

The Chester Township Board of Trustees met in regular session on **Thursday, June 27, 2024** in the Town Hall Meeting Room at **6:30 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 # 2024-305**

**Presentations**

**2024-305** Per the terms of the conditional offer of employment, Mr. Richter moved to approve the recommendation from the Chief of Police and authorize the hiring of Evan Smythe, to the full-time position of Police Officer. Effective Sunday, June 30, 2024, Step 1, at the pay rate of \$32.64 per hour, \$67,886.88 annually.

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

**Swearing in of full-time Police Officer, Evan Smythe**

Officer Evan Smythe is a 2012 High School graduate of Chardon High School, he attended the Lakeland Community College, served as Geauga Park Ranger August 2023 and had recently worked at Russell Police Department part-time. Capt. Sherwood and the Board of Trustees welcomed Officer Smythe; he was sworn in while surrounded by his family.

**Austin Bennett from Oswald Companies: Discussion of the Property Insurance**

A representative from Oswald Companies reviewed the current Property Insurance Policy. On August 8, 2024 at 5pm Oswald Companies will return to speak with the Board of Trustees, the Fiscal Officer and the heads of all the departments.

**Approval of Minutes**

**2024-306** Mr. Richter moved to approve the minutes of the Board of Trustees meeting dates 4/18/2024 and 5/15/2024 as presented to the Board by the Fiscal Officer.

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

**2024-307** Mr. Mazzurco moved to approve the minutes of the Board of Trustees meeting dated 5/2/2024 as presented to the Board by the Fiscal Officer. Chairman- Craig Richter was absent from this meeting.

Mr. Mazzurco seconded.

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

**Township Administrator**

**Chester Township's Hometown Heroes Banner Program**

This program is to recognize the Chester Township residents and their immediate family members or friends who are currently serving or who have served our country for International or Domestic forces. The banner display will be within the intersection of RT 306 and RT 322, approximately 7 telephone poles from north, south, east and west. First Energy asked to identify which telephones poles will be used to display the banners, as well as a signed contract with the company. A fillable PDF application form is on the Chester Township website.

**IT Transition Update**

With the deadline fast approaching, Township Administrator, Mark Purchase along with IT experts, are working effortlessly to make a smooth transition from the county network, to our own, Chester Township property private network.

**Cedar Road / Speed Revision**

Ohio’s Department of Transportation denied the request of the speed limit revision on Cedar Road. The speed currently is 45 mph from Sperry Road to RT 306 and from RT 306 to County Line is 35mph. Therefore, the request will be withdrawn.

**Department Business- Road**

**2024-308** Mr. Richter moved to approve and accept, after the fact, the voluntary resignation of Dustin Swails from the Road Department effective June 13<sup>th</sup> 2024.  
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-309** Mr. Richter moved to approve the hiring and terms of the conditional offer of employment to Adian Farley, for the position of Seasonal Grounds Personnel at a rate of \$20.00 per hour, plus benefits and a start date of July 14<sup>th</sup>, 2024, contingent upon the passing of a background check, issuance of a temporary CDL and drug screen.  
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-310** Mr. Richter moved to approve the terms of the conditional offer of employment to Thomas Mansfield, for the position of Road Worker I at a rate of \$24.00 per hour and a start date of July 8, 2024, pending the passing of a background check and a drug screen.  
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-311** Mr. Richter moved to approve a credit card payment to Berntsen International in the amount of \$1925.10 to purchase magnet markers and locator to survey mark grave pins in the cemetery using account number 2041-760-730-0000 Improvement of Sites.  
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-312** Mr. Richter moved to approve Road Department expenditures as listed below.  
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
257-2024	REG	\$10,000.00	Arms Trucking Co.	Various Aggregate Materials
254-2024	REG	\$5,532.56	Doosan Bobcat No. America	Bobcat 72" Sweeper Bucket
255-2024	REG	\$1,547.76	Doosan Bobcat No. America	2' Digging Bucket

**Department Business- Fire**

**2024-313** Mr. Richter moved to approve Assistant Fire Chief, Andrew Nagy to accept a scholarship and attend the 2024 Ohio Fire & Rescue Officer Development Conference, hosted by the Ohio Fire Chiefs Association. The scholarship includes a four-night stay (July 21st to July 25th) at the Hilton Eaton in Columbus and covers conference registration costs for the same dates.  
Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-314** Mr. Richter moved to approve and accept the voluntary resignation of full-time Paramedic/Firefighter, Austin Giroski effective June 30, 2024. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-315** Mr. Richter moved to approve hiring Donovan Ferguson as a full-time paramedic/firefighter at an hourly rate of \$24.75/hr. effective June 30, 2024. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-316** Mr. Richter moved to approve payment of \$4,559.52 from account 2111-220-599-0300 to ESO for annual software license fees for use by the Fire Department for inspections, asset management, personnel management and department activities and operations. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-317** Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

PO #	Type	Amount	Payable To	Purpose
256-2024	TNN	\$1,790.00	Pradco	Psychological Screening for Full-Time Applicants

**Department Business- Police**

**2024-318** Mr. Richter moved to approve and accept the voluntary resignation of Police Officer, Matthew Weaver, from the Chester Township Police Department. His last day of employment is June 27,2024. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**Department Business- Zoning**

**2024-319** Mr. Richter moved to approve and authorized the preparation of a check in the amount of \$480.00, made payable to APA Ohio (American Planning Association) PO Box 4085 Copley, Ohio 44321 for a one-day training seminar on June 28, 2024, of a Planning & Zoning Workshop. A combination of eight township zoning employees, BZA & Zoning Commission members will be attending the training event. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-320** Mr. Richter moved to approve the creation of a purchase order in the amount of \$5,850.00, made payable to Lake Business Products, 653 Miner Road, Highland Heights, Ohio 44143 for the purchase of a Canon Image Access Wide TEK 36CL Blueprint Scanner Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**New Business**

**2024-321** Mr. Richter moved to approve, after the fact, purchase order in the amount of \$6,850.00 to Expert IT LLC., 13572 Chillicothe Road Novelty, OH 44072 for MigrationWiz Licensing to assist in migrating emails, Onedrive data, share points. etc. and will cost \$1,712.50 for each department. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-322** Mr. Richter moved to approve and sign a cemetery deed for the sale of the following plot. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

DEED #	SECTION	PLOT	SITE(S)
24-008	C	404	3

**Township Park**

**2024-323** Mr. Richter moved to approve \$2,000.00 payable to the West Geauga Kiwanis for funding the 2024 summer concert series from appropriation 1000-760-720-1202 Building/Park & Recreation. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

**2024-324** 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
Nine to 10 -Rock Band	1-Saturday in July or August	Gazebo	TBD	Entertainment
Heather Nardi	Monday 7-29-24	Vball Court (1)	11am-2pm	Play date

**Financial Items**

**2024-325** 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	\$3,700.00	2111-930-930-0000-Contingencies	2111-220-599-0300-Other (Dues & Subscriptions)	FD Software
GEN	\$5,850.00	1000-930-930-0000-Contingencies	1000-130-599-1401-Other (Software & Computers)	Software

PURCHASE ORDERS					
Dept	PO #	Type	Amount	Payable To	Purpose
FI	249-2024	REG	\$1,600.00	Advanced Gas & Welding Solutions	Operating Supplies(Medical)
FI	250-2024	TNN	\$489.00	Norlson Inc.	Office Supplies
FI	251-2024	REG	\$905.00	Otarma	Additional Premium for Rosenbauer Pumper

CHECKS		
Date	Starting No.	Ending No.
6-27-24	87669	87671
6-27-24	87660	87668
6-27-24	87655	87659

Fiscal Officer's note: The last check number used on 6-13-24 was 87654

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
6-27-24	1763-2024	1830-2024	Regular Payroll

ON – LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
6-27-24	1760-2024	1881-2024

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1832-2024	First National Bank EFTPS	\$17,431.23	07/02/24	Employee & employer withholding – Federal
1833-2024	Treasurer, State of Ohio	\$3,026.41	07/02/24	Employee & employer withholding – State
1835-2024	Public Employees Retirement System	\$51,887.47	07/26/2024	Employee & employer withholding – Retirement
1834-2024	Ohio Police & Fire Pension Fund	\$24,972.19	7/26/24	Employee & employer withholding – Retirement

**2024-326** Mr. Richter moved to approve, after the fact, the online payment vouchers as listed below. The medical premium invoices were not received in time for payment prior to July. Mr. Mazzurco seconded. Vote unanimous.; motion passed.

ONLINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
6/25/24	1760-2024	1762-2024

**Fiscal Officer’s Report**

**2024-327** Mr. Richter moved to approve the proposed 2025 Temporary Tax Budget as presented to the Board of Trustees by the Fiscal Officer.

Mr. Mazzurco seconded.

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

Fiscal Officer, Patricia Jarrett, mentioned the audit is complete and approved. The proposed budget is complete and is ready to be viewed at the Chester Town Hall.

**Open/Ongoing Items**

**Township Records Commission-** No update

**Senate Capital/State Funding-** No update

**Road Department Roof Project-** No update

**Limited Home Rule-** No update

**Electronic Sign-** The sign has arrived and will be installed soon.

**Renewal Levies-** The first step of renewal levy procedure is complete. The Board of Trustees thanked Township Administrator, Mark Purchase for piloting and supervising all the steps during the levy process.

**Willowbrook Right of Way-** A local resident on Willowbrook has used part of his driveway and the ditch to park vehicles. Due to blocking the ditch, water damage and repairs are needed. The resident has been advised not to block the ditch causing further damage.

**Upcoming Items/Deadlines**

**Fourth of July Parade-** The Board of Trustees and the Fiscal Officer are attending; registration is complete, and purchase of candy will commence. Road Department and the parade discuss.

**Unity Day-** The community event is Sunday, August 25, 2024 and registration is complete.

**Discussions**

**WEX Cards/Fuel/Tanks**

**Pickleball Update-** Painting is almost complete. The targeted opening day is July 4<sup>th</sup> 2024.

**The Great Geauga County Fair-** The Board of Trustees will attend the GCF on Sunday, September 1<sup>st</sup> 2024 from 10-2 pm. Confirmed with the Township Administrator and Jonathan Tiber. The Fiscal Officer, Patricia Jarrett will be absent from this event.

Township Administrator, Mark Purchase spoke regarding Superintendent, John Onyshko request for a crane truck. The request was tabled and will be a continued discussion.

Mr. Purchase discussed the proposed zoning amendment changes regarding attached garages. Mr. Purchase suggested Administrative Assistant, Kathleen McCarthy, the Zoning Inspector, Chris Alusheff and the Board of Trustees have a special meeting to discuss the current and proposed language regarding attached garages.

**Government Update:** JM 6/27; KR 7/11; CR 7/25

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:23 PM.

Respectfully submitted,

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Patricia Jarrett, Fiscal Officer

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

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Craig Richter, Chairman

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Joseph C. Mazzurco, Vice-Chairman

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Ken Radtke, Jr., Trustee