

The Chester Township Board of Trustees met in regular session **Thursday, November 16, 2023** in the Town Hall Meeting Room at 6:01 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 #: 2023-433

Mr. Radtke shared his gratitude and thanked the public and voters for allowing him the opportunity to continue to serve the residents of Chester Township. Mr. Richter added he would like to also thank the public for supporting the fire and police levies. Mr. Mazzurco added his thanks as well.

Executive Session

The executive session will have an Assistant Zoning Inspector candidate interview.

2023-433. Mr. Richter moved to enter into executive session pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, or compensation of a public employee. Mr. Mazzurco seconded.

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

Invited into the executive session is Township Administrator Mark Purchase, Fiscal Officer Patricia Jarrett and Chris Alusheff. The board reentered session at 6:33 P.M. Chris Alusheff left at 6:28 P.M.

2023-434. Mr. Richter moved to approve and hire Chris Alusheff as the Assistant Zoning Inspector, to the position of part-time, Assistant Zoning Inspector, effective November 19, 2023. This position shall be limited to 24 hours per week, at an initial hourly rate of \$23.00, which shall be re-evaluated in 6 months. This position is also conditional upon the successful completion of a criminal background check and a clinical drug screen.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Police Chief Craig Young introduced Zach Petric as a candidate for a Chester part-time police officer and shared that Zach Petric comes to the department with 12 years police experience and said he is currently a Lakeland Student. He brings talent and training to the department and can fill multiple rolls. The Chief shared his excitement and welcomed Zach to the Chester Township Police Department.

2023-435. Per the terms of the conditional offer of employment, move to approve the recommendation of the Police Chief and authorize the hiring of Zach Petric to the position of part-time police officer, effective Sunday / November 19th, 2023, at the part-time pay rate of \$27.00 per hour. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Part-time Police Officer Zach Petric was sworn in. His mother and two aunts were present.

Scouts Ben Gorris of Pack 3104 asked if the township would sponsor the pack since the pack is no longer being sponsored by the church. Fiscal Officer Jarrett shared we would need to reach out to the insurance company. Mr. Gorris stated the townships responsibility would be to approve volunteers for

the organization. He added council provides the background checks. Scouting has their own insurance which covers volunteers. Different insurance would be required if an event was held on township property. This pack has been serving Chester Township for nearly 45 years. This is a co-ed pack. Mrs. Jarrett said the agreement would have to be reviewed by legal first. Discussion continued over the insurance and the insurance coverage. It would be a one (1) year contract renewable annually. Jake Brown is the representative for council and Jason Setser may be the other person involved. Mr. Gorris will move forward with an e-mail getting everything in place.

Approval of Minutes

2023-436. Mr. Richter moved to approve the minutes of the Board of Trustees meeting dated October 19, 2023 as presented to the Board by the Fiscal Officer.

Mr. Mazzurco seconded.

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

2023-437. Mr. Richter moved to approve the minutes of the Board of Trustees meeting(s) dated March 1, 2023 (joint meeting with zoning boards), October 9, 2023 and November 1, 2023 as presented to the Board by the Fiscal Officer.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Public Comments/Questions

No public comments or questions at this time.

Township Administrator

Mark Purchase, Township Administrator shared an update regarding the Chester Township Cemetery and all the changes that have been recently made. It was noted that residents and business owners made the contributions for materials and labor. No tax dollars were used for the project. He encouraged people to drive by and take a look. New Vista Enterprises, a new company to the area took the lead. Something for all of us to be proud of. Mr. Richter suggested putting a thank you letter together for New Vista. Mr. Purchase is working on a list of people that made this happen and having their names engraved into a piece of sandstone.

Department Business – Zoning

Mr. Richter said that he attended a Board of Zoning Appeals meeting on the 13th of this month and the topic of Zoning BZA Case Number vs. ZC Amendment Number came up. It was determined tonight that the numbers will now begin with ZA and ZC. This will begin on 1/1/24.

The BZA meetings audio and record retention was discussed next. The current record retention is 3 months for audio. Mr. Richer would like the BZA audio to remain for a minimum of 6 months. This is for security should there be an appeal. Currently the Zoning Commission is not recording their meetings and Mr. Richter feels they should be recorded. Mr. Ziganti, Chairman of the Zoning Commission noted for tracking purposes he would like to have a designation for conditional use. The discussion continued about what numbers/letters to use. Mr. Ziganti had some other suggestions.

The Board of Trustees will hold a special meeting for training that will be mandatory for BZA Board Members that will be advertised accordingly.

2023-438. Mr. Richter moved to approve and authorize up to \$500.00 for Instructor fees, as related to Chester Township intent to host a Board of Zoning Appeals Mandatory Training event for our current BZA Board Members and approve the service agreement from the Instructor.

Mr. Mazzurco seconded.

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

2023-439. Mr. Richter moved to approve and accept, “after the fact” the resignation of Richard Ivans from the Township Zoning Department, effective October 30, 2023.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

A discussion regarding unsigned meeting minutes from the Board of Zoning Appeals took place. Mr. Ziganti stated the changes that he requested be made were not made. It was confirmed that the minutes were voted on and approved, but again not signed. This will be discussed further at the following meeting.

Township Park

Mr. Purchase, Township Administrator said the township has covered all the costs above what was brought in by donations regarding the pickleball project. A recent donation of \$7,500.00 from the Lake & Geauga Assoc. of Realtors was received. We are right around the \$70,000.00 mark give or take. Just a few things left to order with one being paint. Plans include painting next year. Another item needed is concrete. We should finish around \$75,000.00. Mr. Purchase is asking for permission to order the paint, store it here, and be ready to paint in the spring. By doing so it will prevent us from having to pay more later based on an anticipated cost increase. Mr. Purchase will work on coming up with money for the concrete. Mr. Richter does not want any nets left up over the winter and Mr. Barry Leven said he will see that they are removed in the winter months. Mr. Leven shared the pickleball committee will be sending out thank you notices for the donations, labor, and machinery used for this project. Hoping for a grand opening next year.

Department Business – Road

2023-440. Mr. Richter moved to approve and provide the Chester Township Road Superintendent with the ability to use the township snowplow for the clearing of snow, from his personal driveway. The clearing of the driveway is considered a de minimis use of the township vehicle, in addition to allow for safe travel during snow events in the Township.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

A resident asked what vehicle is used by the Road Superintendent. The answer is that it is a truck and it is not for personal use. Often Mr. Onyshko goes out and salts prior to the road crew being called in. He must have the availability to leave his drive in the middle of the night.

2023-441. Mr. Richter moved to approve pursuant to Ohio Revised Code 505.10(A)(2) the sale/disposal of an old V plow and old wing plow for public sale/salvage on Govdeal.com or other appropriate on-line sites. Said equipment is no longer useful for the public.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-442. Mr. Richter moved to approve the sale of a 2018 Buyer's 1750 gallon anti-ice system offered for public sale on Equipment Trader as it is no longer in the snow and ice program with an approximate sale price of \$12,000.00.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-443. Mr. Richter moved to approve pursuant to Ohio Revised Code 505.10(A)(2) the disposal of a 2015 Husqvarna Walk behind Saw for public sale on EquipmentTrader.com or similar site. Said equipment is not needed for public use but has approximate value of \$4,500.00.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-444. Mr. Richter moved to amend motion number 2023-442 to approve the sale of the equipment under the Ohio Revised Code 505.10(A)(2).

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-445. Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
278-2023	Reg	\$15,118.50	Chagrin Valley Paving Inc	RC-CHE-V-2022/Full Recon Foxmoor & Fraser
280-2023	Reg	\$2,000.00	Fisher Auto Parts Inc	Various Parts
281-2023	Reg	\$490.00	Turney Home & Auto	Misc Supplies
287-2023	Reg	\$50.15	Spectrum	Invoice 124360901110123

Fiscal Officer Jarrett said when the township employees arrived to pick up the new truck for the Road Department they were notified it was not there. It appears that the truck sustained serious damage in transport and is at another facility for repairs. The salesman neglected to contact the Road Superintendent. Pictures show the extent of the damage. They reached out to the General Manager, Todd Jordan. Fiscal Officer Jarrett was upset since the check she submitted was cashed. The truck went out for repairs on 10/6/23 and the check was cashed on 10/10/23. The money will be refunded to us however, the time frame on repairs is unknown. The damage is severe so the truck may not be ready until after winter.

Department Business – Fire

Regarding the Pumper Truck/Cab & Chassis, the Township did receive an interest free loan from the state. The pumper truck chassis is currently being built. It should arrive the end of January 2024 if not sooner (South Dakota plant). We will make a deposit once the chassis is delivered to the plant. Fiscal Officer Jarrett shared financials and how interest free loans from the state work. Hoping the truck is complete by the end of March. The agreement has been e-mailed to the Board. This again is a very basic truck, but, it has what Fire Chief Shaw thinks is needed by this Township.

2023-446. Mr. Richter moved to approve the Ohio Department of Commerce Revolving Loan Agreement between Ohio Department of Commerce and Chester Township Fire Rescue for an interest free loan to be paid back over ten years with quarterly payments. The loan amount is \$ 239,285.84 with the first payment to be January 1, 2024 for the purchase of the Rosenbauer Pumper Truck approved with Resolution 2022-456.

Mr. Mazzurco seconded.

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

2023-447. Mr. Richter moved to approve after the fact purchase of services performed between 1/9/2023 - 7/19/2023 from TecXpert in the amount of \$1,069.92 from account #2111-760-740-0323. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-448. Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
275-2023	Reg	\$1,264.00	Stryker Sales Corp	Life Pak Service
279-2023	T/N	\$1,069.92	Schaeffer IT Enterprises	Invoice 3806

Department Business – Police

Mr. Richter said if the levy passed the Trustees were going to reduce the .5 mil levy. The initial information received by Trustees from the county was incorrect. The collection from the levy is only on the value you place on it. Discussion continued about the collection of money. Mr. Richter suggested taking action and asking the Budget Commission to move the .5 mil from the schools back to the Township. Mr. Purchase said the deadline for filing is November 30, 2023 at 9:0 A.M. at the Auditors Office.

2023-449. Mr. Richter moved to approve and accept the resignation of Officer Tyler Dankovich from the Chester Township Police Department. Officer Dankovich's last day of employment is November 24, 2023.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-450. Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
285-2023	Reg	\$229.34	Cintas Centralized A/R	Contracted Svcs
286-2023	Reg	\$500.00	Spectrum	Streaming TV & WIFI
288-2023	Reg	\$2,000.00	Don's C.A.R.S.	Motor Vehicle Repairs
289-2023	Reg	\$1,320.00	Time Clock Plus	Scheduling Software

New Business

Mr. Richter led a discussion regarding who has an access code to the Town Hall. It ended with a request for the Fiscal Officer to obtain a new code for the Police Department and to share details with Police Chief Young.

Next discussed was the 2024 OTA Winter Conference & Trade Show which may be in February of 2024. Mr. Purchase plans on attending as well as possible zoning staff.

Mr. Richter shared he and Mr. Purchase discussed Organizational Meeting Motions – Fiduciary Positions recently. Mr. Mazzurco asked if the meeting set for December 28, 2023 could be moved up to December 27, 2023 and there were no objections. The Organizational Meeting will be on the 27th too.

The Geauga County Capital Budget Informational Session is November 17th. Mr. Richter, Mrs. Jarrett and Mr. Purchase plan on attending. Mrs. Jarrett is hoping for more grant money or access to more interest free money.

2023-451. Mr. Richter moved to approve the 2024 Chester Township Temporary Appropriations in the amount of \$ 9,373,052.20 as presented by the Fiscal Officer.

Mr. Mazzurco seconded.

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

Mr. Purchase shared he met with the WG Chamber of Commerce and Geauga West Rotary and they would like to have a festival of trees. Looking at 12-15 trees that could be lined up along the sidewalk in front of Town Hall with having them make the turn heading back to the Fire Department. Temporary power is needed.

2023-452. Mr. Richter moved to permit and authorize the WG Chamber of Commerce to host their first annual Festival of Trees event on the Town Hall west and south side property, for the duration of this holiday season.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

To increase customer service, the Zoning Administrative Assistant will be switching offices with the Fiscal Assistant which will help in watching the front desk area. Also discussed is getting a motion detector for the lobby entrance versus the current bell one must ring now should the Administrative Assistant be away from her desk.

2023-453. Mr. Richter moved to approve up to \$4,450.00 from J & B Construction & Remodeling LLC, 17417 Tavern Road, Middlefield, Ohio 44062 for the installation of a new window into the northeast corner office of the town hall.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-454. Mr. Richter moved to approve and sign after the fact the 2023 Veterans Day Proclamation, read at the Chester Township Veterans Day service on November 11, 2023.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-455. Mr. Richter moved to approve the use of the Chester Township properties as listed below: Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
US Militia National Chapter Riding Club	December 10, 2023	Town Hall Meeting Room	10:00am – 3:00pm	Sort & wrap Christmas presents
Hunting Valley Preserve HOA	December 5, 2023	Town Hall Meeting Room	7:30pm – 10:00pm	HOA annual meeting

Financial Items

2023-456. Mr. Richer moved to approve the financial transactions below.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
PD	\$500.00	2081-760-740-0000	2081-210-352-0000	Water/sewer through YE
PD	\$2,000.00	2081-760-730-0000	2081-210-323-0301	Dons Car PO
PD	\$1,320.00	2081-760-730-0000	2081-210-360-0000	Time Clock Plus PO
PD	\$500.00	2081-760-730-0000	2081-210-599-0300	Visa Bill/M Soft Licenses
GEN	\$5,000.00	1000-930-930-0000	1000-760-720-1200	Veterans Memorial Reno
GEN	\$5,000.00	1000-760-720-1200	1000-760-730-1200	Reno Veterans Mem at Cem

PURCHASE ORDERS

Dept	PO #	Type	Amount	Payable To	Purpose
Gen	277-2023	Reg	\$450.00	AT&T Mobility	Cell Phones through Y/E
Gen	284-2023	T/N	\$5,000.00	New Vista Enterprises Inc	Renovation of Veterans Memorial CT Cemetery
Gen	282-2023	T/N	\$1,694.25	Spartan Athletic Co	Pickleball net, posts, anchor
Gen	276-2023	T/N	\$6,804.14	Penn Ohio Corp	2023 Clean up day expenses

CHECKS		
Date	Starting No.	Ending No.
11-21-23	87378	87395
Fiscal Officer's note: the last check number used on 11/1/23 was 87377		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
11-21-23	1846-2023	1914-2023	Regular Payroll

ON – LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
11/16/2023	1917-2023	1985-2023

(last voucher used on 11/1/23 was 1841-2023)

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1916-2023	First National Bank EFTPS	\$19,432.54	11-21-23	Employee & employer withholding – Federal
1844-2023	Public Employees Retirement System	\$52,599.92	11-28-23	Employee & employer withholding – Retirement
1845-2023	Ohio Police & Fire Pension Fund	\$19,345.93	11-28-23	Employee & employer withholding – Retirement

Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date		10/31/2023	
Prior UAN Balance			6,792,168.24
Actual Receipts	+	415,931.48	
Transfers for UAN Only	+	300,000.00	
Total Receipts	=		715,931.48
Payments	-	769,964.22	
Transfers for UAN Only	-	300,000.00	
Total Payments	=		1,069,964.22
Adjustments	+		5,889.64
Adjustments	-		0.00
Current UAN balance as of	10/31/2023		\$6,444,025.14
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	10/31/2023		\$6,444,025.14
Entered bank balances as of	10/31/2023		\$6,457,166.03

Deposits in transit	+		0.00
Outstanding payments	-		13,140.89
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	10/31/2023		6,444,025.14
Check			0.00

Chester Township Bank Balances			
As of 10/31/2023			
Business Banking			\$400,000.00
FNB Sweep Account			397,393.73
Star Ohio			5,659,772.30
Total			\$6,457,166.03
Check			0.00

Donations Received		
Received from	Amount	Description
Lake & Geauga Assoc of Realtors	\$ 7, 500	Pickleball Project

2023-457. Mr. Richter moved to approve after the fact a joint email response e-mailed on October 25, 2023 to Senators Brown & Vance and Congressman Joyce regarding the renaming of the Chesterland Post Office.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Mrs. Jarrett noted the OPERS increase is 4%. Discussion continued regarding the different departments and the increase based on 2022 salaries. Mr. Radtke commented that 4% is a substantial increase.

Upcoming Items/Deadlines

Geauga West Rotary Winter Fest – 11/25/23

Geauga West Rotary Breakfast with Santa – 12/2/23 (WG High School)

Operation Santa Sleigh – 12/9/23 11:00am – 3:00pm

McDonald's in Chesterland doing a fundraiser with pancakes on 11/23/23 with WG Schools

Discussions

2023 Revaluation / Commissioners Letter – this will be discussed in more detail at the special meeting that will be scheduled for 11/22/23 at 7:00 A.M. Disappointment in the timing of the letter that went out to residents was touched upon as well as the moving, buying, etc. of many of the county buildings.

Mr. Purchase noted that all the electrical repairs have been made in the park, Rotary Club is in good shape, all GFI boxes are installed and working so everything is operational. Receipts will be submitted on Monday morning for all the work completed so Mr. Mazzurco can finish the NOPEC paperwork and submit it by the 30th. Go Green is being worked on.

Subscription for OTA webinars was discussed noting they are offering unlimited seminars for \$250. Mr. Richter thinks this is a good idea, but will obtain more information.

Issue 2 which legalizes recreational marijuana in the state needs to be added to the special meeting agenda. Issue 2 becomes effective December 7, 2023. Action could be taken limiting who, when or where a facility could be opened in the Township. It was shared that a Resolution is needed.

Mr. Radtke said he was indeed present on October 19, 2023 and he was not present on November 1, 2023 regarding the issue of meeting minutes. Mr. Richter said you can approve meeting minutes whether you were present or not.

Government Update – KR 11/16; JM 11/30; CR 12/14

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:36 P.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

December 14, 2023 – Motion # 2023-480

Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee