

GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
September 20, 2022

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on September 20, 2022, 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 Andy Liston, Tammy Johnson, Bill Shook, Jerry Springer, Ron Scuderi, Michael Colonna, Shannon Colonna

Approval of Minutes

Jerry Winkler **moved** to approve the regular meeting minutes of September 6, 2022. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Captain Tammy Johnson)

- The replacement command vehicle should be arriving any day. They have received a quote for the striping and Lt Kantorik will install the lights and radio.
- They have posted information on the community shred day on social media and on the sign.
- Sheetz is planning on being open by the end of this month.
- Captain Johnson and Lt Kantorik will be meeting with the Medina County Building Department Thursday 9/22 to complete the hood inspection for the kitchen area.
- Fire Inspections are ongoing, and inspectors have been very busy trying to get to all the businesses and also respond to requested inspections.
- Hose testing is rescheduled with Westfield for Thursday Oct 6.
- Dave Young has submitted his resignation effective Sept 30, 2022. He did not provide a reason, but she can follow up with him. Bob Rohrer thought they should try to find out why anyone is leaving so they can improve their retention.
- Captain Johnson is working with a contractor to find the best location for the Safe Haven Box
- Several department members attended the swearing in ceremony of Curt Gelles, the newest Patrol Officer for the Seville Police Department.
- There was some discussion about getting policies cleaned up in the employee manual, specifically related to employees attending Paramedic school. There have been some recent questions related to making up hours that were missed due to attending paramedic school. Gene asked if the Township was paying for the paramedic school, and thought that if the Township was paying the tuition, employees should not be complaining about having to make up hours. Captain Johnson responded that the employee or the Township has paid for the schooling and explained that the employee is willing to make up hours, but is having difficulty finding time in their schedule to do that.

In the past, employees who were attending paramedic school were scheduled to go to class on a day in which they worked FD, they were to stay over the next day to “make-up” the hours they were not paid while in class the night prior, usually 4 hours but could vary. After a period of time and the firefighters began “clinical studies” they could not stay over to make hours due to having to schedule clinical time at the hospitals. It should be noted, the number of clinical hours required per session, the students would spend a great amount of off time just to complete clinical hours, thus could not stay if they had to schedule time in clinicals the day after shift (Clinicals started at 8am and to be on time the students would leave by 7a.m.

At some point Chief Winter told the students to no longer worry about staying over and instructed Capt. Johnson to just pay them the full 24 hours they are on duty, even if they left for class. When any one of the two students left for class, fire department personnel would cover the hours by extending the part-time personnel working 10a.m to 6p.m shift to 10a.m to 10p.m. Chief Winter told both students that the extra “stuff” done by them on any given time, the hours being in class would “work out”. No hours have been tracked. He continued to say, “the trustees were OK with this”. So, the students have just continued to go to class on duty and not stay over.

Seeing how paramedic school was handled in the recent past concerning full-time employees attending paramedic school the trustees elected to continue with that practice. The trustees decided as they move forward in time they will need to look into what policy will be needed to established to help give guidance for future full-time employees attending paramedic school.

Approval to Purchase Striping for the New Command Vehicle

Bob Rohrer **moved** to approve the purchase of striping for the new command vehicle, cost not to exceed \$2,000.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Road Supervisor (Andy Liston)

- The Road Department has been cleaning up roadsides.
- They completed a ditch enclosure at 2837 Blake, and requests force account payment of \$1,477.03
- Andy requests to purchase a spare cutting edge for the snowplow for \$1,600.
- Andy provided some papers that will need to be signed.

Approval to Purchase Cutting Edge for Snowplow

Bob Rohrer **moved** to approve the purchase of a cutting edge for the snowplow for \$1,600.00. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval of Force Accounts Payments for Drive Pipe and Ditch Cleaning

Gene Morris **moved** to approve the force account payments for \$1,477.03. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission met on September 15, 2022. The next meeting will be on October 13, 2022. There will also be a public hearing on that date for two text changes. The first change was to move several sections of regulations from being printed multiple places to be under General Regulations. This was reviewed and approved by the County Planning Commission at their September meeting. The second change is regulations related to Junk and Junk vehicles. That will be reviewed by the County Planning Commission at their October meeting.

- The Zoning Commission is planning to start discussing updates to the Comprehensive Development Plan at the October meeting. Shannon worked with Jim Krahl to prepare a worksheet for Zoning Commission members to start reviewing and make notes for those discussions.

Zoning Inspector (Curt Lauer)

- Curt is absent, and there is no report from him.
- Bob noted that it looks like the property on Seville Road is being cleaned up.
- Gene noted that he saw a sign advertising painting at the trailer park, and the Zoning Inspector will need to look into it.
- There was some discussion about who would take the Zoning Inspector phone this week. Bob said that he can take it.

River Styx Cemetery/Mound Hill Cemetery

- There will be some deeds to sign at the next meeting.
- Jerry is looking into replacing the laptop. Ray noted that there may be some Office 365 licenses available.
- There are no updates on the outstanding bills.

Trustees Reports

Bob Rohrer

- Bob reported that BOPA replaced a hydrant that was leaking at the cemetery.
- Bob spoke with John about the mower. Andy has looked into this and was not sure how much money they wanted to spend fixing it. Bob said they should try to repair if they can.
- Bob stopped by the Cemetery walk last week.
- AJ was supposed to start the tree work yesterday but postponed due to the rain.
- Bob attended the Township meeting at the highway garage.
- Medina Township will be meeting here October 20.
- Bob spoke with Andy digging up the shrubs around the Township Hall to see if they can be saved before the excavation work.
- Bob called Shelly Glass about the doors and was referred to Stark Doors out of Canton. They came out the next day and should be providing a quote soon. They could also wire the door for an electronic card reader to be installed in the future.

Gene Morris

- Gene has been reviewing Fire Chief applications.
- Gene met with Greg Piatt to look at the new septic system location.

- Gene met with the Zoning Inspector to express some concerns the Trustees had.
- Gene talked to Patty at the Historical Society about the Stories from the graves event.
- Gene stopped by the fire station to see why the pond aerators were not working and was able to get those going.
- Gene talked to Mike Lyons about the public hearing
- Gene responded to an email about a fence.
- Gene attended the Zoning Commission meeting.

Jerry Winkler

- Jerry helped mark a grave.
- Jerry received a call about the warehouses and referred that to the mayor.
- Jerry reviewed the Fire Chief applications.

Comments from the Public

- Jerry Springer said that the crew worked on his road today, and he was impressed with the work.

Old Business

- Employee handbook is still in the works
- The ARPA funds projects selected to further look into were assigned to begin getting input from different sources.
 - River Styx and Mound Hill Cemetery tree removal (Bob Rohrer) *scheduled soon*
 - Township hall/garage parking lot (Andy Liston) *on hold until septic system completed*
 - Township hall doors, foundation, and any other improvements (Bob Rohrer & Gene Morris)
 - Township hall septic system (Gene Morris)
 - Fire station renovations – on hold
 - Ambulance/Command Vehicle (Trustees approve ordering Command Vehicle- 2022 Ford Explorer)

New Business

- Ray presented Resolution 2022-10 Authorizing Guilford Township to Prepare and Submit an application to Participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to Execute Contracts as Required for Guilford Road Culvert #2 Replacement
- Ray requested approval of Appropriation Account 2273-760-750-1211 (2022-Ford Explorer) and the Supplemental Appropriation transfer in Fund 2273 of \$45000.00 to 2273-760-750-1211 (2022-Ford Explorer) from 2273-760-740-1209 (Machinery, Equipment & Furniture).
- Ray presented Resolution 2022-11 Resolution to Elect the Standard Revenue Loss Allowance in the Use of Federal Funds Distributed to the Township Under the American Rescue Plan Act of 2021 and to Authorize the use of Said Funds for Governmental Services Projects Listed Herein

RESOLUTION 2022-10

A RESOLUTION AUTHORIZING GUILFORD TOWNSHIP TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

Gene Morris offered the following resolution and moved the adoption of same which was seconded by Bob Rohrer.

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, Guilford Township is planning to make capital improvements to T.H. 41 Guilford Road Culvert No.2, and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by the Guilford Township Trustees:

Section 1: Guilford Township Trustee Robert Rohrer is hereby authorized to apply to the OPWC for funds as described above.

Section 2: Guilford Township Trustee Robert Rohrer is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

RESOLUTION NO. 2022-11

A RESOLUTION TO ELECT THE STANDARD REVENUE LOSS ALLOWANCE IN THE USE OF FEDERAL FUNDS DISTRIBUTED TO THE TOWNSHIP UNDER THE AMERICAN RESCUE PLAN ACT OF 2021 AND TO AUTHORIZE THE USE OF SAID FUNDS FOR GOVERNMENTAL SERVICES PROJECTS LISTED HEREIN

Bob Rohrer moved for the adoption of the following Resolution.

WHEREAS, the Township has received a distribution of monies under the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, Section 603(c) generally provides that ARPA Funds may be used by local government recipients for, among other things, “the provision of government services to the extent of the reduction in revenue . . . of such . .

. unit of local government . . . due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the . . . unit of local government;” and:

WHEREAS, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” [The “standard allowance”]; and

. . . The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus State and Local Fiscal Recovery Fund’s smallest recipients. This change is intended to promote administrative efficiency and simply revenue loss calculation for smaller recipient; and

WHEREAS, the Rule further clarifies that recipients can use:

SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount, or the amount calculated using the [Final Rule four-step process]. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise; and

WHEREAS, some common examples of “government services” expressly recognized by Treasury are as follows:

- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; and

WHEREAS, “Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;” and

WHEREAS, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including a prohibition against using said funds for:

- Deposit into pension funds
- Satisfaction of settlements or judgments
- Contributions to financial reserves or “rainy day” funds; and

WHEREAS, the Board of Trustees is in the process of identifying projects which, in the judgment of the Board, constitute expenditures in direct support of governmental services.

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. The Township elects to use the standard allowance and its presumption of revenue loss due to the public health emergency and to use the full allocation to fund government services.

2. The following Projects are hereby authorized and shall be paid for from the ARPA Funds in an amount not to exceed:

Purchase of 2022 Ford Explorer (Command Vehicle) and equipment/fixture not to exceed \$45,000.00.

Excavation of Guilford Township Hall foundation walls and waterproofing with the costs not to exceed \$19,000.00.

Professional service in preparation of Township Hall site for the installation of new septic system. not to exceed \$1900.00.

3. The Project described herein serves the objectives of the Act by providing services traditionally provided by a government, namely:

Police protection

Fire and emergency medical services

- 2022 Ford Explorer Command Vehicle

Road repair, maintenance and other transportation and safety services

Public infrastructure support

General government administration and administrative facilities

Land use regulations and enforcement

Parks and recreational facilities and programs

Other

Excavation of Guilford Township Hall foundation walls, seal exterior walls, replace footer pipe, waterproof outside surface of block, filter fabric, backfill, install outside 24" crock with 1/2 sump pump and high-water alarm.

Professional service in preparation of Township Hall site for the installation of new septic system. Costs for evaluation of soil profile, Medina County Health Department site application and evaluation and design engineering for the project

4. Accordingly, the Project(s) is/are in the best interests of the Township and is/are deemed a priority for the community.

5. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

6. It is hereby found and determined that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with the law.

7. This Resolution shall be in full force and effect from and immediately after its adoption.

Jerry Winkler seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows: Morris – yes, Rohrer – yes, Winkler – yes.

Approval of Supplemental Appropriation Transfer in Machinery, Equipment & Furniture Fund

Jerry Winkler **moved** approval of Appropriation Account 2273-760-750-1211 (2022-Ford Explorer) and the Supplemental Appropriation transfer in Fund 2273 of \$45000.00 to 2273-760-750-1211 (2022-Ford Explorer) from 2273-760-740-1209 (Machinery, Equipment & Furniture). Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Signing of the Warrants

Jerry Winkler **moved** to pay the warrants, payroll/accounting EFTs of \$37,720.44. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Executive Session

Jerry Winkler **moved** to go into executive session at 9:15 P.M. to discuss the employment of public employees and invited Ray Ruprecht. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

Bob Rohrer **moved** to come out of the executive session at 9:56 P.M. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

After coming out of executive session the trustees discussed how and when to set up dates to conduct fire chief interviews. There are 6 candidates they would like to interview, and it will take more than one night to go through the interview process. Also, by having two different dates it would create scheduling flexibility for the candidates and the trustees decided with the following action.

Guilford Township Trustees to Conduct Fire Chief Interviews on Thursday, October 6, 2022, at 7:00 p.m. and Tuesday, October 11, 2022, at 7:00 p.m.

Jerry Winkler **moved** to have special meetings to interview fire chief candidates and go into executive session to consider the employment of a public employee on Thursday, October 6, 2022, at 7:00 p.m. and Tuesday, October 11, 2022, at 7:00 p.m. at the Guilford Township Hall. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

Adjournment

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

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht

