

The Chester Township Board of Trustees met in regular session on **Thursday, June 13, 2024** in the Town Hall Meeting Room at 4:30 PM Chairman Craig Richter presided.

Roll Call: C. Richter, K. Radtke and the Fiscal Officer were present.
J. Mazzurco arrived at 4:52 PM.

Pledge of Allegiance to the Flag

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

Leading Motion # 2024-282

Budget Meeting for the 2025 Temporary Appropriations

The Elected Officials and the heads of their department went over the proposed temporary budget for the upcoming 2025 year.

Executive Session

2024-282 Mr. Richter moved to approve and enter an Executive Session at 6:16 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 Road Superintendent John Onyshko, Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett. John Onyshko left at 6:33 PM.

The Board reentered public session at 6:45 PM.

2024-283 Mr. Richter moved to approve Assistant Fire Chief, Andrew Nagy, spending authority to \$1,000.00.

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

2024-284 Mr. Richter moved to approve Captain Jeff Sherwood, spending authority to &1,000.00.

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

2024-285 Mr. Richter moved to approve Police Department's, Administrative Assistant, Lisa Braemer, spending authority to \$350.00.

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

2024-286 Mr. Richter moved to approve the promotion for Justin Salvo from Road Worker 1 to Road Worker 2 and will be effective next full pay period.

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

Township Administrator

Hometown Hero's Program

Many surrounding areas are utilizing this program to recognize residents and their immediate family members or friends who are currently serving or who have served our country for International forces. Most banners are displayed in their business district, usually the center of town. More information is needed to support this program going forward.

Department Business- Road

Mechanic Bay Overhead Doors

The doors had been damaged which resulted in replacement.

2024-287 Mr. Richter moved to approve a refund to Ronald Anzlover at 8879 Camelot drive for over payment of an invoice in the amount of \$436.25 using account number 2031-330-599-0000 Other-Other Expenses
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-288 Mr. Richter moved to approve the advancement of Frank Artino's vacation effective August 11, 2024, which is one month ahead of his anniversary of Sept 11.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-289 Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

| PO # | Type | Amount | Payable To | Purpose |
|----------|------|----------------|----------------------|--|
| 247-2024 | REG | \$3,600.00 | Larsen Architects | Architectural/Structural Engineer Services for RD Roof Project |
| 240-2024 | REG | \$1,274,999.70 | Karvo Paving Company | RS-CHE-V-2024 County Line & Old Mill Resurfacing |
| 242-2024 | REG | \$4,000.00 | Englefield, INC. | Various Lubricants |

Department Business- Fire

2024-290 Mr. Richter moved to approve Fire Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

| PO # | Type | Amount | Payable To | Purpose |
|----------|------|------------|---------------------------|----------------------------------|
| 245-2024 | REG | \$2,100.00 | EMSAR Medical Repair INC. | Annual EMS equipment maintenance |

2024-291 Mr. Richter moved to approve the hiring of Adam Way as a full-time paramedic/firefighter at the rate of \$26.74/hour effective July 1, 2024. Vacation leave for Mr. Way will be calculated to include his prior service to Chester Twp. Fire Rescue.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-292 Mr. Richter moved to approve accepting a \$200.00 donation from Harbor Freight Tools for the Fire Department to purchase miscellaneous hand tools.
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

Department Business-Zoning

2024-293 Mr. Richter moved to approve and sign the Protect Township Zoning Authority letter. This letter supports keeping the Township Zoning Authority local and not at the State level. Mr. Mazzurco seconded.

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

New Business

2024-294 Mr. Richter moved to approve and sign a Resolution initiating a “Certificate of Need” to levy a tax in excess of the 10-mill limitation at a rate not to exceed 1.5 mills for a proposed continuing period of time. This is a renewal levy of 1.5 mills for the Chester Township Road Department pursuant to 5705.19, paragraph (G), of the Ohio Revised Code. Mr. Mazzurco seconded.

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

2024-295 Mr. Richter moved to approve and sign a Resolution initiating a “Certificate of Need” to levy a tax in excess of the 10-mill limitation at a rate not to exceed 2.5 mills for a proposed continuing period of time. This is a renewal levy of 2.5 mills for the Chester Township Road Department pursuant to 5705.19, paragraph (G), of the Ohio Revised Code. Mr. Mazzurco seconded.

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

2024-296 Mr. Richter moved to approve and sign a Resolution initiating a “Certificate of Need” to levy a tax in excess of the 10-mill limitation at a rate not to exceed .50 mills for a proposed continuing period of time. This is a renewal levy of .50 mills for the Chester Township Police Department pursuant to 5705.19, paragraph (J), of the Ohio Revised Code. Mr. Mazzurco seconded.

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

2024-297 Mr. Richter moved to approve and sign a Resolution initiating a “Certificate of Need” to levy a tax in excess of the 10-mill limitation at a rate not to exceed 2.5 mills for a proposed continuing period of time. This is a renewal levy of 2.5 mills for the Chester Township Police Department pursuant to 5705.19, paragraph (J), of the Ohio Revised Code. Mr. Mazzurco seconded.

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

2024-298 Mr. Richter moved to approve and accept, after the fact, the voluntary resignation of Joan Windnagel effective Friday, May 31st, 2024. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-299 Mr. Richter moved to approve switching the Juneteenth holiday (Wednesday, June 19, 2024) to Friday, June 21, 2024, for Mary Lou Florentine and Kim Bican. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

2024-300 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 | PLOT | SITE(S) |
|--------|---------|------|---------|
| 24-006 | C | 393 | 4 |
| 24-007 | C | 391 | 2 |

2024-301 Mr. Richter moved to approve \$ 140.00 payable to the Geauga County Township Association for Craig Richter, Joe Mazzurco, Ken Radtke and Mark Purchase to attend the July 10, 2024, Quarterly Dinner Meeting hosted by Huntsburg Township.

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

Township Park

2024-302 Mr. Richter moved to approve, after the fact, 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 |
|-------------------------|-------------|---------------|---------|----------------|
| Rebecca Scaffide | Sat. 6-8-24 | Pavilion West | 1-4 PM | Birthday Party |

2024-303 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 |
|------------------------------|--------------|------------------------|---------|------------------|
| Amy Day for WGHS After Prom | Sat.7-20-24 | Chester TH Parking Lot | 9am-1pm | Fundraiser |
| Audrey Edmunds | Tues.7-2-24 | Pavilion West | 4-9pm | Birthday Party |
| Erica Klingemier/Girl Scouts | Sun. 7-14-24 | Pavilion West | 12-2pm | End of Yr. Party |

Financial Items

2024-304 Mr. Richter moved to establish the public hearing for the 2025 Temporary Appropriation Budget for July 11, 2024 at 6:35 PM and to advertise the Legal Notice in the Geauga County Maple Leaf and Chesterland News.

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

2024-305 Mr. Richter moved to approve the financial transactions as listed below.
 Mr. Mazzurco seconded. Vote unanimous.; motion passed.

| PURCHASE ORDERS | | | | | |
|-----------------|----------|------|-------------|---------------------------------------|--------------------------------------|
| Dept | PO # | Type | Amount | Payable To | Purpose |
| FI | 246-2024 | REG | \$1,501.34 | Ruff Neon Signs& Lighting Maint. Inc. | Letters& Sign for Town Hall Entrance |
| FI | 243-2024 | TNN | \$1,521.00 | Geauga Concrete | Malt. For Pickleball Courts |
| FI | 244-2024 | REG | \$9,465.00 | Schaeffer IT Enterprises | MS 365 Licenses |
| FI | 239-2024 | REG | \$10,000.00 | Amazon Capital Services | Robotic Sewer Camera |
| FI | 241-2024 | REG | \$3,750.00 | Treasurer of State-UAN | UAN Fees |
| FI | 248-2024 | TNN | \$2,130.00 | Mulberry Creek Greenhouse INC | 2024 Hanging Baskets |

| CHECKS | | |
|-----------|--------------|------------|
| Date | Starting No. | Ending No. |
| 6-13-2024 | 87650 | 87654 |
| 6-13-2024 | 87641 | 87649 |

Fiscal Officer's note: The last check number used on 5/30/24 was **87640**

| EFT DIRECT DEPOSITS | | | |
|---------------------|--------------|------------|-----------------|
| Date | Starting No. | Ending No. | Description |
| 6-13-2024 | 1614-2024 | 1684-2024 | Regular Payroll |

| ON – LINE PAYMENT VOUCHERS | | |
|----------------------------|--------------|------------|
| Date | Starting No. | Ending No. |
| 6/13/24 | 1690-2024 | 1759-2024 |

| VOUCHERS & WITHHOLDINGS | | | | |
|-------------------------|-----------------------------|--------------|-----------|---|
| Voucher | Payee | Amount | Dated | Description |
| 1686-2024 | First National Bank EFTPS | \$ 21,530.88 | 6/18/2024 | Employee & employer withholding – Federal |
| 1688-2024 | Ohio Department of Taxation | \$ 116.19 | 7/11/2024 | Employee & employer withholding – Local School District |
| 1687-2024 | Treasurer, State of Ohio | \$ 3,771.45 | 6/18/2024 | Employee & employer withholding – State |
| 1689-2024 | Regional Income Tax Agency | \$ 1,795.96 | 6/18/2024 | Employee & employer withholding-RITA tax |

Fiscal Officer's Report

| Chester Township Bank Reconciliation | | | |
|---|------------------|------------------|-----------------------|
| Reconciled date | | 5/31/2024 | |
| Prior UAN Balance | | | 7,410,642.80 |
| Actual Receipts | + | 1,781,228.95 | |
| Transfers for UAN Only | + | 0.00 | |
| Total Receipts | = | | 1,781,228.95 |
| Payments | - | 1,029,162.68 | |
| Transfers for UAN Only | - | 1,200,000.00 | |
| Total Payments | = | | 2,229,162.68 |
| Adjustments | + | | 0.00 |
| Adjustments | - | | 1,918.35 |
| Current UAN balance as of | 5/31/2024 | | \$6,960,790.72 |
| Other adjusting factors | + | | - |
| Other adjusting factors | - | | - |
| Adjusted UAN balance as of | 5/31/2024 | | \$6,960,790.72 |
| | | | |
| Entered bank balances as of | 5/31/2024 | | \$7,374,724.08 |
| Deposits in transit | + | | 0.00 |
| Outstanding payments | - | | 413,933.36 |
| Outstanding adjustments | + | | 0.00 |
| Outstanding adjustments | - | | 0.00 |
| Other adjusting factors | + | | 0.00 |
| Other adjusting factors | - | | 0.00 |
| Adjusted bank balances as of | 5/31/2024 | | 6,960,790.72 |

Check 0.00

| Chester Township Bank Balances | | | |
|---------------------------------------|--|------------------|-----------------------|
| As of | | 5/31/2024 | |
| Business Banking | | | \$400,000.00 |
| FNB Sweep Account | | | 1,494,981.89 |
| Star Ohio | | | 5,479,742.19 |
| Total | | | \$7,374,724.08 |

Check 0.00

Open/Ongoing Items

Township Records Commission- No update at this time

Senate Capital/State Funding- No update at this time

Road Department Roof Project- Getting ready for bidding and advertising for this project.

Limited Home Rule- Long term bond for debt was one of the items discussed

Upcoming Items/Deadlines

Fourth of July Parade- Registration is complete. The Board of Trustees and the Fiscal Officer will be attending.

Unity Day- Registration is complete. The community event is Sunday, August 25, 2024.

Discussions

WEX Cards/Fuel/Tanks- No discussion at this time

Pickleball Update-More final touches have been progressing and a hopeful opening day is July 4th.

Government Update: CR 6/13; JM 6/27; KR 7/11

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:26 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