

The Chester Township Board of Trustees met in regular session **Thursday, June 16, 2022** in the Town Hall Meeting Room at 6:30 P.M. Chairman Ken Radtke presided. Township Administrator Mark Purchase was appointed Clerk pro tem.

**Roll Call:** Present: Trustee Radtke, Trustee Mazzurco  
Absent: Trustee Richter, Fiscal Officer Jarrett

**Pledge of Allegiance to the Flag**

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

**Approval of Minutes**

**2022-241.** Mr. Radtke moved to approve the minutes of the Board of Trustees meeting(s) dated 6/2/22 and 6/13/22 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

**Public Comments/Questions**

The public had no comments or questions at this time.

**Department Business – Road**

**2022-242.** Mr. Radtke moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

PO #	Type	Amount	Payable To	Comments
147-2022	Reg	\$1150.00	Chardon Welding	Fabricate wo bed extensions to asphalt dump into paver
148-2022	Reg	4200.00	Kennington Electric	Repair dome exhaust fan/move breaker box
149-2022	Reg	5000.00	Cleveland Plumbing Supply	Pipe materials
150-2022	Reg	6185.00	Winter Equipment Co.	Two 11' plow guard systems

**Department Business – Fire**

The resolution for a Certificate of Need for renewal of the 1.80 mill Fire levy was tabled until the June 20 special meeting.

**2022-243.** Mr. Radtke moved to correct motion 2022-152 to read as follows: move to approve the purchase of a 2013 Chevrolet Impala from the Geauga County Sheriff's Office from 2111-760-750-0303. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

**RESOLUTION 2022-244:** Mr. Radtke moved to authorize the purchase of a 2013 Chevrolet Impala from the Geauga County Sheriff's Office for \$3,000.00 from 2111-760-750-0303 Machinery, Equipment & Furniture/Vehicles, Engines, Squads. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

**2022-245.** Mr. Radtke moved to approve, after the fact, \$1,638.37 made payable to Countryside Truck Service for preventative maintenance and repairs to Fire Department tanker 3436. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

**Department Business – Police**

**2022-246.** Mr. Radtke moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

PO #	Type	Amount	Payable To	Comments
151-2022	Reg	1948.00	Schaeffer IT Enterprises	Lenovo laptop, desktop and docking station

**Department Business – Zoning**

Township Administrator Mark Purchase has been assisting in the Zoning Department. With the help of the Zoning Administrative Assistant they are organizing the office and bringing it up to date.

**New Business**

**2022-247.** Mr. Radtke moved to award the bid for the road improvement project listed below as recommended and approved by the Geauga County Engineer. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed

Project No.	Project Name	Awarded to	Amount
CU-CHE-V-2022	Drainage Improvements Various Roads	Mr. Excavator Inc.	\$467,162.26

**2022-248.** Mr. Radtke moved to approve and sign cemetery deeds for the sale of the following plots. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

DEED #	SECTION	PLOT	SITE(S)
22-010	1	086	1 & 2

**2022-249.** Mr. Radtke moved to approve \$140.00 payable to the Geauga County Township Association for Ken Radtke, Joe Mazzurco, Patricia Jarrett and Mark Purchase to attend the July 13, 2022 Quarterly Dinner Meeting hosted by Chardon Township. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

**2022-250.** Mr. Radtke moved to approve, after the fact, MT Cleaning Company for cleaning of the Chester Town Hall effective June 9, 2022 at a rate of \$300/month. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

**RESOLUTION 2022-251.** Mr. Radtke moved to approve and sign the Resolution Employing Township’s Attorneys for a Particular Matter and the Attorney-Client Retainer Agreement, to employ Attorney Lorrie Sass Benza for counsel and representation for Chester Township. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

**RESOLUTION 2022-252.** Mr. Radtke moved to amend resolution 2022-251 to include an hourly rate of \$275.00, allocation of \$3,000.00 for Lorrie Sass-Benza and effective start date of June 13, 2022. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Mr. Radtke outlined Ms. Sass-Benza’s extensive experience as an attorney, a former Trustee and former zoning board member.

**Township Park**

Township Administrator Purchase attended a recent Park Board meeting. The Trustees have asked him to do weekly inspections of Parkside, to monitor areas needing attention. Fences and lights have been repaired as have the electrical problems. Mulch has been ordered, the repairs to the slide are under warranty. New lights are slated for the volleyball courts. Pickleball courts and bocce courts are being worked on. The gazebo would be addressed as well as year-round restrooms.

## Financial Items

**2022-253.** Mr. Radtke moved to approve the financial transactions below. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Comments
Zoning	145-2022	T&N	738.00	Norlson, Inc.	DS9000 recorder & transcription module
Gen	146-2022	T&N	2600.00	Cleveland Plumbing Supply	Repair of TH sewer/sidewalk
Gen	152-2022	Reg	350.00	Bill Conti Plumbing	TH faucet repair

CHECKS		
Date	Starting No.	Ending No.
6/8/22	85213	85213
6/21/22	85214	85222
6/16/22	85223	85264
Fiscal Officer's note: the last check number used on 6/9/22 was <b>85212</b>		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
6/21/22	871-2022	941-2022	Regular payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
869-2022	First National Bank	639.60	6/25/22	VISA May 2022
868-2022	First National Bank	1368.28	5/9/22	VISA April 2022
943-2022	First National Bank EFTPS	25620.62	6/21/22	Employee & employer withholding – Federal
944-2022	Ohio Department of Taxation	107.38	7/13/22	Employee & employer withholding – Local School Dist
945-2022	Treasurer, State of Ohio	7004.60	7/13/22	Employee & employer withholding – State

## Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date		5/31/2022	
Prior UAN Balance			8,086,648.85
Actual Receipts	+	84,082.09	
Transfers for UAN Only	+	0.00	
Total Receipts	=		84,082.09
Payments	-	798,092.34	
Transfers for UAN Only	-	0.00	
Total Payments	=		798,092.34
Adjustments	+		14,367.90
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>5/31/2022</b>		<b>\$7,387,006.50</b>
Other adjusting factors	+		
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>5/31/2022</b>		<b>\$7,387,006.50</b>
Entered bank balances as of	5/31/2022		\$7,607,696.80
Deposits in transit	+		0.00
Outstanding payments	-		220,690.30
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
<b>Adjusted bank balances as of</b>	<b>5/31/2022</b>		<b>7,387,006.50</b>
<b>Chester Township Bank Balances</b>	<b>As of</b>	<b>5/31/2022</b>	
Business Banking			\$400,000.00
FNB Sweep Account			3,919,167.86
Star Ohio			3,288,528.94
<b>Total</b>			<b>\$7,607,696.80</b>

Donations Received			
	Received from	Amount	Description
1	Ken Kolsom	\$100.00	Memorial Day Programs

**Open/Ongoing Items**

Henry House – no update

Community Day Clean-up – Mr. Mazzurco reported the event a success.

Budget: Due to Geauga County by July 20, 2022 – a June 20 special meeting would finalize figures and a date would be picked for the public hearing.

Senior Clean Up Days – September 12-15 (rain date 9/16)

Chester Clean Up Day – September 18

**Upcoming Items/Deadlines**

Budget hearing August 15, 2022 at 11:00 AM at the Courthouse Annex 231 Street, Suite 1A

**Discussions**

Township laptops: Mr. Radtke reported that the Fire and Police Chiefs both need laptops.

Incident write-up policy: When an incident causing damage to Township property occurs at the Police Department an investigation is the result. Everything is documented and placed in the employee’s personnel file. Administrator Purchase wanted to establish consistency throughout all departments.

A resident asked if use of fireworks had been discussed. Administrator Purchase asked for information from the Police and Fire Chiefs that would be published in the Chesterland News. The State of Ohio has passed a law that legalizes a certain grade of fireworks.

A Valley View resident asked if Township Administrator was in charge of zoning at this time. Mr. Radtke affirmed this was true. Administrator Purchase stated they were in the process of bringing the zoning office up to speed.

A resident asked about burning restrictions in the County. Administrator Purchase suggested the resident contact the Fire Chief, who would be able to provide all the details.

**Executive session**

**2022-254.** Mr. Radtke moved to enter into executive session at 7:08 PM pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Administrator Purchase was invited into the executive session. The board reentered public session at 7:32 PM.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Radtke adjourned the meeting at 7:32 P.M.

Respectfully submitted,

                  ABSENT                    
Patricia Jarrett, Fiscal Officer

                  July 14, 2022 Motion #2022-282                    
Approval Date

Ken Radtke, Jr., Chairman

Joseph C. Mazzurco, Vice-Chairman

ABSENT

Craig S. Richter, Trustee