

The Chester Township Board of Trustees met in Regular session **Thursday, April 7, 2022** in the Town Hall Meeting Room at 6:30 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.

Presentations

Don Rice of the Metzenbaum Center updated the Trustees; last year the center served 252 families. The center currently has 565 people that they work with and 165 are employed, that number compares to 2012 when they had 35 employees. The goal is to get people involved in the community.

Anthony Nastasi gave an update on the Zoning Commission. Mr. Nastasi explained how a zoning amendment is initiated and provided the background on the potential rezoning of the property where Advance Auto Clinic currently operates. There is a lot of confusion as to how height is measured. The Zoning Commission wanted to initiate the amendment process on April 20.

Barry Leven presented regarding pickleball courts, stating that Parkside Park would be a great location for three courts. The location would be near the Pavilion, each court would be 60 X 90 ft. The Ohio Department of Natural Resources NatureWorks grant would pay 75% toward the cost of installation.

2022-134. Mr. Radtke moved to approve submitting an application through the NatureWorks grant for \$100,000 for pickleball courts for Chester Township in Parkside Park. Mr. Richter seconded. Vote unanimous; motion passed.

George Zender with the Rotary discussed work for the Memorial Day Ceremony to honor the KIAs. Updates to bulletin for ceremony and additional banners.

2022-135. Mr. Radtke moved to enter into executive session at 7:15 PM pursuant to Ohio Revised Code 121.22 (G)(3) conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Mr. Richter seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Fiscal Officer Patricia Jarrett was invited into the execution session. Greg Beck with Baker, Dublikar, Beck, Wiley & Mathews will be participating by phone. The Board reentered public session at 7:49 PM.

Approval of Minutes

2022-136. Mr. Radtke moved approve the minutes of the Board of Trustees meeting(s) dated 3/24/22, 3/26/22, and 3/31/22 as presented by the Fiscal Officer. Mr. Richter seconded. Vote unanimous; motion passed.

Public Comments/Questions

Discussion was had regarding the appointment of a Township Administrator. Some residents were for the idea and other residents against the idea.

Department Business – Road

2022-137. Mr. Radtke moved to approve after the fact advertising in the Geauga maple Leaf, Chesterland News, indeed.com, Auburn Career Center job board and on the Township website with applications due at Chester Town Hall by 4:00 PM on May 13, 2022 for a seasonal grounds worker at a rate of \$16-20/hour, contingent upon

successfully passing a pre-employment drug screen and background check. Mr. Richter seconded. Vote unanimous; motion passed.

2022-138. Mr. Radtke moved to approve the promotion of Sean Peck from Road Worker III to Road Worker IV at the rate of \$24.80/hour effective April 11, 2022. Mr. Richter seconded. Vote unanimous; motion passed.

2022-139. Mr. Radtke moved to approve the hiring of part-time seasonal employment of Gary Huston at the rate of \$18.00/hour effective April 11, 2022. Mr. Richter seconded. Vote unanimous; motion passed.

2022-140. Mr. Radtke moved to approve the financial transactions below. Mr. Richter seconded. Vote unanimous; motion passed.

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Comments
RD	118-2022	Reg	\$71,679.00	Rush Truck Centers	2023 Int'l 515 cab & chassis
RD	119-2022	Reg	\$57,000.00	Kalida Truck Equipment	Snow/Ice package

Department Business – Police

2022-141. Mr. Radtke moved to approve the financial transactions below. Mr. Richter seconded. Vote unanimous; motion passed.

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Comments
PD	117-2022	Reg	\$7,500.00	Clemans-Nelson & Assoc.	Union Negotiations

New Business

2022-142. Mr. Radtke moved to approve and sign the Drop-Off Improvement Grant agreement and the Go Green Community Grant agreement between the GTSWMD and Chester Township, both are effective April 7, 2022. Mr. Richter seconded. Vote unanimous; motion passed.

Township Park

Materials for replacing lights in baseball field were quoted at \$90,000 to \$100,000. Price can increase depending on wattage of bulbs.

Financial Items

2022-143. Mr. Radtke moved to approve the financial transactions below. Mr. Richter seconded. Vote unanimous; motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
Gen	\$1,000.00	1000-120-323-0000 Repairs & Maintenance	1000-110-360-0000 Contracted Services	2022 Landscape Costs
FD	\$3,347.12	2111-930-930-0000 Contingencies	2111-220-360-0308 Contracted Services	2022 Landscape Costs

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Comments
TH, FD, Park	120-2022	Reg	\$44,347.12	Innovative Companies L LTD	Landscaping
Gen	121-2022	T&N	\$800.00	Electolite	GFCI Receptacle-Recycle Park

CHECKS		
Date	Starting No.	Ending No.
03/31/22	84878	84878
04/12/22	84879	84888
04/07/22	84889	84949
Fiscal Officer's note: the last check number used on 3/24/22 was 84877		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
04/12/22	511-2022	580-2022	Regular Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
507-2022	Public Employees Retirement System	\$43,085.86	04/28/2022	Employee and Employer Withholding - Retirement
582-2022	First National Bank EFTPS	\$19,405.30	04/12/2022	Employee and Employer - Federal
509-2022	FNB Commercial Credit Card	\$985.49	03/08/2022	First National Bank Credit Card
510-2022	Ohio Police & Fire Pension Fund	\$14,671.44	04/29/2022	Salaries/Pension Fund

Fiscal Officer's Report

Mrs. Jarrett reported we have many PO's and the equipment hasn't arrived yet. Paperwork has been signed and notarized and sent to the contractor for the Fire Department work. Auditor to begin audit. Begin working on budget next week.

Chester Township Bank Reconciliation			
Reconciled date		3/31/2022	
Prior UAN Balance			7,063,315.52
Actual Receipts	+	1,835,587.20	
Transfers for UAN Only	+	0.00	
Total Receipts	=		1,835,587.20
Payments	-	655,358.92	
Transfers for UAN Only	-	0.00	
Total Payments	=		655,358.92
Adjustments	+		440.00
Adjustments	-		0.00
Current UAN balance as of	3/31/2022		\$8,243,983.80
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	3/31/2022		\$8,243,983.80
Entered bank balances as of		3/31/2022	\$8,254,024.64
Deposits in transit	+		0.00
Outstanding payments	-		10,040.84
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	3/31/2022		8,243,983.80
Chester Township Bank Balances			
As of		3/31/2022	
Business Banking			\$400,000.00
FNB Sweep Account			5,068,757.61
Star Ohio			2,785,267.03
Total			\$8,254,024.64

Open/Ongoing Items

- Memorial Day ceremony – Work sheets and tasks were assigned
- Henry House – liability insurance only
- Township policy development – review social media and Comstock
- Sunshine Training – link sent to department heads
- Review and discuss levies – move levies up/renewals

Upcoming Items/Deadlines

- May 2022 – deadline for Recycle Park cameras (Go Green grant)

Discussions

- Financial Audit Training – Mrs. Jarrett to attend seminar for Ohio Treasurers
- Geauga County Board of Commissioners – Governing Board – 12 members, post on township website and include in Government Update
- Geauga County ADT Board – DNN License and Hosting Expiration – need to transition over

MOU retention – Retain at Town Hall
Budget meetings – having budget meetings for 2023

Executive session

2022-144. Mr. Radtke moved to enter into executive session at 9:26 PM pursuant to Ohio Revised Code 121.22 (G)(1) to consider the employment, compensation and discipline of public employees. Mr. Richter seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Fiscal Officer Patricia Jarrett was invited into the execution session. The Board reentered public session at 9:57 PM.

2022-145. Mr. Radtke moved to approve the job description 1275 for the Township Administrator. Mr. Richter seconded. Vote unanimous; motion passed.

2022-146. Mr. Radtke moved to approve the hiring of Mark Purchase as part-time Chester Township Administrator at an hourly wage of \$30.00 with an effective start date of May 2, 2022. Mr. Richter seconded. Vote unanimous; motion passed.

ADJOURNMENT:

There being no further business before the Board, Mr. Radtke adjourned the meeting at 9:59 P.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

April 21, 2022 Motion #2022-148
Approval Date

Ken Radtke, Jr., Chairman

Joseph C. Mazzurco, Vice-Chairman

Craig S. Richter, Trustee