

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES  
September 5, 2023**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on September 5, 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 Michael Colonna, Jim Krahl, Ron Scuderi, Bill Shook, Andy Liston, Judy Carpenter, James Carpenter, Jerry Springer, Brian Cyphert, and Shannon Colonna

**Approval of Minutes**

**Bob Rohrer moved** to approve the regular meeting minutes of August 15, 2023. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

**Department Reports**

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

<b>2023 INCIDENT COUNT YEAR TO DATE</b>	
<b>Type</b>	<b># Incidents</b>
EMS	335
Fire/Other	171
<b>TOTAL</b>	<b>506</b>

<b>AUGUST</b>	
<b>FIRE INSPECTIONS</b>	Romeo’s pizza downtown, Westfield bank renovation, superior diesel addition

- Last weekend was busy, and they are now closer to 530 incidents YTD.

**Announcements**

- Chief Cyphert would like to put a planning committee together in 2024 to develop a 5-year plan and 10-year plan with the information provided by Mr. Ruprecht. This committee should have all stakeholders represented including FD, Seville village, Township, and residents. This plan will include the vision for the department, Smart Objectives, Goals within our means, changes to our service and/or delivery, and capital purchases.
- Swearing in for all fulltime will be September 24 at 2:00 PM at the station.

**Training**

- **Fire** -University of Akron Advanced Firefighting with limited manpower
- **EMS** -PALS

**Operations**

- Chief Cyphert would like to revisit a few of the items that were brought up in the last meeting:
  - Overtime Policy – Policies in the manual have not been updated to reflect the 24-hour shifts. There will be a rotating list to help fill available shifts.

- Call Off Policy – They are having trouble filling some shifts, and some part time employees are not putting in what he thinks should be the minimum number of monthly hours. They need to make sure they do not only have one person working at the station, and the changes he has suggested will make this enforceable.
- Jerry said that he would like more time to review the policy changes before approving.
- Baby Box – This was approved, but then put on hold because of the staffing requirements. There are times when no one is at the station when they are called out. The law has been updated to state that as long as the building is secure and there is some type of notification attached to the baby box, the station does not need to be staffed. They already have grant money to cover the box. The association has said that they will be responsible for any fees after five years. There was a question about what would happen if they decided to have the baby box removed in the future. Chief Cyphert responded that he thinks the association would be responsible for any cost associated with that. There was some concern that this could be a liability for the Township. Fire and police departments are already designated as safe havens if anyone wants to surrender a baby, and this would allow that to be done anonymously.

#### **Approval of Baby Box Program**

Jerry Winkler **moved** to approve to move forward with the Baby Box Program pending approval from the Seville Fire Association to cover all future costs and responsibility following installation. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

#### **Department Reports**

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

- Finished mowing roadsides.
- Touch up Hubbard Valley project.
- Cleaned up tree on Kennard from storm.
- Andy provided a copy of building plans for review. Ray said that at some point they will need to check with the Prosecutor’s office to confirm how they should request bids on the project.

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

- The Zoning Commission will be meeting next week on September 14 for their regular meeting. They plan to discuss updates to Goal 3 of the Comprehensive Development Plan.

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

- Curt was absent, and his report was read by Jerry.
- Curt spoke with Adam Liston at the Watershed office and advised him of the process to do a lot split and file for a conditional zoning. He also told him that the trustees are not in favor of this project and have passed a resolution opposing the development of this land. He told him that the area is residential and the BZA feels there is enough commercial land around the township and that more than likely it would not be approved. As of today, he has not heard any more on this issue.

- Curt issued some permits this week and has fielded phone calls on available land in the township to build houses.
- Jansen Wehrley sent an update about the proposed land swap. He met with Medina County Parks Department. He appreciates Curt reaching out to Muskingum to advise on the process for applying for a Conditional Use Permit.
- There have been some emails with Curt about the junk on Seville Road. It sounds like the Prosecutor's office is waiting to hear back from Curt on current status and his availability. Jerry read some updates on this property from Gene's report: On 8/22/23, Gene called the Prosecutor's office and got right through to Heidi Carroll. Gene asked her what the status was on the Seville Rd. property. She said there was an address problem early on, which has been resolved. She told him she needed the Zoning Inspector to call her and tell her his availability so she could coordinate with the Court, and also to provide recent photos. Gene forwarded this information to the Zoning Inspector and the other Trustees. As of the date of this report, the Zoning Inspector has not informed him that he followed through with their or the Trustees' request. Jerry said that according to Curt, it is not his job to do that. Bob said that he will reach out to Curt. There was some discussion about if this will address all of the junk, or just the junk vehicles. In the past, the Trustees have declared some properties a public nuisance due to junk.

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

- Jerry has called on the two outstanding lots that they are awaiting payment. This has been going on now for close to two years. The person bought and used another lot but has not made any payments on the other two lots. Jerry will make a final call on this and give them until the next Trustee meeting to make payment (September 19, 2023).

#### **Trustees Reports**

##### **Bob Rohrer**

- Bob spoke with AJ about the tree work at the cemetery. He was supposed to be starting that work this week. There are three big trees on the list right now. This is work that was started in the Spring. They are also starting a new project, and Ray said that the projects are starting to overlap, and they need to make sure AJ is finishing the work they are paying him for. Bob will contact AJ. Ray also said that if they have trees that need to come down, they should make sure they are taken down and they have grant money to pay for that.
- Bob spoke with John about a hydrant leak, and Bob worked with Kevin to have the water shut off. Bob said that if Andy has time, he could help with that.
- Bob took two more bales of hay to the cemetery.
- There is a stone at River Styx that was set low and got washed out. They will need to keep an eye on this to determine if the foundation needs to be repaired.

##### **Jerry Winkler**

- Jerry received a call from a resident because neighbor's tree limbs are over their property. Jerry advised her that the township cannot get involved with that.
- Jerry received a call from a resident on Ryan Road about getting sewer and water on her property and referred her to Kevin Bittaker at Seville BOPA.
- Jerry reviewed a number of emails.

## **Gene Morris**

- Gene was absent. His report was read by Jerry.
- On 8/16/23, Gene reviewed the emails that Capt. Johnson sent out regarding the baby box. It looks like they have already signed a lease agreement with them in June of 2022 and were just waiting for the wording/legislation to be changed to proceed. Gene thinks Capt. Johnson was just bringing it to our attention as a courtesy, as it has already been approved.
- On 8/18/23, Gene emailed the Fire Chief about the air conditioning in the apparatus bay. He didn't hear back from him.
- On 8/18/23, Gene followed up with Jansen Wehrley regarding the Blake Rd. land swap situation.
- On 8/22/23, Gene spoke with the Prosecutor's office about the house with junk on Seville (full details under zoning inspector report).
- On 8/24/23, Gene requested and received the Zoning Inspector job description (which had an effective date of 4/2/2019), from Ray Ruprecht. After reviewing it, he forwarded it to the other Trustees.
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- On 8/29/23, Gene asked Shannon if she had time to review the minutes and emails with Mike Lyons, Heidi Carroll, and himself regarding Seville Rd. Gene forwarded the information she provided to the other Trustees.
- Gene was on Skylane the other day and noticed the junk motorhome is still in the driveway at 9023, which was first reported November 1, 2022. Glenn Sheller also mentioned there are still several junk vehicles at the 9034 Skylane residence.
- On 9/1/23, Gene stopped by the Township Hall and asked Andy how the tractor was running and if he had any updates on the building prints.

## **Comments from the Public**

- James Carpenter said that he and his wife, Judy, who reside at 4655 Blake, are here tonight in opposition of the land swap between Muskingum Watershed and MCPD. They appreciate the Resolution the Trustees passed in opposition to the land swap and development.
- Bill Shook asked how deep the lines are for the hydrants at the cemetery. Bob responded they were at least three feet, and they are turned off at the road. Bill suggested using valves. Jerry responded that the water is shut off at the street.

## **Old Business**

- Employee handbook – They are working on some changes to this.
- The ARPA fund projects:
  - Township hall/garage, parking lot (Andy Liston)
  - Township hall doors and any other improvements (Bob Rohrer & Gene Morris) - Complete
  - Township hall septic system (Gene Morris) - Complete
  - Ambulance
  - Trees – In progress

**New Business**

- Ray noted that the township has received a check from insurance for \$86,909.07 for repairs done to the ladder truck after the \$1,000 deductible was taken.
- Supplemental Appropriation transfer of \$500.00 to 2282-220-510 (Dues & Fees) from 2282-930-930 (Contingencies).

**Approval of Supplemental Appropriation Transfer in Ambulance Fund**

Bob Rohrer **moved** to approve the Supplemental Appropriation transfer of \$500.00 to 2282-220-510 (Dues & Fees) from 2282-930-930 (Contingencies). Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

- General Election on November 7, 2023 contact information for usage of Township Hall. Andy and Ron will be contacts for opening the township hall for this. Bob can be an emergency contact.

**Signing of the Warrants**

Jerry Winkler **moved** to pay PO 26-29-2023, BC-155-2023, the warrants, payroll/accounting EFTs of **\$296,367.12**. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes.

**Adjournment**

Bob Rohrer **moved** to adjourn the meeting. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes. The meeting was adjourned at 9:05 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