

The Chester Township Board of Trustees met in **SPECIAL** session on **Wednesday, December 24, 2025** in the Town Hall Meeting Room at **8:45 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 #: 2025-484

Topic of Discussion

Records Commission

Mr. Radtke presented the updated Chester Township Records Retention Schedule after receiving feedback from some of the department heads. A motion will follow.

2025-484 Mr. Radtke move to approve the updated Chester Township Records Retention Schedule (RC-2) effective January 1, 2026 and authorize Fiscal Officer Patricia Jarrett to sign on behalf of the township. Mr. Mazzurco seconded. Vote unanimous; motion passed.

ADJOURNMENT:

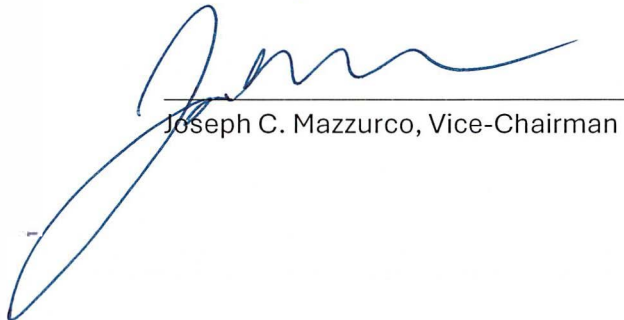
There being no further business before the Board, Mr. Radtke adjourned the meeting at 8:48 AM.

Respectfully submitted,


Patricia Jarrett, Fiscal Officer


1/8/26 Motion# 2026-02
Approval Date


Ken Radtke, Jr., Chairman


Joseph C. Mazzurco, Vice-Chairman


Craig S. Richter, Trustee