

The Chester Township Board of Trustees met in regular session **Wednesday, January 26, 2022** in the Town Hall Meeting Room at 6:00 P.M. Chairman Ken Radtke 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.

**Department Business – Police**

Chief Purchase discussed the School Resource Officer three-year agreement. Last year the school paid \$65,000 which was one half of Sergeant Day’s wages and benefits, but he had only been in the school approximately 8 weeks, due to COVID and remote learning. There would be a \$15,000 reduction this year and next year, to reduce the price accordingly. An MOU would be amended at a future meeting.

Captain Young reported they have two quotes for employee ID cards. If all four departments participated the anticipated cost would be \$500 per department. The card would include a photo of the employee.

**Department Business – Road**

**2022-40.** Mr. Radtke moved to approve after the fact \$3,040.00 payable to Ciro’s Sewer Cleaning for cleaning roots out of a road pipe on Sperry Rd. from 2031-330-360-0000 Contracted Services. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**Executive session**

**2022-41.** Mr. Radtke moved to enter into executive session at 6:10 PM pursuant to Ohio Revised Code 121.22 (G) (1) to consider the employment, discipline, and compensation of a public employee, (G) (2) to consider the purchase of property for public purposes and (G) (4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Invited into the executive session were: Road Superintendent John Onyshko, Police Captain Craig Young, Police Chief Mark Purchase and Fiscal Officer Patricia Jarrett. The board reentered public session at 7:37 PM. Mike Esposito of Clemans Nelson participated via telephone and left the session at 6:50 PM; Chief Purchase and Captain Young left at 6:52 PM, and Road Superintendent Onyshko left at 7:15 PM.

**Department Business – Fire**

**2022-42.** Mr. Radtke moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Comments
90-2022	Reg	\$573,729.00	Millstone Management Group	Fire Station Renovation

**Approval of Minutes**

**2022-43.** Mr. Radtke moved to approve the minutes of the Board of Trustees meetings dated 1/13/22 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**Public Comments/Questions**

Judith Schwed asked if a 2<sup>nd</sup> alternate would be appointed to the Board of Zoning Appeals. Mrs. Schwed was concerned with a recent case where the Board voted in favor of the appellant regarding a shed built without a permit; the appellant was to install shrubbery around it. When questioned who would follow up on the matter, she had been informed by Board of Zoning Appeals Chair Bart Ziganti that it was not their job to do so. The Zoning Inspector would follow up on the issue and would be instructed by zoning liaison Mazzurco on procedure. Linda Gifford suggested that Board of Zoning Appeals members do drive-bys. The Assistant County Prosecutor was scheduled to come out and train all zoning board members in the near future.

**Department Business – Zoning**

Trustee Mazzurco attended both zoning board’s recent meetings. The Zoning Commission would like to send a member to a Trustee meeting once a month to bring the Trustees up to speed on current events.

**New Business**

The Soil & Water Conservation District needed someone to be appointed as 2022 SWCD Phase II representative. Trustee Richter volunteered.

**2022-44.** Mr. Radtke moved to appoint Craig Richter as the 2022 SWCD Phase II stormwater representative. Mr. Mazzurco seconded. Vote unanimous; motion passed.

At their last meeting a motion was passed setting June 17 as the 2022 Juneteenth holiday. Federal rule would be followed and no future adjustments would need to be made.

**2022-45.** Mr. Radtke moved to amend motion 2022-25 to recognize June 19 as the federal holiday Juneteenth. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-46.** Mr. Radtke moved to approve the transfer of cemetery lots as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

<b>Section/Lot/Site</b>	<b>From</b>	<b>To</b>
Section B lot 65, site 4	Linda Gifford, executrix	Mary Lou Raupach

Fiscal Officer Jarrett stated that the carryover sheets were emailed to all along with what she would file with the County. In the temporary appropriations the buildout of the Fire Department had not been budgeted, as she thought the PO would be made in December 2021. Mrs. Jarrett was advised by Joan Windnagel that if the PO is made in December, and there was a change in vendor, the money would be tied up as the PO is for a specific vendor. Cancelling the 2021 PO would not deposit the funds back into the 2022 appropriation, and it would be unavailable until 2023.

**2022-47.** Mr. Radtke moved to amend the 2022 Chester Township temporary appropriations in the amount of \$8,929,637.16. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

**2022-48.** Mr. Radtke moved to approve a change order request from Chagrin Valley Paving and payment of the second and final invoice in the amount of \$6,985.25 for the Asphalt Resurfacing of

Various Roads as listed below, as recommended by the Geauga County Engineer. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

CONTRACT	ORIGINAL CONTRACT	TOTAL ADDS	TOTAL DEDUCTS	REVISED CONTRACT
RS-CHE-V-2021	\$197,270.00	\$1,929.00	\$6,205.15	\$192,993.85

### **Township Park**

Trustee Mazzurco reported that the Park Board would have their first meeting in February. In the passage of motion 2022-30 to solicit landscaping bids for Township properties, a bid opening date was not specified in the motion; the motion was amended below.

**2022-49.** Mr. Radtke moved to amend motion 2022-30 to include a bid opening date of February 24, 2022 at 6:35 PM. Mr. Mazzurco seconded. Vote unanimous; motion passed.

### **Financial Items**

**2022-50.** Mr. Radtke moved to approve the financial transactions below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
FD	\$500.00	2111-760-740-0323 Machinery, Equip & Furn/Office Equip	2111-220-311-0010 Acctg. & Legal Fees/Legal Fees	Legal fees

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Comments
All	89-2022	Reg	11,718.00	Bureau of Workers Comp	BWC true up 2021

CHECKS		
Date	Starting No.	Ending No.
2/1/22	84615	84624
1/26/22	84625	84658
Fiscal Officer's note: the last check number used on <b>1/13/22</b> was <b>84614</b>		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
2/1/22	146-2022	207-2022	Regular payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
209-2022	First National Bank EFTPS	19758.48	2/1/22	Employee & employer withholding – Federal
145-2022	Bureau of Workers' Compensation	11,718.00	1/28/22	BWC true up report 2021

### **Fiscal Officer's Report**

Mrs. Jarrett was working on getting the year closed. The bank rec is done and reporting would need to be uploaded, then temporary mode would be shut down. Mrs. Jarrett would be out of town and would be unable to attend the February 10 meeting. The Trustees offered to move the meeting date to February 9.

A meeting would be scheduled for the permanent appropriations in the near future. Schedules were discussed and coordinated. Mr. Mazzurco suggested a work session with the Department Heads for March 2.

Received from	Amount	Description
Craig Richter	\$110.00	2022 flower baskets

<b>Chester Township Bank Reconciliation</b>			
<b>Reconciled date</b>		<b>12/31/2021</b>	
Prior UAN Balance			7,458,885.86
Actual Receipts	+	58,171.95	
Transfers for UAN Only	+	0.00	
Total Receipts	=		85,353.07
Payments	-	524,006.57	
Transfers for UAN Only	-	0.00	
Total Payments	=		1,143,421.53
Adjustments	+		4,691.01
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>12/31/2021</b>		<b>\$6,405,508.41</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>12/31/2021</b>		<b>\$6,405,508.41</b>
Entered bank balances as of		<b>12/31/2021</b>	\$6,742,190.12
Deposits in transit	+		0.00
Outstanding payments	-		336,681.71
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>12/31/2021</b>		<b>6,405,508.41</b>
<b>Chester Township Bank Balances</b>			
<b>As of</b>		<b>12/31/2021</b>	
Business Banking			\$400,000.00
FNB Sweep Account			3,558,160.35
Star Ohio			2,784,029.77
<b>Total</b>			<b>\$6,742,190.12</b>

### **Open/Ongoing Items**

Mr. Radtke attended a webinar last week regarding money available through the Ohio Department of Development for demolition of the Henry house. The Geauga County Commissioners are the agent for Geauga County for allocated money. Submittal must be done before February 28.

### **Upcoming Items/Deadlines**

February 10, 2022 – Trustee Mazzurco would attend the GTSWMD community grants workshop for the tire grant and recycling grant.

Joe Roman commented that re-formation of the Planning Committee would be a wonderful idea for the community. Discussion ensued regarding possibilities to improve the Township and the Township buildings.

### **Discussions**

The Trustees' lists of 2022 goals were discussed. Mrs. Jarrett reported that three people were interviewed for the Administrative Assistant position. All three candidates were offered more money by other employers and declined employment with Chester.

**2022-51.** Mr. Radtke moved to advertise for a Township Administrative Assistant in the Chester News, indeed.com, Geauga Maple Leaf and the Township website with resumes and letters of interest due at Town Hall by 4:00 PM March 1, 2022. Mr. Mazzurco seconded. Vote unanimous; motion passed.

A Township administrator was discussed. The Trustees wanted a part-time hire and felt it would assist them greatly in carrying out duties. Mrs. Jarrett commented that if a modern, single building were constructed, the savings on things such as utilities would be great. Mrs. Jarrett added that there is no

security in the Town Hall and felt that people should pass through the Police department prior to accessing the rest of the departments. Equipment such as network switches are bought in multiples as the departments are all in different buildings. Reestablishment of committees for audit, architectural review and property review were discussed. Reestablishment of a Chamber of Commerce was discussed. Other potential goals were improvements to Parkside Park including the playgrounds, the restrooms and the parking lot. The Recycle Park would obtain cameras in the near future, through a Go Green grant. The Geauga County Prosecutor will visit the township and outline zoning processes and procedures for both zoning boards. Another \$25,000 has been received via NOPEC grants. Cemetery costs would also be examined and possibly updated. Institution of a lodging tax and a full-time Zoning Inspector were discussed. Many other goals were outlined and discussed.

Judith Schwed commented that the eagle on top of the pole holding the American flag in the meeting room was broken and should be replaced.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Radtke adjourned the meeting at 9:07 P.M.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

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February 9, 2022 Motion 2022-66  
Approval Date

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Ken Radtke, Jr., Chairman

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Joseph C. Mazzurco, Vice-Chairman

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Craig S. Richter, Trustee