

The Chester Township Board of Trustees met in regular session Wednesday, February 14, 2007, in the Town Hall Meeting Room at 7:04 p.m.

All Trustees and the Fiscal Officer were present.

Audience: Carmen Albino, Kurt Feigle.

Welcome

Pledge of Allegiance to the Flag

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

Are there any questions or additions from the Board on tonight's agenda?

Mr. Stevens said a letter to Christopher Sheridan will not be addressed this evening nor will the Primary Bank Reconciliation which will be addressed on February 22nd. An addition was made for two motions: the approval of the November and December EMS billing services of \$1,907.68; and an approval of EMS emergency reporting fee for the two months of \$198.00.

Mr. Cotman added that Sally Bell from the Department on Aging will be on the February 22nd agenda at 7:00 p.m.

Mrs. Caputo added that there will be an Executive Session at 6:00 p.m. on March 22nd and a discussion regarding the Township's health insurance at 7:30 p.m.

Questions and Public Input

Chester Twp. Fire Rescue:

Chief Wargelin's Bi-Weekly Report:

- New fire engine delivery status. The truck is coming along nicely and will be inspected by the Chief on March 5, 2007. Expected delivery date will be in the third week of March.
- Explorer Post's address signs project will be offered at a cost of \$15.00 per sign to residents who wish to purchase the signs.
- Gas well related incidents/safety. There was a call for the smell of natural gas which the Fire Dept. handled. The cause was a leak in the line coming from the gas well.
- Community CPR classes. About 14 people have called expressing interest in the CPR classes. The Chief will submit information on this request to the Board.

2007-141. Mr. Stevens moved to approve \$1,331.40 to Nolan Maintenance for furnishing and replacing one heater in the bay of the fire station and to replace filters and service the five other bay heaters, from appropriation 2111-220-323-0077. Mr. Cotman seconded. Vote: Unanimous. Motion passed.

2007-142. Mr. Stevens moved to approve an Intra-fund transfer in the Fire Department Fund from 2111-930-930-0000 Contingencies to 2111-220-323-0077, Repair and Maintenance of Buildings for \$5,000. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-143. Mr. Stevens moved to approve \$2,049.21 to purchase three S-Scort II portable suction units with case and batteries from Bound Tree Medical contingent upon approval of specifications by County Prosecutor. Mr. Cotman seconded. Vote: Unanimous. Motion passed.

2007-144. Mr. Stevens moved to approve and sign a letter addressed to Christopher Sheridan, Assistant Prosecuting Attorney, for approval of the specifications of three (3) S-Scort II portable suction units. Mr. Cotman seconded. Vote: Unanimous. Motion passed.

Fire Chief Wargelin explained a request for training and for the members being trained not to be paid the hourly compensation during this training. Discussion ensued.

A request for the approval of up to \$4,500.00 for Company Officer's Development Training for up to ten Chester Township Fire Rescue Officer's was discussed. The training will be 60 or more hours in duration and will be provided by Cuyahoga Community College Fire Academy at Fire Station I. Participants will not receive hourly compensation during this training, the matter was tabled to the February 22nd meeting.

Fiscal Officer Presentation on recommendations for possible financing options available to Chester Township in the planned purchase of the Townships newest Fire Engine.

Mrs. Austin said a few of the proposals are only good through the 28th of February. The projected date of delivery for the new fire engine is March 26th. She would want to have the financing in place the meeting of March 15th so that there would be a week of leeway in which to cut the check. There are a few companies under 5% for the financing. Mrs. Austin explained some of her recommendations to the Board for the financing which she has obtained from her research.

Mr. Cotman added his comments about wanting a written comparison of financing the engine, along with interest rate trends on our funds.

Mrs. Austin said the titles for the three squad vehicles will be transferred to the Township's name. The Administrative Assistant will handle this task tomorrow. All of the vehicle titles are being organized by the Assistant to the Fiscal Officer.

New Business:

2007-145. Mr. Stevens moved to approve setting Saturday, February 24, 2007 at 9:00 a.m. for a Board Workshop for reviewing 2007 goals and plans to be held at Chester Town Hall. Mr. Cotman seconded. The Fiscal Officer said she is not available on that day for this workshop. Vote: Unanimous. Motion passed.

2007-146. Mr. Stevens moved to approve changing the starting time of the February 22, 2007, meeting to 6:00 p.m. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-147. Mr. Stevens moved to approve requesting that the Chester Township Internal Audit Committee conduct a review of township payroll withholdings, including OPERS reporting and payments as part of their 2007 projects. A status report with findings and recommendations is requested by mid-year. Mr. Cotman seconded. Vote: Unanimous. Motion passed.

Zoning Inspector:

Zoning Inspector's Bi-Weekly Report:

- He explained the two cases which will be before the BZA at their March meeting.
- Review of the status of various court cases.
- Update on the Pictometry Training.
- Stormwater Committee will be meeting some time in March. A draft of the Stormwater Report will be provided to the Board of Trustees for review.
- The County Stormwater Steering Committee will be meeting in four to six weeks. The reason they are meeting earlier is because we are entering the fifth year of our permit that expires on February 28, 2008. The next permit should be a single permit taken out by the County with the approval of all of the Geauga County Boards of Trustees. The reason to have this meeting early is there will be a very large impact on the township and county's 2008 budgets which will have an impact on the 2008 budgets. It was strongly suggested one or more Board members be present at that meeting.
- Update on the gas and oil well site reviews. There has been some miscommunication on the notification to the Fiscal Officer of new gas and oil well sites from the State.
- Munson and Newbury Townships will be sending trustees to attend the February 28th Zoning Inspector meeting regarding some of the issues which will be addressed that evening; i.e., lot splits by the County Auditor's Office, affidavits, agricultural uses.

2007-148. Mr. Cotman moved to approve sending a letter to Christopher Sheridan, Assistant Prosecuting Attorney, requesting an opinion on the pole sign at 8399 Mayfield Road. Mr. Stevens seconded. Vote: Unanimous. Motion passed.

Discussion on the request from West Geauga Kiwanis regarding the Kiwanis Pancake Breakfast sign placement in the Township Park.

Discussion ensued regarding placement of signage on Township property. In this particular case, the announcement of the pancake breakfast is on the sign in front of the Town Hall.

2007-149. Mr. Cotman moved to deny the request from the West Geauga Kiwanis regarding putting a West Geauga Kiwanis Pancake Breakfast sign on Township property. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

Mr. Joyce explained the research he has done regarding the purchase of a LCD Projector for Township use.

2007-150. Mr. Stevens moved to approve up to up to \$1,200.00 for the purchase of a LCD Projector for the Town Hall Meeting room. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

Trustee Reports:

Ron Cotman gave an update on the Chester School site.

Judy Caputo reported on her research on obtaining grants for all departments. She will be attending a Watershed Meeting tomorrow from 4:00 to 6:00 p.m.

Charlie Stevens said on February 24th he would like to discuss the rental properties and the cost for the possible demolition of the properties. He would also like to have some recommendations from the Road Superintendent as to where the materials being stored in the maintenance office can be stored. Other updates to the rental building(s) will also be discussed at the February 24th work session.

Mr. Stevens referred to information received from the Park Board regarding the Township hiring a summer seasonal employee who could also take over maintenance of the park.

Financial Items:

The Fiscal Officer presented a draft of an Investment Policy for Chester Township. Discussion ensued. Trustee Cotman felt it was too liberal in what vehicles the Townships money could be invested and would like the option to limit the vehicles from what the ORC allows. Fiscal Officer Austin didn't agree on a more restrictive policy. All Trustees and the Fiscal Officer agreed that the Policy should have legal counsel's approval before it would be adopted. Discussion tabled.

2007-151. Mr. Stevens moved to approve an Intra-Fund Transfer in the amount of \$80.00 from appropriation #2111-930-930-0000 Contingencies to appropriation #2111-220-323-0318 Repairs & Maintenance – Equipment. Mr. Cotman seconded. Vote: Unanimous. Motion passed.

2007-152. Mr. Stevens moved to approve and sign Purchase Order #58-2007 in the amount of \$3,025.00 payable to Universal Oil, Inc., PO Box 93687, Cleveland, Ohio 44101 for 2007 Fire Department Expenses from appropriation #2111-220-420-0400 Operating Supplies – Gas & Diesel. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-153. Mr. Stevens moved to approve and sign Purchase Order #59-2007 in the amount of \$13,600.00 payable to Universal Oil, Inc., PO Box 93687, Cleveland, Ohio 44101 for 2007 Road Department Expenses from appropriation #2031-330-420-0400 Operating Supplies – Gas & Diesel. Mr. Cotman seconded. Vote: Unanimous. Motion passed.

2007-154. Mr. Stevens moved to approve and sign Purchase Order #60-2007 in the amount of \$2,300.00 payable to Argo Chem East, 6522 St. Rte. 22 & 3 East, Wilmington, Ohio 45177 for pumping system that will enable the application of Geomelt on future bulk road salt from appropriation #2031-760-740-0000 Machinery, Equipment & Furniture. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-155. Mr. Stevens moved to approve and sign a Then and Now Purchase Order #61-2007 in the amount of \$1,251.48 payable to the Illuminating Co., PO Box 3638, Akron, Ohio 44309-3638 for electricity for the Fire Department from appropriation #2111-220-351-0000 Electric. Mr. Cotman seconded. Vote: Unanimous. Motion passed.

2007-156. Mr. Stevens moved to approve and sign Purchase Order #62-2007 in the amount of \$730.05 payable to Time Warner Cable, PO Box 371449, Pittsburgh, Pa. 15250-7449 for 2007 internet service for the Police Department from appropriation #2081-210-359-0003. Mrs. Caputo seconded. The Fiscal Officer noted two corrections for the motion, the purpose was for internet service for the Police Department and the correct appropriation number is #2081-210-359-0003.

2007-157. Mr. Stevens moved to amend motion 2007-156 for internet service and account #2081-20-359-0003. Vote: Unanimous. Motion passed.

2007-158. Mr. Stevens moved to approve and sign Purchase Order #63-2007 in the amount of \$2,290.80 payable to Verizon Wireless, PO Box 25506, Lehigh Valley, Pa. 18002-5506 for 2007 Trustee/Fiscal Officer cell phones from appropriation #1000-110-341-0002. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-159. Mr. Stevens moved to approve and sign Purchase Order #64-2007 in the amount of \$8,000.00 payable to Joseph W. Diemert, Jr. & Associates Co. LPA, 1360 SOM Center Rd., Cleveland, Ohio 44124-2189 for union negotiations and legal fees for the Road and Police Departments from appropriation #1000-110-311-0750. Mr. Cotman seconded. Vote: Unanimous. Motion passed.

2007-160. Mr. Stevens moved to approve and sign Purchase Order #65-2007 in the amount of \$3,920.00 payable to Lake Truck Sales & Service, Inc., 431 Richmond St., Painesville, Ohio 44077 for 60 months extended warranty from appropriation #2031-760-740-0000 Machinery, Equipment & Furniture. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-161. Mr. Stevens moved to approve and sign Road Dept. Payroll Time Sheet dated February 10, 2007. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-162. Mr. Stevens moved to approve and sign Payroll Warrants #PY 51971 through 52037, Payroll Withholding Warrants #PY 52038 through 52050, and Voucher Warrants #VW 52051 through 52062. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

Fiscal Officer's Note: The last check # used on 2-8-07 was #51970; the beginning # used on 2-14-07 is #51971.

2007-163. Mr. Stevens moved to approve withholding voucher #29 dated 2-16-07 payable to Keybank EFTPS in the amount of \$13,419.70. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-164. Mr. Stevens moved to approve withholding voucher #30 dated 2-16-07 payable to Keybank EFTPS in the amount of \$148.52. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

Fiscal Officer's Note: The last withholding voucher #28 was issued on 2-2-07 payable to Keybank EFTPS in the amount of \$12,806.10.

2007-165. Mr. Stevens moved to approve EMS Billing Services fees for November and December 2006 from MBI Solutions, Inc., 4750 Hempstead Station Dr., Kettering, Ohio 45429 for \$1,907.68. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-166. Mr. Stevens moved to approve EMS Billing Emergency Reporting for August, September, October, November and December for \$198.00 from MBI Solutions, Inc., 4750 Hempstead Station, Kettering, Ohio 45429. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

2007-167. Mr. Stevens moved to approve and sign EMS check #1030 in the amount of \$2,105.68 payable to MBI Solutions, Inc., 4750 Hempstead Stations Dr., Kettering, Ohio 45429. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

EXECUTIVE SESSION

2007-168. Mr. Stevens moved to enter Executive Section pursuant to ORC 121.22 (G) 1 for discussion on compensation for Township employees. Mrs. Caputo seconded. Roll Call Vote: Mrs. Caputo, yes; Mr. Cotman, yes; Mr. Stevens, yes. Motion passed.

The Fiscal Officer was hereby invited to join the Board in the Executive Session.

The Board entered Executive Session at 9:49 p.m.

The Board re-entered regular session at 10:47 p.m.

APPOINT & SET EMPLOYEE WAGE COMPENSATION

2007-169. Mr. Stevens moved to approve the following employee increases: Chuck Mascella from \$31.44 to \$32.69 per hour; Mike Joyce from \$23.08 to \$23.56 per hour; Mary Lou Fende from \$15.74 to \$17.00 per hour; Clint Sherbondy from \$12.50 to \$13.00 per hour. These wages will be effective February 11, 2007. Mrs. Caputo seconded. Vote: Unanimous. Motion passed.

Minutes:

A digital recording of this meeting is kept at Township Hall and is available on request.

Communications:

The Board of Trustees doesn't read or list all communications received since their last meeting during their meetings, except those noted under Trustees Reports or elsewhere in these minutes.

Adjournment:

There being no further business before the Board, Mr. Stevens adjourned the meeting at 11:01 p.m.

Respectfully submitted,

Charles R. Stevens, Chairman

Karen M. N. Austin, CPA
Fiscal Officer

Ronald N. Cotman, Vice-Chairman

Approval Date

Judith Caputo, Trustee

BOT\mlf

