

**GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
September 19, 2023**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on September 19, 2023 at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Jerry Winkler, and Fiscal Officer, Ray Ruprecht.

Also present were Joe Garn, Ron Scuderi, Jerry Spring, Martha Springer, Carol Carter, Bill Shook, Curt Lauer, Brian Cyphert, Andy Liston, and Shannon Colonna

Approval of Minutes

Jerry Winkler **moved** to approve the regular meeting minutes of September 5, 2023. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department

2023 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	350
Fire/Other	182
TOTAL	532

YTD	
FIRE INSPECTIONS	41 completed 2 scheduled

Building/Grounds/Maintenance

- The air conditioner for the station was repaired but needs more work. The quote given seems very high and will need directions on where to go next. He spoke with Gene about this, and Gene had not done business with that company so wanted to make sure they were looking at all options.

Apparatus/Equipment

- A ladder rung broke during training, it will be repaired soon, and U of A will pay for the total repair cost as part of the MOU. There was some discussion about how this happened, and making sure it is tested properly before it goes back in service. They will also add some training to make sure something like that does not happen again.

Announcements

- Chief Cyphert provided a diagram showing the types of calls they have received this year. He would like to build on this to provide reports for the community.

Training

- **Fire-University of Akron Advanced Firefighting with limited manpower:** This training was invaluable. They sent 8 people and 3 went twice with 2 of our people assisting. They had live fire, roof vent, search and rescue, window rescues and hose deployment. This training was part of the MOU with the University of Akron.

Operations

- Overtime Policy
 - Jerry had a question about the minimum staffing level of 3. Chief Cyphert responded that it should be 2, ideally one paramedic and one basic. The plan would be for he or Tammy to fill any vacancies if possible, and then to go to mandatory overtime. They also want to watch the overtime hours.
- Call Off Policy
 - Jerry asked about the requirement to call off 45 minutes prior to the shift mentioned in the procedure, and he didn't think that would be enough time. Chief Cyphert responded that this was for emergencies but agreed that it would be great if it was longer. Jerry thought 2 hours was pretty standard but understood there may be some exceptions. There is agreement to change this to two hours.

Approval to Changes to the Call Off Policy and Overtime Policy

Jerry Winkler **moved** to approve the changes to the Call Off Policy and Overtime Policy with updates as discussed. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

Road Supervisor (Andy Liston)

- Worked on parking lot.
- Touched up septic system trench.
- Fix water hydrant at cemetery.
- Turning in roads to be resurfaced next year to county. He would like to do Hubbard between Blake and Good, Bell, Prospect Road, and Walker Drive.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission met on September 14, and discussed Goal 3 of the Comprehensive Development Plan.
- They have now reviewed all goals, so Shannon will be putting together an update with the changes that have been suggested for review at the next meeting. They also plan to discuss the next section, 'Plan Implementation'.

Zoning Inspector (Curt Lauer)

- Curt has not heard anything about the proposed lot split on Blake from Muskingum Watershed, so is not sure if they still want to move forward.
- Curt called Heidi Carroll and is trying to find a time to talk to her.
- Curt did a lot split on Hubbard Valley and Good.
- Curt received a call from someone on Wadsworth Road that was concerned about a turnaround a neighbor put in.
- Curt has received some calls about solar.

- Curt has not heard anything about the trailer park. Bob received a call from Kevin (BOPA), and they are planning to start water and sewer lines. They are planning to work with the existing lots. Jerry Springer said he heard the owner is having trouble with one of the trailers.
- Bob said that they have received a complaint about a trailer and junk car on Guilford Road, close to Seville. Curt said there may be nothing they can do about a trailer because it is not a camper.
- Ray asked if Curt got signed up for the seminar. Curt said he is working on it and has a call in to them to get his registration completed.

River Styx Cemetery/Mound Hill Cemetery

- AJ has been working on removing trees. AJ recommended that they remove some additional bad trees. Bob spoke with Jerry and Gene, and they gave him permission. About 10 trees were removed.
- Jerry went down to the cemetery to check on the progress before the Stories from the Grave Event. John and Jeff were down there working, and it looked good for the event.

Trustees Reports

Bob Rohrer

- Bob received a call about a pond and referred them to Curt.
- Bob let Kevin know that he could turn the water back on.
- Bob received a call from Mayor Carter about shredding day.

Jerry Winkler

- Jerry checked out the cemetery.
- Jerry attended Stories from the Grave.
- Jerry received a call from someone inquiring about a soliciting permit and referred them to Curt. He did not think our zoning had anything about soliciting.
- Jerry received a call from someone who was trying to contact Curt about a fence.
- Jerry spoke with Chief Cyphert about the ladder truck damage and repair.
- Jerry spoke with the person about the outstanding payment for the cemetery lot. She wants the lots but does not have any money to pay. They family does own other lots, and she plans to be cremated so they may be able to use another lot. There was agreement that the Township can take these lots back.

Gene Morris

- Gene is still on vacation. His report was read by Jerry.
- Gene spoke with Ray on the 6th and got highlights of the meeting, and later read the minutes.
- Gene got an update on the cemetery trees situation from Bob.
- Gene received a call from Patty with the Seville Historical Society, she was concerned about whether the tree work would be done before the Stories from the Grave event. He touched base with the other Trustees, and Bob said the work should be complete. Gene passed that info to Patty.

- Gene reviewed a quote from Chief Cyphert about repairs to the fire station air conditioning. After expressing my concerns to the chief, he forwarded it to the other Trustees. There was some discussion about who has maintained in the past. Bob and Ray think it was Sisler Heating & Cooling out of Medina. Chief Cyphert will call them. Bob also suggested Gene's out of Medina. The problem is a leak due to a valve. It has been recharged but will continue to leak if it isn't fixed. Mayor Carter suggested Affordable Heating, which is what the Village uses.
- Gene touched base with Shannon after the zoning commission meeting and asked her for the highlights. She said the only major concern was Jim felt that the whole behind the house debacle still has not been resolved. Gene agrees that this is not resolved.
- Gene spoke with Chief Cyphert about the damage to the fire truck and his request for an executive session at tonight's meeting.
- Gene would like to know if there are any updates on the residence on Seville Road with all of the junk.

Comments from the Public

- Jerry Springer commented that the property with junk on Seville Road is worse than ever. Jerry Winkler responded that they are trying to get that set up to get a search warrant. He said that Lafayette Township is having the same problem with junk properties.
- Mayor Carter said that officers checked the lock where the lawnmowers were stored, and it was unlocked. Bob said that he spoke with John about that, and there is a 'trick' to the lock. They may need to get this fixed.
- Mayor Carter said that there is a cross country event on September 23rd that will bring between 2,000 and 3,000 people to the village.
- Mayor Carter asked if there will be a Community Shredding Day this year. That is scheduled for Saturday October 21, 2023 from 9:00 a.m.-12:00 p.m. by Sandmandy Enterprises.

Old Business

- Employee handbook – They are working on some changes to this.
- The ARPA fund projects:
 - Township parking lot
 - Ambulance
 - Early Warning Sirens – Approved repairs
 - Mound Hill Cemetery trees – In progress

New Business

- Ohio Plan representative Joel Bender will be attending the November 21, 2023 meeting.
- Supplemental Appropriation transfer in Road & Bridge Fund 2031 of \$10,00.00 to 2031-330-316 (Engineering Services) from 2031-930-930 (Contingencies) and in Fund 2282 of \$1,500.00 to 2282-220-599-2601 (Other Expenses -Physicals/Testing} from 2282-760-750 (Motor Vehicles).
- Approval to create Fund 2274 Coronavirus Relief Fund-ARPA to handle funds received from the ARPA Ohio Ambulance Transportation Program and the Ohio EMA First Responder Retention Grant, and approval to create Revenue Account 2274-519-1209 (Other-Federal receipts-ARPA) and Appropriation Account 2274-230-100-1209 (Salaries-ARPA).
- Shredding Day is scheduled for Saturday October 21, 2023 from 9:00 a.m.-12:00 p.m. - Sandmandy Enterprises

Approval of Supplemental Appropriation Transfer in Road & Bridge Fund and Ambulance Fund

Bob Rohrer **moved** to approve the Supplemental Appropriation transfer in Road & Bridge Fund 2031 of \$10,00.00 to 2031-330-316 (Engineering Services) from 2031-930-930 (Contingencies) and in Fund 2282 of \$1,500.00 to 2282-220-599-2601 (Other Expenses -Physicals/Testing} from 2282-760-750 (Motor Vehicles). Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

Approval to Create Fund 2274, Coronavirus Relief Fund-ARPA

Jerry Winkler **moved** to create Fund 2274 Coronavirus Relief Fund-ARPA to handle funds received from the ARPA Ohio Ambulance Transportation Program and the Ohio EMA First Responder Retention Grant, and approval to create Revenue Account 2274-519-1209 (Other-Federal receipts-ARPA) and Appropriation Account 2274-230-100-1209 (Salaries-ARPA). Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

Approval of Shredding Day on October 21

Bob Rohrer **moved** to approve the Community Shredding Day on October 21, 2023 and to split the cost 50/50 with the Village of Seville. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

- There was some discussion about next steps for the township garage improvements. Ray thinks the next step is to speak with the prosecutor’s office to find out what the options are for bids.

Signing of the Warrants

Jerry Winkler **moved** to pay BC-156 &157-2023, the warrants, payroll/accounting EFTs of \$37,610.37. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

Executive Session

Jerry Winkler **moved** to go into executive session at 9:04 P.M. to discuss the employment of public employees and invited Brian Cyphert and Ray Ruprecht. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Winkler - yes.

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

There was no additional business discussed by the trustees.

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes. The meeting adjourned at 9:29 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht