

The Chester Township Board of Trustees met in regular session **Thursday, February 23, 2023** in the Town Hall Meeting Room at 6:30 P.M. Chairman Craig Richter presided.

**Roll Call:** All Trustees and the Fiscal Officer were present in addition to the Township Administrator.

**Pledge of Allegiance to the Flag**

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

**Department Business – Zoning**

Anthony Nastasi of the Zoning Commission spoke briefly. The Zoning Commission continues to keep signage on the front burner and plans on using model zoning as a base point. Other areas of discussion included congregate care/cluster homes, upgrading zoning maps with passive and active parks and swimming pool covers. Mr. Nastasi is looking at the Board for a priority list. Mr. Richter shared that a map change would be in addition to a Zoning Resolution change. Mr. Purchase shared the pool covers need additional discussion. Conversation continued with the possibility of amending the language in the zoning resolution concerning congregate care/cluster homes to specifically prohibit them. It was agreed that signage should be the main focus. The Board of Trustees will hold a special meeting and meet with the BZA and ZC on March 1, 2023 at 7:00 PM with the location to be determined.

Regarding pickleball, Barry Leven shared donations are still coming in and just about all of the 50/50 raffle tickets were sold. The drawing will be at the Town Hall on March 9, 2023 with the top prize being \$6,000.00. Bud Kinney then commented on general updates including the layout and lighting. He shared that bidding may be necessary based on the dollar amount. General updates continued.

Mr. Richter noted that a donation was made in the amount of \$105.00 for flower baskets by Judith Schwed.

**Public Comments/Questions**

No comments were shared at this time.

**Township Administrator**

Mr. Purchase will jump in throughout the meeting with comments.

**Department Business – Road**

Regarding Hancock Park, Mr. Richter shared the recommendation is to fill in the sides and create a creek. Other options would be expensive.

Brook Lane is on the list for repaving. The County Engineer has recommended some tree trimming or tree removal. Mr. Mazzurco added that certain trees have roots coming up and those trees should probably come down. He suggested getting a price on getting some of the trees trimmed. He noted some we can do, although some trees are just too high for our bucket trucks. The conversation then turned to the power lines and CEI. From there they went on to discuss a bucket truck.

**2023-55.** Mr. Richter moved to approve up to \$25,000 for Road Superintendent to look for and purchase a bucket truck. Mr. Mazzurco seconded.

**Roll Call Vote:** Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2023-56.** Mr. Richter moved to approve advertising in the Geauga Maple Leaf, Chesterland News, indeed.com and on the Township website with applications due at Chester Town Hall by 4:00 PM on March 24, 2023 for a seasonal worker at a rate of \$17-20/hour, contingent upon successfully passing a pre-employment drug screen and background check. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-57.** Mr. Richter moved to approve the recommended revisions by the Road Superintendent to existing Chester Township Policy 2.03 Driveway Aprons & Drive Pipe Work Orders. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-58.** Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded.

**Roll Call Vote:** Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gas Tax	108-2023	Reg	\$66,308.50	Kenn-Feld Group LLC	John Deere 6110M Cab Tractor
Gas/ Road	109-2023	Reg	\$70,200.00	Kalida Truck Equip Inc	Diamond Products Rotary Head

**Department Business – Fire**

**2023-59.** Mr. Richter moved to approve Chester Township Fire Rescue application for an Ohio Department of Public Safety - Division of EMS grant for training and equipment. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-60.** Mr. Richter moved to approve hiring Mitchell King as a part-time firefighter/EMT-B effective March 5, 2023 at \$19.18/hr. upon successful completion of a background check and drug test. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-61.** Mr. Richter moved to approve hiring Anthony Mariola as a part-time firefighter/EMT-B effective March 5, 2023 at \$19.18/hr. upon successful completion of a background check and drug test. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Mrs. Schwed inquired how many employees the Fire Department now has. The response was 29 part-time and 6 full-time. She also asked if the Fire Department renovation was complete and it is not since some items are on back order. Having an open house for the public was discussed.

**2023-62.** Mr. Richter moved to approve after the fact \$1,750 payable to Truck MD for preventative maintenance and replacement of rear brake chambers on 3424 from 2281-230-323-301 Repairs & Maintenance (Motor Vehicles). Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-63.** Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Dept	PO #	Type	Amount	Payable To	Purpose
EMS	105-2023	Reg	\$1,000.00	Public Entity Risk Service of Ohio	Deductible
EMS	106-2023	T/N	\$1,750.00	Truck MD	Invoices 684 & 690
Fire	107-2023	Reg	\$1,760.00	Pradco	Psychological Screens Applicants

**Department Business – Police**

**2023-64.** Mr. Richter moved to amend motion # 2022-338 to include “per the conditional offer of employment” for employee Tyler Dankovich. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-65.** Mr. Richter moved to amend motion #2023-43 to include the words “per the conditional offer of employment” for employee Robert Rowland. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-66.** Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Police	110-2023	Reg	\$3,000.00	Bobs Garage & Towing Service	Vehicle Repairs

**Department – Zoning**

Judith Schwed asked who is in charge of drawing up the BZA’s agreement with the Saric property? The answer is nothing has been done at this point since the BZA cannot make a ruling until the minutes are complete and ruled on. The findings of fact become the statement from the BZA when all is said and done.

**New Business**

**2023-67.** Mr. Richter moved to reappoint Linda Palchick to a position on the West Geauga Community Joint Recreational District Board for the term expiring March 31, 2026. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Fiscal Officer Jarrett shared an employee contacted her asking if a domestic partner can be put on our health insurance since they reside together. Our policy states it is allowed, but the employee is under union contract and the union contract says spouse, not domestic partner. It was determined that more research will need to be done.

**2023-68.** Mr. Richter moved to approve the increase in revenue fund 2904-599-2901 One Ohio Opioid for \$ 2,295.83. Mr. Mazzurco seconded.

**Roll Call Vote:** Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2023-69.** Mr. Richter moved to rescind and discontinue the filing of the previous Certificate of Need resolution for the renewal of a 1.80 mill Fire levy during the May 2<sup>nd</sup> Special Election, per the advice of the Ohio Secretary of State’s Office. The potential renewal of this levy shall be requested during the November 2023 / General Election. Mr. Mazzurco seconded.

**Roll Call Vote:** Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

**Township Park**

Judith Schwed inquired if the high school pays any money towards the fields. The school pays for half.

**2023-70.** Mr. Mazzurco moved to accept the proposal for 2023 with a 3-year deal for landscaping of Township properties from Innovative Companies as listed below for \$30,727.50 (Exhibit 1). Mr. Richter seconded. Vote unanimous.; motion passed.

Bidder Name/Address	Year	Period of Service	Parkside	Townhall	Fire Department	TOTAL
Innovative Companies LTD P.O. Box 1022, Gates Mills OH 44040	2023	April 1 – November 30	\$22,672.73	\$4,757.66	\$3,297.12	\$30,727.51

**2023-71.** Mr. Mazzurco moved to accept the proposal for the 2023 ballfield prepping for a 3-year deal and dragging of Parkside Park baseball field from Innovative Companies as listed in the table below in Exhibit 1. Mr. Richter seconded. Vote unanimous.; motion passed.

Bidder Name/Address	Ballfield Maintenance
Innovative Companies LTD P. O. Box 1022 Gates Mills, OH 44060	Drag only \$80, stripe in-field \$95, hourly rate \$50, hourly machine rate \$45, game day \$115, stripe out-field \$107.50, dry hourly \$85, paint case \$165

**2023-72.** Mr. Richter moved to approve amending motion # 2023-53 dated February 9, 2023 stating “per the table below” and hereby removes the table. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**Financial Items**

**2023-73.** Mr. Richter moved to approve the financial transactions below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
EMS	\$1,000.00	2281-930-930-0000	2281-230-599-000	Perso Deduct Payment
Gas Tax	\$130,000.00	2021-330-360-0000	2021-760-750-0000	Per J Onyshko

CHECKS		
Date	Starting No.	Ending No.
02-28-2023	86349	86359

02-23-2023	86360	86396
Fiscal Officer's note: the last check number used on 2/9/23 was 86348		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
2/28/2023	327-2023	396-2023	Regular Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
398-2023	First National Bank EFTPS	\$19,996.27	2/28/2023	Employee & employer withholding – Federal
				Employee & employer withholding – Local School Dist
399-2023	Ohio Department of Taxation	\$97.08	3/14/2023	
400-2023	Treasurer, State of Ohio	\$7,228.82	3/14/2023	Employee & employer withholding – State
401-2023	Public Employees Retirement System	\$48,218.47	3/22/2023	Employee & employer withholding – Retirement
402-2023	Ohio Police & Fire Pension Fund	\$14,983.13	3/21/2023	Employee & employer withholding – Retirement
325-2023	Bureau of Workers' Compensation	\$4,295.00	2/14/2023	Workers' Compensation
326-2023	FNB Commercial Credit Card	\$1,144.38	2/10/2023	Visa – January 2023

### Fiscal Officer's Report

Fiscal Officer Jarrett shared that money was received from the county for part of the real estate taxes. Money was moved to Star Ohio. A discussion regarding food purchases (snacks) by one department took place.

Donations Received		
Received from	Amount	Description
Dan & Ellen Smith	1,000.00	Pickleball
The Basista Family	1,000.00	Pickleball

Chester Township Bank Reconciliation			
Reconciled date		1/31/2023	
Prior UAN Balance			5,885,541.43
Actual Receipts	+	253,330.99	
Transfers for UAN Only	+	0.00	
Total Receipts	=		253,330.99
Payments	-	907,141.65	
Transfers for UAN Only	-	0.00	
Total Payments	=		907,141.65
Adjustments	+		213.85
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>1/31/2023</b>		<b>\$5,231,944.62</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>1/31/2023</b>		<b>\$5,231,944.62</b>

Entered bank balances as of	1/31/2023		\$5,271,074.39
Deposits in transit	+		0.00
Outstanding payments	-		39,129.77
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>1/31/2023</b>		<b>5,231,944.62</b>

Check 0.00

<b>Chester Township Bank Balances</b>			
<b>As of</b>		<b>1/31/2023</b>	
Business Banking			\$400,000.00
FNB Sweep Account			500,359.86
Star Ohio			4,370,714.53
<b>Total</b>			<b>\$5,271,074.39</b>

Check 0.00

**Open/Ongoing Items**

Henry House – Gina Hofstetter, Director at Geauga County Community and Economic Development is currently out on leave. The language in our contract may need to be amended.

Reserve Study – Extended until the next Board of Trustees meeting. An explanation of what the Reserve Study is was given to a resident who asked. A discussion continued about the Road Department’s building and the shape it is in. Mr. Saric, a Chester resident, wondered why a plan was not established years ago. Money is tight and a bond issue may eventually be needed.

Property Consolidation – Having difficulty removing the deed restriction. Two parcels were bought by the Chester Twp. Volunteer Fire Department years ago and have deed restrictions on them. The other two were bought by the Township. Still searching for some documents.

Web-site – Mr. Purchase reached out to Frank Antenucci today and once again Mr. Purchase complained about our phone system and explained how the Township is losing calls. Mr. Purchase also shared he is working on the e-mail situation and looking to make some changes. Currently making good progress with the web site.

The Township’s current web site is no longer being supported by the previous software and we, like other communities, are unable to update or add to its current content. The Township does apologize for the inconvenience and noted we are working diligently with a new company in the design of the Township’s future web site. Mr. Mazzurco reminded the audience that this is out of the Township’s control.

### Upcoming Items/Deadlines

Memorial Day – will begin making plans  
Special Meeting – Wednesday, March 1, 2023 at 7:00 PM with BZA & ZC  
Special Meeting for Budget – Thursday, 3/2/23 at 3:00 PM  
Permanent Budget due County - Saturday, 4/1/23  
2024 Budget Due to Auditor - Thursday, 7/20/23  
2024 Budget Hearing - County Offices – Monday, 8/21/23  
Department Head Reviews – two out of three heads have submitted papers

**2023-74.** Mr. Richter moved to approve Fire Chief to purchase snacks and drinks to be used in township vehicles during an emergency. Mr. Richter seconded. Vote unanimous.; motion passed.

### Discussions

Judith Schwed questioned NOPEC and obtaining the check. Mr. Mazzurco said he is working on NOPEC and reminded her that the check will come directly from NOPEC.

NOPEC money is being utilized for Township doors, windows and lighting. Mr. Purchase is obtaining quotes now.

Government Update: JM 2/23; KR 3/9; CR 3/23

Govt update for 2/2 special completed and submitted by Craig

Govt update for 3/2 special will be completed by Joe

### Executive Session

**2023-75.** Mr. Richter moved to enter into executive session at 8:38 PM pursuant to Ohio Revised Code 121.22(G)(1) To consider the promotion or compensation of a public employee and (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. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Invited into the executive session is Fiscal Officer Patricia Jarrett and Township Administrator Mark Purchase. The Board reentered public session at 9:05 PM.

**2023-76.** Mr. Richter moved to approve, authorize, and ratify the collective bargaining agreement as presented by Road Superintendent John Onyshko. This agreement is hereby recognized as being entered into by the membership of the Chester Township Road Department / International Brotherhood of Teamsters and the Chester Township Board of Trustees. By this approval, said contract shall be deemed effective and retroactive to a beginning date of June 1<sup>st</sup>, 2022, and an expiration date of May 31<sup>st</sup>, 2025. Mr. Mazzurco seconded.

**Roll Call Vote:** Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2023-77.** Mr. Richter moved to approve an additional week vacation for Chief William Shaw. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-78.** Mr. Richter moved to approve a wage increase for Salli Mehall, Administrative Assistant, from \$18.00/hour to \$18.54/hour effective the first full pay period of 2023. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 9:06 P.M.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

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March 9, 2023 Motion # 2023-79  
Approval Date

\_\_\_\_\_  
Craig Richter, Chairman

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Joseph C. Mazzurco, Vice-Chairman

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Ken Radtke, Jr., Trustee