

The Chester Township Board of Trustees met in **regular** session on **Thursday, November 13, 2025** in the Town Hall Meeting Room at **6:30 PM** Chairman Ken Radtke Jr. presided.

Roll Call:	Present	Ken Radtke Jr., Craig S. Richter, Joseph Mazzurco – Trustees
	Absent	Patricia Jarrett – Fiscal Officer
	Clerk Pro Tem	Mark Purchase

Pledge of Allegiance to the Flag

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

Leading Motion #: 2025-426

Mr. Radtke congratulated Brandon Davis and thanked all who participated in the election. He noted that the past 14 years have brought positive direction for the township through strong collaboration. He also extended his appreciation to Mr. Mazzurco for his continued support.

Executive Session

2025-426 Mr. Radtke moved to enter into executive session at 6:31 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 Road Superintendent John Onyshko, Brandon Davis and Township Administrator Mark Purchase.

The Board reentered public session at 6:52 PM.

Department Business- Road

Concrete aprons

The Road Superintendent is seeking guidance from the Board regarding the current policy for concrete aprons. The policy states that a resident with a concrete driveway will receive the equivalent dollar amount of asphalt that would be used to repave an apron. The policy does not relace concrete. The Geauga County Engineer’s Office has requested a meeting with the Road Superintendent, Township Administrator, and a Trustee to review and discuss this policy.

Mailbox Installations After Repaving

Roynak installed all mailboxes according to postal service code; however, they are now positioned too close to the road on Woodlands and Pinewood Trail. Roynak backfilled the posts with dirt, and several mailboxes are leaning toward the roadway. Residents on these two roads have asked the Road Superintendent to have the mailboxes moved back. It was suggested to backfill with gravel for added stability, or alternatively, the Road Department may reinstall the mailboxes in the future.

Township Administrator will schedule a meeting with the Postmaster to address concerns regarding the mailboxes being placed only 8 inches from the edge of the road, rather than on the edge of the berm.

School Zone Signs

A school zone sign fell on Caves Road, just south of Lindsey Elementary School. The Road Department removed the damaged sign using the bucket truck. Mark Richardson, West Geauga Local Schools Facilities Manager, contacted the County to ask whether temporary school zone signs were available; however, the County informed him that providing school zone signage is the responsibility of the Road Department. The Board of Education confirmed the same.

A temporary sign has been installed, but the original sign shows significant damage. The Road Superintendent is requesting approval to obtain quotes for a new school zone sign.

Road Department Service Garage

App Architecture met with the Township Administrator at Town Hall on Wednesday, November 12, 2025. Following the meeting, the Township Administrator is requesting clarification from the Board regarding the direction of the Road Department (RD) Service Garage project. Current cost projections are estimated at over \$4 million.

The Township Administrator reviewed the history and timeline of the project and its current status. The existing RD service garage was originally constructed in 1944 and occupied in 1945. It previously served as both the Road Department and the volunteer Fire Department. The building's roof contains an estimated 12 layers of flat roofing and requires full replacement. Initial estimates to replace the roof and construct a pitched roof were approximately \$600,000. Given that cost, the Board began exploring the feasibility of constructing a new building instead.

An early estimate of \$3 million for a new building with only essential features included, and the project proceeded in that direction. Meanwhile, the Road Superintendent applied for federal funding through Congressman Dave Joyce's office. As plans evolved, the scope and level of the project expanded, resulting in the most recent cost estimate of \$4.4 million, not including certain additional items. This cost level exceeded the Board's original expectations, prompting the need for further clarification.

The Township Administrator advised that the bid process must begin in the first quarter of 2026 to receive bids, secure funding, and be prepared for a spring groundbreaking if that is the path the Board is going to take. The Board discussed two primary options: (1) work with the architect to reduce project costs to align with the Board's original comfort level, or (2) delay the project by one year while awaiting a decision on federal funding.

Following discussion, the Board agreed to move forward with adjusted plans, limiting the design to five bays and proceeding to construction. The project will go out for bid, and if the federal grant is awarded, the Board will reconvene to reassess available options.

Road Department Staffing

No discussion

Township Administrator

Police Department - 2025 Operating Budget

The Fiscal Officer and the Chief of Police identified a discrepancy in the 2025 Police Department Operating Budget and discussed the issue. Mr. Richter, the Township Administrator, and Chief Craig Young will meet on Friday, November 14, 2025, to further review the discrepancy and ensure improved accuracy in future operating budgets.

2025-427 Mr. Radtke moved to approve additional appropriations for the Police Department in the amount of \$100,000 to fund 2081-210-190-0000 Salaries as listed below.

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

Fund	Description	Amount
2081-210-190-0000	Salaries	\$100,000.00

Public Comments/ Questions

2025-428 Mr. Radtke moved to approve the removal of the illegal ditch enclosure at 8564 Cedar Road. Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-429 Mr. Radtke moved to approve and sign the snow plowing agreement between Chester Township and the Geauga County Engineer for the purpose of providing snow and ice control on county roads by Chester Township for the winter season of 2025-2026 for the agreed upon amount of \$83,493.91.

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

2025-430 Mr. Radtke moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
364-2025	REG	\$3,551.23	McClean Company	Vibrating Roller
365-2025	REG	\$1,323.47	Chardon Welding Inc	Plow Parts for Truck #1
366-2025	REG	\$1,000.00	McMaster-Carr Supply Co	Various Parts / Attachments
368-2025	REG	\$5,000.00	Ascendance Trucks Midwest LLC	Various Truck Parts

Department Business- Fire

2025-431 Mr. Radtke moved to accept after the fact the resignation of Firefighter/Paramedic Nico Willrich effective 11/06/2025.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

Department Business- Police

2025-432 Mr. Radtke moved to approve Police Department expenditures as listed below.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
369-2025	REG	\$6,721.43	Hall Public Safety Co	2025 Dodge Durango Upfitting
367-2025	REG	\$265.50	Kimble Recycling & Disposal Inc	Trash Removal

Department Business- Zoning

No Business at This Time

New Business

Liquor Permit / Perky Kettle

The Board of Trustees reviewed and clarified the location associated with the liquor permit transfer and stated that they do not object.

2025-433 Mr. Radtke moved to not object to the transfer of a liquor permit from Perky Kettle LTD, 12650 West Geauga Plaza Unit 2 to Perky Kettle LTD, 8394 Mayfield Road.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

GOGov App

The GOGov app will provide residents with up-to-date information, including notifications regarding road closures, traffic alerts, special events, and other important announcements. Education and marketing sessions for the app are scheduled at Town Hall next week.

2025-434 Mr. Radtke moved to appoint Patricia Jarrett and Craig Richter to the Board of the Township Volunteer Peace Officers' Dependents Fund for calendar year 2026.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-435 Mr. Radtke moved to appoint Craig Richter and Patricia Jarrett to the Board of the Township Volunteer Firefighters' Dependents Fund for calendar year 2026.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-436 Mr. Radtke moved to approve and authorize the use of Chester Township property located at 12535 Chillicothe Road / Recycle Park parcel (rear parking area) from Saturday, November 15th - Tuesday, November 18th. The request is made by Ms. Megan Glazen and it is to be used for the parking of vehicles related to approximately 65-70 movie crew members.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Township Park

Pickleball Court Repair

The asphalt at the Pickleball courts has developed a crack and is in need of repair. Mr. Leven contacted both the Park Board and a contractor regarding the issue. The contractor advised that, due to seasonal weather conditions, the repair should be postponed until spring. Mr. Radtke commented that completing the asphalt repair sooner rather than later would be ideal.

Mr. Radtke requested a joint meeting with the Park Board to discuss the park improvements. An invitation will be drafted with bullet points for discussion.

Mr. Mazzurco attended the weekly meeting of the Geauga West Rotary Club, where the organization requested \$1,000.00 to purchase additional lighting for the annual Winter Fest at Parkside Park. The Board determined that NOPEC grant funds will be utilized to fulfill this request.

2025-437 Mr. Radtke moved to approve up to \$1,000.00 for the purchase of Winter Fest lights for the use of Chester Township Park.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Financial Items

2025-438 Mr. Radtke moved to approve the 2026 Chester Township Temporary Appropriations in the amount of \$ 10,169,410.14 as presented by the Fiscal Officer.
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

2025-439 Mr. Radtke moved to approve the request for real estate collection tax advances for the following dates and the respective funds: January 30, 2026, February 18, 2026, July 1, 2026 and July 15, 2026 Funds – General; Road and Bridge; Police Department; and Fire Department. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

2025-440 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
RD	\$3,551.23	2031-330-360-0000	2031-760-740-0000	McLean Invoice
PD	\$108.23	2081-210-599-000	2081-760-750-0302	Hall Pub Sfty 2025 Durango

CHECKS		
Date	Starting No.	Ending No.
11/18/25	88255	88262
11/13/25	88263	88320
Fiscal Officer's note: the last check number used on 10/30 was 88254		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
11/18/25	2823-2025	2898-2025	Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
2900-2025	First National Bank EFTPS	\$23,348.16	11/18/25	Employee & employer withholding – Federal
2902-2025	Ohio Department of Taxation	\$102.54	12/12/25	Employee & employer withholding – Local School Dist.
2901-2025	Treasurer, State of Ohio	\$3,959.53	11/18/25	Employee & employer withholding – State
2903-2025	Regional Income Tax Agency (RITA)	\$2,145.99	12/12/25	Employee & employer withholding

Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date	10/31/2025		
Prior UAN Balance			8,724,984.45
Actual Receipts	+	117,604.18	
Transfers for UAN Only	+	600,000.00	
Total Receipts	=		717,604.18
Payments	-	983,088.63	
Transfers for UAN Only	-	600,000.00	
Total Payments	=		1,583,088.63
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	10/31/2025		\$7,859,500.00
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	10/31/2025		\$7,859,500.00

Entered bank balances as of	10/31/2025		\$8,177,438.52
Deposits in transit	+		0.00
Outstanding payments	-		317,938.52
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	10/31/2025		7,859,500.00

Check 0.00

Chester Township Bank Balances			
As of	10/31/2025		
Business Banking			\$400,000.00
FNB Sweep Account			525,125.88
Star Ohio			7,252,312.64
Total			\$8,177,438.52

Check 0.00

Open/Ongoing Items

Property Maintenance Code

No Update

Land Use Plan Survey

No Update

Capital Projects

The Township Administrator reviewed potential capital projects with the Board of Trustees, including the possible future placement of the Police Department, Town Hall, and Fire Department.

Note: Mr. Radtke requested that a meeting be coordinated with the City of Cleveland to discuss drinking water matters.

Township Records Commission

No Update

Upcoming Items/Deadlines

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

Organizational Meeting-Thursday, December 11th 2025 at 5:30 PM

Discussions

Cell Phones

Mr. Davis, newly elected official, expressed interest in using his personal cell phone for township business. The township’s provider, FirstNet, offers priority access for officials, and because of this, Mr. Richter recommended that Mr. Davis obtain an alternate number specifically for township use.

OTA Winter Conference

Chris Alusheff will attend. Mr. Richter recommended the newly elected Trustee, Brandon Davis, to attend.

Reserve Funds Motor Vehicle and Equipment

No update

Heath Care Deductibles

No Update

Christmas Tree Banner

Electolite expressed interest in displaying a Christmas banner but would need Board approval before proceeding. No recent communication has been received regarding the banner.

Buck Stop Property

The Township Administrator has been in contact with the owner and Economic Development. In the meantime, new grant opportunities are becoming available.

Township Administrator's Compensation & Spending Authority

Mr. Richter clarified the spending authority of the Township Administrator and discredited the misinformation that was circulating during the election.

Government Update- 11/13, JM; 11/26, CR; 12/11, KR

Executive Session

2025-441 Mr. Radtke moved to enter into executive session at 8:08 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 Brandon Davis and Township Administrator Mark Purchase.

The Board reentered public session at 8:30 PM.

2025-442 Mr. Radtke moved to approve and initiate the MOU terms of an established and conditionally offered hourly pay increase with full-time Zoning Inspector, Chris Alusheff. This increase of .96 cents per hour is approximately 3% and shall become effective on Sunday / November 23rd 2025.

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

Note: New hourly wage is \$33.65 / \$69,992.00 from \$32.69 / \$67,995.20

ADJOURNMENT:

There being no further business before the Board, Mr. Radtke adjourned the meeting at 8:31 PM.

Respectfully submitted,

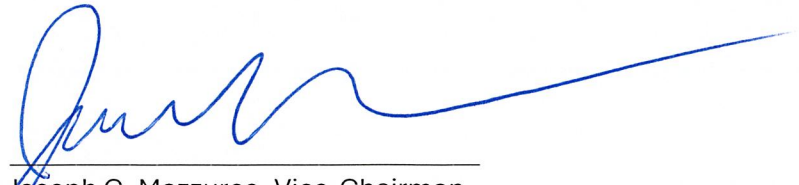


Patricia Jarrett, Fiscal Officer


11/26/25
Approval Date **Motion #: 2025-445**



Ken Radtke, Jr., Chairman



Joseph C. Mazzurco, Vice-Chairman



Craig S. Richter, Trustee