

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES  
November 1, 2022**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a public hearing on text changes and regular Trustees meeting on November 1, 2022, at 7:30 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 Frank Harmon, Andy Liston, Tammy Johnson, Bill Shook, Madeline Marshall, Mayor Carter, Scott Phillips, Michael Colonna and Shannon Colonna

Bob Rohrer called the Public Hearing to order at 7:30 P.M.

**Public Hearing for Resolution ZC2022-6 and ZC2022-7**

- There were no comments or questions from the public.
- Gene had a few questions about the Planning Commission’s recommendations. Shannon responded that the Zoning Commission had accepted all proposed changes and will make sure each section was updated correctly.
- Gene also had some questions about the proposed changes to 4.13 section E, which allows junk cars to be parked behind a fence. He had attended some meetings and thought there was discussion about removing that part. Shannon responded that she and Jim Krahl had researched regulations for other townships in the area and proposed changes to update this section that would remove the fence allowance. Ultimately that came down to a vote with the majority voting to not change that section. Shannon found the original proposal, and there was agreement to modify this section from ‘All JUNK VEHICLES must be stored in a building, garage, or enclosed within a solid fence, meeting all zoning requirements, on all sides, so the vehicle cannot be seen from either side yard, backyard, or the roadway’ to ‘All JUNK VEHICLES must be stored in a completely enclosed permanent structure meeting all zoning requirements. Permanent structure does not include tents or temporary carports with canvas tops.’

**Approval of Resolution ZC2022-6 and 7**

Jerry Winkler **moved** to approve the zoning text changes of Resolutions ZC2022-6 as modified and ZC2022-7. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Resolution ZC2022-6  
Regulations for Junk, Junk Vehicles and Public Nuisance**

**Section 3: New definitions:**

**JUNK VEHICLE:** Any motor propelled vehicle or accessory, including but not limited to cars, trucks, buses, motorcycles, trailers, and boats, shall be considered a junk vehicle meeting one or multiple criteria listed below:

- 1) The vehicle is without a valid current registration and/or license plate.
- 2) The vehicle is inoperable or is incapable of being driven under its own motor power.
- 3) The engine, wheels, or other parts of the vehicle have been removed.
- 4) The vehicle is without fully inflated tires and/or has any type of support under it.
- 5) The vehicle does not comply with state regulations.

- 6) The vehicle has a substantially damaged or missing window, windshield, door, motor, transmission, or other similar major part.
- 7) The vehicle remains on private property without the permission of the legal parcel owner.
- 8) A trailer or other item(s) remains on public properties in violation of notice to remove by the Zoning Inspector.

**JUNK/RUBBISH:** Bones, litter, discarded materials, and manufactured goods including, but not limited to scrap metals and their alloys (iron, tin, brass, copper, lead, zinc, etc.), scrap glass, vehicle parts, rags, used cloth, used rubber, used rope, used aluminum foil, used bottles, old and used machinery, used tools, used appliances, used fixtures, used utensils, used building materials, and used boxes, crates, or pallets; including both combustible and non-combustible waste materials. The term rubbish shall also include but not be limited to used and unused rags, food containers, cartons, boxes, packing material, rubber, leather, tin cans, metals, mineral matter, glass, crockery, pipe or pipe fittings, used tires, and similar materials, as well as residue from the burning of wood, coal, and other combustible materials.

**PUBLIC NUISANCE:** A public nuisance shall meet at least one of the following criteria.

- 1) The physical condition or use of any premises is regarded as a public nuisance as defined by common law.
- 2) Any physical condition, use or occupancy of any premises or its appurtenances considered an attractive nuisance to children, including, but not limited to, buildings, abandoned wells, shafts, basements, excavations, and unsafe fences or structures.
- 3) Any premises which have unsanitary sewage or plumbing facilities.
- 4) Any premises designated as unsafe for human habitation or use.
- 5) Any premises which are manifestly capable of being a fire hazard, or manifestly unsafe or unsecured as to endanger life, limb, or property.
- 6) Any premises which are unsanitary, littered with junk or rubbish, or have an uncontrolled growth of noxious weeds.
- 7) Any structure or building that is dangerous to anyone on or near the premises due to being in a state of dilapidation, deterioration or decay, faulty construction, overcrowded, open or abandoned, damaged to the extent it cannot provide shelter, or in danger of collapse or failure.

**Section 4 and 11: Updated Regulations for Junk Cars, Junk, and Public Nuisance Violations:**

| Current  | Proposed  |
|--|---|
| 4.13 PARKING REGULATION IN RESIDENTIAL AREAS<br>...<br><b>E. Junk Cars:</b> All wrecked, junked, inoperable vehicles without a current license must be stored in a building, garage, or enclosed within a solid fence, meeting all zoning requirements, on all sides, so the vehicle cannot be seen from either side yard, backyard, or the roadway. | 4.13 PARKING REGULATION IN RESIDENTIAL AREAS<br>...<br><b>E. Junk Cars:</b> All JUNK VEHICLES must be stored in a completely enclosed permanent structure meeting all zoning requirements. Permanent structure does not include tents or temporary carports with canvas tops. |

| Current  | Proposed  |
|--|---|
| 4.8 No dumping, storing, burying, reducing, disposing of or burning garbage, refuse, scrap metal, rubbish, offal or dead animals, <b>shall</b> be permitted unless such dumping, storing, burying, reducing, disposing of or burning garbage, refuse, scrap metal, rubbish, offal or dead animals is done in | 4.8 Dumping, storing, burying, reducing, disposing of JUNK/RUBBISH, offal, or dead animals, <b>shall not</b> be permitted unless it is in compliance with any and all |

compliance with any and all local, state and federal regulations governing such activities.

local, state, and federal regulations.

| <b>Current</b>  | <b>Proposed</b>   |
|---|---|
| <p><b>11.5 - VIOLATIONS:</b> Building/structures, erected, altered, moved, raised or converted, or any use of the land or premises, carried on in violation of any provision of this Zoning Resolution, are declared to be a nuisance per se. Any building or land use activities considered possible violations of the provisions of this Zoning Code, which are observed by any Township Official or Township Resident <b>shall</b> be reported to the Township Zoning Inspector.</p> | <p><b>11.5 - VIOLATIONS:</b> Building/structures, erected, altered, moved, raised, or converted, or any use of the land or premises, carried on in violation of any provision of this Zoning Resolution, are declared to be a public nuisance per se. Any building or land use activities considered possible violations of the provisions of this Zoning Code, which are observed by any Township Official or Township Resident <b>shall</b> be reported to the Township Zoning Inspector.</p> |

**Resolution ZC2022-7**

**Regulations for Outdoor Wood-Fired Hydronic Heaters and Wind Energy Conversion Systems**

1. Add the following verbiage to the beginning of each section as noted:
  - Section 4: General Regulations - Regulations in this section apply to properties in all zoning districts except as noted.
  - Section 6: Residential: Regulations in this section apply to properties in the Residential district. All regulations in Section 4: General Regulation also apply unless noted.
  - Section 7: Business and Commercial: which shall be designated as: “C” districts: Regulations in this section apply to properties in the Commercial district. All regulations in Section 4: General Regulation also apply unless noted.
  - Section 8: Industrial and Manufacturing: Regulations in this section apply to properties in the Industrial district. All regulations in Section 4: General Regulation also apply unless noted.
  
2. Remove the following regulations for Wind Energy Conversion Systems and Outdoor Wood Fired Hydronic Heaters from SECTION 6: RESIDENTIAL (C.6 and C.7), SECTION 7: COMMERCIAL (C.4 and C.5) and SECTION 8: INDUSTRIAL (I.4 and I.5) sections and add to SECTION 4: GENERAL REGULATIONS (as 4.27 and 4.28).

The public hearing ended.

**Approval of Minutes**

**Bob Rohrer moved** to approve the regular meeting minutes of October 18, 2022. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Ohio Insurance – Frank Harmon**

- Frank Harmon is attending the meeting to provide an overview of the 2023 Insurance offers. There was an increase this year, but he thinks the rate is still competitive. Medical Mutual offered an option to increase the deductible and out-of-pocket to decrease the monthly premium. There was some discussion about the cost breakdown and comparison to other townships. The Guilford Township premiums were about 15% below state averages.
  
- There were some quotes from other carriers, and some carriers declined to quote, but Medical Mutual came in well below the other carriers. He also noted that having a good benefits package is important for employee retention, and he would not recommend increasing the deductible or out-of-pocket considering

the savings is only about \$200.00 a month.

- They are able to get composite rates because they have ten or more employees.
- Life insurance is coming up for renewal with Medical Mutual on December 1, 2022. He also obtained a quote from Nippon Life that was a little less.
- There is also a proposal from the State Employment Relations Board that provides some additional benefits for accident-related health expenses. This is designed to help offset out of pocket medical expenses and is paid directly to the employee. This would also give the employee \$50 just for getting a wellness exam.

### Approval of Benefit Packages for 2023

Bob Rohrer **moved** to continue the Medical Mutual HSA T3820 health insurance and to enroll in the Nippon Life and SERB plan for 2023. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

### Department Reports

**Fire-EMS Department** – Captain Tammy Johnson

| OCTOBER 2022 Monthly Report |                          |                             |
|-----------------------------|--------------------------|-----------------------------|
| INCIDENT TYPE               | OCTOBER # INCIDENTS      | 2022 INCIDENT COUNT TO DATE |
| EMS                         | 52                       | 438                         |
| FIRE                        | 20                       | 201                         |
| <b>TOTAL</b>                | <b>72 (5 Mutual Aid)</b> | <b>639 (96 Mutual Aid)</b>  |

### **Personnel**

- Discussion was held in the last officer meeting regarding the need for another Field Training Officer (FTO). When a new employee starts, they currently only have one FTO who works C shift and no other days. It is often difficult to schedule new hires on just those days. Firefighter Hepner has often stepped up and taken trainees out and worked extra hours with them during her shift. The officers would like to recommend Lindsay as a second FTO beginning Nov. 5, 2022. She currently makes \$16.25/hr. and FTO pay stipend is \$0.30/ hour. If approved, this would change her rate to \$16.55/hr. Bob thinks that they might want to hold off on making this decision until the new Chief is on board. Jerry thinks that if they are hiring new people, they could use someone else in that training role. Captain Johnson responded that she is already doing it, and no matter who the next chief is she is the most qualified person to do this and has already completed required training.

### Approval of Lindsey Hepner to Field Training Officer

Jerry Winkler **moved** to approve the promotion of Lindsey Hepner to Field Training Officer with a pay stipend of \$0.30/ hour, bringing her rate to \$16.55/hour effective November 5, 2022. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes

### **New Equipment**

- They need to purchase two sets of Irons for fire apparatus. Each set is \$361.50 and includes both the flat

head ax and Halligan as well as a marrying strap. They request approval for \$723 to purchase these.

#### **Approval to Purchase Two Set of Irons for Fire Apparatus**

Bob Rohrer **moved** to approve the purchase of two sets of Irons for Fire Apparatus for a total cost of \$723.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- With the failure of 300 ft of LDH they would like to request the township purchase up to 400 ft of LDH at a cost of \$3,263.12. The Association has grant funds to purchase the remaining 600 ft of hose to complete one truck (\$4,894.68). The quote they have is for \$407.89/ 50', and it is currently in stock.

#### **Approval to Purchase 400 Feet of LDH**

Gene Morris **moved** to approve the purchase of 400 feet of LDH for a total cost of \$3,263.12. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **Nuisance Alarm Policy**

- They located a copy of an older resolution 2006-21. This resolution is in regard to nuisance type alarms. They would like the trustees to review and possibly revise this policy. One of the wording changes they thought was necessary was the wording “false fire alarms”. When they are called to these businesses the alarm is technically working as it should and the detectors work. They don’t usually go off without reason (i.e., popcorn or cooking in rooms). They wondered if the wording should be changed to nuisance alarms to be more descriptive of the situation in which this policy would be used. If no changes are made, they would like to reimplement the use of the policy. Currently for the year, they have had 18 calls between the two hotels on Park Avenue that were caused by smoking, cooking or other activity and were not fires. This allows them to charge a fee of \$300.00. They would like to make this effective at the beginning of the year. She can update the existing Resolution and send to them for review.

#### **Training**

- They would like to use part of the training budget to bring in a well renowned speaker for leadership training. This training would be excellent for officers and leadership teams. They would like to make this a countywide training and also include surrounding counties. This is a 6-hour course presented by Deputy Chief Frank Viscuso. The cost of the class is \$5,100.00 but we would charge admission for other agencies to help with this cost. They are able to have this class on August 30 and would like permission to begin planning this event. The class would not need to be paid for until the day of the event. Jerry said they may be able to get some other agencies involved to contribute to the cost.

#### **Approval of Leadership Training**

Bob Rohrer **moved** to approve to have leadership training with Deputy Chief Frank Viscuso on August 30, 2023, for a total cost of \$5,100.00. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Ray asked about the request they received from Medina County Career Center Fire/EMS Program to donate any firefighting/auto extraction gear that is no longer being used. Captain Johnson does not think they have any expired gear to donate at this time.
- Ray received a follow up email about the ARPA application from Ohio Office of First Responder Wellness. This was discussed at the last meeting, and they decided not to proceed with this. Captain Johnson can let him know.

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

- Installed drive pipe on Hubbard Valley Rd, and requests force account payment for \$964.06.
- There was an accident last week on Rohrer that damaged a guard rail. Andy is working with the insurance company and working on getting a quote on repairing the guard rail.
- Cleaned drainage easement on Mark-Dale Drive.
- Started trimming trees back in right of ways
- Andy received a purchasing cooperative Sourcewell quote for a new mower from Akron Tractor for \$29,181.00. Original price before discount was \$31,948. It sounded like they had a lot of Townships interested in mowers, and they may be able to sell the used mower to another Township. The first quote from Ag-Pro was \$29,632.00. Lead time is three to four months.
- Andy requests approval to have a few roads resurfaced in 2023. Her received a quote of \$180,352 to chipseal Blake (Between Yoder and River Styx) for \$21,800, Rawiga for \$37,290, and Prospect for \$60,275.

#### **Approval of 2023 Road Project**

Bob Rohrer **moved** to approve the Medina County Engineers Office to prepare bids for the Guilford Township 2023 roads projects. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **Approval of Force Accounts Payments for Drive Pipe**

Bob Rohrer **moved** to approve the force account payments for a Drive Pipe on Hubbard Valley Road for the amount of \$964.06. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **Approval to Purchase of Berm Mower**

Jerry Winkler **moved** to approve the purchase of a new berm mower from Akron Tractor through cooperative purchasing Sourcewell for \$29,181.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **Zoning Secretary** (Shannon Colonna)

- There will be a BZA hearing on November 17 for a home occupation. Shannon has been working on the notifications for that hearing. Tom Fields is out of the country, so Diane Allen will be leading that meeting.
- The November and December Zoning Commission meetings have been canceled in order to give additional time for members to prepare to discuss the Comprehensive Development Plan. As part of her preparation, she has reviewed the changes the past two times it has been updated. In 2004 the Goals and Policies were drastically updated - they were essentially cut in half. She reviewed the meeting minutes to try to find out more and found that it was rewritten by one of the members, presented at a meeting and approved without any discussion (at least nothing that was captured in the meeting minutes). The next time the Plan was updated in 2010 there was only one new policy added. Shannon thinks there may be some value in revisiting the older version of the Plan to try to understand why so many changes were made at that time.
- Shannon received a call from Jim Krahl because someone contacted him about changing how a lot is zoned. She provided a copy of the pages in the Zoning Sourcebook that explain that process. Based on this, it sounds like a property owner can submit a petition to have a zone changed and there is a process

for that to go through the County Planning Commission, Zoning Commission and Trustees. It looks like Guilford Township has a \$600.00 fee for changing a Zoning District, and Shannon wanted to confirm if that needed to be submitted with the petition. The fee is required when the petition is filed, and that can be submitted to Curt.

**Zoning Inspector** (Scott Phillips)

- 2849 Seville with abandoned vehicles have surpassed their 90 days, and Curt is planning on moving forward with working with Mike Lyons on that.
- A variance was submitted, and Scott will be representing the Zoning Inspector at that meeting because Curt will be on vacation. Shannon noted that the hearing was scheduled for November 17 because Curt said that date worked for him.
- The Seville Policy Department thanks the Trustees for the use of the building last week.
- Gene said that there is a motorhome on Sky Lane parked in front of the house, and asked Scott to follow up on that.
- Gene said that the semi on Yoder is still there (last house before bridge).
- Bob said that there is someone on Yoder running a landscaping business that was supposedly going to be applying for a home occupation permit.
- Bob said that there is another residence on Yoder with some vehicles that need to be removed.
- Scott said that it might be good for he and Curt to meet with the Prosecutor to make sure they understand what he will need from them. Gene gave Scott a copy of an email from Mike Lyons about the process.
- Bob said there is a junk/abandoned car near the airport.

**River Styx Cemetery/Mound Hill Cemetery**

- Jerry said that someone has inquired about pouring their own foundation. It is someone who has done it before. As long as it is done to their specs no one has a problem with it.
- Ray needs to know Scott's information to be able to get him set up in the system. Jerry will help with that.
- Bob noted that AJ has not been back to finish the trees. He will follow up with him.

**Trustees Reports**

**Bob Rohrer**

- Bob talked to a guy on Yoder about the cars.
- Bob stopped at the cemetery to check status.

**Gene Morris**

- Gene has been coming to the Township Hall daily to check the progress of the basement wall sealing and waterproofing.

- Gene spent time reviewing medical insurance information.
- Gene spent time reading many emails.

### **Jerry Winkler**

- Jerry attended the township meeting.
- They received a request from one of the Fire Chief candidates to tour the station, and he is working on getting that scheduled and offering to the other candidates if they are interested.
- Jerry compiled a list of questions for the fire interview. The Trustees will be meeting next Wednesday to present the questions to the candidates. They are down to three candidates.

### **Comments from the Public**

- Bob received some questions about the Fire Department's Christmas Parade. He suggested that they make the route and times public so that people don't miss it.

### **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.
  - River Styx and Mound Hill Cemetery tree removal (Bob Rohrer) *scheduled soon*
  - Township hall/garage parking lot (Andy Liston) *on hold until septic system completed*
  - Township hall doors, foundation, and any other improvements (Bob Rohrer & Gene Morris)
  - Township hall septic system (Gene Morris)
  - Fire station renovations – on hold
- Joel Bender (Ohio Plan) will attend November 15<sup>th</sup> meeting.

### **New Business**

- They received the Medina County Commissioners agreement with Guilford Township to purchase materials from the Medina County Engineer in the year 2023. If they are interested, they just need to sign it and mail it in.
- They received a request from the Medina County SPCA to contribute to costs for 2022. The average cost to care for each animal is \$280, they have serviced 87 animals in Guilford Township this year.
- There was a question about township hall rental liability if equipment, such as a bounce house, is brought onto the property. Ray spoke with Joel Bender, and if they are doing this through a company, they would likely have liability insurance. If it is a private party, they may need to have them show proof of insurance. No one thinks they should allow an event with a bounce house at the town hall. Ray will communicate this to Ron.

### **Approval to Purchase**

Bob Rohrer **moved** to send \$500.00 to the Medina County SPCA for the services they provide in Guilford Township. Gene Morris 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 \$62,339.61. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Executive Session**

Gene Morris **moved** to go into executive session at 9:38 P.M. to discuss the employment of public employees and invited Ray Ruprecht. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Morris - yes. Winkler - yes.

Bob Rohrer **moved** to come out of the executive session at 10:15 P.M. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

There was no additional business discussed by the trustees.

**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 10:17 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