

**MEETING MINUTES OF THE
GUILFORD TOWNSHIP TRUSTEES
May 18, 2021**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting at 8:00 P.M. on May 18, 2021 in a Zoom virtual meeting due to the COVID-19 pandemic. The following Trustees were present: Bob Rohrer, Gene Morris, Jerry Winkler, and Fiscal Officer, Ray Ruprecht.

Also present were: Chief Brad Winter, Andy Liston, Mayor Carter, Jim Krahl, Keith Beetler, nj81073@aol.com, Curt Lauer, Jon Strong, and Shannon Colonna.

Approval of Minutes

Gene Morris **moved** to approve the Special Meeting minutes of April 23, 2021. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval of Minutes

Gene Morris **moved** to approve the Regular Meeting minutes of May 4, 2021 as amended from May 5 to May 4. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Chief Brad Winter)

- Work on the fiber network is wrapping up at the fire station. The lawn has been landscaped and reseeded.
- Ideal Pest Control applied the spring insect treatment this morning.
- Awards and Recognition Ceremony will be held at Buffalo Creek Retreat Tomorrow night 5/19/2021 at 7:00 p.m. for the River Styx Park incident.
- Full-Time swearing in ceremony will be held at the fire station this Sunday 5/23/2021 at 1:00 p.m.
- Steve Kantorik returned from military leadership training.
- The Medina County Health Dept is going to be doing a vaccine clinic at the Fire Station on Thursday.

Road Supervisor (Andy Liston)

- Andy requests force account payments for ditch cleaning on Rohrer for \$1,012.77 and a drive pipe enclosure on Blake (just East of River Styx) for \$1,197.69.

Approval of Force Accounts Payments for Drive Pipe and Ditch Cleaning

Gene Morris **moved** to approve the force account payments for ditch cleaning on Rohrer for \$1,012.77 and drive pipe enclosure on Blake (just East of River Styx) for \$1,197.69. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

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Zoning Inspector (Curt Lauer)

- Curt issued one permit for a deck.

- Curt received a call from someone who is under contract to buy the mobile home park and is wanting to redevelopment the property. It is being purchased by a developer out of Columbus. They have already contacted utilities. Curt updated him in on the issues the Township has been having with the current mobile home park. It sounds like they are also interested in putting in some storage units.

- Gene said they would like to clarify that the township fence regulations require a permit and a site plan. Curt said that he thought they did not issue permits for fences. Gene said that this was updated a couple years ago, and Trevor confirmed at the last meeting.

- Gene asked Curt for status on following up on variances. Curt responded that he would need a list of the properties that have variances in order to follow up on those. Gene assumes that this information is on file, and there was also some discussion in the past about scanning in this information. Gene said they are mostly concerned about conditional zoning permits. Curt said that he will go to the Township Hall and see what he can find.

Zoning Secretary (Shannon Colonna)

- Shannon noted that she has a paper copy of the BZA minutes, and this might help Curt identify the recent conditional zoning permits and variances. From what she has seen, everything is filed under property address or property owner name.

- The Zoning Commission met on May 13 for their regular meeting. They reviewed potential duplicates on the list of property owners provided by the auditor's office to finalize the list. Shannon provided feedback from the last Trustee Meeting, and there were no objections to the survey not being anonymous and not including return postage. It sounds like they may want to have a drop box at the Township Hall.

- Shannon has updated the online survey to include name and address and will be sharing this with the Zoning Commission to test and help make sure there are no glitches.

- There was some discussion about updating zoning regulations to address ground and pole mounted solar power. The Board has been asked to review the regulations for the next meeting to identify any potential conflicts.

- Tom and Trevor have confirmed that Resolution 2021-05 will work for their respective boards.

River Styx Cemetery/Mound Hill Cemetery

- Jerry reported that Scott Oring has expressed interest and John Hewitt knows someone that may be interested in the Cemetery Sexton position for Mound Hill and River Styx

- The have received a call about the U.S. Flag at River Styx looking bad. Bob received a flag donated by the VFW and the old flag has been replaced.

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- Gene has tested the microphone, and it is working well.

Trustees Reports

Bob Rohrer

- Bob mentioned a property where there was a variance to build a garage before a house. The property has sold recently, and he thinks the new owners should build a home as soon as possible. He is not sure how this works since ownership has changed. Curt thinks he spoke with the new owners, and they were planning to build this year.
- Bob met with Brad and Mike Zollinger at the Turnea property to get an updated quote. He said they will need to be careful about removing items from the barn. They have noticed that the property has been listed for sale, and they discussed contacting the realtor to make sure they were aware of the situation. Bob called the realtor today, and she was not aware of any of the issues with this property. Bob asked Ray to share a copy of the resolution with her, and that was done today.
- Bob noticed that it looks like the trailer park is getting cleaned up.

Jerry Winkler

- Jerry spoke with Scott, Anita, and John about the sexton position.
- Jerry looked up the information on the Turnea property on the MLS, and it looks like it is listed as land.
- Jerry spoke with Ben Ackley who is interested in the trailer park property and referred him to Curt.
- Jerry noted that this is EMS Week, and he wants to recognize the EMS team and their contributions to the community.

Gene Morris

- Gene signed papers at the township hall.
- Gene tested the cemetery P.A. system, and it is ready for Memorial Day.

Comments from the Public

- Mayor Carter noted that the Sweet Shoppe is supposed to be opening this week under new ownership.
- Mayor Carter reported that BOPA will be shutting off electric to the mobile home park if there is any further tampering.

Old Business

- Ray Ruprecht presented Resolution 2021-05, Notice of all Township Public Meetings for review.

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**Resolution 2021-05
Notice of all Township Public Meetings**

WHEREAS, the Open Meetings Act requires every public body to adopt rules establishing reasonable methods for the public to determine the time and place of all regularly scheduled meetings, and the time, place, and purpose of all special meetings, and

WHEREAS, the public body’s notice rule must provide for “notice that is consistent and actually reaches the public.” The requirements for proper notice vary depending upon the type of meeting a public body is conducting, as detailed in this section.

1. Types of meetings and notice requirements:

A. Regular meetings

- “Regular meetings” are those held at prescheduled intervals, such as monthly or annual meetings. A public body must establish, by rule, a reasonable method that allows the public to determine the time and place of regular meetings.

B. Special meetings

- A “special meeting” is any meeting other than a regular meeting. A public body must establish, by rule, a reasonable method that allows the public to determine the time, place, and purpose of special meetings and conforms with the following requirements:
- Public bodies must provide at least 24-hours advance notification of special meetings to all media outlets that have requested such notification, except in the event of an emergency requiring immediate official action (see “emergency meetings,” below).
- When a public body holds a special meeting to discuss particular issues, the statement of the meeting’s purpose must specifically indicate those issues, and the public body may only discuss those specified issues at that meeting. When a special meeting is simply a rescheduled “regular” meeting occurring at a different time, the statement of the meeting’s purpose may be for “general purposes.” Discussing matters at a special meeting that were not disclosed in the notice of purpose, either in open session or executive session, is a violation of the Open Meetings Act.

C. Emergency meetings

- An emergency meeting is a type of special meeting that a public body convenes when a situation requires immediate official action. Rather than the 24-hours advance notice usually required, a public body scheduling an emergency meeting must immediately notify all media outlets that have specifically requested such notice of the time, place, and purpose of the emergency meeting. The purpose statement must comport with the specificity requirements discussed above.

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WHEREAS, the Guilford Township Trustees in compliance of the Open Meetings Act states that rules must include a provision for any person, upon request and payment of a reasonable fee, to obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. The statute suggests that provisions for advance notification may include mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the person requesting notice, and

THEREFORE, the Guilford Township Trustees will have their regular scheduled meetings on the 1st and 3rd Tuesdays of the month starting at 8:00 p.m. at either the Guilford Township Hall, 3800 Greenwich Road, Seville, Ohio, unless stated elsewhere, or be conducted in a virtual media setting, and

THEREFORE, the Guilford Zoning Commission will meet the second Thursday of each month at 8:00 p.m. and Board of Zoning Appeals meetings are held as called by the chairman. All meetings are held at the Guilford Township Hall, 3800 Greenwich Road, Seville, Ohio, unless stated elsewhere, or be conducted in a virtual media setting, and

NOW THEREFORE, the Guilford Township Trustees public body's notice rule for all public meetings will be to post on the Guilford Township website at www.guilfordtownship.us, notify The Gazette of all regular, special, and emergency meetings and post notification on the public bulletin board located at the Guilford Township, 3800 Greenwich Road, Seville, Ohio 44273.

Gene Morris **moved** to adopt Resolution 2021-05, Notice of all Township Public Meetings. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- The Township is continuing to monitor conditions at J&M Trailer Park. Chief Winter said that they are considering ordering the property owner to secure some of the vacant properties, which the Fire Department has the authority to do. Jerry and Bob agree that this is a good idea.
- Gene spoke with Chief Winter about the condition of some of the buildings and barns throughout the township that are unsafe. Bob asked if there were any regulations that would apply to barns and wonders if this would fall under agricultural exemptions. Jerry said that one thing to remember with ag exempt is that they are building and still have to follow fire code.

New Business

- Ray Ruprecht asked about Trustee meetings returning to the Township Hall starting June 1st. He has also received a call asking if the Township Hall would be available for Seville Public Library (Linda) usage for a book club in the fall. The book club group would not be able to pay any rental fees. Gene said that based on CDC recommendations, he is in favor of reopening the Township Hall. He also thinks it would be better to have the June 1st Turnea hearing in person. They suggest meeting in the big room for a while longer so that they can socially distance. Bob has concerns about allowing the book club to use the Township Hall at no cost because there is a cost to the Township for cleaning. There were a couple groups that were allowed, but they decided that free use needs to be limited to those groups. The current

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rental rates are \$70 for one floor and \$120 for both floors. There is agreement to start allowing rentals after June 1, 2021.

Approval to Reopen Township Hall for Public Meetings

Bob Rohrer **moved** to approve to reopen the Township Hall for Public Meetings for Township meetings, rentals and groups that are already meeting effective June 2, 2021. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Ray reported that the Township has received notice of a virtual Seville Board of Zoning Appeal Public Hearing on May 24, 2021 on a variance application from El Patron restaurant for construction of new sign. Zoom meeting ID # 848 9641 2704 will be at 6:30 p.m. or by phone 312-626-6799.

Signing of the Warrants

Jerry Winkler **moved** to pay the warrants, payroll/accounting EFTs of \$43,374.76. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Adjournment

Jerry Winkler **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes. The meeting adjourned at 8:50 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht