

The Chester Township Board of Trustees met in regular session **Thursday, May 2, 2024** in the Town Hall Meeting Room at **6:30 P.M.** Vice Chairman Joe Mazzurco presided.

**Roll Call:** Vice Chairman -Joe Mazzurco, Trustee- Ken Radtke and Fiscal Officer, Patricia Jarrett were present. Craig Richter was absent.

**Pledge of Allegiance to the Flag**

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

**Leading Motion #: 2024-212**

**Presentation from Mr. Joseph Otto, resident of Chester Township**

The Board of Trustees welcomed resident, Mr. Joseph Otto and his request for utilizing Township property to fly his control line model aircraft. He stated currently obtaining liability insurance, the strict guidelines and rules flying model aircrafts. Including a safety control handle, a tethered 70-80 ft line that confines the model aircraft and battery operated to keep the line model aircraft very quiet. Two locations were discussed, Chester Recycling area on RT. 306 and the Chester Township owned acreage on RT 306 between Kirkwood and Sharp Lane. Mr. Otto will need to produce a copy of his liability insurance, as well as the completion of a Park Permit Application.

**Department Business – Road**

**Intersection of Manchester & Avon Lane Road**

The structure needs repair on the corner. Road Superintendent, Mr. Onyshko will research proposals to maintain this repair and will further discuss with the Board of Trustees on the 5/15 Agenda. On Mulberry and County Line, several of the property lines stakes placed, by the County’s surveyor were removed by person(s) unknown. Trees will be removed.

**2024-212** Mr. Mazzurco moved to approve and sign, after the fact, letter to the Mayor and Village Council of Gates Mills, requesting a large portion of their required funding for the Countyline Road project, as specified, and identified by the Geauga County Engineer’s Office.

Mr. Radtke seconded.

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

Township Administrator, Mark Purchase confirmed that Gates Mills Mayor went before the Village Council, regarding the Countyline Road Project and our letter for their funding portion, in advance. Chester Township will receive \$450,000.00 of Gates Mills portion of \$539,000.00 of the project’s money. The check will be received by May 28<sup>th</sup>, 2024. Fiscal Officer, Patricia Jarrett, discussed that the Chester Township will need to re-certify our income revenue for the Road Department with the County Auditor, then will re-certify our appropriations for the Road Department. The Board of Trustees will complete the sequence of receiving payment, re-certifying Road Department income and appropriations at the May 30<sup>th</sup> Board of Trustees meeting.

**2024-213** Mr. Mazzurco moved to approve, after the fact, the hiring of Anthony Leonard as a part time seasonal ground personnel at a wage of \$20.00 per hour pending the successful completion of drug screen and background check with a starting date of April 29<sup>th</sup>, 2024.

Mr. Radtke seconded.

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

**2024-214** Mr. Mazzurco moved to approve Road Department expenditures as listed below.  
 Mr. Radtke seconded.  
 Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
211-2024	TNN	\$3,050.00	Southeastern Equipment Company	Various Gradall Parts
212-2024	REG	\$3,000.00	Highway Equipment Company	Various Gradall parts

**Department Business – Fire**

**2024-215** Mr. Mazzurco moved to approve Fire Department expenditures as listed below.  
 Mr. Radtke seconded.  
 Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
204-2024	REG	\$721.00	Knox Company	1 YR. KNOXCONNECT CLOUD LICENSE
205-2024	REG	\$575.00	VFIS OF OHIO/OHIO PUBLIC RISK INSURANCE	EMERG. VEHICLE DRIVERS TRAINING PROGRAM
207-2024	REG	\$7,393.00	LEXIPOL, LLC	FD POLICY MANUAL SUBSCRIPT. SERVICE

**2024-216** Mr. Mazzurco moved to approve and credit Assistant Fire Chief Andrew Nagy with 1,053.00 of available sick leave hours, earned from his previous public employer and made available for future use within his Township leave balances, under a catastrophic bank. This transfer of these sick leave hours will not be recognized by Chester Township for compensation during any form of retirement payout.  
 Mr. Radtke seconded.  
 Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Chief Nagy’s available sick leave hours earned from his previous employer were discussed. His sick leave balance under a catastrophic bank will be properly tracked, filed, and updated.

**2024-217** Mr. Mazzurco moved to approve, after the fact, a leave of absence for part-time paramedic/firefighter Elijah Smart. The leave of absence will begin Monday April 29, 2024, and will end on or before June 15, 2024.  
 Mr. Radtke seconded.  
 Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-218** Mr. Mazzurco moved to amend motion **2024-158** to read “Move to approve \$6,500.00 for the purchase of a 2016 Ford Interceptor, VIN # 1FM5K8AR9GGA28808 from the City of Highland Heights Fire Department, from appropriation 2281-760-750-0000 Motor Vehicles”.  
 Mr. Radtke seconded.  
 Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**Department Business – Police**

**2024-219** Mr. Mazzurco moved to approve Police Department expenditures as listed below. Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

PO#	Type	Amount	Payable To	Purpose
203-2024	REG	\$7,000.00	DON'S C.A.R.S.	Repairs and Maintenance-Vehicles
206-2024	REG	\$14,000.00	ODJFS	UNEMPLOYMENT COMPENSATION

**2024-220** Mr. Mazzurco moved to approve Chief Craig T. Young’s attendance and use of his assigned police cruiser for transportation, while attending the FBI National Academy in Quantico, Virginia from July 7<sup>th</sup> through September 20<sup>th</sup>, 2024, for Police Executive training. Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-221** Mr. Mazzurco moved to approve the issuance of a check, made payable to Chief Craig Young, in advance for training expenses in an amount up to \$2,000.00, for travel, equipment, clothing, and other expenses related to his attendance at the FBI National Academy in Quantico, Virginia. Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

The Fiscal Officer discussed the need for the Chief to maintain and submit receipts accordingly. The Township Administrator indicated that he would speak with and remind Chief Young.

**2024-222** Mr. Mazzurco moved to approve the trade-in of twenty-seven firearms from evidence, which have been released to the Chester Twp. Police Department pursuant to a court order. Bulk trade-in will be used as credit for the purchase of replacement duty pistols with Atwell’s Police and Fire Equipment in the amount of \$4,360.00. Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-223** Mr. Mazzurco moved to approve the trade-in of twenty-three Chester Township owned Sig Sauer duty pistols (Qty. 18 P320 & Qty. 5 P320c). Bulk trade-in will be used as credit for the purchase of replacement duty pistols with Atwell’s Police and Fire Equipment in the amount of \$6,400.00. Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-224** Mr. Mazzurco moved to approve purchase of twenty-three Glock replacement pistols (QTY. 19 - model 45 pistols & QTY. 4 - model 48 pistols w/ HOLOSUN 508 T package). Replacement program includes the cost of Qty. 23 - pistol holsters, Qty. 4 - Glock model 48 pistol lights, and Qty. 4 - Glock model 48 AMERIGLO optics. The Purchase Order shall be created from police appropriated line item 2081-210-430-0000 (Small Tools and Minor Equipment) in the amount of \$10,100 for Atwell’s Police and Fire Equipment 207 Chestnut St., Painesville, Oh. 44077. Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

The Board discussed and questioned why officers might all carry the same weapon, and the Township Administrator provided several examples, including weapon familiarity, same ammunition, magazines and optics, which can all be shared in the event of an emergency.

**2024-225** Mr. Mazzurco moved to approve per O.R.C. 505.10 (A)(2) the sale of the Police Department’s 2011 Chevy Equinox (VIN# 2CNA1PEC3B6287623), offered for public sale on Govdeals.com or alternative advertising websites, etc. Said vehicle is no longer needed for public use and will have a reserve price set at \$1,000.00 or lowered, if necessary, at the discretion of the Chief of Police. Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**Department Business – Zoning** -No Report Currently

**New Business**

**Western Reserve Land Conservancy 80 Acres**

A report from April 2024 has shown noticeable improvements. Less violations this year compared to last year’s report. Mr. Radtke will follow-up.

**2024-226** Mr. Mazzurco moved to approve, after the fact, the advertisement of the Chester Township Memorial Day Ceremony, in the Chesterland News (May 22nd issue) and Maple Leaf (May 16th issue) Newspapers, at the cost of \$ 220.00.  
Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-227** Mr. Mazzurco moved to approve the use of the Chester Township properties as listed below:  
Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
Autumn Ciraky	6/1/2024	Pav West	11am-5pm	Birthday Party
Chester Christian Center Car Show	7/13/2024 or Rain date: 7/20/2024	Fire Station Building #2-on RT 306	7am-4pm	Car Show
Kathleen Sandham	5/12/2024	Pav. West	12:30pm-5:00pm	Family Picnic

**2024-228** Mr. Mazzurco moved to Amend motion number: **2024-195**, *to the following: Move to approve the 2025 with Sedgwick and fee allocated per table below.*  
Mr. Radtke seconded.

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

**2024-229** Mr. Mazzurco moved approve, after the fact, establishing a line of credit with Amazon Capital Services, Inc. P.O. Box 84837, Seattle, Washington 98124- 6137 of up to \$10,000.00 for the online purchasing of equipment, materials, and products for all township departments.  
Mr. Radtke seconded.

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

**2024-230** Mr. Mazzurco moved to approve the request and re-appoint Chester Township resident, Mr. Gregory Poe to another 3-year Board term on the West Geauga Community Recreation District  
Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-231** Mr. Mazzurco moved to rescind the temporary spending authority originally granted to Kathleen McCarthy during the vacancy of the Township’s Administrative Assistant’s position.  
Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**2024-232** Mr. Mazzurco moved approve and sign a cemetery deed for the sale of the following plots.  
Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

DEED #	SECTION	LOT	SITE(S)
24-004	C	350	1
24-004	C	350	2

**2024-233** Mr. Mazzurco moved approve and create a purchase order in the amount of \$2,399.00, from Township Appropriated Line item 1000-110-319-0012, Other professional & Technical Services (Computer Tech), made payable to Computer Options 12628 Chillicothe Road, Chesterland, Ohio 44026. This is for the purchase of a WatchGuard M290 Firewall Appliance w/ 1 Year Basic Security Suite.  
Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Chester Township (Fire, Police, Roads, Townhall) will be on our own network. To work efficiently, WatchGuard M290 Firewall Appliance will provide cyber-security. Installation of the new network is in progress and the Township Administrator will provide updates as this project proceeds. A telephone call and flow-chart were built and will be available as soon as complete. New phones will be installed and with the transition to the new system, the 3 main emergency phone numbers will remain untouched for now. This ensures no interruption to those emergency lines, during our transition.

**2024-234** Mr. Mazzurco moved approve and sign the attached Resolution, thereby requesting address recommendations from the Geauga County Engineer’s Tax Map Department.  
Mr. Radtke seconded.

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

**Township Park**

**2024-235** Mr. Mazzurco moved approve and authorize the creation of a Purchase Order in the amount of \$5,955.00, from Township Appropriated line item: 1000-760-730-1202 - Improvement of Sites (Parks & Recreation) for 75 yards of Playground Mulch and installation to DWA Recreation, PO Box 208 Harrison, Ohio 45030.  
Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

**Financial Items**

**Medical Mutual Health Insurance**

The rate will decrease approximately \$5.00 per person, per month. Deductible will increase but the maximum out of pocket cost will not. The HRA benefit will stay the same as the last previous year depending on the plan you acquire. Other ideas were discussed including, Flexible Savings Accounts (FSA) vs. HRA, as a matter of consideration for additional cost savings. The Board will consider additional options as we near collective bargaining with all of our departments.

**2024-236** Mr. Mazzurco moved to approve financial transactions below.

Mr. Radtke seconded.

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

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
GF	\$1,000.00	1000-930-930-0000 Contingencies	1000-110-599-0300 Other-Dues	Dues
RD	\$30,000.00	2031-930-930-0000 Contingencies	2031-330-360-0000 Contracted Services	
RD	\$102,742.78	2031-760-740-0000 Machinery, Equipment, Furniture	2031-330-360-0000 Contracted Services	
FD	\$6,500.00	2281-930-930-0000 Contingencies	2281-760-750-0000 Motor Vehicles	Fire Vehicle

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
FI	209-2024	REG	\$5,955.00	DWA RECREATION	INSTALL OF 75 CY PLAYGROUND MULCH
FI	210-2024	REG	\$1,529.35	COVIA HOLDINGS CORPORATION	41.74 TON OF SAND FOR VOLLEYBALL COURTS
FI	213-2024	TNN	\$1,237.00	CDW GOVERNMENT	TH & RD WIRELESS ACCESS POINTS & LICENSES
FI	214-2024	REG	\$2,399.00	COMPUTER OPTIONS & TECXPRT	Watchgaurd M290 Firewall Appliance & 1 Year Basic Security Suite
FI	215-2024	REG	\$6,500.00	City of Highland HTS.	2016 ARFord Interceptor VIN: 1FM5K8AR9GGA28808

CHECKS		
Date	Starting No.	Ending No.
05/07/2024	87595	87603
05/02/24	87604	87612

Fiscal Officer's note: the last check number used on **04/18/24** was **87594**

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
05/02/2024	1200-2024	1270-2024	Regular Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
5/2/24	1274-2024	1345-2024

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1272-2024	First National Bank EFTPS	\$18,697.23	05/07/2024	Employee & employer withholding – Federal
1273-2024	Treasurer, State of Ohio	\$3,432.72	05/07/2024	Employee & employer withholding –State
1293-2024	Ohio Police & Fire Pension Fund	\$25,081.22	05/24/2024	Employee & employer withholding –Retirement
1292-2024	Public Employees Retirement System (OPERS)	\$52,492.53	05/24/2024	Employee & employer withholding –Retirement
				Employee & employer withholding –

**2024-237** Mr. Mazzurco moved to approve, after the fact, online payment vouchers as listed below. The medical premium invoices were not received in time for approval at the 4/18/24 meeting. Mr. Radtke seconded.  
Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
04/22/2024	1198-2024	1199-2024

**Fiscal Officer’s Report** No report currently

**Open/Ongoing Items**

**Township Records Commission**

Desired one schedule of retention on all records to make public. Records Commission working to complete Chester Township’s request.

**Senate Capital / State Funding** -No Report currently.

**Road Department Roof Project**-No report currently

**Limited Home Rule**-No report currently

**Upcoming Items/Deadlines**

**Memorial Day (May 27<sup>th</sup> @ 10am)**-Coordinating all the participates for the ceremony are in progress.

**Perennial Gardeners Sale (May 11<sup>th</sup> 8am -2pm)**- The appearance of the grounds and front corner view of RT 306 and RT 322 was commended by the Board of Trustees. The irrigation system will be installed in the next 2 weeks.

**Discussions**

**Wreaths Across America / Revolutionary War Veterans**-No report currently

**WG Unity Day – August 24, 2024 (11:00am – 5:00pm)**-Township will be in same location as last year. Township Administrator is working on creative ways to receive more community and traffic to the Chester Townhall booth for this year’s event.

**Fire Station #2 Property & Building**- No report currently.

**Government Update** – CR 5/2; JM 5/15; KR 5/30

**Monument Sign - Lions Club Recognition**- The board recognized the Lions Club contributions to the original sign displayed in front of Town Hall. The original sign will be replaced this summer with a new electronic sign.

**Chester BMV Closing** – Mr. Mazzurco spoke with the Chester BMV regarding the closing of the Chester location. Due to online accessibility to complete most BMV services. The 2 locations closest to Chester will be Chardon or Mayfield Heights. TA reported that Chardon have ample amounts of employees for hopeful short wait times.

**Chesterland Lions Club Registration Sign at the Park** -Mr. Mazzurco advised Joe and Terry of the Chesterland Lions Club to place signs in specific areas to allow proper placement and space of the Memorial Day Service signs. Also, to remove signs at the end of June so damage of the sign does not take place.

**Government Update** – CR 5/2; JM 5/15; KR 5/30

**ADJOURNMENT:**

There being no further business before the Board, Mr. Mazzurco adjourned the meeting at 7:28 PM.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

6-27-24 Motion # 2024-307  
Approval Date

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

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

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Ken Radtke, Jr., Trustee