

MEETING MINUTES OF THE GUILFORD TOWNSHIP TRUSTEES

September 21, 2021

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on September 21, 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, Ron Scuderi, Michael Colonna, Jim Krahl, Jerry Springer, Martha Springer, Curt Lauer, Bill Shook, and Shannon Colonna.

Approval of Minutes

Gene Morris **moved** to approve the regular meeting minutes of September 7, 2021. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Chief Brad Winter)

- Marshall completed his first 5k walk on September 12th at the Medina Tunnel to Towers 5K event. His official time was 1 hour and 17 minutes. There was lots of socializing along the way! 4 other firefighters and our family members attended also. Four SGFD firefighters completed a 110-story stair climb on Sept. 11th at UXL Gym in Brunswick in honor of the 343 firefighters who lost their lives at the World Trade Center on 9/11/01
- Lieutenant Kantorik replaced the fluorescent lights in the clock tower with new fixtures and LED lights.
- The ladder truck should be going to Fallsway within the next week for the door repair, aerial ladder testing, maintenance, and annual PM.
- Disposable PPE (masks, gowns, gloves, and eye protection) are in good supply. The fire department received a sizable surplus of hand sanitizer and wipes from the City of Medina. If the Board would like some for the Townhall please let him know.
- Invisible Fence is donating and professionally installing an Invisible Fence at the fire station for Marshall on October 13th.
- Jon Strong is working to complete VOIP phone system at the fire station. Their phone bill will drop significantly from nearly \$100.00 per month to \$36.00 per month. The new phone system is a significant upgrade and is much more secure than the current phone system that was estimated to cost \$11,000.00 to replace. Hardware and installation of the new phones cost less than \$700.00!
- Request Board of Trustees approval to increase Firefighter Donovan Nichols hourly pay rate \$0.60 per hour to \$13.95 for completing the firefighter Phase II mentoring packet effective 9/16/2021.
- Request Board of Trustees approval to hire Mike Simon as Firefighter II / Paramedic part-time at the probationary pay rate of \$17.50 per hour effective 9/22/2021.

**MEETING MINUTES OF THE
GUILFORD TOWNSHIP TRUSTEES**

September 21, 2021

Approval to Increase Pay for Donovan Nichols

Jerry Winkler **moved** to approve to increase Firefighter Donovan Nichols hourly pay rate \$0.60 per hour to \$13.95 for completing the firefighter Phase II mentoring packet effective 9/16/2021. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval to Hire Mike Simon Firefighter II /Paramedic

Jerry Winkler **moved** to hire Mike Simon as Firefighter II / Paramedic part-time at the probationary pay rate of \$17.50 per hour effective 9/22/2021. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Road Supervisor (Andy Liston)

- Road striping is complete. The parking lot has also been restriped.
- Tree trimmers worked on Hubbard Valley Rd. and Kennard Rd.
- Completed some patch work with the new distributor.
- Completed a ditch enclosure at 8988 Rawiga Rd.
- Andy requests force accounts payments of \$1,012.07 for patch work on Prospect Rd, \$2,040.67 for Kane Rd, and \$1,721.48 for a ditch enclosure on Rawiga Rd.
- It sounds like they may qualify for the ODOT Township Stimulus Program for Rawiga Road and Andy would like to apply.
- There was some discussion about advertising the 2012 International, salt spreader from Ford 550 and 4 snowplow wheels. The advertisement will include accepting bids on December 7, 2021 in the November/December Ohio Township News and The Post. They decided not to include a dollar figure at this time, and they will see what bids they receive. Items will be listed separately. Jerry mentioned that the township may want to look into advertising on the govdeals.com as well. He is not sure if it would work for something like this, but he can look into it more and find out what they would need to do to get set up.
- Bob reported that a resident on Candace Court called about cars parking on oval all summer, wondered about placing “No Parking” signs. Bob checked on this, but never saw anyone parked there. Andy said he noticed cars there a few mornings. Gene said they may want to check with the Prosecutor’s office to find out what they can do. Chief Winter said he has seen some other Townships have street parking restricted during certain hours. Bob will try to follow up with the residents involved.

Approval of Force Accounts Payments for Patch Work and Ditch Enclosures

Bob Rohrer **moved** to approve the force account payments of \$1,012.07 for patch work on Prospect Rd, \$2,040.67 for Kane Rd, and \$1,721.48 for a ditch enclosure on Rawiga Rd. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission met on September 9, 2021 for their regular meeting. Shannon was on vacation but spoke with Trevor to get an update. They are continuing to discuss solar power, and this month’s meeting focused on regulations for commercial properties. They have come up with a list of questions

**MEETING MINUTES OF THE
GUILFORD TOWNSHIP TRUSTEES**

September 21, 2021

that they have about solar power, and they are supposed to work on getting those questions answered before the next meeting.

- The county planning commission contacted Shannon to find out if Guilford Township has any plans to update the comprehensive plan or zoning resolutions in 2022. There may be some grant money available to help with professional planning assistance for next year, and they are planning their 2022 budget. Shannon let them know that we are in the process of surveying the public, and they are going to keep us on their list as a township that may be interested.
- The township has received just under 300 survey responses. The zoning commission is planning to begin reviewing the responses at their November meeting, and will accept any responses received by that date.

Zoning Inspector (Curt Lauer)

- Curt issued a permit for a shed and a permit for a pond.
- Curt received a call about a house on Rohrer that is in disrepair. This is the same house that had issues with junk vehicles last year. He will follow up on this.
- Bob asked if Curt heard about the Candace Court parking complaint. Curt was not aware of this complaint, but he can check on it.
- Gene noted that he has received three complaints about vans and trailers at 4119 Greenwich Road and asked Curt to look into this.
- There was some discussion about Assistant Zoning Secretary and Inspector positions. Ray said they have had these positions in the past, it may be something that the Trustees want to consider. Gene suggested that they could add these positions to the website to see if there is any interest. Bob thinks that the Trustees could handle any Zoning Inspector questions that came up if Curt is not available, but they could advertise for a Zoning Secretary Assistant.

River Styx Cemetery/Mound Hill Cemetery

- Jerry and Brad met at the cemetery and installed the threshold, and it fits really well.
- Jerry said that Anita is willing to continue the sexton position but is still hoping to find someone to help with some of the responsibilities for burials. They will keep the position posted on the website.

Trustees Reports

Bob Rohrer

- Bob attended the history walk at the cemetery, and it went well.
- Bob attended the highway meeting.

Gene Morris

- Gene attended the Medina County Engineer annual meeting on September 16.
- On Saturday September 18 Gene spoke with someone interested in opening a medical marijuana dispensary in the Township. They spoke about Zoning section 4.24 stating they are prohibited. He referred him to Tom Fields for further clarification on if this could be appealed.

**MEETING MINUTES OF THE
GUILFORD TOWNSHIP TRUSTEES**

September 21, 2021

Jerry Winkler

- Jerry assisted with a burial.
- Jerry met with Chief Winter to discuss personnel issues.
- Jerry attended an emergency planning meeting. There is going to be a large-scale exercise with first responders, All-Hazards Team and local law enforcement in Lodi.
- Jerry received a call from Matt Sturgeon from the Village of Seville expressing interest in working with the Township on updating the Comprehensive Plan and will refer him to Trevor.

Comments from the Public

- Jerry Springer said that he has talked with a number of people about the cost of trucks on the 'govdeals' website, and the prices are unbelievable. They could include a reserve or minimum bid. Ray wondered if this would protect the sealed bid process. This is something they may consider after the sealed bid process if they were not happy with the bids they receive.

Old Business

- J & M Trailer Park information meeting on September 30th at 10:00 A.M. at fire station.
- There was some discussion about a possible update to the Harassment and Discrimination Policy. Jerry said that there are many similarities between the Township policy and the Lexipol policy, and it may make sense to put all of the township policies in the same place. Chief Winter has created a section for Township policies in Lexipol, and he would put any policies that apply to all employees in that section. They could also use this for job descriptions. Chief Winter and Shannon can work together on getting this updated as a draft to present to the Trustees for approval.
- Group health renewal will be a 14.77% and the renewal date is 12/01/2021. Ray is still waiting on possible updated individual premium costs which may change if there are over ten policy holders. The policy is still being grandfathered in.

New Business

- There were some questions about the records request guidelines from the latest audit. The state auditor wants to see when the request was received, how we responded, when the request was completed and what records were provided. This is all related to the Ohio Sunshine Laws. Ray would like to come up with a simple way of logging the requests. The auditor also asked if public records, such as agendas and meeting minutes, are online and strongly suggested that these be available on the website. Jerry said that he read the best practices and wondered what information would need to be redacted. Ray said they will need to find out more details on that.
- Ray presented Resolution 2021-10 Accepting the Amounts and Rates as Determined by the Budget Commission for approval

**MEETING MINUTES OF THE
GUILFORD TOWNSHIP TRUSTEES**

September 21, 2021

**RESOLUTION 2021-10 ACCEPTING THE AMOUNTS AND
RATES AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE NECESSARY
TAX LEVIES AND CERTIFYING THEM TO THE
COUNTY AUDITOR**

Gene Morris 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, 2022 and

WHEREAS, The Budget Commission of Medina County, Ohio, has certified its action thereon to this 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. Limi	Outside 10 M. Limi
	Column I	Column II	III	IV
General Fund	\$92,200		0.40	
Road and Bridge Fund	\$294,800		1.90	
Cemetery Fund	\$23,100		0.10	
Fire Fund		\$455,000		2.25
Road District Fund		\$119,200		1.00
Amb. and Emergency Medical Fund		\$503,700		2.50
TOTAL	\$410,100	\$1,077,900	2.40	5.75

**MEETING MINUTES OF THE
GUILFORD TOWNSHIP TRUSTEES**
September 21, 2021

SCHEDULE B

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)
GENERAL FUND: Current Expense Levy authorized by voters on _____,20 not to exceed _____ years.		
SPECIAL LEVY FUNDS:		
ROAD DIST. Levy authorized by voters on NOVEMBER 5, 2019 not to exceed 5 years.	1.00	\$119,200
AMBULANCE. Levy authorized by voters on NOVEMBER 8, 2016 not to exceed 5 years.	2.50	\$503,700
FIRE Levy authorized by voters on NOVEMBER 3, 2020 not to exceed 5 years. Renewal	1.00	\$201,600
FIRE Levy authorized by voters on NOVEMBER 7, 2017 not to exceed 5 years.	1.25	\$253,400
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.		

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

Signing of the Warrants

Bob Rohrer **moved** to pay the warrants, payroll/accounting EFTs of \$53,331.26. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Executive Session

Jerry Winkler **moved** to go into executive session at 9:18 P.M. to consider the employment and compensation of public employees and invited Brad Winter, Andy Liston, and Ray Ruprecht. Gene Morris seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

**MEETING MINUTES OF THE
GUILFORD TOWNSHIP TRUSTEES**

September 21, 2021

Jerry Winkler **moved** to come out of the executive session at 10:02 P.M. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Winkler - yes Morris - yes.

After coming out of the executive session the trustees discussed hiring Christian Hall and Lindsay Hepner as full-time employees of the Seville-Guilford Fire & EMS Department. The probationary start date for full-time employment would be effective October 1, 2021 pending a polygraph and drug test.

Currently Lindsay and Christian are EMT-B and Firefighter II certified. Their current hourly pay rate would stay the same. They will be eligible to receive health, vision, and dental insurance with their full-time employment.

**Lindsay Hepner and Christian Hall Hired
as Full-Time Employees with the Seville-Guilford Fire & EMS Department**

Bob Rohrer **moved** to approve the hiring of Lindsay Hepner and Christian Hall as full-time employees of the Seville-Guilford Fire & EMS Department effective October 1, 2021 pending the passing of the polygraph and drug test. Gene Morris seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

Adjournment

Gene Morris **moved** to adjourn the meeting. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Winkler - yes Morris - yes. The meeting adjourned at 10:07 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht