

The Chester Township Board of Trustees met in regular session **Thursday, August 11, 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.

Department Business – Zoning

Jonathan Oswick provided an update on Zoning Commission projects. Accessory buildings would be re-worked, and signage would be examined next. They would like to involve the Trustees more throughout the stages of amendments. Discussion was had regarding the new zoning map.

The Trustees discussed Attorney Benza & Professor Weinstein’s participation in the Trustees’ August 15 public hearing for Z-2022-3. Trustees Mazzurco and Richter felt it would be beneficial to include Ms. Benza.

Fiscal Officer Jarrett explained that the original dollar figure in the agreement with Attorney Benza had been exceeded; the Trustees would need to amend the agreement after the fact at their next regular meeting. Mrs. Jarrett also explained the new procedures with the County; they no longer had to go to the county for a new certificate unless they needed to go above what was originally appropriated for a fund; in the interim the Trustees could approve increases within the fund as long as they do not exceed the original dollar amount.

Zoning Inspector Purchase is working with several property owners on adjusting their building plans in the hopes of avoiding going to the Board of Zoning Appeals. Many complaints are being made regarding zoning issues, and as they are considered public record they must be made in writing. This has been confirmed by the Geauga County Prosecutor.

Approval of Minutes

2022-330. Mr. Radtke moved to approve the minutes of the Board of Trustees meetings dated 7/28/22 and 8/3/22 as presented to the Board by the Fiscal Officer. Mr. Richter seconded. Vote unanimous; motion passed.

Public Comments/Questions

Jamie Saric asked how much Attorney Benza has been paid. \$3,000 had been approved but the bills have exceeded that amount.

Ven Paoletto asked if anything had been done to correct the error in the meeting notice for August 15. Mr. Radtke explained that the newspaper had made the error, but was contacted to make a correction on their Facebook page as there was no time to correct it in the print edition. A notice had also been posted prominently on the Township website.

Linda Gifford complained that the old meeting dates were still on the front window four days after the meeting had occurred. She felt they should be removed the day after the meeting. Mr. Radtke explained that if the employee responsible is part-time, it would understandably be a while before the notice comes down.

Ven Paoletto suggested they put the corrected notice on the board outside. It was thought that the information was already on the sign. The Township Administrator left the meeting at this point to confirm the information on the sign.

The Trustees moved on to other business while they waited for Mr. Purchase to return.

Department Business – Road

2022-331. Mr. Radtke moved to accept the resignation of Tim Hlad effective August 24, 2022. Mr. Richter seconded. Vote unanimous; motion passed.

2022-332. Mr. Radtke moved to approve Road Department expenditures as listed below. Mr. Richter seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
174-2022	Reg	2800.00	Kalida Truck Equipment	Asphalt tarp for 2022 Intl 507 snow package
176-2022	Reg	3000.00	Fleetpride Inc.	Parts

Department Business – Fire

2022-333. Mr. Radtke moved to approve \$6,820.00 payable to Cornerstone Architecture for construction period professional services from 3/15/22 to 7/31/22 from 2111-760-730-0080 Improvement of Sites. Mr. Richter seconded. Vote unanimous; motion passed.

2022-334. Mr. Radtke moved to approve Fire Department expenditures as listed below. Mr. Richter seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
175-2022	Reg	2816.00	Empower Learning	65" Promethean Active Panel 9
178-2022	Reg	3460.00	N&N Services, Inc.	Clean oil/water separator

Mr. Purchase reentered the meeting to report that tonight's meeting, the special budget hearing on the 15th and the special Zoning Commission meeting on the 15th were on the front sign.

Township Administrator

Today 75 yards of playground mulch was installed. Quotes to paint the gazebo and repair the failing wood were being obtained. The pavilions have been pressure washed and the tables are being attended to. Contractors would examine the baseball field lighting tomorrow. A goal before season's end was to remove the old scoreboard. Mr. Purchase would contact Newbury regarding their old scoreboards.

Regarding the developing property on the corner of US322 & Woodside, the development company would pay the cost to replace the pipe under the road. The Aster property across from the developing area preferred the Township take an easement for the property to maintain the water system once it is installed. Judith Schwed assumed that the driveways off of Woodside were temporary as they did not have a culvert underneath them.

The Road Superintendent had proposed the need for a tack distributor to use in paving jobs. The cost is approximately \$16,000. The Township had borrowed one from Kirtland, however the machine would repeatedly break and need repairs that Chester paid for. Rental costs were unknown at this time.

2022-335. Mr. Radtke moved to approve \$17,000.00 payable to the McLean Company for the purchase of a Lee Boy trailer mount tack distributor model L300T. Mr. Richter seconded. Vote unanimous; motion passed.

The new 4 x 8' sign notifying visitors of the penalties of dumping at the Recycle Park has been installed. Police Chief Young has requested enforcement of the new rules begin. The Trustees agreed.

Saturday September 17 is Chester Clean Up Day, from 8 AM to 1 PM. Geauga Habitat for Humanity and Geauga Trumbull have been invited to participate with the Township on that day. A box truck and crew would be on site to help unload residents' items.

A kickoff meeting was held with Company 119 regarding redesign of the Township website. Mr. Purchase reported the meetings were positive.

Multiple calls have been received regarding, among other things, Chester Township becoming a city. There is so much misinformation on social media that it was suggested that Mr. Purchase respond and clarify things via social media on behalf of the board. Mr. Purchase would contact legal counsel as to the record retention end.

Mr. Purchase and Fiscal Officer Jarrett are setting up the platform for reserve funds for the Township. Miller Dodson specializes in aiding setup by assessing buildings, properties and equipment.

2022-336. Mr. Radtke moved to approve and enter into an agreement with Miller Dodson Company capital reserve consultants for a Level 1 Replacement Reserve Study at a cost up to \$10,874.00. This includes onsite condition assessment and reserve plan recommendations. Mr. Richter seconded. Vote unanimous; motion passed.

2022-337. Mr. Radtke moved to provide police service to assist with traffic from 8 AM to 1 PM for the upcoming September 17 Community Clean Up Day event. Mr. Richter seconded. Vote unanimous; motion passed.

Department Business – Police

2022-338. Mr. Radtke moved to approve vacation time for Tyler Dankovich effective 7/17/2022 in the amount of 40 hours for the year 2022 as a new hire. Mr. Richter seconded. Vote unanimous; motion passed.

2022-339. Mr. Radtke moved to approve vacation time for Matthew Weaver effective 10/24/2021 in the amount of 80 hours as a new hire for the year 2022. Mr. Richter seconded. Vote unanimous; motion passed.

New Business

The Fiscal Officer advised the Trustees that costs are increasing beyond what was initially appropriated for several line items. To carry the Township through the end of the year, money needed to be added to line items, dependent upon approval by the board.

RESOLUTION 2022-340. Mr. Radtke moved to approve increases to the General Fund appropriations as listed in the table below to cover estimated expenses through year end. Mr. Richter seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Appropriation	Amount	Purpose
1000-110-311-0000 Accounting & Legal Fees	10,000.00	Legal fees through year end
1000-110-311-0010 Accounting & Legal Fees/Legal Fees	25,000.00	Zoning legal fees through year end
1000-110-360-0000 Contracted Services	3,000.00	Clemans Nelson invoices, other contracted services
1000-130-190-6011 Other/Salaries/Secretary	7,000.00	Zoning Administrative Assistant salary through YE
1000-930-930-0000 Contingencies	17,000.00	Contingencies

The County had contacted the Fiscal Officer regarding the financial worksheet submitted, stating it needed to be fixed prior to the budget hearing on August 15. Mrs. Jarrett reduced the contingency line item to \$4000 and moved the remaining money to contracted services.

RESOLUTION 2022-341. Mr. Radtke moved to amend after the fact Resolution 2022-296 to approve the Amended Chester Township Financial Worksheet – Budget Year 2023 Proposed. Mr. Richter seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

2022-342. Mr. Radtke moved to approve the advertising banner for the Historical Society flea market event to be hung in Parkside Park. Mr. Richter seconded. Vote unanimous; motion passed.

2022-343. Mr. Radtke moved to provide police service to assist with pedestrian traffic from 7 AM to 2 PM for the upcoming August 20 Historical Foundation flea market community event. Mr. Richter seconded. Vote unanimous; motion passed.

Township Park

2022-344. Mr. Radtke moved to approve the use of the Chester Township properties as listed below. Mr. Richter seconded. Vote unanimous; motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
West Geauga Band	8/9/22	East pavilion, volleyball courts	6PM – 8PM	Band picnic (fees waived)
United Gymnastics School	8/27/22	Town Hall parking lot	Noon – 3PM	Drive through shoe drop off fundraiser
Abigail Argenti	8/27/22	West pavilion	Noon – 5 PM	Birthday party
Kim Quinn	8/27/22	West pavilion	5 PM – 9 PM	Birthday party
Robert Meditz	10/1/22	Gazebo	11AM – 3PM	Wedding vows
US Militia Natl Chapter Riding Club	8/28/22	Town Hall parking lot	11AM – 3 PM	Sale of Geauga Veterans Sports Fest tickets
US Militia Natl Chapter Riding Club	10/22/22	Town Hall parking lot	10AM – 3 PM	Nonperishable food collection/coats, boots winter items

Financial Items

2022-345. 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
Gas	2800.00	2021-330-360-0000 Contracted Services	2021-760-750-0000 Motor Vehicles	PO 174-2022
Gen	300.00	1000-130-150-0000 Compensation of Board & Commission Members	1000-110-410-0000 Office Supplies	Office supplies through YE

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen	177-2022	Reg	250.00	Geauga Safety Council	2022-2023 meeting dues

CHECKS		
Date	Starting No.	Ending No.
8/16/22	85458	85466
8/11/22	85467	
Fiscal Officer's note: the last check number used on 7/28/22 was 85457		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
8/16/22	1161-2022	1230-2022	Regular payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1232-2022	First National Bank EFTPS	19413.50	8/16/22	Employee & employer withholding – Federal
1233-2022	First National Bank	2635.77	7/12/22	VISA invoice

Fiscal Officer's Report

Donations Received		
Received from	Amount	Description
Monticello Garden Ctr.	250.00	Pickleball court donation
Thomas & Bonna DeMarco	2,000.00	Pickleball court donation
Ayers Well Drilling	100.00	Pickleball court donation
Henry & Joan Bitterman	100.00	Pickleball court donation
Palma's Hair Design	100.00	Pickleball court donation
Michael & Patricia Jarrett	100.00	Pickleball court donation
Ralph & Lisa White	500.00	Pickleball court donation
Ronald Carbone	20.00	Pickleball court donation
Central Vacuum Techs	100.00	Pickleball court donation
Ken Wyban	100.00	Pickleball court donation
Mark Gorjanc	100.00	Pickleball court donation
Debra & Bob Scholtz	200.00	Pickleball court donation
Bloom Brothers Supply	50.00	Pickleball court donation
Patrick & Lynda Reilly	100.00	Pickleball court donation
Kobella Plumbing	250.00	Pickleball court donation
Russell Copfer	100.00	Pickleball court donation
Lester McGrotty	100.00	Pickleball court donation
Alan & Beth Love	100.00	Pickleball court donation
John & Lisa Ziegler	300.00	Pickleball court donation
Jim & Jeannette Metcalf	150.00	Pickleball court donation
Ryan Wenger, DDS	10,000.00	Pickleball court donation
Nick & Maria Soria	100.00	Pickleball court donation

Chester Township Bank Reconciliation			
Reconciled date		7/31/2022	
Prior UAN Balance			6,852,464.51
Actual Receipts	+	3,151,025.60	
Transfers for UAN Only	+	0.00	
Total Receipts	=		3,151,025.60
Payments	-	699,146.01	
Transfers for UAN Only	-	0.00	
Total Payments	=		699,146.01
Adjustments	+		797.06
Adjustments	-		0.00
Current UAN balance as of	7/31/2022		\$9,305,141.16
Other adjusting factors	+		(35.48)
Other adjusting factors	-		-
Adjusted UAN balance as of	7/31/2022		\$9,305,105.68
Entered bank balances as of	7/31/2022		\$9,511,357.77
Deposits in transit	+		0.00
Outstanding payments	-		206,252.09
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	7/31/2022		9,305,105.68
Chester Township Bank Balances			
As of		7/31/2022	
Business Banking			\$400,000.00
FNB Sweep Account			5,815,086.22
Star Ohio			3,296,271.55
Total			\$9,511,357.77

Mrs. Jarrett explained that the road projects are behind by \$1.3 million, hence the increased ending total on the reconciliation. Vehicles are also on order but not yet received/paid for. The total also includes American Rescue Plan (ARP) money received. Mr. Richter asked what if anything needed to be done regarding the ARP funds. The board had voted on the funds at their last meeting but an amended certificate has not been received from the County. Road Superintendent Onyshko wanted to use ARP money for an excavator, and Police Chief Young had need for radios and surveillance.

Discussions

West Geauga Chamber of Commerce – a kickoff event is scheduled for August 24 from 4 to 6 PM at the Geauga West Library. Meetings are being scheduled as well as luncheons and other events. Membership is free through December 31, 2022 at www.wgchamber.com .

2022-346. Mr. Radtke moved to approve installation of a banner for the West Geauga Chamber of Commerce at Parkside Park advertising their August 24th event. Mr. Richter seconded. Vote unanimous; motion passed.

Communication had been received from the Geauga County Prosecutor re the Russell Township property lien. In 2006 some Township owned buildings were rented to a tenant who did quite a bit of damage. The Township obtained a judgment against the individual and placed a lien the tenant's father's property. The father put his property up for sale and the Township lien showed up. The father came to the Township and the matter was turned over to the Prosecutor. The lien was for the lease, which was made out to the son. The Prosecutor recommended the board sign off on the lien. The father was not a co-signer on the lease. The board was advised to sign a release.

2022-347. Mr. Radtke moved to approve and sign the release of the lien for Michael P. Cooper. Mr. Richter seconded. Vote unanimous; motion passed.

Kathy Kadis asked if the money allocated to zoning legal fees was all going to one attorney. Mrs. Jarrett said no; we have used up the amount of money set aside for fees. The motion above is asking the Trustees to put more money into the account.

Executive session

2022-348. Mr. Radtke moved to enter into executive session at 7:56 PM pursuant to Ohio Revised Code 121.22 (G) (1) to consider the compensation of public employees 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. Richter seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Fiscal Officer Jarrett and Administrator Purchase were invited into the executive session. The Trustees returned to public session at 8:14 PM.

2022-349. Mr. Radtke moved to approve a wage adjustment for Board of Trustees Administrative Assistant Mary Lou Florentine from \$23.50/hour to \$24.50/hour effective 7/10/22. Mr. Richter seconded. Vote unanimous; motion passed.

2022-350. Mr. Radtke moved to approve a wage adjustment for Zoning Administrative Assistant Kathleen McCarthy from \$18.50/hour to \$20.00/hour effective 7/10/22. Mr. Richter seconded. Vote unanimous; motion passed.

ADJOURNMENT:

There being no further business before the Board, Mr. Radtke adjourned the meeting at 8:15 P.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

August 25, 2022 Motion 2022-357

Approval Date

Ken Radtke, Jr., Chairman

Joseph C. Mazzurco, Vice-Chairman

Craig S. Richter, Trustee