

The Chester Township Board of Trustees met in regular session **Thursday, April 4, 2024** in the Town Hall Meeting Room at 4:30 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 #: 2024-150

Executive Session

2024-150 Mr. Richter moved to enter into executive session at 4:30 P.M. pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, or 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 Patricia Jarrett, Fiscal Officer and Mark Purchase, Township Administrator. The Board reentered public session at 5:22 P.M.

Kimberly Bican entered meeting at 4:34 PM and left at 4:55 PM. The next candidate entered at 5:00 PM and left at 5:17 PM.

Public Comments

Ralph Delligatti – Concerns/questions about Buck Stop property. Mr. Purchase has spoken with Mr. Michael Colagiovanni about razing the building. The property has had prior tenants who have not taken care of the property and in fact contributed to its decline.

Pickleball Courts

Mr. Purchase and Mr. Mazzurco met with Barry Leven and the group is trying to work through the final details of rules being posted and an ADA ramp needs to be installed. The Park Board is weighing in on the rules. Paint will be put down when the temperature is more consistent. Target date for opening is May 1st.

Ms. Gifford asked what the township liability is for the pickleball courts. Mr. Richter said there is a law that exempts the township from liability.

Jeremy Iosue, Wickliffe Law Director - Limited Home Rule Presentation

General presentation regarding Limited Home Rule. Chesterland has less than 15,000 residents and is eligible for Limited Home Rule and would have to go on the ballot. If approved, 30 days after election, the Township would have LHR powers.

Pam Pastoric – Ghost Army Memorial Day Discussion

Ms. Pastoric, daughter of Marion Pastoric gave an overview of the Ghost Army. Mr. Pastoric served in the Ghost Army which was a secret part of the military. Board of Trustees invited her to speak about the Ghost Army at Annual Memorial Day Event.

Mr. Don Rice – Metzenbaum

Mr. Rice gave the annual update of the Metzenbaum Center.

Electronic Sign Update

Mr. Purchase updated the Board of Trustees on the two sign companies being considered for replacement of the front sign Quotes should be submitted within the next two weeks.

Celebrate America 250

Rev. George Zehnder – Looking for community volunteers to set up a committee to represent Chester Twp. with Celebrate America 250. Talked about Chester Grave Hunters event May 7th at Geauga West Library.

Department Business - Road

2024-151 Mr. Richter moved to approve and award the bids for the furnishing and delivery of various road materials to the lowest or best bidders as recommended by the Road Superintendent and documented in the table below, and sign and enter contract with Arms Trucking Company and Allied Corporation.

Mr. Mazzurco seconded.

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

2024 Material Bid Tab.																				
			concrete		LIMESTONE						CLAY	ICE CONTROL		ASPHALT			RIP-RAP MATL			
BID #	Company Name	Bond or Check	LSM	MS	4	8	9	57	411	304		9 Gravel	Ice Grit	301	448-1Sur	448-2 Inter	Type B	Type C	Type D	
1	Arms Trucking	Bond			\$31.75	\$32.25			\$26.95	\$25.70	\$18.95		\$23.50					\$62.50	\$56.50	\$54.75
2	Shelly Materials	Bond			\$35.95	n/a			\$29.55	\$27.55	n/a		n/a					\$65.75	\$65.75	\$62.45
3	Allied	Bond												\$76.00	\$87.25	\$78.00				
4	Cayahoga Asphalt Materials	Bond												\$78.00	\$90.00	\$80.00				
5	Kokosing Materials	Bond												\$78.00	\$90.00	\$80.00				

Mr. Onyshko talked about the need for a remote camera for the Road Department. Need for steel plates and sizes of those plates were discussed. County Line ROW Trees south of Wilson Mills need to be resolved due to the amount of leaves that fall into pipeline. Several action plans were discussed. Fraser Lane gas main exposed and how to handle lowering the gas line and controlling the erosion into the future. Manchester & Avon Intersection potentially adding catch basins to better handle water flow. Driveways on Willow Hill are in need of driveway pipes. Properties need between 800 – 1,600 feet of driveway pipes.

2024-152 Mr. Richter moved to approve Road Department expenditures as listed below.
 Mr. Mazzurco seconded.
 Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
156-2024	Reg	\$2,400.00	Kalida	Lift Cylinder Truck #3
157-2024	Reg	\$2,140.00	McLean	Crack Machine Wand
159-2024	Reg	\$6,000.00	Casper Cleaning Company	Cleaning Services
160-2024	Reg	\$3,750.00	Geauga Concrete	Concrete Material
161-2024	Reg	\$750.00	Iron Man Supply LLC	Other Expenses
162-2024	Reg	\$2,000.00	Englefield, Inc.	Operating Supplies
163-2024	Reg	\$3,000.00	Turney Home & Auto	Supplies
164-2024	Reg	\$4,000.00	UNIFIRST	Safety Jackets
165-2024	Reg	\$1,800.00	Verizon Connect NFW, Inc	GPS
166-2024	Reg	\$600.00	Staples	Office Supplies
167-2024	Reg	\$6,000.00	Village Outdoors LTD	Supplies & Materials
176-2024	Reg	\$13,709.02	ALRO Steel Corp.	Road Plates

2024-153 Mr. Richter moved to approve up to \$10,000 for the purchase of a remote robotic camera.
 Mr. Mazzurco seconded.
 Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

2024-154 Mr. Richter moved to approve, per Ohio Revised Code 505.10 (A) (7) the sale of the following equipment from the Chester Township Road Department; 1 - GenPro portable generator and 2-Stihl BR 600 backpack blowers to be offered for public sale on Govdeals.com or alternative advertising websites, etc. with reserve pricing to be determined by the Road Superintendent.
 Mr. Mazzurco seconded.
 Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

2024-155 Mr. Richter moved the advertising for a Grounds Seasonal Worker within the Geauga Maple Leaf, Chesterland News, indeed.com and on the Township website with applications due at Chester Town Hall by 4:00 PM on April 26, 2024. Employment is contingent upon successfully passing a pre-employment drug screen and background check.
 Mr. Mazzurco seconded.
 Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

2024-156 Mr. Richter moved to approve a check in the amount of \$120.00, from 2031-330-599-0000 Other-Other Expenses to refund materials for mailbox damage to David Boyer at 8810 Mulberry Road Chesterland Ohio 44026.
 Mr. Mazzurco seconded.
 Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Department Business - Fire

2024-157 Mr. Richter moved to accept the resignation of EMT/FF Kyle Kerr, effective March 25th, 2024.
 Mr. Mazzurco seconded.
 Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

2024-158 Mr. Richter moved to approve the purchase of a 2016 Ford Explorer Vin #1FM5K8AR9GGA28808 from the City of Highland Heights Fire Department in the amount of \$6500. Funds should be appropriated from fire department account #2281-930-930-0000.

Mr. Mazzurco seconded.

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

2024-159 Mr. Richter moved to approve an agreement between Chester Township Fire Rescue and ESO – who Is ESO? for fire department incident management software at no cost to Chester Township.

Mr. Mazzurco seconded.

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

Department Business – Police

2024-160 Mr. Richter moved to approve the purchase of two new 2024 Dodge Durango Police Vehicles from Ganley Village CDJRF, 2115 Mentor Ave. Painesville, Oh. The Purchase Order shall be created from police appropriated line item 2081-760-750-0000 (Motor Vehicles), in the amount of \$79,660.00.

Mr. Mazzurco seconded.

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

2024-161 Mr. Richter moved to approve the purchase and installation of emergency equipment for Chester Twp. Police Vehicles from Hall Public Safety. The Purchase Order shall be created from police appropriated line item 2081-760-750-0302 (Motor Vehicle Accessories), in the amount of \$28,500.00.

Mr. Mazzurco seconded.

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

2024-162 Mr. Richter moved to approve the purchase and installation of vehicle graphics for (2) Chester Twp. Police Vehicles from Fulton Sign & Decal, 7144 Industrial Park. Blvd., Mentor, Oh. 44060. The Purchase Order shall be created from police appropriated line item 2081-760-750-0302 (Motor Vehicle Accessories), in the amount of \$1,550.00.

Mr. Mazzurco seconded.

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

2024-163 Mr. Richter moved to approve and authorize the purchase of two (2) Stalker brand radar units in the amount of \$4,208.00. This Purchase Order shall be made payable to Stalker Radar, Applied Concepts Inc., 855 E. Collins Blvd, Richardson, TX 75081, and created from police appropriated line item 2081-210-430-0000 (Small Tools & Equipment).

Mr. Mazzurco seconded.

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

2024-164 Mr. Richter moved to approve and authorize the services of J&B Construction and Remodeling LLC, in the amount of \$18,369.00, for the replacement of the police departments exterior doorways and three garage overhead doors. This Purchase Order shall be made payable to J&B Construction and Remodeling LLC, 17417 Tavern Rd, Middlefield, Ohio 44062 and created from police appropriated line item 2081-760-730-0000 (Improvement of Sites).

Mr. Mazzurco seconded.

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

2024-165 Mr. Richter moved to approve and authorize the services of Mike Nolan Heating & Cooling LLC, in an amount of \$1,177.75, for the consolidation and replacement of all thermostats in the police department. This Purchase Order shall be made payable to Mike Nolan Heating & Cooling LLC, 9059 Auburn Rd, Chardon, Ohio 44024 and created from police appropriated line item 2081-760-730-0000 (Improvement of Sites).

Mr. Mazzurco seconded.

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

Department Business – Zoning

- April 18th, Public Hearing for Board of Trustees for amendment ZC-2024-2 (Electronic Signs)

New Business

2024-166 Mr. Richter moved to amend the 2024 Chester Township Permanent Appropriations in the amount of \$866,000.00 for the Road, Police & Cemetery Funds, for a new total of \$10,248,458.92. Mr. Mazzurco seconded.

ROLL CALL VOTE: Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

2024-167 Mr. Richter moved to approve and renew annual Ohio / Geauga Township Association Memberships for both active members, Mr. Richter, Mr. Mazzurco, Mr. Radtke & Mrs. Jarrett, as well as Associate Members, Administrator Purchase, Chief Young, Chief Shaw, Superintendent Onyshko, Assistant Chief Nagy & Zoning Inspector Alusheff. The total cost shall be submitted via check, in the amount of \$490.00.

Mr. Mazzurco seconded.

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

2024-168 Mr. Richter moved to approve \$30,727.51 payable to Innovative Companies for 2024 landscaping services in the amounts listed below. Note: this is the second year of a three-year contract. to approve \$30,727.51 payable to Innovative Companies for 2024 landscaping services in the amounts listed below. Note: this is the second year of a three-year contract.

Mr. Mazzurco seconded.

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

Year	Service Period	Parkside Park	Town Hall	Fire Department	TOTAL
2024	April 1- Nov. 30	\$22,672.73	\$4,757.66	\$3,297.12	\$30,727.51

2024-169 Mr. Richter moved to approve and sign the NOPEC Energized Community Grant Agreement, and the Resolution as amended authorizing all actions necessary to accept the 2024 Northeast Ohio Public Energy Council (NOPEC) energized community grants as provided for in the NECG Grant Program guidelines.

Mr. Mazzurco seconded.

ROLL CALL VOTE: Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

2024-170 Mr. Richter moved to approve and sign the Resolution for the Geauga County 9-1-1 Plan, per Ohio Revised Code 128.08 and as provided by the Geauga County 9-1-1 Program Review Committee.

Mr. Mazzurco seconded.

ROLL CALL VOTE: Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

2024-171 Mr. Richter moved to approve, recognize, and commend the following eight individuals and residents of Chester Township, who we honor this evening as recipients of the Girl Scouts “Gold Award”.

Mr. Mazzurco seconded.

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

First Name	Last Name	Troop Number	Gold Award Project Title
Emily	Berdis	70470	Creating Bat Houses and an informative sign for the Metroparks
Anna	Gracon	77192	Third Grade Book Club
Caitlin	Mann	70470	Little Free Library
Megan	McGinnis	70470	Implementing Fitness in Nature Through Community Park Sign
Alyssa	Mobley	70379	Pinewood Derby Track
Savannah	Moon	70470	Duck Days
Morgan	Palchick	70470	Tranquility Garden
Emily	Vieira	77192	Preventing the Spread of Invasive Species

(Recipients will receive their proclamations at the May 16th meeting.)

2024-172 Mr. Richter moved to approve and sign, after the fact, the proposed engagement letter for legal services, from Mansour Gavin/ LPA, North Point Tower, 1001 Lakeside Ave E Suite 1400, Cleveland, OH 44114.

Mr. Mazzurco seconded.

ROLL CALL VOTE: Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

2024-173 Mr. Richter moved to approve, award, and identify the following as designees for Chester Township’s 2024 event sponsorship program, supported by NOPEC totaling \$1,500.00. The dollar amount will be split up equally at \$250.00 each.

Mr. Mazzurco seconded.

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

Designee	Amount
Chesterland Kiwanis	\$ 250.00
Chesterland Rotary	\$ 250.00
Chesterland Perennial Gardeners	\$ 250.00
Chesterland Historical Society	\$ 250.00
Chesterland Lions Club	\$ 250.00
WG Chamber of Commerce	\$ 250.00

Township Park

Mr. Purchase gave a brief update on the Perennial Gardner’s Project.

2024-174 Mr. Richter moved to approve the WG High School Softball League use of the baseball diamond at Parkside Park for practice and games from April 4th ,2024, through May 31st, 2024, contingent upon their providing documentation of liability coverage and naming the township as additionally insured.

Mr. Mazzurco seconded.

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

Financial Items

2024-175 Mr. Richter moved to approve the financial transactions below.

Mr. Mazzurco seconded.

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

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
FD	750.00	2111-930-930-0000 Contingencies	2111-220-341-0002	Cell Phones
Gen	\$314.78	1000-930-930-0000 Contingencies	1000-110-314-0702	Cty. Tax Coll Fees
Gen	\$2,134.92	1000-930-930-0000 Contingencies	1000-110-314-0701	Cty Aud / Treas Fees

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
TH/RD	177-2024	Reg	\$3,500.00	French's Concrete	Concrete Bin Blocks
TH/FD/RD	175-2024	Reg	\$4,476.00	AT&T Mobility	Cell Phones
FD/RD	174-2024	Reg	\$72,000.00	Chardon Oil Co, Inc	Fuel
TH/RD/FD	173-2024	Reg	\$2,085.00	LBP Leasing Inc.	Copier Lease
TH/RD/FD	172-2024	Reg	\$2,200.00	Gea. Co. Water Res.	Water / Sewer
TH/RD/FD/P	171-2024	Reg	\$2,095.00	Kimble Recycling	Trash
TH/RD/FD/P	170-2024	Reg	\$51,600.00	Illuminating Co.	Electricity
TH	169-2024	Reg	\$208.04	Amazon	Office Supplies

CHECKS		
Date	Starting No.	Ending No.
04/09/2024	87571	87580
04/04/2024	87581	87582

Fiscal Officer's note: the last check number used on **03/21/24** was **87570**

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
04/04/2024	945-2024	1010-2024	Regular Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
04/04/2024	931-2024	942-2024
04/04/2024	1014-2024	1025-2024
04/04/2024	1027-2024	1070-2024

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1012-2024	First National Bank EFTPS	17,940.81	04/09/2024	Employee & employer withholding – Federal
1013-2024	Treasurer, State of Ohio	3,331.34	04/09/2024	Employee & employer withholding – State
1026-2024	Ohio Police & Fire Pension Fund	32,978.07	04/12/2024	Employee & employer withholding – Retirement

Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date		3/31/2024	
Prior UAN Balance			5,677,690.49
Actual Receipts	+	2,469,736.46	
Transfers for UAN Only	+	2,300,000.00	
Total Receipts	=		4,769,736.46
Payments	-	596,436.89	
Transfers for UAN Only	-	2,300,000.00	
Total Payments	=		2,896,436.89
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	3/31/2024		\$7,550,990.06
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	3/31/2024		\$7,550,990.06
Entered bank balances as of	3/31/2024		\$7,679,768.09
Deposits in transit	+		0.00
Outstanding payments	-		128,778.03
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	3/31/2024		7,550,990.06
		Check	0.00

Chester Township Bank Balances			
As of		3/31/2024	
Business Banking			\$400,000.00
FNB Sweep Account			658,674.10
Star Ohio			6,621,093.99
Total			\$7,679,768.09
		Check	0.00

2024-176 Mr. Richter moved to approve the following adjustments to Revenue Increases, Revenue Decreases, and an Appropriation Increase, as recommended by the Fiscal Officer.

Mr. Mazzurco Seconded

ROLL CALL VOTE: Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Action	Revenue / Appropriation	Department	Subject	Amount
Revenue Increase	2031-937-0000	Road	Transfer from General Fund	\$100,000.00
Revenue Increase	2081-299-0000	Police	SRO Billing 2024	\$345,000.00
Revenue Increase	2271-539-0000	Police	Enforcement & Education	\$14,700.00
Appropriation Increase	2271-210-318-0000	Police	Training Services (\$14,700 Increase for a new total as shown)	\$15,929.12
Revenue Decrease	2111-892-0000	Fire	Pumper Loan Received in 2023	\$230,000.00
Revenue Decrease	2081-892-0000	Police	Police Misc.	\$100,000.00

Open/Ongoing Items

- Township Records Commission – Compared Chester Record Retention Policy to Bainbridge Twp Record Retention Policy. Information was combined and sent to Department heads for their recommendations on their department.
- Senate Capital/State Funding – no report.
- Road Department Roof Project – Moving forward with designing trusses.
- Finance Meeting, BOT, Fiscal, Department Heads and All Admin Employees – working on determining a date that is workable for all. Determined date for April 18th at 9:00 a.m. in the morning.

Upcoming Items/Deadlines

- Memorial Day event – speaker identified as Ms. Pam Pastoric.
- Confirmed Public Hearing on April 18, 2024, at 7:00 p.m. for Zoning Amendment, ZC-2024-2.

Discussions

- Wreaths Across America / Revolutionary War Veterans
- WG Unity Day – August 24, 2024 (11:00am – 5:00pm)
- Government Update – JM 4/4; KR 4/18; CR 5/2

2024-177 Mr. Richter moved to enter an executive session pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, discipline, or compensation of a public employee(s) and pursuant to Ohio Revised Code 121.22 (G) (2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section [505.10](#) of the Revised Code.

Mr. Mazzurco seconded.

ROLL CALL VOTE: Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Invited into the executive decision session is Township Administrator, Mark Purchase and Fiscal Officer, Patricia Jarrett. Board entered executive session at 7:55 p.m. and returned at 9:00 p.m.

2024-178 Mr. Richter moved to the hiring of Kimberly Calo-Bican to full time Township Administrative Assistant at the rate of \$23/hour plus benefits effective April 7, 2024 contingent upon successful passage of drug screening and background check.

Mr. Mazzurco seconded.

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

Mr. Richter mentioned that all members of the Board of Trustees to the April 14th at 2:00 p.m. Keeper of the Cane award ceremony.

Ms. Jarrett said she will finish American Rescue Plan filing by April 30, 2024, and that will be the last official filing.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 9:02 P.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

5-15-24 Motion # 2024-239

Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee