

The Chester Township Board of Trustees met in regular session **Wednesday, December 27, 2023** in the Town Hall Meeting Room at 7:00 A.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 #: 2023-496

Mr. Purchase shared that a request was received from the County Auditor for the Police Department and Fire Department to begin making arrangements to exit from ADP and go on their own. The Fire Department was looking at another vendor, although a decision was made to keep the Township all together. Mr. Richter added that the cost is a big factor with ADP. Discussion continued with IT and phones and it was determined that this change will take time. Mr. Purchase would like to reach out to another company, however, he would first like to know exactly what equipment belongs to the Township. Mr. Richter said security needs to be addressed. Hardware costs may be increased since ADP wants no Chinese parts in the computer system. Mrs. Jarrett said UAN is completely separate and is not on the County system. UAN will not allow the County to have access. UAN is run by the State of Ohio. Mr. Mazzurco added the importance of determining what equipment we own. Mr. Richter wants confirmation that should we go another route and obtain our own services, that there will be no additional charges from ADP. Mr. Richter said he is in favor of looking for alternatives to ADP. Other Board members agreed. Mr. Purchase will reach out to the County and get things rolling. Mr. Richter is concerned about cost. Chief Shaw shared his disappointment with ADP regarding the record keeping or lack of and the cost.

Mr. Richter said he will be working on the budget spreadsheet. The OTA sends out weekly information about legislative updates and the Trustees confirmed they do receive it. OPERS is seeking a hike for the employer portion. Mrs. Jarrett added the Medical Mutual contract will be up in June. She estimates an 8-10% increase. Information regarding roads and possible grant money as well as EMS training was discussed. The OTA winter conference was discussed. Mr. Richter mentioned a Township Webinar Subscription Program (\$250). Mr. Richter shared with Police Chief Young that at the last meeting a motion was done prohibiting the commercial growing of marijuana in Chester Township. Fire Chief Shaw said he has been trying to reach out to a resident on Sperry Road near Mulberry Road for the last six (6) months regarding his pond, although to date has been unsuccessful.

Public Comments

No public comments or questions at this time.

Department Business – Road

2023-496. Mr. Richter moved to approve the Road Superintendent's request to permit a one-time exemption to Chester Township's Road Department mechanic, Steve Voigt in carrying over 41.40 hours of vacation time, from 2023 and into calendar year 2024.

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

2023-497. Mr. Richter moved to approve the updating of the Chester Township Apron & Drive Pipe Policy to more reflect the policy that the GCEO will be following during paving projects. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-498. Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
314-2023	Reg	\$87,911.00	Rush Truck Centers	Purchase of 2 nd truck chassis

Department Business – Fire

2023-499. Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
312-2023 (after-the-fact)	Reg	\$1,646.15	Leonetti Plumbing Heating & Tile Co	Repair 4 non working radiant heaters
313-2023	Reg	\$1,900.00	ESO Solutions Inc	Software, fire pkg, inspector app level 3

Department Business – Zoning

The Zoning Commission invited the BOT to attend their meeting on January 3, 2024 regarding the Parks Amendment. Therefore, the BOT will hold a special meeting on January 3, 2024.

New Business

Mr. Richter believes the vacation policy should be reviewed going forward. Discussion regarding the current vacation policy continued with thoughts of the use it or lose it method. Mr. Purchase shared that the Police, Road and Fire Departments are mostly covered by collective bargaining. The Township can change the policy, but it will not change the existing contract. Conversation took place regarding sick time and retirement regarding the Ohio Revised Code. Mrs. Jarrett said she will be addressing the roll over vacation time and the pay out time for unused vacation come January. Comp time was also discussed.

Financial Items

2023-500. Mr. Richter moved to approve the financial transactions below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen	310-2023	Reg	\$160.00	3 D Contracting LLC	Volleyball lines/nets up/down
Gen	311-2023	Reg	\$475.00	B&B Construction & Tree Service	Trim tree by future pickleball court

CHECKS		
Date	Starting No.	Ending No.
12/27/23	87436	87478

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
1/2/24	01-2024	68-2024	Regular payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
70-2024	First National Bank EFTPS	\$20,248.73	1/2/24	Employee & employer withholding – Federal
71-2024	Ohio Department of Taxation	\$46.04	1/2/24	Employee & employer withholding – Local School Dist
72-2024	Treasurer, State of Ohio	\$3,463.46	1/2/24	Employee & employer withholding – State

Fiscal Officer's Report

Mrs. Jarrett said she is working on closing out the books. The Police Department is just about out of money. Both the Fire Department and the Road Department are okay financially. The only big PO carrying over into next year is for the pumper truck (which should arrive in March of 2024). The Road Department has the checks for their trucks. Rush Truck reached out and said the International is ready for pick up today. Mr. Onyshko, Road Superintendent will pick up the checks today. Steve Voigt has inspected the truck and has agreed that the truck is repaired correctly and ready for pick up. Mrs. Jarrett did say that the Police Department will have enough money to function in the first quarter since the SRO money will be there.

Mr. Richter shared that both volunteer funds for Police and Fire are done for 2024. It needs to be filed on-line and Patricia will be shown later how to do so.

Mr. Mazzurco discussed NOPEC and the upcoming year grant money.

The GCTA Quarterly Dinner has been paid and will be held on January 10, 2024.

Festival of Trees voting ends December 31, 2023.

The thank you letter for the West Geauga Chamber of Commerce has been signed and will be mailed.

No update on the speed zone study regarding Cedar Road.

The Government Update will be completed by Mr. Radtke. Mr. Richter will pick up the joint meeting with the Board of Zoning Appeals.

Police Business

2023-501. Mr. Richter moved to accept after the fact the retirement of Sean Day effective November 30, 2023.

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

2023-502. Mr. Richter moved to approve after the fact the hiring of Sean Day as part-time School Safety Officer effective December 1, 2023.

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

Executive Session

2023-503. Mr. Richter moved to approve to enter into executive session at 8:17 A.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the compensation, employment and appointment 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 9:34 A.M. The record shall reflect an attempt to reach Fire Chief

Shaw at 8:48 A.M. was made by phone, but no answer. Fire Chief Shaw returned the call at 8:57 A.M. and the call was three (3) minutes in length.

*******ORGANIZATIONAL MEETING*******

ELECTION OF OFFICERS FOR 2024

Fiscal Officer Jarrett calls for nominations for Chairperson of the Chester Township Board of Trustees.

2023-504. All those in favor of Craig Richter as Chairperson.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Newly elected Chairperson Craig Richter accepts the gavel and presides over the rest of the meeting.

Mr. Richter calls for nominations for Vice Chairperson of the Chester Township Board of Trustees.

2023-505. All those in favor of Joseph Mazzurco as Vice-Chairperson for the year 2024.
Mr. Richter seconded. Vote unanimous; motion passed.

TRUSTEE AND FISCAL OFFICER COMPENSATION

2023-506. Mr. Richter moved to authorize the Township Fiscal Officer to compensate the Board of Trustees and Fiscal Officer in twelve equal installments on the second pay period in the month for the calendar year 2024 with total compensation in accordance with Ohio Revised Code 505.24 for Compensation of Trustees and Ohio Revised Code 507.09 for Compensation of Fiscal Officer.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

	Compensation	
	<u>Annual</u>	<u>Monthly</u>
Trustee Radtke	25,162.00	2,096.83
Trustee Richter	25,162.00	2,096.83
Trustee Mazzurco	25,162.00	2,096.83
Fiscal Officer Jarrett	34,472.59	2,872.72

TRUSTEE MEETINGS

2023-507. Mr. Richter moved that all meetings of the Chester Township Board of Trustees be held in accordance with Ohio Revised Code Section 121.22 "Ohio's Open Meetings Act."
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-508. Mr. Richter moved that regular meetings of the Chester Township Board of Trustees for the calendar year 2024 will be every other Thursday at 6:30 PM at Town Hall starting January 11, 2024 unless otherwise cancelled or rescheduled by the Board Chair, Vice-Chair or Trustee as available. Notice of cancelled or rescheduled regular meetings will be posted at the entry to Town Hall. Media and citizens that have requested notification will receive advance notice.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-509. Mr. Richter moved that notice of special meetings of the Chester Township Board of Trustees for the calendar year 2024 be posted at least 24 hours in advance at the entry to Town Hall. Media and citizens that have requested notification will receive 24-hour advance notice. All meeting notices for special meetings shall state the purpose for the meeting.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-510. Mr. Richter moved that notice of emergency meetings of the Chester Township Board of Trustees for the calendar year 2024 be posted at the entry to Town Hall in advance of the meetings.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

MILEAGE & EXPENSE REIMBURSEMENT

2023-511. Mr. Richter moved to authorize reimbursement for expenses and payment for mileage at a rate of \$0.67 cents per mile for Township Officials and employees traveling on Township business for the calendar year 2024 which is pursuant to IRS code.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

TOWNSHIP EXPENDITURES

2023-512. Mr. Richter moved to authorize the Township Trustees, the Fiscal Officer, the Chief of Police, the Fire/Rescue Chief and the Road Superintendent to incur obligations of \$1,000.00 or less on behalf of the Township for all Township related needs, and that the Administrative Assistant can incur obligations of \$350.00 or less on behalf of the Township for all Town Hall administrative needs, and the Township Administrator can incur obligations of \$3,500.00 or less for all Township related needs pursuant to all statutory guidelines in ORC 507.11.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

ZONING MEETING ATTENDANCE PAYMENT

2023-513. Mr. Richter moved to pay Board of Zoning Appeals members and alternates and Zoning Commission members and alternates in attendance at their respective meetings \$25.00 per meeting for calendar year 2023 in the chart below.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

ZC Member	Meetings attended	Amount due
Jonathan Oswick	20	\$500.00
Andrew Chess	22	\$550.00
Sergey Kats	15	\$375.00
Anthony Nastasi	16	\$400.00
Michael Lauro	20	\$500.00
Anthony Peto	16	\$400.00

BZA Member	Meetings attended	Amount due
Bart Ziganti	13	\$325.00
Deana Sritalapat	13	\$325.00
Kathy Fadorsen	11	\$275.00
Christina Klemm	11	\$275.00
Mindy Denamen (alt)	2	\$50.00
Margaret Muehling	11	\$275.00

APPOINTMENT OF TRUSTEE REPRESENTATIVES WHERE REQUIRED

2023-514. Mr. Richter moved to approve the Township representation as follows for the calendar year 2024. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

- Drug Enforcement Representative (DER) Craig Richter; Alternate Kelly Paulic
- Geauga Health District Advisory Council:
Chairman: Craig Richter; Alternate Ken Radtke., Jr.
- SWCD Phase 2 Representative Ken Radtke., Jr.
- Road Department Liaison: Craig Richter
- Fire Department Liaison: Ken Radtke., Jr.
- Police Department Liaison: Joe Mazzurco
- Zoning Inspector/Zoning Commission/BZA Liaison: Joe Mazzurco
- Park Liaison: Joe Mazzurco
- Credit Card Compliance Officer: Craig Richter

2023-515. Mr. Richter moved to re-appoint Mark Purchase to the position of Township Administrator for calendar year 2024 along with his voluntary request to withdraw from any wage increase consideration, effective 1/25/24, with no overtime, for the fiscal year 2024, and authorize the Township Fiscal Officer to provide Administrator Purchase with two weeks' vacation and to include a one (1) time performance bonus for the period ending 2023 of \$3,500.00. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-516. Mr. Richter moved to re-appoint Craig Young to the position of Police Chief for calendar year 2024 and setting his hourly wage compensation at \$101,358.40 or \$49.20 per hour, effective the first full pay period of 2024, with no overtime, for the fiscal year 2024, and authorize the Township Fiscal Officer to provide Chief Young with 4 weeks' vacation. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-517. Mr. Richter moved to re-appoint William Shaw to the position of Fire Chief for calendar year 2024 and setting his annual and hourly wage compensation at \$ 101,358.40 or \$49.20 per hour, effective the first full pay period of 2024, with no overtime, for the fiscal year 2024, and authorize the Township Fiscal Officer to provide Chief Shaw with 6 weeks' vacation. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-518. Mr. Richter moved to re-appoint John Onyshko to the position of Road Superintendent for calendar year 2024 and setting his annual and hourly wage compensation at \$90,396.80 or \$43.88 per hour effective the first full pay period of 2024, with no overtime, for the fiscal year 2024, and authorize the Township Fiscal Officer to provide Superintendent Onyshko with 3 weeks' vacation. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 9:49 A.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

January 25, 2024 – motion # 2024-35
Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee