

The Chester Township Board of Trustees met in **REGULAR** session on **Thursday, October 16, 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 #: 2025-397**

### **Approval of Minutes**

**2025-397** Mr. Radtke moved to approve the Board of Trustees meeting minutes for 10/2/25 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

### **Department Business- Road**

#### **Sherman Road Tree Project Update**

Original contractor was unable to finish the Sherman Road Tree removal job. Road Superintendent sent the lien waiver and he suggested that the township take Vancuren's original bid, subtract their re-bid and give the balance to the original contractor which took an estimated of 88 trees. Vancuren is a larger company that will be able to complete this project.

#### **Winter Hours of Operation**

The Road Department is seeking an additional worker. The department typically operates with 10 employees but is currently operating with 9. The Board and the Road Superintendent discussed the pros and cons of implementing shift-based scheduling during the winter months. Additional information will be collected before any decisions are made.

**2025-398** Mr. Radtke moved to approve, per Ohio Revised Code 505.10 (A) (7) the sale of the following equipment from the Chester Township Road Department; ( 1)-2011 Bonnell 11-foot plow and (1) 8'6" Western plow both are damaged, (6) Iron Man winter truck tires and rims with one severally damaged and pickup truck back rack. Said equipment is not needed for public use and has minimal fair value, if the property does not sell it will be discarded or salvaged to be offered for public sale on Govdeals.com or alternative advertising websites, etc. with reserve pricing to be determined by the Road Superintendent.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2025-399** Mr. Radtke moved to approve, per Ohio Revised Code 505.10 (A) (7) the sale of the following equipment from the Chester Township Road Department; ( 1)-2021 Bonnell 11- foot city J plow Said equipment is to be offered for public sale on Govdeals.com or alternative advertising websites, etc. with reserve pricing to be determined by the Road Superintendent at \$7,000.00.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2025-400** Mr. Radtke moved to approve and amend motion 2025-258, to modify the effective date for wages and benefits, within the collective bargaining agreement, between Chester Township & the International Brotherhood of Teamsters, Local Union No. 436 / Chester Township Road Department personnel to the first full pay period of 2025.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2025-401** Mr. Radtke moved to approve Road Department expenditures as listed below.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
339-2025	REG	\$1,600.00	Granite Telecommunications LLC	Telephone
353-2025	REG	\$12,480.00	Vancuren Services	Finish Sherman Rd. Tree Removal Project
357-2025	REG	\$2,288.00	Vancuren Services	Remove canopy branches on tree-Lakewood Dr.
355-2025	TNN	\$1,778.52	Fleetride, Inc.	New Sprins for Truck #19
356-2025	TNN	\$2,250.00	Weldher Co	Repair Rust Holes for Truck #7

The Road Superintendent discussed multiple various road subjects including the maintenance policy of drainage swales, outstanding drive pipe replacement payments, unpermitted enclosures and driveway aprons.

**Harold Drive**

The Board and the Road Superintendent reviewed options and associated costs for improvements on Harold Drive. Discussion included the installation of a swale to improve drainage, as well as the potential relocation of a shed on a residential property to ensure proper water flow. Additionally, a collapsed driveway resulting from a failed ditch enclosure was identified as requiring remediation.

**Department Business- Fire**

**2025-402** Mr. Radtke moved to approve pursuant to Ohio Revised Code 505.10(A) the disposal of items listed in the table below or to be sold through GovDeals public auction site. Said equipment is not needed for public use. Mr. Mazzurco seconded. Vote unanimous; motion passed.

HP - M454DW	Printer
HP - PRO8510	Printer
HP- M452NW	Printer
HP- Pro Desk MXL4250F4H	Desktop Computer
Acer- Q226HWL	Monitor
Asus- VS207	Monitor
VIZIO- 321VL	Television

**2025-403** Mr. Radtke moved to approve Fire Department expenditures as listed below.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
351-2025	REG	\$3,100.00	Atlantic Emergency Solutions	Fire Pump Control Head for Tanker #3436
352-2025	REG	\$1,800.00	Kolsom Tires	Four (4) Rear Tires for Tanker #3436
354-2025	REG	\$2,160.79	Bound Tree Medical LLC	EMS Machinery, Equip., Furniture(Squad/Med)
338-2025	REG	\$250.00	Csutest-Com LLC	1 YR Online Cont. Education

**Department Business- Police**

**2025-404** Mr. Radtke moved to approve Police Department expenditures as listed below.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
349-2025	REG	\$2,225.00	Law Enforcement Foundation, Inc	Police Executive Leadership College Class 93

**Department Business- Zoning**

**Zoning Commission Advertisement**

A resident questioned the content of the advertisement for the Zoning Commission board member. A rewrite of the zoning commission advertisement will be presented at the next Board of Trustees meeting.

**New Business**

**2025-405** Mr. Radtke moved to amend motion # 2024-518 and approve and sign the revised Resolution of Convenience & Necessity for the improvement of various roads **2026** season in Chester Township. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

**2025-406** Mr. Radtke moved to approve and appoint Matthew Spetrino, as an alternate member to the Chester Township Board of Zoning Commission effective immediately, wherein his first official meeting will take place on Wednesday / November 5th, 2025. Mr. Mazzurco seconded. Vote unanimous; motion passed.

**Township Park**

**2025-407** 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
Hunting Valley Preservation HOA	12/2/25	Town Hall Conf. Rm	7-9PM	Annual HOA Mtg.

**Financial Items**

**2025-408** Mr. Radtke moved to approve financial transactions as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	350-2025	REG	\$286.74	KNOWBE4, Inc.	Qty 67: Ksatd Security Subscription, AI Defense Agents
RD	350-2025	REG	\$95.58	KNOWBE4, Inc.	Qty 67: Ksatd Security Subscription, AI Defense Agents
PD	350-2025	REG	\$605.34	KNOWBE4, Inc.	Qty 67: Ksatd Security Subscription, AI Defense Agents
FD	350-2025	REG	\$1,146.96	KNOWBE4, Inc.	Qty 67: Ksatd Security Subscription, AI Defense Agents

CHECKS		
Date	Starting No.	Ending No.
10/16/25	88157	88207
10/21/25	88149	88156
10/6/25	88095	88148
10/2/25	88088	88094
Fiscal Officer's note: the last check number used on 10/2/25 was 88087		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
10/21/2025	2660-2025	2735-2025	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
10/16/25	2741-2025	2741-2025

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
2737-2025	First National Bank EFTPS	\$23,611.23	10/21/2025	Employee & employer withholding – Federal
2740-2025	Ohio Department of Taxation	\$101.56	11/14/25	Employee & employer withholding – Local School Dist.
2738-2025	Treasurer, State of Ohio	\$3,983.27	10/21/25	Employee & employer withholding – State
2739-2025	Regional Income Tax Agency(RITA)	\$2,018.24	11/14/2025	Employee & employer withholding

## Fiscal Officer's Report

### Copiers

The Road Department and Chester Town Hall copiers arrived and training is complete.

### Bill Pay Online

Bill Pay system is now running and took about 2 weeks to return functionality. This affected a group of customers, Chester Township being one of them. Several Fiscal Officers are utilizing *Positive Pay*, a system where the Fiscal Office uploads a list of issued checks to First National Bank (FNB), and the bank will only clear checks that appear on that list. The Uniform Accounting Network (UAN) provides the file needed for this upload.

Chester Township Bank Reconciliation			
Reconciled date		9/30/2025	
Prior UAN Balance			9,842,018.53
Actual Receipts	+	280,741.03	
Transfers for UAN Only	+	1,200,000.00	
Total Receipts	=		1,480,741.03
Payments	-	1,397,775.11	
Transfers for UAN Only	-	1,200,000.00	
Total Payments	=		2,597,775.11
Adjustments	+		0.00
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>9/30/2025</b>		<b>\$8,724,984.45</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>9/30/2025</b>		<b>\$8,724,984.45</b>
Entered bank balances as of	9/30/2025		\$8,740,723.27
Deposits in transit	+		0.00
Outstanding payments	-		15,738.82
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>9/30/2025</b>		<b>8,724,984.45</b>
	Check		0.00

Chester Township Bank Balances			
As of		9/30/2025	
Business Banking			\$400,150.00
FNB Sweep Account			515,186.47
Star Ohio			7,825,386.80
<b>Total</b>			<b>\$8,740,723.27</b>
	Check		0.00

## **Open/Ongoing Items**

### **Hancock Park**

Trustee Mazzurco is coordinating the installation of plants and trees that were approved by Carmella Shale, Director/Engineer of the Geauga Soil and Water Conservation District. Trustee Richter has contacted local Boy Scout Troop to assist with the planting at Hancock Park, scheduled for Sunday, October 26th.

**2025-409** Mr. Radtke moved to approve a blanket certificate in the amount of \$4800.00 from account # 1000-760-730-1200 Improvement of sites for Hancock Park.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

### **Property Maintenance Code**

Following feedback received through the Land Use Survey, several residents have expressed interest and raised questions regarding the Property Maintenance Code. Additionally, the Zoning Inspector will be attending the Ohio Township Association Zoning Conference in Columbus. During the conference, he will gather additional information on the Property Maintenance Code as well as Limited Home Rule authority to help further inform the Township.

### **Land Use Plan Survey**

Postcards promoting the Land Use Plan Survey were delivered via mail to residents last week. Trustees and staff plan to continue outreach by engaging residents at the upcoming community Trick-or-Treat events to encourage participation and gather feedback.

### **Capital Projects Update**

- **Salt Dome Restoration**

The Salt Dome restoration has been completed, and salt storage will transition back from Munson Township. To protect the structure and equipment, 40 sheets of plywood have been installed around the interior perimeter of the dome at a height of 8 feet. This barrier helps prevent salt from contacting the roof and reduces equipment-related wear. The remaining plywood installation will be completed during the winter months.

- **Road and Police Department Facilities**

App Architecture visited last week to present preliminary drawings for the Road Department and Police Department facilities. A base bid, along with two alternatives, is being prepared for the Road Department's service garage bays. Securing federal funding remains the primary objective for this project.

The Township Administrator expects to receive cost estimates for the facility in the near future. This figure is necessary to pursue funding opportunities and present the project to congressional representatives.

### **Township Records Commission**

No update at this time

### **Upcoming Items/Deadlines**

**WGRC: Trick or Treat Street: Saturday, October 25<sup>th</sup> 5-7PM**

**Trick or Treat: Friday, October 31, 2025 6-8PM**

**Veterans Day Ceremony Tuesday, November 11<sup>th</sup> at Parkside Park -11AM**

### **Discussions**

#### **Reserve Funds Motor Vehicle and Equipment**

Township Administrator will investigate the cost for the Miller Dodson Reserve Fund Study for vehicle and equipment for the Fire Department.

#### **Health Care Deductibles**

A representative will be present next week to address questions regarding health care deductibles. If the Board of Trustees decide to make changes to the policy, sufficient time will be allotted to provide proper notice to employees. Fiscal Officer Mrs. Jarrett confirmed that the current health care policy renewal date is July 2026.

**Executive Session**

**2025-410** Mr. Radtke moved to enter into executive session at 7:38 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.

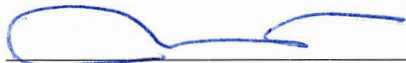
Invited into the executive session is Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett.

The Board reentered public session at 8:10 PM.

**ADJOURNMENT:**


There being no further business before the Board, Mr. Richter adjourned the meeting at 8:10 PM.

Respectfully submitted,

  
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Patricia Jarrett, Fiscal Officer

10/30/2025      Motion #: 2025-411  
Approval Date

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

  
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Joseph C. Mazzurco, Vice-Chairman

  
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Craig S. Richter, Trustee