

The Chester Township Board of Trustees met in regular session Thursday, November 30, 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 #: 2023-465

Approval of Minutes

There are no minutes to approve tonight.

Brought to Trustee Richter's attention by a resident was a question from the 10/9/23 special joint meeting regarding what two (2) ways taped meetings are backed up. After reviewing the audio tape it states that the recordings are backed up two (2) additional ways with no further explanation. It was asked at the meeting if the back-ups are digitally stored and the response was yes. Although not stated on the tape, the two (2) ways meetings are backed up are by the Norelco Recorder and the Chester Township Shared Drive.

Public Comments/Questions

Dal Lanese asked when the new bakery in town would open. Mr. Purchase shared hoping before the holidays.

Township Administrator

Mr. Purchase said the Board's Resolution 2023-460 for the decision to not collect on the .5 mill levy was submitted to the auditor's office November 22, 2023. Mrs. Jarrett, Fiscal Officer added the meeting did take place and she received notification that everything is approved. The action that the Chester Township Board of Trustees took should be reflected on tax calculations.

Department Business – Road

2023-465. Mr. Richter moved to approve the sale of a LED spotlight offered for public sale on Govdeals.com. It is no longer needed for public use.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

It was shared that future motions should include the Ohio Revised Code section number.

2023-466. Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
295-2023	Reg	\$2,700.00	Kennington Electric Corp	Improve Outside Lighting – at Road Dept
296-2023	Reg	\$206.70	Rhino Networks	Meraki License Renewal for Road Switch

Mr. Richter shared the plows were out today moving snow off roadways in the shaded areas since snow melts in the sunny areas on its own.

Department Business – Fire

The swearing in policy for new part time employees was discussed. Chief Shaw plans on having a small ceremony at the fire station for the new hires and then after they complete the probationary period he would bring them in for a swearing in at Town Hall. A Trustee must do the swearing in.

2023-467. Mr. Richter moved to approve the hiring of Ryan Baden as a part-time FF/EMT-B at the rate of \$19.18/hour, effective Dec. 1, 2023 contingent on the employee successfully passing a drug test and background check.

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

Assistant Fire Chief Nagy will be attending classes for executive management trainees and for future Fire Chiefs. The classes start June 3, 2024. Payments are made in four (4) equal increments. Payments start in 2024. Assistant Fire Chief Nagy is currently a member of the Ohio Fire Executive Program and Fire Chief Shaw is a retired member.

2023-468. Mr. Richter moved to approve attendance in the Ohio Fire Executive Program commencing in 2023 with completion in 2026 for Asst. Chief Nagy.

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

2023-469. Mr. Richter moved to approve Fire Department expenditures as listed below.

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

PO #	Type	Amount	Payable To	Purpose
298-2023	Reg	\$5,980.00	OH Department of Commerce	Pumper Truck Loan 1/40

Department Business – Police

Ordering two (2) police cruisers was discussed briefly. Expected delivery may be in June of 2024. Motion will be presented at another meeting.

Department Business – Zoning

Zoning Resolution Amendment – Parks (Passive & Active)

If the Resolution is passed it would start the process for the Zoning Commission to review and add Parks Passive & Active to our Zoning Resolution.

2023-470. Mr. Richter moved to approve the resolution initiating amendment of the township zoning resolution to add article 15, park districts both passive and active.

WHEREAS, under O.R.C. Section 519.12 (A), the Board of Trustees may initiate changes to its Zoning Resolution, in accordance with the procedures set forth therein; and

WHEREAS, the Board of Trustees desires to amend the Chester Township Zoning Resolution adopted on September 21, 2023 and Certified Effective as of October 23, 2023 by the Geauga County Recorder's Office and subsequently amended from time to time thereafter; and

WHEREAS, the Board of Trustees desires to conserve and protect property and property values, to secure the most appropriate use of land within Chester Township, and to facilitate the reasonable improvement and development of said land, all in accordance with the Chester Township Comprehensive Plan adopted by the Board of Trustees on July 16, 2009; and

WHEREAS, the Board of Trustees finds and determines that the adoption of such amendments to the Chester Township Zoning Resolution is in keeping with good land use planning and is in the interest of the public health, safety, public convenience, comfort, prosperity, and general welfare; and

WHEREAS, the Board of Trustees determines it is necessary to modify the text of the Chester Zoning Resolution, to include Article 15, Park Districts in accordance with the provisions of ORC Section 519 et seq; and

WHEREAS, the Board of Trustees determines it is necessary to modify the text of the Chester Zoning Resolution, to include the addition of Article 15, Park Districts for the purpose of encouraging the maintenance of the Townships semi-rural landscape for future generations; and to maintain and enhance the aesthetic environment and the Township.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Chester Township, Geauga County, Ohio, that:

1. The Board of Trustees does hereby initiate the amendment of the Chester Township Zoning Resolution in said Zoning Resolution pursuant to ORC Section 519.02; and
2. The Board of Trustees does hereby initiate the amendment of the Chester Township Zoning Resolution by incorporating therein the Park District Regulations attached hereto as new Article 15, Park Districts; and
3. The Board of Trustees hereby certifies this proposed amendment to the Chester Township Zoning Commission, to be considered in the time and manner as prescribed in the procedures set out in O.R.C. Section 519.12 adopted this 30th day of November 2023 in regular session.

Mr. Mazzurco seconded.

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

Mr. Purchase said that he does believe the Records Office is correct in the second paragraph versus the Geauga County Board of Elections which was previously stated (and corrected).

The Trustees feel it is disconcerting that minutes from the Board of Zoning Appeals were reviewed and approved yet not signed. The procedure was changed to send out the minutes for review and to date still behind. It was reviewed that verbatim minutes are not needed or required especially when a case is not being heard. At the special meeting scheduled for December 19, 2023 (training session) it should be made clear what the process is and that the procedure should be followed.

2023-471. Mr. Richter moved to approve the affidavit regarding the unsigned Board of Zoning Appeals meeting minutes. A copy to be attached to each set of unsigned minutes and the minutes will be signed by Craig Richter, Trustee and Chairman. Note, the Chair of the Board of Zoning Appeals is concerned and reluctant to sign minutes which have been approved by the BZA.

Mr. Mazzurco seconded.

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

Trustee Radtke reminded the Board going forward all BZA members will be signing the minutes.

New Business

Proclamations recognizing their many years of service to Chester Township will be done for former Trustees Lance Yandell and Rosemary Balazs who both recently passed.

Grant Funding – Building Demolition & Site Revitalization Program was briefly discussed. Talk of repairing the salt dome continued. Currently waiting for something in writing to confirm the cost for repairs. Mrs. Jarrett verified that at the meeting she attended recently it was noted that you could “estimate” the cost of a project. The Fire Department needs a new tanker. Mrs. Jarrett said we would be better off emphasizing the things we know we could not address. Mr. Purchase suggested looking into the roof cost for the Road Department.

RESOLUTION 2023-472. Mr. Richter moved to approve the Amended Resolution Accepting the Amounts and Rates as determined by the Geauga County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Note: this resolution is for the 2023 tax year, which is collected in 2024.

Mr. Mazzurco seconded.

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

2023-473. Mr. Richter moved to approve \$175.00 payable to the Geauga County Township Association for Ken Radtke, Joe Mazzurco, Craig Richter, Mark Purchase and Patricia Jarrett to attend the January 10, 2024 Quarterly Dinner Meeting hosted by Auburn Township. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-474. Mr. Richter moved to approve the automatic renewal of our contract with Delta Dental with monthly renewal rates single \$34.21, 2 person \$63.17, Family \$118.08 an overall percent increase of 5.50 percent.

Mr. Mazzurco seconded.

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

2023-475. Mr. Richter moved to approve and sign a cemetery deed for the sale of the following plots. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

DEED #	SECTION	PLOT	SITE(S)
23-003	3	047	1
23-003	3	047	2

Township Park

Mr. Purchase noted all the electrical repairs underground are now in compliance with code and all new outlets and covers have been placed in the park. All went well on Saturday’s ceremony, Winterfest.

2023-476. Mr. Richter moved to approve, “After the Fact” \$4,950.00 made payable to Peerless Electric Co., Inc. 7325 Production Drive, Unit A Mentor, OH 44060 for the electrical repairs and LED lighting improvements in Parkside Park from Township Appropriation 1000-760-730-1202 (Improvement of Sites).

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

Financial Items

2023-477. 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
MTV	\$2,394.00	2011-330-360-0000	2011-760-740-0000	Perm Henderson Prod PO
Fire	\$5,980.00	2111-930-930-0000	2111-820-820-0303	Perm Pumper Truck Loan 1 st Pay
Police	\$21,000	2081-210-220-0006	2081-210-190-0000	Perm for 12/5/23 Payroll
Fire	\$24,000	2111-220-221-0006	2111-220-190-6002	Perm for 12/5/23 Payroll

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
RD,PD, FD	297-2023	Reg	\$17,840.26	Bureau of Workers' Compensation	Invoice 1016847361
Gen	299-2023	T/N	\$4,950.00	Peerless Electric Co Inc	Repairs & LED Lighting Improve Parkside Park
Machine Equip Furn	300-2023	Reg	\$3,200.00	Henderson Products Inc.	Two (2) Planetary Gear Replacements for Truck #18

CHECKS		
Date	Starting No.	Ending No.
12/5/23	87399	87415
Fiscal Officer's note: the last check number used on 11/22/23 was 87398		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
12/5/23	1989-2023	2058-2023	Regular Payroll
12/5/23	2063-2023	2067-2023	Longevity & Specialized Assign Stipend

ON – LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
11/30/23	2070-2023	2101-2023

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
2060-2023	First National Bank EFTPS	\$21,836.61	12/5/23	Employee & employer withholding – Federal
2069-2023	First National Bank EFTPS	\$1,292.45	12/5/23	Employee & employer withholding - Federal
2062-2023	Ohio Department of Taxation	\$84.16	12/14/23	Employee & employer withholding – Local School Dist
2061-2023	Treasurer, State of Ohio	\$7,475.66	12/14/2023	Employee & employer withholding – State

Fiscal Officer's Report

According to the general manager of Rush Truck, Valero Auto Body has the necessary parts for the new Road Department Truck and states the repairs should be completed by the end of December, 2023. Kalada is holding all the parts to outfit the truck upon delivery. Full warranty of chassis will be honored. They plan on replacing the top of the cab and either repairing or replacing the hood. John Onyshko, Road Superintendent will go over the entire vehicle prior to accepting the vehicle.

Marylou and Kitty will be switching offices on Friday, December 1, 2023. Offices will be rekeyed accordingly.

Mr. Richter shared he would like to see a service contract regarding the furnace in Town Hall and the Police Department utilizes Mike Nolan and suggested Mr. Purchase reach out to him. Conversation continued with consideration for the Fire Department and the Road Department since they probably do not have any contract either regarding their furnace.

Opioid money remains at about \$6,000 total and Police Chief Young will need to spend the money on opioid-related education. The money may only be spent on approved items such as education, posters, banners, etc. Mrs. Jarrett recommended even having Fire Chief Shaw spend the money, suggesting for prevention purposes. The money is not specific to police only.

Mr. Purchase shared the electrical work that has been completed at the park will be submitted to NOPEC for reimbursement. Mr. Mazzurco noted some money from this year that went unutilized will roll over into the year 2024. Mr. Mazzurco added new money will be available in 2024 and the amount is yet to be determined.

Open/Ongoing Items

Issue 2 – Recreational Marijuana: Mr. Richter did obtain a Resolution and it was forwarded to our County Prosecutor. Prosecutor came back noting he has one prepared, but it has not been released yet. The Board of Trustees are not able to pass the Resolution until after December 7, 2023. The next meeting this will be addressed in detail.

2023 Revaluation / Commissioners Letter: Signed and sent out to the Commissioners. It will also be forwarded to the Geauga Maple Leaf for publication.

Upcoming Items/Deadlines

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

Operation Santa Sleigh – 12/9/23 11:00AM – 3:00PM

Special Meeting BZA – Training 12/19/23 7:00PM – 9:00PM

GCTA Dinner 1/10/24 (Auburn)

Festival of Trees 12/2/23 6:00PM at Town Hall

Discussions

Cedar Road – Speed Zone Study Request: A letter was sent to the Engineers Office and a response came back noting the section between County Line and Route 306 was last studied in the 60's. Mr. Purchase will research and see what if anything needs to be done to get the study going. Mr. Radtke suggested adding what the factors are and how important they are when determining the request for a speed limit reduction. Mr. Purchase will draft up a letter. Mr. Mazzurco added the time of day the study is done is important too.

Government Update – 11/30/23 JM; 12/14/23 CR; 12/27/23 KR

Mr. Radtke noted the last Government Update printed was 10/5/23. He noted we are about a month behind communicating to the public. It was agreed we will move forward from here.

Executive Session

2023-478. Mr. Richter moved approve to enter into executive session at 7:28 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, and compensation of public employees.

Mr. Mazzurco seconded.

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

Invited into the executive session is Mark Purchase, Township Administrator and Patricia Jarrett, Fiscal Officer. The board reentered session at 8:11 P.M.

Next discussed was zoning and junk vehicles. Mr. Radtke said he read the language and it needs to be reviewed by zoning and maybe the current language should be amended. Extensively damaged needs to be commented on. Our new part time zoning employee Chris has not yet attended any of Chester's zoning meetings.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:15 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