

# RECORD OF PROCEEDINGS

Minutes of

Chardon Township Board of Trustees REGULAR Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held \_\_\_\_\_ September 15, 2021 \_\_\_\_\_ 20 \_\_\_\_\_

The Chardon Township Board of Trustees met in regular session on Wednesday, September 15, 2021 at 7:02 pm at the Town Hall with the following present:

Trustees: TIM MCKENNA, CHUCK STRAZINSKY and MICHAEL BROWN  
Fiscal Officer: Ilona Daw-Krizman

See attached sign in sheet.

The Pledge of Allegiance was recited.

**Approval of Minutes:** Trustee McKenna made a motion, seconded by Trustee Brown to approve the meeting minutes for September 1, 2021 (special) and September 8, 2021 (regular). **AYES: MCKENNA, BROWN and STRAZINSKY**

**Resident comments:** none

**Road Department:**

- See attached road report as presented by the Interim Road Superintendent, Jason Bosma

**Zoning Department:**

- See attached zoning report as presented by the zoning inspector, Don Mohny

**Fiscal Officer Report:**

- See attached report as presented by the fiscal officer Ilona Daw-Krizman

**Old Business:**

- Electronic sign: A quote was obtained from John Krizman for the electronic sign at the park. No rendering was presented at this time. The trustees asked to see a rendering of the proposed sign. The trustees also asked the administrative assistant to obtain other quotes for the electronic sign.
- Road Superintendent: The trustees interviewed 6 candidates. Trustee Strazinsky made a motion, seconded by Trustee Brown to offer the road superintendent position to Mark Stukbauer.

**AYES: STRAZINSKY, BROWN and MCKENNA**

- The trustees asked the administrative assistant to contact Mark Stukbauer to schedule an appointment with him on Saturday, September 18, 2021.
- The trustees asked the administrative assistant to schedule and advertise a special meeting for the purpose of a new hire and other business as needed.
- Interim Road Superintendent: The trustees would like road employee, Jason Bosma to be the interim road superintendent. At the special meeting on Saturday, they will discuss this more.
- Road Laborer application update: As of today's date, one application has been received.

**New Business:**

- Recreate foreman position: Jason Bosma and the administrative assistant provided job descriptions from surrounding communities. Those will be reviewed and a new job description will be created.
- Geauga County Board of Elections polling location agreement: Trustee Strazinsky signed the agreement. It was decided that a key fob will be given to a representative from the Board of Elections so no one will be to be at the hall to open the hall for the BOE on election day.
- Town Hall maintenance:
  - Seal coating and line striping the parking lot: The administrative assistant was asked to contact local companies and get quotes.
  - Clean the bed: The administrative assistant told the trustees that she had talked to the landscaper who maintains the grass at the town hall, MBS Landcare, and received a quote of \$300 to clean/clear the beds at the town

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Held \_\_\_\_\_ 20 \_\_\_\_\_

hall. It was agreed that this was an acceptable amount and to advise the landscaper to proceed with the work.

Trustee Strazinsky made a motion, seconded by Trustee Brown to end the meeting at 8:03 p.m. **AYES: STRAZINSKY. BROWN and MCKENNA**

  
\_\_\_\_\_  
Chuck Strazinsky, Chairman



## AGENDA

### Chardon Township Board of Trustees

### September 15, 2021 ~ Regular Meeting

1. Open Meeting: Pledge of Allegiance
2. Approval of Minutes: August 18, 2021 (regular) & August 25, 2021 (special)
3. Resident Comments: ***Please state your name and direct all comments to the Board of Trustees***
4. Road Department: *Jason Bosma*
  - ❖ Update on chip/seal project, Colburn Road and crack sealing roads
5. Zoning Reports: *Don Mohney, Zoning Inspector*
6. Fiscal Officer Report: *Ilona Daw-Krizman, Fiscal Officer*
7. Old Business
  - ❖ Electronic Sign
  - ❖ Road Superintendent
  - ❖ Interim road superintendent
  - ❖ Road Laborer applications update
  - ❖ Update on Linda Applebaum's opinion on ARPA
  - ❖ Wisner Road resolution from Geauga County BOC
8. New Business
  - ❖ Recreate foreman position: need job description
  - ❖ Geauga County Board of Elections polling location agreement

❖ Town hall maintenance

- Seal coating and line striping the parking lot
- Clean the beds

9. Correspondence

Adjournment

Next Regular Meeting: October 6, 2021 at 7 P.M.

# CHARDON TOWNSHIP BOARD OF TRUSTEES

**Trustees**

Chuck Strazinsky  
 Tim McKenna  
 Michael Brown

REGULAR

Regular / Special

**Meeting of 9/15/21**

**Fiscal Officer**

Ilona Daw-  
 Krizman  
 286-3711

<b><i>ATTENDEES</i></b>		
<b>Name</b>	<b>Address</b>	<b>Interest</b>
1 Joe McGlynn	10575 Calico Lane	
2 Ed Suszanski	9229 Maple Rd	
3 <i>Carl Anderson</i>	<i>Local</i>	
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# Chardon Township Road Report

September 1-15, 2021

1. Asphalt on Colburn Rd.
2. Ditching on Clark Rd (Shane's house)
3. Clean up tree on Mitchell Mills Rd
4. Roadside Mow
5. Take Asphalt chucks from the yard to Grand River Asphalt
6. Install a French drain at the dump to help drain water in swampy spot (just dig slot and put in 4" elephant trunk pipe)
7. 14.80 Tons of asphalt on Sunshine and Dusty
8. Ditching on Clark Rd (Brian Shape's house 900 feet)
9. Roadside Mow
10. Repair mini excavator (Battery and Belt had to order both)
11. Weld door hinge on G-7

## Other Topics:

1. Talked with Tim at Concord we are planning on finishing up Colburn Rd asphalt repair next week. We had to wait for Kirtland to check out the spots and see if their paving machine will work since the spots are so narrow.
2. NES is waiting on parts for their distributor truck that's went down 2 weeks ago. Gary from NES is going to call me in the next few days to let me know when the start date is.
3. Got information from the County, Kirtland and Concord as far as what their requirements and description on what their Road Foreman are responsible for. (See attached)

## Brian Sharp Yard Pipe Cost

1. 440' of 12" double wall pipe @ \$8.35' = \$3,674
2. 5 T's @ \$133.74ea = \$666.70
3. 12 Couplers @ \$22.92 ea.= \$275.04
4. 5 Grates @ \$35.32 ea.= \$176.60

Total= \$4,792.34 as of September 15,2021 pricing

ZONING REPORT – Sept. 2 – 15 '2021

CALLS: John/buyer at 9038 Auburn Rd.- 26.3 acre lot split info? - R-1

Kim/buyer at 10483 Chardon Rd.- 20 acre- lot split info?– R-2

Jim/owner at 10483 Chardon Rd. -minimum side yard?-30' -R-2

Mike/Mentor Rd.-Confirm tax and school district and for zipcode refer to USPO

Charlene/Howard Dr.- Fence permit?- no and refer to RG for mowing & drainage

Judy/Welk Rd.- What to do with buried gas tank at side of house? Refer to health  
& fire depts.

PERMITS: Matt Philpott- 9040 Sandy Oaks Trl. -12'x16' Acc/Bld

DELIVER- Lot split approval (8844 Mentor Rd,23.6 acres) to PC

MEETINGS: ZC met on 9/13 - Begin updating 'Adult family home' section

Next meeting scheduled for Oct.4

BZA hearing scheduled for Shaffer- 9989 Rosewood Dr.

Sidyard area variance for Res/Add





Chardon Township  
Board of Trustee Meeting  
Fiscal Officer Report  
September 15, 2021 7:00 PM

### Tax Budget

- Awaiting new Certificate, nothing received from Budget Commission

### Cares Funding Public Records Request

- Received a request for what was received from the Cares Funding.
- Provided the summary of funds received and reported expenditures per the Ohio State Grants Management portal.
- Received a follow-up request now to provide copies of select items reported.
  - Spent almost 6 hours gathering and scanning the single spend support (Floor, Tablets, 360 Machine, etc.)
  - Requested Administrative assistance gathering the multiple, smaller spend, items such as latex glove purchases, sanitizer purchases, and other purchases that happened throughout the year, and documentation is mixed with pother non-covid purchases.
  - Anticipate approximately another 20 hours to gather the information.
  - Request includes documentation for expenditures support and bank confirmation of payments. Some purchases were made on our credit cards and the details need to be identified and separated from the total paid on the bill that is reported in UAN.

### American Rescue Plan

- Reached out to our banks about creation of the new checking account. Will open an account once I have the information.

### Activity September 2 – September 15, 2021

Payroll	\$ 6,144.96
Payment	\$ 80,066.91
Receipts	\$ 84,292.42