

The Chester Township Board of Trustees met in **regular** session on **Thursday, August 7, 2025** in the Town Hall Meeting Room at **6:30 PM** Chairman Ken Radtke Jr. presided.

**Roll Call:** Present: Ken Radtke Jr.- Trustee  
Joseph 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 #: 2025-296**

Mr. Radtke opened the Board of Trustees meeting by congratulating Trustees Joe Mazzurco and Craig S. Richter (absent) on running unopposed in the upcoming November election.

**Presentation: OTARMA/ Austin Bennett**

Austin Bennett from Oswald Companies addressed the Board regarding the Chester Township property insurance. He explained that there has been a rate increase due to the rise in equipment and property value, as well as the restructuring of reinsurance, which resulted in the removal of the loyalty credit.

Department Heads are now required to complete a form and email it to OTARMA when adding or removing equipment, in order to keep the inventory list current for the insurance company. Elected Officials will be copied on all submissions.

With the increase in insurance rates, questions were raised regarding claims made by the group (the pool of other insurance holders), the loyalty credit and how it applies, and whether the rate increase is consistent across the board.

**2025-296** Mr. Radtke moved to approve and sign the payment of \$148,205.00 to Ohio Township Association Risk Management Authority (OTARMA) Service Center for the renewal of property and liability insurance coverage effective August 19, 2025 as listed in the table below:

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

<b><u>2025-2026 Insurance Premiums</u></b>					
	<b><u>General</u></b>	<b><u>Fire</u></b>	<b><u>Road</u></b>	<b><u>Police</u></b>	<b><u>Total</u></b>
General Liability	6,088.33	6,594.33	6,088.33		18,770.99
Law Enforcement Operations				20,235.00	20,235.00
Wrongful Acts Coverage	1,433.00	1,433.00	1,433.00	1,433.00	5,732.00
Automobile Liability	0.00	5,839.68	9,609.67	5,477.66	20,927.01
CDL Credit			(100.00)		(100.00)
Automobile Physical Damage Coverage	0.00	20,631.00	20,635.00	3,673.00	44,939.00
Property Coverage - including additional	6,652.50	10,470.50	12,536.50	2,951.50	32,611.00
Earthquake Coverage	578.75	578.75	578.75	578.75	2,315.00
Excess Liability Coverage	715.00	715.00	715.00	0.00	2,145.00
Faithful Performance of Duty	157.50	157.50	157.50	157.50	630.00
<b>Total</b>	<b>15,625.08</b>	<b>46,419.76</b>	<b>51,653.75</b>	<b>34,506.41</b>	<b>148,205.00</b>

**Presentation: Grave Hunters with Diana Kresnye**

George Zehnder and Diane Kresnye, representing the Grave Hunters, discussed upcoming tours at Quirk Cemetery and plans for cleaning Revolutionary War grave stones.

**Approval of Minutes**

**2025-297** Mr. Radtke moved to approve the Board of Trustees meeting minutes for 7/24/25 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**

**13103 and 13203 Marilyn Drive**

The Township Administrator reviewed the current water issues on Marilyn Drive, noting that the project has been challenging due to limited access to the work site.

**Pave Half of the Road Department Driveway to the Salt Dome**

The Township and the Fiscal Officer discussed using the remaining balance of two Capital Improvement Fund carryovers and funds from the Road Department reserve fund, to pay for paving half of the Road Department driveway from the mechanics' bays to the inside of the salt dome and ramp.

**8 Additional Cameras for Pickups and Mowers \$2800 for Hardware+ \$160 per month: \$4720.00**

The Board discussed the use of the cameras for efficiency. No action was taken.

**Cemetery Retention-Podojil Excavating \$6000.00**

A letter was received from Geauga Soil and Water regarding two catch basins at the Chester Cemetery that require maintenance. The retention basins are currently overgrown.

**2025-298** Mr. Radtke moved to approve up to \$6,000.00 for Podojil Excavating for maintenance at the cemetery retention basins.

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

**8900 Ranch Driveway Repair Estimate**

An estimate of \$4,500 was received for repairing the concrete apron at 8900 Ranch Driveway.

**2025-299** Mr. Radtke moved to approve up to \$4500.00 payable to GENX Renovation 12715 Klatka Drive Chardon, Ohio 44024, for the cement repair at 8900 Ranch Drive.

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

**2025-300** Mr. Radtke moved to approve and sign the agreement with the West Geauga Local Schools to provide them with anti-skid materials up to 250 tons at \$55.00/ton for the 2025-2026 winter season.

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

**2025-301** Mr. Radtke moved to approve and accept the bid proposal and officially award the project of the Chester Township Salt Dome - Concrete Renovation Project to RAM Construction Services of Cleveland, LLC, 100 Corporation Center Building No. 4 Broadview Heights, Ohio 44147. In addition a purchase order shall be prepared from account: 2901-330-323-0000, in the amount of \$136,535.00

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

**2025-302** Mr. Radtke moved to approve the creation of a purchase order in the amount of \$46,850.00, made payable to All Ways Construction, PO Box 568 Burton, Ohio 44021. This approval is to address the salt dome floor and ramp repairs and resurfacing, as well as the parking lot / driveway area, outside of the mechanics bays. The purchase order shall be created according to the chart below:

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

Distribution:  Distribute Equally UAN Support cannot suggest which fund or account to use for a particular purpose

Account Code	Account Name	Amount	
2901-330-323-0000	Repairs and Maintenance	\$18,465.00	X
4301-110-360-0000	Contracted Services	\$5,032.00	X
2401-110-360-0000	Contracted Services	\$13,486.55	X
4902-760-720-0000	Buildings	\$9,866.45	X

**2025-303** 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
281-2025	REG	\$10,000.00	Ascendance Trucks Midwest LLC	Various Truck Parts
282-2025	REG	\$3,551.23	McClellan Company	Vibco Roller Model GR-1600H
287-2025	REG	\$1,500.00	Tracey Road Equipment	Repair AC Controller Unit on Front End Loader
283-2025	REG	\$3,250.00	Illuminating Co.	Electricity

**Department Business- Fire**

**2025-304** Mr. Radtke moved to amend motion 2025-214 to include an additional after the fact \$1,929.98 for a total of \$14,345.89 for maintenance on tanker 3434, from appropriation 2281-230-323-0301.

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

**2025-305** 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
292-2025	REG	\$14,345.89	Countryside Truck Service Inc.	Repairs to Tanker #3434

**Department Business- Police**

**2025-306** Mr. Radtke moved to approve and sign the Memorandum of Understanding for the school resource officer program (as presented to the Board of Trustees) between the West Geauga Local School District and the Chester Township Police Department. The MOU is for the continuation of the SRO program through the 2025-2026 school year.

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

**2025-307** to approve the SSO Employment Agreement for Officer Karen Sweet at the rate of \$61,711.00 for the (WGLSD) 2025-2026 contracted school year.

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

**2025-308** Mr. Radtke moved to approve the SSO Employment Agreement for Officer Robert Pomnean at the rate of \$61,711.00 for the (WGLSD) 2025-2026 contracted school year.

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

**2025-309** Mr. Radtke moved to approve the SPO Employment Agreement for Officer Mike Zgrebnak at a rate of \$72,375.00 for the (WGLSD) 2025-2026 contracted school year.

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

**Department Business- Zoning**

A Special Meeting is scheduled on Monday, August 11, 2025 at 6:00 PM for zoning amendment ZC-2025-4 continuation.

**New Business**

**Liquor License Renewals**

A letter was received from the State granting the Board the opportunity to question and/or challenge license class renewals.

**Special Meeting**

The Elected Officials will hold a Special Board of Trustees Meeting on Wednesday, August 13, 2025, at 8:00 AM to discuss the 2026 Temporary Appropriations and Budget. An advertisement for this meeting will be published.

**Copy Machine(s) Purchase Agreement**

Bids for copier services were received from Lake Business Products and Toshiba. Toshiba submitted the best bid, which includes three machines with a banner option, text support, equipment training, a maintenance agreement covering commercial standards (including scanning), per-page pricing, and toner at half the current cost. Fiscal Officer Patricia Jarrett recommended proceeding with Toshiba.

**2025-310** Mr. Radtke moved to approve up to \$100 per meeting through 2025 for light refreshments for Land Use Plan Committee meetings with the Township Administrator to review/approve monthly expenses. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

**Township Park**

Members of the Kiwanis of West Geauga requested additional signage in the park due to the presence of dogs, which are not permitted.

Park Board member Mr. Somrack will notify the Board of four upcoming park projects and is currently obtaining quotes.

**2025-311** Mr. Radtke moved to approve advertising the Community Clean Up Day, scheduled for Saturday, September 13, 2025, at Chester Recycle Park, in two editions of the Chesterland News, on the Township website, and on the Township electronic sign. Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

**2025-312** Mr. Radtke moved to approve the use of Chester Township properties and waive the application park fees as listed below: Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
WG Pickleball Club	8/24/25	Pickleball Courts	11am-3pm	Fundraiser

**2025-313** Mr. Radtke moved to approve after the fact the use of the Chester Township properties and waive the application park fees as listed below: Mr. Mazzurco seconded. Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, absent. Motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
WG Band Boosters	8/7/25	PKBall, VBall & East Pav	5-9PM	Team Building

**Financial Items**

<b>Chester Township Bank Reconciliation</b>			
<b>Reconciled date</b>		<b>7/31/2025</b>	
Prior UAN Balance			8,029,634.37
Actual Receipts	+	2,869,977.02	
Transfers for UAN Only	+	1,800,000.00	
Total Receipts	=		4,669,977.02
Payments	-	796,429.93	
Transfers for UAN Only	-	1,800,000.00	
Total Payments	=		2,596,429.93
Adjustments	+		36,031.75
Adjustments	-		177.80
<b>Current UAN balance as of</b>	<b>7/31/2025</b>		<b>\$10,139,035.41</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>7/31/2025</b>		<b>\$10,139,035.41</b>
Entered bank balances as of	7/31/2025		\$10,193,309.11
Deposits in transit	+		0.00
Outstanding payments	-		54,273.70
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
<b>Adjusted bank balances as of</b>	<b>7/31/2025</b>		<b>10,139,035.41</b>

Check 0.00

<b>Chester Township Bank Balances</b>			
<b>As of</b>		<b>7/31/2025</b>	
Business Banking			\$400,000.00
FNB Sweep Account			1,132,079.57
Star Ohio			8,661,229.54
<b>Total</b>			<b>\$10,193,309.11</b>

Check 0.00

**2025-314** 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	\$211.54	2081-760-730-0000	2081-210-314-0702	RE TAX Settlement SH TY24CY25
Gas Tax	\$3,551.23	2021-330-360-0000	2021-760-740-0000	Vibco Roller
PD	\$8,006.41	2081-930-930-0000	2081-210-381-0000	Property Insurance Premium
FD	\$14,419.76	2111-930-930-0000	2111-220-381-0000	Property Insurance Premium

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	284-2025	REG	\$692.91	Nolan Heating & Cooling	Replace ceiling diffuser w/adjustable diffuser
GEN	285-2025	TNN	\$3,913.00	Electolite Commercial Lighting	Replace electric SVC panel & install surge Suppressor
GEN	291-2025	REG	\$1,300.00	Portable Restrooms Service	Portable Restrooms for Parkside Park
GEN	293-2025	REG	\$15,625.08	OTARMA	Property Insurance Premiums
FD	293-2025	REG	\$46,419.76	OTARMA	Property Insurance Premiums
RD	293-2025	REG	\$51,653.75	OTARMA	Property Insurance Premiums
PD	293-2025	REG	\$34,506.41	OTARMA	Property Insurance Permiums

CHECKS		
Date	Starting No.	Ending No.
-	88021-Void(misprint)	-
8/12/25	88022	88030
8/7/25	88031	88034

Fiscal Officer's note: the last check number used on 7/24/25 was 88020

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
8/7/25	2003-2025	2069-2025	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
7/29-8/7/2025	2001-2025	2140-2025

VOUCHERS & WITHHOLDINGS					
Voucher	Payee	Amount	Dated	Description	
2072-2025	First National Bank EFTPS	\$21,508.40	8/12/25	Employee & employer withholding – Federal	
2073-2025	Treasurer, State of Ohio	\$3,489.52	8/12/25	Employee & employer withholding – State	
2000-2025	Public Employees Retirement System	\$55,862.67	8/22/25	Employee & employer withholding – Retirement	

**Fiscal Officer's Report**

The Fiscal Officer discussed upcoming changes to overtime requirements under the Big Beautiful Bill and will attend additional educational classes to gain a better understanding of the legislation.

**Open/Ongoing Items**

**Township Records Commission**

No update at this time

**Property Maintenance Code**

The Township Administrator is receiving positive feedback in collaboration with the Land Use Plan Committee.

**Land Use Plan Survey**

No Update at this time

**Upcoming Items/Deadlines**

**Chester Community Clean-Up Day-September 13<sup>th</sup> at Chester Recycle Park**

**Senior Clean-Up Days: September 8-10<sup>th</sup>**

**Special Board of Trustees Meeting on Monday, August 11, 2025 at 6:00 PM**

**Budget Commission Special Meeting for the 2026 Temporary Appropriations: August 18<sup>th</sup> at 10:00AM**

**Discussions**

**88 Acres Park**

No update at this time

**Government Update-** 8/7, CR; 8/11, KR; 8/21, JM

**Executive Session**

**2025-315** Mr. Radtke moved to enter into executive session at 7:51 PM pursuant to Ohio Revised Code 121.22 G(4) reviewing negotiations with public employees concerning their compensation and other terms and conditions of their employment.

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

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

The Board reentered public session at 7:59 PM.


**2025-316** Mr. Radtke move to approve of the language and terms of the 2025-2028 Collective Bargaining Agreement between Chester Township and the International Brotherhood of Teamsters Local Union No. 436, effective to June 1st, 2025 through May 31st, 2028. Furthermore, the Township Administrator is authorized and directed to provide this agreement to the appropriate IBT representatives / Bargaining members of the Chester Township Road Department for their signatures, prior to those of this Board.

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

**ADJOURNMENT:**


There being no further business before the Board, Mr. Richter adjourned the meeting at 7:59 PM.

Respectfully submitted,

  
\_\_\_\_\_  
Patricia Jarrett, Fiscal Officer

9/4/25      Motion # 2025-344  
\_\_\_\_\_  
Approval Date

  
\_\_\_\_\_  
Ken Radtke, Jr., Chairman

  
\_\_\_\_\_  
Joseph C. Mazzurco, Vice-Chairman

  
\_\_\_\_\_  
Craig S. Richter, Trustee