The Chester Township Board of Trustees met in **REGULAR** session on **Thursday, August 21, 2025** in the Town Hall Meeting Room at **6:30 PM** Chairman Ken Radtke Jr. 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 #: 2025-323

Executive Session

2025-323 Mr. Radtke moved to enter into executive session at 6:30 PM pursuant to Ohio Revised Code 121.22 G(3) conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Invited into the executive session is Greg Beck, Chief Craig Young via telephone, Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett.

The Board reentered public session at 7:00 PM

Public Comments/ Questions
Residents from Pinewood Trail addressed the Board regarding the replacement of their concrete aprons that were removed during the full reconstruction of Pinewood Trail.

- Residents requested full compensation for the removal of the concrete so they may replace it with concrete.
- The Township explained that it offers asphalt replacement or a dollar amount equivalent to the square footage cost of asphalt. This would allow homeowners to apply the funds toward installing concrete if they choose, since the aprons are located within the road right-of-way.

Road Department-Various Topics

The Road Superintendent reported that he will provide the Board with a list of addresses where driveways have already been "based-in" for asphalt installation, noting that some property owners have since reconsidered after signing the asphalt apron agreement. He also recommended revising the driveway apron waiver form to address cases where payment remains outstanding for drive pipe replacement and reimbursement is being requested for concrete aprons. The Superintendent will consult with the Geauga County Assistant Prosecutor regarding letters to be sent to residents with past-due balances.

The Board of Trustees and the Road Superintendent discussed multiple drainage swale blockages and other repair needs throughout the Township.

2025-324 Mr. Radtke moved to approve up to $5,000.00 payable to James Podojil Excavating for drainage maintenance work on Marilyn Drive swale to be paid from the general fund.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

The Board also reviewed the condition of Civil War veteran Darius Gilbert's gravestone, which requires repair with a new foundation. A quote for the work was presented and discussed.

Presentation: Roger Riachi RFC Contracting-Capital Projects
Roger Riachi was unable to attend due to travel. The Township Administrator provided an update to the elected officials regarding capital projects and site development, as well as the process proposed by App Architecture for moving forward.

2025-325 Mr. Radtke moved to approve and enter into agreement with App Architecture for their design services as it relates to the Site Development phase of both the Road Department Garage and a new Police Department. This approval shall also include the creation of a Purchase Order in the amount $199,543.00, made payable to App Architecture 615 Woodside Drive, Englewood, Ohio 45322 from the following Township accounts:
Road Department:
$68,426.00 from "Reserve Fund / Buildings" 4902-760-720-0000 and Police Department: $131,117.00 from "Improvements of Site" 2902-760-730-0000
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Township Administrator

Public Hearing Procedure and Motions
The Township Administrator, Mark Purchase with guidance from the Assistant Prosecutor, Sheila Salem, clarified the procedure for public hearings regarding public comments, continuations and closing the hearing.

Department Business- Road

2025-326 Mr. Radtke moved to approve, sign and fully execute the proposed Collective Bargaining Agreement between the Chester Township Board of Trustees and the International Brotherhood of Teamsters, Local Union No. 436, effective June 1st, 2025 through December 31st, 2027, as it applies to all negotiated terms, wages and benefits.
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

2025-327 Mr. Radtke moved to approve Road Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
294-2025	REG	$3,000.00	Lawson Products Inc.	Various Fasteners & Parts
295-2025	REG	$3,800.00	Kolsom Tires	Various Truck Tires
302-2025	REG	$3,213.00	Cenweld Truck Bodies & Equipment	Stainless Steel Cab Protectors

Department Business- Fire

2025-328 Mr. Radtke moved to approve the hiring of the following part-time employee Niko Willrich as a Part-Time Firefighter/EMT-Paramedic at a rate of $24.22 per hour effective August 22, 2025, contingent upon successful completion of a drug test and background check.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-329 Mr. Radtke moved to approve the hiring of the following part-time employee, Martin Maloney as a Part-Time Firefighter/EMT-Basic at a rate of $20.55 per hour, effective August 22, 2025, contingent upon successful completion of a drug test and background check.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-330 Mr. Radtke moved to accept the $3,000 Enbridge Foundation Scholarship Award. These funds will be applied toward tuition for Fire Chief Andrew Nagy's continued attendance in the Ohio Fire Chiefs Executive Fire Officer Course.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-331 Mr. Radtke moved to approve Fire Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
298-2025	REG	$1,277.35	EMSAR Medical Repair Inc.	Repairs for Ambulance Cots and Load System
303-2025	T&N	$329.85	Schaeffer IT Enterprises	Symantec Security 12 mo License , Inv 3987

Department Business- Police

2025-332 Mr. Radtke moved to approve, after the fact, the purchase of a 2025 Dodge Durango Police Vehicle from Ganley Village CDJRF, 8505 Mentor Ave., Mentor, Oh. 44060. The cost of the vehicle is $38,310.00 from appropriated line-item 2081-760-750-0000 Motor Vehicles.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-333 Mr. Radtke moved to approve Police Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
299-2025	REG	$38,310.00	Ganley Village CDJRF	2025 Dodge Durango
300-2025	REG	$14,272.93	Hall Public Safety Co.	Estimates 15572, 15573, 15574
301-2025	REG	$895.00	Fulton Sign & Decal Inc.	Vehicle Lettering 2025 Dodge Durango

New Business

Geauga County ADP Cybersecurity Policy

Additional guidance is expected from the State regarding requirements. Geauga County ADP has already distributed a cybersecurity policy to fiscal officers. The Township will adopt its own policy in alignment with House Bill 96 and will have the Assistant Prosecutor review it.

2025-334 Mr. Radtke moved to approve, order and enter into both a Purchase & Service agreement with Toshiba Business Solutions, 2061 Case Pkwy S, Twinsburg, Ohio 44087 for up to 2 (two) Toshiba e-STUDIO3525ACG Copy machines, which includes all requested additional functions and features for a total cost of up to $14,471.60 , which shall be divided equally between the General Fund and Road Department at $7,235.80.
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

2025-335 Mr. Radtke moved to approve Chester Township Trick or Treat for Friday, October 31, 2025 from 6:00-8:00 PM. Mr. Mazzurco seconded. Vote unanimous; motion passed.

Township Park

Mr. Mazzurco advised the Board that tree trimming took place at Parkside Park.

2025-336 Mr. Radtke moved to authorize the placement of a 16" x 8" x 4" flush marker in front of the headstone of Revolutionary War Veteran John Moore at the Chester Township Cemetery.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-337 Mr. Radtke 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
Jeff McDowell	8/24/25	Baseball Field & West Pavilion	1-4PM	Birthday Party

Financial Items

2025-338 Mr. Radtke moved to approve and sign the Resolution Accepting the Amounts and Rates as determined by the Geauga County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. This resolution is for the 2025 tax year, which is collected in 2026.
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

2025-339 Mr. Radtke 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**
PD	$1,028.20	2081-930-930-0000	2081-760-750-0000	2025 Dodge Durango
PD	$8,967.93	2081-930-930-0000	2081-760-750-0000	Outfit 2025 Durango-To be refunded by State Farm

CHECKS		
Date	**Starting No.**	**Ending No.**
8/26/25	88035	88042
8/20/25	88043	
8/21/25	88044	88046
Fiscal Officer's note: the last check number used on 8/7/25 was 88034		

EFT DIRECT DEPOSITS			
Date	**Starting No.**	**Ending No.**	**Description**
8/21/25	2141-2025	2214-2025	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	**Starting No.**	**Ending No.**
8/21/25	2220-2025	2265-2025

VOUCHERS & WITHHOLDINGS				
Voucher	**Payee**	**Amount**	**Dated**	**Description**
2216-2025	First National Bank EFTPS	$22,538.91	8/26/25	Employee & employer withholding – Federal
2218-2025	Ohio Department of Taxation	$101.56	9/12/25	Employee & employer withholding – Local School Dist
2217-2025	Treasurer, State of Ohio	$3,780.54	8/26/25	Employee & employer withholding – State
2219-2025	Regional Income Tax Agency (RITA)	$1,693.35	9/12/25	Employee & employer withholding

Fiscal Officer's Report

The reserve fund for the Fire Department, with a 46% carryover, will be needed for the purchase of a new tanker. A study will be required similar to Miller Dodson report for the buildings. Patricia Jarrettl said she will research further.

Mrs. Jarrett will also research the creation of an equipment reserve fund and what was the justification as well as a retirement reserve fund.

Open/Ongoing Items

Township Records Commission

No Update

Property Maintenance Code

The Township Administrator clarified that a draft was shared by the Zoning Inspector with the Land Use Plan Committee members to review .Feedback was received.

Land Use Plan Survey
Mr. Radtke attended the Land Use Plan meeting and reported that the discussion included meaningful conversations and questions, most of which focused on the commercial district. He suggested that the Land Use Plan Committee concentrate on the commercial district, noting that it is currently overbuilt and underutilized.

Upcoming Items/Deadlines
Special Meeting: Monday, August 25, 2025 at 6:00 PM

Chester Community Clean-Up Day-September 13th at Chester Recycle Park

Senior Clean-Up Days: September 8-10th

Discussions

Government Update- 8/21, **JM**; 9/4, **CR**; 9/18, **KR**

Executive Session

2025-340 Mr. Radtke moved to enter into executive session at 8:39 PM pursuant to Ohio Revised Code 121.22 G(1)) to consider compensation of a public employee(s).
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

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

The Board reentered public session at 8:43 PM

ADJOURNMENT:

There being no further business before the Board, Mr. Radtke adjourned the meeting

at 8:43 PM.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

9/18/25 Motion# 2025-359
Approval Date

Ken Radtke, Jr., Chairman

Joseph C. Mazzurco, Vice-Chairman

Craig S. Richter, Trustee