

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES  
October 7, 2025**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on October 7, 2025 at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, Scott Phillips, and Fiscal Officer, Ray Ruprecht.

Also present were Andy Liston, James Carter, Michael Colonna, Tammy Johnson, Larry Kaufman, Mayor Carter, Jeff Kersey and Shannon Colonna

**Approval of Minutes**

Gene Morris **moved** to approve the regular meeting minutes of September 16, 2025. Scott Phillips seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

**Department Reports**

**Fire-EMS Department** (Jim Carter)

<b>2025 INCIDENT COUNT YEAR TO DATE</b>	
<b>Type</b>	<b># Incidents</b>
EMS	362
Fire/Other	262
<b>TOTAL</b>	<b>624</b>

<b>Year to date:</b>	
<b>FIRE INSPECTIONS</b>	121 ( 4 in September)

**Buildings / Grounds / Maintenance**

- BOPA is looking at the water fill line on the west bay of the station. This line connects directly to the pump station on the west end of the building. The valve installed a few years ago has seized and requires replacement. This is usually used on a weekly basis.

**Apparatus / Equipment**

- Annual maintenance for the Engine and Ladder is scheduled for this week and will be completed by W.W. Williams in Brunswick.
- Annual maintenance for the Tanker was completed last week at the manufacturer in Applecreek, Ohio. The full report is pending; two minor issues were addressed — a sensor replacement and a portable tank repair.

**Training**

- Department members participated in Ladder Operations (one day) and Engine Operations (one day) hosted by Brunswick Fire and Hinckley Fire on September 25–26, providing six hours of training for four members.
- Medical continuing education was provided by Dr. Menotti and staff from Medina General, covering critical airway procedures and trauma simulations.

- A department member also attended the Annual Wayne County Fire School – Fire Engine Pump Course.
- Bob noted that he contacted the pond company, and they wanted \$1,000 to replace the aerator. He thinks they can replace this themselves for less, and they will be turning it off soon for the winter.

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

- Completed a ditch enclosure on Hubbard Valley Road (force account) — total cost \$1,728.85.
- Completed a ditch enclosure on Blake Road (force account) — total cost \$2,860.78.
- Cleaned a small ditch on Good Road.
- Roads being considered for resurfacing in 2026:
  - Motor pave: South Guilford Road
  - Chip seal: Yoder Road and Blake Road (between River Styx and the township line)
  - Noted the motor pave may take the total price up a bit too close to \$260,000.
- Maintenance contract for garage doors - Andy looked at the quote and thinks he can handle the maintenance.

#### **Approval of Force Account Payments**

Bob Rohrer **moved** to approve the force account payments for the ditch enclosures on Hubbard Valley Road in the amount of \$1,728.85 and on Blake Road in the amount of \$2,860.78. Gene Morris seconded the motion.

Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

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

- The October regular meeting is scheduled for this Thursday. The Zoning Commission is continuing to finalize updates they have been working on, including recommendations from Bill Thorne.

#### **Zoning Inspector** (Julie Carr)

- There were 5 permits for the month, for a total income of \$441.40 for the month. This includes a fence, pool, ag barn and a couple pole barns.
- Julie has been working with Stuart Newcomer’s surveyor to get all of the paperwork for a lot split.
- Julie went to court on the Rawiga Baseball business. It went well for the township based on the facts the township presented compared to the facts the other party presented. By the end of the meeting, they had agreed to review our terms.

#### **River Styx Cemetery/Mound Hill Cemetery** (Jeff Kersey)

- Got everything ready for the Ghost Walk, and received many compliments.
- Started picking up leaves. They will be picked up on October 20.
- The mower that they use to pick up leaves is going through a lot of oil, and they should start thinking about what they will want to do about that. They are going to keep it going as long as it will go.

## Trustees Reports

### Bob Rohrer

- Called the floor guy and asked about scuff marks. They said it should get harder as it dries, but if they continue to have problems, they can put a harder coat on it.
- Spoke with Andy about a ditch enclosure.
- Opened the hall on Sunday for a baby shower.
- Received a call about an addition that he referred to Julie.

### Gene Morris

- Spoke with the Zoning Inspector a couple of times. She filled me in on the initial results of the court case with the Rawiga Road situation
- Ran into someone from MCHD at a continuing education class I was attending. We talked about the septic discharge on Good Road.
- After that conversation, he received a call from the excavation company that installed the Good Road system.
- Spoke with the Road Department a couple of times about Good Road, and they think they have a solution. Andy asked him to look at the ditch after he cleaned it. Has been in touch with the contractor, they are supposed to notify him when they have changed the discharge to what we agreed on.
- Received a call from someone who wanted to change their hall rental times. Contacted Ron, he and Trustee Rohrer got it handled.
- Spoke with the prosecutor's office about the 'No Engine Brake' resolution. They have provided a language for us. He asked if they were still interested in pursuing 'No Parking' resolutions on narrow, dead-end roads. If so, he will need a list of those roads. The roads are Rawiga, North Kane and South Kane. There is consensus that Gene can reach out to the prosecutor's office to continue this process.
- Received a call today, Tuesday from the Medina County Gazette. They had a few questions about the fire levy.

### Scott Phillips

- Received a call from a resident about baseball activity on Rawiga.
- Spoke with Captain Johnson and Chief Carter about the Village Police Department installing cameras on the pole in front of the fire department. This would benefit the Fire Department because it is a 260-degree camera, and would cover most of the intersection. Captain Johnson mentioned that the baby box cannot be on camera.

### Approval to Allow Camera Installation of Fire Department Pole

Bob Rohrer **moved** to give the Seville Police Department access to mount a camera in front of the Fire Department. Scott Phillips seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

- Received a response from IOS, the Fire Department testing firm he reached out to, and will need to meet with Chief Carter to review.

### Comments from the Public

- There are no comments from the public.

## Old Business

- Employee handbook
- Township garage addition - Still waiting on plans
- Computers for road and zoning

### **Approval to Purchase New PC for Andy**

Bob Rohrer **moved** to approve the purchase of a new computer and two-year warranty for the Road Department for the cost of \$750.00 plus the cost of the warranty. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

## New Business

- Review of insurance coverage. Joel Bender will be attending the November 18<sup>th</sup> meeting to discuss Ohio Plan insurance renewal proposal for the township.
- **Resolution 2025-10** Resolution Adopting a Cybersecurity Policy

Gene Morris moved the adoption of the following Resolution:

### **Resolution 2025-10 Resolution Adopting a Cybersecurity Policy**

**WHEREAS**, the State of Ohio has implemented Ohio Revised Code 9.64, enacted in HB 96 requiring all local governments and jurisdictions to establish a cybersecurity policy by September 30, 2025; and

**WHEREAS**, the purpose of this requirement is to strengthen protections of public data, information systems, and technology resources from cybersecurity threats and risks; and

**WHEREAS**, the Guilford Township Trustees recognizes the importance of safeguarding sensitive and confidential information entrusted to Guilford Township; and

**WHEREAS**, a draft Cybersecurity Policy has been prepared & reviewed by staff and is recommended for adoption as a framework for compliance with Ohio Revised Code 9.64 and H.B. 96; and

**WHEREAS**, the policy provides guidance on access control, system security, data protection, incident response, training, and vendor management while requiring consultation with IT professional and legal counsel for implementation and customization;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Guilford Township, Medina County, Ohio, that:

1. The attached Cybersecurity Policy draft is hereby adopted as the official policy of Guilford Township until advice from the Medina County Prosecutor's Office.
2. This policy shall take effect immediately with the adoption and implementation of technical and training requirements no later than June 30, 2026, as provided by the Ohio Auditor of State.
3. The Board of Trustees shall distribute the adopted policy to all township departments, employees, and relevant contractors, and to ensure compliance in partnership with the IT providers and legal counsel.
4. This resolution shall be in full force and effect upon its passage and adoption by the Guilford Township Board of Trustees.

Scott Phillips seconded the motion.

Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

- **Resolution 2025-11** Resolution Accepting the Amounts & Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor for tax year 2025, collected in calendar year 2026.

**Resolution 2025-11  
Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying then to the County Auditor**

Bob Rohrer 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 a commencing January 1st. 2026 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 Commission 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	\$137,400		0.40	
Road and Bridge Fund	\$398,300		1.90	
Cemetery Fund	\$34,300		0.10	
Fire Fund		\$607,900		2.75
Road District Fund		\$121,600		1.00
Amb. and Emergency Medical Fund		\$536,500		2.50
<b>TOTAL</b>	<b>\$570,000</b>	<b>\$1,266,000</b>	<b>2.40</b>	<b>6.25</b>

**SCHEDULE B**

FUND	Maximum Rate Authorized to Be Levied	Co. Auditor's Est. of Yield of Levy (Carry to Schedule A, Column II)
<p><b>GENERAL FUND:</b>                      Current Expense Levy authorized by voters on _____, 20 not to exceed _____ years.</p> <p><b>SPECIAL LEVY FUNDS:</b></p> <p>ROAD DIST. Levy authorized by voters on NOVEMBER 6, 2024, not to exceed 5 years. Renewal</p> <p>AMBULANCE Levy authorized by voters on NOVEMBER 2, 2021, not to exceed 5 years. Renewal</p> <p>FIRE Levy authorized by voters on NOVEMBER 3, 2020, not to exceed 5 years. Renewal</p> <p>FIRE Levy authorized by voters on NOVEMBER 8, 2022, not to exceed 5 years. Renewal with increase</p>	<p></p> <p>1.00</p> <p>2.50</p> <p>1.00</p> <p>1.75</p>	<p></p> <p>\$121,600</p> <p>\$536,500</p> <p>\$214,500</p> <p>\$393,400</p>

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

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.

Gene Morris seconded the motion. Roll call: Rohrer – yes, Morris – yes, Phillips – yes.

- **Resolution 2025-12** Resolution Restricting the Use of Engine Brakes Within Guilford Township of Wadsworth Road, S.R.57. Wadsworth and Montville Townships currently have restrictions, and there are ‘End’ Engine Break signs at the township boundary. If this resolution is approved, they could remove those signs, and have a continuous section with the restrictions. Scott thinks they will have trouble enforcing this. They may be able to cite for excessive smoke or exhaust. He also thinks that there are so many signs that people are not reading them.

**RESOLUTION NO. 2025-12  
 A RESOLUTION RESTRICTING THE USE OF ENGINE BRAKES WITHIN GUILFORD TOWNSHIP  
 ON WADSWORTH ROAD, S.R. 57**

**WHEREAS**, the Trustees of Guilford have determined under R.C. 505.17(A) and R.C. 4513.221(A) that it is necessary to regulate combustion engine noise of vehicles traveling on Wadsworth Road, State Route 57, to conform that section of Wadsworth Road within Guilford Township to the engine brake restrictions placed by Montville and Wadsworth Townships on Wadsworth Road; and,

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees for Guilford Township hereby prohibits the use of engine brakes on that part of Wadsworth Road, State Route 57, within Guilford Township. This prohibition extends from the township line with Montville township in Wadsworth Road, State Route 57, to the township line with Wadsworth Township covering the entire length of Wadsworth Road, State Route 57 within Guilford Township.

The Guilford Road Supervisor is authorized to purchase any signage determined by the Ohio Department of Transportation as necessary to post this restriction consistent with the Ohio Manual of Uniform Traffic Control Devices.

Gene Morris moved for the adoption of the Resolution.

Bob Rohrer seconded the Resolution.

Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

- Supplemental Appropriation transfer:
  - Fire District Fund 2111: \$2500.00 to 2111-220-323 Repairs & Maintenance (Fire Station) from 211-760-750 Motor Vehicles

#### **Approval of Supplemental Appropriation Transfer in Fire District Fund**

Bob Rohrer **moved** to approve the supplemental appropriation transfer in Fire District Fund 2111- of \$2,500.00 to 2111-220-323 Repairs & Maintenance (Fire Station) from 211-760-750 Motor Vehicles . Scott Phillips seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

- Work session on October 21<sup>st</sup> to discuss the township’s medical insurance with Ohio Insurance Services representative Frank Harmon. He has been looking into insurance coverage. The Medical Mutual plan they have had for 10 years has gone up 15%, and he has a recommendation for a Blue Cross Blue Shield policy. He is willing to come to the next meeting to answer any questions they may have about that.

#### **Approval of Work Session on October 21, 2025 at 7:00 PM**

Gene Morris **moved** to have a work session beginning at 7:00 PM to discuss the township medical insurance with Ohio Insurance Services representative Frank Harmon. Scott Phillips seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

- Gene read a letter of resignation from Shannon and Michael Colonna effective December 31, 2025. They will be looking for someone to take these positions. Gene thinks that Julie Carr, who currently does some of these jobs for Westfield, may be willing to take some of those responsibilities.

#### **Signing of the Warrants**

Bob Rohrer **moved** to pay the warrants, payroll/accounting EFTs of \$86,785.50. Scott Phillips seconded the motion. Roll call: Morris –yes, Rohrer – yes, Phillips – yes.

#### **Executive Session**

Gene Morris **moved** to go into executive session at 9:10 p.m. to discuss the employment of a public employee and invited Ray Ruprecht. Scott Phillips seconded the motion. Roll call: Rohrer - yes, Morris - yes, Phillips - yes.

Bob Rohrer **moved** to come out of the executive session at 10:19 p.m. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Phillips - yes.

After coming out of executive session the trustees discussed what process needed to be done to post the job opening for the Seville-Guilford Fire & EMS Fire Chief position. The job posting and job description will be available on the Guilford Township website and it was discussed to have the resumes provided to the trustees by 4:00 p.m. on October 28, 2025. The trustees prefer to have a new fire chief hired for a start date of January 1, 2026.

**Approval to Advertise for the Seville-Guilford Fire & EMS Fire Chief Position**

Bob Rohrer **moved** to advertise for the Seville-Guilford Fire & EMS Fire Chief position and for resumes to be received until 4:00 p.m. on October 28, 2025. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Morris - yes, Phillips - yes.

**Special meeting on October 28, 2025 to go into Executive Session**

Bob Rohrer **moved** to have a special meeting on October 28, 2025 starting at 7:00 p.m. for the purpose of going into executive session to discuss the employment of a public employee. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Phillips - yes.

**Adjournment**

Gene Morris **moved** to adjourn the meeting. Scott Phillips seconded the motion. Roll call: Rohrer - yes, Morris - yes, Phillips - yes. The meeting adjourned at 10:35 p.m.

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Bob Rohrer

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Gene Morris

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Scott Phillips

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Ray Ruprecht