

The Chester Township Board of Trustees met in regular session Wednesday, May 3, 2023 in the Town Hall Meeting Room at 5:00 P.M. Chairman Craig Richter presided.

**Roll Call:** All Trustees and Fiscal Officer were present

**Pledge of Allegiance**

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

**Leading Motion #: 2023-159**

**Approval of Minutes**

**2023-159.** Mr. Richter moved to approve the minutes of the Board of Trustees meeting dated April 20, 2023 as presented to the Board by the Fiscal Officer.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

Mr. Richter discussed the new Media Policy and the purpose of it. The Board of Trustees want to be aware of events happening in Chester Township so they may share with resident's accurate information. Mr. Purchase recommended not approving any amendment changes yet. Department heads were involved and continue to be involved in this process.

A discussion regarding Blue Line Unlimited took place. Normally motions are not done to accept donations. Note, the one on the agenda is not a grant. Mr. Richter has no problem reading and accepting motions when listed as an on-going project. The Township will spend money on this project since it is for equipment. Mr. Mazzurco added that Blue Line Unlimited has donated a lot of money to those that need it.

**Department Business – Fire**

Chief Shaw spoke about the Fire Department's 2024 budget noting the highlights include hiring additional personnel, fixing the leaking roof on Fire Station 2, and refurbishing the current Fire Station's kitchen. Looking ahead into 2025 they will be exploring the replacement of an ambulance. The ambulance would probably need to be ordered this year. EMS is still doing projections at a \$200,000 revenue. The two (2) fire levies coming up will be renewals. Eventually Chief Shaw would like to see a part-time Assistant Chief to support continuity of operations and a future transition.

**2023-160.** Mr. Richter moved to authorize Chief Shaw to hire one new full time Fire Fighter/Paramedic.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

**Department Business – Road**

Residents have not been notified of any tree removal on Heath Road yet. Letters to residents were instructed to be mailed out.

Brook Lane is scheduled to be paved the end of June and the trees should be marked by the county in the next couple of weeks. Mrs. Moosbrugger, a resident, said she is much happier now with the revision done by the Township. The trees she was concerned about in her yard have been saved and she is

grateful. Issues concerning the road traffic including the weight of the trucks and the landfill located outside of Geauga County continued to be discussed. The Road Superintendent shared the last estimate received for the removing, cutting, and trimming of trees was \$17,000.

**2023-161.** Move to approve and authorize the Road Superintendent to contract the tree removal and trimming for an expense up to \$20,000 for Brook Lane. Mr. Mazzurco seconded. Vote unanimous; motion passed.

The Road Superintendent said the requirement for all roads is 7 inches of asphalt. Mr. Radtke suggested the Zoning Department look into the commercial trucks going down the road between the hours of 3:00AM - 4:00AM noting maybe it is a nuisance noise that we can investigate. A resident questioned who is responsible for maintaining the roads and it was agreed that the Trustees will look into the history since the landfill closed. It was confirmed the cost at this point is coming out of the Road levies.

Mr. Purchase shared The Geauga County Public Library (Chardon Branch) is doing a genealogy of the Chester Burial Records from 2012 forward. Lisa Luoma from the Road Department already completed this project and will make the record available to the library. A Public Records Request was filed noting the request.

**2023-162.** Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
156-2023	Reg	\$163,975.00	Geauga Highway Co.	CS-CHE-V-2023 Chip Seal Various Roads

**Department Business – Fire**

**2023-163.** Mr. Richter moved to approve after the fact a 90 day leave of absence for PM/FF Curtis Bittner beginning May 1, 2023. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2023-164.** Mr. Richter moved to approve after the fact submittal of the application to the 2023 revolving loan program for the purchase of the Rosenbauer Pumper Truck. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2023-165.** Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
153-2023	T/N	\$98.00	Harper Well & Pump Inc	FD portion of well pump repair
154-2023	T/N	\$21.25	Harper Well & Pump Inc	FD portion of invoice 157205

**Department Business – Police**

**2023-166.** Mr. Richter moved to approve and accept “after the fact” a donation of \$13,000.00 from Blue Line Unlimited. The funds are to be utilized for equipment specific to active shooter/critical incident needs and deposited into police department line item 2081-801-2002 (Gifts & Donations). Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2023-167.** Mr. Richter moved to approve and accept “after the fact” donations totaling \$3,000.00; from the VFW Chardon Post (\$1,500.00), American Legion Chardon Post (\$1,000.00) & VFW Willoughby Post (\$500.00). The funds are to be utilized for the Honor Guard Program and deposited into police department line item 2081-801-2002 (Gifts & Donations).  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2023-168.** Per the terms of the conditional offer of employment, move to approve the recommendation of the Chief of Police and authorize the hiring of Thomas Sindelar, to the position of Police Officer, effective Sunday / May 7, 2023 at the pay rate of \$35.17 per hour.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2023-169.** Mr. Richter moved to approve Police Department expenditures as listed below.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
157-2023	Reg	\$3,440.00	MT Cleaning Company	PD Cleaning Service

**Department Business – Zoning**

Mr. Purchase, the Township Administrator, spoke with Mr. John Ferrara the owner of 12707 Opalocka Drive. Mr. Ferrara is asking for permission to hire a professional tree trimming company to remove a falling tree on the property line of the Township in addition to another tree. The other neighbor, Mr. Oliverio has no objection. Mr. Ferrara has agreed to pay for the entire project. Mr. Purchase would like the Township to plant two trees in its place this year. A letter shall be drafted regarding liability noting the Township is not responsible should there be an accident.

**2023-170.** Mr. Richter moved to approve and authorize Mr. John Ferrara, owner of 12702 Opalocka Drive to have permission to hire a professional tree trimming company for the removal of a failing tree on the property line of the Township, which adjoins the SW corner of Mr. Ferrara’s property.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Regarding the Henry House, Mr. Purchase said the power has been removed and is free of everything. Chief Shaw will begin utilizing the building on Monday for training. Mr. Podijil is set to begin demo on May 30, 2023. There is wiring from the house to the garage which is off but will be removed. They are going to salvage the garage.

The Township is in discussion with Waste Management about getting the gate fixed that their staff ran into.

**Township Park**

**2023-171.** Mr. Richter moved to approve the request of the Chester Township Park Board for the creation of a Purchase Order from Appropriation 1000-760-720-1201 Buildings (Parks & Recreation) to order 8 Poly Picnic Tables for the park, from RJM Design 17717 Newcomb Rd. Middlefield, Ohio 44021, for a total cost of \$9,832.00.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Per our Prosecuting Attorney, no prevailing wage needed and the notice has been removed from the bid packages.

**2023-172.** Mr. Richter moved to amend motion # 2023-158 to include advertising in the News Herald for the construction and installation of pickleball courts at Parkside Park with bids due at Chester Town Hall by 4:00 P.M. on May 25, 2023.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

First Energy has a program that was put out a couple of years ago. The program includes three (3) options that are available to all communities. The third option makes it free. With that option they will replace bulbs upon failure with an LED fixture. Mr. Purchase suggested a fourth option which would be to go with the third option and allow the lights in center of town to be replaced and the Township would pay the cost. The cost savings between LED and a standard light is large. NOPEC money can be used. The savings is approximately a couple hundred dollars per light.

### **Department Business – Zoning**

Will touch base with Kathleen McCarthy, Zoning Administrative Assistant, to see how far along they are on their items.

### **New Business**

The 30<sup>th</sup> Annual West Geauga Senior Citizens Recognition Dinner is approaching. All Trustees plan on attending.

**2023-173.** Mr. Richter moved to approve the use of the Chester Township property as listed below with fees waived: Mr. Mazzurco seconded. Vote unanimous; motion passed.

<b>Individual/Organization</b>	<b>Date(s)</b>	<b>Location</b>	<b>Time(s)</b>	<b>Event</b>
Girl Scouts Troop 71273	May 21, 2023	Townhall Parking Lot	11:00AM – 1:00PM	Book Collection
WG Basketball Cheer	May 7, 2023	Volleyball / Pavilion E	4:30PM – 8:30PM	Banquet

**2023-174.** Mr. Richter moved to approve after the fact \$1,286.79 payable to Southern Computer Warehouse for the purchase of one (1) HP Elite 800 G9 mini desktop computer from 1000-760-740-1400 Machinery, Equipment & Furniture/IT Upgrade.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

Mr. Mazzurco shared the Township buildings will continue to participate with NOPEC. No additional action is required to get back with NOPEC.

**2023-175.** Mr. Richter moved to reaffirm and continue our participation and involvement with the Northeast Ohio Public Energy Council (NOPEC), for all the Township’s government buildings and locations, effective June 1<sup>st</sup>, 2023.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

### **Financial Items**

**2023-176.** 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
Cem	\$500.00	2041-930-930-0000	2041-410-599-0000	Electricity through Y/E

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen	151-2023	Reg	\$1,286.79	Southern Computer Warehouse	1 HP Elite 800 G9 Mini Desktop
Gen	155-2023	Reg	\$9,832.00	RJM Design LLC	Eight picnic tables (Parkside)
Cem	158-2023	Reg	\$500.00	Illuminating Co	Electricity

CHECKS		
Date	Starting No.	Ending No.
5/9/23	86616	86625
5/4/23	86626	86672
Fiscal Officer's note: the last check number used on 4/20/23 was 86615		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
5/9/23	704-2023	769-2023	Regular payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
702-2023	Ohio Department of Taxation	\$83.14	5/12/23	Employee & employer withholding – Local School Dist
701-2023	Treasurer, State of Ohio	\$6,659.30	5/12/23	Employee & employer withholding – State
703-2023	FNB Commercial Credit Card	\$1,614.47	4/25/23	Credit Card
771-2023	Federal Tax Dep	\$20,315.62	5/9/23	Withholding payroll Federal

### Fiscal Officer's Report

Fiscal Officer Patricia Jarrett said we received \$25,000 of interest income last month. She was questioned about what was the adjustments in the bank reconciliation. Mrs. Jarrett explained that is being caused by the employee we still have on Cobra. Burnham & Flowers, the insurance company, sends us the check and we make the adjustment to reduce the expense. There also could be other expenses in there. We receive a reimbursement check and rather than placing in other income, we reduce the expense.

Chester Township Bank Reconciliation			
Reconciled date		4/30/2023	
Prior UAN Balance			6,955,885.58
Actual Receipts	+	431,814.18	
Transfers for UAN Only	+	0.00	
Total Receipts	=		431,814.18
Payments	-	490,585.16	
Transfers for UAN Only	-	0.00	
Total Payments	=		490,585.16

Adjustments	+		1,516.54
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>4/30/2023</b>		<b>\$6,898,631.14</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>4/30/2023</b>		<b>\$6,898,631.14</b>
Entered bank balances as of	<b>4/30/2023</b>		\$6,903,652.35
Deposits in transit	+		0.00
Outstanding payments	-		5,021.21
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>4/30/2023</b>		<b>6,898,631.14</b>
	Check		0.00

<b>Chester Township Bank Balances</b>			
<b>As of</b>		<b>4/30/2023</b>	
Business Banking			\$400,000.00
FNB Sweep Account			418,301.87
Star Ohio			6,085,350.48
<b>Total</b>			<b>\$6,903,652.35</b>
	Check		0.00

Donations Received		
Received from	Amount	Description
Kiwanis Club of West Geauga	\$3,000.00	Pickleball
Lions Club of Chesterland	\$1,000.00	Pickleball

**Open/Ongoing Items**

Reserve Study – ongoing  
Property Consolidation - Property consolidation goes hand and hand with the long range plan

**Upcoming Items/Deadlines**

Memorial Day (5/29/23) – General discussion over preparations

**Discussions**

Chester Twp Cemetery Flagpole – Will be put up after the event

Gotta Go Green – All moving forward  
Government Update – 5/4/23 CR; 5/18/23 JM; 6/1/23 KR

A reporter asked if any decision had been made to bill the organizer of the event held at a local Church on 4/1/23. Mr. Richter clarified if they decide to bill it would be sent to the Church since that is where the event was held.

**Executive Session**

**2023-177.** Mr. Richter moved to approve to enter into executive session at 6:23 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the compensation of public employee and 121.22 (G) (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employee concerning their compensation or other terms and conditions of their employment. **(2)** To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

Mr. Mazzurco seconded.

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

Invited into the executive session is Patricia Jarrett, Fiscal Officer. The Board reentered public session at 6:44 P.M.

**2023-178.** Mr. Richter moved to approve a 3% wage increase effective next full pay period starting on May 14, 2023 for Chief William Shaw.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 6:44 P.M.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

May 18, 2023 – motion # 2023-180  
Approval Date

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

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Joseph C. Mazzurco, Vice-Chairman

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Ken Radtke, Jr., Trustee