

The Chester Township Board of Trustees met in regular session **Thursday, May 30, 2024**, in the Town Hall Meeting Room at **6:00 PM** 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 # 2024-266

2024-266 Mr. Richter moved to approve and sign the Proclamation, recognizing Chester Township's own Margaret Muehling for her years of dedicated service to the Township and her community and in celebration of her 95th Birthday!

Mr. Mazzurco seconded.

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

Celebration for Margaret Muehling

The Board of Trustees presented Margaret Muehling, former Zoning Commission Chair, Geauga Planning Chair, Educator, and a current member on the Board of Zoning Appeals, with a proclamation and a quaint celebration for her 95th birthday, approaching next month. In Margaret's honor, a Dogwood tree with a dedication plaque was planted on the southside of the Chester Town Hall.

Margaret's service and commitment toward advancing and conserving Chester Township for over 40 years, is one of her great passions along with educating. Margaret was surrounded by her loving brother, friends, neighbors, past and present co-workers and community. Many spoke with appreciation and gratitude of her strength, grace, educating and diligence.

Margaret spoke about her experiences including, working together with wonderful people throughout the years. Margaret was surprised and truly grateful for this acknowledgement.

Public Comments/ Questions

Resident Christine Farley, address 7130 Wilson Mills Road, discussed the concerns regarding her property and the surrounding properties. Christine shares an easement with multiple property owners. The driveway goes in between the two front houses and Ms. Farley's property is behind. The easement on the property is being blocked with a large trailer from one of the front property owners. Ms. Farley has pictures of her many concerns with the surrounding properties. Christine voiced other matters such as, the amount of trash, debris, multiple older vehicles, scrap, barrels and full household trash bags on the ground, from the front property owners.

Along with burning potential harmful materials on the property behind the Farley's. Ms. Farley is worried about depletion of value due to the amount of trash and waste that is on the other properties. Mark Purchase, the Township Administrator, suggests filing a police report regarding the front owners blocking the easement on the property.

The Trustees suggest calling the Geauga County Health Department about the garbage, as it could be an environmental concern. In addition, the multiple chickens that roam throughout her property and as well as the disturbance of close-by shooting of firearms from the front property owners.

Ms. Farley will notify the property owners that are behind the Farley home; to inform them bags of garbage have been dragged onto their land and have been burned.

Township Administrator

County Line Road Pipes

Township Administrator, Mark Purchase spoke to the Board of Trustees about the County Line Road large concrete head wall pipe and two small pipes that need repair on the Old Mill Road section. The Road Department’s Superintendent, John Onyshko, received a quote that is cost efficient and significantly less than expected. After repairs are complete, the resurfacing of County Lind Road will begin.

Full Time Grounds and Maintenance Employee

The Road Department is finding it difficult to fill the part-time seasonal worker position. The Township Administrator suggests adding a full-time exempt building and grounds maintenance worker. This person would maintain and assist all buildings and departments. A job description, task list and a time estimate will be created for the Board of Trustees to review.

Department Business- Road

2024-267 Mr. Richter moved to approve and authorize the Road Superintendent after the fact to add President’s Day, Monday, February 19th, 2024, to every Road Department’ employee’s available leave bank and to be utilized at later date. This action is to serve as a one-time approval in acknowledgement of the terms contained within the current Collective Bargaining Agreement, Article 12, section 2 Holiday Observance.

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

2024-268 Mr. Richter moved to approve the following increases in revenue and increase in appropriation to the road department accounts, as provided, and requested by the Fiscal Officer. Mr. Mazzurco seconded.

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

INCREASE IN REVENUE		
ACCOUNT#	TYPE	AMOUNT
2031-999-0000	Other Financing Sources	\$117,500.00
2031-801-2002	Gifts and Donations	\$250,000.00
2031-299-0000	Other Charges for Services	\$450,000.00

INCREASE IN APPROPRIATION		
ACCOUNT#	TYPE	AMOUNT
2031-330-360-0000	Contracted Services	\$ 817,500.00

2024-269 Mr. Richter moved to approve a PO for the Karvo Companies in the amount of \$1,274,999.70 for RS-CHE-V-2024 the Resurfacing of County Line and Old Mill Roads Project using \$201,000.00 from 2021-330-360-0000 Contracted Services (Gas Tax), \$20,000.00 from # 2231-330-360-0000 Contracted Services (Permissive Motor Vehicle License Tax) \$1,053,999.70 from #2031-330-360-0000 Contracted Services (Road and Bridge)

Mr. Mazzurco seconded.

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

2024-270 Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
238-2024	REG	\$18,499.49	Geauga Concrete	Various Materials
232-2024	REG	\$20,000.00	Allied Corporation	Asphalt Materials
237-2024	REG	\$2,100.00	Ohio Power Tool Inc.	Diamond Blades

Department Business- Fire

2024-271 Mr. Richter moved to approve after the fact a 90 day leave of absence for part-time FF/EMT Anthony Mariola effective May 17, 2024.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-272 Mr. Richter moved to approve Fire Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO#	Type	Amount	Payable To	Purpose
236-2024	REG	\$ 910.13	Geauga Co. Automatic Data Processing Board	2024 Invoice
235-2024	T/N	\$710.00	J&L Door Service	Repairs to Fire Station Door
225-2024	REG	\$17,940.00	Revolving Loan Program	Pumper Loan
229-2024	REG	\$1,240.00	Kolsom Tires	2 Tires

Department Business- Police

2024-273 Mr. Richter moved to approve Police Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
234-2024	REG	\$6,784.24	Chesterland Auto Repair LLC	Repairs & Maintenance Motor Vehicles

Department Business- Zoning

Pool Covers and Attach Garages

The Board of Trustees will start the initiation process recommended by the Zoning Commission for the recent changes to Zoning regulations for attached garages.

New Business

Proclamation Guidelines

Mr. Richter proposed a more effective process for viewing, preserving and requesting a proclamation with Chester Township, through the website. Mr. Richter reflected how important certain milestones are and to share them through a proclamation. New guidelines and a fillable form will be created for the website.

When Health Care Coverage Begins

Fiscal Officer, Patricia Jarrett, discussed Chester Township’s current policy for employees is health care insurance begins on the employee’s start date. The Fiscal Officer suggests changing the current policy to having health care on the first of the month after the start date. Mrs. Jarrett will contact the Chester Township’s insurance representative to collect more information. Department Heads will play a key role to when they hire someone and how it will affect insurance start dates.

2024-274 Mr. Richter moved to designate George Zehnder and Ken Radtke, Trustee, as the Chester Township’s AM 250-OH Community Liaisons effective until December 31, 2025. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-275 Mr. Richter moved to approve the re-nomination of candidate P.J. Cavanaugh to represent Geauga County on the OPWC District Seven Local Integrating Committee and submit the nomination to District Liaison Shane Hajjar. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-276 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
WGHS Interact Club	9/15/24	Volleyball Courts (2-3)	4PM-Dusk	Fundraiser
Joe Otto	Weather Permitting	Old Chester School & 88 Acreage Property	TBD	Recreational
Kelly Veider	6/23/24	Volleyball Courts (2-3)	11am-3pm	Fundraiser

2024-277 Mr. Richter moved to approve and sign a cemetery deed for the sale of the following plots. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Deed #	Section	Lot	Site(s)
24-005	3	004	1

A brief 20-minute intermission was taken to complete Margaret Muehling’s celebration. The Board of Trustees, the Fiscal Officer and the Township Administrator, all returned at 6:40 PM.

Township Park

The Township Administrator, Mr. Purchase, updated the Board of Trustees on the progress of the seasonal projects that are Chester Township property. Mulch on the playground has been allocated, a new irrigation system has been installed for the newly renovated RT 322/306 Parkside corner. Repairs have been made to a broken fence post, rail replacements and sidewalk.

Financial Items

Draft Audit Report

Mrs. Jarrett reported that the draft Audit Report was sent, and she is anticipating the Final Report.

Budget Hearing and Schedule

The due date is approaching in July. Mr. Richter will send a reminder email to the Department Heads for their budgets, then inviting them to the next Board of Trustees Meeting on 6/13/24 starting at 4:30 PM.

2024-278 Mr. Richter moved to approve financial transactions as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
FD	\$3,800.00	2111-930-930-0000-Contingencies	2111-220-319-0012-Other/ Computer Tech	IT

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
FI	230-2024	REG	\$ 3,600.00	Geauga Co. Automatic Data Processing Board	Tech Services
FI	226-2024	REG	\$8,500.00	Chester Park Board	Improvement of Sites(Parks & Recreation)
FI	227-2024	REG	\$3,500.00	Ohio Public Works Commission	Loan-Principal Payments
FI	231-2024	REG	\$2,399.00	Schaeffer IT Enterprises	Tech Firewall IT Security

CHECKS		
Date	Starting No.	Ending No.
5/30/2024	87627	87635
5/30/24	87636	87640
Fiscal Officer’s note: last check number used on 05/15/2024 was 87626		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
5/30/2024	1477-2024	1546-2024	Regular Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
5/21/24	1475-2024	1612-2024

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1548-2024	First National Bank EFTPS	\$ 19,366.62	06/04/2024	Employee & employer withholding – Federal
1549-2024	Treasurer, State of Ohio	\$ 3,526.48	06/04/2024	Employee & employer withholding – State
1551-2024	Ohio Police & Fire Pension Fund	\$ 25,187.17	06/25/2024	Employee & employer withholding – Retirement
1551-2024	Public Employees Retirement System	\$ 53,505.08	6/25/2024	Employee & employer withholding - Retirement

Fiscal Officer’s Report

Opioid Education Program Funding

Mrs. Jarrett received an email stating that approximately \$500 in additional funding will be available.

The Board of Trustees brainstormed some ideas on how to utilize this fund. One being purchasing drug awareness literature and donating the literature to the local NAMI, National Alliance of Mental-Illness, a non-profit organization, on behalf of the Board of Trustees.

2024-279 Mr. Richter 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 May 15, 2024 meeting. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

ON-LINE PAYMENT VOUCHERS		
Date	STARTING No.	Ending No.
5-21-2024	1475-2024	1476-2024

Open/Ongoing Items

Township Records Commission- BOT will request Department Heads to bring your list for records Commission.

Senate Capital/State Funding- No update at this time.

Road Department Roof Project- Still ongoing

Limited Home Rule- Will be discussed at the Geauga County Township Association Meeting on July 10, 2024.

Upcoming Items/Deadlines

Fourth of July Parade- Board of Trustees will attend and will complete the sign-up.

Unity Day-August 25th 2024- Board of Trustees are registered and will attend this event.

Discussions

WEX Cards/Fuel/Tanks

The Board of Trustees will reevaluate the total consumption of gas between the departments, how many vehicles are using off-site gas stations, the yearly payment for the tanks, as well as the cost of removal of tanks, if applicable.

Chesterland BMV Closing

Mr. Radtke suggests the local newspapers write an article with reasons why the Bureau of Motor Vehicles is closing by sharing the statistics and analysis to the residents. Mr. Radtke offered to share the information he collected from the Rep. Fowler’s Office with the newspapers. The option to renew licenses on-line, for a longer period of time, is one reason for the projected lower activity at the Chesterland BMV.

Memorial Day Ceremony Overview- Some adjustments were made to this year’s ceremony due to unforeseen circumstances. The Board of Trustees are looking forward to next year and open discussions will continue regarding reforming the 2025 Memorial Day Ceremony.

Property Maintenance/Mowing by Volunteer- Resident, Joe Otto, has volunteered to mow the grass on Chester Township’s two properties. Mr. Otto is utilizing the properties to fly his control lined model aircraft. The Board of Trustees will require Mr. Otto to complete a “Hold Harmless Agreement” form.

Pickleball Update

The Road Department Superintendent, John Onyshko, finished all authorized concrete work including the bollard and bumper installation. The Park Board will be receiving the \$8,500.00 check to purchase the primer, sealer and paint for the courts. Barry Leven, pickleball’s point of contact, requested topsoil for the surrounding area related to the concrete ramp and Mr. Mazzurco offered to donate topsoil/fill for this area. The focus is to get the Pickleball open as soon as possible.

Executive Session

2024-280 Mr. Richter moved to approve and enter an Executive Session at 7:57 PM, pursuant to section 121.22 G1 of the Ohio Revised Code 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 Township Administrator, Mark Purchase and Fiscal Officer, Patricia Jarrett. The Board reentered public session at 8:08 P.M.

No motions coming out of the executive session.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:08 PM.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

8-8-24 Motion # 2024-372
Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee