

The Chester Township Board of Trustees met in **Regular** session on **Thursday, December 11, 2025** in the Town Hall Meeting Room at **5:19 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 #: 2025-455

2026 ORGANIZATIONAL MEETING

Executive Session

2025-455 Mr. Radtke moved to approve to enter into executive session at 5:20 PM pursuant to Ohio Revised Code 121.22 (G) (1) to consider the compensation of public employee(s) and Ohio Revised Code 121.22 (G)(4) to review negotiations and bargaining sessions with public employee(s) concerning their compensation or other terms and conditions 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, Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett.

Trustee-elect Brandon Davis was invited in and entered executive session at 5:30 PM.

The Board reentered public session at 5:43 PM.

Election Of Officers For 2026

- *Fiscal Officer calls for nominations for Chairperson of the Chester Township Board of Trustees:*

2025-456 All those in favor of Craig S. Richter as Chairperson beginning January 1, 2026.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

- *Chairperson calls for nominations for Vice Chairperson of the Chester Township Board of Trustees:*

2025-457 All those in favor of Ken Radtke Jr. as Vice-Chairperson beginning January 1, 2026.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-458 Mr. Radtke moved to re-appoint Mark Purchase to the position of Township Administrator for calendar year 2026 along with his voluntary request to withdraw from any hourly wage increase consideration, effective 1/1/2026, with no overtime, for the fiscal year 2026, and authorized the Township Fiscal Officer to provide Administrator Purchase with two weeks' vacation.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

Department Business – Road

Morton Salt Payment

Testing conducted on salt received from Morton, initiated by the Road Superintendent, indicated results well below required standards. The Township is awaiting a response from Morton regarding cost considerations and future salt deliveries.

2025-459 Mr. Radtke moved to approve the hiring on Ryan Dillon as recommended by the Road Superintendent for the position of Road Worker I at a hourly rate of \$27.05 pending drug screen and background check with an effective date of January 5, 2026.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-460 Mr. Radtke moved to approve Road Department expenditures as listed below.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
390-2025	REG	\$21,274.00	Morton Salt Inc.	Road Salt
378-2025	REG	\$24,200.00	Morton Salt Inc.	2025-26 Salt
391-2025	REG	\$6,304.00	Ascendance Trucks Midwest LLC	Various Truck Parts
383-2025	REG	\$1,200.00	Vancuren Services	Removal of tree near 12585 Chesterfield Ln
384-2025	REG	\$1,000.00	GPD Group/Geotechnical Services Inc	Sieve Test on Salt Delivered
381-2025	REG	\$10,202.85	Bureau of Workers Compensation	Installation 11/28/25

Board of Trustees Meetings

2025-461 Mr. Radtke moved to approve all meetings of the Chester Township Board of Trustees be held in accordance with Ohio Revised Code Section 121.22 “Ohio’s Open Meetings Act.”
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-462 Mr. Radtke moved to approve regular meetings of the Chester Township Board of Trustees for the calendar year 2026 will be every other Thursday at 6:30 PM at Town Hall starting January 8, 2026 unless otherwise cancelled or rescheduled by the Board Chair, Vice-Chair or Trustee as available. Notice of cancelled or rescheduled regular meetings will be posted at the entry to Town Hall. Media and citizens that have requested notification will receive advance notice.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-463 Mr. Radtke moved to approve notice of special meetings of the Chester Township Board of Trustees for the calendar year 2026 be posted at least 24 hours in advance at the entry to Town Hall. Media and citizens that have requested notification will receive 24-hour advance notice. All meeting notices for special meetings shall state the purpose for the meeting.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-464 Mr. Radtke moved to approve notice of emergency meetings of the Chester Township Board of Trustees for the calendar year 2026 be posted at the entry to Town Hall in advance of the meetings.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Township Expenditures

2025-465 Mr. Radtke moved to authorize the Township Trustees, the Fiscal Officer, the Chief of Police, the Fire/Rescue Chief and the Road Superintendent to incur obligations of \$1,000.00 or less on behalf of the Township for all Township related needs, and that the Administrative Assistant can incur obligations of \$350.00 or less on behalf of the Township for all Town Hall administrative needs, and the Township Administrator can incur obligations of \$3,500.00 or less for all Township related needs pursuant to all statutory guidelines in ORC 507.11.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Annual Formation of Township Committees

2025-466 Mr. Radtke moved to approve the continuation of the Land Use Planning Committee for the 2026 calendar year.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Appointment Of Trustee Representatives Where Required

2025-467 Mr. Radtke moved to approve the Township representation as follows for the calendar year 2026. Mr. Mazzurco seconded. Vote unanimous; motion passed.

- Geauga Health District Advisory Council: Chairman: Craig S. Richter; Alternate: Ken Radtke Jr.
- SWCD Phase 2 Representative: Ken Radtke Jr.
- Road Department Liaison: Brandon Davis
- Fire Department Liaison: Craig S. Richter
- Police Department Liaison: Ken Radtke Jr.
- Zoning Inspector/Zoning Commission/BZA Liaison: Brandon Davis
- Park Liaison: Craig S. Richter
- Credit Card Compliance Officer: Craig S. Richter
- OTARMA Representative: Ken Radtke Jr.; Alternate: Craig S. Richter

Approval of Minutes

2025-468 Mr. Radtke moved to approve the Board of Trustees meeting minutes for 11/26/25 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes. Mr. Mazzurco seconded. Vote unanimous; motion passed.

Public Comments/Questions

No comments or questions from the public.

Township Administrator

Geauga West Rotary Club submitted additional receipts for Winter Fest expenses. The Board had previously approved funding in an amount up to \$1,000.

Department Business – Fire

2025-469 Mr. Radtke moved to approve the leave of absence for Part-Time Firefighter/Paramedic Josh Puskar for the month of January 2026. Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-470 Mr. Radtke moved to accept after the fact resignation of Firefighter/EMT-Basic Jayden Trammell effective 12/05/2025. Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-471 Mr. Radtke moved to accept after the fact the retirement of Fire Inspector Kieth Kanner effective 12/05/2025. Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-472 Mr. Radtke moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
381-2025	REG	\$18,196.15	Bureau of Workers Compensation	Installment 11/28/25
379-2025	TNN	\$702.09	Silco Fire and Security	Invoice # 6039471
389-2025	REG	\$335.00	Geauga Door Sales & Service	Repair of First Bay Door
392-2025	REG	\$1,555.03	Countryside Truck Service Inc	Repair/Redirect of Exhaust on Engine 3424
387-2025	REG	\$220.00	Spectrum	Internet Through Year End
388-2025	REG	\$1,200.00	GoGOV Inc	GONotify Notifications & Alerts

Department Business – Police

2025-473 Mr. Radtke moved to approve Police Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
387-2025	REG	\$180.00	Spectrum	Internet Through Year End
388-2025	REG	\$1,200.00	GoGOV	GONotify Notifications & Alerts
386-2025	REG	\$1,000.00	The Forensic Group	Suitability Evaluation

Department Business – Zoning

2025-474 Mr. Radtke moved to approve and authorize the annual renewal and payment for the iWorq's software subscription, which is currently utilized within the Township zoning office at annual cost of \$3,000.00 and will ensure access through the 2026 Calander year.

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

New Business

2025-475 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)
25-017	3	015	1

2025-476 Mr. Radtke moved to approve and sign cemetery deed transfers of the following plot(s) listed below.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

DEED #	SECTION	PLOT	SITE(S)
25-014	B	014	3
25-015	B	016	1
25-016	B	016	2

Donations

2025-477 Mr. Radtke moved to approve and accept after the fact donations as listed in the table below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

Donations Received		
Received from	Amount	Description
Craig S. Richter	\$50.00	Chocolate for Smores (Winter Fest 2025)
Mark Purchase	\$50.00	Graham Crackers & Marshmallows (Winter Fest 2025)

Financial Items

2025-478 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	388-2025	REG	\$1,200.00	GoGOV Inc	GoNotify Notifications & Alerts
GEN	385-2025	REG	\$7,953.00	Signal Service Co	Traffic Signal Equip Intersection of Caves & Lindsey Elementary
GEN	380-2025	REG	\$3,000.00	IWorq Systems	Zoning Software
GEN	377-2025	REG	\$852.63	Chesterland Rotary Foundation, Inc	Winter Fest 2025 Lights

CHECKS		
Date	Starting No.	Ending No.
12/16/25	88374	88381
12/11/25	88382	88444
Fiscal Officer's note: the last check number used on 11/26/25 was 88373		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
12/16/25	2980-2025	2988-2025	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
12/11/25	3069-2025	3069-2025

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
3065-2025	First National Bank EFTPS	\$24,362.42	12/16/25	Employee & employer withholding – Federal
3067-2025	Ohio Department of Taxation	\$110.04	12/31/25	Employee & employer withholding – Local School Dist.
3066-2025	Treasurer, State of Ohio	\$4,144.40	12/16/25	Employee & employer withholding – State

Fiscal Officer's Report

The Fiscal Officer advised the Board that matters related to overtime, continuing education, UAN, and health care deductibles are ongoing.

Chester Township Bank Reconciliation			
Reconciled date		11/30/2025	
Prior UAN Balance			7,859,500.00
Actual Receipts	+	109,344.46	
Transfers for UAN Only	+	750,000.00	
Total Receipts	=		859,344.46
Payments	-	1,371,967.01	
Transfers for UAN Only	-	0.00	
Total Payments	=		1,371,967.01
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	11/30/2025		\$7,346,877.45
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	11/30/2025		\$7,346,877.45

Entered bank balances as of	11/30/2025		\$7,417,851.95
Deposits in transit	+		1,060.00
Outstanding payments	-		72,034.50
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	11/30/2025		7,346,877.45
	Check		0.00

Chester Township Bank Balances			
As of	11/30/2025		
Business Banking			\$400,000.00
FNB Sweep Account			492,022.62
Star Ohio			6,525,829.33
Total			\$7,417,851.95
	Check		0.00

Open/Ongoing Items

Property Maintenance Code

No update

Land Use Plan Survey

The deadline for completion of the survey is December 15, 2025.

Capital Projects

After review, the Board will provide comments to the Township Administrator regarding a decision on the Road Department Service Garage.

Records Commission

The Commission will finalize the matter and entertain a motion to approve at the December 24, 2025 meeting.

Records Retention

The Board discussed actively managing records retention with an emphasis on cleanup, education, and enforcement. Discussion included email retention and the importance of consistency with the records retention policy adopted by the Board.

Upcoming Items/Deadlines

Police Department Operation Santa Sleigh- 12/13 at WGMS

Wednesday, December 24, 2025, 9:00 AM Board of Trustees Meeting

The Records Commission will hold a special meeting on December 24, 2025, at 8:45 a.m. The meeting will be advertised to the public, and the topic will be Records Commission business.

GCTA Dinner / Meeting on 1/14: RSVP Due for Chester Twp by 12/23

OTA Winter Conference February 4th-6th

Discussions

Chester Twp Connect App

A Policy will be developed to provide guidelines for the Townships notification app.

Signs in the Road Right-of-Way

ODOT advised that sign clearing within the road right-of-way on state routes is handled by ODOT. No clearing by the Township is permitted on state routes. The importance of educating the public on proper sign placement and applicable regulations was discussed.

Reserve Funds Motor Vehicle and Equipment

No Update

Health Care Deductibles

No Update

Cell Phones

Trustee-elect Brandon Davis received his township-issued cell number.

Government Update- 12/11, KR; 12/24, JM; 1/8, CR

Executive Session

2025-479 Mr. Radtke moved to approve to enter into executive session at 6:35 PM pursuant to Ohio Revised Code 121.22 (G) (1) to consider the compensation and appointment of a public employees.

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, Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett

The Board reentered public session at 7:28 PM.

2025-480 Mr. Radtke moved to re-appoint Craig Young to the position of Police Chief for the calendar year 2026.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-481 Mr. Radtke moved to re-appoint Andrew Nagy to the position of Fire Chief for calendar year 2026.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-482 Mr. Radtke moved to re-appoint John Onyshko to the position of Road Superintendent for calendar year 2026.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

2025-483 Mr. Radtke moved to re-appoint Jeff Sherwood to the position of Police Captain for calendar year 2026.


Mr. Mazzurco seconded. Vote unanimous; motion passed.

Note: Ken Radtke Jr. will be the liaison for NOPEC and Geauga Trumbull Solid Waste Management District (GTSWMD) grant applications.

ADJOURNMENT:

There being no further business before the Board, Mr. Radtke adjourned the meeting at 7:32 PM.

Respectfully submitted,



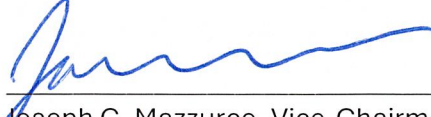
Patricia Jarrett, Fiscal Officer

12/24/25 Motion #: 2025-500

Approval Date



Ken Radtke, Jr., Chairman



Joseph C. Mazzurco, Vice-Chairman



Craig S. Richter, Trustee