

The Chester Township Board of Trustees met in **regular** session on **Thursday, July 24, 2025** in the Town Hall Meeting Room at **6:30 PM** Chairman Ken Radtke Jr. presided.

Roll Call: Present: Ken Radtke Jr. -Trustee
Joe Mazzurco-Trustee
Patricia Jarrett-Fiscal Officer
Absent: Craig S. Richter-Trustee

Pledge of Allegiance to the Flag

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

Leading Motion #: 2025-271

6:30 PM Salt Dome Renovation Bids

2025-271 Mr. Radtke moved to waive the reading of the legal notice for the Salt Dome renovations. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

The Fiscal Officer opened one (1) bid from Ram Construction Services of Cleveland located in Broadview Heights, Ohio. The concrete restorative bid was \$283,325.00 with options and can be reduced to \$134,000.00 without options.

2025-272 Mr. Radtke moved to forward the bids to the Township Administrator for his review and recommendation. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Approval of Minutes

2025-273 Mr. Radtke moved to approve the Board of Trustees meeting minutes for 6/26/25, 7/3/25 and 7/10/25 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Department Business- Road

2025-274 Mr. Radtke moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

PO #	Type	Amount	Payable To	Purpose
272-2025	REG	\$1,200.00	Schaeffer IT Enterprises	Computer for RD Superintendent
275-2025	REG	\$675.27	ODJFS	Q2 2025 Unemployment

Department Business- Fire

2025-275 Mr. Radtke moved to approve the sale of department 2018 United Enclosed Utility Trailer Vin# 56JTE1626JA158768 to the Geauga County Dive Team for \$3,250. This sale will be used to offset the purchase price of new utility trailer better fit for ATV transport, deployment, and storage. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-276 Mr. Radtke moved to accept, after the fact, the resignation of Firefighter/EMT-Basic Xian Squire effective 6/04/2025. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-277 Mr. Radtke moved to approve, after the fact, the hiring of the following part-time employee, Wyatt Myers as a Firefighter/EMT-Basic at a rate of \$20.55 per hour effective June 16, 2025, contingent upon a successful completion of a drug test and background check.
Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-278 Mr. Radtke moved to approve Fire Department expenditures as listed below.
Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

PO #	Type	Amount	Payable To	Purpose
277-2025	REG	\$4,300.00	O'Reily Equipment LLC	7'X16' Open Tandem Axle Utility Trailer
274-2025	REG	\$688.00	FNB Commercial Credit Card	Ohio Fire Chief's Association Conference

Department Business- Police

2025-279 Mr. Radtke moved to approve and accept, after the fact, the resignation of Brian Bowser from the rank of Sergeant with the Chester Township Police Department. Officer Bowser will revert to Step 5 Officer Classification which entitles him to an hourly pay rate of \$40.86 or \$84,989.01 annually.
Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-280 Mr. Radtke moved to approve the recommendation of the Police Chief and authorize the promotion of Anthony Insana to the position of Sergeant, effective/July 27th, 2025, at the entry level Sergeant Step 1 classification/pay grade of \$45.35 per hour, \$94,337.80 annually.
Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-281 Mr. Radtke moved to approve the GovDeals auction of Chester Twp. Police Vehicle C-8 (2018 Ford Police Utility-VIN# 1FM5K8AR6JGC44185) with a reserve price set at \$4,000.00. Monies raised from this auction will be filed accordingly with the Chester Twp. Fiscal Officer.
Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-282 Mr. Radtke moved to approve Police Department expenditures as listed below.
Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

PO #	Type	Amount	Payable To	Purpose
278-2025	REG	\$1,550.00	Treasurer of State	LEADS

Department Business- Zoning

2025-283 Mr. Radtke moved to approve the requested mileage reimbursement for two appointed members of our Township's Board of Zoning Appeals, for their attendance at a Planning & Zoning Workshop in Niles, Ohio on June 13th, 2025. This action is approved in accordance to the same language contained within Township Policy, which addresses reimbursement for Township employees. (Kathy Fadorsen / 90 miles @ \$.70 = \$63.00 & Barton Ziganti / 90 miles @ \$.70 = \$63.00)
Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-284 Mr. Radtke moved to approve and adopt the revised Zoning Application Fee Schedule, as recommended by the zoning team and to become effective August 1st, 2025
Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

New Business

Use of Quirk Cemetery in October

The Board of Trustees will wait for a confirmed date before engaging in further discussion.

Grave Hunters Cleaning Chester Twp. Cemetery

George Zehnder, representing Grave Hunters, inquired about the possibility of cleaning tombstones in the Chester Township Cemetery. After careful review and with a commitment to the preservation and integrity of the cemetery grounds, the Board of Trustees is not in favor of allowing tombstone cleaning at this time.

2025-285 Mr. Radtke moved to provide police service to assist with pedestrian traffic on August 16th from 8am-2PM for the Historical Society Foundation Flea Market and on September 13th from 8am-2pm for Community Clean Up Day at Chester Recycle Park.

Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-286 Mr. Radtke moved to authorize both the Township Administrator and Mr. Roger Riachi of RFC Contracting to begin negotiating the terms of an agreement between the Chester Township Board of Trustees and APP Architecture 615 Woodside Drive, Englewood, Ohio 45322. This agreement would encompass the architectural SD (Site Development) phase only, of a proposed new Service Garage and Police Department / Municipal site project.

Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-287 Mr. Radtke moved to approve after the fact following purchases of food and drink for zoning meetings as listed below:

Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Item	Date purchased	Vendor	Amount	Paid Via
Chips for LUP meeting	5/16/25		29.96	Employee reimbursement
Sandwiches & cups for LUP mtg	5/20/25		40.28	Employee reimbursement
2 pack plastic cold drink dispensers	6/12/25	Amazon	46.98	Amazon acct
Folgers coffee	6/17/25	Giant Eagle	18.99	FNB cc
GE PSD Mix SF Iced tea	6/17/25	Giant Eagle	3.49	FNB cc
Lemonade	6/17/25	Giant Eagle	3.79	FNB cc
15 Pistachio scones	6/17/25	Coffee Works	45.00	FNB cc
8 Chocolate chip cookies	6/17/25	Coffee Works	16.00	FNB cc
8-12 C gold tone reusable coffee filter	7/9/25	Amazon	8.39	Amazon acct
Coffee carafe 102 oz. with pump	7/9/25	Amazon	33.99	Amazon acct
6-Apple Fritters & 2-Apple pies	7/15/25	Patterson's Fruit Farm	\$62.00	Employee Reimbursement

Note: Mr. Radtke spoke with Geauga County Assistant Prosecutor Sheila Salem, who confirmed that light refreshments are permitted to be paid for from the General Fund.

2025-288 Mr. Radtke moved to approve, after the fact, the use of the Chester Township credit card for the room rental at Orchard Hills Center and the purchase of supplies for the Geauga County Township Association quarterly dinner/meeting held on Wednesday, July 9, 2025, as listed below. A reimbursement will be issued to Chester Township by the GCTA.

Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Item	Date purchased	Vendor	Amount	Paid Via
Banquet Hall	7/10/25	Orchard Hills Center	\$250.00	FNB cc
Plates, Napkins, Forks	6/24/25	Dollar Tree	\$25.35	FNB cc
Bottled Water	6/24/25	Costco	\$22.95	FNB cc
Coffee Creamer	6/24/25	Drug Mart	\$4.29	FNB cc

2025-289 Mr. Radtke moved to approve and sign a cemetery deed for the sale of the following plot(s) listed below.

Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

DEED #	SECTION	PLOT	SITE(S)
25-010	C	350	3,4

Township Park

Kiwanis: Leave & Take at Recycle Park

The Board of Trustees received a formal email request for this event. Upon receipt of the flyer, it will be advertised on the Chester Township website and the Township’s electronic sign.

2025-290 Mr. Radtke moved to approve the Kiwanis Club of West Geauga use of the Chester Recycle Park and parking lot from Friday September 5th thru Sunday September 7th, 2025 for the Leave & Take event.

Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-291 Mr. Radtke moved to waive after the fact application park fees for the West Geauga Pickleball Club for the use of the pickle ball courts on July 20, 2025.

Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Final invoices for the repairs to the drive at Chester Recycle Park were received, totaling \$2,700.00. These invoices have been forwarded to the Geauga-Trumbull Solid Waste Management District for reimbursement. The exit drive has been identified as a fall 2025 project and will be submitted as part of next year’s grant application for reimbursement.

Tree work at Parkside Park has been completed.

Financial Items

2025-292 Mr. Radtke moved to approve financial transactions as listed below.

Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
PD	\$1,550.00	2081-760-740-0000	2081-210-360-0000	Leads Invoice

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	276-2025	REG	\$640.00	Electolite	Repair of Thall Porch Light
GEN	279-2025	TNN	\$1,500.00	Podojil Excavating Co	Recycle Park Driveway

CHECKS		
Date	Starting No.	Ending No.
7/29/25	88011	88015
7/11/25	88010	
7/24/25	88016	88020

Fiscal Officer’s note: the last check number used on 7/10/25 was 88009

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
7/24/25	1879-2025	1946-2025	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
7/24/25	1952-2025	1999-2025

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1948-2025	First National Bank EFTPS	\$23,585.12	7/29/25	Employee & employer withholding – Federal
1951-2025	Ohio Department of Taxation	\$177.80	8/14/25	Employee & employer withholding – Local School Dist
1949-2025	Treasurer, State of Ohio	\$3,978.29	7/29/25	Employee & employer withholding – State
1977-2025	Ohio Police & Fire Pension Fund	\$23,612.86	8/22/25	Employee & employer withholding – Retirement
1950-2025	Regional Income Tax Agency	\$2,816.39	8/14/25	Employee & employer withholding

Fiscal Officer's Report

Fiscal Officer Patricia Jarrett and Township Administrator Mark Purchase met with Insurance Cyber Security Expert Aaron Willis. Mr. Willis presented ideas related to email testing, AI policies, and strategies for integrating the Township's IT provider, Computer Options. A video from the meeting will be shared with the Elected Officials and the Township Administrator for educational purposes.

Open/Ongoing Items

Property Maintenance Code

The Township Administrator and Assistant Prosecutor will keep discussions open and continue ongoing research regarding the Property Maintenance Code.

Land Use Plan Survey

The committee is actively researching and compiling questions for the survey, with plans to distribute it to residents in early fall 2025.

Upcoming Items/Deadlines

Chester Community Clean-Up Day- September 13th at Chester Recycle Park and Senior Clean Up Days-September 8-10th- Both events will be displayed on the Chester Township website and electronic sign.

Budget Commission Special Meeting for the 2026 Temporary Appropriations-August 18th @ 10AM

The Board of Trustees will attend the meeting at the Geauga County Offices.

Discussions

88 Acres Park

Mr. Radtke visited the park after receiving a report from a resident. During his visit, he observed evidence of tree cutting, 4-wheeler activity, and other unauthorized uses within the park. After discussing the matter with Chief Young of the Police Department, concerns were raised regarding the Township's responsibility to remain in compliance with the Western Land Conservancy easement and its associated obligations.

To address the issue, Mr. Radtke will provide written communication to the owners of the adjoining parcels, outlining the Board of Trustees' obligation to comply with the terms of the easement. Failure to do so could result in financial consequences for the Township.

7:00 PM Public Hearing-Zoning Amendment

2025-293 Mr. Radtke moved to open the public hearing for Zoning Amendments ZC-2025-4 at 7:00 PM.

Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

2025-294 Mr. Radtke moved to waive the reading of the legal notice.

Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Public Comments

Pastor from Chester Christian Center, Greg Glodkowski, Frank and Kayleigh Varga spoke in opposition of the rezoning of Fire Station 2 property.

Pastor Glodkowski says the Chester Christian Center owns the property to the rear and abutting the three parcels being considered for rezoning as industrial property. He said their plans are to turn this property into a park and is therefore opposed to rezoning as industrial.

Mr. Varga asked several questions regarding the development and potential sale of the property. Ms. Varga expressed concern as a homeschooling parent, stating her opposition to having industrial property adjacent to their home. She also voiced her disapproval of a home being located on the Fire Station #2 property, directly behind theirs. Ms. Varga noted that if her property—located south of Fire Station #2—remains residential, a 250-foot setback would be required (excluding existing structures), which was acknowledged.

2025-295 Mr. Radtke moved to continue the public comments portion of the public hearing to August 11, 2025, 6:00 PM at Chester Town Hall.

Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Copy Machines

The leasing contract with Lake Business Products has not received approval from the Geauga County Prosecutor’s Office. According to Lake Business Products, other local entities have opted to purchase copiers rather than lease them. As a result, the Fiscal Officer is requesting a bid for the purchase of copiers for the Township. Currently, the Township is operating under a monthly lease for its existing copiers.

Government Update- 7/24, JM; 8/7, CR; 8/21, KR

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:36 PM.

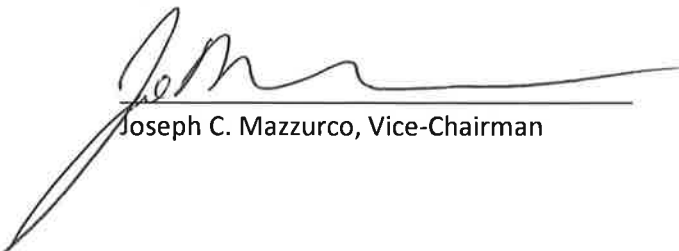
Respectfully submitted,



Patricia Jarrett, Fiscal Officer

8/7/2025 Motion # 2025-297

Approval Date


Ken Radtke, Jr., Chairman

Joseph C. Mazzurco, Vice-Chairman

Craig S. Richter, Trustee