

The Chester Township Board of Trustees met in **Regular** session on **Thursday, February 5, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter 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 #: 2026-35

Presentation: Jack Knoop-Boy / Eagle Scout Project

Jack Knoop presented his Eagle Scout project proposal to the Board of Trustees for the Township property at 112255 Chillicothe Road. The project includes creating fish habitat and general park improvements. Jack noted the location is personally significant, as it is where he learned to fish, and he has observed a recent decline in the fish population. Proposed improvements include adding fish habitat structures and replacing a deteriorating picnic table he will build. He also requested consideration of naming the park if it is currently unnamed. Jack requested Board permission and signatures on his project approval form. Upon Township approval, the proposal will be submitted to the Eagle Scout Board, which will determine if the project is acceptable.

2026-35 Mr. Richter moved to approve and sign the Eagle Scout permission form to start the Eagle Scout project.

Mr. Davis seconded. Vote unanimous; motion passed.

11500 Foxhaven Drive

Residents addressed the Board regarding the deteriorating condition of the property at 11500 Foxhaven Drive, noting safety concerns. Mr. Radtke explained that in cases of unsecured property, the Fire Department conducts an assessment. If warranted, the Board of Trustees would approve action and forward the matter to Geauga County. Upon acceptance, the property owner would receive advance notice to repair or demolish the structure. A lien may be placed on the property until it is sold. Mr. Radtke will draft a letter to the owner and send certified from the Board of Trustees.

Approval of Minutes

2026-36 Mr. Richter moved to approve the Board of Trustees meeting minutes on 1/22/26 and special meeting on 1/26/26 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes.

Mr. Davis seconded. Vote unanimous; motion passed.

Department Business- Road

Mailbox Reimbursement

A resident inquired about receiving reimbursement instead of the Road Department’s standard mailbox replacement and installation, as he would like to replace and install the mailbox himself.

2026-37 Mr. Richter moved to approve a check to Tim Shipley at 12050 Sandgate Circle in the amount of \$150.00 and a check to Carmine Tortora at 8658 Ranch Drive in the amount of \$150.00 for reimbursement of plow damage to each mailbox post from account number 2031-330-599-0000 Other-Other Expenses.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-38 Mr. Richter moved to approve and create a purchase order in the amount of \$30,820.16 for App Architecture and their design services, as it relates to the Site Development phase of the Road Department Garage. This approval shall be made payable to App Architecture 615 Woodside Drive, Englewood, Ohio 45322 from the following Township account: Road Department / Reserve Fund / Buildings 4902-760-720-0000
Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-39 Mr. Richter moved to approve and amend the Chester Township Road Department job description 12.32, from Administrative Assistant / Cemetery Sexton to Administrative Assistant / Cemetery Coordinator, effective February 6th, 2026.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-40 Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
127-2026	REG	\$6,000.00	Enbridge Gas Ohio	Natural Gas
126-2026	REG	\$30,840.16	App Architecture	Invoice# 00005 RD Building Project
124-2026	REG	\$15,000.00	Matthew Harrill	2005 90W Bandit Chipper

Department Business- Fire

2026-41 Mr. Richter moved to approve after the fact the accepting of a \$2,500 donation from the Geauga Aerie #2261 Fraternal Order of Eagles- 317 Water Street Chardon, Ohio 44024.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-42 Mr. Richter moved to approve the creation of a Purchase Order from Fire Appropriated line item 2211-220-360-0308 for MES (Municipal Emergency Services), located at PO Box 856892 Minneapolis, MN 55485-6892, for \$2,400. This service is for the 5-year hydro testing and certification of all department Self-Contained Breathing Apparatus (SCBA) bottles.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-43 Mr. Richter moved to approve after the fact a leave of absence for Part-Time Firefighter/Paramedic Jason Beltran for 90 days effective February 1st 2026
Mr. Davis seconded. Vote unanimous; motion passed.

Department Business- Police

2026-44 Mr. Richter moved to approve, after the fact the extension of a Conditional Offer of Employment, as requested by the Police Chief to Timothy Staley Jr., for the position of full-time police officer.

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

Department Business- Zoning

Trustee Mr. Davis attended a presentation by Chris Alusheff at the Ohio Township Association Winter Conference in Columbus.

New Business

GCPC / County Farmland Preservation Grant Opportunity (KR)

The Geauga County Planning Commission requested support for its application to the Ohio Department of Agriculture Land Use Planning Grant to update the Geauga County Farmland Preservation Plan.

2026-45 Mr. Richter moved to approve and authorize a letter of support to Geauga County Planning Commission for its application to the Ohio Department of Agriculture Land Use Planning Grant, which seeks to update the Geauga County Farmland Preservation Plan.

Mr. Davis seconded. Vote unanimous; motion passed.

2026-46 Mr. Richter moved to approve and reappoint Linda Palchick to a position on the West Geauga Community Joint Recreational District Board for a 3-year term expiring March 31, 2029.

Mr. Davis seconded. Vote unanimous; motion passed.

Township Park

No date or location has been decided. Mr. Richter will contact the Chester Park Board to finalize.

Financial Items

2026-47 Mr. Richter moved to approve financial transactions as listed below.

Mr. Davis seconded. Vote unanimous; motion passed.

INTRA-FUND TRANSFERS				
Fund	Amount	From Account	To Account	Purpose
RD	\$55,000.00	2031-330-360-0000	2031-760-750-0000	Truck Purchase
Gas Tax	\$15,000.00	2021-330-360-0000	2021-760-740-0000	Chipper Purchase

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	123-2026	REG	\$500.00	Patton Pest Control	Pest Control

CHECKS		
Date	Starting No.	Ending No.
2/10/26	88601	88609
2/05/26	88610	88657
Fiscal Officer's note: the last check number used on 88600 was 1/22/26		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
2/10/26	160-2026	161-2026	Payroll
2/10/26	163-2026	230-2026	Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
232-2026	First National Bank EFTPS	\$26,092.06	2/10/26	Employee & employer withholding – Federal
233-2026	Treasurer, State of Ohio	\$4,518.10	2/10/26	Employee & employer withholding – State
234-2026	Public Employees Retirement System	\$99,314.33	2/24/26	Employee & employer withholding – Retirement
235-2026	Ohio Police & Fire Pension Fund	\$35,577.92	2/24/26	Employee & employer withholding – Retirement

Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date		12/31/2025	
Prior UAN Balance			7,346,877.45
Actual Receipts	+	96,565.25	
Transfers for UAN Only	+	750,000.00	
Total Receipts	=		846,565.25
Payments	-	1,728,590.31	
Transfers for UAN Only	-	0.00	
Total Payments	=		1,728,590.31
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	12/31/2025		\$6,464,852.39
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	12/31/2025		\$6,464,852.39
Entered bank balances as of	12/31/2025		\$6,550,694.22
Deposits in transit	+		0.00
Outstanding payments	-		84,827.90
Outstanding adjustments	+		0.00
Outstanding adjustments	-		1,013.93
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	12/31/2025		6,464,852.39

Check 0.00

Chester Township Bank Balances			
As of		12/31/2025	
Business Banking			\$400,000.00

FNB Sweep Account			354,204.94
Star Ohio			5,796,489.28
Total			\$6,550,694.22

Check 0.00

All requirements to close out fiscal year 2025 have been completed and the materials are ready for upload. A legal advertisement has been requested regarding the completion of the annual financial reports and will be published in the Maple Leaf on February 11. The report will be available for public inspection at Chester Town Hall.

The Volunteer Peace Officer’s Dependents Fund website is still being updated. Once completed, the Fiscal Officer will proceed with filing.

On Wednesday, February 11, 2026, at the Board of Trustees special meeting, a representative from First National Bank will provide a financial presentation regarding the Road Department Service Garage.

Open/Ongoing Items

Open for Business Campaign (BD)

Additional information will be gathered on this concept, and discussions will continue at a future time.

America 250 Chester (BD)

Planning and details for celebrating America’s 250th Anniversary are currently in progress.

Outside Legal Counsel

Mr. Davis provided an update and stated he is currently addressing this matter.

Limited Home Rule

A key element of Limited Home Rule is that it allows for ready enforcement of zoning regulations and requires the municipality to have a Law Director.

Capital Projects

No Update at this time.

Recycling Grants (KR)

The resolution was sent to the assistant prosecutor for review.

Upcoming Items/Deadlines

Discussions

2026 Road Department / Operating Levy (MP)

A future meeting with the Road Superintendent to discuss the Road Department Levy

Lindsey Elementary /Play

Mr. Davis presented an opportunity to sponsor the upcoming Lindsey Elementary School play through an advertisement. The elected officials agreed to place an advertisement in support of the play, with each official contributing personally toward the sponsorship.

Fire Station 2 Property

Resident Mr. Mazzurco inquired about the property known as Fire Station 2. Mr. Richter and the Fire Chief reviewed the status of the property and the equipment stored at that location. No decisions were made at this time.

Government Update- 2/5, **BD**; 2/19, **CR**; 3/5, **KR**

Executive Session

2026-48 Mr. Richter moved to enter into executive session at 7:30 PM pursuant to Ohio Revised Code 121.22 (G) (1) to consider compensation of a public employee(s).

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

Invited into the executive session is Township Administrator Mark Purchase and Fiscal Officer Patricia Jarrett.

Mark Purchase left the meeting at 7:57 PM.

The Board reentered public session at 8:06 PM.

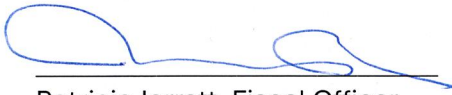
Website Updates (BD)

Mr. Davis discussed cleanup issues and stated he has someone available to assist with the website. No decision was made.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:08 PM.

Respectfully submitted,



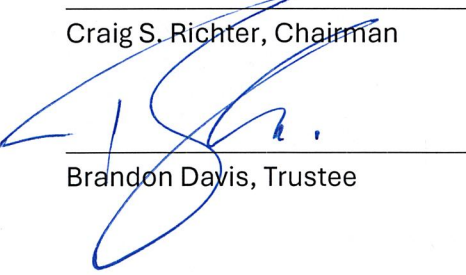
Patricia Jarrett, Fiscal Officer

2/19/26

Approval Date

Craig S. Richter, Chairman



Ken Radtke Jr., Vice-Chairman

Brandon Davis, Trustee