

The Chester Township Board of Trustees met in **regular** session on **Wednesday, November 26, 2025** in the Town Hall Meeting Room at **9:00 AM** 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 #: 2025-443**

#### **Executive Session**

**2025-443** Mr. Radtke moved to enter into executive session at 9:00 AM pursuant to Ohio Revised Code 121.22 G(1), to consider compensation of a public employee(s) and 121.22 G (4) reviewing negotiations and bargaining sessions with public employee(s) concerning their compensation or other terms of their employment. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

Invited into the executive session is John Onyshko, Brandon Davis, Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett.

The Board reentered public session at 9:19 AM.

**2025-444** Mr. Radtke moved to approve the terms of the conditional offer of employment, at the recommendation of the Road Superintendent John Onyshko and authorize the hiring of Ryan Dillon, to the position of Roader Worker I, at the entry level pay rate of \$26.27 per hour. Mr. Mazzurco seconded. Vote unanimous; motion passed.

#### **Approval of Minutes**

**2025-445** Mr. Radtke moved to approve the Board of Trustees meeting minutes for 10/30/25 and 11/13/25 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**

##### **School Zone Lights (Lindsey Elementary School)**

The lights will be replaced and the Road Superintendent is waiting for price quotes for installation and programming.

##### **Budget and Equipment Expenditure**

The Road Superintendent reported that several vehicles and pieces of equipment need repair or replacement. He noted that some of the Road Department's fleet is over 25 years old. As part of his recommendations, he advised the Board to consider purchasing a F-250 truck with a plow package to support ongoing departmental operations.

##### **Blackberry & Sperry Guard Rails**

The Road Superintendent reported that one guardrail will need to be replaced. An additional repair work is also required and will be scheduled for completion sometime next year.

##### **2026 Paving Projects**

The Road Superintendent and the Township Administrator met with Tim Woodcock from the Geauga County Engineer's Office and walked Chesterfield Lane to evaluate its current condition. The purpose of the review was to determine whether the roadway requires full reconstruction or if targeted pavement repairs and resurfacing would be sufficient.

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**Mailboxes**

Information received from the U.S. Post Office outlined their standard for mailbox placement, indicating mailboxes should be 8 inches from the edge of the road. Township staff and residents noted that this distance is too close to the travel lane on Woodland Trail and Pinewood Trail and could create safety concerns. After review, the Post Office and the Township Administrator agreed that mailboxes should not be located within the berm but instead placed further back to ensure proper clearance and safety.

**2025-446** Mr. Radtke moved to authorize the Road Superintendent to relocate mailboxes if necessary on Woodland Trail and Pinewood Trail.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2025-447** Mr. Radtke moved to approve after the fact \$1,431.32 payable to RAM Construction Services for additional anchors needed for salt dome project #501660, from appropriation 4902-760-720-0000 Buildings.  
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

**2025-448** Mr. Radtke moved to approve, request, and sign a letter to the Geauga County Engineer’s office to mark the ROW on Blackberry Drive behind the guardrail to repair hill slip.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

**2025-449** Mr. Radtke moved to approve Road Department expenditures as listed below.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
370-2025	REG	\$2,500.00	McMaster-Carr Supply Co.	Various Parts & Attachments
374-2025	REG	\$16,500.00	Lake Erie Construction Co.	Install of Guardrail near 11889 Sperry Rd
376-2025	TNN	\$1,431.32	Ram Construction Serv of Clev LLC	Additional Anchors for Salt Dome Project

**Department Business- Fire**

**2025-450** Mr. Radtke moved to approve Fire Department expenditures as listed below.  
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
373-2025	REG	\$651.72	Schaeffer IT Enterprises	Invoice 4036/ Pro and Tech Services
375-2025	REG	\$3,737.45	Parr Public Safety Equipment	Veh Mount & Panasonic Toughbook for Chief Car 3400

**Department Business- Police**

No business at this time

**Department Business- Zoning**

No business at this time

**New Business**

**2025-451** Mr. Radtke moved to not request a hearing with the Ohio Division of Liquor Control for a transfer of liquor license from 8389 Mayfield Road, El Paraiso Inc. Los Robles, Chesterland, to Compadres Grill VIII, Inc., Chesterland / Compadres Grill, 8389 Mayfield Road Suite A8-A13 at the same address.  
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

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**Township Park**

No business at this time

**Financial Items**

**2025-452** Mr. Radtke moved to amend Motion 2025-438 to the following. Move to approve the 2026 Township Temporary Appropriations in the amount of \$ 10,162,410.14 as presented by the Fiscal Officer. Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

**2025-453** 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	\$3,737.45	2281-230-599-0317	2281-760-740-0315	Parr Pub Safety

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	371-2025	TNN	\$9,285.32	Penn Ohio Corp	Clean Up Day Inv 54971
GEN	372-2025	TNN	\$2,024.00	Penn Ohio Corp	Penn OH Inv 55041 Scrap Tire

CHECKS		
Date	Starting No.	Ending No.
12/2/25	88322	88330
11/26/25	88321	88331
11/26/25	88332	88356
11/26/25	VOIDED 88357	FO Assistant Note
11/26/25	88358	88373
Fiscal Officer's note: the last check number used on 11/13/25 was 88320		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
12/2/25	2904-2025	2971-2025	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
11/26/25	2975-2025	2975-2025

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
2973-2025	First National Bank EFTPS	\$22,677.03	12/2/25	Employee & employer withholding – Federal
	Ohio Department of Taxation			Employee & employer withholding – Local School Dist.
2974-2025	Treasurer, State of Ohio	\$3,870.50	12/2/25	Employee & employer withholding – State
	Public Employees Retirement System	\$57,166.47	12/22/25	Employee & employer withholding – Retirement
2977-2025	Ohio Police & Fire Pension Fund	\$22,796.07	12/22/25	Employee & employer withholding – Retirement

**Fiscal Officer's Report**

**Health Care Insurance Audit**

The Fiscal Officer requested a Health Care Insurance audit be conducted after the first of the year. The audit may include verifying that dependents over the age of 26 are not listed on the policy and performing a random review of marriage certificates. The Fiscal Officer noted that while there is no indication of fraud within the Township, conducting the audit is a good practice to ensure accuracy and compliance.

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### **Federal Overtime Information**

The Fiscal Officer stated that each applicable employee will receive information with their W-2 outlining the amount of Federal Overtime they may be eligible to deduct on their tax return.

### **Open/Ongoing Items**

#### **Property Maintenance Code**

No Update

#### **Land Use Plan Survey**

This item is ongoing

### **Capital Projects**

The Township Administrator reviewed the preliminary concept drawings for the Police Department, Town Hall, and Fire Department. He explained that discussing these components collectively ensures a cohesive long-term plan, particularly if the projects are completed in phases. He emphasized the importance of identifying the appropriate location for the Police Department and any future facilities within the Recycle Park/Chester School area.

The Township Administrator noted the bid process should begin soon if the Township intends to proceed with the revised plans, which limit the design to five bays.

### **Capital Project Funding**

The Fiscal Officer discussed options for funding the upcoming projects and recommended moving forward with the suggestion to place Fire Station 2 up for sale. She reported that she spoke with Federal National Bank regarding a \$3 million financing option for the Road Department Service Garage. The bank requires a 20% down payment and would structure the financing as a construction loan. The Township would draw funds as needed and pay interest only on the amount drawn. Upon project completion, the loan would convert to a 20-year term.

The Fiscal Officer also recommended scheduling a phone call with a bond representative at the next Board of Trustees meeting to present an additional financing option to the elected officials.

### **Township Records Commission**

A public meeting will be scheduled for Thursday, December 11, 2025 at 5:00 PM

### **Upcoming Items/Deadlines**

- Town Hall Closed Thursday, November 27<sup>th</sup> and Friday, November 28<sup>th</sup>
- Saturday, November 29<sup>th</sup>-Rotary Club Winter Fest 5PM at Parkside Park
- Police Department Operation Santa Sleigh- Saturday, December 13, 2025 10:45 AM-2:00 PM WGMS
- Organizational Meeting-Thursday, December 11<sup>th</sup> 2025 at 5:30 PM
- Wednesday, December 24, 2025, 9:00 AM Board of Trustees Meeting
- OTA Winter Conference

### **Discussions**

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

A study will be conducted for the Fire Department. The Township Administrator will move forward with this.

#### **Health Care Deductibles**

No update

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**Cell Phones**

Mr. Davis, newly elected official, inquired about the option of using his personal cell phone for Township business. The Board of Trustees recommended that he utilize a Township-issued phone and number. No formal decision was made at this time.

**Government Update-** 11/26, **CR**; 12/11, **KR**; 12/24, **JM**

**2025-454** Mr. Radtke moved to enter into executive session at 10:15 AM pursuant to Ohio Revised Code 121.22 G(1), to consider appointment and compensation of a public employee.  
Mr. Mazzurco seconded. Roll call vote: Mr. Radtke, yes; Mr. Mazzurco, yes; Mr. Richter, yes. Motion passed.

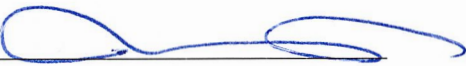
Invited into the executive session is Chris Alusheff, Brandon Davis, Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett.

The Board reentered public session at 10:34 AM.

**ADJOURNMENT:**

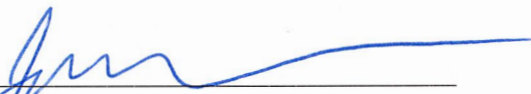
There being no further business before the Board, Mr. Radtke adjourned the meeting at 10:34 AM.

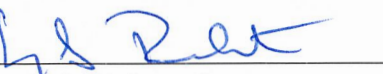
Respectfully submitted,

  
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Patricia Jarrett, Fiscal Officer

12/11/25    Motion #: 2025-468  
Approval Date

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

  
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Joseph C. Mazzurco, Vice-Chairman

  
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Craig S. Richter, Trustee