

**TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES  
October 15, 2024**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on October 15, 2024 at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer and Gene Morris, and Fiscal Officer, Ray Ruprecht.

Also present were Andy Liston, Brian Cyphert, Ron Scuderi, Jerry Springer, and Shannon Colonna

**Approval of Minutes**

Gene Morris **moved** to approve the regular meeting minutes of October 1, 2024. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Department Reports**

**Fire-EMS Department** (Brian Cyphert)

<b>2024 INCIDENT COUNT YEAR TO DATE</b>	
<b>Type</b>	<b># Incidents</b>
EMS	349
Fire/Other	224
TOTAL	573

**Building, Grounds and Maintenance**

- The Fire Department received a bill for the generator repair. They also identified issues with the circuit board. The estimated cost for replacing the circuit board is \$3,400. To reduce expenses, the department plans to handle the replacement internally.

**Apparatus**

- Annual maintenance was completed on the ladder truck. Ray noted that the due date on the bill is October 30, but it is not on the payment listing for tonight and he would like approval to pay.

**Announcements**

- Lindsey Dylag is resigning from her FT employment and requesting to continue with part-time employment. She recently had her second child and needs to focus on family.
- Derrel Larsen has announced his immediate retirement due to health concerns, effective October 2, 2024. He has served the township for 25 years, having started in 1999.

**Training**

- U of A 1403 Live fire training held at Seville Fire Station.
- Completing the house burn on Tuesday 10/15/2024. No interior burns and limited equipment on scene.

**Approval to Purchase Ladder Truck Maintenance**

Bob Rohrer **moved** to approve the purchase of ladder truck maintenance for a cost of \$3,008.27. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Accepting the Resignation of Full-Time Firefighter/Paramedic  
Lindsay Dylag and Approved the Part-Time Employment of Lindsay Dylag**

Gene Morris **moved** to accept the resignation of Lindsay Dylag on November 3, 2024 and approve the reclassification of part-time employment status of Lindsey Dylag at a pay rate of \$22.28 per hour. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Department Reports**

**Road Supervisor** (Andy Liston)

- The road department finished trimming the trees.
- They started mowing roadsides again.
- Andy proposed adding a turn-around in the road right-of-way at the township/village line on Prospect Road. This would primarily be used for winter turnarounds. The estimated cost for the project is between \$500 and \$600.

**Approval of Turn-Around on Prospect Road**

Bob Rohrer **moved** to approve the turn-around at the end of Prospect Road and the cost to install. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- No bids have been received for the Township Garage project. Bob thinks that at this point they should put the project on hold until spring.
- They have received the new truck.
- Andy spoke with someone about a ditch cleaning.

**Zoning Secretary** (Shannon Colonna)

- The Zoning Commission met on Thursday, October 10 for their regular meeting and public hearing for text changes for Marijuana license. The Planning Commission approved the changes, and no modifications were made following the public hearing. The Trustees are required to hold a hearing on the proposed changes within 30 days of receipt.
- They will have the public hearing on the Mobile Home update to remove laundry at the November 14 meeting.
- The review of Chapter 2 of the Comprehensive Development Plan has been completed. With this being the final chapter, Shannon will now compile the entire document for final review.
- There was some discussion about Zoning Board Terms that will be ending this year. Gene would like to have an executive session to discuss.

**Approval of Public Hearing on Text Changes on November 5, 2024**

Gene Morris **moved** to hold a public hearing to review text changes on November 5, 2024 at 7:45 P.M. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Zoning Inspector** (Julie Carr)

- Julie is attending the first meeting of the month, so is not attending. There are no updates from her.

**River Styx Cemetery/Mound Hill Cemetery**

- Jeff is in the process of gathering quotes for new mowers.
- Ray provided the definition of "indigent" from the Ohio Revised Code for review. He also recommended sharing the township's policy with local funeral homes to clarify what the Township is willing to cover. Additionally, this information can be posted on the township's website. The trustees discussed updating the Indigent Policy to cover a maximum of \$1,000.00 for the cremation of an indigent legal resident of the Township.

**Resolution 2024-17  
Establishing an indigent burial policy for Guilford Township.**

Gene Morris offered the following resolution and moved the adoption of same which was seconded by Bob Rohrer. Jerry Winkler was absent from the meeting.

**WHEREAS**, Ohio Revised Code Section 9.15 requires Guilford Township to bury or cremate indigent persons found within the township and the body is not claimed by any person for private interment or cremation, or the body is claimed by an indigent person; and

**NOW THEREFORE, BE IT ORDAINED BY THE TRUSTEES OF GUILFORD TOWNSHIP OF MEDINA COUNTY, OHIO THAT:**

(1) When the body of a dead person is found within the township and such person was not an inmate of a correctional, benevolent, or charitable institution of this State; and the body is not claimed by any person for private interment or cremation at the person's own expense; or delivered for the purpose of medical or surgical study or dissection in accordance with Ohio R.C. 1713.34, the Township shall be liable for the cremation and interment expenses, in the amounts set forth herein, if:

- A. The deceased is determined to be an indigent person; and
- B. The person was a legal resident of Guilford Township at the time of death.

(2) When the body is claimed by an indigent person simply as that of a loved one, without undertaking to arrange and pay for private interment, the Township shall be liable for the cremation or interment expenses, in the amounts set forth herein, if:

- A. The deceased is determined to be an indigent person; and
- B. The person was a legal resident of Guilford Township at the time of death; and
- C. The claimant is determined to be an indigent person.

(3) Administration.

The Fiscal Officer is hereby appointed as the proper officer of the township, in accordance with Ohio R.C. 9.15, to be responsible for the administration of this indigent burial policy. If the next-of-kin of the deceased are not available or are unknown, the Fiscal Officer shall have the authority to sign all documents necessary for the cremation.

(4) Determining Indigence

- A. Prior to the cremation authorization, the Fiscal Officer shall make reasonable attempt to determine whether the deceased person is in fact indigent and, where the deceased person is claimed by an indigent person, whether the claimant is in fact indigent.

B. "Indigent decedent" means a person who dies without leaving an ascertainable estate sufficient to pay part or all of the person's burial expenses and whose burial expenses are not payable by the State or County Veteran's Administration. The estate of the decedent shall include, but is not limited to, the ready availability of real or personal property owned; employment benefits; pensions; annuities, social security; unemployment compensation, inheritances; number and age of dependents; outstanding debts, obligations and liabilities; and any other relevant considerations concerning the financial condition of the individual.

C. The term "indigent claimant" encompasses individuals who are poor, needy, destitute, or in poverty. The criteria for determining whether an individual is indigent include the ready availability of real or personal property owned; employment benefits, pensions; annuities; social security; unemployment compensation, inheritances, number and age of dependents; outstanding debts, obligations and liabilities; and any other relevant considerations concerning the financial condition of the individual.

(5) Determining Legal Residency

A. Prior to the cremation authorization, the Fiscal Officer shall make a reasonable attempt to determine whether the deceased person was a legal resident of the Township.

B. "Legal Residency" means a physical presence in a particular location, coupled with the present intent to make that place a permanent residence for a period of time.

C. In cases where the decedent was living in a nursing home or hospital located within the Township, legal residency shall mean intent to make the nursing home or hospital a permanent residence.

(6) Policy

A. Upon finding that the deceased was a legal resident of the Township and an indigent person and where the deceased person is claimed by an indigent person, that the claimant is indigent, the Fiscal Officer shall authorize a funeral director or other party to cremate the decedent.

B. The Township shall dispose of the remains of indigent persons by cremation only. The Township shall pay a maximum of one-thousand dollars (\$1,000.00) for the cremation; one hundred dollars (\$100.00) for the opening and closing of the burial plot and one hundred fifty dollars (\$150.00) for the burial plot of the deceased. Said services shall include transportation of the deceased to the funeral home, necessary supplies and procedures, and provide a temporary urn for the storage of the deceased's cremated remains. The Fiscal Officer is hereby authorized to pay such expenses upon receipt of an invoice or bill from the funeral director.

C. The cremated remains of the deceased may be released to the decedent's family. If the cremated remains are not claimed, the Township may cause the remains to be buried, and the Fiscal Officer is hereby authorized to pay such expenses upon receipt of an invoice or bill for the burial.

D. The Township shall also provide at the grave of the person's cremated remains, if such remains are buried, a stone or concrete marker on which the person's name and age, if known, and date of death shall be inscribed.

(7) Limitations.

A. If the body of an indigent person is claimed by relatives or friends who arrange for the funeral according to their wishes, the Township shall not pay all or any part of the expenses for the same.

B. The Township's Indigent Burial Policy is not supplemental. The funeral director or funeral home personnel shall not ask for nor accept any funds above the amounts set forth herein. Upon completion of the cremation, a funeral director shall submit an itemized bill to the Fiscal Officer containing the following information:

1. Name and age of the deceased;
2. Place of burial;
3. Services performed;
4. Total costs of services;
5. Amount received from other sources; and
6. Amount due from the Township.

C. A funeral director or funeral home shall reduce the cost to the Township by the amount of funds received from any other source. If additional funds are paid to a funeral director or funeral home after the Township has paid as herein provided, the Township shall be refunded the exact amount of the additional funds paid to a funeral director or funeral home within thirty (30) days of the receipt thereof. A funeral director shall submit a notarized statement to the Fiscal Officer indicating his understanding and compliance with the provisions of this Policy.

D. In the event that it is found after the cremation of the deceased and payment of the cremation and/or burial expenses by the Township, that such indigent decedent and/or indigent claimant had means, assets, insurance or other benefits or allowances available for the payment of all or part of such expenses, such proceedings may be taken to recover such costs and expenses as may be authorized by law.

8. This Resolution shall take effect at the earliest time permitted by law.

Roll call vote: Morris=yes, Rohrer=yes.

- Millie Kirkendall has expressed interest in the Assistant Cemetery Sexton position.

#### **Approval to Hire Millie Kirkendall as Assistant Cemetery Sexton**

Gene Morris **moved** to approve hiring Millie Kirkendall as the Assistant Cemetery Sexton at a rate of \$15.00 per hour. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

#### **Trustees Reports**

##### **Bob Rohrer**

- Bob attended the fire burn today.

##### **Gene Morris**

- Gene received a phone call about a road ditch needing cleaning and referred her to Andy.

##### **Township Hall** (Ron Scuderi)

- Ron is exploring the purchase of a floor cleaning unit, primarily for spot cleaning. The unit is priced at \$299.00 at Lowe's.

##### **Comments from the Public**

- There are no comments from the public.

**Old Business**

- OTA Township Education Subscription is covered through this year. They do not know if it will be covered by the county next year.
- Township website – Shannon will be working on this.
- Joel Bender from the Ohio Plan will be at the December 3rd meeting.

**New Business**

- HP Officejet Pro 8600 Plus copier/printer/fax/scanner declare not operational and unneeded.
- There has been some discussion about holding a special meeting to review employee handbook changes and discuss planning for road, fire, and EMS services. Ray has received several suggested updates to the handbook. The special meeting will need to be coordinated with Andy and Brian. Gene will reach out to begin scheduling a date for the meeting.

**Approval to Dispose of HP Officejet Pro 8600**

Gene Morris **moved** to declare the HP Officejet Pro 8600 Plus as not operational and unneeded. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Signing of the Warrants**

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$68,382.44. Bob Rohrer seconded the motion. Roll call: Morris –yes, Rohrer – yes.

**Executive Session**

Gene Morris made a motion to enter into an executive session at 9:08 P.M. to discuss the employment of a public official, inviting Shannon Colonna and Ray Ruprecht to join. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Gene Morris moved to go out of the executive session at 9:15. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

No further action was taken following the executive session.

**Adjournment**

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes. The meeting was adjourned at 9:15 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

