

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES**

October 19, 2021

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on October 19, 2021 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: Chief Brad Winter, Andy Liston, Michael Colonna, Bill Shook, Martha Springer, Jerry Springer, Ron Scuderi, and Shannon Colonna.

**Approval of Minutes**

Gene Morris **moved** to approve the regular meeting minutes of October 5, 2021. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Department Reports**

**Fire-EMS Department** (Chief Brad Winter)

- The donated invisible fence for Marshall was installed on October 13th. The fence is working well, and training is in progress.
- Jon Strong completed the new phone system install. The station landline number has been ported over. They are still waiting on the fax line to port over. Once the fax line ports over, they will cancel Spectrum.
- The repair and maintenance on the ladder truck are progressing. Estimated return is the end of next week.
- The fire department received two turndown notices from FEMA regarding the AFG Grant for a new ladder truck and the SAFER grant to hire more full-time firefighters. They will keep trying.
- Captain Johnson applied for the 2022 Ohio Fire Marshal MARCS Grant to cover the annual user fees of \$3,840.00.
- Firefighter/ Paramedic Mike Simon has progressed very well and completed phase I and II of his mentoring packet. Request Board of Trustees approval to increase Mike Simon's hourly pay rate \$1.20 per hour to \$18.70 per hour effective date 10/16/21.

**Approval to Increase Mike Simon's Hourly Pay to \$18.70**

Gene Morris **moved** to approve to increase Mike Simon's hourly pay rate \$1.20 per hour to \$18.70 per hour effective date 10/16/21. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Gene noted that the township has received some comments in the survey responses with nothing but praise for the Fire and EMS Department. Bob also shared that he had a recent experience and thanked Chief Winter for his assistance.

**Road Supervisor** (Andy Liston)

- The Road Department has been working on pushing back the roadsides and getting the trucks ready for winter.
- Gene noted that the road department also received a lot of praise from the township survey and that people seem to be very happy with the maintenance of township roads.

- The Phase II stormwater program meeting will be on November 18, 2021 @ 10:00 a.m. at the Medina County Administration Building Balcony Room B. Andy volunteered to attend this meeting.

**Zoning Secretary** (Shannon Colonna)

- The Zoning Commission met on October 14 and discussed regulations for solar power. They reviewed some answers to their list of questions and decided that they would like to find someone who is more familiar with the installation of solar panels to attend a meeting to discuss with them.
- There was some discussion about regulations for mobile home parks and if there is anything the Zoning Commission could do to prevent further issues like we have had with J & M Trailer Park. The township does have a list of regulations specific to mobile home parks. For example, there is supposed to be at least 30 feet between mobile homes, each park is supposed to have laundry and storage facilities, and adequate garbage cans are supposed to be provided. Shannon is unsure if J & M was ever required to apply for this conditional permit, or if they had been grandfathered in. The Zoning Commission was not sure why these regulations have not been enforced in this case. They are going to review what they already have and discuss if they think the current regulations meet the needs of the township at the next meeting.
- The Zoning Commission is planning to start reviewing the Comprehensive Development Plan survey responses at their November meeting. Shannon is planning to post the summary of survey responses on the website once everything is finalized. She has also started compiling some of the comments that were submitted about other things and shared that document with the Trustees. There are some common concerns, such as truck routes, speed limits, zoning violations, and noise and she suggested posting some additional information or responses to these concerns with the survey results.
- Bob added that they cannot fix something if they do not know about it. People need to contact one of them or attend a meeting if they believe there is an issue or violation so it can be addressed.
- Ray noted that the trailer park has been there for a long time, and it probably was grandfathered in. There was some discussion about if that grandfathering would have been transferred over if there was a change in ownership. Gene said that he knew Home Occupation permits did not transfer with ownership, and the Zoning Commission may be able to add something to the regulations about complying with regulations if ownership changes.
- Gene noted that Mike Litman with Sunlit Solar lives in the township and the Zoning Commission may be able to contact him to attend a future meeting.

**Zoning Inspector** (Curt Lauer)

- Curt Lauer was absent. His report was read by Gene Morris.
- Andy left a message about cars on Rawiga, and Curt looked into that.
- Curt dropped off a letter to the Greenwich Road about cars, and the cars have been moved from the front yard, but not removed from the property.
- Gene shared that they have received quite a few comments about zoning in the survey responses. Bob said that there were complaints about some things, such as traffic and noise, that they cannot do anything about. Gene said that they will work with the Zoning Commission to review this feedback.

**River Styx Cemetery/Mound Hill Cemetery**

- Ray Ruprecht said that the township has historically allowed monthly payments for cemetery lots. There are a number of lots that have not been paid off, and this is something that Ray has to keep track of on a monthly basis. He was curious how important it is to continue offering that option. Jerry said that they have also had to spend time researching payments, and he would be in favor of not allowing monthly payments going forward. This was likely done as a courtesy to help people out, but Jerry noted that they are not a finance company, and it might be better for them to not have to deal with it. There is consensus that they will no longer offer the monthly payments. Jerry can also review the lots that have not been paid off and see if anything can be done to get those paid.

**Trustees Reports**

**Jerry Winkler**

- Jerry helped with some cemetery foundations.
- Jerry met with Chief Winter, and they spoke about staff poaching. They have had people showing up at the fire departments trying to recruit their staff.

**Gene Morris**

- Gene received a call from the Medina County Gazette about the upcoming levy. He referred her to Jerry, and he and Chief Winter already had info from Ray and had something ready to go.
- Gene spoke with Andy and Jon Strong about cameras.
- Gene stopped in the shop and visited with Andy and Bret, also took a quick look the new plow truck.
- Gene spoke with Trevor Jones.

**Bob Rohrer**

- Bob spoke with Andy and looked at the new truck.
- Bob spoke with Chief Winter about what has been going on at the station.
- Bob received a call about an inappropriate sign on Greenwich Road and turned it over to the Sheriff because it could be interpreted as threatening to the President because it includes the word 'Executed'. He has not received any updates.

**Comments from the Public**

- Jerry Springer noticed in The Gazette that the county commissioner wants the townships to vote against windmills, wind factories and solar farms. Gene read the article as well but has not heard anything as a trustee. It sounds like the county may want to regulate where they are allowed. Jerry responded that they would do some research on this.
- Bill Shook said the trailer park has been there a long time, probably before any zoning regulations.
- Bill Shook said that Medina County voted a few years ago about public gas and electric, and this might be something to learn more about as the Zoning Commission discusses solar power.

**Old Business**

- Ray has had some conversations with the insurance agent about the Township's group health policy. The renewal will be a 14.77% and the renewal date is 12/01/2021. The renewal pricing is set once it is billed. Ray also spoke with Ohio Insurance out of Columbus about some alternatives for having them administer the Medical Mutual policy as a composite group plan. They have been administering plans for Montville Township and Westfield Townships for a number of years. Ray would like to look at this in more detail in the executive session.
- There was some discussion about the open records/records request policy and guidelines and posting meeting minutes on the website. This was discussed at the last meeting, and they wanted to wait for Bob to be present to decide. Bob thinks there could be problems if someone reads the meeting minutes but does not attend meetings to get the full context. Ray noted that this is a best practice recommended by the auditor's office and may reduce the number of public records requests. This all relates back to the Ohio Sunshine Law, and they want the public to have access to information about what local government is doing. Gene wondered if the Zoning Boards would each need to vote on posting their minutes. Ray responded that they are all public records, and even if there are questions, the public has a right to know. Jerry said that making the minutes available might also provide insight into some of the challenges the township faces dealing with issues like abandoned buildings and trailer parks.

**Approval to Post Public Meeting Minutes on the Website**

Gene Morris **moved** to approve to post all public trustee and zoning meeting minutes to the township website. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Shannon and Brad will be working on reviewing the employee handbook. Shannon has identified a few sections that are in both sets of policies that they should compare.
- Ray said that they may want to start thinking about American Rescue Plan funding plans.
- Ray received two calls about a trailer that has been disassembled at J & M Trailer Park. They would like Curt to follow up on this.
- Reminder that the next meeting will be in the smaller meeting room.
- Shannon asked if any information should be added to the website with information about the town hall rentals. There is a rental liability sheet that has the cost and other information. Chris Mathews phone number is already listed on the Contact page, but there is no other information about the rentals. There is consensus to add this.

**New Business**

- Joel Bender will be attending the November 16<sup>th</sup> meeting to discuss Ohio Plan Policy.
- The old truck has been advertised on the Ohio Township Association website.

**Signing of the Warrants**

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$48,129.65. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Executive Session**

Jerry Winkler **moved** to go into executive session at 9:00 P.M. to consider the employment and compensation of public employees and invited Ray Ruprecht. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

Bob Rohrer **moved** to come out of the executive session at 9:27 P.M. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Winkler - yes Morris - yes.

After coming out of the executive session the trustees instructed Ray Ruprecht to contact the Ohio Insurance Services Agency to seek a proposal from them to serve as the insurance agency to oversee the Township's Medical Mutual, Delta Dental and VSP insurance plans.

**Adjournment**

Gene Morris **moved** to adjourn the meeting. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Winkler - yes Morris - yes. The meeting adjourned at 9:30 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