

The Chester Township Board of Trustees met in **Special** session on **Thursday, December 11, 2025** in the Town Hall Meeting Room at **5:00 PM** Chairman Ken Radtke Jr. presided.

Roll Call: Present: Ken Radtke Jr., Trustee, Records Commission Chair
Patricia Jarrett, Fiscal Officer, Records Commission Vice-Chair
Joseph Mazzurco, Trustee
Mark Purchase, Township Administrator
Craig S. Richter, Trustee - arrived at 5:08 PM

Pledge of Allegiance to the Flag

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

Leading Motion #: 2025-455

Topic of Discussion

Records Commission

Chester Township's draft records retention document was reviewed by the group with some input and clarification provided. Mr. Radtke noted that he had spoken with individual department heads to determine their specific requirements and what documents each department is responsible for retaining, and for how long. A few changes will be incorporated into a final draft to be presented to the board and voted on at the next meeting on December 24, 2025.

ADJOURNMENT:

There being no further business before the Board, Mr. Radtke adjourned the meeting at 5:19 PM.

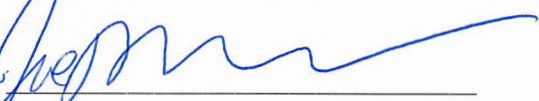
Respectfully submitted,


Patricia Jarrett, Fiscal Officer


Ken Radtke, Jr., Chairman


Craig S. Richter, Trustee

12/24/25 Motion #: 2025-500
Approval Date


Joseph C. Mazzurco, Vice-Chairman