

The Chester Township Board of Trustees met in **REGULAR** session on **Thursday, October 30, 2025** in the Town Hall Meeting Room at **6:30PM** Trustee Craig S. Richter presided.

Roll Call: Present Joseph Mazzurco- Trustee
Craig Richter- Trustee
Patricia Jarrett- Fiscal Officer
Absent Ken Radtke- Trustee

Pledge of Allegiance to the Flag

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

Leading Motion #: 2025-411

Approval of Minutes

2025-411 Mr. Richter moved to approve the Board of Trustees meeting minutes for 10/16/25 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes.
Mr. Mazzurco seconded. Mr. Radtke, absent; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Township Administrator

Public Comments/ Questions

Department Business- Road

R&B Labor Force

Mr. Richter reported that there is currently one application for the Road Worker position. The Road Superintendent expressed interest in making a conditional offer; however, Mr. Richter recommended waiting until the full Board of Trustees is present at the next meeting before proceeding.

2025-412 Mr. Richter moved to approve and authorize a change order request from Ronyak Paving Inc. and approve payment of the final invoice for the Reconstruction of Various Roads (Project RC-CHE-V-2025) certified by the Geauga County Engineer’s Office and detailed below.
Mr. Mazzurco seconded.
Roll Call Vote: Mr. Radtke, absent; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Original Contract	Total Adds	Total Deducts	Net Deduction	Revised Contract
\$937,250.00	\$23,855.00	\$83,979.00	\$ 60,124.00	\$877,126.00

2025-413 Mr. Richter moved to approve a PO for GPD Geotechnical Services in the amount of \$9000.00 for soil boring samples for R&B Building reconstruction using Capital Projects 4902-760-720-0000 Buildings.
Mr. Mazzurco seconded.
Roll Call Vote: Mr. Radtke, absent; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Resident Mike Petruziello verbally requested the preliminary drawings for the road department new building. The Public Record Request will be fulfilled.

2025-414 Mr. Richter moved to approve after the fact the resignation of seasonal employee Mike Dudella effective October 24, 2025.
Mr. Mazzurco seconded. Mr. Radtke, absent; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

2025-415 Mr. Richter moved to approve after the fact the resignation of seasonal employee Terry Delbo effective October 17, 2025.

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

2025-416 Mr. Richter moved to approve Road Department expenditures as listed below.

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

PO #	Type	Amount	Payable To	Purpose
358-2025	REG	\$3,000.00	Allied Corporation	Asphalt Materials
359-2025	REG	\$48,041.34	Morton Salt Inc	Salt for Balance of 2025
360-2025	REG	\$18,516.36	Chardon Oil Inc	Fuel
363-2025	REG	\$9,000.00	GPD Group/PPD Geotechnical Services Inc.	Soil Boring Samples

Department Business- Fire

2025-417 Mr. Richter moved to approve Fire Department expenditures as listed below.

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

PO #	Type	Amount	Payable To	Purpose
362-2025	REG	\$19,866.00	All American Fire Equipment	Structural Firefighting Gear & Equipment
361-2025	TNN	\$369.99	FNB Commerical Credit Card	Micro Center Purchase: Dell Optiplex 3070 MFF

Department Business- Police

No Business at this meeting

Department Business- Zoning

2025-418 Mr. Richter moved to approve and authorize the revised advertising language for available positions on both the Township's Board of Zoning Appeals and Zoning Commission, as recommended by our Township Zoning personnel and Mr. Radtke.

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

New Business

2025-419 Mr. Richter moved to approve and authorize the Township Administrator to sign and enter into a one-year agreement with the GOGov software company for the customization of cell phone application, which will engage our residents across multiple channels with a trusted source of information for events, alerts, advisories, and notices. The software subscription has an annual cost of \$4,800.00 and will be re-evaluated at the end of one year to measure the community's use, response and effectiveness. This agreement is with GOGov, 1930 Veterans Hwy #12-425 Islandia, New York 11749.

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

2025-420 Mr. Richter moved to approve up to \$5,000.00 for cost estimates (Equipment & Plans) to facilitate the addition of a flow meter and chlorinator to the Township buildings and park drinking water system. Plans to be prepared via OEPA template as no PE stamp (professional engineering) is required due to associated costs being less than the \$5,000.00 ceiling. Work and equipment to be preformed and provided by both Harper Well & Pump Inc and Glenn's Property Services.

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

2025-421 Mr. Richter moved to approve and adopt Township policy "Generative AI Use in the Workplace" section 8.38, as proposed by the Township Administrator, OTARMA and approved by the Geauga County Prosecutor's Office, and the become effective immediately.

Mr. Mazzurco seconded.

Roll Call Vote: Mr. Radtke, absent; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

2025-422 Mr. Richter moved to approve and sign the 2025 Veterans Day Proclamation and approve that a Trustee present the Proclamation at the Chester Township Veteran’s Day services held on November 11, 2025 at Parkside Park.

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

2025-423 Mr. Richter moved to approve and authorize Geauga County Assistant Prosecutor, Sheila Salem to sign the Szczepinski Agreed Judgment Entry for Case Number 24A000811.

Mr. Mazzurco seconded.

Roll Call Vote: Mr. Radtke, absent; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Township Park

2025-424 Mr. Richter moved to approve the use of the Chester Township properties as listed below: Mr. Mazzurco seconded. Mr. Radtke, absent; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
Amanda Selfridge (Companion Therapies)	11/11/25	Chester Thall Pk Lot	9:30-11AM	Free dog nail trims for Veterans

Financial Items

2025-425 Mr. Richter moved to approve financial transactions as listed below.

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

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
RD	\$3,000.00	2031-760-730-0000	2031-330-490-0000	Allied PO

CHECKS		
Date	Starting No.	Ending No.
11/4/25	88208	88216
10/30/25	88217	88254
Fiscal Officer’s note: the last check number used on 10/16/25 was 88207		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
11/4/25	2742-2025	2815-2025	Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
2817-2025	First National Bank EFTPS	\$27,657.30	11/4/25	Employee & employer withholding – Federal
2818-2025	Treasurer, State of Ohio	\$4,648.53	11/4/25	Employee & employer withholding – State
2819-2025	Public Employees Retirement System	\$64,654.06	11/24/25	Employee & employer withholding – Retirement
2820-2025	Ohio Police & Fire Pension Fund	\$22,376.92	11/24/25	Employee & employer withholding – Retirement

Fiscal Officer’s Report

Health Care Deductibles

The Fiscal Officer received information from Russell and Bainbridge Townships regarding health insurance but still has additional questions. This matter remains in progress.

A report was received outlining the average amounts that governments in Ohio are spending on health care.

Preparations are underway for year-end tasks, including the Temporary Budget and annual letters.

The Fiscal Office has not resumed using Bill Pay Online, as the system continues to experience issues. Checks have been issued in their place, and there is still some hesitation to return to the online system.

Mr. Richter mentioned reminding employees with HRA cards; not to be used for 2025 expenses *after* December 31, 2025.

Open/Ongoing Items

Hancock Park

Hancock Park is complete. Carmella Shale will take photographs along with a letter to the Board of Trustees. Two boy scouts assisted with the project, and a thank-you letter will be sent to them.

Property Maintenance Code

The Zoning Inspector entered into the OTA forum to figure out which Townships are Limited Home Ruled and which have a Property Maintenance Code.

Land Use Plan Survey

No Update

Capital Projects

No Update

Township Records Commission

No Update

Upcoming Items/Deadlines

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

Veterans Day Ceremony: Tuesday, November 11th at 11AM-Parkside Park

Saturday, November 29th-Rotary Winter Fest 5PM at Parkside Park

Discussions

Horseshoe Pits

Trustee Mazzurco would like to honor Bob Lautenschleger, who is one of the original members to establish the Horseshoe Pits and Pavilion. A plaque and a gathering in the spring was discussed.

Christmas Tree Banner

This item was tabled until Mr. Radtke returns

Reserve Funds Motor Vehicle and Equipment

No Update

Board of Trustees Meeting Schedule-Thanksgiving & Christmas Week

The Board decided on the dates and times for the upcoming meetings below:

- Wednesday, November 26, 2025 at 9:00 AM
- Wednesday, December 24, 2025 at 9:00 AM

Organizational Meeting

Scheduled for Thursday, December 11, 2025

Resident Bill Snyder expressed his concerns regarding the road reconstruction and elevation on Chesterfield Lane and how it will impact his new concrete driveway.

Government Update- 10/30, **JM**; 11/13, **KR**; 11/TBA, **CR**

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:01 PM.

Respectfully submitted,



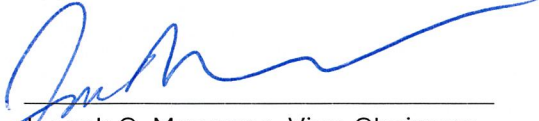
Patricia Jarrett, Fiscal Officer

11/26/25

Approval Date **Motion #: 2025-445**

ABSENT

Ken Radtke, Jr., Chairman



Joseph C. Mazzurco, Vice-Chairman



Craig S. Richter, Trustee