

The Chester Township Board of Trustees met in regular session **Thursday, July 13, 2023** in the Town Hall Meeting Room at 6:30 P.M. Chairman Craig Richter presided.

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

**Pledge of Allegiance to the Flag**

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

Leading Motion #: 2023-264

Mr. Richter wanted it clarified that the memorandum of understanding is between Chester Township and the West Geauga School Board since the memorandum says Chester Township Police Department and the West Geauga School Board. There will be a safety officer in the elementary school and middle school. We already have a School Resource Officer in the high school. The community was paying for 50% of the High School Resource Officer. However, now the expense will be paid through the school.

Police Chief Young shared the placement of officers in all schools has been in the works for some time and the School Board and the Police Department have worked hard to accomplish this. He is excited to bring Karen Sweet into the new position since she brings 34 years police experience with her. She was instrumental in mentoring detectives and officers in both Geauga and Lake County. Her overall knowledge and experience makes this a good decision for the community.

**2023-264.** Mr. Richter moved to approve, authorize and enter into the memorandum of understanding by and between the West Geauga School District and the Chester Township Board of Trustees for the addition of School Safety Officer (s), as recommended and under the direction of the Police Chief. Mr. Radtke seconded.

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

**2023-265.** Mr. Richter moved to approve the recommendation of the Chief of Police pursuant to the terms of the Conditional Offer of Employment and authorize the hiring of Karen Sweet, to the position of School Safety Officer/Part-Time Police Officer, at an annual rate of \$58,000.00 per year based upon the Memorandum of Understanding between the West Geauga School Board and Chester Township Trustees. Mr. Radtke seconded.

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

The swearing in of Karen Sweet, School Safety Officer took place. Dr. Richard Markwardt, West Geauga Superintendent shared that the relationship between the local schools and the Police Department has always been good.

**Approval of Minutes**

**2023-266.** Mr. Richter moved to approve the minutes of the Board of Trustees meeting(s) dated May 18, 2023, June 15, 2023 and June 29, 2023 as presented to the Board by the Fiscal Officer. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

**2023-267.** Mr. Richter moved to approve the minutes of the Board of Trustees special meeting(s) dated July 11, 2023 at 5:30PM and July 11, 2023 at 6:30PM as presented to the Board by the Fiscal Officer. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

**Public Comments/Questions**

Mr. George Minello shared what a nice job the Kiwanis group did on the 4<sup>th</sup> of July parade. He was excited to see the turn out for the parade and would hope that recognition is in the local paper.

Mr. Richter shared the pickleball project began a year ago with multiple variations and it was recently sent out to bid. The bids were much higher than expected. Mr. Richter said House Bill 33 raised competitive bidding from \$50,000 to \$75,000. Mr. Barry Leven spoke about the cost and the price increase in just a year. Discussion continued with thoughts of making some changes from the initial plans to help reduce cost. Mr. Radtke and Mr. Leven will continue to work on the project and have items prepared for next meeting.

**Department Business – Road**

The County Line Road Project in Gates Mills was discussed and it was stated that Mr. Onyshko, Chesterland Road Superintendent has been in contact with Gates Mills and they are in the process of determining which pipes will and will not be replaced. The cost will be shared between Townships.

The Township is having issues with the underground gas tanks. The Township is looking at pulling the underground storage tanks and replacing them with above ground tanks. Quotes have been received.

**2023-268.** Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

| PO #     | Type    | Amount      | Payable To             | Purpose   |
|----------|---------|-------------|------------------------|---|
| 199-2023 | Regular | \$10,000.00 | Cerni Motors Sales Inc | Various truck parts                                 |
| 200-2023 | Regular | \$7,500.00  | Arms Trucking          | Aggregate Materials                                 |
| 201-2023 | Regular | \$30,000.00 | Watts Excavating LLC   | Change various road pipes on County Line / Old Mill |
| 203-2023 | Regular | \$3,689.25  | J & L Door Service     | Road – new overhead door                            |

**Department Business – Fire**

**2023-269.** Mr. Richter moved to accept the resignation of part-time PM/FF Leonard Meek effective July 6, 2023. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

Mr. Radtke shared that Mr. Meek is getting married and extremely busy and can't commit to the hours. Mr. Meek spoke highly about the department and the job and said he would return if things free up for him.

Millstone Management Group, Gratton Building Specialist and Penco all gave a credit for the inconvenience regarding the lockers at the firehouse.

**2023-270.** Mr. Richter moved to accept the Credit given to Chester Township by Millstone Management Group, Inc. \$ 2,000.00, Gratton Building Specialist \$ 1,000.00 and Penco \$ 1,000.00 for the

employee lockers for the Fire Station renovation. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

**2023-271.** Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

| PO #     | Type    | Amount     | Payable To           | Purpose                        |
|----------|---------|------------|----------------------|--------------------------------|
| 202-2023 | Regular | \$2,130.00 | Granite Telecomm LLC | Telephone invoices through Y/E |

Linda Gifford questioned what Granite Telecomm LLC was and what telephone invoices through year end was. Mr. Radtke explained that we switched how telephone service is provided to the Township which resulted in a cost savings. She also asked if any consideration was given to having an open house for the Fire Department. Mr. Radtke responded it would probably be more towards Fall and the Police Department may participate as well. It was suggested that the Road Department get involved too.

**Department Business – Police**

**2023-272.** Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

| PO #     | Type | Amount     | Payable To                          | Purpose                       |
|----------|------|------------|-------------------------------------|-------------------------------|
| 196-2023 | Reg  | \$3,500.00 | Atwell's Police & Fire Equipment Co | Small tools & minor equipment |

**Department Business – Zoning**

House Bill 563 – Air B&B and zoning was discussed briefly. These can also be defined as short term rentals. The Township has two (2) now. It was suggested we make this a priority in zoning.

A brief discussion regarding the three (3) parcels of property on Chillicothe Road continued with focus on keeping as residential or converting to industrial.

**New Business**

An employee asked if the binders that were going to be thrown out could be donated to GEAR (Geauga Engineering & Robotics) 4-H Club. There was no objection.

**2023-273.** Mr. Richter moved to approve the donation of excess binders in Town Hall that have no use or value to the Township to GEAR (Geauga Engineering & Robotics) 4 H Club. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

There was discussion regarding residential housing at Metzenbaum with a private entity, Emerald Rose renting several homes from the Geauga Board of Developmental Disabilities. There has also been discussion about the possibility of the Geauga Commissioners purchasing the homes for the Geauga County Board of Mental Health's use. To get a better understanding of current, planned, and future uses of the property, a joint meeting with the Chester Board of Trustees, County Commissioners, Geauga Board of Developmental Disabilities and Geauga County Board of Mental Health was proposed. Mr. Radtke will reach out and coordinate a meeting.

Township Administrator Mark Purchase touched on windows, doors, and the exterior of Town Hall. He said that NOPEC money can be utilized. Mr. Purchase would like to use ARPA funds in addition to the

NOPEC money. Mr. Richter purchased windows and went with the lowest quote for windows. They are energy efficient.

**2023-274.** Move to approve \$8,025.00 for Township windows to JD Construction and Remodeling LLC, 17417 Tavern Road, Middlefield, OH 44062. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

**2023-275.** Mr. Richter moved to approve and amend the recommended language changes, at the direction of the County Prosecutor’s Office for the Levy related Certificates of Need, as previously approved in Board motions 2023-240, 2023-241 & 2023-242. Mr. Radtke seconded.

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

**2023-276.** Mr. Richter moved to approve and sign the agreement with McDonald Equipment Company, 37200 Vine St., Willoughby OH 44094-6346 for the semi-annual servicing of the township generator systems in accordance with the table below.

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

| Department | Address                  | Model                  | Serial No. | Cost     |
|------------|--------------------------|------------------------|------------|----------|
| Fire       | 8552 Parkside Drive      | Generac 93A03652-S     | 2009211    | \$759.75 |
| Police     | 12696 Opalocka Drive     | Kohler 20RESA          | SGM327     | 563.75   |
| Town Hall  | 12701 Chillicothe Rd.    | Generac RG03224GNAX    | 3002712634 | 685.75   |
| Pump House | 12535 Chillicothe Rd.    | Generac G0070432       | 3003217962 | 295.00   |
| Road       | 8558 Parkside Drive      | Kohler 20RZ            | 185033-82N | 440.75   |
| Road       | 8558 Parkside Drive/barn | Cummins C13N6HA062E510 | J210997747 | 385.00   |

**2023-277.** Mr. Richter moved to approve the use of the Chester Township properties as listed below: Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

| Individual/Organization | Date(s)   | Location              | Time(s)          | Event                  |
|-------------------------|-----------|-----------------------|------------------|------------------------|
| West Geauga Wrestling   | 9/16/2023 | Town Hall Parking Lot | 10:00AM – 2:00PM | Car Wash - Fundraising |

**Township Park**

**2023-278.** Mr. Richter moved to approve per ORC 505.10(A)(7) the scrapping of the baseball field bleachers at Parkside Park. The property is no longer needed for public use, is unsafe for public use and has minimal market value and therefore will be scrapped and the proceeds deposited in the general fund. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

**Financial Items**

**2023-279.** Mr. Richter moved to approve the financial transactions below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Mazzurco, absent; Mr. Radtke, yes. Motion passed.

| INTRA-FUND TRANSFERS |          |                   |                   |                                |
|----------------------|----------|-------------------|-------------------|--------------------------------|
| Fund                 | Amount   | From Account      | To Account        | Purpose                        |
| Gen                  | \$3,200  | 1000-930-930-0000 | 1000-110-360-0000 | TH cleaning through Y/E        |
| Fire                 | \$430.84 | 2111-930-930-0000 | 2111-220-341-0000 | Telephone invoices through Y/E |

| PURCHASE ORDERS |      |      |        |            |         |
|-----------------|------|------|--------|------------|---------|
| Dept            | PO # | Type | Amount | Payable To | Purpose |

|      |          |         |             |                             |   |
|------|----------|---------|-------------|-----------------------------|---|
| Park | 197-2023 | Regular | \$12,000.00 | Chester Township Park Board | Picnic Tables, bleachers, operating funds/BOT motion 2023-250 |
| Park | 198-2023 | Regular | \$3,200.00  | Smylies LLC                 | TH cleaning through Y/E                                       |

| CHECKS   |              |            |
|--|--------------|------------|
| Date   | Starting No. | Ending No. |
| 7/18/2023  | 86927        | 86988      |
| Fiscal Officer's note: the last check number used on DATE was NUMBER |              |            |

| EFT DIRECT DEPOSITS |              |            |                 |
|---------------------|--------------|------------|-----------------|
| Date                | Starting No. | Ending No. | Description     |
| 7/18/2023           | 1078-2023    | 1148-2023  | Regular payroll |

| VOUCHERS & WITHHOLDINGS |                                 |             |           |  |
|-------------------------|---------------------------------|-------------|-----------|--|
| Voucher                 | Payee                           | Amount      | Dated     | Description                                  |
| 1150-2023               | First National Bank EFTPS       | \$19,764.99 | 7/18/2023 | Employee & employer withholding – Federal    |
| 1077-2023               | Ohio Police & Fire Pension Fund | \$21,819.72 | 7/28/2023 | Employee & employer withholding – Retirement |

### Fiscal Officer's Report

| Chester Township Bank Reconciliation |                  |              |                       |
|--------------------------------------|------------------|--------------|-----------------------|
| Reconciled date                      |                  | 6/30/2023    |                       |
| Prior UAN Balance                    |                  |              | 6,386,985.62          |
| Actual Receipts                      | +                | 620,165.20   |                       |
| Transfers for UAN Only               | +                | 0.00         |                       |
| Total Receipts                       | =                |              | 620,165.20            |
| Payments                             | -                | 1,335,197.33 |                       |
| Transfers for UAN Only               | -                | 0.00         |                       |
| Total Payments                       | =                |              | 1,335,197.33          |
| Adjustments                          | +                |              | 8,775.15              |
| Adjustments                          | -                |              | 0.00                  |
| <b>Current UAN balance as of</b>     | <b>6/30/2023</b> |              | <b>\$5,680,728.64</b> |
| Other adjusting factors              | +                |              | -                     |
| Other adjusting factors              | -                |              | 4,597.63              |
| <b>Adjusted UAN balance as of</b>    | <b>6/30/2023</b> |              | <b>\$5,676,131.01</b> |
| Entered bank balances as of          | <b>6/30/2023</b> |              | \$5,848,403.40        |
| Deposits in transit                  | +                |              | 0.00                  |
| Outstanding payments                 | -                |              | 172,272.39            |
| 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>6/30/2023</b> |  | <b>5,676,131.01</b> |

Check 0.00

| <b>Chester Township Bank Balances</b> |  |                  |                       |
|---------------------------------------|--|------------------|-----------------------|
| <b>As of</b>                          |  | <b>6/30/2023</b> |                       |
| Business Banking                      |  |                  | \$400,000.00          |
| FNB Sweep Account                     |  |                  | 213,984.29            |
| Star Ohio                             |  |                  | 5,234,419.11          |
| <b>Total</b>                          |  |                  | <b>\$5,848,403.40</b> |

Check 0.00

The Fiscal Officer shared the Township received 1.2 million in real estate tax money so far and the money was moved to STAR OHIO. The interest has been high.

**Upcoming Items/Deadlines**

2024 Budget due Auditor (7/20/23) – scanned and e-mailed to auditor by Fiscal Officer  
 2024 Budget Hearing – County Offices (8/21/23 9:00AM – 3:00PM)

**Open/Ongoing Items**

Long Range Plan - Property – Mr. Purchase shared an architect will be here to present his findings and recommendations at the 8/10/23 meeting. They discussed possible steel buildings as an option for the Road Department.  
 Fleet Reporting – Lisa Braemer will complete for the Police Department next week. Police and Fire are complete with the exception of one (1) vehicle.

**Discussions**

BWC News from Sedgwick for Public Employers – Patricia Jarrett shared upon reading the article she is not sure we actually qualify for it  
 Drones & Google Maps – Discussed needing a licensed operator when comes to operating a drone.  
 Government Update: Mr. Radtke 7/13/23; 7/27/23 Mr. Richter; 8/10/23 Mr. Mazzurco

Mr. Purchase has a Memorandum of Understanding that requires signing by the Board and the Geauga County Engineer’s Office for the Water Resource Program.

**2023-280.** Mr. Richter moved to approve and sign the Memorandum of Understanding, regarding Ohio EPA NPDES Phase 2 Program and Coordination by and between, Geauga Board of County Commissioners, Geauga County Drainage Engineer, Geauga County Soil & Water Conservation District, Geauga County Board of Mental Health, Chester Township, and the Geauga County Department of Water Resources. Mr. Radtke seconded.

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

**Executive Session**

**2023-281.** Mr. Richter moved to approve to enter into executive session at 7:27 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, discipline, promotion, or compensation of public employees. Mr. Radtke seconded.

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

Invited into the executive session is Mark Purchase, Township Administrator and Patricia Jarrett, Fiscal Officer. The Board reentered public session at 7:55 P.M.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:55 P.M.

Respectfully submitted,

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

August 10, 2023    Motion # 2023-303  
Approval Date

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

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

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