

The Chester Township Board of Trustees met in regular session Thursday, September 21, 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.

**Pledge of Allegiance to the Flag**

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

**Leading Motion #: 2023-360**

**6:00 PM – Zoning Amendment Z-2023-1 Public Hearing**

**2023-360.** Mr. Richter moved to open the public hearing for zoning amendment Z-2023-1. The Trustees have received and reviewed the recommendation of the Geauga County Planning Commission. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-361.** Mr. Richter moved to waive the reading of the legal notice. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Trustee Richter attended the last meeting of the Board of Zoning Appeals where they discussed amendment Z-2023-1. Bart Ziganti, Chairman of Chester Township Board of Zoning Appeals, shared his comments on the proposed amendment. It was voted unanimously by the Board of Zoning Appeals to request the Trustees deny this amendment. Trustee Richter shared how and why the process for this amendment got started. The Planning Commission gave their recommendation indicating they recommend adopting it. Other townships have already passed this amendment. Trustee Richter further stated that the per the Ohio Revised Code the Board of Zoning Appeals has no authority to grant supplementary conditions, other than what already exists in the Chester Township Zoning Resolution. The authority granted to the Board of Zoning Appeals is to approve or deny the requested variance. The only conditions that may be applied have to be listed in the Chester Township Zoning Resolution. It was suggested that the Board of Zoning Appeals come up with a list of conditions that maybe could be written into the Zoning Resolution. It would be up to the Zoning Commission to assist with that process since the Zoning Commission writes the resolutions. The Zoning Commission writes them, the Board of Trustees passes the zoning amendments and the Board of Zoning Appeals enforces them.

**2023-362.** Mr. Richter moved to close the public comment portion of the public hearing. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Discussion by the Board of Trustees began with Trustee Radtke sharing that the Township is restricted to what the Ohio Revised Code says can be done. He shared he is in favor, but possibly with a modification (removing two words). Trustee Richter said he has no objections with amending the words.

**2023-363.** Mr. Richter moved to close the public hearing at 6:47 P.M. for zoning amendment Z-2023-1. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-364.** Mr. Richter moved to adopt with modifications zoning amendment Z-2023-1 as presented by the Chester Township Zoning Commission and recommended by the Geauga County Planning Commission. Mr. Mazzurco seconded.

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

**Public Comments/Questions**

A resident asked the status of the Metzenbaum property. Based on Board approval, Trustee Richter shared that a complaint was filed with the County Auditor that the property being rented should become taxable. Mrs. Pat Mula asked if the opinion from the Prosecutor’s Office regarding what the property is now being used for was in writing. Mrs. Mula feels contacting the Prosecutor’s Office is a conflict and suggested that the Township find a good zoning attorney. Dal Lanese questioned what is being built at the corner of Mayfield and Caves near Bloom Brothers. To the Board’s knowledge, nothing is being built, just cleaning up the property. Elaine Bitner, a new Chester resident, questioned if Hawkin School pays anything in property taxes and she was told all schools are exempt from paying real estate taxes. Veronique Wilson of Carmichael Drive commented that she is looking for assistance. She shared her neighbor’s dogs are barking, there is excessive noise, and liter throughout the yard. Veronique did speak with Chesterland Police and they know what is going on. Trustee Richter said he will research if there is anything that can be done. There is no noise ordinance in the Chester Township Zoning Resolution, however there may be other options. Trustee Richter said he will research if there is anything that can be done. Mr. Radtke added there is language in the zoning resolution about a person’s right to quiet enjoyment of their property and it may need to be a civil action to address this.

**Department Business – Road**

New Concrete Waiver – will be added to next agenda.

**2023-365.** Mr. Richter moved to approve and sign the agreement with the West Geauga School System to provide them with anti-skid materials up to 250 tons at \$46.81/ton for the 2023-2024 winter season. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-366.** Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
239-2023	T/N	135.36	FNB Commercial Credit Card	Visa
243-2023	Reg	3,050.00	Cerni Motors Sales Inc	Conveyor Chains
244-2023	Reg	4,000.00	D & W Diesel Inc	Various Truck Parts
245-2023	Reg	1,600.00	All About Computers	Fleetwise VB Upgrade
246-2023	Reg	3,000.00	Fisher Auto Parts Inc	Repairs & Maintenance/Veh & Equipment

**Department Business – Fire**

**2023-367.** Mr. Richter moved to accept the resignation of part-time PM/FF Cody Smith effective September 19, 2023 due to time constraints. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-368.** Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
241-2023	Reg	1,500.00	Foremost Promotions	Practice Fire Safety Litterbags

**Department Business – Police**

**2023-369.** Mr. Richter moved to approve using American Rescue Plan funds from account 2273-330-360-2073 of \$4,126.46 toward the Hall Public Safety invoice for the removal of old and installation

of new video camera in the Police Department cruisers. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-370.** Mr. Richter moved to approve and authorize Hall Public Safety to remove the current in-car camera systems from all six police cruisers and install all new Getac camera systems, totaling \$4,500.00. This Purchase Order shall be made payable to Hall Public Safety Upfitters, 8291 Darrow Rd. Twinsburg, Ohio 44087 and created from police appropriated line item 2273-330-360-2073 in the amount of \$4,126.46 and the remaining \$373.54 from appropriated line item 2081-760-750-0302 Motor Vehicle Accessories. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-371.** Mr. Richter moved to approve after the fact the purchase of the following: (18) 5.11 equipment bags at \$2,070.00 from Atwells Police and Fire Equipment. \$2,070.00 from appropriated line-item Small Tools and Equipment - 2081-210-430-0000. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-372.** Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
240-2023	T/N	24.00	FNB Commercial Credit Card	Postage
242-2023	Reg	2,070.00	Atwell's Police & Fire Equip	18 equipment bags

**New Business**

**2023-373.** Mr. Richter moved to approve \$245.00 payable to the Geauga County Township Association for Ken Radtke, Craig Richter, Joe Mazzurco, Mark Purchase, William Shaw, Patricia Jarrett and Craig Young to attend the November 8, 2023 Quarterly Dinner Meeting hosted by Montville Township. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-374.** Mr. Richter moved to approve and accept a \$7,038.00 donation in labor and materials for sealcoating the parking lot of the Chester Twp. Police Department. The donation is being provided by the American Asphalt Co. (P.O. Box 600 Chesterland, Oh) along with a requested \$1.00 invoice to be made payable to American Asphalt. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-375.** Mr. Richter moved to approve Tuesday, October 31, 2023 for Chester Township's Halloween "Trick or Treat" night from 6:00 PM to 8:00 PM. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-376.** Mr. Richter moved to approve and sign the Group Data Sharing Agreement between Medical Mutual and Chester Township effective 11/1/2023. This Agreement allows Burnham and Flower to Access the EOB for the HRA reimbursement. Mr. Mazzurco seconded.

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

**2023-377.** Mr. Richter moved to approve \$369,393.40 payable to Cole Burton Contractors, LLC. for payment of work completed on the project through August 29, 2023 relating to the Asphalt Resurfacing of Various Roads (RS-CHE-V-2023) as recommended by the Geauga County Engineer. This is not the final invoice. Mr. Mazzurco seconded.

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

**2023-378.** Mr. Richter moved to approve \$157,174.81 payable to Geauga Highway Co. for payment of work completed on the project through August 17, 2023 relating to the Chip Seal of Various Roads including Sperry Road, Heath Road & Hillcrest Lane (CS-CHE-V-2023) as recommended by the Geauga County Engineer. This is not the final invoice. Mr. Mazzurco seconded.

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

**2023-379.** Mr. Richter moved to not request a hearing with the Ohio Division of Liquor Control for a new liquor license for Elements Fitness Studios Inc., 8505 Mulberry Rd Unit A, Chesterland, Ohio. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Trustee Richter suggested charging a fee to utilize the parking lot since water is being used for the car washes.

**2023-380.** Mr. Richter moved to approve the use of the Chester Township properties as listed below noting the fees will be waived for the Grand Valley Elementary School: Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
UBS: Kensington Advisory Group	10/10/23	Town Hall Meeting Room	6:00PM – 8:30PM	Medicare Meeting
Grand Valley Elementary School	11/3/23	Pavilion - West	10:30AM	Lunch
Natalie Rocci	11/18/23	Town Hall Meeting Room	12:00PM – 4:00PM	3 year old b-day party
WG Wolverines Hockey Team	9/30/23	Town Hall Parking Lot	10:00AM – 4:00PM	Car Wash

**Township Park**

Completion of week one regarding the Pickleball Project. Next step will be Always Construction to lay the pavement. Bleachers should be put together next week. The cemetery on Chillicothe Road did get a replacement flag pole and the old asphalt will be pulled out and the area will be completely redone. Mr. Purchase is working on getting the project completed through donations.

**Financial Items**

**2023-381.** 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
Police	\$4,500.00	2081-930-930-0000	2081-760-750-0302	New Camera System

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen	247-2023	Reg	250.00	Gauga Growth Partnership	KSU Education Classes

CHECKS			
Date	Starting No.	Ending No.	
9-11-2023	87217	87217	Void and re-issue
9-26-2023	87219	87229	
9-12-2023	87218	--	
9-21-23	87230	87286	

Fiscal Officer's note: the last check number used on 9-7-23 was **87216**

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description

9-26-23	1442-2023	1509-2023	Regular Payroll
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VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1511-2023	First National Bank EFTPS	21,372.69	9-26-23	Employee & employer withholding – Federal
1512-2023	Ohio Department of Taxation	90.05	10-13-23	Employee & employer withholding – Local School Dist
1513-2023	Treasurer, State of Ohio	8,090.10	10-13-23	Employee & employer withholding – State
1440-2023	First National Bank Commercial Credit Card	2,251.46	8-8-23	Visa

### Fiscal Officer's Report

The bank reconciliation is complete. The UAN transfers were moved out. The two (2) road projects were paid. Mary Lou to start the Reserve Funds. She is also working on entering our vendors into bill pay on-line. Looking into year end. Probably going to do a temporary budget (first three months). Kelly & Mary Lou will be attending an excel class on 9/29/23 at Kent – Burton extension. Looking into sending Kelly to a Word class.

<b>Chester Township Bank Reconciliation</b>			
<b>Reconciled date</b>		<b>8/31/2023</b>	
Prior UAN Balance			8,156,303.97
Actual Receipts	+	110,201.39	
Transfers for UAN Only	+	200,000.00	
Total Receipts	=		310,201.39
Payments	-	803,328.97	
Transfers for UAN Only	-	200,000.00	
Total Payments	=		1,003,328.97
Adjustments	+		5,859.10
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>8/31/2023</b>		<b>\$7,469,035.49</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>8/31/2023</b>		<b>\$7,469,035.49</b>
Entered bank balances as of	<b>8/31/2023</b>		\$7,493,284.83
Deposits in transit	+		0.00
Outstanding payments	-		24,249.34
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>8/31/2023</b>		<b>7,469,035.49</b>
	Check		0.00

<b>Chester Township Bank Balances</b>			
<b>As of</b>	<b>8/31/2023</b>		
Business Banking			\$400,000.00
FNB Sweep Account			390,103.26
Star Ohio			6,703,181.57
<b>Total</b>			<b>\$7,493,284.83</b>
	Check		0.00

Donations Received		
Received from	Amount	Description
Kenneth Radtke Jr.	\$100.00	Flags for Park

**Upcoming Items/Deadlines**

November 2, 2023 Board of Trustees Meeting – Move meeting to November 1, 2023 at 7:00 A.M.  
 Geauga County League of Women Voters – October 10, 2023 West Geauga Middle School 7:00 P.M.

**Discussions**

Traffic Flow for Sept. 30, 2023 - Community Recycle Event: Would like a Police Officer present  
 Open House - Fire Department - Sunday, October 1, 2023 11:00 A.M. – 2:00 P.M.  
 Government Update - 9/21/23 Mr. Richter; 10/5/23 Mr. Radtke; 10/19/23 Mr. Mazzurco  
 A generic e-mail was discussed

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:00 P.M.

Respectfully submitted,

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 Patricia Jarrett, Fiscal Officer

10/5/2023    motion number 2023-382  
 Approval Date

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

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 Joseph C. Mazzurco, Vice-Chairman

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 Ken Radtke, Jr., Trustee