

The Chester Township Board of Trustees met in regular session **Thursday, June 15, 2023** in the Town Hall Meeting Room at 5:02 P.M. Chairman Craig Richter presided.

**Roll Call:** Present: Trustee Richter, Trustee Mazzurco, Fiscal Officer Mrs. Jarrett  
Absent: Trustee Radtke

**Pledge of Allegiance to the Flag**

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

**Leading Motion #: 2023-215**

**Approval of Minutes**

**2023-215.** Mr. Richter moved to approve the minutes of the Board of Trustees meeting dated June 1, 2023 as presented to the Board by the Fiscal Officer.

Mr. Mazzurco seconded.

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

**2023-216.** Mr. Richter moved to approve the minutes of the Board of Trustees special meeting dated June 9, 2023 as presented to the Board by the Fiscal Officer.

Mr. Mazzurco seconded.

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

**Department Business – Road**

Quotes regarding Hancock Park have been received for the pipe replacement, tree removal, and complete installation. John is outsourcing the entire project. Township Administrator Purchase has a meeting scheduled with the Army Corps of Engineers in July. Hoping they can figure out what other options may be available.

**2023-217.** Mr. Richter to approve the sale of a 2007 Chevy Silverado offered for public sale on GovDeals.com sold as truck parts.

Mr. Mazzurco seconded.

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

**2023-218.** Mr. Richter moved to approve Road Department expenditures as listed below.

Mr. Mazzurco seconded.

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

PO #	Type	Amount	Payable To	Purpose
181-2023	Reg	\$10,000.00	Truck MD	Equipment & Vehicle Repairs

**2023-219.** Mr. Richter moved to approve pursuant to Ohio Revised Code 505.10 (A) (7) the disposal of the items listed in the table below. Said equipment is obsolete and has no value and will be sold at auction using GovDeals or disposed of appropriately.

Mr. Mazzurco seconded.

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

6 Fujitsu Lifebook T725 computers	1 Optoma Video Projector with remote
1 Toshiba Satellite A205-S5000 computer	1 HP 250G7 computer
1 HP 250 G6 Computer	4 Misc. computer power supplies
5 Power supplies for Getac computers	1 Pro Book 4510s with power cord
10 Streamlight Survivor Division 2 flashlights with battery holders	4 Fire Cams

**Department Business – Police**

**2023-220.** Mr. Richter moved to approve the donation of the green soldier statue, located in front of the Chester Township Police Department, to the VFW Chardon Post, located at 752 Water St., Chardon, Ohio, 44024. Note the Chardon VFW is a 501c3.

Mr. Mazzurco seconded.

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

**2023-221.** Mr. Richter moved to approve the scrap and discard of the Chester Twp. Police Department’s speed trailer (VIN#1P9141017WG301346). The trailer will be disposed of at a licensed scrap facility pursuant to ORC 4737.05. Any fees generated from the disposal of the above-mentioned trailer will be deposited with the Chester Township Fiscal Officer for the Police Department Fund. The deposit, if applicable, will be made pursuant to the rules and regulations set forth by the Ohio Revised Code and as detailed in the townships policies and procedures regarding said deposit.

Mr. Mazzurco seconded.

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

**2023-222.** Mr. Richter moved to approve after the fact the purchase of one 2023 Dodge Charger Police Vehicle (2C3CDXKG4PH604830) from Ganley Village CDJRF, 2115 Mentor Ave., Painesville, Oh. 44077. The purchase order shall be generated from police appropriated line 2081-760-7500-0000 (Motor Vehicles) in the amount of \$35,115.00.

Mr. Mazzurco seconded.

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

**2023-223.** Mr. Richter moved to approve Police Department expenditures as listed below.

Mr. Mazzurco seconded.

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

PO #	Type	Amount	Payable To	Purpose
180-2023	Reg	\$35,115.00	Ganley Village CDJRF	2023 Dodge Charger

**New Business**

The Geauga County Township Association Fair Booth was discussed and The Board of Trustees, Township Administrator, and Fiscal Officer will be attending the fair. The Board of Trustees selected the time slot Sunday, September 3, 2023 between the hours of 12:00 P.M. and 2:00 P.M. The Fiscal Officer selected Thursday, August 31, 2023 2:00 P.M. to 4:00 P.M. Mr. Purchase started working on a flyer.

The West Geauga Chamber of Commerce is asking to place a general banner on the fence at Parkside Park. The Board agreed to 30 days. The Chamber of Commerce will also be participating in Unity Day on August 27, 2023 between the hours of 11:00 A.M. and 6:00 P.M. at the West Geauga High School.

Kiwanis of West Geauga is handling the July 4<sup>th</sup> Parade. Some Board members will be participating in the parade. Mr. Mazzurco will handle signing them up.

**2023-224.** Mr. Richter moved to approve \$210.00 payable to the Geauga County Township Association for Ken Radtke, Craig Richter, Mark Purchase, John Onyshko, William Shaw and Patricia Jarrett to attend the July 12, 2023 Quarterly Dinner Meeting hosted by Troy Township. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

**2023-225.** Mr. Richter moved to approve the use of the Chester Township properties as listed below: Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
BHM Buckeyes	6/25/23	Parking Lot	10:00AM – 2:00PM	Car Wash – Fundraiser
WG Horseshoe Club	8/16/23 & 8/23/23	Pavilion – West	6:00PM – 9:00PM	Potluck Picnic
WG Kiwanis	7/4/23	Parking Lot	9:00AM – 12:00PM	Parade Gathering
WG Pickleball Club	6/24/23 & 6/25/23 7/29/23 & 7/30/23 8/26/23 & 8/27/23 9/23/23 & 9/24/23	Parking Lot	2:00PM-5:00PM & 2:00PM-5:00PM 2:00PM-5:00PM & 12:00PM-3:00PM 9:00AM-12:00PM & 12:00PM-3:00PM 9:00AM-12:00PM & 12:00PM-3:00PM	Introduction of Pickleball

**Township Park**

Mark Purchase, Township Administrator confirmed that the bocce court was finished last night. He shared beds are mulched, trees are trimmed, and fence posts and rails have been replaced. The Road Department has been helping with some of the ongoing projects. Within the next couple of weeks, Mr. Purchase is hoping to have the Road Department clean the debris by the garage where the Henry House once stood.

**Financial Items**

**2023-226.** Mr. Richter moved to approve the financial transactions below. Mr. Mazzurco seconded. Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, absent. Motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
Police	\$9,500.00	2081-930-930-0000	2081-210-430-0000	GETAC CAMERA
Gen	\$500.00	1000-930-930-0000	1000-110-230-0000	2024 GRP RETRO

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen/RD/PD/FD	182-2023	T/N	\$5,340.00	Expert IT LLC	MS Office 365 Licenses

CHECKS		
Date	Starting No.	Ending No.
6/20/23	86804	86865
Fiscal Officer's note: the last check number used on 6/1/23 was 86803		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
6-20-23	926-2023	996-2023	Regular Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
922-2023 <i>(after the fact)</i>	First National Bank EFTPS	\$17,913.19	6/6/23	Employee & employer withholding – Federal
998-2023	First National Bank EFTPS	\$18,827.72	6/20/23	Employee & employer withholding - Federal
999-2023	Ohio Department of Taxation	\$83.14	7/13/23	Employee & employer withholding – Local School Dist
1000-2023	Treasurer, State of Ohio	\$6,394.74	7/13/23	Employee & employer withholding – State
1001-2023	First National Bank Commercial Credit Card	\$1,204.77	6/7/23	Visa

Chester Township Bank Reconciliation			
Reconciled date		5/31/2023	
Prior UAN Balance			6,898,631.14
Actual Receipts	+	517,177.17	
Transfers for UAN Only	+	0.00	
Total Receipts	=		517,177.17
Payments	-	1,029,517.55	
Transfers for UAN Only	-	0.00	
Total Payments	=		1,029,517.55
Adjustments	+		694.86
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>5/31/2023</b>		<b>\$6,386,985.62</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>5/31/2023</b>		<b>\$6,386,985.62</b>
Entered bank balances as of	5/31/2023		\$6,405,737.65
Deposits in transit	+		0.00
Outstanding payments	-		18,752.03
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>5/31/2023</b>		<b>6,386,985.62</b>

Check

0.00

<b>Chester Township Bank Balances</b>			
<b>As of</b>		<b>5/31/2023</b>	
Business Banking			\$400,000.00
FNB Sweep Account			294,269.86
Star Ohio			5,711,467.79
<b>Total</b>			<b>\$6,405,737.65</b>
	Check		0.00

**Fiscal Officer's Report**

Mrs. Jarrett shared that we received \$26,117.31 in interest for the month of May, 2023. She said we are getting great interest with STAR OHIO.

Mr. Radtke arrived at 5:20 P.M.

Mrs. Jarrett continued stating Geauga County is going over to ADP for payroll. She noted the county has no fire, no social security and Medicare. They are trying to outsource as much as they can. The Engineer's Office is implementing Bamboo HR. It should allow employees to review new policies, sign off on it, make any changes they need, etc. The cost for Bamboo HR was \$4,000 and they currently have 66 employees. Mr. Richter suggested we look into it. Schools are getting the cost of living increase with the reappraisal; whereas the Township Levies do not. Mrs. Jarrett noted the residential property taxes will go up in two years once the re-appraisal is complete for all homes. She encouraged the Trustees to focus on the levies. Patricia Jarrett shared she feels we should consider splitting our Fire and EMT. She noted a southern township has theirs split and the Fire Department is all volunteer. The Fire Chief said he is aware of situations like that and believes the city of Hudson does it. She shared she needs to start ACH payments. She will begin this process starting with the utilities first. Regarding the fire truck (pumper truck), she reminded everyone that the money she is requesting is interest free and must be paid back in ten (10) years. It is not a grant. Mrs. Jarrett emphasized she would be grateful for anything interest free at this point with interest rates being so high. ARPA Transport Money must be filled out by the end of June and filed with the OBM and is \$20,000.00 for the Fire Department Overtime.

Mr. Richter has no problem with ACH payments. A short discussion regarding deposits took place.

<b>Donations Received</b>		
<b>Received from</b>	<b>Amount</b>	<b>Description</b>
Linda Gifford	\$100.00	Hanging Flower Baskets

**2023-227.** Mr. Richter moved to approve up to \$10,000 for the repair and replacement of the culvert pipe at Hancock Park crossing Mulberry Road.

Mr. Mazzurco seconded.

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

Mr. Richter said some changes were made to the Police Temporary Budget. A discussion continued with adjusted salaries and the Road Department carryover was amended.

The information is available for public viewing at the Town Hall.

Mr. Richter talked about the Fire Department's two (2) renewal levies. His opinion is that they both be on the fall ballot of 2023. One (1) has rollback and one (1) does not. Mr. Richter stated if you want services you have to pay for them. Mr. Purchase will be working on this starting with the Certificates of Need.

Mr. Purchase said he reached out to Mr. Flaiz about Ohio House Bill 140 regarding the rules and how we can campaign and how it has changed. Mr. Flaiz said it is more about the ballot language. He will be putting something together well in advance Mr. Purchase was told.

Moving onto the Police Department, Mr. Richter shared facts on different levy options. It was agreed that some sort of action needs to be taken. He stressed wanting to begin a Reserve Fund and the importance of having one. Mr. Purchase concurs. The discussion continued with the issue should this be a continuing levy or not. Mr. Richter said this is being done to stabilize our departments. It was shared at some point we need new money to continue to pay for the current level of service. Mr. Purchase said the philosophy of how we budget must change. A lengthy discussion about the Fire Department and their staffing and lack of available part time officers took place. Chief Shaw reminded everyone that as a department grows so do the challenges associated with the growth. Police Captain Sherwood agrees that engaging employees is important for retention.

Mr. Richter said he wants to make sure staff is getting motions to the Board so they will not be an after-the-fact motion. Hiring an employee or an expense in discussion during public session is not an approval until the motion passes.

Mr. Mark Purchase is meeting with a municipal architect next week to look at the Chester School site as a proposed planning option for the Township.

The Public Budget Meeting will be amended to begin at 5:30PM on July 11, 2023. The Administrative Assistant will notify the papers.

### **Department Business - Fire**

Private property water source agreements are being discussed. Chief Shaw said a number of agreements are in place with various property owners who own ponds. The agreement will remain in perpetuity at the discretion of the Fire Department until the Fire Department determines that the agreement is no longer necessary. The only area that does not appear to be covered is the area south of Cedar Road. Chief Shaw is proposing we update the agreements and place them on the deed of the property. Once the agreement is made with the current property owner, it would then be attached to the property deed. Mr. Purchase would still like to check with the County Auditor and see if other communities are doing this. The goal is to have the agreement travel with the land/property. The language in the agreement is critical. Discussion continued with who is or will be responsible for the path to get to the pond to obtain the water and who will maintain the water. Moving forward, Chief Shaw would like to improve the township's ISO rating. He feels by getting the ponds certified it would help improve the rating. He shared there could be some benefit to the property owner. Training was also discussed for firefighters.

### **Department Business – Zoning**

A short discussion regarding the Zoning Resolution Amendment as recommended by the Geauga Planning Commission took place.

Next, was the topic of re-zoning three (3) parcels of property on Chillicothe Road. The motion will be tabled until next meeting and was suggested that the architect come to the next meeting with a couple of quick drawings.

Conversation continued on the pickleball project and the bids received and options that may still be available.

### **Upcoming Items/Deadlines**

2024 Budget Due Auditor – Thursday, 7/20/23

2024 Budget Hearing – County Offices – Monday, 8/21/23 (9:00AM – 3:00PM)

Township Public Hearing – July 11, 2023 at 5:30 P.M.

### **Discussions**

Western Reserve Land Conservancy – easement property: On the Township owned property, several people are mowing the grass to form paths, they are riding ATV's, and it appears a bridge was built and some people are discarding their yard waste. The Township will mail letters out to residents that are in violation.

Drones & Google Maps – Something we might want to look into. Captain Sherwood shared with Mr. Richter that a government employee needs to obtain some type of pilot's license. However, a citizen can operate a drone without any problem. Mr. Purchase will follow up with what is involved in getting a license.

The Trustees will be participating in the 4<sup>th</sup> of July parade.

Underground Storage Tanks (UST) Gas & Diesel – Mr. Purchase and Mr. Onyshko met with an individual last week and will be gathering prices for above ground tanks. The recommendation is for one (1) above ground tank. It was noted that he thought the current tanks could be left in the ground if they were filled with LSM.

Thank You Letters Memorial Day Participants – The Administrative Assistant will draft some letters.

Notary – Kelly, the Administrative Assistant, is getting her background check Friday (6/16/23) to begin the process of becoming a notary.

West Geauga Commons needs to be linked to our web site and Mr. Purchase said he will take care of it.

New website: [www.chestertwp.com](http://www.chestertwp.com)

Government Update – 6/15/23 CR; 6/29/23 JM; 7/13/23 KR

### **Executive Session**

**2023-228.** Mr. Richter moved to enter into executive session at 7:35 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the discipline or demotion of a public employee.

Mr. Mazzurco seconded.

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

Invited into the executive session is Fiscal Officer Jarrett and Township Administrator Purchase. The Board then reentered public session at 8:07 P.M.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:08 P.M.

Respectfully submitted,

\_\_\_\_\_  
Patricia Jarrett, Fiscal Officer

July 13, 2023 Motion # 2023-266  
Approval Date

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

\_\_\_\_\_  
Joseph C. Mazzurco, Vice-Chairman

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