

The Chester Township Board of Trustees met in **REGULAR** session on **Thursday, September 18, 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 #: 2025-359

Approval of Minutes

2025-359 Mr. Radtke moved to approve the Board of Trustees meeting minutes for 8/20, 8/21 and 8/25/25 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

Drive Aprons

2025-360 Mr. Radtke moved to approve a letter to the Pinewood Trail residents explaining Chester Township's policy of drive aprons.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

NOTE: Mailbox Post Requirement

A resident raised a concern regarding mailbox post requirements. Township policy permits a maximum 4x4 post; however, the resident prefers a 6x6 post set in concrete. A company installed a 4x4 post in accordance with the policy, which the resident subsequently removed. The resident is now requesting that the Township cover the cost of a new mailbox with a 6x6 post.

Executive Session

2025-361 Mr. Radtke moved to enter into executive session at 6:35 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 and 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 via telephone Attorney Greg Beck, Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett.

The Board reentered public session at 6:55 PM.

Attorney Greg Beck left the meeting at 6:40 PM.

2025-362 Mr. Radtke moved to approve, sign and authorize the Chester Township Board of Trustees and Police Chief to sign the proposed Tolling Agreement as prepared and recommended by Attorney Greg Beck / PERSO. This action addresses the current time limitations of a pending legal matter and thereby authorizes an extension of time to further communications and conduct additional research until December 15, 2025, at midnight.

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

2025-363 Mr. Radtke moved to approve, after the fact and execute a Memorandum of Understand (MOU) for the 2025 - 2027 collective bargaining agreement between the Chester Township Trustees and the International Association of Firefighters Local 5331 retroactive to August 31, 2025.
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Note: This MOU clarifies Officer-In-Charge compensation.

2025-364 Mr. Radtke moved to approve advertising for an Assistant Road Superintendent in the Chesterland News, Geauga Maple Leaf, Township website and Indeed.com.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Hancock Park

The Board received the Hancock Park Stream Restoration plan to meet the Ohio EPA MS4 permit requirements from Carmella Shale, Director/Engineer of Geauga Soil and Water Conservation District. The plan basically consists of first removing the invasive plants (Gauga SWCD can mark) to ensure best possible success of new plantings, pulling back and benching the area of stream bank that is being undercut and lastly, planting with various plants identified that are chosen for the specific stream areas that would be most conducive to grow and stabilize the banks and floodplain.

Department Business- Road

2025-365 Mr. Radtke moved to approve a PO for Commserv in the amount of \$4050.00 to purchase 9 radio chargers for the plow trucks using account number 2231-760-740-0000 Permissive License Tax Machinery, equipment & Furniture
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-366 Mr. Radtke moved to approve the following increase in appropriations to the Cemetery Fund, as provided and requested by the Fiscal Officer, as listed below:
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

INCREASE IN APPROPRIATION		
ACCOUNT#	TYPE	AMOUNT
2041-760-730-0000	Improvement of Sites	\$ 14,000.00

2025-367 Mr. Radtke moved to approve a PO for Johns Carabeli-Semerano Monuments in the amount of \$4455.00 to restore a monument in the Chester Township Cemetery in using account number 2041-760-730-0000 Cemetery Improvement of Sites
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-368 Mr. Radtke moved to approve a then and now PO for Podojil Excavating in the amount of \$6,0000 excavate the retention basins in the Chester Township Cemetery in using account number 2041-760-730-0000 Cemetery Improvement of Sites
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-369 Mr. Radtke moved to approve Road Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
321-2025	REG	\$2,214.79	Dover Hydraulics Inc.	Cylinder Repair

Department Business- Fire

2025-370 Mr. Radtke moved to approve creation of a Purchase Order from Capital Projects line item 4903-760-720-0000, in amount of \$23,175.00 and made payable to Tim Dagg's Asphalt and Sealcoating 1647 E 361st St, Eastlake, OH 44095. This expense is necessary for grinding and paving the fire department's parking lot. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

2025-371 Mr. Radtke moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
323-2025	REG	\$23,175.00	Tim Dagg's Asphalt & Sealcoating	Grinding & Paving FD Parking Lot
326-2025	REG	\$1,367.65	Vector Screenprinting & Embroid.	Winter Sweatshirts
317-2025	REG	\$5,980.00	ODC c/o Ashley Campbell Revolving Loan Program	Revolving Loan Rev-2023-F28207
322-2025	REG	\$349.80	FNB Commerical Credit Card	NEOFPA Meeting-Hotel
319-2025	REG	\$600.00	Ohio Fire Chiefs Association	OFE Class 24 Wk 4 Dec 8-11, 2025

Department Business- Police

2025-372 Mr. Radtke moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
325-2025	REG	\$4,232.61	Granite Telecommunications LLC	Telephone

New Business

2025-373 Mr. Radtke moved to approve \$652,358.50 payable to Ronyak Paving Inc. for payment of the first invoice relating to the Reconstruction of Various Roads (RC-CHE-V-2025) as recommended by the Geauga County Engineer. This is not the final payment. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Project	Amount	Payable to	Payable from
RC-CHE-2025	\$652,358.50	Ronyak Paving Inc.	PO 214-2025

2025-374 Mr. Radtke moved to approve \$136.00 payable to the Geauga County Township Association for Ken Radtke, Craig Richter, Mark Purchase and Chris Alusheff to attend the October 8, 2025 Quarterly Dinner Meeting hosted by Burton Township. Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-375 Mr. Radtke moved to approve and sign a cemetery deed for the sale of the following plot(s) listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

DEED #	SECTION	PLOT	SITE(S)
25-011	1	071	1
25-012	1	071	4 & 5

Financial Items

2025-376 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
FD	\$6,000.00	2111-930-930-0000	2111-220-353-0000	
GEN	\$14,000.00	1000-110-360-0000	1000-910-910-0000	Motion# 2025-345
GEN	\$28,000.00	1000-110-360-0000		TWP Admin. & Park Salaries
GEN	\$22,000.00		1000-110-119-0000	TWP. Admin. & Park Salaries
GEN	\$6,000.00		1000-610-190-0000	TWP. Admin. & Park Salaries
PD	\$4,232.61	2081-760-730-0000	2081-210-341-0000	Granite Invoices

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
CEM	320-2025	REG	\$750.00	Peter & Wendy Russo	Sellback of C-365/Plots 3&4
GEN	324-2025	REG	\$1,750.00	Granite Telecommunication LLC	Telephone

CHECKS		
Date	Starting No.	Ending No.
9/23/25	88058	88065
9/18/25	88066	88071
Fiscal Officer's note: the last check number used on 9/4/25 was 88057		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
9-23-25	2404-2025	2475-2025	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
9/18/25	2481-2025	2514-2025

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
2477-2025	First National Bank EFTPS	\$25,391.87	9/23/25	Employee & employer withholding -- Federal
2478-2025	Regional Income Tax Agency	\$2,087.12	10/10/25	Employee & employer withholding
2480-2025	Ohio Department of Taxation	\$101.56	10/10/25	Employee & employer withholding -- Local School Dist
2479-2025	Treasurer, State of Ohio	\$4,227.15	9/23/25	Employee & employer withholding -- State

Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date		8/31/2025	
Prior UAN Balance			10,139,213.21
Actual Receipts	+	1,026,496.86	
Transfers for UAN Only	+	300,000.00	
Total Receipts	=		1,326,496.86
Payments	-	1,023,691.54	
Transfers for UAN Only	-	600,000.00	
Total Payments	=		1,623,691.54
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	8/31/2025		\$9,842,018.53
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	8/31/2025		\$9,842,018.53
Entered bank balances as of	8/31/2025		\$9,863,460.19
Deposits in transit	+		0.00
Outstanding payments	-		21,441.66
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	8/31/2025		9,842,018.53

Check 0.00

Chester Township Bank Balances			
As of		8/31/2025	
Business Banking			\$400,000.00
FNB Sweep Account			468,033.15
Star Ohio			8,995,427.04
Total			\$9,863,460.19

Check 0.00

Open/Ongoing Items

Township Records Commission- No update at this time

Property Maintenance Code

Mr. Purchase contacted the Ohio Township Association requesting a list which townships are operating and have adopted a Property Maintenance Code to retrieve more information.

Land Use Plan Survey

The committee is finalizing the survey questions. Once complete, a postcard with a QR code will be mailed to residents, with additional collection options available. The survey will be distributed to both the commercial and residential area.

Upcoming Items/Deadlines

GCTA Dinner/Mtg. on October 8th Burton Twp Hosting

RSVP will be sent along with payment.

Candy: October 25th, Trick or Treat Street and WG Plaza TBA

The Elected Officials and the Township Administrator will personally buy candy for the upcoming Halloween events.

Discussions

Buck Stop Property

The Board of Trustees discussed the demolition of the Buck Stop property along with placing a lien if property owners fail to pay. The Township Administrator will contact the Geauga County Prosecutor with additional questions.

Capital Projects

Ram Construction has completed the bid restoration of the Salt Dome. The company will return to perform a small portion of additional work to fully complete the restoration.

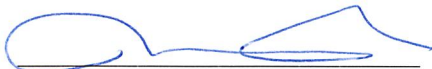
The Township Administrator discussed adjustments to the new Road Department building design, including the placement of the building, offices, and restrooms, to maximize use of available space.

Government Update- 9/18, KR; 10/2, JM; 10/16, JM

ADJOURNMENT:

There being no further business before the Board, Mr. Radtke adjourned the meeting at 7:27 PM.

Respectfully submitted,



Patricia Jarrett, Fiscal Officer

10/2/25 Motion #: 2025-378

Approval Date



Ken Radtke, Jr., Chairman



Joseph C. Mazzurco, Vice-Chairman



Craig S. Richter, Trustee