

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
September 17, 2024**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on September 17, 2024 at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, and Jerry Winkler.

Also present were Ron Scuderi, Mayor Carter, Andy Liston, Chief Cyphert, Ruth Giacomoni, Joe Giacomoni, and Shannon Colonna

Approval of Minutes

Jerry Winkler **moved** to approve the regular meeting minutes of September 3, 2024. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Brian Cyphert)

2024 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	314
Fire/Other	206
TOTAL	520

Year to date:	
FIRE INSPECTIONS	90

• **Announcements**

- Chief Cyphert has been working with the prosecutor on the policy for part time employee hours. The maximum number of hours has been increased to 1,976 hours per year, but they still have some challenges balancing hours. He provided the updated policy for Operational Guidelines for Minimum Work Hours for Part-Time Employees. They will need to make sure this is consistent with the Township’s Employee Handbook.
- Mike Simon announced his resignation effective immediately.
- There was some discussion about removing the PTO policy for part-time employees.

• **Training**

- Acquired structure training on the 27th. The EPA permit and asbestos demolition permit were granted. The road will be down to one lane during this time. Bob said that since it is a county road, they will need to contact the county. Mayor Carter suggested that he contact Seville to ask if they have any signs that can be posted in advance about the lane closure.

Approval to Rescind Policy for PTO for Part-Time Fire & EMS Employees

Jerry Winkler **moved** to rescind the language for PTO for part-time Fire and EMS employees from the Employee Handbook. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Road Supervisor (Andy Liston)

- Finished mowing roadsides
- Cut up trees from last storm
- Replaced crossover on Kennard Rd force account amount of \$4,987.38.
- Painted parking lot stripes
- Wondering about fixing chipseal spots at fire station. There was consensus that he could patch these spots.
- Bob took some things to the recycle plant and spoke with them about the dumpsters at the Township Hall. He told them they needed to do a better job emptying the dumpsters, or they will have them removed. They asked about posting some signs that say ‘Video Surveillance’ with a picture of a camera. Mayor Carter said that the Village has been advised that if they have cameras they should work because people could request footage as a public record. Ron said he noticed that a lot of people put boxes in the dumpsters without breaking them down. Mayor Carter suggested posting something on the website about the rules.

Approval of Force Accounts Payments for Crossover on Kennard Road

Jerry Winkler **moved** to approve the force account payments for replacing the crossover on Kennard Road for \$4,987.38. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission met on Thursday. They discussed the application for the Seville Gardens property to build a pavilion and determined the changes to be inconsequential and not require a site plan review.
- Julie attended the meeting and presented her suggestion to add zoning regulations for lot combinations. Shannon will be drafting that text change for the next meeting.
- Mike Lyons will be reviewing the text changes related to regulations for mobile homes, specifically the change to remove the requirement for laundry facilities.
- The Zoning Commission is working on finalizing the Comprehensive Plan.
- The County Planning Commission approved the changes for marijuana dispensaries.

Zoning Inspector (Julie Carr)

- Julie is not present.
- Bob reported that Julie contacted the Sheriff about sending someone for the Seville Rd cleanup. They did not want to tie up staff for potentially a whole day. They said that they can schedule an off-duty Sheriff at the rate of \$50.00/hour. There was consensus that they could proceed with scheduling that.
- Jerry has been working on a welcome letter to new home owners.

River Styx Cemetery/Mound Hill Cemetery

- Akron Community Foundation-Virginia Wheeler Martin gravesite – Gene contacted a member of the Wadsworth VFW, and he seemed interested and will be looking into it.
- Reminder about updating the Indigent policy. Mayor Carter said they just went through that, and she can provide their policy for review.
- Jerry said that Millie Kirkendall is interested in the assistant cemetery sexton. She has been helping Anita with this already and would like to be the assistant and start learning more about the position.
- Bob donated more straw to the cemetery.
- Jerry said that Anita has been spending some time digging into records that were wrong.
- Bob called the county to order a second sign.

Trustees Reports

Bob Rohrer

- Bob and Ray met with Mike Lyons about the building. They are putting out a request for bids, and they will be able to check qualifications and interview interested people. They should have more information by the next meeting.
- Bob talked to Andy about the signs.
- Bob met with Ron at the Township Hall and they set up a new code for the lockbox.

Jerry Winkler

- Jerry reviewed the RFP.
- Jerry has been working on the welcome letter.
- Jerry received a complaint about the baseball business on Rawiga and forwarded information to Julie.
- Jerry spoke with Chief Cyphert about the PTO policy.

Gene Morris

- Gene contacted MCHD and let them know that we approved the NPDES discharge to the road ditch for the Good Road property
- Gene contacted Patty Martens and let her know Jeff Kersey was wanting to know which grave sites she would be presenting.
- Gene contacted another person about the Virginia Wheeler/Mound Hill project.

Comments from the Public

- Mr. Giacomoni thanked the trustees for what they have been doing for the junk on Seville Road. He said that the house is continuing to get worse.

- Mayor Carter has been getting some questions about a Community Shred Day this year.

Old Business

- Reminder that OTA Township Education Subscription is available.
- Township website – Shannon will be looking into this.
- State Auditor Bulletin 2024-005 Required Fraud Reporting and Training. Deadline is September 28, 2024 for all employees of the township.

New Business

- Supplemental Appropriation in Fund 2282 of \$400.00 to 2282-220-322 (Garbage & Trash) from 2282-930-930 (Contingencies)

Approval of Supplemental Appropriation Transfer in Fund 2282

Gene Morris **moved** to approve the Supplemental Appropriation in Fund 2282 of \$400.00 to 2282-220-322 (Garbage & Trash) from 2282-930-930 (Contingencies). Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Signing of the Warrants

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$174,737.59. Bob Rohrer seconded the motion. Roll call: Morris –yes, Rohrer – yes, Winkler – yes.

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes. The meeting adjourned at 8:52 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht