

The Chester Township Board of Trustees met in regular session **Thursday, November 3, 2022** in the Town Hall Meeting Room at 6:30 P.M. Chairman Ken Radtke presided.

**Roll Call:** Present: Trustee Radtke, Trustee Mazzurco, Trustee Richter, Fiscal Officer Jarrett and Administrator Purchase.

**Pledge of Allegiance to the Flag**

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

**Approval of Minutes**

**2022-436.** Mr. Radtke moved to approve the minutes of the Board of Trustees meetings dated 9/21/22 and 10/3/22 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-437.** Mr. Radtke moved to approve the minutes of the Board of Trustees meeting dated 10/6/22 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, abstain; Mr. Richter, yes. Motion passed.

**2022-438.** Mr. Radtke moved to approve the minutes of the Board of Trustees meeting dated 10/19/22 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke abstain. Motion passed.

**Executive Session**

**2022-439.** Mr. Radtke moved to enter into executive session at 6:31 PM pursuant to Ohio Revised Code 121.22 (G)(1) To consider the promotion and compensation of public employee. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Fiscal Officer Jarrett, Administrator Purchase, and Road Superintendent Onyshko were invited into the executive session. Board reentered public session at 6:53 P.M. Superintendent Onyshko left meeting at 6:39 P.M.

**2022-440.** Mr. Radtke moved to approve Health Insurance Coverage for part-time employee Husam Alabasi beginning November 1, 2022. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-441.** Mr. Radtke moved to approve wage increase for part-time firefighter Michael Gibson and part-time firefighter Josh Puskar to \$22.60 effective November 13, 2022. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco abstain. Motion passed.

Ven Paoletto asked what the last two motions passed were for and the Board explained in detail. Dal Lanese asked if all part-timers will get health care. It was stated that for many reasons Husam Alabasi was obtaining health insurance with one point being that he is in the process of obtaining his CDL on his own, with a cost of approximately \$5,000 and once the CDL is issued he will be more than likely elevated to full time status. Not all part-time employees will be getting health care.

A discussion concerning Greg Beck, Baker Dublikar Beck, Wiley & Mathews and the HR Services they provide took place. A summary e-mail was sent detailing the work they do, how they are structured, including their hourly rate of \$170/hour which appears to be \$5/hour cheaper than Clemans Nelson. It was agreed that this topic would be continued to the next meeting and everyone is on board with exploring other firms and options.

### **Public Comments/Questions**

A resident asked why signs are up three (3) weeks before Veteran's Day. She says signs are flipped and weathered. Mr. Purchase admitted to putting signs up early to try to draw more support for the ceremony as opposed to just a couple days before the ceremony. Banners are faded and hope to be replaced next year. A resident stated her nephew designed the sign and she will check to see if he still has the templet and if so, she will send it to Mr. Purchase. Another option is to ask the Spidalieri family for assistance since they made signs in the past.

Mr. Saric questioned if anyone considered using the high school tennis courts for the pickleball courts or even the high school basketball courts. He also inquired what is the total amount of money we have for the project to date. The Board responded that we have approximately \$35,000 - \$37,000, the actual dollar amount was not on hand at the meeting. It was again noted to use some NOPEC money for the lighting too. The township is still waiting on grant money as well. Tennis courts were considered at one time, but decided against because of the location of the courts. All the money is not raised and the Board encouraging fund-raisers to continue.

Ralph Delligatti of 12220 Reserve Lane touched base with LED street lighting. He is encouraging the LED lighting and thinks it can improve things, especially in the business district. Mr. Delligatti noted it is cost efficient and he is aware there is a cost regarding installation. If NOPEC money is available it is something to consider. He noted it is a safety thing and asked Board to think about.

### **Township Administrator**

1. Parks & Cemeteries – Regarding the parks, the seasonal water has been shut off, bathrooms closed, and port-a-potties are installed. Concerning the cemeteries, amended fees will be presented to the Board since our current fees do not even cover the cost for staff when they work on the week-end. Fees will need to be adjusted.
2. Property Consolidation Update – Surveying the work up north is just about done. We are still waiting on ODOT. We should have recommendations and findings once the evaluation is complete.
3. Miller Dodson Update – The report has been completed and all information has been submitted into the data base. A draft should be prepared soon.
4. Web Site Update – The history on our current website is just a small paragraph. Mr. Purchase is working on the history with photos and has asked the department heads to submit information on each of their departments in addition to supplying information for residents such as events going on, winter driving, something related to the police department, etc.
5. First Net Cell Phone Proposal – Discuss at end.
6. Department Year-End Budget Reporting – Administrator Purchase would like a year-end budget meeting with the Board in November. Over the years it seems to have gotten away from us. Fiscal Officer Jarrett needs "temporaries" once UAN sends new software. It was suggested department heads do a year to date row 2022. Maybe have a special meeting to discuss. The

Board liaisons can meet with department heads and send out the most recent spread sheet and work off that at the next meeting.

7. Approve Job Descriptions & Organizational Chart – Administrator Purchase wants to approve job descriptions since department heads reviewed and tweaked them.
8. Approve Proposed New Policies & Procedures:
  - a. Storm Water Policy – Clearly explains the fact that Chester Twp. Road Department is only responsible for the runaway water. When they clean out ditches and the water backs up in someone’s private property and floods out the neighbors – it is not the responsibility of the township to come on private property and start digging. Ohio Revised Code provides a provision. If the township needs to do it for the security of the road it is then acceptable. If water starts to build up and starts to hurt the foundation of the road, the township can go on to private property and do the work and extend a lien to the resident for the work. Mr. Radtke suggested a document number and an approval or effective date and also that we reference the motion that was passed for each of these policies. John Onyshko of the Road Department added they do not have the equipment to do that kind of work and it would have to be contracted out. It was also stated that some projects are costly. Mr. Radtke made an effective date of December 1, 2022 for the motions.

Ven Paoletto asked how many parks we have in the township. Administrator Purchase responded with three (3) parks owned by the township and three (3) parks owned by the county. There is a total of six (6) parks in Chester Township. She also asked about the property consolidation and what properties were they discussing. The response was that the township owns four (4) parcels of property where Fire Station Number 2 is and that they are just sitting there. Mr. Purchase asked the Board to come up with a plan for that property. They hired a surveyor to come out to survey and look at lot consolidation and possibly sell the property. It appears more desirable as one large piece of property Mr. Mazzurco pointed out.

- b. Grants Policy - The Fiscal Office must be involved when applying for grants. The Trustees need to sign off on it ahead of time.
- c. New Hire Policy – There will be a packet of information that the Fiscal Office requires and it does include the Conditional Offer of Employment.
- d. Flag Replacement Policy – The township will adopt the same policy as did the police department and every six (6) months the flags will be changed. The flags should always look good.

**2022-442.** Mr. Radtke moved to approve the following Township Policies and Documents: Job Descriptions and Organizational Charts, Storm Water Policy, Grant Policy, New Hire Policy, Flag Replacement Policy. Mr. Mazzurco seconded. Vote unanimous; motion passed.

Cell Phone discussion with Administrator Purchase included the fact that we currently have 15 cell connections and that the township is currently with Verizon. We seem to have difficulty upgrading our equipment from time to time. Looking at First-Net which will give first responders, police and fire, or those associated with, immediate phone service. Bottom line is if towers are at full capacity, a first responder will have the ability to get through. That would mean if someone is just talking, they will get knocked off the tower allowing the first responder to make a call. Fiscal Officer Jarrett and Administrator Purchase met with the vendor which runs through AT&T. It appears to be a better quality of service. If there is an emergency, certain department heads would get first priority on the towers. The Fire Department has been complaining about dead spots and the service. Should there be an

emergency like 911 they would again have priority. If the phones are down, but someone has wi-fi, it will immediately connect to it and people can communicate. There is no contract and we are not bound to anything.

**2022-443.** Mr. Radtke moved to approve and authorize the Fiscal Officer and Township Administrator to organize and transfer the township’s cellular service needs over the AT&T Mobility LLC / FIRST NET, PO Box 6463 Carol Stream IL 60197-6463. This is a month-to-month service with no mandatory contract and includes free upgraded equipment. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**Department Business – Fire**

Mr. Radtke commented that this is remaining money left over from \$800,000 plus FEMA grant and each of the participating communities were offered additional equipment. The communities have paid their portions. Pepper Pike’s check bounced the first time and now again. They made good on the check and paid the \$12 fee.

**2022-444.** Mr. Radtke moved to approve the following expenditures from appropriation 2283-760-740-9500 Machinery, Equipment & Furniture/Federal Emergency Management Agency. NOTE: all equipment is part of a cooperative purchasing source (i.e. State of Ohio Term Pricing, Sourcewell, etc.) Mr. Mazzurco seconded.

Roll call vote: Mr. Radtke, yes, Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Amount	Vendor	Equipment
\$21,000.00	Fire Force Inc./Eagle Emergency	Turnout gear
9,851.00	Hook & Ladder Fire Rescue Products	Thermal imaging camera/monitor nozzle
7,000.00	Johnson’s Fire Equipment Co.	Turnout gear
20,177.00	All American Fire Equipment	Rescue tools
53,843.00	MES/Warren Fire Equipment	Fire hose, turnout gear
11,674.98	Chagrin Valley Dispatch	Communications equipment
449.00	Home Depot	Battery powered saw

**2022-445.** Mr. Radtke moved to approve after the fact \$18,107.00 payable to MES/Warren Fire Equipment for the purchase of turnout gear from 2283-760-740-9500. Note all equipment is part of a cooperative purchasing source (i.e. State of Ohio Term Pricing; Sourcewell; etc.). Mr. Mazzurco seconded.

Roll call vote: Mr. Radtke, yes, Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

**2022-446.** Mr. Radtke moved to accept the resignation of William Bulman effective 11/1/22. Mr. Mazzurco seconded. Vote unanimous; motion passed.

Mr. Bulman is with the Fire Department and he has too much over-time going on with his full-time job and he is unable to meet the commitments here.

**2022—447.** Mr. Radtke moved to approve pursuant to Ohio Revised Code 505.10 (A) (7) the disposal of the items listed in the table below. Said equipment has no value and will be disposed of. Mr. Mazzurco seconded. Vote unanimous; motion passed.

“3” 50 foot sections of 1 ½ inch fire hose	“3” 50 foot sections of 2 ½ inch fire hose
“4” 50 foot sections of 5 inch fire hose	

**New Business**

**2022-448.** Mr. Radtke moved to submit a proxy to NOPEC appointing South Russell Mayor William Koons to be Chester Township’s designee at the November 15, 2022 General Assembly meeting. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-449.** Mr. Radtke moved to approve \$1,017.60 payable to the Geauga County Engineer for the annual discharge fee associated with stormwater permit 3GQ00088\*DG from 1000-110-360-0000 Other/Other Expenses. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-450.** Mr. Radtke moved to not request a hearing with the Ohio Division of Liquor Control for an application for change of corporate stock ownership for liquor license at 8099 Mayfield Road, Chesterland, OH 44026 by ARAS ONE CORPORATION dba Red, Wine & Brew. Kalavati A Shah with 100 shares to Sanket Shah all 100 shares. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-451.** Mr. Radtke moved to not request a hearing with the Ohio Division of Liquor Control for a transfer of liquor license from Burrito Express Fresh Mexican Grill LLC, dba Burrito Xpress, 8399 Mayfield Rd., Unit 1 to OOR LLC at the same address. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-452.** Mr. Radtke moved to appoint Mary Lou Florentine to the position of Fiscal Officer Assistant effective immediately. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2022-453.** Mr. Radtke 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)
22-018	2	13	2

**Financial Items**

**2022-454.** 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
Gen	\$5,000.00	1000-130-311-0010	1000-110-410-0000 \$2,000.00 1000-110-599-0000 \$3,000.00	Invoices through YE

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen	217-2022	T & N	1,111.50	Smylie One Heating	Town Hall Furnace Repair
Gen	225-2022	T & N	2,524.85	Penn Ohio Corp	Roll Off Tires – Clean Up Exp

CHECKS		
Date	Starting No.	Ending No.
11/8/22	85839	85848
11/3/22	85849	85901

Fiscal Officer’s note: the last check number used on **10/19/22** was **85838**

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description

11-8-22	1546-2022	1615-2022	Reg payroll
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VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1686-2022	First National Bank EFTPS	17,248.92	11/8/22	Employee & employer withholding – Federal
1689-2022	Ohio Department of Taxation	78.7-	11/14/22	Employee & employer withholding – Local School Dist
1688-2022	Treasurer, State of Ohio	5,806.00	11/14/22	Employee & employer withholding – State
1690-2022	Public Employees Retirement System	65,799.91	11/28/22	Employee & employer withholding – Retirement
1691-2022	Ohio Police & Fire Pension Fund	23,708.72	11/28/22	Employee & employer withholding – Retirement

### Fiscal Officer's Report

Donations Received		
Received from	Amount	Description

Chester Township Bank Reconciliation			
Reconciled date		10/30/2022	
Prior UAN Balance			8,620,070.01
Actual Receipts	+	491,328.94	
Transfers for UAN Only	+	0.00	
Total Receipts	=		491,328.94
Payments	-	714,102.92	
Transfers for UAN Only	-	0.00	
Total Payments	=		714,102.92
Adjustments	+		1,065.94
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>10/30/2022</b>		<b>\$8,398,361.97</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>10/30/2022</b>		<b>\$8,398,361.97</b>
Entered bank balances as of	10/30/2022		\$8,402,909.89
Deposits in transit	+		0.00
Outstanding payments	-		4,547.92
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>10/30/2022</b>		<b>8,398,361.97</b>
	Check		0.00

Chester Township Bank Balances			
As of		10/30/2022	
Business Banking			\$400,000.00
FNB Sweep Account			3,179,607.50
Star Ohio			4,823,302.39
<b>Total</b>			<b>\$8,402,909.89</b>
	Check		0.00

Fiscal Officer Jarrett shared that we received \$12,000 in interest from Star Ohio. She left \$3,000,000.00 in the FNB Sweep, even though interest is low. Fiscal Officer Jarrett is hoping it will be enough to carry us over and that is why more money has not been moved into Star Ohio. Another bill should be paid by years end. We still owe Mr. Excavator a lot of money, close to \$700,000.

Ms. Nissen questioned Mary Lou Florentine's position and asked if is she received additional compensation. Fiscal Officer Jarrett shared she was doing two jobs, and she was compensated, and now we formally changed her title. Mary Lou's rate is compatible with other local township Fiscal Office Assistants. No additional raise will be given unless a cost of living is given.

### **Open/Ongoing Items**

Henry House – Still dealing with county and state. Probably will not happen this year but should happen next year.

Cub Scout Pack #104 – Mr. Richter will send an e-mail to the prosecutor to make sure the township is not obligated to pay for certain items such as workers comp. He would also like to check with the auditor to make sure there is no additional work.

Pickleball Update – Previously discussed.

Veteran's Day Ceremony – Administrator Purchase noted it is next Friday the 11th at 11:00 A.M. The Park Board is all set on their end.

### **Upcoming Items/Deadlines**

VFFDF and VPODF meetings by 12/31/22 – Mr. Radtke will work with Fire Chief Shaw and have a meeting prior to year- end. Mr. Mazzurco will do the same with the Police Department. Mr. Richter stated each department must meet before the years end and name designees. It is also required to have a resident on the board and a designee from the union, as well as the police chief, fire chief, a trustee, and the fiscal officer.

### **Discussions**

- Township Mail Policy – Mark Purchase shared the current policy is that every piece of mail and/or package is opened when it arrives at the Town Hall. His concern was what if it is a personal and confidential issue and the mail was meant for the Police Department and it arrives at Town Hall? The US Postal Service policy states when mail is delivered to the address it is delivered – there is no expectation of privacy once it's been delivered. Mr. Radtke suggested placing into the policy manual all mail coming into township unless it is marked personal and confidential may be opened. Private business should not be coming here voiced Trustee Richter. Mr. Mazzurco said to run it by Shelia.

### **Executive Session**

**2022-455.** Mr. Radtke moved to enter into executive session at 7:47 PM pursuant to Ohio Revised Code 121.22 (G) (2) to consider the purchase of property for public purposes. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes, Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Invited into the meeting were Fiscal Officer Jarrett and Administrator Purchase. The Board reentered public session at 8:26 P.M. and there was no further business.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Radtke adjourned the meeting at 8:26 P.M.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

November 17, 2022 Motion # 2022-458  
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