

The Chester Township Board of Trustees met in regular session **Thursday, February 9, 2023** in the Town Hall Meeting Room at 6:00 P.M. Chairman Craig Richter presided.

**Roll Call:** All Trustees and the Fiscal Officer were present with the Township Administrator.

**Pledge of Allegiance to the Flag:**

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

**Leading Motion #: 2023-43**

Chief Young of the Chester Police Department shared a few words regarding the new hire of Officer Robert Rowland. He spent his entire career with the Lake County Sheriff's Office and the last three (3) years he was assigned as the School Resource Officer at Riverside High School. Chief Young received a three (3) page letter from Charlie Sullivan who is a Special Agent in charge of the Painesville Division of the FBI stating all positive things regarding the new hire.

**2023-43.** Mr. Richter moved to approve the recommendation of the Chief of Police and authorize the hiring of Robert Rowland, to the position of Police Officer, effective Sunday / February 12th, 2023 at the pay rate of \$35.17 per hour. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

The Swearing in of Officer Robert Rowland took place.

**Executive Session**

**2023-44.** Mr. Richter moved to enter into executive session at 6:10 P.M. 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 employee 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 meeting was Mark Purchase, Patricia Jarrett, and Chief Young. Chief Young left at 6:22 P.M. and the Board reentered public session at 6:30 P.M.

**2023-45.** Mr. Richter moved to recognize title change from Executive Lieutenant Sherwood to Captain Sherwood at the recommendation of Chief Young effective immediately with no compensation change. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2023-46.** Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
102-2023	Reg	11,540.00	Bennett Trailer Sales Inc	Tilt trailer for equipment
103-2023	Reg	19,990.00	Turbo Technologies	Hydroseed Unit
104-2023	Reg	8,500.00	Winter Equipment Co Inc	3 sets of plow guards

**2023-47.** Mr. Richter moved to approve after the fact \$3,296.38 payable to MES/Warren Fire Equipment for the purchase of one set of firefighter turnout gear from 2281-230-599-0317 Other/Other

Expenses/Personal Equipment. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2023-47-A.** Mr. Richter moved to approve advertising for BZA Alternates in the Chesterland News with letters of interest due the Town Hall by April 15, 2023. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2023-48.** Mr. Richter to approve the following reservations of the Town Hall meeting room and/or parking lot as listed in the table below. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Perennial Gardeners	Friday, May 12, 2023	Parking lot/meeting room	3 PM – 9 PM	Plant sale setup
Perennial Gardeners	Saturday, May 13, 2023	Parking lot/meeting room	6 AM – 3 PM	Plant sale
Perennial Gardeners	Wednesday, May 24, 2023	Meeting room	6:30 PM – 9 PM	Meeting/planting

### **6:35 PM – Landscape and ball field maintenance bids**

The Board of Trustees opened bids pertaining to the 2023 landscape and ball field maintenance of various township properties.

**2023-50.** Mr. Richter moved to approve forwarding the bids to Trustee Joe Mazzurco for review and recommendation on the best alternative. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

### **Guest Speakers:**

Superintendent Don Rice of Geauga County Board of DD shared general information and noted the population is not growing, however, business is growing. He shared they are serving a lot of people and their building is used by a variety of people and organizations. Group homes are being utilized within the county. They do offer 24/7 care for those that need it. In 2008 Maple Leaf Community became a private entity. Maple Leaf Community has about 28 homes in the county with four (4) in Chester Township. Don Rice shared they always make sure the environments are safe for the residents and the community. He reminded everyone they did not choose this life, but rather were born into it. At the end Mr. Rice stated he is open for a visit if anyone would like to see the establishment.

Nick Gorris, Department of Water Resources, shared that they plan on focusing on Sherman Hills Subdivision for the infrastructure for the sanitary sewers. They will be mailing out a letter Monday to account holders in the service area giving them an amnesty period to comply with requirements. GCDWR staff can do an inspection and notify residents if they find anything illegal. The service is free. Come June they plan on smoke testing. Signs will be posted prior to smoke testing too. If the problem is not corrected, they will be forced to surcharge their account. Bottom line is that the main goal is to reduce the amount of time the pumps are running due to rainfall events.

Regarding Pickleball, they are currently selling raffle tickets and it is going very well. Hoping to hear back on another possible grant opportunity with the assistance of a citizen. In reference to the Henry House, the formal notice from the County Commissioners regarding the demolition has been received. More info will be presented on 2/23/23. Mr. Richter asked if anyone considered changing the pickleball project at all. The answer was yes and it was noted that there were several line items brought up and

are under review. It was once again suggested that maybe the three (3) courts be reduced to two (2) courts.

### **Public Comments/Questions**

Dal Lanese, a resident, wanted confirmation that NOPEC money cannot be used for salaries and must be used for projects. Mr. Radtke replied money must be spent with energy conservation types of lighting and different things like that. She suggested giving the police a raise.

Dal Lanese asked the salary of the SRO. Mr. Purchase responded they get the same hourly rate and benefits that they would get working in the Police Department. She inquired if the SRO checks for drugs in lockers at the school. The answer was yes. Mr. Richter interjected that currently the SRO salary is split 50/50 with the Township and the school. The school, however, is looking at taking over and paying the police or hiring their own officer.

Steve Saric asked if anyone approached the pickleball group to take over the two (2) basketball courts at the high school. Mr. Radtke will ask the committee.

### **Township Administrator**

Mr. Purchase spoke with Company 119 about our website. Construction should begin soon. Regarding Reserve Funds, he is hoping to get it revised with the major equipment removed. A discussion included the estimated cost of a new Road Department building. Regarding the Recycle Park, it has been determined that the inappropriate droppings are occurring in the evening. Township is looking into gates to prevent entering the Recycle Park after hours. Also, they are looking into a procedure regarding locking and unlocking the gates. It was noted that they may need one (1) additional camera at the site. Performance reviews are just about all completed for the year. He will reach out to Shelia Salem regarding the deed restrictions that were sent out.

### **Department Business – Road**

- County Engineer recommending a change in the policy on concrete drives from asphalt overlay to removal & replacement with asphalt
  - Currently pulling out first 10 feet of driveway and replacing it with asphalt
  - It has been determined that it is better to build the road up than to take it back down
  - Mr. Radtke noted the language was agreed upon - labor and equivalent amount of labor and materials to install asphalt
  - People have the option to opt out and can repour their driveway with concrete and then a check will be sent – for the difference of what the cost of asphalt was
- Road Superintendent assistance during emergency or safety events, vacation leave & driveway aprons

### **Park Board**

Mr. Purchase and Mr. Richter met with the Park Board Fiscal Officer. Funds that use to go directly to the Park Board from the Auditor now go to the Township. The library funds they are still getting directly. Looking at possibly heating the bathrooms in the future. The discussion continued with options that may be available. Jamie Saric, a resident, asked if the Township considered solar panels. Mr. Mazzurco

agreed it is something to look in to and will ask NOPEC as well. Mr. Mazzurco feels the park needs an upgrade. The discussion continued with questions as to how many transactions are done monthly and cost of UAN. Mrs. Jarrett asked why the Township has a Park Board. Mr. Richter stated the Board was created about 35 years ago. The Park Board does apply for grants.

**New Business**

**2031-51.** Mr. Richter moved to approve and authorize the transfer of \$20,600.00 from the General Fund to the Police Department’s available revenue in budget year 2023. Said funds are the result of court fees and fines that were received by the Township in both 2021 & 2022, from the Chardon Municipal Court and are being made available to help offset the rising costs of forensic and laboratory analysis, incurred during the investigative process. Mr. Mazzurco seconded.

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

**2023-52.** Mr. Richter moved to approve \$1,017.60 payable to the Geauga County Engineer for the annual discharge fee associated with stormwater permit 3GQ00088\*DG from 1000-110-360-0000 Other/Other Expenses. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**Township Park**

**2023-53.** Mr. Richter moved to approve the WG High School Softball League use of the baseball diamond at Parkside Park for practice on non-game days from March 25, 2023 through May 25, 2023 weather permitting per the table below. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**Financial Items**

**2023-54.** Mr. Richter moved to approve the financial transactions below. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
Fire	1,035.40	2111-930-930-0000	2111-760-730-0080	Cost overruns – FD renovation
MVLT	27,530.00	2011-330-360-0000	2011-760-740-0000	Per J Onyshko

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
EMS	95-2023	T&N	3,296.38	Warren Fire Equip Inc	Set firefighter turnout gear
Gen	96-2023	Reg	1,017.60	Gauga Cnty Engineer	2022 annual discharge fee
Fire	97-2023	Reg	14,626.34	Millstone Mgt Group Inc	Cost overruns-FD renovation project
Fire	98-2023	Reg	1,180.00	AT&T Mobility	Cell phone
Fire	99-2023	Reg	1,035.40	Millstone Mgt Group Inc	Addl cost overruns-FD renovation project
Gen	100-2023	Reprint T&N	785.87	Sherwin Williams	Invoices-paint for Parkside gazebo
Fire	101-2023	Reg	17,500.00	Chardon Oil Co Inc	Gas & Diesel

CHECKS		
Date	Starting No.	Ending No.
2-14-2023	86283	886291

2-9-2023	86292	86348
Fiscal Officer's note: the last check number used on <b>1/26/23</b> was 86282		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
2/14/23	233-2023	243-2023	PD uniform allowance
2/14/23	249-2023	252-2023	RD sick leave bonus
2/14/23	254-2023	254-2023	PD employee payout
2/14/23	256-2023	320-2023	Regular Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
245-2023	Ohio Department of Taxation	154.64	2/14/23	Employee & employer withholding – Local School Dist

### Fiscal Officer's Report

The Fiscal Officer shared she is ready to close. Joanie will be entering January's deposits tomorrow. January's bank reconciliation will be completed next week. Township will then be all caught up. She plans on working on the Reserve Funds and the motion that needs done. Also, she will be focused on the permanent budget. The budget is due March 31, 2023. A special meeting will be held March 2, 2023 at 3:00 P.M. to discuss.

Donations Received		
Received from	Amount	Description
Craig Richter	\$ 100	Township Flowers
Ken Radtke Jr	\$ 103	Township Flowers

Chester Township Bank Reconciliation			
Reconciled date		12/31/2022	
Prior UAN Balance			7,729,518.37
Actual Receipts	+	595,736.20	
Transfers for UAN Only	+	0.00	
Total Receipts	=		595,736.20
Payments	-	2,441,007.54	
Transfers for UAN Only	-	0.00	
Total Payments	=		2,441,007.54
Adjustments	+		1,294.40
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>12/30/2022</b>		<b>\$5,885,541.43</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>12/30/2022</b>		<b>\$5,885,541.43</b>
Entered bank balances as of	12/30/2022		\$6,030,532.06
Deposits in transit	+		0.00
Outstanding payments	-		144,990.63

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>12/30/2022</b>		<b>5,885,541.43</b>
Check			0.00

<b>Chester Township Bank Balances</b>			
<b>As of</b>		<b>12/31/2022</b>	
Business Banking			\$400,000.00
FNB Sweep Account			1,276,672.27
Star Ohio			4,353,859.79
<b>Total</b>			<b>\$6,030,532.06</b>
Check			0.00

**Open/Ongoing Items**

Henry House – hopefully be down before spring – weather permitting  
Property Consolidation – nothing yet; waiting to hear back on deed restriction

**Discussions**

NOPEC

2023 NEC Grant – Important Dates			
Year	Amount	Available for Disbursement	Deadline to Disburse
2018-2021 Bal	\$62,984.42	Available Now	November 30, 2023
2022 Bal	\$25,101	Available Now	November 30, 2024
2023 Gas Award	\$5,895	Available when 2023 Profile is approved	November 30, 2025
2023 Dual Aggregation Bonus	5,067	Available when 2023 Profile is approved	November 30, 2025
2023 Electric Award	\$15,510	October 1, 2023	November 30, 2025

Mr. Mazzurco shared that there is now a gas award. It can be used for anything that is efficient. NOPEC money can fix doors and may be used on windows.

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

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:04 P.M.

Respectfully submitted,

\_\_\_\_\_  
Patricia Jarrett, Fiscal Officer

\_\_\_\_\_  
March 9, 2023 motion # 2023-79  
Approval Date

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

\_\_\_\_\_  
Joseph C. Mazzurco, Vice-Chairman

\_\_\_\_\_  
Ken Radtke, Jr., Trustee