

The Chester Township Board of Trustees met in regular session **Thursday, February 8, 2024** in the Town Hall Meeting Room at 6:31 P.M. Chairman Craig Richter presided.

**Roll Call:** present: Mr. Richter, Trustee, Mr. Radtke, Trustee, Mrs. Jarrett, Fiscal Officer  
absent: Mr. Mazzurco, Trustee

**Pledge of Allegiance to the Flag**

The Board led the audience in reciting the Pledge of Allegiance to the Flag.

Leading Motion # 2024-54

**Executive Session**

- Discussion and hiring of temporary full-time Assistant Fire Chief for training and transition to the position of Fire Chief.

**2024-54.** Mr. Richter moved to approve to enter into executive session at 6:32 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, promotion, or compensation of a public employee.

Mr. Radtke seconded.

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

Invited into the executive session is Fiscal Officer Patricia Jarrett and Fire Chief William Shaw. Note that Mr. Mazzurco joined the session via telephone at 6:33 P.M. The Board reentered public session at 6:40 P.M.

**2024-55.** Mr. Richter moved to approve and execute the terms contained within the Conditional Offer of Employment, as submitted by Chief Shaw and the Board of Trustees for the hiring of Andrew Nagy to the position of full-time Assistant Fire Chief in Chester Township. Note: The fulltime Assistant Chief position is temporary and this motion is made with the expectation of Assistant Chief Nagy's successful transition to Chester Township's Fire Chief effective some time in early 2025.

Mr. Radtke seconded.

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

Mr. Richter shared there will be a carryover of sick leave hours and the number is to be determined.

**2024-56.** Mr. Richter moved to approve the recommendation of Fire Chief Shaw and authorize the hiring of Andrew Nagy to the position of full-time Assistant Fire Chief in Chester Township effective February 26, 2024 at an annual salary of \$91,300.00 (\$43.89 per hour).

Mr. Radtke seconded.

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

**2024-57.** Mr. Richter moved to authorize the Fire Chief to submit an application for the 2024-2025 P1 - Training & Equipment Grant from the Ohio Department of Public Safety, Division of EMS.

Mr. Radtke seconded.

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

**2024-58.** Mr. Richter moved to approve change order for the new pumper truck in the amount of \$8,168.00 for the fabrication and installation of an EMS cabinet on the new fire engine.

Mr. Radtke seconded.

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

**2024-59.** Mr. Richter moved to approve payment of \$2,100.00 to the Ohio Fire & Emergency Services Foundation for attendance by Asst. Chief Nagy at OFE Class 24 Week 1 June 3 - 6, 2024 in Columbus. Payment to be made from account 2111-220-318-0310.

Mr. Radtke seconded.

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

**2024-60.** Mr. Richter moved to approve Fire Department expenditures as listed below.

Mr. Radtke seconded.

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

PO #	Type	Amount	Payable To	Purpose
111-2024	Reg	\$2,000.00	Dominion East Ohio	Natural Gas
115-2024	Reg	\$2,100.00	OFESF	Nagy OFE Class 24 Week 1
116-2024	Reg	\$400.00	NEOFPA	Two Memberships

**Approval of Minutes**

**2024-61.** Mr. Richter moved to approve the minutes of the Board of Trustees meeting dated 2/1/24 as presented to the Board by the Fiscal Officer.

Mr. Radtke seconded.

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

**Public Comments/Questions**

There were no public questions or comments.

**Department Business – Road**

**2024-62.** Mr. Richter moved to approve up to \$10,000.00 to Larsen Architects for Phase Two (drawings for bid process for Road Department building roof).

Mr. Radtke seconded.

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

**2024-63.** Mr. Richter moved to approve a PO for Motorola Solutions in the amount of \$55,375.88 to purchase new updated radios for the Road Department Communications using \$35,000.00 from 2011-330-740-0000 Motor Vehicle License Tax (Machinery Equipment and Furniture), \$16,850.00 2021-760-750-0000 Gas Tax (Motor Vehicles), and \$3,525.88 2031-760-750-0000 Motor Vehicles.

Mr. Radtke seconded.

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

**2024-64.** Mr. Richter moved to approve advertising in the Geauga Maple Leaf, Chesterland News, indeed.com and on the Township website with applications due at Chester Town Hall by 4:00 PM on March 29, 2024 for a Grounds Seasonal Worker at a rate of \$17.00 - \$20.00/hour, contingent upon successfully passing a pre-employment drug screen and background check.

Mr. Radtke seconded.

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

**2024-65.** Mr. Richter moved to approve Road Department expenditures as listed below.  
Mr. Radtke seconded.

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

PO #	Type	Amount	Payable To	Purpose
112-2024	Reg	\$55,375.88	Motorola Solutions Inc	Radios for Road Communication
113-2024	Reg	\$3,250.00	Larsen Architects	Examination of Road Roof

Mr. George Zehnder spoke about promoting the Ohio Historical Marker and the cemeteries. He shared the application process is now open with approximately 100 applicants and only 20 spots open. He is putting together a Plan B. Once the letters are signed he said they need to be mailed through the US Mail, not electronically.

**2024-66.** Mr. Richter moved to approve and sign a February 8, 2024 letter to the Ohio History Connection granting permission to erect an Ohio Historical Marker at the Chester Township Cemetery.  
Mr. Radtke seconded.

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

**2024-67.** Mr. Radtke moved to approve and sign a February 8, 2024 letter to the Ohio History Connection committing Chester Township to the maintenance of an Ohio Historical Marker at the Chester Township Cemetery.

Mr. Radtke seconded.

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

**2024-68.** Mr. Richter moved to approve the transfer of \$600,000.00 from the 1000 General Fund to 2031 Road and Bridge.

Mr. Radtke seconded.

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

\$500,000.00 was approved regarding the temporary budget, but based on things going on it was increased back to \$600,000.00. The transfer will be completed upon the Board of Trustees approving the permanent budget.

**2024-69.** Mr. Richter moved to approve the transfer of \$17,000.00 from the 1000 General Fund to 2041 Cemetery.

Mr. Radtke seconded.

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

**2024-70.** Mr. Richter moved to approve the West Geauga Baseball Federation's use of the Parkside Park baseball diamond April 29, 2024 through July 20, 2024 Monday - Friday 5:00 PM to 10:00 PM and Saturday 9:00 AM to 5:00 PM for the girls' softball league, and May 17, 2024 through August 17, 2024 6:00 PM to 11:00 PM for adult co-ed league play Saturdays only from 6:00 PM to 11:00 PM.

Mr. Radtke seconded.

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

**2024-71.** Mr. Richter moved to approve after the fact the creation of a Purchase Order in the amount of \$4,200.00 for Township Appropriated Line Item, 1000-760-730-1200 Improvement of Sites (Township Hall/Mem Bldgs/Ground) made payable to J&B Construction & Remodeling LLC, 17417 Tavern Road Middlefield, Ohio 44062 for the removal and replacement of all trim on both the north and south sides of the town hall.

Mr. Radtke seconded.

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

**2024-72.** Mr. Richter moved to approve the creation of a purchase order, in the amount of \$4,745.00 from Township appropriated line item 1000-760-740-1205 Machinery, Equipment and Furniture, made payable to Nolan Heating & Cooling, PO BOX 742 Chardon, Ohio 44024. To install a Bryant 2 Stage Furnace, labor, and materials for Town Hall.

Mr. Radtke seconded.

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

**2024-73.** Mr. Richter moved to approve the West Geauga Baseball Federation’s use of the fields at the Chester School property beginning April 22, 2024 through July 6, 2024, Monday through Friday from 5:00 PM until 9:00 PM and Saturdays 9:00 AM until 3:00 PM. Games will not be scheduled on Chester Clean-Up Day.

Mr. Radtke seconded.

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

**2024-74.** Mr. Richter moved to approve the use of the Chester Township properties as listed below:

Mr. Radtke seconded.

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

Individual/Organization	Date(s)	Location	Time(s)	Event
WG High School Girls Soccer	6/29/24	Town Hall Parking Lot	9:30 am – 2:30 pm	Car Wash

**Financial Items**

**2024-75.** Mr. Richter moved to approve the financial transactions below.

Mr. Radtke seconded.

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

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
Rd	\$35,000.00	2011-330-360-0000	2011-760-740-0000	Motorola Radios

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen	109-2024	Reg	\$600.00	Leadership Geauga	2 WG Students – Leadership Program
Gen/Road/ Fire	110-2024	Reg	\$6,300.00	Charles E Harris & Associates Inc	2022-2023 Audit Services
EMS	114-2024	Reg	\$1,620.00	Brite Computers	Two Vehicle Computer Mounts
Gen	117-2024	Reg	\$4,745.00	Nolan Heating & Cooling LLC	Bryant 2 Stage Furnace - TH

CHECKS		
Date	Starting No.	Ending No.
2-13-24	87514	87525
2-8-24	87526	87527

Fiscal Officer's note: the last check number used on 1/25/24 was 87513

**\*\* check number 87523 was voided \*\***

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
2-13-24	378-2024	448-2024	Regular Payroll

ON – LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
2-8-24	359-2024	511-2024

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
451-2024	First National Bank EFTPS	\$19,378.17	2/13/24	Employee & employer withholding – Federal
450-2024	Treasurer, State of Ohio	\$3,428.64	2/13/24	Employee & employer withholding – State

**Fiscal Officer's Report**

<b>Chester Township Bank Reconciliation</b>			
<b>Reconciled date</b>		<b>1/31/2024</b>	
Prior UAN Balance			5,534,380.11
Actual Receipts	+	212,794.05	
Transfers for UAN Only	+	800,000.00	
Total Receipts	=		1,012,794.05
Payments	-	944,652.22	
Transfers for UAN Only	-	800,000.00	
Total Payments	=		1,744,652.22
Adjustments	+		0.00
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>1/31/2024</b>		<b>\$4,802,521.94</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>1/31/2024</b>		<b>\$4,802,521.94</b>
Entered bank balances as of	<b>1/31/2024</b>		\$4,894,855.92
Deposits in transit	+		0.00
Outstanding payments	-		92,333.98

Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
<b>Adjusted bank balances as of</b>	<b>1/31/2024</b>		<b>4,802,521.94</b>
	Check		0.00

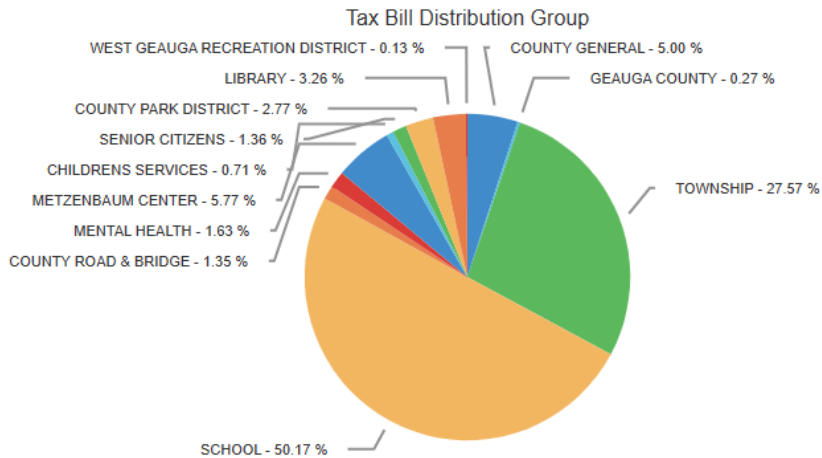
<b>Chester Township Bank Balances</b>			
<b>As of</b>		<b>1/31/2024</b>	
Business Banking			\$400,000.00
FNB Sweep Account			216,566.24
Star Ohio			4,278,289.68
<b>Total</b>			<b>\$4,894,855.92</b>
	Check		0.00

Mrs. Jarrett, Fiscal Officer said an additional door has been installed in the Fiscal Office at Town Hall. The bank reconciliation is complete for the month. The auditors have completed their work and looking at the end of March for the auditor report.

<b>Donations Received</b>		
<b>Received from</b>	<b>Amount</b>	<b>Description</b>
Barry Leven	\$300.00	Donation to Park District
Craig Richter	\$300.00	Donation to Township

**New Business**

- The Board of Trustees will be scheduling a 2<sup>nd</sup> work meeting with Department Heads regarding the 2024 Perms and reviewing goals and objectives for the year.
- The establishment of Reserve Funds was briefly discussed. Mrs. Jarrett will reach out to UAN regarding how to obtain account numbers.
- Township Taxes and Tax Rates were discussed
- The breakdown of tax dollars and where the money goes was discussed based on the chart below. The school gets the majority of the money. Mr. Radtke said there is some irritation and misunderstanding in the community regarding the reappraisal. Suggesting maybe placing something in the paper for clarification.



**Zoning**

Mr. Radtke attended the Zoning Commission meeting on February 6, 2024 and said it was a good meeting and progress is being made. They will be working on electronic signage next. The Zoning Commission also received letters from a concerned resident about the marijuana issue. Mr. Richter called him already stating what was already done prior to receiving the letter so Mr. Radtke will not need to put a letter together addressing the concern. Another resident submitted a letter inquiring why the headstones were flat in the cemetery. The reason is for maintenance and Mr. Radtke will draft a letter regarding the reason. A brief discussion with garages took place at the Zoning Commission meeting and Mr. Radtke explained to the Zoning Commission Board to also consider how their decisions impact the neighbors. Mr. Richter said zoning should protect the Township and maintain the semi-rural environment.

**Open/Ongoing Items**

Regarding the Township Webinar Subscription Program it was suggested that the Department Heads look through and see what is available for their employees to participate in. The response to Jon Kaplan was addressed with his concern for the flat headstones.

A resident asked if an agricultural property is able to build anything and the answer was yes. Referring to the building on Sherman Road it was noted that since an enclosed breezeway was built and the large building is attached it is acceptable. The Assistant Zoning Inspector is working on issues for people that received an agricultural exemption, yet don't use the property as intended. Mr. Radtke said Townships cannot regulate agricultural activities including the building unless it is within a platted subdivision and less than a certain amount of acreage. Mr. Richter added that the accessory buildings (size and height) were changed recently in 2023. It was increased based on the size of the property.

**Upcoming Items/Deadlines**

NOPEC Energized Community – (NEC) Grant of \$23,039.00 for 2004

**Discussions**

Government Update – CR 2/8/24; JM 2/22/24; KR 3/7/24

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:38 P.M.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

March 21, 2024 Motion # 2024-119  
Approval Date

\_\_\_\_\_  
Craig Richter, Chairman

absent  
Joseph C. Mazzurco, Vice-Chairman

\_\_\_\_\_  
Ken Radtke, Jr., Trustee