

The Chester Township Board of Trustees met in regular session **Thursday, May 18, 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.

### **Pledge of Allegiance to the Flag**

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

Leading Motion #: 2023-179

### **Memorial Day**

A general discussion about Memorial Day took place. Mr. Radtke shared he would not be available on Memorial Day and therefore Mr. Mazzurco would read the Proclamation. Pamphlets ready to go to printers. Rev. George Zehnder, dressed in costume, spoke briefly about his character's life and the Revolutionary War, in addition to his plans for the cemetery on Memorial Day. In the future Mr. Zehnder will be looking for volunteers to help with subsequent projects.

### **Department Business – Police**

Chief Young explained what the Wex card is and how it is utilized by the Police Department. He shared a variety of benefits and confirmed each officer is assigned their own PIN number and any Wex card can only be used to purchase fuel. Discussion continued with confirmation of how it can be cost efficient and there is no cost to participate in the program.

**2023-179.** Mr. Richter moved to approve and authorize Chief Young to enter into the Wex Card Program.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

### **Legislative Updates**

Mr. Richter commented on House Bill 33. It establishes operating appropriations for fiscal years 2024-2025. Then discussed was Senate Bill 53 which is to lower the minimum age for appointment as a Police Officer. Chief Young said he did not feel an 18 year old is mature enough to become a police officer. Captain Sherwood emphasized that he concurs with Chief Young.

Mr. Radtke shared concern about a certain area of Mayfield Road where on cold and frosty mornings the water goes across the road due to a poorly designed road. There are little patches of ice. ODOT needs to be involved to avoid potential accidents. It was agreed that Mr. Onyshko, Road Superintendent reach out to our local ODOT and see what happens.

Mr. Richter said House Bill 140 did pass and it changes the way we word our levy language.

### **Approval of Minutes**

**2023-180.** Mr. Richter moved to approve the minutes of the Board of Trustees meeting(s) dated April 25, 2023 and May 3, 2023 as presented to the Board by the Fiscal Officer.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

## **Public Comments/Questions**

Resident Pat Mula questioned a motion on the agenda regarding Board of Zoning Appeals and legal representation. Mr. Richter responded noting he is aware of the motion she is referring to and it can be discussed later in the meeting when the motion is presented. Mrs. Mula asked that the Trustees continue to print the Chester Township website address when writing the Government Update.

## **Township Administrator**

A brief discussion took place concerning the revised Media Relations Policy and its purpose.

**2023-181.** Mr. Richter moved to approve, sign, and incorporate the revised and amended Media Relations Policy effective 5/18/2023 into the policy manual.

Mr. Mazzurco seconded.

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

## **Department Business – Road**

Hancock Park – Discussion and questions continued with resident Linda Gifford. Thoughts of pond or stream continue. It was suggested the Township contact Geauga Soil and Water. The water flow will remain the same and the plan does not include changing the flow of the water.

Mrs. Mula shared years ago there was a pond on a residential piece of property that had its dam falling apart and there was a grant that covered nearly the entire rebuilding of the dam. She suggested the Trustees research if this is available.

Cemetery Landscape Maintenance – Discussion of who will maintain the cemetery landscape continued. At this time the Township only has one seasonal employee. Mr. Purchase, Township Administrator, suggested that the Township review the current language and determine if an additional line should be added to the policy manual regarding the Township's responsibility regarding the landscape maintenance. A resident was concerned if the maintenance was outsourced and the possibility of damage to stones. It was shared by Mr. Mazzurco that if a private company caused damage to a head stone that they indeed would be liable. Mr. Richter said to reach out and see the cost associated with outsourcing the job. The resident was concerned with the size of the lawn mower that is used and the age of many of the stones, that damage occur. She suggested having a contract. She also shared Chester Township maintains their cemeteries the best.

Brook Lane - Tree Trimming / Removal - It was agreed the trees that are currently marked for trimming or removal are limited. Mr. Mazzurco shared he is happy with the results.

Brook Lane / Landfill Entrance - Mr. Radtke said he spoke with the Ohio EPA and that four (4) tankers will go down the street once a week around 6:00AM or 6:30AM. If anyone hears trucks earlier than that, please reach out to Mr. Radtke. The Township is unable to find any documentation from 1989 – 1994 showing that Waste Management may hold some responsibility for roads.

Overdue Driveway Pipe Invoices - The numbers are growing in money due the Township. Multiple letters have been sent out to the residents. Waiting to hear from Shelia Salem, Prosecutor's Office, with

what options are available to the Township. Mr. Richter reminded everyone that residents are paying for material only - no labor.

It was requested Mr. Purchase contact Lincoln Roofing and have them look at the roof at Fire Station 2 and the roof on the house.

**2023-182.** Mr. Richter moved to approve Road Department expenditures as listed below.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
159-2023	Reg	\$12,000.00	Southeastern Equip Co Inc	Repair Boom on Gradall #2
164-2023	Reg	\$8,000.00	Kolsom Tires	Various Tire Replacements
166-2023	Reg	\$3,500.00	Ohio Public Works Commission	Loan 035-29498
168-2023	Reg	\$30,000.00	Allied Corporation	2023 Asphalt Material Purchases
169-2023	Reg	\$19,000.00	Protree Service Inc	Tree Svc for Brook Lane Project
170-2023	Reg	\$5,800.00	DiLauro's Tree Service	Tree Service for Heath Rd & Wilson Mills
172-2023	Reg	\$4,500.00	Lincolns Roofing	Repair Salt Dome Roof

### **Department Business – Fire**

Mr. Radtke said another option regarding Fire Station lockers is to donate to a non-profit organization. Mr. Richter asked Mrs. Mula if she could reach out to Judith Schwed and see if she is interested in the old Veteran's headstones that we are replacing, since the Township has not heard back from her.

**2023-183.** Mr. Richter moved to approve pursuant to Ohio Revised Code 505.10(A)(7) and 505.10(A)(2)(b) to declare surplus 69 lockers of various sizes at the Fire Department and make available to other departments within the Township, or non-profit, or offer for public sale via GovDeals or similar electronic auction.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2023-184.** Mr. Richter moved to approve after the fact a 90-day leave of absence for part-time PM/FF Jasmine Pierce effective May 10, 2023 and ending August 9, 2023.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2023-185.** Mr. Richter moved to approve Fire Department expenditures as listed below.

Mr. Mazzurco seconded. Vote unanimous; motion passed

PO #	Type	Amount	Payable To	Purpose
163-2023	Reg	\$456.25	Harper Well & Pump Inc	Invoice 157218

Mrs. Gifford questioned if the Fire Department would consider an open house for the newly renovated Fire Department. She thinks the residents would like to see it. Fiscal Officer Jarrett said she assumed the Fire Chief is probably waiting for all the lockers to be received and installed so the project is complete.

### **Department Business – Zoning**

BZA Legal Representation for Case #Z-2023-2 - Mr. Richter said he wants to make sure everything is done properly. Mr. Radtke suggested speaking to Mr. Flaiz, Geauga County Prosecutor directly and see if there is a subject matter expert on zoning within his office. He would like to get Mr. Flaiz's thoughts on whether a delay is necessary or outside counsel is needed.

Resident Pat Mula said her concern is that the Township does this right regarding the property and the proposed plans. She said a couple of variances have gone to Court and the Township lost when all was said and done. She feels the Trustees and Board of Zoning Appeals need legal counsel so insure it is done right the first time. Mrs. Mula said she would encourage the Trustees to hire outside counsel.

**2023-186.** Mr. Richter moved to approve to hire outside legal counsel for review and amendment of the Chester Township Zoning Resolution to include specific prohibited uses.

Mr. Mazzurco Seconded.

Vote: Craig Richter, no; Joe Mazzurco, no; Ken Radtke, no. Motion failed.

**2023-187.** Mr. Richter moved to approve up to \$840.00 in registration fees for BZA Commission and Zoning Commission members and Zoning staff to attend the 2023 APA Ohio Planning Conference on June 30, 2023 at the Kent State University Hotel and Conference Center.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

### **New Business**

Verizon Credits - Hoping to receive a check regarding the credit balance soon.

**2023-188.** Mr. Richter moved to amend motion 2023-129 to read move to approve \$420.00 payable to the Geauga County Township Association for the 2023-2024 membership dues.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2023-189.** Mr. Richter moved to approve up to \$1,100.00 payable to Petroleum UST Release Compensation Board for the annual assessment fee for underground fuel storage tanks in the following amounts:

Mr. Mazzurco seconded. Vote unanimous; motion passed.

2031-330-599-0000 Other/Other Expenses	\$366.66
2081-210-599-0000 Other/Other Expenses	\$366.67
2111-220-599-0000 Other/Other Expenses/Dues & Subscriptions	\$366.67

**2023-190.** Mr. Richter moved to approve to advertise in the Chester News and on the Township website for the Memorial Day event on May 29, 2023 in Chester Township.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

### **Township Park**

**2023-191.** Mr. Richter moved to approve \$2,000.00 payable to the West Geauga Kiwanis for funding the 2023 summer concert series from appropriation 1000-760-720-1202 Building/Park & Recreation.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

### **Financial Items**

**2023-192.** 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
RD	\$10,000.00	2031-760-750-0000-Motor Veh	2031-330-490-0000-Other -Supp/Mat	Per J Onyshko
Gen	\$1,000.00	1000-930-930-0000-Contingencies	1000-120-352-0000-Water & Sewage	Invoices thru Y/E
FD	\$370.00	2111-930-930-0000-Contingencies	2111-220-599-0000-Other Expenses	UST invoice

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
RD FD PD	161-2023	Reg	\$1,100.00	Petroleum UST Release Comp Board	Annual Fee
Gen	162-2023	Reg	\$600.00	Ground Penetrating Radar Systems LLC	General Utility Scan
RD	165-2023	Reg	\$578,900.00	Cole Burton Contract LLC	Asphalt Resurfacing Various Roads
Gen	167-2023	T/N	\$275.00	Electolite	Invoice 59375
RD FD PD	171-2023	Reg	\$1,225.00	Erie Shore Services Inc	Install new unleaded fuel pump

CHECKS		
Date	Starting No.	Ending No.
5/23/23	86675	86684
5/18/23	86685	86741
Fiscal Officer's note: the last check number used on 5/3/23 was 86674		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
5/23/23	776-2023	847-2023	Regular Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
849-2023	First National Bank EFTPS	\$20,135.06	5/23/23	Employee & employer withholding – Federal
850-2023	Ohio Department of Taxation	\$78.92	6/14/23	Employee & employer withholding – Local School Dist
851-2023	Treasurer, State of Ohio	\$6,675.61	6/14/23	Employee & employer withholding – State
774-2023	Public Employees Retirement System	\$72,069.09	5/26/23	Employee & employer withholding – Retirement
773-2023	Ohio Police & Fire Pension Fund	\$21,849.96	5/26/23	Employee & employer withholding – Retirement
775-2023	FNB Commercial Credit Card	\$3,251.05	5/10/23	April 30, 2023 credit card

### Fiscal Officer's Report

Fiscal Officer Patricia Jarrett is working on setting up the Reserve Funds should the Township sell Fire Station Number 2. She is getting ready to work up a Resolution and send it to our Prosecuting Attorney for review. The audit for FEMA is complete. Homeland Security cleared us.

Donations Received		
Received from	Amount	Description
WG Kiwanis Foundation	\$1,000.00	Pickleball

\*\*\* Pickleball Total Donations = \$55,430.00

Opening of bids for pickleball will be 5/25/23 at 5:05 P.M. Several bid packets were picked up. We should be getting softball bleachers since the Cleveland Foundation is donating money to the Park Board.

Mr. Richter shared that a resident suggested placing the pickleball courts inside a building instead of at the Park. Metzenbaum has pickleball inside their building plus all the plans would need to be changed. There are additional expenses associated with indoor pickleball such as maintenance and heat.

### **Upcoming Items/Deadlines**

Memorial Day (5/29/23)

Paul Newman - still waiting for someone to get back to us regarding his rank and branch of service.

Joshua Williams - has served but does not want to be recognized.

### **Discussions**

Chester Twp Cemetery Flag Pole - the flag pole was delivered and will be installed after the holiday.

Ethics Training - Mr. Richter shared it was a success.

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

Gotta Go Green - Mr. Mazzurco gave an update with all that is going on. He will be submitting paperwork for the Recycle Park gates soon. Discussed options for grant money at the Recycle Park for next year.

Government Update - 5/18/23 JM; 6/1/23 KR; 6/15/23 CR

Mr. Richter addressed the annual review of the Township Administrator. Mr. Purchase has leadership skills, the knowledge of the Township, knowledge of the people and has a commitment to the job. Head and shoulders above everyone. Projects are getting completed. Mr. Mazzurco added it is better for the residents and the Trustees. Mr. Radtke said we are a service organization and improving the ability to serve our people is what it is about. A general consensus from department heads and staff was that the Township was run more efficiently with him on board. Patricia Jarrett added it was a huge change for the Fiscal Office and for Mary Lou. The halls are more vibrant. She shared his office door is always open. It was a positive move overall.

### **Executive Session**

**2023-193.** Mr. Richter to approve to enter into executive session at 8:27 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, dismissal, and compensation of public employees and (G) (2) To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

Mr. Mazzurco seconded.

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

Invited into the executive session is Patricia Jarrett, Fiscal Officer and Mark Purchase, Township Administrator. The Board then reentered public session at 8:44 P.M. Let the record reflect that Mark Purchase left the executive session between 8:35 P.M. to 8:40 P.M.

**2023-194.** Mr. Richter moved to approve a \$3,500.00 performance bonus to Mark Purchase, Township Administrator.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

Mrs. Mula is aware that the one motion was tabled regarding the three (3) parcels and wanted to know why the Zoning Commission is doing it when the Board of Trustees could initiate it themselves. It was stated that it has not yet been determined if it will be rezoned.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:46 P.M.

Respectfully submitted,

---

Patricia Jarrett, Fiscal Officer

---

July 13, 2023 Motion 2023-266

Approval Date

---

Craig Richter, Chairman

---

Joseph C. Mazzurco, Vice-Chairman

---

Ken Radtke, Jr., Trustee