

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES  
October 3, 2023**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on October 3, 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, Laura Toth (Medina County Office for Older Adults), Jerry Springer, Mayor Carter, Bill Shook, Brian Cyphert, Andy Liston, and Shannon Colonna

**Approval of Minutes**

Jerry Winkler **moved** to approve the regular meeting minutes of September 19, 2023. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Medina County Office for Older Adults**

Laura Toth is attending the meeting tonight to present some information about a levy renewal that will be on the ballot this November. This will be issue number 15. The agency does a number of things to help older adults, including delivering home meals. They have delivered 870 meals to residents in Guilford Township and 250 to residents in the Village of Seville this year. In 2020 they delivered over 1,100 meals to residents in Guilford Township. She noted that this is a renewal, not an increase. The levy also supports children’s services and the Medina County Addiction and Mental Health Board.

**Department Reports**

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

<b>2023 INCIDENT COUNT YEAR TO DATE</b>	
<b>Type</b>	<b># Incidents</b>
EMS	389
Fire/Other	210
<b>TOTAL</b>	<b>599</b>

	<b>YTD</b>
<b>FIRE INSPECTIONS</b>	<b>83</b>

**Apparatus/Equipment**

- The ladder is fixed and has been certified during its annual inspection. The company did a die test on the repaired welds as part of the NFPA check.

**Training**

- Leadership training at the station next Thursday and Friday for all our people as part of our development series.

**Funding Requests**

- BWC turn out gear grant match of \$2,376.67 and acceptance of BWC \$11,883.33.
- Ohio Ambulance transportation and Medicaid COVID hazard pay bonus of \$20,000 was deposited for the Township. Ray has the language. Ray added that they are trying to figure out how to handle withholdings, especially for withholdings that the Township pays a share. Ray has a question out to

Mike Lyons about this and has also talked to some other fiscal officers about what they are doing.

### **Approval of BWC Grant Match**

Bob Rohrer **moved** to approve the expenditure of the Township's share of the BWC gear match grant of \$2,376.67 with the grant of \$11,883.33. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

### **Operations**

- They had three great applications, two of which are local, one in Wadsworth and one in Seville. He anticipates losing one to retirement and one did not complete his schooling yet. Once they get the BWC grant, they will have plenty of gear. They would not add any hours but would be using these to fill open hours. This would also help reduce overtime hours by filling in available shifts with part time. He will provide a copy of the applications for review and anticipates requesting approval to hire at the next meeting.

### **Department Reports**

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

- Use berm machine to touch up berms around the township.
- Mowed roadsides
- Tree trimers
- Continue to clean up around the township buildings.
- Dug two graves.

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

- There is a request for a variance to build a house 15 feet from the property line (instead of 20). Shannon is trying to get a date set for that, but Tom and Curt have not been able to provide a date that works for both of them.
- The regular zoning commission meeting is next week.
- Shannon reviewed regulations for trailer parking after Curt stated that nothing can be done about a trailer that is parked in front (meaning closer to the road than the main structure) of a house because our regulations only cover RVs in the last trustee meeting.
- Here is what our zoning says in General Regulations 4.13 (F): Unoccupied recreational vehicles, or travel trailers and the like, shall be so placed on any lot or parcel of land, in any and all districts, that such locations shall comply with the provisions of Sec. 6, Subsection 6.3 of this resolution and in no event shall any recreational vehicles or trailers be stored or parked at a point which is nearer the road than the main structure of the dwelling house or major building of the premises involved.
- The regulations clearly state 'or trailers', and regulations include a definition for trailers. It seems like this is just being ignored. It could go to the Zoning Commission to review and clarify, but she is not sure how that could be clearer.

#### **Zoning Inspector** (Curt Lauer)

- Curt was absent. His report was read by Jerry.

- Curt spoke with Heidi Carrol from the prosecutor's office last week. He then talked with Bob and let him know what she had said and the course of action that needed to be taken.
- Curt has not heard any more about the proposed land swap/ lot split on Blake Rd.
- Curt submitted a request for variance to the BZA.
- Curt addressed some questions concerning a fence being installed at 2 properties on Wadsworth Rd.
- Bob said that he spoke with Heidi Carrol and Curt about the property on Seville Road with junk and junk vehicles. Curt has stated that he will not go to the house because he is afraid the resident will get mad, and he was already threatened. Curt thinks one of the Trustees needs go to get the search warrant and then go with the Sheriff to take current pictures. Jerry wondered why law enforcement has not already been involved if the resident has threatened Curt already and thinks that Curt needs to follow through and file a complaint if he was threatened. Bob said that Heidi also told Curt that as long as the vehicle is operable, it is allowed to be there based on the Ohio Revised Code. Our Zoning Regulations include specific regulations and definitions for junk vehicles. There was some discussion that ORC establishes a minimum, but our regulations expand on that. Jerry will follow up with Heidi tomorrow. Gene added that there was email correspondence between Heidi, himself, Curt, and Jerry about this property in August. Curt has lied to the adjacent homeowner that is filing complaints about the status and has also ignored an email from Jerry about this matter.

#### **River Styx Cemetery/Mound Hill Cemetery**

- Jerry reported that there have been multiple burials, and a lot of foundations this fall.
- Bob reported that the rest of the trees are down, and there are two more stumps to grind. He had some issues with a machine, but promised to have everything completed this week. They ended up taking down ten trees. Andy took some extra dirt down to help fill in the stump holes.
- Bob donated five bales of hay to the cemetery.

#### **Trustees Reports**

##### **Bob Rohrer**

- Bob attended the Medina County Township Association meeting hosted by Medina County Sheriff Terry Grice. The meeting included dinner and a tour of the facility.
- Bob attended the swearing in of the full time FD employees.
- Bob spoke with Heidi Carrol and Curt about the issue with junk vehicles.
- Bob spoke with someone who was experiencing some water issues, and that has been straightened out.

##### **Jerry Winkler**

- Jerry received a call from someone on Kane Road about the fiber work being done in front of her house.
- Jerry stopped at the Fire Department to sign some papers.

##### **Gene Morris**

- Gene attended the swearing in of the full time FD employees.

- Gene spoke with a lady on Kane Rd about the fiber work being done in front of her house. She was able to work things out with them.
- Gene drove through the cemetery this past Sunday and thought things looked a little rough. He is happy to hear they have been working on getting this cleaned up.

### **Comments from the Public**

- Bill Shook had some comments and advice about the fire hydrant work that was done at the cemetery.
- Bill Shook asked about the cameras that the Fire Department is using, and wondered if cell phones were used. Chief Cyphert responded that they have a camera, and personal cell phone pictures are not permitted.

### **Old Business**

- Employee handbook – They are working on some changes to this.
- The ARPA fund projects:
  - Township parking lot
  - Ambulance
  - Early Warning Sirens
- Ohio Plan representative Joel Bender will be attending the November 21, 2023 meeting.
- Shredding Day Saturday October 21, 2023 from 9:00 a.m.-12:00 p.m. - Sandmandy Enterprises.
- Gene thinks they need to look at the fence permit process and fee.
- Gene asked Ray for some information about the Zoning Inspector salary compared to what they make in zoning permit fees. It sounds like every year there is a few thousand coming from the General Fund to supplement the Zoning Inspector salary. He thinks they should review fees to determine if they want to make any changes. Bob and Jerry think they should do some research to see what other Townships are charging.
- Bob received a call from someone who wants to put in a commercial sized solar farm in the township and referred them to Curt. They have already talked to the county. Shannon noted that our zoning states that utility scale installations shall not be permitted.
- Gene said that the residence at 3440 Seville Road has a brand-new outbuilding that is not behind the house. The property is 2.6 acres so there is no agricultural exemption. Unfortunately, Curt is not here to ask about his logic on approving that.

### **New Business**

- Resolution 2023-13 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 – *Tree removal and cleanup at the Mound Hill Cemetery and the replacement of early warning siren batteries.*

Gene Morris moved for the adoption of the following Resolution:

**RESOLUTION NO. 2023-13**

*Tree removal and cleanup at the Mound Hill Cemetery and  
Replacement of early warning sire's batteries*

**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 a trees at Mound Hill Cemetery at the cost not to exceed \$6,300.00**
- **Replacement of Marine Deep Cycle batteries on four (4) early warning siren locations in Guilford Township at the cost not to exceed \$4,000.**

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 Mound Hill Cemeteries and replacing Marine Deep Cycle at four (4) early warning siren locations.**

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

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

6. 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.

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

Jerry Winkler seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

Morris- yes                      Rohrer - yes                      Winkler - yes

- Resolution 2023-14 Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing Tax Levies and Certifying them to the County Auditor.

**Resolution 2022-14**  
**Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing Tax Levies and Certifying them to the County Auditor**

Jerry Winkler **moved** the adoption of the following Resolution:

RESOLVED, By the Board of Trustees of Guilford Township, Medina County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st. 2024 and;

WHEREAS, The Budget Commission of Medina County, Ohio has certified its action thereon to the Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten-mill limitation, therefore be it

RESOLVED, By the Board of Trustees of Guilford Township, Medina County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, that there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten-mill limitation as follows:

**SCHEDULE A**

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET  
COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

FUND	Amount Approved by Budget Com- mission Inside 10 M. Limitation	Amount to Be Derived from Levies Outside 10 M. Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column I	Column II	III	IV
General Fund	\$111,000		0.40	
Road and Bridge Fund	\$341,800		1.90	
Cemetery Fund	\$27,800		0.10	
Fire Fund		\$571,300		2.75
Road District Fund		\$114,100		1.00
Amb. and Emergency Medical Fund		\$504,200		2.50
<b>TOTAL</b>	<b>\$480,700</b>	<b>\$1,189,600</b>	<b>2.40</b>	<b>6.25</b>

**SCHEDULES  
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

FUND	Maximum Rate Authorized to Be Levied	Co. Auditor's Est. of Yield of Levy (Carry to Schedule A, Column II)
<b>GENERAL FUND:</b> Current Expense Levy authorized by voters on _____,20 not to exceed years.		
<b>SPECIAL LEVY FUNDS:</b>		
ROAD DIST. Levy authorized by voters on NOVEMBER 5, 2019, not to exceed 5 years. Renewal	1.00	\$114,100
AMBULANCE Levy authorized by voters on NOVEMBER 2, 2021, not to exceed 5 years. Renewal	2.50	\$504,200
FIRE Levy authorized by voters on NOVEMBER 3, 2020, not to exceed 5 years. Renewal	1.00	\$201,500
FIRE Levy authorized by voters on NOVEMBER 8, 2022, not to exceed 5 years. Renewal with increase	1.75	\$369,800
Levy authorized by voters on _____,20 not to exceed years.		
Levy authorized by voters on _____,20 not to exceed years.		
Levy authorized by voters on _____,20 not to exceed years.		



and be it further.

RESOLVED, That the Fiscal Officer of this Board be and he is hereby directed to certify a copy of this Resolution to the County Auditor of Said County.

Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Resolution 2023-15 Participation in the ARPA Ohio Ambulance Transportation Program to Provide Premium Pay to Eligible Workers. Ray asked if they want to call this Premium Pay or Workforce Relief. Jerry thought ‘Workforce Relief’ would give more flexibility. Chief Cyphert agreed, and said the Premium Pay was more complex.

Gene Morris offered the following resolution and moved the adoption of same which was seconded by Jerry Winkler.

**RESOLUTION 2023-15**  
**Participation in the ARPA Ohio Ambulance**  
**Transportation Program to Provide Workforce Relief to Eligible Workers**

**WHEREAS**, the American Rescue Plan Act (ARPA) was signed by Congress into law on March 11, 2021;

**WHEREAS**, the State of Ohio, through Ohio Office of Budget and Management (OBM) was directly allocated and accepted 5.3 billion in Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the United States Department of Treasury; and

**WHEREAS**, pursuant to Section 280.10 of H.B. 45, the State of Ohio appropriated \$20 million in SLFRF funds to OBM for the Ohio Ambulance Transportation Program; and

**THEREFORE**, the Ohio Ambulance Transportation Program shall be used by OBM to administer grants to any public, not-for-profit, or private ground transportation provider, who submitted claims to the Ohio Department of Medicaid during the current fiscal year; and

**WHEREAS**, the ambulance transportation providers shall use the funds to provide premium pay to eligible workers, support workforce relief, or provide reimbursement for COVID-19 mitigation and prevention costs incurred during the pandemic; and

**WHEREAS**, the Township has received a distribution of \$20,000.00 from the Ohio Ambulance Transportation Program to support the impacts on the essential frontline workers; and

**THEREFORE**, the Guilford Township Trustees agree to use the Ohio Ambulance Transportation Program funds for “Workforce Relief” to eligible workers that performed essential work during the COVID-19 pandemic.

Roll call vote: Rohrer –Yes, Winkler – Yes, Morris -Yes .

- Approval to create Appropriation Account 2274-230-211-1209 Ohio Public Employees Retirement System-(ARPA), 2274-230-212-1209 Social Security (ARPA), 2274-230-213-1209 Medicare (ARPA), and 2274-230-215-1209 Ohio Police and Fire Pension Fund (ARPA).

**Approval to Create Appropriation Account Fund**

Jerry Winkler **moved** to create Appropriation Account 2274-230-211-1209 Ohio Public Employees Retirement System-(ARPA), 2274-230-212-1209 Social Security (ARPA), 2274-230-213-1209 Medicare (ARPA), and 2274-230-215-1209 Ohio Police and Fire Pension Fund (ARPA). Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Renewal of the Township’s 2024 Medical Mutual grandfathered plan to Plan HAS V4200/100 MM Rx. Ray provided some information about the plan. Rates did go up this year. Frank Harmon recommended increasing the deductible to \$4,200 to save the Township some money. The renewal date on this is December 1.

**Approval of 2024 Medical Mutual Plan HAS V4200/100 MM Rx**

Bob Rohrer **moved** to approve the renewal of the Township’s 2024 Medical Mutual grandfathered plan to Plan HAS V4200/100 MM Rx. Jerry Winkler 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 \$124,781.16. Gene Morris seconded the motion. Roll call: Morris – abstained, Rohrer – yes, Winkler – yes.

**Executive Session**

Jerry Winkler **moved** to go into executive session at 9:15 P.M. to discuss the employment of public employees and invited Ray Ruprecht. Gene Morris seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

Jerry Winkler **moved** to come out of the executive session at 9:45 P.M. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

After coming out of executive session the trustees decided to have a special meeting to discuss matters concerning zoning and to go into an executive session to discuss the employment of a public employee. A future date will be set-up by Chairman Jerry Winkler who will notify trustee Gene Morris and Bob Rohrer as to the date of the special meeting that then will be advertised to the public.

**Adjournment**

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris - yes. The meeting adjourned at 9:48 P.M.

\_\_\_\_\_  
Bob Rohrer

\_\_\_\_\_  
Gene Morris

\_\_\_\_\_  
Jerry Winkler

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Ray Ruprecht