

The Chester Township Board of Trustees met in regular session Thursday, October 5, 2023 in the Town Hall Meeting Room at 6:30 P.M.

**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 #: 2023-382**

**Approval of Minutes**

**2023-382.** Mr. Richter moved to approve the minutes of the Board of Trustees meeting(s) dated September 7, 2023 and September 21, 2023 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

There was a discussion regarding a proposal by US Representative David Joyce to rename the Chesterland Post Office for Fallen Marine Sgt. Kyle Weneinger. Trustee Richter pointed out that Sgt. Weneinger lived in Auburn, is buried in Chardon, and does not have any affiliation with Chester Township. Trustee Mazzurco agreed. Trustee Radtke proposed writing a letter asking Auburn Township to consider naming a section of their road in Auburn Township after the fallen marine and said it might be more appropriate.

The budget was discussed next. Based on the re-evaluation of properties conducted by the County, Chester Township will be getting additional money. Trustee Richter is proposing to voluntarily request to reduce the ½ mill levy the Police Department had in 2021 if the 1.5 mill levy for the Police Department on the ballot this November, 2023 passes.

**2023-383.** Mr. Richter moved to voluntarily request the reduction of the .50 mill 5-year police levy first voted on in 2021 to 0 mills for the remainder life of the levy contingent on the new 1.5 mill passing at the November, 2023 general election and contingent on the re-evaluation revenue confirmed by the County Auditor.

Mr. Mazzurco seconded.

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

**Public Comments/Questions**

Mrs. Despina, a member of the audience spoke about the bocci courts and the need to have them maintained. Trustee Richter said he was aware that an additional 2 inches of very fine sand needed to be added to the courts. It was agreed that it would be done. The players are requesting the township install ball holders, marking the sides of the court and getting benches. It is something that will be considered next year.

Bob Voss of the Geauga West Rotary Club and Bob Potocar, a resident of Chester Township said the Rotary decorates the park each year for the holidays. They do their best to buy commercial grade lighting so it will last. They were hoping that some of the connections could be upgraded and improved. They would like to purchase some display items when they are on sale. The theme has been warm white lights and will continue. Trustee Richter agreed to approve up to \$2,000. They were instructed to

submit bills. Bob Voss expressed his sincere thanks to the Trustees. Winter Fest will be the first Saturday after Thanksgiving which is November 25, 2023. The pancake breakfast with Santa will be December 2, 2023 at the high school.

**2023-384.** Mr. Richter moved to approve up to \$2,000 to Geauga West Rotary for Christmas decorations. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

#### **Department Business – Road**

Township Administrator Mark Purchase gave an update with Larsen Architects and the Road Department garage. The garage was built in the 1940's and is in bad shape. Larsen Architects is doing a study to determine if the building is salvageable and if a metal roof could be placed on the existing structure. This is cost effective compared to a new building. The cost for the study is \$3,500. Trustee Radtke said it is necessary to spend money to make an informed decision.

**2023-385.** Mr. Richter moved to approve up to \$3,500 for a proposal from Larsen Architects to look at the roof of the Road Department garage. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-386.** Mr. Richter moved to approve the revised Concrete Apron Release Form effective immediately, recommend changes are to provide clarification to Chester residents effected by road paving projects. Mr. Mazzurco seconded.

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

#### **New Business**

**2023-387.** Mr. Richter moved to approve and amend motion 2023-316, to now include the following provision to the new zoning fee schedule: New residential construction builds shall also include a fee requirement of \$.10 per square foot – in excess of 2,000 square feet. Mr. Mazzurco seconded.

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

Trustee Richter said he received a phone call stating additional crosswalks were needed in the Township specifically at the intersection of State Route 306 and Mayfield Road. Trustee Richter said this request needs to be made to the state.

**2023-388.** Mr. Richter moved to enter into executive session at 7:11 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the dismissal, discipline or demotion of a public employee. Mr. Mazzurco seconded.

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

Fiscal Officer Patricia Jarrett and Township Administrator Mark Purchase were invited into the executive session. The Board reentered public session at 8:05 P.M. Trustee Radtke left the executive session at 8:00 P.M. and is no longer in attendance.

The Snow Plow Agreement between Chester Township & the Geauga County Engineer should be placed on the agenda next week.

**2023-389.** Mr. Richter moved to approve the sale of a 2022 Sunsex Hydraulic Tire Dolly offered for public sale on GovDeals.com as it is no longer used. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

**2023-390.** Mr. Richter moved to approve the sale of two truck tool boxes offered for public sale on GovDeals.com as they are no longer used. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

**2023-391.** Mr. Richter moved to approve the sale of one Concord equipment Berm box offered for public sale on GovDeals.com as it is no longer used. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

**2023-392.** Mr. Richter moved to approve the sale of a 2007 International Workstar Truck offered for public sale on GovDeals.com as it is not operating and will be sold as scrap or parts. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

**2023-393.** Mr. Richter moved to approve the disposal of a Snap On mechanic toolbox as it is broken and no longer useful. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

**2023-394.** Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

PO #	Type	Amount	Payable To	Purpose
249-2023	Reg	\$70,200.00	Kalida Truck Equipment Inc	Diamond Products Rotary Head
251-2023	Reg	\$6,894.06	Cerni Motors Sales Inc	Motor Vehicle Repair
255-2023	T/N	\$1,245.00	Weldher Co	Additional Work Performed on Inv 232234
258-2023	Reg	\$6,000.00	D & W Diesel Inc	Various Parts

#### **Department Business – Fire**

**2023-395.** Mr. Richter moved to approve after the fact a leave of absence for part-time firefighter Kyle Kerr effective October 1, 2023 and ending October 31, 2023. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

**2023-396.** Mr. Richter moved to void motion 2023-307 the Firefighter Exposure to Environmental Elements Grant (FEEEG) Program since it is only available to fully staffed volunteer fire departments. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

#### **Department Business – Police**

Sergeant promotion date was discussed.

**2023-397.** Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

PO #	Type	Amount	Payable To	Purpose
257-2023	Reg	\$2,500.00	MT Cleaning Company	PD Cleaning Services

### **New Business**

**2023-398.** Mr. Richter moved to approve and authorize \$7,500.00 and a Purchase Order from Township Appropriation 1000-760-730-1200 (Improvement of Sites {Township Hall/Mem Bldgs/Ground}) for the replacement of all three exterior doors at the town hall and add required commercial and fire code hardware by J & B Construction and Remodeling LLC, 17417 Tavern Road, Middlefield Ohio 44062. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

### **Township Park**

Township Administrator Mark Purchase said Joe Fornaro started putting the bleachers together for the ball field. The garage has been re-roofed at the Henry House property and the tree that was hanging on Mr. Oliverio's property has been trimmed. Trustee Mazzurco said by end of October there will be new picnic tables.

**2023-399.** Mr. Richter moved to void motion 2023-55 as it is no longer needed. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

### **Financial Items**

**2023-400.** Mr. Richter moved to approve the financial transactions below. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
Fire	\$250.00	2111-930-930-0000	2111-220-599-7800	Per W Shaw
Cem	\$500.00	2041-760-730-0000	2041-410-599-0000	Per J Onyshko

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen	253-2023	Reg	\$7,500.00	J& B Const & Remodel	Replacement of (3) Three Town Hall Exterior Doors
Cem	254-2023	Reg	\$500.00	Illuminating Co	Electricity Through Y/E
Gen	256-2023	Reg	\$2,000.00	Kiwanis Club of WG	2023 Document Shred/Recycle Event
Motor Veh	252-2023	Reg	\$33,690.00	Kalida Truck Equipment Inc	Snow & Ice Pkg for 2 2023 Intl Chassis
Motor Veh	250-2023	Reg	\$6,544.06	Groeneveld Lubrication Solutions Inc	Automatic Grease Systems for (2) 2023 Intl Plow Trucks

CHECKS		
Date	Starting No.	Ending No.
10/05/2023	87287	87348
***	Check # 87290 VOIDED	***
Fiscal Officer's note: the last check number used on 9/21/2023 was 87286		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
10/10/2023	1515-2023	1587-2023	Regular Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1593-2023	Public Employees Retirement System	\$79,045.51	10/27/2023	Employee & employer withholding – Retirement
1594-2023	Ohio Police & Fire Pension Fund	\$32,058.76	10/27/2023	Employee & employer withholding – Retirement
1514-2023	Regional Income Tax Agency	\$5,868.85	10/16/2023	Employee and Employer Withholding
1591-2023	FNB Commercial Credit Card	\$1,636.83	9/8/2023	Visa Sept
1595-2023	Cerni Motors Sales Inc	\$9,861.14	10/5/2023	Multiple Invoices
1596-2023	Allied Corporation	\$814.04	10/5/2023	092723 (Invoice # 727937)
1597-2023	Amazon Capital Services	\$1,018.06	10/5/2023	Multiple Invoices
1598-2023	AT&T Mobility	\$565.49	10/5/2023	Telephone Cell (091723)
1599-2023	Biosolutions LLC	\$393.00	10/5/2023	092223 (Water & Sewage)
1600-2023	Casper Cleaning LLC	\$304.00	10/5/2023	092823
1601-2023	Cintas Centralized A/R	\$315.41	10/5/2023	Several Invoices
1602-2023	Dominion East Ohio	\$319.76	10/5/2023	Natural Gas (several invoices)
1603-2023	Illuminating Co	\$4,091.23	10/5/2023	Electricity (several invoices)
1604-2023	Innovative Companies LTD	\$3,840.99	10/5/2023	Several Invoices (092723)
1605-2023	J & L Door Service	\$135.00	10/5/2023	091423 (Improvement of Sites)
1606-2023	Lawson Products Inc	\$495.07	10/5/2023	092123 (Repairs & Maintenance)
1607-2023	Staples Business Advantage	\$978.63	10/5/2023	Multiple Invoices (Office Supplies)
1608-2023	Turney Home and Auto	\$450.65	10/5/2023	Multiple Invoices
1609-2023	Unifirst	\$95.39	10/5/2023	092623 (Other Expenses)
1610-2023	Windstream	\$6.70	10/5/2023	092523 (Telephone)

### **Fiscal Officer's Report**

Fiscal Officer Patricia Jarrett said she started paying some bills on-line. Rather than have them typed out individually on the agenda under vouchers and withholdings, she suggested a new chart be added to the agenda similar to the chart utilized for checks. Trustee Richter agreed and said he would like to see the last voucher number issued and date typed out as it is done on the check table with the check numbers. Mrs. Jarrett did note she thought she would receive a bill pay request to approve payment like payroll and as of this afternoon (October 5, 2023) she has not received anything. Trustee Richter would like to print the voucher listing and place the actual vouchers behind it and just have the front page signed by the Trustees. Mrs. Jarrett believes that's good for audit and thinks that is how Chardon does it. Trustee Richter suggested not paying the bills as soon as they arrive if they are not due for a few weeks. As long as they are paid on time, no need to rush the payment since bank interest is high.

### **Upcoming Items/Deadlines**

Veteran's Day November 11, 2023 at 11:00 A.M.

November 2, 2023 BOT Meeting moved to November 1, 2023 at 7:00 A.M.

Geauga County League of Women Voters – 10/10/23 WGMS 7:00 P.M.

Winter Fest – November 25, 2023

Breakfast with Santa – December 2, 2023

In regards to Zoning, Trustee Richter said he would like to have the Board make an amendment to the zoning resolution concerning parks. It would be best if all three (3) Trustees were present during the discussion.

The special meeting for October 9, 2023 will be moved back to Town Hall since the Zoning Commission will not be in attendance. Re-advertising will need to be done.

### **Discussions**

Government Update – KR 10/5; JM 10/19; CR 11/1

Fiscal Officer Jarrett said she received a call from the State of Ohio that the Township will be assigned to an audit company.

Trustee Richter said a letter was received from Anthony Peto of the Zoning Commission requesting to be re-appointed. Anthony Nastasi's term is expiring this year as well as Christina Klemm from the Board of Zoning Appeals. The Board of Zoning Appeals has an opening for an alternate which appears on our website and will remain on there until filled.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:28 P.M.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

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October 19, 2023 – motion # 2023-405  
Approval Date

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

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

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Ken Radtke, Jr., Trustee