

The Chester Township Board of Trustees met in regular session **Wednesday, May 15, 2024**, in the Town Hall Meeting Room at **5:30 P.M.** Chairman Craig Richter presided.

**Roll Call:** All Board of Trustees and 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 #: 2024-238**

**Presentations**

**Recycle Park Enhancements-Jim Metcalf from West Geauga Kiwanis Club**

Jim Metcalf on behalf of the West Geauga Kiwanis Club, presented to the Board of Trustees regarding enhancing the look of the Recycle Park. The WG Kiwanis would like to plant a buckeye tree. The tree cost approximately \$300. The Board of Trustees are in favor of the new tree. It is within the Township Administrator's purchasing authority. Jim requested the help from the Maintenance Department for stump removal at the Recycle Park. A brick arched structure from the original Chester School ground is in this area as well. WG Kiwanis plans on communicating with Rotary Club, Boys Scouts, and the Historical Society to remove shrubs and have a historical marker added to the structure.

**Girl Scouts Gold Award**

The Board of Trustees presented 10 young women proclamations that had received the highest Girl Scout recognition, the Gold Award. Their leadership, hard work, dedication to the community, including a personal project that educated and helped others. Not all young women attended the Board of Trustees meeting but will be recognized with other Northeast Ohio Girl Scouts at a special dinner on a later date.

**2024-238** Mr. Richter moved to approve the proclamation for the following individual, Nina Zargari, a resident of Chester Township, who we honor and commend this evening as a recipient of the Girl Scouts "Gold Award."

Mr. Mazzurco seconded.

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

**2024-239** Mr. Richter moved to approve the minutes of the Board of Trustees meeting(s) 2/28, 3/7, 3/13, 3/21, 4/4 as presented to the Board by the Fiscal Officer.

Mr. Mazzurco seconded.

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

**2024-240** Mr. Richter moved to approve and authorize the hiring of one additional full-time firefighter.

Mr. Mazzurco seconded.

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

**2024-241** Mr. Richter moved to approve the purchase of a (2) 315/80 R 22.5 tires cost \$620.00 each for a total of \$1240.00 from Kolsom Tire 8471 Sherman Rd, Chesterland, OH 44026. This price includes purchase, installation, and disposal of old tires. Funds will be taken from account: 2281-230-323-0301.

Mr. Mazzurco seconded.

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

**2024-242** Mr. Richter moved to approve the hiring of Robert Wolf as a part-time FF/EMT-P at the rate of \$22.52/hour, effective May 17, 2024, contingent on the employee successfully passing a drug test and background check.

Mr. Mazzurco seconded.

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

**2024-243** Mr. Richter moved to approve after the fact \$1.00/hr. pay increase for Fire Department Administrative Assistant Salli Mehall effective May 12, 2024.

Mr. Mazzurco seconded.

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

**New Pumper/Tanker**

The Board of Trustees, the fiscal officer and Chief Shaw discussed the financial options pertaining to the remaining cost of the new Pumper. They also discussed the options of purchasing a new Tanker. A Tanker can take 2-4 years to build. Chief Shaw suggests getting on the list along with a letter of intent to buy with no deposit needed would be beneficial. Leasing could be another financial option when considering other EMS vehicles.

**Wexcards/Fuel**

Wexcards is a government program used for fuel. Fire Chief Shaw suggests utilizing these cards for the Fire Department and the possible benefits.

**2024-244** Mr. Richter moved to approve Fire 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
220 - 2024	REG	\$999.98	AT&T Mobility	2- iPads 10th Generation 64 GB
223-2024	TNN	\$924.25	Breathing Air Systems Sub -Aquatics Inc.	Annual Maintenance
224-2024	REG	\$1,050.00	Countryside Truck Service Inc.	Annual Pump Test

**2024-245** Mr. Richter moved to approve and sign the grant application for Ohio Office of Budget and Management for the Ohio Ambulance Transportation Impacted Industry Program Subrecipient Agreement and to make the grant application up to \$65,000.00.

Mr. Mazzurco seconded.

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

**Ohio Office of Budget and Management for the Ohio Ambulance Transportation Impacted Industry Program**

The Fiscal Officer, Patricia Jarrett spoke about the grant application for Ohio Office of Budget and Management for the Ohio Ambulance Transportation Impacted Industry Program. This program has been reopened due to unused funds during the pandemic/Covid-19, that are available.

**Pickle Ball Courts**

The Pickle Ball Courts will receive the ADA Compliance ramp by the end of this week from the Road Department. The Board of Trustees and the Park Board finalized the cost for the remainder of items needed for the courts. After the primer, paint, sealer and two general rule signs are finished, the courts can open.

**2024-246** Mr. Richter moved to approve up to \$8,500.00 out of 1000-760-730-1202.  
Mr. Mazzurco seconded.  
Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-247** Mr. Richter moved to approve \$8,500.00 payable to Chesterland Park District.  
Mr. Mazzurco seconded.  
Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-248** Mr. Richter moved to approve and sign the use of the Chester Township properties as listed below.  
Mr. Mazzurco seconded.  
Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
Meredith Gajda	5-18-24	Volleyball Courts(I) and Pavilion EAST	5:30-6:30 PM	Family Gathering

**2024-249** Mr. Richter moved to approve waiving the post-audit conference with Charles E. Harris & Associates, Inc.  
Mr. Mazzurco seconded.  
Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**Financial Items**

**2024-250** Mr. Richter moved and approved the financial transactions below.

Mr. Mazzurco seconded.

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

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
FI	219-2024	REG	\$2,250.00	Granite Telecommunications LLC	Telephone
FI	221-2024	REG	\$3,840.00	Geauga CTY Automatic Data Processing Board	MS Office365 G3 Renewal Inv#051D24
FI	222-2024	REG	\$2,404.20	Cardio Partners, Inc.	PC-AED CR2 Semi-Automatic AED & Wall Cabinet

CHECKS		
Date	Starting No.	Ending No.
5/16/2024	87613	
05/21/2024	87614	87621
05/15/2024	87622	87625

Fiscal Officer's note: the last check number used on **05/02/2024** was **87612**

EFT Direct Deposit			
Date	Starting No.	Ending No.	Description
05/15/2024	1347-2024	1423-2024	Regular Payroll

Voucher	Payee	Amount	Dated	Description
1425-2024	First National Bank EFTPS	\$22,025.42	05/21/2024	Employee & employer withholding- Federal
1427 -2024	Ohio Department of Taxation	\$90.46	06/12/2024	Employee & employer withholding - Local School Dist
1426 -2024	Treasurer, State of Ohio	\$3,880.70	05/21/2024	Employee & employer withholding- State
	Public Employees Retirement System			Employee & employer withholding - Retirement
1428 -2024	Regional Income Tax Agency (RITA)	\$1,918.35	06/12/2024	Employee & employer withholding - Retirement

**Fiscal Officer's Report**

<b>Chester Township Bank Reconciliation</b>			
<b>Reconciled date 4/30/2024</b>			
Prior UAN Balance			7,550,990.06
Actual Receipts	+	494,512.06	
Transfers for UAN Only	+	0.00	
<b>Total Receipts</b>	<b>=</b>		<b>494,512.06</b>
Payments	-	639,765.32	
Transfers for UAN Only	-	0.00	
<b>Total Payments</b>	<b>=</b>		<b>639,765.32</b>
Adjustments	+		4,906.00
Adjustments	-		0.00
<b>Current UAN balance as of 4/30/2024</b>			<b>\$7,410,642.80</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of 4/30/2024</b>			<b>\$7,410,642.80</b>
Entered bank balances as of 4/30/2024			\$7,428,062.13
Deposits in transit	+		0.00
Outstanding payments	-		17,419.33
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
<b>Adjusted bank balances as of 4/30/2024</b>			<b>7,410,642.80</b>

Check 0.00

<b>Chester Township Bank Balances</b>			
<b>As of 4/30/2024</b>			
Business Banking			\$400,000.00
FNB Sweep Account			377,271.86
Star Ohio			6,650,790.27
<b>Total</b>			<b>\$7,428,062.13</b>

Check 0.00

<b>Donations Received</b>			
<b>Received from</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
Craig Richter & Betsy Margolin	5/27/28	\$30.00	4x6 American Flags

**2024-251** Mr. Richter moved to approve and sign three copies of the "Unit Price Contract" between the Chester Township Board of Trustees and Karvo Companies, Inc. for the asphalt resurfacing of the Countyline Road Project RS-CHE-V-2024, as provided by the Office of the Geauga County Engineer.

Mr. Mazzurco seconded.

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

**2024-252** Mr. Richter moved to approve after the fact, the hiring of Markos Leonard as a Part Time Seasonal Ground, at a rate of \$20.00 an hour, with a start date as of May 12, 2024.

Mr. Mazzurco seconded.

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

**2024-253** Mr. Richter moved to approve 42.2 hours of unpaid leave for the Road Department Road Worker II Sandy Harper.

Mr. Mazzurco seconded.

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

**2024-254** Mr. Richter moved to approve and accepted, after the fact, the resignation of Sandra Harper from the Chester Township Road Department, effective Monday, May 13<sup>th</sup>, 2024.

Mr. Mazzurco seconded.

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

**2024-255** Mr. Richter moved to approve the advertising for Road Worker(s) position in the Chesterland News, Geauga Maple Leaf for two (2) editions, Indeed and the Chester Township Website for an indefinite period of time. Applications to be submitted by Friday, June 14, 2024, at 4:00 PM.

Mr. Mazzurco seconded.

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

**2024-256** Mr. Richter moved to approve and refund \$968.48 to Geauga County Water Resources 12611 Ravenwood Dr. Suite 390 Chardon, Ohio 44024 for the elimination of a driveway pipe at 11360 Willow Hill Drive, using account number 2031-330-599-0000 Other-Other Expenses.

Mr. Mazzurco seconded.

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

**2024-257** Mr. Richter moved to approve and authorize the Road Department to install two catch basins at the intersection of Manchester Drive & Avon Lane, and the replacement of two residential driveway pipes on Avon Lane. This project shall be directed to the Force Account Project Assessment Fund, at an estimated total cost of \$18,000.00.

Mr. Mazzurco seconded.

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

**2024-258** Mr. Richter moved to approve the 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
218-2024	REG	\$15,000.00	Ascendance Trucks Midwest, LLC	Various Parts

**2024-259** Mr. Richter moved to approve Police 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
216 -2024	REG	\$4,700.00	Great Lakes Outdoor Supply	2-Patrol Rifle Build Kits, 6-Patrol Rifle Upgrade Kits

**2024-260** Mr. Richter moved to approve and adopt the revised Zoning Application Fee Schedule, as recommended by the zoning team and to become effective June 3rd, 2024. [Zoning Fees 2024](#)  
 Mr. Mazzurco seconded.  
 Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-261** Mr. Richter moved to approve and sign the continuation of participation in the group TRADITIONAL program for public employers for 2025 with Sedgwick, (Worker's Compensation).  
 Mr. Mazzurco seconded.

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

**2024-262** Mr. Richter moved to approve and sign up to \$1,100.00 payable to Petroleum UST Release Compensation Board for the annual assessment fee for underground fuel storage tanks in the following amounts:  
 Mr. Mazzurco seconded.

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

Accounts	Amount
2031-330-599-0000 Other/Other Expenses	\$550.00
2111-220-599-0000 Other/Other Expenses/Dues & Subscriptions	\$550.00

**2024-263** Mr. Richter moved to approve and sign health insurance coverage rates with Medical Mutual effective July 1, 2024 through June 30, 2025 with benefit levels and costs structure as presented in the table below.  
 Mr. Mazzurco seconded.

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

TYPE OF PLAN COVERAGE	MONTHLY PREMIUM	DEDUCTIBLE
Employee	\$713.50	\$3,200 - max out of pocket \$6,400
Employee and Spouse	\$1,563.68	
Employee+ Children	\$1,280.29	
Family	\$2,130.47	\$6,400 - max out of pocket \$10,700

**Upcoming Items/Deadlines**

**Memorial Day Ceremony-** May 27, 2024 – The program is complete with all participants and will go to print on Friday, May 17, 2024.

**Discussions**

**Government Update-** JM 5/15; KR 5/30; CR 6/13

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:00 PM.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

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6-27-24 Motion #2024-306  
Approval Date and Motion#

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

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

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