

The Chester Township Board of Trustees met in regular session **Thursday, September 5, 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.
Fiscal Officer Patricia Jarrett left mid-way through meeting

Pledge of Allegiance to the Flag

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

Leading Motion #: 2024-404

Executive Session

2024-404 Mr. Richter moved to enter into executive session 6:31 PM pursuant to Ohio Revised Code 121.22 (G)(2) To consider the purchase of property for public purposes.

Mr. Mazzurco seconded.

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

Invited into the executive session is Vic Cziack, Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett.

The Board reentered public session at 6:51 PM.

No motions coming out of the executive session.

Approval of Minutes

2024-405 Mr. Richter moved to approve the minutes of the Board of Trustees meeting dates 8/8, 8/14, 8/19, 8/23 and 8/27/24 as presented to the Board by the Fiscal Officer.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

Township Administrator, Mark Purchase served as Clerk Per Tem.

Fiscal Officer, Patricia Jarrett was absent.

Resolution Requested by Geauga County Prosecutor to Take Legal Action for Zoning Violations

Trustee, Mr. Radtke spoke regarding the various zoning complaints and violations that have risen to the level of need from the Geauga County Prosecutor's Office to act. Geauga County Prosecutor's Office, Sheila Salem has requested a resolution to take legal action against Emily Ponti, owner of the Airbnb operating on Mulberry Road. The Board of Trustees will fulfill this request.

2024-406 Mr. Richter moved to approve the request of the Geauga County Prosecutor's Office to take legal action against Emily Ponti, 8200 Mulberry Road, Chester Township, OH 44026 for a zoning violation.

Mr. Mazzurco seconded.

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

Zoning Amendment Proposal-Garages

The Board of Trustees will move to direct the Zoning Commission to proceed with the public hearing for adopting language regarding attached garages. [Proposed Language- Attached Garages.docx](#)

2024-407 Mr. Richter moved to direct the Zoning Commission to move forward with the public hearing to add the proposed language for regulating of attached garages to the Zoning Resolution. Mr. Mazzurco seconded.

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

Fire Station #2/ Parking Usage

Board of Trustees discussed the usage of Fire Station #2 parking lot for an event on September 14, 2024 at A Jump Above Equestrian Center (aka Summer Wind Stables) 11770 Chillicothe Road. Board of Trustees agreed upon usage with the understanding that the Fire Station #2 bays need full access and parking should not interfere with this specific area. The Township Administrator, Mark Purchase will communicate with A Jump Above Equestrian Center regarding the exact area.

Department Business- Road

Woodchipper

A woodchipper is needed but no decision had been made and the discussion will continue.

2024-408 Mr. Richter moved to approve after the fact a PO for Van Curen Tree Service to clean Old Settlement Cemetery from the Aug 6 storm using account number 2041-410-599-000 Other-Other Expenses.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

2024-409 Mr. Richter moved to approve the inter-transfer fund from General fund to the Cemetery Fund \$5,000.00

Mr. Mazzurco seconded.

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

2024-410 Mr. Richter moved to approve \$5000.00 into appropriation account 2041-930-930-0000 Mr. Mazzurco seconded.

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

2024-411 Mr. Richter moved to approve and amend 2024-373 to read the following: Move to approve after the fact available funds in the amount of \$26,000.00 for excess pavement repairs on County Line and Old Mill Road Project RS-CHE-V-2024 as recommended by the Geauga County Engineer's Office using account number 2031-330-360-0000.

Mr. Mazzurco seconded.

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

2024-412 Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
299-2024	REG	\$3,000.00	Southeastern Eq. Co. Inc.	Repair of Gradall XL3100 Cylinder/Repair Kit to Install Rebuilt Cylinder
301-2024	REG	\$2,800.00	Ascendance Trucks Midwest LLC	Install. Of New Bed Cylinder on Truck #9
306-2024	REG	\$3,500.00	Vancuren Services	Various Tree Removal

Department Business- Fire

2024-413 Mr. Richter moved to approve and authorize the submission of an official letter, establishing the Township’s intent to order and purchase a Braun Ambulance (Chief XL3 E450) from Penn Care, Inc. 1317 North Road SE, Niles Ohio 44446.
Mr. Mazzurco seconded.

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

2024-414 Mr. Richter moved to approve the hiring of the following part-time employee, Jason Beltran as a Firefighter/EMT-Basic at a rate of \$19.76 per hour. Effective September 5, 2024, contingent upon successful completion of a drug test and background check.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Department Business- Police

Township Administrator, Mark Purchase served as Clerk Per Tem.
Fiscal Officer, Patricia Jarrett was absent.

2024-415 Mr. Richter moved to approve and accept \$348,875 in grant funding from the State of Ohio, through the Ohio Office of Budget and Management, regarding the "One Time Strategic Community Investment Project." Grant money is earmarked for facility improvements and upgrades to the Chester Township Police Department.
Mr. Mazzurco seconded.

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

2024-416 Mr. Richter moved to approve Police Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
302-2024	REG	\$6,000.00	Chesterland Auto Repair LLC	Repairs & Maint/Motor Vehicles

New Business

2024-417 Mr. Richter moved to approve and establish the annual mandatory minimum contribution as defined below and maximum total contribution as defined below over a five-year period, in each of the four to be created “Township Reserve Funds Accounts”.

Mr. Mazzurco seconded.

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

Buildings	Minimum / Maximum (Over a 5-year span)
General Fund (1000)	52,626.00 - 700,000
Police (2081)	43,489.00 - 700,000
Road (2031)	138,208.00- 700,000
Fire (2011)	43,545.00 - 700,000

2024-418 Mr. Richter moved to approve and authorize the Fiscal Officer to transfer the initial total minimum of \$277,868.00 from the Chester Township General Fund to create Building Reserve Funds in each of our departments, as presented in the table, which was presented in the motion **2024-417**. The minimum amounts identified and requested by both the UAN and contained within the Miller Dodson reserve fund study.

Mr. Mazzurco seconded.

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

2024-419 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)
24-010	1	51	5

2024-420 Mr. Richter moved to approve and initiate the immediate advertisement of “Bid Specifications and Drawings”, facilitating the process necessary to receive bids for the proposed “Service Department Garage Renovation Project” (Complete Roof Replacement), as prepared and recommended by the Township Administrator and James Ptacek of Larsen Architects. All bids must be received by 4:00 PM on Thursday / October 17th, 2024.

Mr. Mazzurco seconded.

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

Township Park

2024-421 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
George Minello(Kiwanis)	9-21-24	Pavilion East	8am-5pm	Pickle Ball Fundraiser
Pierre Mareth	9-21-24	Pavilion West	11am-4pm	Birthday Party

Financial Items

UAN Access

The Board of Trustees are requesting to have read only access to the UAN program and directed the Township Administrator to inquire by phone the necessary protocol to have this access.

2024-422 Mr. Richter moved to approve after the fact the payment of \$114,209.58 to OTARMA Service Center for the renewal of property and liability insurance coverage effective August 19, 2024 as listed in the table below:

Mr. Mazzurco seconded.

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

Department	Amount
1000-120-381-0000 Property Insurance Premiums-General	\$19,785.40
2031-330-381-0000 Property Insurance Premiums- Road/Bridge	\$36,701.06
2081-210-381-0000 Property Insurance Premiums-Police	\$26,058.06
2111-220-381-0000 Property Insurance Premiums-Fire	\$31,665.06

2024-423 Mr. Richter moved to approve and sign the Resolution Accepting the Amounts and Rates as determined by the Gauga County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. This resolution is for the 2024 tax year, which is collected in 2025. Mr. Mazzurco seconded.

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

2024-424 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
CEM	\$475.00	2041-410-323-0000-Repairs and Maintenance	2041-410-599-0000-Other Expenses	
CEM	\$1291.22	2041-410-420-0000- Operating Supplies	2041-410-599-0000- Other Expenses	
CEM	\$744.90	2041-760-730-0000-Improvement of Sites	2041-410-599-0000-Other Expenses	
GEN	\$500.00	1000-930-930-0000-Contingencies		
GEN	\$100.00	1000-930-930-0000-Contingencies	1000-110-314-0702-Tax Collection	Half Manuf.Home Settlement
GEN	\$400.00	1000-930-930-0000-Contingencies	1000-110-314-0701-Tax Collection	Half Manuf.Home Settlement
PD	\$1059.00	2081-930-930-0000-Contingencies	2081-210-381-0000-Property Ins. Prem.	
GEN	\$1000.00	1000-110-319-0050-Other Prof & Tech Services		
GEN	\$2000.00	1000-120-323-0000-Repairs & Maint.		
GEN	\$2800.00	1000-760-720-1202-Building(park&rec)		
GEN	\$5800.00		1000-120-381-0000-Property Ins.Prem.	
GASTAX	\$3500.00	2021-760-750-0000-Motor Vehicles	2021-330-360-0000-Contracted Services	
FD	\$580.00	2111-930-930-0000-Contingencies	2111-220-381-0000-Property Ins. Prem.	
GEN	\$700.00	1000-930-930-0000-Contingencies	1000-130-410-0000-Office Supplies	

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
FI	305-2024	REG	\$3,675.00	McLean Company	Cimeline Crack Sealer M-Series 280102
FI	304-2024	REG	\$10,611.26	Motorola Solutions Inc	Radios for RD Communications
FI	303-2024	REG	\$89,209.58	OTARMA	2024/2025 Property Insurance Premium
FI	300-2024	TNT	\$1950.00	Electolite	Town Hall Signage Fascia Lighting

CHECKS		
Date	Starting No.	Ending No.
9/10/2024	87714	87722
9/5/2024	87723	87727
Fiscal Officer's note: the last check number used on 8/23/24 was 87713		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
9/10/24	2417-2024	2483-2024	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
9/5/2024	2489	2543

VOUCHERS & WITHHOLDINGS				
Voucher #	Payee	Amount	Dated	Description
2485-2024	First National Bank EFTPS	\$22,608.07	9/10/2024	Employee & employer withholding – Federal
2486-2024	Treasurer, State of Ohio	\$3,830.05	9/10/2024	Employee & employer withholding – State
2488-2024	Ohio Police & Fire Pension Fund	\$37,698.72	9/10/2024	Employee & employer withholding-Retirement
2487-2024	Public Employees Retirement System	\$79,843.08	9/10/2024	Employee & employer withholding-Retirement

Open/Ongoing Items

- **Township Records Commission** No update
- **Fraud Training-** Follow-up is requested for the list of employees that have not completed the training.
- **Road Department Roof Project-** The specifications and bid drawings are complete. With Board of Trustees approval, the advertising will begin.
- **Limited Home Rule** No Update

Upcoming Items/Deadlines

- **Leave, Take & Donate-** Kiwanis Event on (Leave Only) September 7th 9am-5pm and (Take) September 8th 9am-3pm
- **Senior Clean-Up-** September 9-12th (Possibly Friday) Registration is Closed
- **Community Clean-Up Day-** September 14th @ Recycling Park 8am-2pm. Captain Sherwood will notify a police officer to be present for this event.

Discussions

- **Storm Cleanup Update-** Team Rubicon and the Department on Aging combined to coordinate storm cleanup for seniors who are financially and/or physically unable to clean up storm debris on their property.

Government Update: CR 9/5; JM 9/19; KR 10/3

Executive Session

2024-425 Mr. Richter moved to enter into executive session at 8:25 PM pursuant to Ohio Revised Code 121.22 G(1) to consider discipline and compensation of public employee(s) and Ohio Revised Code 121.22(G)(4) reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment and Ohio Revised Code 121.22 (G)(2) To consider the purchase of property for public purposes.

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.

The Board reentered public session at 9:12 PM.

No motions coming out of the executive session.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 9:18 PM

Respectfully submitted,



Patricia Jarrett, Fiscal Officer

9/19/24 Motion #2024-428

Approval Date



Craig Richter, Chairman



Joseph C. Mazzurco, Vice-Chairman



Ken Radtke, Jr., Trustee