

TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
November 21, 2023

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on November 21, 2023 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, Ron Scuderi, Jerry Springer, Bret Manly, Joel Bender, Andy Liston, Philann Geiser, and Shannon Colonna

Approval of Minutes

Gene Morris **moved** to approve the regular meeting minutes of November 7, 2023. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

2024 Ohio Plan Renewal

- Ohio Plan Representative Joel Bender is attending the meeting to provide information about the 2024 renewal.
- There were several changes to increase the property values of the Township Hall and Fire Department and changes in equipment.
- Fire department salaries increased significantly, which resulted in an increase in general liability premiums.
- Overall premium increase from last year was around \$1,696.00.
- If any vehicles have damages that are more than 75% of the value, the Ohio Plan would pay the full amount of the vehicle value to be put towards a new vehicle. He would like to sit down with the Fire Department at some point to make sure they have the correct insurable values on them.
- Gene asked if there was any coverage for loss of use. Mr. Bender responded that there is some rental coverage.
- Gene asked Andy if he thought the coverage for tools (about \$38,000 for miscellaneous equipment) was adequate. Larger items are individually scheduled. Andy responded that it should be adequate.
- Blanket limit applies to building coverage.
- Ray noted that they have been with the Ohio Plan for five years, and current premiums are less than the cost of the previous plan and they have added more coverage.
- The Ohio Plan has set up a training platform with various modules that can be used for ongoing training. Some of the training will be mandatory.

Approval of Ohio Plan Package for 2024

Bob Rohrer **moved** to approve the Ohio Plan Package Proposal of \$25,715.00 for 2024. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Brian Cyphert)

- Chief Cyphert is absent. The fire report was read by Jerry Winkler.

2023 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	451
Fire/Other	247
TOTAL	698

Year to date:	
FIRE INSPECTIONS	87

Apparatus/Equipment

- 177-3 Back up ambulance is in the shop with an estimate of \$2,300 to fix a turbo issue. 177-3 will be replaced when the new ambulance arrives this year.

Announcements

- Picture Fundraiser for the township is kicking off.
- Cost Recovery agreement – There are no updates.

Training

- EMS CE November 29th
- Live burn training with Hinkley in an acquired structure November 18th and 19th.

Department Reports

Road Supervisor (Andy Liston)

- Work on mowing roadsides.
- Attended storm water meeting.
- Andy has been watching the ditches to make sure everything is flowing well.
- Bob will follow up with Mike Lyons about the questions they have about the bidding process.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission met on November 9, 2023. They discussed the site plan review process.
- Shannon met with Philann Geiser to look at the records room and plan how they would be organized. She will also be going over the BZA notification process in case that comes up. Julie was a Zoning Secretary and said that she can help.

- Shannon met with Julie to show her the shared documents, such as public records request form and spreadsheet of conditional permits and variances.

River Styx Cemetery/Mound Hill Cemetery

- Bob spoke with Jeff Kersey, and he is willing to take the lead maintenance position.
- AJ has finished removing the additional trees at the River Styx Cemetery.
- Jerry reported that there have been 25 burials this year at Mound Hill, and 5 at River Styx. Usually, they do about 15 burials at Mound Hill and one at River Styx. There has also been an increase in foundations.
- There was some discussion about the chapel roof. They will work on getting quotes.
- Jeff called Bob about getting annual maintenance on the mowers. This time of the year might be a good time to have that done so they are ready for spring.

Trustees Reports

Jerry Winkler

- Jerry spoke with Julie.
- Jerry met with a newly elected Trustee that wanted to discuss the position.
- Jerry received a complaint about someone that is dumping trailers full of leaves in a waterway.

Bob Rohrer

- Bob spoke with a resident with a complaint about someone doing business from their home. He referred them to Julie.

Gene Morris

- Gene attended the EMA Advisory Committee meeting on November 15th.
- Gene reviewed language for the employee handbook.
- Gene spoke with the zoning inspector a couple of times. He noted that she is requiring completed complaint forms submitted for all complaints.

Comments from the Public

- Jerry Springer noted that there is a new trailer at the trailer park, and wondered if they needed approval. They are supposed to be using the same sites and would not need approval.
- Ron Scuderi noted that the Medina Fiber meeting will be December 11. They will be sending notices in the mail.

Old Business

- Ray sent out some proposed changes to the benefits and pay procedures in the employee handbook.

Approval of Employee Handbook Updates

Bob Rohrer **moved** to approve the updates to the handbook for Benefits and Pay Procedures effective November 21, 2023. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- The ARPA fund projects:
 - Township hall/garage, parking lot (Andy Liston)
 - Ambulance
 - Mound Hill Cemetery Chapel Roof

- The Ohio Township Winter Conference is February 7-9, 2024.

New Business

- Purchase agreement with the Medina County Commissioners to purchase materials from the Medina County Engineer.

- Ohio Plan University training classes. Ray will work with Shannon to get the list of employees and email addresses.

Approval of Agreement with Medina County Commissioners for 2024

Gene Morris **moved** to approve the agreement with the Medina County Commissioners to purchase materials from the Medina County Engineer. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Signing of the Warrants

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$56,591.05. Jerry Winkler seconded the motion. Roll call: Morris –yes, Rohrer – yes, Winkler – yes.

Adjournment

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

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht