

The Chester Township Board of Trustees met in regular session Thursday, February 22, 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 # 2024-81

Swearing in of Assistant Fire Chief Andrew Nagy

Fire Chief Shaw shared Mr. Nagy’s work experience, education, and training with the Board and audience. He added Mr. Nagy is an asset to the department and the community. Trustee Radtke said during his interview with Mr. Nagy, he clearly showed leadership. Trustee Radtke also added that some department employees vocalized their support of Mr. Nagy and that they want the Fire Department to continue down a successful path.

Mr. Richter then swore in Andrew Nagy as Assistant Fire Chief.

Approval of Minutes

2024-81. Mr. Richter moved to approve the minutes of the Board of Trustees meetings dated 1/3/24 (7:04 PM) and 1/11/24 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Department Business – Road

2024-82. Mr. Richter moved to approve a PO for Sewer Cleaning Company in the amount up to \$2,400.00 to clean clogged road pipe on Puddingstone Drive using account number 2031-330-360-0000 Contracted Services. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-83. Mr. Richter moved to amend motion 2024-78 to read: Move to approve the Road Department Supervisor and Mechanic to purchase a bucket truck with an expense up to \$30,000.00. This motion will expire at the end of 2024. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

The excavator was the next topic of discussion with options of renting, leasing or purchasing. To date the Township does not have any information on leasing. Mr. Onyshko, Road Superintendent said the City of Willoughby Hills is selling their machine. He thinks it may be \$30,000.00 although it is in need of approximately \$8,000.00 of work. It has 2,000 hours on it. Typically, after 4,000 hours you don’t buy used machines Mr. Onyshko said. Renting requires scheduling use and is not as flexible. Often with renting you have to use their operator and that comes with a cost. Mr. Onyshko said he has five (5) employees that can run an excavator but only two (2) that can operate a Gradall. The Gradall 1 needs about \$16,000.00 of work, so probably going to sell it. Gradall 2 needs transmission work which means it will be out of commission for a couple of weeks. Discussion continued over the difference between the Gradall and the excavator, what each can do, as well as the cost for each.

2024-84. Mr. Richter moved to approve up to \$90,000.00 for the purchase of a Bobcat Compact Excavator E55 R2 Series and a workbrow tilting bucket.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Mr. Onyshko said he may be moving away from Verizon. A new trial company will allow direct hook-up and then seek out a mapping partner and allow routes to be on laptops.

Mr. Purchase said there are two (2) road pipe issues. The first one is on Foxmoor where water is now flooding the drive of Mr. Trask ever since the County did road work. Mr. Trask is looking for a catch basin to be installed. Discussion continued over options to resolve the issue, even suggesting the County fix it.

Mr. Purchase then shared another water issue on New Market Drive (private). He said there is no pipe under the road. The County has been made aware of this situation and the County feels let the water flow as is. Trustee Mazzurco confirmed the area is flat and yards are wet. Mr. Onyshko gave the name and phone number of the County employee (Shane Hajjar) for residents to reach out to.

Regarding the water leak on Township property, Mr. Onyshko said there is a suspicious area behind the Police Department, but no actual water leak has been detected. Mr. Purchase was aware of an issue years ago in the Police Department parking lot north of the building. Back then it was repaired. The suspicion of a leak is based on the increased amount of salt being used.

2024-85. Mr. Richter moved to approve and sign the Resolution of Convenience & Necessity for the improvement of Old Mill Road (TR-0092) and County Line Road (TR-0093) in Chester Township.
Mr. Mazzurco seconded.

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

2024-86. Mr. Richter moved to approve and authorize, after the fact .6 of an hour, of unpaid leave for Road Department employee Michael Galbraith for the pay period of February 4th to February 17th, pursuant to the Township Policy, Chapter 7 Employee.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-87. Mr. Richter moved to approve the terms of the conditional offer of employment to Ronald Goldberg, and the hiring of Ronald Goldberg for the position of Seasonal Grounds Personnel at a rate of \$18.00 per hour and a start date determined by the Road Superintendent pending the passing of a background check and drug screen.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-88. Mr. Richter moved to approve the terms of the conditional offer of employment to Cyril Land, and the hiring of Cyril Land for the position of Seasonal Grounds Personnel at a rate of \$18.00 per hour and a start date determined by the Road Superintendent pending the passing of a background check and drug screen.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Trustee Radtke suggested maybe in the future adding to the Conditional Offer items like good health insurance with the reimbursement of the HRA. Mr. Purchase shared what the purpose of the Conditional Offer is and Mr. Onyshko said he goes over in great detail the insurance during the interview.

2024-89. Mr. Richter moved to approve the terms of the conditional offer of employment to Benjamin Mathie, and the hiring of Benjamin Mathie for the position of Road Worker 1 at a rate of \$24.00 per hour and a start date determined by the Road Superintendent pending the passing of a background check and drug screen.

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

2024-90. Mr. Richter moved to approve Road Department expenditures as listed below.

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

| PO # | Type | Amount | Payable To | Purpose |
|----------|------|------------|-------------------------------|---|
| 127-2024 | Reg | \$2,400.00 | Sewer Cleaning Company LLC | Clean clogged drain on Puddingstone Drive |
| 124-2024 | Reg | \$4,000.00 | Kolsom Tires | Misc tire repairs |
| 125-2024 | Reg | \$3,750.00 | Vancuren Services | Removal of various trees in row |
| 126-2024 | Reg | \$4,000.00 | Hilti Inc | Various tools |
| 120-2024 | Reg | \$5,000.00 | NAPA Auto Parts - Chesterland | Various Parts |
| 118-2024 | Reg | \$5,000.00 | Fisher Auto Parts Inc | Various Parts |
| 119-2024 | Reg | \$5,000.00 | Auto Zone | Various Parts |

Public Comments/Questions

No public comments at this time.

Mr. Purchase said the County would like the Road Department to be included with Police and Fire regarding getting off ADP as soon as possible. Mr. Purchase is researching two (2) outside companies. It has been determined the phones, computers and hardware belong to the Township except for a couple of loaners. Mr. Purchase believes it will be less hardware, but more programming. The issue at hand currently is that the County has all the phone numbers and they are currently with Windstream. An option would be for us to move everything with Windstream and be billed directly. It would be a dedicated circuit. Windstream has agreed to take the current negotiated rate through the County and bill us directly for a period of five (5) years. Mr. Purchase needs to let ADP know what our plan is and what the timeline looks like to make the transition. In order to make this a successful transition we will need the cooperation of ADP. Mr. Purchase wants to know if the Board is comfortable with moving off ADP and allowing him to begin the process of switching providers. Board agreed with this direction.

Department Business – Fire

- CPR Class – March 19, 2024
 - 6:30 P.M. to 8:30 P.M. – cost is \$26.00 payable to Chester Township

Looking into a policy to allow the Township to accept credit card payments. The Township will need to charge a 3% fee for each transaction. Mr. Purchase is open to taking plastic as a type of payment for Zoning as well since most people come into the Township without a check and have to go home and look for the checkbook and make another trip back to Town Hall. Discussion continued and questions came up if payments could be taken over the phone. Also discussed was the process of receipt keeping and reconciliation.

2024-91. Mr. Richter moved to approve pursuant to Ohio Revised Code 505.10(A)(2) the disposal of the items listed in the table below. The equipment is of minimal value and is outdated and no longer fit for public use. If unable to sell through GovDeals, public auction site, the property will be salvaged or discarded.

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

| | |
|----------------------------|-------------------------------|
| Cord reels with wire | Misc. EMS bags |
| 7 hard hats | 3 plastic totes |
| 4 Pelican brand cases | 1 Ferno box |
| 1 electric ventilation fan | 1 gas powered ventilation fan |
| 1 hydro ventilation fan | 7 stream lights with bases |

Department Business – Police

No police business at this meeting.

Department Business – Zoning

Trustee Radtke attended the last Zoning Commission meeting. He feels they are at the point where they agree on approximately 90% for the electronic signage. A special meeting will be held on Wednesday, February 28, 2024 for finalization and hopefully the next step will be to get the public hearing advertised. Trustee Radtke got the feeling that three (3) of the members from the Zoning Commission did not want to do anything with attached garages. Trustee Radtke suggested maybe seeing what could be the maximum size an attached garage could be for the 1, 3 ½ and 5 acre lots. Trustee Radtke would like to come to some agreement with the Board of Trustees and then reach out to the Zoning Commission since he would like to attend their meeting on the 28th and share that the Board of Trustees feels strongly about addressing the attached garage issue. It was agreed that the height should be no higher than the height of the principal dwelling. Trustee Radtke will write something and present it to the Zoning Commission on the 28th. Mr. Purchase said prior to writing the language for the electronic signage he did speak with Mr. Dave Dietrich and it was suggested leaving as generic as possible. Trustee Radtke said he will see that someone from the Board of Trustees attends one of the Zoning Commission meetings if or when needed.

New Business

Student volunteers was the next topic of discussion. Three (3) West Geauga students came in and they want to give back to the Township through community service. One of the three (3) students will be attending the Youth Leadership Program. Updates to follow.

Regarding April 8th 2024 and the solar eclipse, Destination Geauga is putting something together at the Fairgrounds. Expecting some increased traffic.

Next discussed was the Township Records Policy. Trustee Richter would like to get moving on this.

Mrs. Jarrett, Fiscal Officer said the perms need to be completed since they are due the end of March. Trustee Richter suggested having the final budget meeting on March 7, 2024 and just starting the regular scheduled Board of Trustees meeting earlier.

The cost for the underground storage tanks should probably be split between the Road Department and the Fire Department since the Police Department no longer uses the tanks.

2024-92. Mr. Richter moved to approve and sign the Petroleum Underground Storage Tank “Statement of Financial Responsibility”. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-93. 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) |
|--------|---------|------|----------|
| 24-002 | 3 | 44 | 1, 2 & 3 |

2024-94. 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 |
|-----------------------------|-------------------------------|------------------------|--------------------|-----------------------------------|
| Hunting Valley Preserve HOA | 2/20/2024 (after the fact) | Town Hall Meeting Room | 8:00 PM - 9:30 PM | HOA Meeting |
| Linda Yandell | 7/6/2024 | Gazebo/Pavilion WEST | 12:00 PM - 4:00 PM | Lance Yandell Memorial Service |

** Initially the above was scheduled for 5/25/24. At the request of Mrs. Yandell, it is now amended to reflect the date of 7/6/24 **

Township Park

It appears the work at the corner in the Park may be close to \$15,000.00. The Perennial Gardeners have roughly \$6,000.00 - \$7,000.00. They are looking into fundraising and are asking the Township to pay for the cost of the irrigation system and any additional electrical work that may need to be done. The current irrigation system is quite old. The plan includes making the flower bed bigger. Trustee Mazzurco will request some quotes for the irrigation and noted the Township will pick up the cost since it is in need of replacement.

Shawn Day is a new Park Board Member.

Trustee Mazzurco will have information regarding the maintenance for the Park including trash pickup and NOPEC at the next meeting.

Flower baskets were discussed next. It seems that a number of the flower baskets have been damaged. We have sixteen (16) large ones and a couple small ones. After meeting with Perennial Gardeners it was discussed changing it up a bit and adding some flower boxes on the fence rail. The plan includes keeping the sixteen (16) large baskets.

Mr. Barry Leven would like to have a meeting with Mr. Purchase in early March concerning the pickleball project. Also needing discussed are the rules and policies of the courts. Mr. Purchase feels the rules should be clearly listed on the fence prior to opening day.

Financial Items

2024-95. 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 | \$18,250.00 | 2031-330-323-0074 | 2031-330-323-0075/2031-760-750-0000 | Per JOnyshko |

| PURCHASE ORDERS | | | | | |
|-----------------|----------|------|------------|----------------------|---|
| Dept | PO # | Type | Amount | Payable To | Purpose |
| RD | 123-2024 | Reg | \$2,082.00 | Dover Hydraulics Inc | Hydraulic pump for truck #15 plow |
| GEN | 122-2024 | Reg | \$2,000.00 | J & B Construction | Removal & installation of Town Hall interior doors |
| GEN | 121-2024 | Reg | \$4,250.00 | J & B Construction | Remove/replace all trim on north & south sides of Town Hall |

| CHECKS | | |
|---|--------------|------------|
| Date | Starting No. | Ending No. |
| 2-27-24 | 87528 | 87537 |
| 2-22-24 | 87538 | 87540 |
| Fiscal Officer's note: the last check number used on 2/8/24 was 87527 | | |

| EFT DIRECT DEPOSITS | | | |
|---------------------|--------------|------------|-----------------|
| Date | Starting No. | Ending No. | Description |
| 2-27-24 | 513-2024 | 589-2024 | Regular payroll |

| ON – LINE PAYMENT VOUCHERS | | |
|----------------------------|--------------|------------|
| Date | Starting No. | Ending No. |
| 2-22-24 | 596-2024 | 634-2024 |

| VOUCHERS & WITHHOLDINGS | | | | |
|-------------------------|------------------------------------|-------------|---------|---|
| Voucher | Payee | Amount | Dated | Description |
| 591-2024 | First National Bank EFTPS | \$21,018.69 | 2-27-24 | Employee & employer withholding – Federal |
| 593-2024 | Ohio Department of Taxation | \$87.65 | 3-14-24 | Employee & employer withholding – Local School Dist |
| 592-2024 | Treasurer, State of Ohio | \$3,717.51 | 2-27-24 | Employee & employer withholding – State |
| 594-2024 | Public Employees Retirement System | \$53,710.04 | 3-21-24 | Employee & employer withholding – Retirement |
| 595-2024 | Ohio Police & Fire Pension Fund | \$19,683.83 | 3-21-24 | Employee & employer withholding – Retirement |
| 512-2024 | FNB Commercial Credit Card | \$1,922.67 | 2-10-24 | FNB 1-31-24 |

Fiscal Officer's Report

Nothing at this time from the Fiscal Officer.

Open/Ongoing Items

Township Webinar Subscription Program – nothing new.

Response to Jon Kaplan Flat Headstones - Trustee Radtke did some research regarding cemeteries and noted that cemeteries do indeed allow above surface monuments and tombstones. However, our zoning resolution does not allow for above surface headstones and tombstones in a memorial park. He shared that private cemeteries such as Memorial Park has their own restrictions and the Township does not have any control over that. Trustee Radtke will reach out to Mr. Kaplan and share these details.

Upcoming Items/Deadlines

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

Discussions

Wreaths Across America/Revolutionary War Veterans – This is an organization that will go out during the Christmas season and place wreaths at the graves for our Veterans. Mr. Purchase completed the application process for all three (3) Township cemeteries.

Trustee Richter shared that Chagrin Falls has volunteers that place flags on every soldiers grave.

Cemetery Addresses – We now have addresses assigned to all three (3) cemeteries in the Township. We are looking for consistency and would like markers to identify areas.

Cedar Road Speed Update – no update to date.

Government Update – JM 2/22/24; KR 3/7/24; CR 3/21/24

A local man has inquired with the Township if we would buy back a plot that was purchased for \$125.00 years ago. The individual is deceased and ended up being cremated. The death occurred in 2008. Discussion continued with options regarding who to write the check to.

Mr. Purchase added that even though departments apply for grants, he wants to make sure that the Board of Trustees is up to speed. It was confirmed that the Township has a policy stating that the Township should be notified prior to application.

Mr. Purchase reminded the Board of Trustees that the Scouts will be attending the March 21, 2024 meeting. They are working on a merit badge.

Kiwanis has their pancake breakfast coming up. Information has been placed on the Township website.

Mr. Purchase asked everyone to review the wage continuation transitional duty that was shared previously. At the next meeting he would like to present it to the Board so that it can be updated. This may be in an executive session. Limited Home Rule is a provision in Ohio Revised Code that Jeremy Iosue may present at a later meeting.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:35 P.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

March 21, 2024 Motion # 2024-120
Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee