Chester Township Board of Trustees Meeting Agenda

\*\*\* Thursday, April 6, 2023 at 6:30 PM \*\*\*

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Leading Motion #: 2023-121**

**Approval of Minutes**

2023-\_\_\_\_\_\_\_\_\_ Move to approve the minutes of the Board of Trustees meeting dated March 23, 2023 as presented to the Board by the Fiscal Officer.

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

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

**Public Comments/Questions**

**Township Administrator**

* Proposed Media Relations Policy

2023-\_\_\_\_\_\_\_\_ Move to approve, sign, and incorporate the revised Media Relations Policy effective \_\_\_\_\_\_\_\_\_\_\_\_into the policy manual.

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

**Roll Call Vote**: Craig Richter \_\_\_\_\_\_ Joe Mazzurco \_\_\_\_\_\_ Ken Radtke \_\_\_\_\_\_

**Department Business – Road**

* Trees – Brook Lane

2023-\_\_\_\_\_\_\_\_ Move to approveand sign Resolution Authorizing Participation in the ODOT 2023-2024 Winter Salt Contract (#018-23, 3000 tons +/- 10%).

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

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

2023-\_\_\_\_\_\_\_\_\_ Move to approve Road Department expenditures as listed below.

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

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

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| --- | --- | --- | --- | --- |
| **PO #** | **Type** | **Amount** | **Payable To** | **Purpose** |
| 130-2023 | Reg | 2,350.00 | Marino Surveying LLC | Survey for prop markers @ mulberry storage yard |
| 133-2023 | Reg | 4,999.49 | Best Truck Equipment Inc | Install lift gate truck #13, brake controller truck #10 |
| 134-2023 | Reg | 1,409.58 | Ohio Power Tool Inc | Diamond Blades/Quotes Est 15889 & Est 15890 |
| 135-2023 | Reg | 7,500.00 | Cerni Motors Sales Inc | Various Parts |
| 136-2023 | T/N | 1,440.00 | A&A Safety Inc | Sign Tripod Stands |
| 137-2023 | Reg | 201,600.00 | Kalida Truck Equipment Inc | Snow & Ice Pkg for 2023 Intl Chasis |
| 138-2023 | Reg | 15,500.00 | Kalida Truck Equipment Inc | Bonnell Snow Plow |
| 139-2023 | Reg | 26,000.00 | All American Roofing Solutions | New Roof – Mechanic’s Bay Area |
| 140-2023 | Reg | 11,045.00 | Groeneveld Lubrication Solutions Inc | Automatic Grease Systems for 92) 2023 Intl Plow Trucks |

**Department Business – Fire**

2023-\_\_\_\_\_\_\_\_ Move to accept the resignation of part-time FF/EMT Eric Harb effective March 24, 2023 due to time constraints.

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

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

2023-\_\_\_\_\_\_\_\_ Move to accept the resignation of part-time PM/FF Sean O'Neill effective March 31, 2023 due to time constraints.

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

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

2023-\_\_\_\_\_\_\_\_\_ Move to approve Fire Department expenditures as listed below.

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

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

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| --- | --- | --- | --- | --- |
| **PO #** | **Type** | **Amount** | **Payable To** | **Purpose** |
| 132-2023 | Reg | 1,500.00 | Security & Polygraph Consult Inc | Polygraph tests for full time applicants |

**Department Business – Police**

2023-\_\_\_\_\_\_\_\_ Move to approve and authorize the resignation of Officer Benjamin Milroy from the Chester Township Police Department.  Officer Milroy’s last day of employment is April 2nd, 2023.

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

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

**Department Business – Zoning**

ZC Update:

* Managing verbiage in our book to preserve the Chester community in regards to:  
  -congregate care, nursing homes, cluster homes, etc.
* Signage
* Park land and designations on map
* Pool covers
* In regards to specific topics we would like to seek legal counsel as they will play a vital role in our township’s future.

2023-\_\_\_\_\_\_\_\_ Move to approve and direct the Zoning Commission to initiate the process of re-zoning the following three parcels of property, located at 11711, 11767 & 11797 Chillicothe Road from a Residential District to an Industrial District.

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

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

**New Business**

* Non-Profit & Community Organization on Website
* Renewal of Health Insurance
* Geauga County Township Association

2023-\_\_\_\_\_\_\_\_ Move to approve accepting Medical Mutual renewal offer of a 9.5% increase with a rate that will be locked in until July 1, 2025.

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

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

2023-\_\_\_\_\_\_\_\_ Move to approve $\_\_\_\_\_\_\_\_\_\_\_\_\_ payable to the Geauga County Township Association for the 2023-2024 membership dues.

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

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

2023-\_\_\_\_\_\_\_\_ Move to approve the increase in revenue fund 2904-599-2901 One Ohio Opioid for

$505.47.

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

**Roll Call Vote**: Craig Richter \_\_\_\_\_\_ Joe Mazzurco \_\_\_\_\_\_ Ken Radtke \_\_\_\_\_\_

2023-\_\_\_\_\_\_\_\_ Move to not request a hearing with the Ohio Division of Liquor Control for a transfer of liquor license from Hawthorne Partners LLC, dba Colonial Wine & Beverage, 8389 Mayfield Rd., Unit B3 + B4 to Tasty Times LLC, dba Vino Type, at the same address.

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

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

2023-\_\_\_\_\_\_\_\_ Move to approve *after the fact* the use of the Chester Township properties as listed below:

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

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

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| --- | --- | --- | --- | --- |
| **Individual/Organization** | **Date(s)** | **Location** | **Time(s)** | **Event** |
| Frank Petronzio | 04-01-2023 | Gazebo | 10:00am – 5:00pm |  |

2023-\_\_\_\_\_\_\_\_ Move to approve the use of the Chester Township properties as listed below:

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

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

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| --- | --- | --- | --- | --- |
| **Individual/Organization** | **Date(s)** | **Location** | **Time(s)** | **Event** |
| US Militia Riding Club | 5-14-2023 | Meeting Room | 10:00am – 3:00pm | Meeting |
| Red Wine & Blue Ohio | 4-16-2023 | Parking Lot | 12:00 PM – 4:00 PM | Petition signing  drive through |

**Township Park**

**Financial Items**

2023-\_\_\_\_\_\_\_\_\_ Move to approve the financial transactions below.

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

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

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| **PURCHASE ORDERS** | | | | | |
| **Dept** | **PO #** | **Type** | **Amount** | **Payable To** | **Purpose** |
| Gen | 129-2023 | Reg | 12,000 | Podojil | Demolition – Henry House |
| EMS | 131-2023 | Reg | 443.50 | State of OH Board of Pharmacy | Drug License Renewal Fee |
| Gen | 141-2023 | Reg | 6,995.00 | Shawn C Day | 2023 Parkside Park General Clean-Up |

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| --- | --- | --- |
| **CHECKS** | | |
| **Date** | **Starting No.** | **Ending No.** |
| 4/6/2023 | 86502 | 86504 |
| 4/11/23 | 86505 | 86514 |
| 4/6/2023 | 86515 | 86535 |
| 4/6/23 | 86536 | 86564 |
| Fiscal Officer’s note: the last check number used on **3/23/23** was **86501** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EFT DIRECT DEPOSITS** | | | |
| **Date** | **Starting No.** | **Ending No.** | **Description** |
| 4/11/23 | 554-2023 | 621-2023 | Reg payroll |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VOUCHERS & WITHHOLDINGS** | | | | |
| **Voucher** | **Payee** | **Amount** | **Dated** | **Description** |
| 623-2023 | First National Bank EFTPS | 19,793.60 | 4/11/23 | Employee & Employer Withholding – Federal |
| 553-2023 | Regional Income Tax (RITA) | 5,637.03 | 4/6/2023 | Employee and Employer Withholding – RITA Tax |

**Fiscal Officer’s Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chester Township Bank Reconciliation** | |  |  |
| **Reconciled date** | **3/31/2023** |  |  |
| Prior UAN Balance |  |  | 6,661,412.71 |
| Actual Receipts | **+** | 1,464,723.77 |  |
| Transfers for UAN Only | **+** | 0.00 |  |
| Total Receipts | **=** |  | 1,464,723.77 |
| Payments | **-** | 1,170,945.85 |  |
| Transfers for UAN Only | **-** | 0.00 |  |
| Total Payments | **=** |  | 1,170,945.85 |
| Adjustments | **+** |  | 694.95 |
| Adjustments | **-** |  | 0.00 |
| **Current UAN balance as of** | **3/31/2023** |  | **$6,955,885.58** |
| Other adjusting factors | **+** |  | - |
| Other adjusting factors | **-** |  | - |
| **Adjusted UAN balance as of** | **3/31/2023** |  | **$6,955,885.58** |
|  |  |  |  |
| Entered bank balances as of | **3/31/2023** |  | $6,964,456.60 |
| Deposits in transit | **+** |  | 0.00 |
| Outstanding payments | **-** |  | 8,571.02 |
| Outstanding adjustments | **+** |  | 0.00 |
| Outstanding adjustments | **-** |  | 0.00 |
| Other adjusting factors | **+** |  | 0.00 |
| Other adjusting factors | **-** |  | 0.00 |
| **Adjusted bank balances as of** | **3/31/2023** |  | **6,955,885.58** |
|  | Check |  | 0.00 |
|  |  |  |  |
| **Chester Township Bank Balances** |  |  |  |
| **As of** | **3/31/2023** |  |  |
| Business Banking |  |  | $400,000.00 |
| FNB Sweep Account |  |  | 504,231.91 |
| Star Ohio |  |  | 6,060,224.69 |
| **Total** |  |  | **$6,964,456.60** |
|  | Check |  | 0.00 |
|  |  |  |  |

**Open/Ongoing Items**

Henry House

Reserve Study

Recycle Park Gates

Property Consolidation

Pickleball Update

**Upcoming Items/Deadlines**

Memorial Day 5/29/23

2024 Budget due Auditor – Thursday, 7/20/23

2024 Budget Hearing – County Offices – Monday, 8/21/23 9:00 AM – 3:00 PM

**Discussions**

Public Records Training

New Website [www.chestertwp.com](http://www.chestertwp.com)

True North Store

GCTA Annual Membership Renewal (due 5/12/23)

NOPEC

Gotta Go Green

Government Update: 4/6/23-JM, 4/20/23-KR, 5/4/23-CR