

The Chester Township Board of Trustees met in regular session **Thursday, January 13, 2022** in the Town Hall Meeting Room at 5:00 P.M. Chairman Ken Radtke presided.

**Roll Call:** All Trustees and the Fiscal Officer were present.

**Pledge of Allegiance to the Flag**

The Board led the audience in reciting the Pledge of Allegiance to the Flag.

**Executive session**

**2022-17.** Mr. Radtke moved to enter into executive session at 5:01 PM pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, dismissal, or compensation of a public employee and 121.22 (G) (4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Fiscal Officer Jarrett and Cynthia Kovach were invited into the executive session at 5:01 PM. Ms. Kovach left at 5:30 PM. Kathleen McCarthy entered at 5:30 PM and left at 5:57 PM. Chief Shaw entered at 6:00 PM and left at 6:23 PM. The board reentered public session at 6:23 PM.

**Presentations & Discussions**

Firefighter/EMT-P Jeremy Scalese and Matthew Collins have completed their probation and were sworn in by Trustee Radtke.

Chief Shaw reported a significant incident in December involving a resident who had been electrocuted by live wires. CPR instructions were provided by Sheriff's Office dispatcher Heather Eskridge to bystanders until Police Patrolman Andrew Centrackio arrived on the scene and took over. Lieutenant/FF-EMT-P Andrew Nagy and FF/EMT-Ps Jeremy Scalese, Neil Perko and Matthew Collins of the Fire Department arrived and applied advanced life support measures. The resident survived and was present at this meeting. Chief Shaw praised the employees for their efforts in saving a life.

Mr. Radtke initiated a discussion regarding a COVID policy for the Township. In 2020 policies and protocols had been created, but recent occurrences of COVID necessitated revisiting those policies. Mr. Radtke asked each department to share how they handled it among their employees, in an effort to establish consistency throughout the Township.

Chief Purchase stated that it is difficult to ask for a doctor's note, as unless the employee is in distress, an appointment with a doctor would not be needed. All Police employees have provided positive test results as proof of their contracting COVID. Chief Purchase described the sanitizing protocol practiced by his department and said overall that consistency in policy is key.

Fire Chief Shaw stated his department operates similarly. For part-time employees they defer to their full-time employer for clearance to return to work. Disinfection of the Fire Station is done regularly given the nature of their jobs.

Road Superintendent Onyshko stated his employees that tested positive stayed home for the 10-day protocol. The CDC has since changed the quarantine period to five days. The Road Department also disinfects on a regular basis.

Mr. Radtke would compose a general email for the Department Heads and admins to make sure everyone agrees with COVID protocol.

### **Department Business – Police**

Captain Craig Young discussed the vehicle purchase, stating it is part of the normal replacement cycle. Three vehicles would be purchased via state bid. They initially were offered the Ford Explorer hybrid which Captain Young described as an untested vehicle in law enforcement. Per vehicle, the savings was approximately \$3,079.00. The vehicles should have been purchased last year, but with COVID and high demand, the purchase was postponed. It will take about 32 weeks to obtain the vehicles, extending the normal replacement cycle almost two years.

**2022-18.** Mr. Radtke moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Comments
86-2022	Reg	102,271.68	Montrose Auto Group	Three 2022 Ford Interceptors

### **Department Business – Road**

**2022-19.** Mr. Radtke moved to approve sign the 2021 Township Highway System Mileage Certification as approved by the Road Superintendent and return an original to the County Engineer's office. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-20.** Mr. Radtke moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Comments
83-2022	Reg	3100.00	Lancaster Truck Bodies	4 angle cylinders

### **Department Business – Fire**

Mr. Radtke would contact Millstone Management regarding a Notice to Proceed with the Fire Station renovation. A contract would need to be obtained and sent to the Geauga County Prosecutor for review.

**2022-21.** Mr. Radtke moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Comments
82-2022	Reg	1455.00	VIP Plumbing Inc.	Installation of sediment water filter

A special meeting would be held on Wednesday, January 19 for 2022 goals. Individual schedules were discussed.

### **Public Comments/Questions**

Don Trask of Foxmoor Trail thanked Trustee Radtke for having Foxmoor on the 2022 road repair list. Mr. Trask had spoken with the Geauga County Engineer regarding concrete stabilization.

### **Department Business – Zoning**

**2022-22.** Mr. Radtke moved to amend motion 2021-391 to include a wage adjustment for Board of Zoning Appeals administrative assistant Cynthia Kovach from \$17.50 to \$18.00/hour effective 1/1/2022. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**Approval of Minutes**

Mr. Radtke was not present at the 12/29 meeting but had reviewed the minutes. Mr. Richter was not a Trustee at the time and was not present at the meeting. Mr. Radtke believed the minutes to be accurate.

**2022-23.** Mr. Radtke moved to approve the minutes of the Board of Trustees meeting dated 12/29/21 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, abstain.

**2022-24.** Mr. Radtke moved to approve the minutes of the Board of Trustees meeting dated 1/4/22 as presented to the board by the Fiscal Officer. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**New Business**

The federally recognized Juneteenth holiday was discussed. The Trustees would also recognize it for the non-bargaining employees.

**2022-25.** Mr. Radtke moved to recognize June 17, 2022 as the federal holiday Juneteenth. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-26.** Mr. Radtke moved to approve payment to employees for 2021 vacation balances per the Township policy manual as listed below.

Moved by: \_\_\_\_\_ Second \_\_\_\_\_ Comments: Yes/No

Vote: Ken Radtke \_\_\_\_\_ Joe Mazzurco \_\_\_\_\_ Craig Richter \_\_\_\_\_

Employee	2021 hours	Employee	2021 hours
Lisa Braemer	48.5	John Onyshko	80
Mary Lou Florentine	46.25	Peter Oravec	80
Michael Galbraith	3.5	Eon Osborn	59
James Gardner	80	Sean Peck	8
Roger Johnson	8	Robert Pomnean	1.5
Jim Mitri	24	Richard Rakich	80
Martin Neary	72	Craig Young	48
Thomas O'Brien	8		

**2022-27.** Mr. Radtke moved to approve the West Geauga Baseball Federation’s use of the fields at the Chester School property beginning April 25, 2022 through July 9, 2022 Monday through Friday from 5:00 PM until 9:00 PM and Saturdays 9:00 AM until 3:00 PM. Games will not be scheduled on Chester Clean-Up Day. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-28.** Mr. Radtke moved to approve a change order request from Cornerstone Earthwork LLC. and payment of the third invoice in the amount of \$111,989.35 for the project as listed below, as recommended by the Geauga County Engineer. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

CONTRACT	ORIGINAL CONTRACT	TOTAL ADDS	TOTAL DEDUCTS	REVISED CONTRACT
RC-CHE-V-2021	528,822.50	26,079.45	31,677.94	523,224.01

**2022-29.** Mr. Radtke moved to approve \$2,670.00 payable to Mulberry Creek Greenhouse Inc for the 2022 hanging baskets from appropriation 1000-760-730-1202 Improvement of Sites/Parks & Recreation. Mr. Mazzurco seconded. Vote unanimous; motion passed.

The Trustees and Fiscal Officer would also each purchase a basket for \$110.00. Mr. Mazzurco would reach out to the West Geauga Kiwanis and the Park Board for donations as well.

**Township Park**

Mr. Mazzurco announced it was time for 2022 bids for landscape maintenance of the Police Department, Fire Department, Parkside Park and Town Hall. The three-year contract with Lowe’s Greenhouse has expired. Contracts for landscaping maintenance and ballfield maintenance would be sent out.

**2022-30.** Mr. Radtke moved to advertise in the Chesterland News for landscape and grounds maintenance proposals for Chester Parkside Park, Town Hall, Fire Department and Police Department with sealed bids due at Chester Town Hall by 4:00 PM February 17, 2022. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-31.** Mr. Radtke moved to approve the West Geauga Baseball Federation’s use of the Parkside Park baseball diamond May 9 through July 23, 2021 M-F 5 to 10 PM and Sat 9AM-5PM for the girls’ softball league, and May 21 through August 20 6PM-11PM for adult co-ed league play Saturdays only from 6 to 11 PM. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**Financial Items**

**2022-32.** Mr. Radtke moved to approve the financial transactions below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Comments
Gen	84-2022	Reg	2670.00	Mulberry Creek Greenhouse	2022 hanging baskets

CHECKS		
Date	Starting No.	Ending No.
1/13/22	84562	84562
1/18/22	84563	84570
1/13/22	84571	84614
Fiscal Officer’s note: the last check number used on 1/4/22 was 84561		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
1/18/22	63-2022	121-2022	Regular payroll
1/18/22	123-2022	137-2022	Vacation payout

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1895-2021	Ohio Department of Taxation	81.42	12/31/21	Employee & employer withholding – Local School Dist
1896-2021	Treasurer, State of Ohio	6262.02	12/31/21	Employee & employer withholding – State
1897-2021	Regional Income Tax Agency	4946.33	12/31/21	Q4 city withholding
139-2022	First National Bank EFTPS	24627.05	1/18/22	Employee & employer withholding – Federal
140-2022	Ohio Department of Taxation	98.36	2/10/22	Employee & employer withholding – Local School Dist
141-2022	Treasurer, State of Ohio	6813.14	2/10/22	Employee & employer withholding – State
142-2022	Public Employees Retirement System	43706.52	1/27/22	Employee & employer withholding – Retirement
143-2022	Ohio Police & Fire Pension Fund	12641.45	1/27/22	Employee & employer withholding – Retirement

**Fiscal Officer’s Report**

Mrs. Jarrett has three telephone interviews scheduled for the Administrative Assistant position. She asked the Trustees how they planned to interview the candidates. Schedules were discussed.

Michelle Crockett of Burnham & Flower Insurance would speak with the Fiscal Officer tomorrow regarding health insurance rates.

The audit corrections are still being worked on. The bank reconciliation is done but can't be posted until the Fiscal Officer is ready to close 2021.

Clemans-Nelson provided a response regarding union wage increases; none would be given as technically they are out of contract. The increases would be retroactive when a new contract is signed.

### **Open/Ongoing Items**

Township policy development – Mr. Radtke had obtained several different policies for social media, code of conduct, code of ethics, etc. He would send them to the Department Heads and have conversations in the future.

On February 10, 2022 the GTSWMD community grants workshop would be held. Mr. Mazzurco would attend the workshop. Quotes for cameras for the Recycle Park were being obtained.

The Ohio Department of Development would conduct a webinar regarding money available for demolition that Mr. Radtke would participate in; the money could be used for the demolition of the Henry house.

### **Discussions**

Mr. Mazzurco reported that \$1,500 is awarded by the NOPEC Community Event Sponsorship program to organizations of the Township's choice. If the sponsorship request is received by NOPEC by February 22, the money would double.

**2022-33.** Mr. Radtke moved to identify the following as designees for Chester Township's 2021 event sponsorship program supported by NOPEC. The dollar amount will be split equally at \$300.00 each. Mr. Mazzurco seconded. Vote unanimous; motion passed.

Designee	Amount
Chesterland Rotary	\$300.00
West Geauga Kiwanis	\$300.00
Lions' Club	\$300.00
Perennial Gardeners	\$300.00
Chesterland Historical Foundation	\$300.00

Mr. Richter stated that per the Geauga County Auditor and Prosecutor, if a Township is in a loss position the American Rescue Plan money the Township received could be spent on anything with no strings attached. The Trustees would need to make a resolution stating they are in a loss position. A resolution would be provided to the Trustees. Mr. Richter attended a meeting that focused on how Geauga Hospital is working with the community.

Linda Gifford asked about the issue with Heath Road collapsing into the river, and if the County was handling it. Mr. Mazzurco said it is on the 2022 road project list; water is undermining the project and pylons were being considered to stabilize the road.

Lynn Roman asked Mr. Radtke about the Township planning session. Mr. Radtke said it would be a discussion to see if there is interest in bringing back committees for Recycling, Planning or Architectural Review Board.

**2022-34.** Mr. Radtke moved to enter into executive session at 7:30 PM pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, dismissal, or compensation of a public

employee. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Fiscal Officer Jarrett was invited into the executive session. The board reentered public session at 8:36 PM.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Radtke adjourned the meeting at 8:36 P.M.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

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January 26, 2022 Motion 2022-43  
Approval Date

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Ken Radtke, Jr., Chairman

\_\_\_\_\_  
Joseph C. Mazzurco, Vice-Chairman

\_\_\_\_\_  
Craig S. Richter, Trustee

**Chester Township Fire Rescue**  
**LIFE SAVING AWARD**

**Ptl. Anthony Centrackio**

Has earned this award for exemplary service resulting in saving the life of a resident on December 7, 2021.

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William J. Shaw, Fire Chief



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Ken Radtke Jr., Board Chairman

Presented January 13, 2022

**Chester Township Fire Rescue**  
**LIFE SAVING AWARD**

**PM/FF Matt Collins**

Has earned this award for exemplary service resulting in saving the life of a resident on December 7, 2021.

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William J. Shaw, Fire Chief



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Ken Radtke Jr., Board Chairman

Presented January 13, 2022

# Chester Township Fire Rescue

## LIFE SAVING AWARD

### PM/LT Andy Nagy

Has earned this award for exemplary service resulting in saving the life of a resident on December 7, 2021.

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William J. Shaw, Fire Chief



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Ken Radtke Jr., Board Chairman

Presented January 13, 2022

# Chester Township Fire Rescue

## LIFE SAVING AWARD

### PM/FF Neil Perko

Has earned this award for exemplary service resulting in saving the life of a resident on December 7, 2021.

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William J. Shaw, Fire Chief



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Ken Radtke Jr., Board Chairman

Presented January 13, 2022



# Chester Township Fire Rescue

## LIFE SAVING AWARD

### PM/FF Jeremy Scalese

Has earned this award for exemplary service resulting in saving the life of a resident on December 7, 2021.

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William J. Shaw, Fire Chief



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Ken Radtke Jr., Board Chairman

Presented January 13, 2022