home park, the expansion would be subject to the conditional use requirements set forth in Section 9(20), and the owner would need to apply for a conditional use permit for the expansion.” Curt then sent multiple emails indicating that a variance would be required and suggested that it would be denied by the BZA.

- Shannon followed up with Mike Lyons since Curt’s responses contradicted the legal advice. Shannon read the questions she asked and Mike Lyons responses to those questions.
- Does the Seville Gardens redevelopment proposal require a variance or conditional use permit? Mike Lyons responded, “Assuming that the current owner desires to modify the extent of the use, it would be my opinion that the owner would need to submit a new application for a conditional use permit, subject to the condition in 9(20).”
- Does the BZA have the authority to waive conditions that are listed under the conditional permitted uses requirements? Mike Lyons responded, “Conditionally permitted uses should be approached in a more limited way than permitted uses, and the conditions should be strictly applied by the Board of Zoning Appeals...the Board of Zoning Appeals does not have authority to grant exceptions to the conditions imposed on conditionally permitted uses and is not permitted to overlook or grant exception to these conditions in the process of hearing an application for a conditional permit.”
- Shannon thinks the legal advice should be shared with members of the BZA and Zoning Commission as long as everyone is now in agreement, and there was agreement to do this. Jerry said that the clarification from Mike Lyons was really helpful in understanding how the process worked. He had been under the impression that the property already had a Conditional Permit, but it is grandfathered in. Shannon responded that from the zoning perspective, it is considered a non-compliant lot and any future changes would need to be made to make it more compliant.
- Shannon also acknowledged that she knows that everyone is eager to see the trailer park property improved, but they are not making any progress by suggesting that they would need to apply for multiple variances. The applicant has been trying to work with the Township on this for three months, and she doesn’t think they have been getting accurate information.
- Bob asked if they would be able to get approval for the proposal that has 51 manufactured homes. Shannon responded that it might be possible for them to meet all of the requirements with that number, but the township may also want to review the current regulations to determine if they want to make any changes. For example, they would currently be required to have a building with laundry facilities, but that has been discouraged because it could attract petty theft. If the regulations were just updated to say that ‘should’ be required instead of ‘shall’, the BZA would have the authority to waive that requirement at their discretion.
- Bob said that he thinks the proposal for 51 manufactured homes would be better than 80+, and he hope they can continue working together to plan something that suits the township. Shannon noted that Curt has not responded to any of the emails, so she is not sure where he stands on this or what he has communicated to the owner.

Zoning Inspector (Curt Lauer)

- Curt is absent. No one has received a report from him.

River Styx Cemetery/Mound Hill Cemetery

- Andy said they are running into issues where people are putting flower beds in the cemetery, and he is having trouble getting the excavator through. Jerry thinks they already have a rule about that, and they

will have to look into the issue and see what can be done to resolve.

Trustees Reports

Bob Rohrer

- Bob received a call from John about buying straw. It was \$9 a bale, so Bob is going to donate some.
- Bob received another bid on a door from Medina Glass to replace the exterior doors for \$10,148. He is still waiting for one more quote.
- Bob received a call from someone interested in renting the hall and referred them to Ron.
- Bob met with Andy about ideas for expansion.
- Bob attended the Health Department meeting and passed a brochure around about their updates.

Jerry Winkler

- Jerry reviewed emails about the trailer park.
- Jerry met with Andy about ideas for the expansion.

Gene Morris

- Gene was absent. His report was read by Shannon.
- Gene called Milton Township Trustee Greg Piatt and let him know we were thinking about entering into an agreement with them and sent him the draft to review. Their next meeting will be March 13th.
- Gene met with Andy to discuss future expansion plans.

Comments from the Public

- Bill Shook asked about mowing at the fire department. This is being done by the Road Dept.
- Bill Shook let Chief Cyphert know about some training at Ashland University.
- Bob let Chief Cyphert know that they can plug in the aerator for the pond now that winter is over.
- Michael Colonna mentioned that he has had some problems with salt level in his well water. Andy said that this has gotten better over the years, but it probably was bad for a while.
- Ron Scuderi said that he has received another inquiry about having access to audio-video equipment. They could check with Jon Strong to see if he has any suggestions. Jerry will reach out to him.

Old Business

- There are no updates on the employee handbook.
- The ARPA funds projects selected to further look into were assigned to begin getting input from different sources.
 - Township hall/garage parking lot (Andy Liston) on hold until septic system completed.
 - Township hall doors and any other improvements (Bob Rohrer & Gene Morris)

- Township hall septic system (Gene Morris)
- Ambulance
- Bob said that they have all met with Andy to discuss potential expansions, and it might be better to add on to the newer garage and use the other garage for storage. Andy has reached out to one company and is supposed to be meeting with them this week to get a ballpark figure on what it would cost. Bob suggested that they could split it into multiple projects under \$50,000 to avoid going out to bid.

New Business

- Ray presented Resolution 2023-03 Approved Usage of OneOhio Opioid Settlement Funds Toward Evidence-Based Forward-Looking Strategies, Programming and Services used to Provide Substance use Avoidance and Awareness Education, and Donate \$1,200.00 to Cloverleaf School District for Vape Educate Program. This is a program that brings awareness to vaping and drug use.

Bob Rohrer offered the following resolution and moved the adoption of same which was second by Jerry Winkler.

RESOLUTION 2023-03

Approved Usage of OneOhio Opioid Settlement Funds Toward Evidence-Based Forward-Looking Strategies, Programming and Services used to Provide Substance use Avoidance and Awareness Education, and Donate \$1200.00 to the Cloverleaf School District VapeEducate Program

WHEREAS, Ohio reached an \$808 million agreement with the three largest distributors of opioids. The state developed the OneOhio plan, a mechanism to ensure that any money from a negotiated settlement is distributed fairly to the communities hit hardest by the opioid crisis;

WHEREAS, OneOhio Funds must be utilized in a manner consistent with the “Approved Purposes” definition in the OneOhio memorandum of understanding (MOU). According to the MOU, the Funds must be used for “evidence-based forward-looking strategies, programming and services used to (i) expand the availability of treatment for individuals affected by substance use disorders, (ii) develop, promote and provide evidence-based substance use prevention strategies, (iii) provide substance use avoidance and awareness education, (iv) decrease the oversupply of licit and illicit opioids, and (v) support recovery from addiction services performed by qualified and appropriately licensed providers[.]”

THEREFORE, the Guilford Township Trustees support using OneOhio Opioid Settlement Funds toward evidence-based forward-looking strategies, programming and services used to provide substance use avoidance and awareness education;

NOW THEREFORE, the Guilford Township Trustees approve sending \$1,200.00 to the programming and services used to provide substance use avoidance and awareness education provided by the Cloverleaf School VapeEducate Program.

Roll call vote: Rohrer – Yes, Winkler – Yes.

- Resolution 2023-04 Approval of 2023 Permanent Appropriations of \$3,999,484.39.

Jerry Winkler offered the following Resolution and moved the adoption of it, which was seconded by Bob Rohrer.

**RESOLUTION 2023-04
APPROVAL OF 2023 PERMANENT APPROPRIATIONS**

BE IT RESOLVED by the Board of Trustees of Guilford Township, in Medina County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees during the fiscal year ending December 31, 2023 the following sum of \$3,999,484.39 be hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows.

**See attached sheet for the
2023 Permanent Appropriations Budget**

Roll call vote: Rohrer – Yes, Winkler – Yes.

- Wadsworth Law Director Tom Morris and Assistant Law Director Brad Proudfoot will be attending March 21st meeting to give a report of the Court system in Wadsworth.
- There was some discussion about the agreement that has been drafted for reciprocal assistance with Milton Township.

Jerry Winkler **moved** the approval of the following contract with Milton Township, which was seconded by Bob Rohrer.

**CONTRACT FOR RECIPROCAL ASSISTANCE IN MAINTENANCE SERVICES BETWEEN
GUILFORD TOWNSHIP TRUSTEES AND MILTON TOWNSHIPS TRUSTEES**

This Contract is entered into, this day of February 21, 2023 between the Board of Township Trustees of Guilford Township, 3800 Greenwich Road, Seville, Ohio 44273 (hereinafter "Guilford Township") and the Board of Township Trustees of Milton Township, 13831 Kauffman Avenue, P.O Box 205. Sterling, Ohio 44276 (hereinafter "Milton Township"), Ohio. It shall become effective immediately and continue effective until terminated by either party of this contract.

WHEREAS Guilford Township and Milton Township geographically abut each other;

WHEREAS Guilford Township and Milton Township each employ individuals (hereinafter "maintenance employees") whose duties include the maintenance of township roadways within their respective Township boundaries; and

WHEREAS Guilford Township and Milton Township have discovered a need to maximize the efficiency of their respective maintenance employees and to complete projects requiring manpower in excess of staff availability; therefore

BE IT KNOWN THAT Guilford Township and Milton Township each hereby agree and promise to do the following:

- 1) Maintenance employees not required for immediate public purpose will be made available to the other township for use on maintenance projects for so long as that employee(s) is/are not needed for any immediate public purpose in his/her own township; and
- 2) Guilford Township employee(s) shall remain employee(s) of Guilford Township while rendering assistance to Milton Township's Maintenance Department. Guilford Township shall be

responsible for salary, insurance, and benefits of its employees; and

- 3) Milton Township employee(s) shall remain employee(s) of Milton Township while rendering assistance to Guilford Township's Maintenance Department. Milton Township shall be responsible for salary, insurance and benefits of its employees; and
- 4) Both Guilford Township and Milton Township shall maintain accurate records of assistance time rendered in the other township. Both townships agree to reconcile any discrepancy of hours by arranging for equalization services at the termination of this contract.
- 5) Guilford Township Trustee and Milton Township Trustees agree while using the other Township's equipment, any damage incurred to that piece of equipment by user Township, user Township will be responsible and will return the equipment in similar condition as they received it.

Roll call: Rohrer – yes, Winkler – yes.

Signing of the Warrants

Jerry Winkler **moved** to pay the warrants, payroll/accounting EFT's of \$70,109.36. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes. The meeting adjourned at 9:00 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht