

The Chester Township Board of Trustees met in regular session **Thursday, October 19, 2023** in the Town Hall Meeting Room at 6:00 P.M. Chairman Craig Richter presided. Administrator Purchase was appointed Clerk pro tem.

**Roll Call:** All Trustees were present.  
Absent was Fiscal Officer Patricia Jarrett.

**Pledge of Allegiance to the Flag**

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

Fiscal Officer Patricia Jarrett arrived at 6:01 P.M.

**Leading Motion #: 2023-401**

**Executive Session**

**2023-401.** Mr. Richter moved to enter into executive session at 6:01 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment or promotion 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 Chief Young, Captain Sherwood, Fiscal Officer Patricia Jarrett and Township Administrator Mark Purchase. The board reentered session at 6:07 P.M.

**Police Business**

**2023-402.** Mr. Richter moved to approve the recommendation of the Police Chief and authorize the promotion of Matthew Weaver to the position of Sergeant, effective Sunday / October 22<sup>nd</sup> 2023, at the entry level Sergeant classification / pay grade of \$39.86 per hour, \$82,907.09 annually.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-403.** Per the terms of the conditional offer of employment, Mr. Richter moved to approve the recommendation of the Police Chief and authorize the hiring of Steven Ettinger to the position of full-time police officer, effective Sunday / October 29<sup>th</sup> 2023, at the Step 3 Officer Classification/pay grade of \$33.90 per hour, \$70,515.84 annually.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-404.** Per the terms of the conditional offer of employment, Mr. Richter moved to approve the recommendation of the Police Chief and authorize the hiring of Randall Ricciardo to the position of part-time police officer, effective Sunday / October 22<sup>nd</sup> 2023, at the part-time pay rate of \$25.00 per hour.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Police Chief Young shared that Randall Ricciardo has 26 years in law enforcement and will be taking on the roll of assisting with community policing. He recently retired from Lake Metro Parks. Mr. Ricciardo was then sworn in by Trustee Richter.

Police Chief Young welcomed Steven Ettinger to the force. He is a Range Officer and an ALICE instructor and brings three (3) years of experience. He comes to us from the Painesville Police Department with a Bachelor of Arts degree that was obtained from Cleveland State University. Steven Ettinger was sworn in by Trustee Richter.

Police Chief Young noted it was important for the department to have an additional mid-level management position. He was pleased to promote Matthew Weaver to Sergeant. He is a Range Instructor and a Training Officer. He brings leadership skills. Matthew Weaver was sworn in by Trustee Richter.

### **Approval of Minutes**

**2023-405.** Mr. Richter moved to approve the minutes of the Board of Trustees meeting dated October 5, 2023 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Regarding joint meetings and meeting minutes, it was clarified that meeting minutes should be prepared by each board separately. A discussion about a previous meeting back in March where meeting minutes were only attached was discussed.

### **Public Comments/Questions**

The public did not have any comments or questions for this meeting.

### **Township Administrator**

Administrator Purchase gave an update with Larsen Architects regarding the roof on the Road Department structure and noted proposals have been sent out to the Elected Officials. Larsen is waiting for feedback. There are several options and a lot to discuss further. Mr. Purchase is considering looking at a metal roof. It has been agreed that the flat roof needs to be changed. It was stated fixing the roof is cheaper than a new building.

### **Department Business – Road**

**2023-406.** Mr. Richter moved to approve after the fact the advertising for Road Worker(s) position in the Chesterland News, Geauga Maple Leaf for two (2) editions, and on Indeed and the Chester Township Website for an indefinite period of time. Applications to be submitted by Friday, November 3, 2023 at 4:00 PM. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-407.** Mr. Richter moved to approve and sign the snow plowing agreement between Chester Township and the Geauga County Engineer for the purpose of providing snow and ice control on county roads by Chester Township for the winter season of 2023-2024 for the agreed upon amount of \$66,748.91. Mr. Mazzurco seconded.

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

### **Department Business – Fire**

Ohio Ambulance Transportation Program Grant was awarded to the Township in the amount of \$20,000. This is to pay for overtime of the EMS employees. Fiscal will be making the necessary changes needed.

**2023-408.** Mr. Richter moved to accept the resignation of part-time PM/FF Bryan Hann effective October 19, 2023.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

### **Department Business – Zoning**

Resolution for Parks was the next topic of discussion. Talk of our cemeteries and the responsibility of them once they are filled fall on the Township. Trustee Mazzurco shared that is a large expense. Cemeteries are nontaxable properties. Trustee Richter suggested passing a resolution adding parks as a district on the Chester zoning map and adding an article to the zoning resolution to include park districts. Once approved, this would be forwarded to the Zoning Commission.

Trustee Richter shared there are multiple meeting minutes not signed by the Board of Zoning Appeals, even though they have been approved in session. The Board of Zoning Appeals Chair is concerned signing his name to them now. Trustee Richter will prepare an affidavit and this can be addressed at the next meeting. Trustee Radtke was questioning if anything is outstanding that could be appealed. Mrs. McCarthy, the Zoning Administrator Assistant previously shared with Trustee Radtke that anything over six (6) months old is expired regarding an appeal.

Trustee Richter shared Mrs. Klemm expressed interest in reapplying for her expiring term on the Board of Zoning Appeals. Mr. Nastasi of the Zoning Commission will not continue in his role on the board and Mr. Peto initially had interest in continuing as an alternate for the Zoning Commission, but will now be a full board member. Trustee Richter confirmed with legal that it is not necessary to advertise if moving from an alternate to a board member. Will be looking into advertising for an alternate for the Zoning Commission.

**2023-409.** Mr. Richter moved to reappoint Christina Klemm to the Board of Zoning Appeals for the term expiring 12/31/2028.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-410.** Mr. Richter moved to appoint Anthony Peto to the Zoning Commission for the term expiring 12/31/2028.

Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-411.** Mr. Richter moved to advertise in the Maple Leaf, Chesterland News and the Chester Township website for zoning board openings with letters of interest submitted to the Chester Town Hall. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

### **New Business**

Chester Township facility applications can be placed directly on the agenda without the Administrative Assistant requesting permission.

Community Recycling in general went well. Trustee Richter would like to see if we can make it better. He also suggested paper shredding being open to the residents. It was suggested to reach out to Mr. Mantey of the Kiwanis and see if Russell and Newbury would help with the cost.

**2023-412.** Mr. Richter moved to appoint Joe Mazzurco and Craig Richter to the Board of the Township Volunteer Peace Officers’ Dependents Fund for calendar year 2024. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-413.** Mr. Richter moved to appoint Craig Richter and Patricia Jarrett to the Board of the Township Volunteer Firefighters’ Dependents Fund for calendar year 2024. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-414.** Mr. Richter moved to not request a hearing with the Ohio Division of Liquor Control for a new liquor license for Elements Fitness Studios Inc., 8505 Mulberry Rd Unit A, Chesterland, Ohio. Mr. Mazzurco seconded.

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

**2023-415.** Mr. Richter moved to approve, after the fact - \$3,750.00 made payable to Lincoln’s Roofing, 11277 West Walnut Ridge Road, Chesterland, Ohio 44026. This expense is for the tear off, repairs and re-roofing of the Henry House garage (Twp. Park). Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-416.** Mr. Richter moved to approve, request, and sign a letter to the Geauga County Engineer’s office to conduct a traffic study and determine the feasibility of reducing the speed limit on Cedar Road, east of Chillicothe and up to Sperry Road. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2023-417.** 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
** Skip Claypool (Liberty Camp)	Sunday 10/8/2023	Town Hall Meet. Room	7:00PM	Child History Education
Jenn Baden	Saturday 10/21/2023	Pavilion West	9:00AM – 1:00PM	B-day Party

*\*\* Please note that when Mr. Claypool returned the key, he stated he did not utilize the Town Hall Meeting Room on Sunday, October 8, 2023 as requested. No application was e-mailed to Town Hall.*

It was confirmed that the security company is notified when employees of Town Hall are no longer employed here (regarding their code to enter building). Will be verifying codes for employees on a regular basis.

Dal Lanese, a Chester resident questioned why Elements Fitness Studios, Inc. is requesting a liquor license and asking if it is now a bar. It was shared that this is an additional liquor license request.

**Township Park**

Mr. Purchase shared the pickleball project is moving along well. Henry House garage has been reroofed. The tree on the property that had many branches hanging in a neighbors yard has been cleaned up. Peerless Electric will be looking at upgrading and increasing electrical outlets in the park to protect the

Rotary Christmas lights. Perennial Gardeners started working on the garden in the park. Lowe's Greenhouse removed some bushes and planted new ones. Road Department is going to take down three (3) big trees and two (2) new trees will replace them. Road Superintendent did add a couple more inches of sand to the bocce courts. Trustee Mazzurco suggested adding a few bags of lime to pour over and rake out in the spring. Bleachers for the ball field should be completed and moved soon. A thank you letter should be sent to Mr. Fornaro for his work and also Mr. Nastasi for serving on the Zoning Commission.

**Financial Items**

**2023-418.** 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
Road	\$835.00	2031-690-345-0000	2031-330-323-0075	Per J Onyshko
Road	\$330.00	2031-760-740-0000	2031-330-360-0000	Per J Onyshko
Road	\$4,405.75	2031-760-730-0000	2031-330-420-0400	Per J Onyshko
Road	\$750.00	2031-690-345-0000	2031-330-360-0000	Advertise/YE
General	\$2,500.00	1000-930-930-0000	1000-610-190-0000	Payroll/YE

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
Road	259-2023	Regular	\$2,500.00	Lawson Products Inc	Various Fittings/Paints
Police	260-2023	Regular	\$1,034.88	Staples Business Adv	Office Supplies
General	261-2023	Regular	\$3,750.00	Lincolns Roofing	Henry House Roof Repair
Police	262-2023	Regular	\$2,700.00	Atwell's Police & Fire Equipment Co	Body Armor
General	263-2023	Regular	\$650.00	Granite Tele LLC	Telephone/YE
Road	264-2023	Regular	\$3,250.00	Furnace Monkey	Reznor Hang Heater - Road
Road	265-2023	T/N	\$5,000.00	Watts Excavating LLC	Install Pipe/Work Marilyn Dr.

CHECKS		
Date	Starting No.	Ending No.
10/24/2023	87349	87361
Fiscal Officer's note: the last check number used on <b>10/05/2023</b> was <b>87348</b>		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
10/24/2023	1611-2023	1678-2023	Regular Payroll

ON – LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
0/10/2023	1680-2023	1719-2023
Fiscal Officer's note: the last voucher used on <b>10/5/23</b> was -----( <b>1<sup>st</sup> time</b> )		

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1681-2023	First National Bank EFTPS	\$19,335.88	10/24/2023	Employee & employer withholding – Federal

**Fiscal Officer's Report**

Fiscal Officer Jarrett shared that the Township holds RITA tax for cities. The issue is that when fiscal attempts to process the RITA payment, it is not letting us pick a future date. The payments cleared

before the BOT approved it and it should have been after-the-fact in the original motion. To conform with auditing, it was recommended that we amend the motion to read after-the-fact.

**2023-419.** Mr. Richter moved to approve amending motion 2023-400; Voucher 1514-2023 Regional Income Tax Agency \$ 5,858.85 to after the fact.  
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

### **Upcoming Items/Deadlines**

Regular BOT Meeting 11/2/23 moved to 11/1/23 at 7:00 A.M.  
Chester Park District Veteran Day Service – 11/11/23 at 11:00 A.M.  
Geauga West Rotary Winter Fest – 11/25/23  
Geauga West Rotary Breakfast with Santa – 12/2/23 (WG High School)

### **Discussions**

Revaluation - Will effect inside millage and the new 2024 levies. Trustee Richter is hoping the BOT would consider the millage rates as if they put a new levy on the ballot. Millage is applied and calculated in terms of millions per dollar.

***Legislative Update – There are two (2) bills. One is Senate Bill 153 and one is HB 187. These are looking at adjusting the calculation. At the last BOT meeting, the Elected Officials agreed that if the levy passes, they will take action to reduce the old half mill levy to zero effective immediately. Trustee Richter shared the inside millage is allocated by the County Budget Commission and are directed as follows: 3 to the Township, 4 ½ to the schools, and 2.5 to the County. Trustee Richter said during the 2023 budget process and before the revaluation, the Budget Commission had reallocated a half of an inside mill from the county to the schools. Discussion concerning levies continued with the audience.***

Gates Mills Speed Cameras – As long as a civil violation and not a criminal violation, no officer needs to be present and the police do have the right to have the cameras installed in the State of Ohio. Gates Mills will be giving up local government funds in order to collect money generated by the use of cameras. It is mandatory that signs be placed in the city where cameras are being utilized.

Chesterland Post Office – Discussion continued over renaming the Chesterland Post Office. This was initiated by the offices of US Congressman Dave Joyce, Senator Sherrod Brown and Senator J.D. Vance. It was suggested by a resident that we consider a “Wall of Honor” in the Post Office. This could be for people that are not residents, but have a connection to the community.

Government Update – JM 10/19; CR 11/1; KR 11/16

Dal Lanese, a resident asked if any permits have been pulled for property on Mayfield Road next to Bloom Brothers. Administrator Purchase responded no permits have been applied for at this time. It appears they are just leveling the property.

October 28, 2023 is the Trick or Treat Street at the Rec Center. Administrator Purchase and Trustee Richter will attend and pass out candy since the other Trustees will be out of town.

### **Executive Session**

**2023-420.** Mr. Richter moved to enter into executive session at 7:58 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the employment 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 Bart Ziganti, Board of Zoning Appeals Chairman, Patricia Jarrett, Fiscal Officer and Mark Purchase, Township Administrator. The board reentered session at 8:18 P.M.

Mr. Zaganti, Board of Zoning Appeals Chairman voiced his concern with the meeting minutes and how condensed they are now. Trustee Richter said it is important to have good details and a good summary. Trustee Richter noted that an attorney will ask for the audio transcription for legal purposes, and that an attorney will not rely on meeting minutes prepared by an Administrative Assistant. Meeting minutes are not verbatim. It was determined that audio retention should be increased to six (6) months from the current three (3) months. It was suggested keeping the audio for two (2) years. Mr. Ziganti continued to state he saw a deterioration and/or change in the meeting minutes. He notes previous minutes had their name with a direct quote after it. The entire Board of Zoning Appeals does not all feel the same since some members of the board prefer the shorter version. There was a brief discussion regarding a certain case that was in front of the Board of Zoning Appeals that took approximately 30 minutes and the meeting minutes reflect six (6) lines only. This is bothersome to Mr. Ziganti. It was determined that during the Board of Zoning Appeals meeting that some the of time was spent on correcting preventable errors.

Let the record reflect Patricia Jarrett, Fiscal Officer left the meeting at 8:36 P.M.

Mr. Ziganti feels he is not getting all the information that is required for an appeal. He feels the Board of Zoning Appeals looks foolish at times. He is asking that everything be in place prior to paperwork being distributed. Mr. Ziganti wants the Zoning Inspector to help the public fill out the necessary forms. It was suggested by Trustee Radtke to request a continuance if not comfortable with information provided. Mr. Ziganti is looking to work with the Zoning Inspector to help improve things moving forward. Mr. Ziganti feels there is a lot of potential issues that are going to be problematic for the community if the Zoning Commission does not handle them. It was suggested that Mr. Ziganti provide a list of what he feels the current issues are and share it with the Zoning Inspector, Mark Purchase. Trustee Richter said the Board of Trustees can take action and push things along regarding the Zoning Resolutions. He would like to see the pending issues move along at a faster pace with the Zoning Commission. Discussion again concerning signing the meeting minutes from months ago was brought up. Trustee Richter will see that they are signed and will state they are true and accurate and that they have already been approved. Mr. Ziganti noted the Zoning Resolution states the entire board needs to sign the minutes, not just the Chairman. Mr. Ziganti finished with requesting something in writing from the Board of Trustees stating they are able to continue with supplementary conditions that protect the safety, morals and welfare of the community. Trustee Radtke shared the section that was modified clearly reflected that. However, Mr. Ziganti disagreed. It was agreed that it is a difference of opinion. Looking to use new computer software and use a calendar. Administrator Purchase is currently working on conditional uses, which does include churches and schools.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 9:07 P.M.

Respectfully submitted,

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

11/16/2023 motion # 2023-436 \_\_\_\_\_  
Approval Date

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

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

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