

The Chester Township Board of Trustees met in regular session **Thursday, July 13, 2023** in the Town Hall Meeting Room at 6:30 P.M. Chairman Craig Richter presided.

Roll Call: Present: Mr. Richter, Trustee, Mr. Radtke, Trustee, Mrs. Jarrett, Fiscal Officer
Absent: Mr. Mazzurco

Pledge of Allegiance to the Flag

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

Leading Motion #: 2023-264

Mr. Richter wanted it clarified that the memorandum of understanding is between Chester Township and the West Geauga School Board since the memorandum says Chester Township Police Department and the West Geauga School Board. There will be a safety officer in the elementary school and middle school. We already have a School Resource Officer in the high school. The community was paying for 50% of the High School Resource Officer. However, now the expense will be paid through the school.

Police Chief Young shared the placement of officers in all schools has been in the works for some time and the School Board and the Police Department have worked hard to accomplish this. He is excited to bring Karen Sweet into the new position since she brings 34 years police experience with her. She was instrumental in mentoring detectives and officers in both Geauga and Lake County. Her overall knowledge and experience makes this a good decision for the community.

2023-264. Mr. Richter moved to approve, authorize and enter into the memorandum of understanding by and between the West Geauga School District and the Chester Township Board of Trustees for the addition of School Safety Officer (s), as recommended and under the direction of the Police Chief. Mr. Radtke seconded.

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

2023-265. Mr. Richter moved to approve the recommendation of the Chief of Police pursuant to the terms of the Conditional Offer of Employment and authorize the hiring of Karen Sweet, to the position of School Safety Officer/Part-Time Police Officer, at an annual rate of \$58,000.00 per year based upon the Memorandum of Understanding between the West Geauga School Board and Chester Township Trustees. Mr. Radtke seconded.

Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

The swearing in of Karen Sweet, School Safety Officer took place. Dr. Richard Markwardt, West Geauga Superintendent shared that the relationship between the local schools and the Police Department has always been good.

Approval of Minutes

2023-266. Mr. Richter moved to approve the minutes of the Board of Trustees meeting(s) dated May 18, 2023, June 15, 2023 and June 29, 2023 as presented to the Board by the Fiscal Officer. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

2023-267. Mr. Richter moved to approve the minutes of the Board of Trustees special meeting(s) dated July 11, 2023 at 5:30PM and July 11, 2023 at 6:30PM as presented to the Board by the Fiscal Officer. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

Public Comments/Questions

Mr. George Minello shared what a nice job the Kiwanis group did on the 4th of July parade. He was excited to see the turn out for the parade and would hope that recognition is in the local paper.

Mr. Richter shared the pickleball project began a year ago with multiple variations and it was recently sent out to bid. The bids were much higher than expected. Mr. Richter said House Bill 33 raised competitive bidding from \$50,000 to \$75,000. Mr. Barry Leven spoke about the cost and the price increase in just a year. Discussion continued with thoughts of making some changes from the initial plans to help reduce cost. Mr. Radtke and Mr. Leven will continue to work on the project and have items prepared for next meeting.

Department Business – Road

The County Line Road Project in Gates Mills was discussed and it was stated that Mr. Onyshko, Chesterland Road Superintendent has been in contact with Gates Mills and they are in the process of determining which pipes will and will not be replaced. The cost will be shared between Townships.

The Township is having issues with the underground gas tanks. The Township is looking at pulling the underground storage tanks and replacing them with above ground tanks. Quotes have been received.

2023-268. Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
199-2023	Regular	\$10,000.00	Cerni Motors Sales Inc	Various truck parts
200-2023	Regular	\$7,500.00	Arms Trucking	Aggregate Materials
201-2023	Regular	\$30,000.00	Watts Excavating LLC	Change various road pipes on County Line / Old Mill
203-2023	Regular	\$3,689.25	J & L Door Service	Road – new overhead door

Department Business – Fire

2023-269. Mr. Richter moved to accept the resignation of part-time PM/FF Leonard Meek effective July 6, 2023. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

Mr. Radtke shared that Mr. Meek is getting married and extremely busy and can't commit to the hours. Mr. Meek spoke highly about the department and the job and said he would return if things free up for him.

Millstone Management Group, Gratton Building Specialist and Penco all gave a credit for the inconvenience regarding the lockers at the firehouse.

2023-270. Mr. Richter moved to accept the Credit given to Chester Township by Millstone Management Group, Inc. \$ 2,000.00, Gratton Building Specialist \$ 1,000.00 and Penco \$ 1,000.00 for the

employee lockers for the Fire Station renovation. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

2023-271. Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
202-2023	Regular	\$2,130.00	Granite Telecomm LLC	Telephone invoices through Y/E

Linda Gifford questioned what Granite Telecomm LLC was and what telephone invoices through year end was. Mr. Radtke explained that we switched how telephone service is provided to the Township which resulted in a cost savings. She also asked if any consideration was given to having an open house for the Fire Department. Mr. Radtke responded it would probably be more towards Fall and the Police Department may participate as well. It was suggested that the Road Department get involved too.

Department Business – Police

2023-272. Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
196-2023	Reg	\$3,500.00	Atwell's Police & Fire Equipment Co	Small tools & minor equipment

Department Business – Zoning

House Bill 563 – Air B&B and zoning was discussed briefly. These can also be defined as short term rentals. The Township has two (2) now. It was suggested we make this a priority in zoning.

A brief discussion regarding the three (3) parcels of property on Chillicothe Road continued with focus on keeping as residential or converting to industrial.

New Business

An employee asked if the binders that were going to be thrown out could be donated to GEAR (Geauga Engineering & Robotics) 4-H Club. There was no objection.

2023-273. Mr. Richter moved to approve the donation of excess binders in Town Hall that have no use or value to the Township to GEAR (Geauga Engineering & Robotics) 4 H Club. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

There was discussion regarding residential housing at Metzenbaum with a private entity, Emerald Rose renting several homes from the Geauga Board of Developmental Disabilities. There has also been discussion about the possibility of the Geauga Commissioners purchasing the homes for the Geauga County Board of Mental Health's use. To get a better understanding of current, planned, and future uses of the property, a joint meeting with the Chester Board of Trustees, County Commissioners, Geauga Board of Developmental Disabilities and Geauga County Board of Mental Health was proposed. Mr. Radtke will reach out and coordinate a meeting.

Township Administrator Mark Purchase touched on windows, doors, and the exterior of Town Hall. He said that NOPEC money can be utilized. Mr. Purchase would like to use ARPA funds in addition to the

NOPEC money. Mr. Purchase shopped around and went with the lowest quote for windows. They are energy efficient.

2023-274. Move to approve \$8,025.00 for Township windows to JD Construction and Remodeling LLC, 17417 Tavern Road, Middlefield, OH 44062. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

2023-275. Mr. Richter moved to approve and amend the recommended language changes, at the direction of the County Prosecutor's Office for the Levy related Certificates of Need, as previously approved in Board motions 2023-240, 2023-241 & 2023-242. Mr. Radtke seconded.

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

2023-276. Mr. Richter moved to approve and sign the agreement with McDonald Equipment Company, 37200 Vine St., Willoughby OH 44094-6346 for the semi-annual servicing of the township generator systems in accordance with the table below.

Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

Department	Address	Model	Serial No.	Cost
Fire	8552 Parkside Drive	Generac 93A03652-S	2009211	\$759.75
Police	12696 Opalocka Drive	Kohler 20RESA	SGM327	563.75
Town Hall	12701 Chillicothe Rd.	Generac RG03224GNAX	3002712634	685.75
Pump House	12535 Chillicothe Rd.	Generac G0070432	3003217962	295.00
Road	8558 Parkside Drive	Kohler 20RZ	185033-82N	440.75
Road	8558 Parkside Drive/barn	Cummins C13N6HA062E510	J210997747	385.00

2023-277. Mr. Richter moved to approve the use of the Chester Township properties as listed below: Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
West Geauga Wrestling	9/16/2023	Town Hall Parking Lot	10:00AM – 2:00PM	Car Wash - Fundraising

Township Park

2023-278. Mr. Richter moved to approve per ORC 505.10(A)(7) the scrapping of the baseball field bleachers at Parkside Park. The property is no longer needed for public use, is unsafe for public use and has minimal market value and therefore will be scrapped and the proceeds deposited in the general fund. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

Financial Items

2023-279. Mr. Richter moved to approve the financial transactions below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
Gen	\$3,200	1000-930-930-0000	1000-110-360-0000	TH cleaning through Y/E
Fire	\$430.84	2111-930-930-0000	2111-220-341-0000	Telephone invoices through Y/E

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose

Park	197-2023	Regular	\$12,000.00	Chester Township Park Board	Picnic Tables, bleachers, operating funds/BOT motion 2023-250
Park	198-2023	Regular	\$3,200.00	Smylies LLC	TH cleaning through Y/E

CHECKS		
Date	Starting No.	Ending No.
7/18/2023	86927	86988
Fiscal Officer's note: the last check number used on DATE was NUMBER		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
7/18/2023	1078-2023	1148-2023	Regular payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1150-2023	First National Bank EFTPS	\$19,764.99	7/18/2023	Employee & employer withholding – Federal
1077-2023	Ohio Police & Fire Pension Fund	\$21,819.72	7/28/2023	Employee & employer withholding – Retirement

Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date		6/30/2023	
Prior UAN Balance			6,386,985.62
Actual Receipts	+	620,165.20	
Transfers for UAN Only	+	0.00	
Total Receipts	=		620,165.20
Payments	-	1,335,197.33	
Transfers for UAN Only	-	0.00	
Total Payments	=		1,335,197.33
Adjustments	+		8,775.15
Adjustments	-		0.00
Current UAN balance as of	6/30/2023		\$5,680,728.64
Other adjusting factors	+		-
Other adjusting factors	-		4,597.63
Adjusted UAN balance as of	6/30/2023		\$5,676,131.01
Entered bank balances as of	6/30/2023		\$5,848,403.40
Deposits in transit	+		0.00
Outstanding payments	-		172,272.39
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00

Other adjusting factors	-		0.00
Adjusted bank balances as of	6/30/2023		5,676,131.01
Check			0.00

Chester Township Bank Balances			
As of		6/30/2023	
Business Banking			\$400,000.00
FNB Sweep Account			213,984.29
Star Ohio			5,234,419.11
Total			\$5,848,403.40
Check			0.00

The Fiscal Officer shared the Township received 1.2 million in real estate tax money so far and the money was moved to STAR OHIO. The interest has been high.

Upcoming Items/Deadlines

2024 Budget due Auditor (7/20/23) – scanned and e-mailed to auditor by Fiscal Officer

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

Open/Ongoing Items

Long Range Plan - Property – Mr. Purchase shared an architect will be here to present his findings and recommendations at the 8/10/23 meeting. They discussed possible steel buildings as an option for the Road Department.

Fleet Reporting – Lisa Braemer will complete for the Police Department next week. Police and Fire are complete with the exception of one (1) vehicle.

Discussions

BWC News from Sedgwick for Public Employers – Patricia Jarrett shared upon reading the article she is not sure we actually qualify for it

Drones & Google Maps – Discussed needing a licensed operator when comes to operating a drone.

Government Update: Mr. Radtke 7/13/23; 7/27/23 Mr. Richter; 8/10/23 Mr. Mazzurco

Mr. Purchase has a Memorandum of Understanding that requires signing by the Board and the Geauga County Engineer's Office for the Water Resource Program.

2023-280. Mr. Richter moved to approve and sign the Memorandum of Understanding, regarding Ohio EPA NPDES Phase 2 Program and Coordination by and between, Geauga Board of County Commissioners, Geauga County Drainage Engineer, Geauga County Soil & Water Conservation District, Geauga County Board of Mental Health, Chester Township, and the Geauga County Department of Water Resources. Mr. Radtke seconded.

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

Executive Session

2023-281. Mr. Richter moved to approve to enter into executive session at 7:27 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, discipline, promotion, or compensation of public employees. Mr. Radtke seconded.

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

Invited into the executive session is Mark Purchase, Township Administrator and Patricia Jarrett, Fiscal Officer. The Board reentered public session at 7:55 P.M.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:55 P.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

August 10, 2023 Motion # 2023-303
Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee