

The Chester Township Board of Trustees met in regular session **Thursday, January 25, 2024** 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 #: 2024-33

Executive Session

2024-33. Mr. Richter moved to enter into executive session at 6:02 P.M. pursuant to Ohio Revised Code 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employees and 121.22 (G)(2) To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property.

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 the Township Administrator, Patricia Jarrett the Fiscal Officer, John Onyshko the Road Superintendent and Fire Chief William Shaw. The board reentered public session at 7:49 P.M. Chief Shaw left the executive session at 6:51 P.M. John Onyshko, Road Superintendent entered executive session at 7:13 P.M. and left at 7:49 P.M.

2024-34. Mr. Richter moved to approve advertising for the Foreman II position in the Chesterland News, Geauga Maple Leaf for two (2) editions, and on Indeed and on the Chesterland website with applications to be submitted by February 9, 2024 at 4:00 P.M.

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

Approval of Minutes

2024-35. Mr. Richter moved to approve the minutes of the Board of Trustees meeting(s) dated 12/27/23, 1/8/24 and 1/19/24 as presented to the Board by the Fiscal Officer.

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

Public Comments/Questions

A representative from Perennial Gardeners thanked the Board of Trustees for redoing the electrical work in the park. She is looking forward to continued support and raised the question if the sprinkling system would need to be modified because of the digging that was done and what the Board's view is. Mr. Mazzurco said the areas of concern were marked and to the best of his knowledge nothing was damaged. It was confirmed that the heads on the sprinkling system could be readjusted if needed. Regarding the existing system, the Township is hoping that any modifications to the sprinkler system would be under \$1,000.00. The Township normally would pay for the modifications. Mr. Mazzurco shared that around the gazebo two (2) new zones will be needed and that comes with an additional charge. Each zone has its own valve. Estimates will be needed for around the gazebo. Estimated cost

could be \$900.00 to \$1,200.00 per zone. Perennial Gardeners will be paying for Lowes labor, the shrubs and plants, the repositioning of rocks and the stone paths. There is an irrigation box in the ground that will need to be kept accessible. Mr. Mazzurco will talk with Lowes and work with them prior to the work being completed. The Perennial Gardeners did apply for a grant to help with the cost and have had some private donations. Discussion continued for a possible sign, a plaque, benches with name plates, etc. for dedications.

Township Administrator

2024-36. Mr. Richter moved to approve the creation of a purchase order in the amount of \$6,420.00, from the Township's appropriated line item 1000-760-730-1200 (Improvement of Sites Township Hall/Mem Bldgs/Ground) and made payable to Willowleaf Studios, 12591 Claridon Troy Road, Chardon Ohio 44024 for a new double-sided sign to be located at the Chester Township Cemetery. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Mr. Purchase, Township Administrator noted that there is \$3,000.00 left from the Veteran's Memorial project plus another \$1,000.00 donation from Mr. Purchase and his wife. The approximate additional cost is estimated at \$3,500.00. Residents have complimented the work that has already been completed. New Vista will assist with the lighting. Mr. Richter said maybe look at getting additional signs for the other cemeteries in the Township. Mr. Radtke added he will look into the America – 250 Grant.

Department Business – Road

Installation of locks on the shop barn at the Road Department need to be replaced. Push button locks are going to be installed and it was suggested getting a cost for push button locks for the Road Department entrance door as well.

Larsen Architects, Phase 2 Road Department Roof Replacement Project was discussed next. Mr. Purchase said the building is salvageable and the roof will be a tear off and total replacement. Getting ready to go to bid. A grant application was completed by Mr. Purchase to hopefully help with the cost. A concern is the possible dollar amount may increase since there may be electrical work that needs completed. NOPEC money is available, but there are other projects the money may be used for. Further discussion is needed.

A special meeting will be scheduled for February 1, 2024 at 8:00 A.M. with Department Heads.

2024-37. Mr. Richter moved to approve after the fact \$1,017.60 payable to the Geauga County Engineer for the annual discharge fee associated with stormwater permit 3GQ00088*DG from 1000-120-599-0000 Other/Other Expenses. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

- The Township was responsible for maintaining 75.727 miles of public roads.

2024-38. Mr. Richter moved to approve and sign the 2023 Township Highway System Mileage Certification as approved by the Road Superintendent and return an original to the County Engineer's office. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-39. Mr. Richter moved to approve motion to Waverly Industries to purchase 1,100 gallons of Geomelt 55 salt additive using account number 2031-330-420-0401 Operating Supplies (Salt). Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-40. Mr. Richter moved to approve per O.R.C. 505.10 (A) (7) the sale of a Road Department's Sun Heavy Duty Drill Press Model SF-5 offered for public sale on Govdeals.com. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-41. Mr. Richter moved to approve after the fact the resignation of Nick Senk from the Road Department effective 1/12/2024. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-42. Mr. Richter moved to approve after the fact the advertising for Road Worker(s) position in the Chesterland News, Geauga Maple Leaf for two (2) editions, and on Indeed and the Chester Township Website for an indefinite period of time. Applications to be submitted by Friday, Feb 2, 2024 at 4:00 PM. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-43. Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
105-2024	Reg	\$5,550.00	Waverly Industries LLC	1,100 gal GEOMELT 55 salt additive
106-2024	Reg	\$1,900.00	Samsel Supply Co	3/8" tow chains & plow chains

2024-44. Mr. Richter moved to void PO number 100-2024 a regular PO in the amount of \$81,862.30 made payable to Doosan Bobcat North America for the 2024 Bobcat E55 Excavator. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Department Business – Fire

Department Business – Police

2024-45. Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
107-2024	Reg	\$2,500.00	John E Reid & Assoc Inc	Training Services
101-2024	T/N	\$1,048.64	ODJFS	Q4 Unemployment Ins PD

Department Business – Zoning

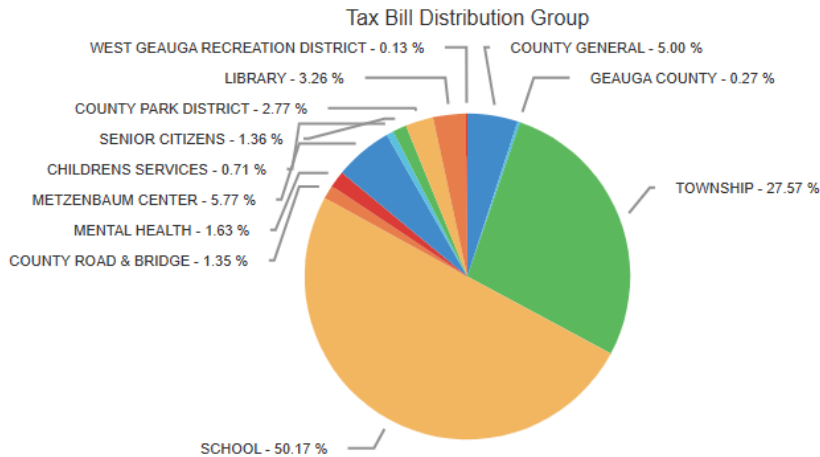
New Business

Leadership Geauga Youth Institute (501c3) – Township Sponsorship of WG Student(s) was discussed next. The thought is to have two (2) Chesterland students enrolled in leadership classes complete the leadership program and learn about county government, township government and upon completion present a 2 or 3 minute presentation to the Board of Trustees at a meeting. The cost is \$300 per student. Mr. Mazzurco said his daughter already signed up.

2024-46. Mr. Richter moved to approve \$600.00 to Leadership Geauga for the sponsorship of two (2) West Geauga Chesterland students to go to the Youth Leadership Program. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Mr. Richter said he will be donating \$300.00 to the Township.

- Where does your tax dollars go



Mr. Richter commented on the chart above and noted that the schools do get over 50% of tax money. Discussion continued over the 0.13% for the West Geauga Recreation District. This will be further discussed at the budget meeting.

Our Assistant Zoning Inspector is going down to the Ohio Township Conference and it is being paid for by Claridon Township. He is going on his own time. Claridon Township is paying for the class and the hotel, but not his wages. Mr. Purchase inquired about having him submit his actual classroom time on his time sheet since this is benefiting our Township by him attending the conference. The Board appears to be in agreement and encourages education.

Mrs. Jarrett stated we have no control over who does our audit. The State of Ohio bid the job out and we get whoever they assign to us.

2024-47. Mr. Richter moved to waive the entrance conference with Charles E Harris & Associates assigned by the State of Ohio Auditor to perform the 2022-2023 township audit. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-48. Mr. Richer moved to acknowledge Charles E Harris & Associates selected by the Auditor of State Keith Faber to perform the 2022-2023 audit. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-49. 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
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Linda Yandell * fee waived *	5/25/24	Gazebo & Pavilion West	12:00PM – 4:00PM	Celebration of Life
Sinead Irwin / Perennial Garden	5/10/24	Parking Lot	3:00PM – 8:00PM	Plant Sale
Sinead Irwin / Perennial Garden	5/11/24	Parking Lot	6:00AM – 3:00PM	Plant Sale
Sinead Irwin / Perennial Garden	5/29/24	Meeting Room	6:30PM – 9:00PM	Club Meeting

Township Park

Mr. Mazzurco inquired if the Township contributed any additional money to the park project other than the NOPEC money. It is believed we did not. However, the Township did pay some invoices. Any additional money for the pending project can be revisited after the estimates are submitted for the irrigation issue.

Financial Items

2024-50. 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
RD	\$45,000.00	2031-330-323-0074	2031-760-730-0000	Bobcat E55 purchase
RD	\$15,359.20	2031-330-420-0400	2031-760-730-0000	Bobcat E55 purchase
RD	\$60,359.20	2031-760-730-0000	2031-760-740-0000	Per JOnyshko

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen	98-2024	Reg	\$3,000.00	IWorq Systems	2024 Subscript fees for web based zoning software
Gen	104-2024	Reg	\$6,420.00	Willowleaf Studios	Chester Township Cemetery sign
EMS	102-2024	Reg	\$686.10	Municipal Emergency Services, Inc	1 white ben low rider w/NFPA ez-flips, 2 Paul Conway shields
Gen/RD/ PD/FD	103-2024	Reg	\$4,906.00	BWC	BWC True up Report 2023

CHECKS		
Date	Starting No.	Ending No.
1/30/24	87505	87513
Fiscal Officer's note: the last check number used on 1/11/24 was 87504		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
1/30/24	221-2024	238-2024	Regular payroll
1/30/24	240-2024	309-2024	Vac, holiday, clothing, healthcare non-part payouts

ON – LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
1/15/24	220-2024	220-2024
1/25/24	316-2024	358-2024

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
311-2024	First National Bank EFTPS	\$26,584.59	1/31/24	Employee & employer withholding – Federal
314-2024	Ohio Department of Taxation	\$158.26	2/14/24	Employee & employer withholding – Local School Dist
312-2024	Treasurer, State of Ohio	\$4,459.57	1/31/24	Employee & employer withholding – State
315-2024	Public Employees Retirement System	\$60,464.16	2/22/24	Employee & employer withholding – Retirement

317-2024	Ohio Police & Fire Pension Fund	\$19,720.22	2/14/24	Employee & employer withholding – Retirement
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Fiscal Officer's Report

Chester Township Bank Reconciliation Reconciled date 12/31/2023			
Prior UAN Balance			6,122,063.16
Actual Receipts	+	116,099.88	
Transfers for UAN Only	+	0.00	
Total Receipts	=		116,099.88
Payments	-	736,439.29	
Transfers for UAN Only	-	0.00	
Total Payments	=		736,439.29
Adjustments	+		32,656.36
Adjustments	-		644.75
Current UAN balance as of 12/31/2023			\$5,533,735.36
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of 12/31/2023			\$5,533,735.36
Entered bank balances as of 12/31/2023			\$5,665,499.31
Deposits in transit	+		0.00
Outstanding payments	-		131,763.95
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of 12/31/2023			5,533,735.36
Check		0.00	

Chester Township Bank Balances As of 12/31/2023			
Business Banking			\$400,000.00
FNB Sweep Account			207,960.86
Star Ohio			5,057,538.45
Total			\$5,665,499.31
Check		0.00	

Donations Received		
Received from	Amount	Description
New Vista Enterprises	\$18,934.00	Labor & Materials – Veterans Memorial

Mrs. Jarrett said a reminder that the auditor will be coming to Townhall next week. Catching up on emails now. She is currently working on the census. One dependency fund is filed and one still working on. Prepping for the auditor and pulling the necessary documents.

Open/Ongoing Items

Cemetery Marker Docs – two requests. One is an agreement to allow the sign on the property and the other is the maintenance agreement. Curious if the sign is stolen if our insurance would cover it. May have to send out to Prosecutor for review. Motions will be placed on the next agenda.
Township Webinar Subscription Program – Department Heads should be utilizing for improvement regarding their employees.

Upcoming Items/Deadlines

NOPEC Energized Community (NEC) Grant of \$23,039.00 for 2024

Discussions

Cedar Road – Speed Study – No word or update
Government Update – 1/25/24 CR; 2/8/24 KR; 2/22/24 JM

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:51 P.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

March 7, 2024 - motion # 2024-96
Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee