

The Chester Township Board of Trustees met in regular session **Thursday, August 10, 2023** in the Town Hall Meeting Room at 5:30 P.M. Chairman Craig Richter presided.

Roll Call: All Trustees and the Fiscal Officer were present.

Pledge of Allegiance to the Flag

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

Leading Motion #: 2023-303

Approval of Minutes

2023-303. Mr. Richter moved to approve the minutes of the Board of Trustees meeting dated July 13, 2023 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Mr. Radtke yes, Mr. Mazzurco abstain, Mr. Richter yes. Motion passed.

2023-304. Mr. Richter moved to approve the minutes of the Special Board of Trustees meeting dated August 7, 2023 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-305. Mr. Richter moved to approve the minutes of June 29, 2023 as corrected. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Department Business – Road

2023-306. Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
216-2023	Reg	\$5,800.00	Dilauro's Tree Service	Tree SVC Heath & Wilson Mills
218-2023	Reg	\$8,000.00	Allied Corporation	Asphalt Materials

It was agreed that a discussion needs to take place concerning guardrail issues in the Township as well as water issues on some streets. The Road Superintendent is looking for guidance from the Board as how to proceed. Quotes have been received for guardrails.

Department Business – Fire

2023-307. Mr. Richter moved to authorize the Fire Chief to apply for a Firefighter Exposure to Environmental Elements Grant (FEEEG) Program administered by Ohio Bureau of Workers' Compensation. Application will be made for \$15,000.00 to purchase firefighter safety gear. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Department Business – Police

2023-308. Per the terms of the conditional offer of employment, move to approve the recommendation of the Chief of Police and authorize the hiring of Jordan L. Alaqu, to the position of

full-time Police Officer, effective Sunday / August 13, 2023 at the entry level pay rate of \$30.11 per hour, \$62,628.96 annually. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Police Chief Craig Young shared his enthusiasm in hiring a new young Police Officer and welcomed him to the Chesterland Police Department.

The swearing in of Jordan Alaqua as a full-time Police Officer took place.

Barry Leven spoke regarding the pickleball project and stated this has been an ongoing project for over a year. He shared some changes that have been made in the plans to achieve a cost that is now less than \$69,000.00, the majority of which will be paid by funds raised by the Pickleball Committee.

2023-309. Mr. Richter moved to approve and authorize the creation of three separate Purchase Orders in a combined total amount of \$68,352.00 from Chester Township Appropriated Line Item: 1000-760-730-1202 (Improvement of Sites – Parks & Recreation). The Three individual Purchase Orders are as follows: Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Name	Dollar Amt	Address	Phone
We are On the Fence	\$20,437.00	730 Butternut Dr., Mayfield Villa, OH 44040	
Podojil Excavating Co	\$23,000.00	P.O. Box 95, Chesterland, OH 44026	440.729.7831
Always Construction	\$24,915.00	P.O. Box 568, Burton, OH 44021	440.226.3580

In the past, the annual event in the Township that permitted document shredding, electronics and metal recycling was all done for free. However, the company that did the work is no longer available, so there is now a cost for the clean-up event and the Kiwanis is asking the Township to share the cost. Mr. Richter feels this event is well received by the residents of the Township.

2023-310. Mr. Richter moved to approve up to \$2,000 to sponsor the 2023 WG Kiwanis Document Shredding, Electronics & Metal Recycling Event to be held at the Chester Township Recycle Park Saturday, September 30th 2023. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Mr. Mazzurco will look into Go Green Grant money regarding the event for next year.

Kristie Pinkley and Dan Lark of the Geauga County Department of Public Health (Septic Requirements) shared that changes will be made in the septic program. Notices regarding the change will be going out to the residents. Ms. Pinkley noted this is an unfunded mandate by the State. On September 5, 2023 at 6:00 P.M. a public meeting will be held at the Chesterland Town Hall for residents regarding the new septic requirements. The information will be posted on the Township’s website. Eventually all residents will be inspected.

Public Comments/Questions

There were no public comments or questions.

Executive Session

2023-311. Mr. Richter moved to approve to enter into executive session at 6:00 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) To consider the discipline and compensation 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 Township Administrator Purchase, Fiscal Officer Jarrett, Chief of Police Young, and Police Captain Sherwood. The Board reentered public session at 6:26 P.M.

A representative from Larsen Architects spoke about the possibility of having a central location in the Township for Fire, Police and Town Hall utilizing the current Recycle Park property. Discussion continued with the Elected Officials about budget, cost, bidding, and general building questions. No commitment was made. A resident questioned the cost to hire an architect and voiced concern about the schools getting new buildings at the same time. The resident was also concerned about vacant buildings if projects were to move forward. The Board responded that this is the start of a new vision for a Town Center.

2023-312. Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
215-2023	Reg	\$203.05	CFS Inspections	Annual Ladder Testing

2023-313. Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
223-2023	Reg	\$500.00	Kimble Recycling & Disposal Inc	Trash Removal
217-2023	Reg	\$20,000.00	WEX Bank	Fuel
225-2023	Reg	\$4,530.00	MNJ Tech Direct Inc	2 HP Elite Mini Computers/ 1 HP laptop

2023-314. Mr. Richter moved to approve and create a Purchase Order in the amount of \$4,530.00, from Police Appropriated line item 2081-210-319-0012 made payable to MNJ Technologies Direct. This Purchase Order is necessary to cover the costs for the replacement of three computers, two HP Mini Elite’s and one laptop, as required and requested by the Police Chief. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-315. Mr. Richter moved to approve, sign, and enter an annual subscription with the iWorq Zoning Systems PO Box 3784, Logan, Utah 84323 for the utilization of a complete web-based zoning software application. A purchase order shall also be created in the amount of 2,000.00 from Township appropriated line item: Other-Other expenses (Software & Computers) 1000-130-599-1401. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2023-316. Mr. Richter moved to approve and adopt the proposed Zoning Fee Schedule and the restructuring of the timing of the fee schedule from a Permit Fee to an Application Fee, due upon submission of any application, effective September 1st, 2023. Mr. Mazzurco seconded.

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

**Chester Township Zoning Application Fees
Effective September 1, 2023**

RESIDENTIAL DISTRICT FEES	
New Residential Building (House)	\$350
Residential Addition (plus 10¢/sq ft over 300 sq ft)	\$150
Residential Accessory Building (plus 10¢/sq ft over 300 sq ft)	\$150
Home Occupation (5.01.12*)	\$100
All other zoning certs (wood decks, pools, tennis courts, etc.)	\$75
New Development Plot Plan Review	
Preliminary Review	\$75
Final Plot Plan Review	\$125
RESIDENTIAL DISTRICT SIGN FEES	
Home Occupation	\$25
Political sign	\$0
Church, School or community non-profit	\$0
Garage Sale, 4 sq ft	\$0
Permanent Subdivision Identification Sign	\$150
Temporary Subdivision/model Home Dev	\$150
COMMERCIAL, INDUSTRIAL, and SHOPPING CENTER DISTRICT FEES	
New Building (plus 10¢/sq ft over 2,000 sq ft)	\$450
Building Addition (plus 10¢/sq ft over 300 sq ft)	\$450
General Use Zoning Certificates	\$150
All Other Zoning Certificates (excluding pools, wooden decks, tennis courts)	\$150
COMMERCIAL, INDUSTRIAL, and SHOPPING CENTER DISTRICT SIGN FEES	
Monument / Free Standing	\$250
Front Wall Sign (main sign)	\$175
Rear Door ID (public access)	\$35
Rear Door ID (service entrance)	\$20
Non-Profit - Church, School or Community Non-Profit Event	\$0
Special Event Sign/Banner	\$60
All other signs	\$35

REQUEST FOR CONDITIONAL USE PERMIT	
Conditional	\$600
Conditional Renewal	\$300
Conditional Use Change	\$450
REQUEST FOR VARIANCES	
Residential District	\$225
All Other Districts	\$400
AMENDMENT TO ZONING RESOLUTION	
Zoning Change Request (plus cost of Court Reporter for Public Hearings)	\$750
ZONING FEES FOR TELECOMMUNICATIONS TOWERS	
Telecommunication Tower	\$300
Co-location on Tower	\$300
BZA HEARING	
Area Variances	\$225
Non-resident area variance	\$400
New Conditional Use Application	\$600
PARCEL CONSIDERATION	
Lot consolidation	\$100
Lot split	\$100

A brief discussion about insurance premiums and talk of possibly increasing deductibles took place. Mrs. Jarrett explained that the premiums went up with inflation of 8% and we are up 13% in part to some new vehicles.

2023-317. Mr. Richter moved to approve the payment of \$111,765.00 to OTARMA Service Center for the renewal of property and liability insurance coverage effective August 19, 2023 as listed in the table below: Mr. Mazzurco seconded.

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

1000-120-381-0000 Property Insurance Premiums	14481.47
2031-330-381-0000 Property Insurance Premiums	38449.24
2081-210-381-0000 Property Insurance Premiums	26389.25
2111-220-381-0000 Property Insurance Premiums	32445.04

2023-318. Mr. Richter moved to approve the use of the Chester Township properties as listed below: Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
United Gymnastics Team	August 13, 2023	Town Hall Parking Lot	9:00AM – 4:00PM	Car Wash

Girl Scout Group 71999	October 7, 2023	Town Hall Parking Lot	10:00AM - Noon	Donation Drive
West G Marching Band	August 17, 2023	Volleyball Courts	6:00PM – 8:00PM	Picnic - Members

2023-319. Move to approve after-the-fact the use of the Chester Township property as listed below and waive half of Township fee: Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
Megan Williams – Berkshire Middle School	August 10, 2023	Volleyball Courts	9:00 AM 11:00 AM	Fun day planned by coach

Financial Items

2023-320. 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
RD	\$4,500.00	2031-760-730-0000	2031-330-420-0000	Per John O
GEN	\$1,000.00	1000-930-930-0000	1000-130-599-1401	Per John O
PD	\$3,500.00	2081-760-740-0000	2081-210-319-0012	Computer Purchase
PD	\$700.00	2081-760-740-0000	2081-210-319-0012	Computer Purchase

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Gen	222-2023	Reg	\$2,000.00	IWORQ Systems	Web-Based Zoning Software
Gen/ PD/FD /RD	224-2023	Reg	\$111,765.00	OTARMA	Property Ins Premium
Gen	219-2023	Reg	\$20,437.00	On the Fence Inc	Fence/Gates: Pickleball Courts
Gen	220-2023	Reg	\$24,915.00	All Ways Construction	Asphalt – Pickleball Courts
Gen	221-2023	Reg	\$23,000.00	Podojil Excavating Co	Excavation & Prep for Asphalt -Pickleball Courts

CHECKS		
Date	Starting No.	Ending No.
8/15/23	87040	87103
Fiscal Officer's note: the last check number used on 7/27/23 was 87039		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
8/15/23	1223-2023	1288-2023	Regular Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1291-2023	First National Bank EFTPS	\$19,041.51	8/15/23	Employee & employer withholding – Federal
1222-2023	Public Employees Retirement System	\$48,111.93	8/25/23	Employee & employer withholding – Retirement
1290-2023	Ohio Police & Fire Pension Fund	\$19,969.10	8/25/23	Employee & employer withholding – Retirement

Fiscal Officer's Report

The bank reconciliation will be completed for the next meeting.

Re-zoning of three (3) parcels located on Chillicothe Road -- Will be discussed at the next meeting.

Township Open House – Would like to include Town Hall and Police Department to the Fire Department open house. Mr. Radtke suggested promoting the open house at Unity Day. Hoping to have the open house in September.

Fire Station #2 Roof Repairs – Have to address the roof on firehouse soon. Quotes need to be reviewed. The Board agreed to review in detail and discuss at next meeting. The roof on the living quarters was discussed too.

Mr. Purchase shared that the phone system was updated throughout the Township in all buildings. The previous phones were close to 20 years old and were ineffective. Phones will now be answered by Kelly and if she is on the phone, any additional incoming calls will be answered by Mr. Purchase. The new phone system seems to be working very well.

Mr. Purchase wanted to recognize the Auditor’s Office and the Prosecutor’s Office for helping get through the tax levies at the special meeting so quickly. All paperwork is at the Board of Elections and has been filed in a timely fashion. The Police and Fire levies are ready for the November ballot.

The bleachers arrived and need to be installed at the ball field.

Mr. Purchase shared there is a new device at the County Auditor’s Office (ADP) that chops the hard drive from computers into pieces and the device is available to the Township.

Open/Ongoing Items

Long Range Plan – Property – no discussion

Special Projects – Need to have a detailed discussion and include the Road Superintendent for the road projects. General conversation continued with the ongoing issues with certain roads in the Township including Heath Road. Wyandot Road and the trees on the street were discussed too.

Upcoming Items/Deadlines

2024 Budget Hearing: County Offices (8/21/23 – 11:00AM)

Unity Day: 8/27/23 11:00AM – 6:00PM at WG High School

Mr. Mazzurco reserved a table for the Township. Mr. Richter is working on some slides regarding the levies to share with residents.

Discussions

Metzenbaum: Don Rice of the Geauga County Board of Developmental Disabilities will be attending the next BOT meeting (8/24/23 6:00 P.M.) to discuss current, proposed and planned use for their property & buildings.

Government Update: Mr. Richter 8/10; Mr. Radtke 8/24; Mr. Mazzurco 9/7

A resident asked what exactly is going on with Metzenbaum and if any details could be shared with the public. Mr. Richter said back in 2018 the Geauga County Board of Disabilities proposed a contract having Emerald Rose come in and rent two (2) of the four (4) buildings to house individuals with severe disabilities, who are unable to take care of themselves. In January of 2019 the Commissioners approved it and they have been renting it out now for several years. What recently came up is the Board of Mental Health was going to lease out all four (4) buildings. This was brought to the Township’s attention. Emerald Rose is still under contract. The next Board of Trustees meeting Don Rice will be in attendance. Mr. Richter said he is not sure what if any control the Board of Trustees will have, but

wanted a meeting to hear what is going on. Mr. Radtke added government entities are exempt from zoning. His question is if they are contracting with a for-profit entity should that property become taxable? A resident asked where the Chesterland residents could be heard on this topic. It was encouraged they attend the next Board of Trustees here at the Township on Thursday, August 24, 2023.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:56 P.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

September 7, 2023 – motion # 2023-346
Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee