

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

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on November 7, 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 Jim Krahl, Ron Scuderi, Mayor Carter, Andy Liston, Chief Cyphert, and Shannon Colonna

Approval of Minutes

Bob Rohrer **moved** to approve the regular meeting minutes of October 17, 2023. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Brian Cyphert)

2023 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	432
Fire/Other	213
TOTAL	645

Year to date:	
FIRE INSPECTIONS	80

- They have been working on site plan reviews, including one for a charging station.

Training

- Regional RIT (Thursday)
- Incident Safety Officer-30 students

Department Reports

Road Supervisor (Andy Liston)

- Work on getting trucks ready for winter.
- Pressure wash hall.
- Fix hydraulic fitting on loader.
- Started mowing roadsides but started having issues with the small mower again.
- Working on issue with mower tractor. He has scheduled someone to come out and take a look at that.

- The road estimate is in \$145,622.10 for 2024.
- Would like to order stone for 2024. They can still get at the current price, 400 ton of # 57 for \$28.75/ton slag and 200 ton of # 8 slag for \$39.00/ton.

Approval of 2024 Road Estimate

Bob Rohrer **moved** to approve the Medina County Engineer estimate of \$145,622.10 and to prepare bids for 2024 road resurfacing projects. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval to Purchase Stone for 2024

Jerry Winkler **moved** to approve the purchase of 400 tons of # 57 for \$28.75/ton slag and 200 ton of # 8 slag for \$39.00/ton for 2024. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- **BZA:** The BZA met on November 2 on a variance request to build a home 15 feet from the property line (instead of 20 feet). The variance was approved.

The BZA met tonight to review minutes. Only two members were able to physically attend the meeting, so Tom Fields reached out to Shannon to ask if that could be done with a Zoom call. They went ahead and did that since they had to have the meeting that was scheduled. No members of the public were present. Shannon will confirm with the County Prosecutor if this is acceptable.

- **Zoning Commission:** The Zoning Commission will be meeting November 9 for their regular meeting. They will be continuing to revise the Comprehensive Development Plan.

Shannon spoke with Julie about some questions she had about our zoning regulations and site plan review for commercial sites. Shannon is not aware that this has been done, but it does seem to be a requirement in our zoning code. We are planning to ask the Zoning Commission about this at the meeting to try to find out how that has been handled in the past.

- **Zoning Records:** Shannon also spoke with Julie about the zoning records. They both agree that the records are a mess. They are not filed consistently, and it is difficult to find records. Shannon also thinks it would be beneficial to have all of the historic records organized and available electronically. She suggested to Ray that they may be able to use the Assistant Zoning Secretary position to hire someone to help with that project. She knows someone that lives outside of the township that would be interested if they wanted to do that. They person would also be willing to be a backup for time sensitive tasks like BZA notifications.

Zoning Inspector (Julie Carr)

- Julie was absent. Her report was read by Bob.
- **October Monthly Report:** Income for the month is \$267 and 3 applications taken. Only \$25 was charged for a solar roof installation. This was an error by the previous zoning inspector. She has kept the documented proof of that with the application.

Guilford Township Zoning Monthly Report

Month of	Total Number of Applications	Total Income for the Month
OCTOBER	3	\$267

Date	Applicant	Address	Zoning Application	Fee
20-Oct	Mike Arnold	3240 Rohrer	Detached garage	\$61
20-Oct	Kevin Bing	8855 N Kane	New Home	\$181
20-Oct	Nicholas Edgar	8033 Wooster Pike	Solar Panel (roof)	\$25

- Lot split:** They are looking to create new lots on Yoder Rd. All lots meet the required criteria of 4 acres in size with at least 210 feet of road frontage. If you agree to this lot split, please sign on the mylars before you. Once everyone has signed them, three of these mylars will need to be put back into the white tube on the handrail after the meeting. Please leave the other for Julie and she will pick up upon my return. The lot split income will show on November's report.
- Business Update:** We are moving along in the process with the Buddhist Temple on Greenwich. In 2019, they went to the BZA for conditional use approval, which was granted. Since they are now wanting to build a structure, this must go to the Zoning Commission for a site plan review. The hired architect is working on getting the needed documents together now. NEW UPDATE- working with legal on exactly where this goes as the zoning regulations are leading her to send the applicant to both boards.
- Seville Rd Clean Up:** Julie has moved the process along as far as she possibly could. We are now waiting for the judge to give us a date when he will issue me an administrative search warrant. She has followed up with Heidi twice on this- she is still waiting to hear from the judge. She is aware of Julie's vacation days.
- Fee Structure:** Julie provided some suggestions for updating the Township zoning fees. She will happily enforce whatever fees the Trustees decide on.
- Gene added some additional details that Julie provided about the Seville Road property and questions about the zoning regulations. He also said that Julie will be getting clarification of any gray areas with the zoning codes.
- Bob noted that it looks like the trailer park is getting a whole new septic system. Mayor Carter added that it is starting to look a lot better.
- There was some discussion about the recommended changes to zoning fees. Ray said that Julie had a question about the address signs. She can work with Shannon and the Fire Department to come up with a system to order and pick up the signs. There was a suggestion that Julie could go back through applications that have been submitted recently to make sure residents who have paid the additional fee have received the address signs.

Approval of Updated Zoning Fees

Gene Morris **moved** to adopt the recommendations to increase Zoning Fees for Guilford Township, effective November 7, 2023. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Single Family Construction or Alteration Cert. <i>Includes: attached garages, porches, similar under roof and/or enlarging dwelling footprint.</i>	\$100 + \$0.05 per sq. sf.
Commercial/Industrial Cert.	\$200 for the first 1,000 sq ft. All excess is an additional \$0.05/ sq ft.
Swimming Pools & Ponds	\$50.00
Fence	\$25.00
Sign Permit, Residential	\$35.00 + \$1.00 per sq. ft
Sign Permit, Commercial/Industrial	\$100.00 + \$1.00 per sq. ft
Lot Split/Combination	\$25.00 per lot
Cell Tower	\$400.00 new tower \$150.00 co-location
Decks	\$50.00+ \$0.05 per sq. ft.
Accessory Building	\$50.00 + \$0.05 per sq. ft.
Solar Panel Permit	\$35.00
Change of Zoning District	\$600.00
Site Plan Review	\$300.00
Appeal	\$300.00
Conditional Permit	\$300.00
Variance	\$300.00
Continued Meeting	\$100.00
Zoning Manual	\$25.00

River Styx Cemetery/Mound Hill Cemetery

- Jerry reported that they are working with someone whose father purchased three lots. The lots were reconfigured, so they are working on the placement of the monuments.
- Jerry announced that John Hewitt passed away. He was the head maintenance employee for the cemetery. Jeff Kersey has been stepping up a lot, and they think he would be good in the position if he is interested. Bob will reach out to find out if he is interested. They could also offer a permanent position to John Rhoads.

Trustees Reports

Jerry Winkler

- Jerry has been working on some cemetery things.
- Jerry spoke with Andy about the mower.
- Jerry spoke with Julie about the Buddhist Temple.

- Jerry chatted with Chief Cyphert about some questions he had, and also stopped at the Fire Station.

Bob Rohrer

- Bob spoke with AJ about trimming trees at River Styx.
- Bob spoke with Andy about the mower.

Gene Morris

- Gene attended the BZA hearing on Nov.2nd.
- Gene has been in contact with Julie Carr a couple times about zoning questions.

Comments from the Public

- Mayor Carter said that Lerch’s Donuts will be in town on Saturday.
- Ron Scuderi received a call about a Medina Fiber meeting that will be held at the Township Hall on December 11.

Old Business

- Employee handbook – Ray is working with Tammy on some changes to present.
- The ARPA fund projects:
 - Township hall/garage, parking lot (Andy Liston)
 - Ambulance
 - Tree removal at River Styx Cemetery

Jerry Winkler moved for the adoption of the following Resolution:

RESOLUTION NO. 2023-16

Tree removal and cleanup at the River Styx Cemetery

A RESOLUTION TO ELECT THE STANDARD REVENUE LOSS ALLOWANCE IN THE USE OF FEDERAL FUNDS DISTRIBUTED TO THE TOWNSHIP UNDER THE AMERICAN RESCUE PLAN ACT OF 2021 AND TO AUTHORIZE THE USE OF SAID FUNDS FOR GOVERNMENTAL SERVICES PROJECTS LISTED HEREIN

WHEREAS, the Township has received a distribution of monies under the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, Section 603(c) generally provides that ARPA Funds may be used by local government recipients for, among other things, “the provision of government services to the extent of the reduction in

revenue . . . of such . . . unit of local government . . . due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the . . . unit of local government;” and:

WHEREAS, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” [The “standard allowance”]; and

. . . The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus State and Local Fiscal Recovery Fund’s smallest recipients. This change is intended to promote administrative efficiency and simply revenue loss calculation for smaller recipient; and

WHEREAS, the Rule further clarifies that recipients can use:

SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the [Final Rule four-step process]. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise; and

WHEREAS, some common examples of “government services” expressly recognized by Treasury are as follows:

- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; and

WHEREAS, “Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;” and

WHEREAS, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including a prohibition against using said funds for:

- Deposit into pension funds
- Satisfaction of settlements or judgments
- Contributions to financial reserves or “rainy day” funds; and

WHEREAS, the Board of Trustees is in the process of identifying projects which, in the judgment of the Board, constitute expenditures in direct support of governmental services.

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. The Township elects to use the standard allowance and its presumption of revenue loss due to the public health emergency and to use the full allocation to fund government services.

2. The following Projects are hereby authorized and shall be paid for from the ARPA Funds in an amount not to exceed:

- **Removal and full clean-up of trees at the River Styx Cemetery at the cost not to exceed \$20,000.00**

3. The Project described herein serves the objectives of the Act by providing services traditionally provided by a government, namely:

- Police protection
- Fire and emergency medical services
- Road repair, maintenance and other transportation and safety services
- Public infrastructure support
- General government administration and administrative facilities
- Land use regulations and enforcement
- Parks and recreational facilities and programs

X Other- Removal and clean-up of trees at the River Styx Cemetery

Accordingly, the Project(s) is/are in the best interests of the Township and is/are deemed a priority for the community.

4. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

5. It is hereby found and determined that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with the law.

6. This Resolution shall be in full force and effect from and immediately after its adoption.

Gene Morris seconded the motion. Morris –yes, Rohrer – yes, Winkler – yes.

- Ohio Plan representative Joel Bender will be attending the November 21, 2023 meeting.

New Business

- Medina County EMA Advisory Group meeting November 15, 2023 at 6:00 p.m. at Medina County Sheriff's Office. Gene is available to attend the meeting.
- Medina County SPCA funding request. The 2022 donation was \$500.00.

Approval of \$500.00 Donation to Medina County SPCA

Bob Rohrer **moved** to approve the donation of \$500.00 to the Medina County SPCA. Jerry Winkler seconded the motion. Roll call: Morris –yes, Rohrer – yes, Winkler – yes.

- Ohio Township Winter Conference will be February 7-9, 2024.

Approval to Cover Expenses for Ohio Township Winter Conference

Bob Rohrer **moved** to cover expenses, including meals and lodging, for individuals representing the Township at the Ohio Township Winter Conference. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Supplemental Appropriation transfers:
 - Fund 2274 Coronavirus Relief Fund-ARPA for Ohio Ambulance & EMA First Responder Grants.
 - \$727.59 from 2274-230-100-1209 (Salaries) to 2274.230-211-1209 (OPERS-ARPA)
 - \$1,679.84 from 2274-230-100-1209 (Salaries) to 2274-230-212-1209 (Social Security-ARPA)
 - \$761.67 from 2274-230-100-1209 (Salaries) to 2274-230-213-1209 (Medicare-ARPA)
 - \$4,858.16 from 2274-230-100-1209 (Salaries) to 2274-230-215-1209 (OP&F-ARPA)
 - Fund 9001 Mound Hill Cemetery
 - \$4,500.00 to 9001-781-323-1501 Repairs & Maintenance (Foundation Work) from 9001-781-710 (Land)

Approval of Supplemental Appropriation Transfers in Fund 2274 Coronavirus Relief Fund-ARPA for Ohio Ambulance & EMA First Responder Grants and Fund 9001 Mound Hill Cemetery.

Gene Morris **moved** to approve the Supplemental Appropriation transfers in Fund 2274 Coronavirus Relief Fund-ARPA for Ohio Ambulance & EMA First Responder Grants and Fund 9001 Mound Hill Cemetery. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- County Stormwater meeting on Thursday, November 16th at 10:00 a.m. at the Administration Building Balcony Room B. Andy is planning to attend this event.
- Approval to renew Delta Dental, VSP, Nippon Life Insurance and OPEC Accident Insurance for 2024.

Approval to renew Delta Dental, VSP, Nippon Life Insurance and OPEC Accident Insurance for 2024

Gene Morris **moved** to approve the renewal of Delta Dental, VSP, Nippon Life Insurance and OPEC Accident Insurance for 2024. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Medina County Township Association to pay for all 17 Medina County Townships to have access to the OTA educational training webinars for 2024.

Signing of the Warrants

Jerry Winkler **moved** to pay the warrants, payroll/accounting EFTs of **\$170,430.10**. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Executive Session

Bob Rohrer **moved** to go into executive session at 9:05 P.M. to discuss the compensation of public employees and officials, and the employment of a public employee and invited Shannon Colonna and Ray Ruprecht. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

Jerry Winkler **moved** to come out of the executive session at 9:29 P.M. Gene Morris seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

After coming out of executive session the trustees discussed the need to have an assistant zoning secretary, and someone to help organize zoning permit documents and other Township documents. The following action was taken by the Trustees.

Hiring of Philann Geiser as the Assistant Zoning Secretary and Clerical Employee

Jerry Winkler **moved** to hire Philann Geiser as the Assistant Zoning Secretary and Clerical Employee effective November 7, 2023 at the hourly rate of \$15.00 per hour. Bob Rohrer seconded the motion. Roll call: Rohrer -yes, Winkler - yes, Morris - yes.

Adjournment

Jerry Winkler **moved** to adjourn the meeting. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes. The meeting adjourned at 9:31 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht