

The Chester Township Board of Trustees met in regular session **Thursday, October 6, 2022** in the Town Hall Meeting Room at 6:00 P.M. Chairman Ken Radtke presided. Administrator Mark Purchase was appointed Clerk pro tem.

Roll Call: Present: Trustee Radtke & Trustee Richter
Absent: Trustee Mazzurco, Fiscal Officer Jarrett
Also in attendance was Administrator Purchase

Pledge of Allegiance to the Flag

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

Department Business – Police

Chief Young reported that Mr. Jeffrey Sherwood retired after 26 years with the Lake County Sheriff's Office and would be joining the Chester Township Police Department as Executive Lieutenant next week. He noted he comes with a great deal of knowledge, experience and leadership. He will also bring energy and passion and most importantly he is bringing fresh ideas. Mr. Sherwood shared his excitement to support the citizens of this community and join the team.

2022-418. Mr. Radtke moved to approve and execute the terms contained within the Conditional Offer of Employment, as submitted by Chief Craig Young and the Board of Trustees for the hiring of Jeffery A. Sherwood to the position of Executive Lieutenant.

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

2022-419. Mr. Radtke moved to approve the recommendation of the Police Chief and authorize the hiring of Jeffrey A. Sherwood, to the position of Executive Lieutenant, effective Sunday, October 9, 2022 at the pay rate of \$44.52 per hour.

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

Mr. Jeffrey A. Sherwood was sworn in by Trustee Ken Radtke.

Trustee Richter made some phone calls concerning the Cub Scouts and Pack #104 and their Charter. Ben Gorris spoke on behalf of the Cub Scouts and stated they are looking for a representative. The Charter Agreement from Lake Erie Council was supplied. The Fiscal Officer will need to be contacted as well since the state audit will be involved and the troop shows interest in having a bank account. United Methodist National Organization has decided not to sponsor any scouts due to the number of recent lawsuits. This organization has been in Chester Township for almost 50 years.

Executive Session

2022-420. Move to enter into Executive Session at 6:16 P.M. pursuant to ORC 121.22 (G) (3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action and (G)(4) reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment.

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

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

Chief Shaw, Administrator Purchase and Attorney Greg Beck were invited into the Executive Session. The Board reentered public session at 7:13 P.M. Mr. Beck left at 7:01 P.M.

Mr. Barry Leven discussed his hopes for moving forward with the pickleball court and shared the donations to date equal \$24,740.00. A Go Fund Me Account (West Geauga Pickleball) has recently been set up to hopefully draw in the younger generation. Mr. Leven shared he is waiting to see if the grant comes through. Barry Leven is considering a fundraiser and possibly a public event in the future. Ideally, he is hoping the township could do the excavation work, drainage and the grading. He suggested getting the asphalt done before winter. Jamie Saric asked why the township is starting a project before all the money is in hand. Superintendent John Onyshko shared his thoughts of beginning the work on the courts in spring vs. fall, the cost of material, the cost of road department employees and the overtime pay, etc. The Road Department is very busy and currently behind on projects as is. Price of supplies vary and there is a possibility that prices will rise in January. Mr. Onyshko explained options available to the township regarding the construction of the court and water concerns. A discussion confirmed the workers can either dig up or build up – both are possible. A topic of discussion also included the bids that we currently have and questioned would they be accepted next year or would they need to be rebid.

Approval of Minutes

2022-421. Mr. Radtke moved to approve the minutes of the Board of Trustees meeting dated 9/22/22 as presented to the Board by the Fiscal Officer.

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

Public Comments/Questions

Dal Lanese questioned what the Executive Session was about. Mr. Radtke explained it was regarding legal matters and union negotiations. The hourly rate of Jeffrey Sherwood was questioned. Mr. Radtke shared Jeffrey A. Sherwood's resume and Administrator Purchase explained his experience and responsibilities as an Executive Lieutenant.

Mr. Radtke recognized Anthony Paulic who noted he was there for his first Board of Trustees Meeting. He is the son of Kelly Paulic who is the Township Administrative Assistant.

Township Administrator

Administrator Purchase shared he is making good progress with the web page. He explained he has bios and photos and that he is starting to build the content with all the zoning forms, etc. The bocce ball court is finished. The township wants to recognize Joe Fornaro once again who is on the Park Board and is the Kirtland Road Superintendent who assisted with Trustee Mazzurco and Administrator Purchase installing the bocce court. The baseball field has been sprayed and dragged. Electrical service in the park was addressed. All service is 100 amp. Zoning is making progress with the four (4) properties the township owns up north. Policies and job descriptions are close to being finalized. They will be reviewed and changes will be made or updated as needed. A reminder that the townships obligation is to maintain the roads and keep the water from eroding the roads. The storm water policy will be discussed at the next meeting. Private property is the responsibility of the owner to maintain if there is a creek or stream passing through.

Department Business – Road

2022-422. Mr. Radtke moved to approve Road Department expenditures as listed below.
Mr. Richter seconded. Mr. Radtke, yes; Mr. Mazzurco, absent. Motion passed.

PO #	Type	Amount	Payable To	Purpose
207-2022	Reg	3,010.00	Kalida Truck Equipment Inc	Stock Conveyor Chains
208-2022	Reg	5,100.00	Trivista Equipment	Repair Hoist Cylinder in trucks #8 & #15
209-2022	Reg	50,000.00	Morton Salt Inc	Rock Salt

Department Business – Fire

2022-423. Move to accept the resignation of Matt Reed effective 10/21/22.
Mr. Richter seconded. Mr. Radtke, yes; Mr. Mazzurco, absent. Motion passed.

Mr. Reed is resigning because he does not have time since he has a new child, his wife works, and he has a full-time job. He is unable to make the commitment.

2022-424. Move to approve the hiring of Allen Stuller as a part-time FF/EMT at the rate of \$20.61/hour, effective October 4, 2022 contingent on the employee successfully passing a drug test and background check.
Mr. Richter seconded. Mr. Radtke, yes; Mr. Mazzurco, absent. Motion passed.

Chief Shaw indicated that he sends out periodic posts on Facebook when actively looking for part-time employees. The roster is fairly full right now so no postings have been made in the last month and a half or two. The department is not aggressively seeking part-time applications. He is not sure there is a value in advertising for part-time firefighters. Chief Shaw noted there are no full-time firefighter positions available and they always accept applications for part-time firefighters. Therefore, he does not want an advertisement to be misinterpreted by the public that they missed an opportunity because there was a hard date set in the positing that appeared in the newspaper or on-line. The people they are attracting now are not historically newspaper readers, but rather on-line and electronic and/or social media type of people. Chief Shaw has no objection to placing a generic type ad. He noted the staff actually seems to be the best recruitment tool. No additional action tonight from the Board of Trustees. It was again confirmed to the public that we do have six (6) full time firefighters as well as 30 part-time firefighters.

New Business

It has ben decided that the township will wait to advertise for the BZA position since two (2) terms will expire shortly and we can see if there is any interest in the individuals re-applying for the positions.

2022-425. Move to advertise for a part time assistant zoning inspector twice in the Geauga Maple Leaf, twice in the Chagrin /Gauga Times Courier and in the Chesterland News and on the Township website with applications due at Chester Town Hall by 4:00 PM on November 11, 2022.
Mr. Richter seconded. Mr. Radtke, yes; Mr. Mazzurco, absent. Motion passed.

2022-426. Move to approve and sign a cemetery deed for the sale of the following plots.
Mr. Richter seconded. Mr. Radtke, yes; Mr. Mazzurco, absent. Motion passed.

DEED #	SECTION	PLOT	SITE(S)
22-017	C	444	1 & 2

Township Park

2022-427. Move to approve and authorize the creation of a purchase order in the amount of \$3,811.50, from appropriation 1000-760-730-1202 (Improvement of Sites / Parks & Recreation) and made payable to Phoenix Painting, LLC PO Box 22832 Beachwood, Ohio 44122. This is a Park expense that will have the park gazebo pressure washed, primed, and painted. Mr. Richter seconded. Mr. Radtke, yes; Mr. Mazzurco, absent. Motion passed.

Financial Items

2022-428. Move to approve the financial transactions below. Mr. Richter seconded. Mr. Radtke, yes; Mr. Mazzurco, absent. Motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
Road	8,110.00	2031-760-730-0000	2031-330-323-0075	Per John Onyshko 9/30/22
Police	3,841.14	2081-930-930-0000	2081-210-420-0400	Chardon Oil Invoice

CHECKS		
Date	Starting No.	Ending No.
10/6/22	85724	85724
10/11/22	85725	85735
10/04/22	85736	85736
10/06/22	85737	85782

Fiscal Officer's note: the last check number used on **9/22/22** was **85723**

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
10/11/22	1468-2022	1536-2022	Regular Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1538-2022	First National Bank EFTPS	17,871.62	10/11/22	Employee & employer withholding – Federal
1540-2022	Ohio Department of Taxation	81.75	10/14/22	Employee & employer withholding – Local School Dist
1541-2022	Treasurer, State of Ohio	6,321.03	10/14/22	Employee & employer withholding – State

Fiscal Officer's Report

Donations Received		
Received from	Amount	Description
Geauga West Rotary Club	500.00	Pickleball donation
Deanne Nowak	20.00	Pickleball donation

**** to date pickleball donations = \$34,780 ****

Chester Township Bank Reconciliation			
Reconciled date		9/30/2022	
Prior UAN Balance			8,787,573.70
Actual Receipts	+	1,908,658.55	
Transfers for UAN Only	+	0.00	
Total Receipts	=		1,908,658.55
Payments	-	2,080,114.88	
Transfers for UAN Only	-	0.00	
Total Payments	=		2,080,114.88
Adjustments	+		3,952.64
Adjustments	-		0.00
Current UAN balance as of	9/30/2022		\$8,620,070.01
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	9/30/2022		\$8,620,070.01

Entered bank balances as of	9/30/2022		\$8,657,364.78
Deposits in transit	+		0.00
Outstanding payments	-		37,294.77
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	9/30/2022		8,620,070.01

Check 0.00

Chester Township Bank Balances			
As of		9/30/2022	
Business Banking			\$400,000.00
FNB Sweep Account			3,446,391.60
Star Ohio			4,810,973.18
Total			\$8,657,364.78

Check 0.00

Open/Ongoing Items

Henry House: Still waiting to hear back from the County to have funds released to us. Hoping to be first in line. We were the first application in too.

Discussions

Government Update – J, 9/22/22, K, 10/3/22, K, 10/6/22, C 10/20/22

The Zoning Commission extended an invite to The Board of Trustees on 10/19/22.

The Board of Trustees is working on rescheduling the 10/20/22 meeting. Confirmation of date and time to follow.

Record Retention Policy: The last Record Retention Policy that was approved by the Board was in the year 2013 and that was a generic Records Retention Policy that the state had. In that policy many things that are not specific to Chester Township. Trustee Richter has tried reaching out to some departments since each department has their own policies in addition to the townships’ policies. Trustee Richter said it needs to be pulled back together and it needs to be revisited. Trustee Radtke noted a meeting is scheduled for this Monday at 2:00PM with the Fiscal Officer along with Mr. Purchase so they can begin working on getting it updated.

Veterans Day Ceremony: Friday 11/11/22 will be hosted by the Park Board. Administrator Purchase confirmed they have started working on everything and the ceremony will take place.

Ven Paoletto questioned if the Record Retention Policy is according to the O.R.C. and if the Fiscal Officer was in charge. Trustee Richter noted that was correct and that is why Mr. Radtke and Fiscal Officer Jarrett are meeting Monday.

Ven Paoletto also inquired who was in charge of the record requests. The response was the Fiscal Officer. It was clarified that the retention of the records is different than a public request. All requests need to be approved by the Fiscal Officer, although anyone can make a public request.

Trustee Richter touched on NOPEC. A number of people ended up with large electric bills last month. Back in 2001 the official results from November 6, 2001 show that 65% of this township voted for NOPEC. Over time we have been awarded \$194,000 of monies back with the grants from NOPEC. Trustee Radtke noted he saw on Back Door that people thought a decision was made by the Board of Trustees back in 2106 which is simply not the case. The year 2001 is when the citizens voted for Chester Twp. to enter into a contractual agreement with NOPEC. That contract did allow people to opt out if they wanted to. Ven Paoletto noted that she received a notice stating she was “kicked out” of NOPEC

and the trustees said everyone got the same letter. Dal Lanese questioned options and the trustees clarified you can pick who you want but it is always best to watch the bill. Steven Saric asked if the \$194,000 over a twenty-year period could have something to do with high bills residents have and NOPEC trying to re-coup the money they gave back to the people. Mr. Radtke could only speculate. Barry Leven asked about the \$88,000 that they still have and it was explained that we have to incur the expense in order to get reimbursed. Mr. Leven was concerned if we would lose the money. Trustee Radtke assumed not, but added you never know in the world of business.

ADJOURNMENT:

There being no further business before the Board, Mr. Radtke adjourned the meeting at 8:04 P.M.

Respectfully submitted,

Absent
Patricia Jarrett, Fiscal Officer

November 3, 2022 - Motion # 2022-437
Approval Date

Ken Radtke, Jr., Chairman

Absent
Joseph C. Mazzurco, Vice-Chairman

Craig S. Richter, Trustee