

The Chester Township Board of Trustees met in **Regular** session on **Thursday, February 19, 2026** in the Town Hall Meeting Room at **6:30 PM** Vice Chairman Ken Radtke Jr. presided.

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**Roll Call:** Present: Ken Radtke Jr. – Vice Chairman  
Brandon Davis - Trustee  
Patricia Jarrett – Fiscal Officer  
Absent: Craig S. Richter - Trustee

**Pledge of Allegiance to the Flag**

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

**Leading Motion #: 2026-51**

**6:30 PM- Opening of the Chester Township Landscaping Maintenance Bids**

**2026-51** Mr. Radtke moved to authorize and open the bids pertaining to Chester Township Landscaping Maintenance and forward the bids to the Township Administrator for his review and recommendation.

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

**Presentation: Kenny Leonardi, Founder / CEO / President of T.O.T. "Teaching Our Traditions"**

Mr. Kenny Leonardi, Founder of T.O.T. "Teaching Our Traditions," a nonprofit organization, addressed the Board. He explained that the organization provides instruction in hunting and fishing fundamentals, as well as hands-on trade skills from kindergarten to 12<sup>th</sup> grade.

Mr. Leonardi stated that he has been working with the Western Reserve Land Conservancy and the Geauga Park District. He noted that the Geauga Park District is considering setting aside property for the T.O.T. program to provide an archery-only hunting experience.

Mr. Leonardi asked whether the township-owned property known as the "88 acres" could be utilized as a teaching area for hunting fundamentals with archery. He also indicated that landscaping and other hands-on learning experiences could potentially involve township property.

Additionally, Mr. Leonardi discussed upcoming hands-on projects the program will be participating in, including staining and painting. He stated that the program also offers after-school instruction for youth ages 16 and older on practical life skills such as changing a tire and basic banking.

Trustee Radtke stated that he will research what activities are permitted on the township property and report back to the Board.

**Presentation: Chester Grave Hunters / "Chesterland: Our Story Starts with Justice"**

Diana Kresnye, representing the Chester Grave Hunters, addressed the Board of Trustees regarding the significance of the 225<sup>th</sup> Anniversary of Chester and the recognition of one of the founding fathers, Justice Miner, Esq. and his wife Mabel.

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Justice Miner, along with his son Philo Miner and son-in-law Harvey Sheffield, began clearing land and constructing a log cabin at the southwest corner of Heath Road and Mayfield Road. After completing the cabin, Justice Miner returned to New York to prepare his family for relocation to the area.

Mrs. Kresnye stated that the anniversary is an opportunity to honor the early settlement of the community and the legacy of Justice Miner. She is proposing that the Board of Trustees adopt and sign a proclamation to be read at a community celebration event scheduled for April 23.

### **Approval of Minutes**

**2026-52** Mr. Radtke moved to approve the Board of Trustees meeting minutes for 2/5/26 and special meeting minutes for 2/11/26 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes.

Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

### **Department Business- Road**

#### **Driveway Pipe Replacement / Resident Invoices**

The Board discussed outstanding invoices for driveway pipe replacements that remain unpaid.

The Road Superintendent will issue a final notice to residents who have not submitted payment. The letter will inform residents that the Township offers payment plans as well.

Mr. Radtke suggested the letter include additional language advising that failure to remit payment or establish a payment plan may result in referral to small claims court and involvement of the Geauga County's Assistant Prosecuting Attorney for further action.

#### **Driveway Apron Policy Update**

The Board of Trustees and Township Administration (TA) discussed the driveway apron policy. The Township Administrator reviewed other policies, noting that some prohibit concrete in the road right-of-way (ROW), but the Township does not plan to enforce such a restriction.

The TA recommends that if a resident chooses to place concrete in the ROW, it is at their own risk. The resident should have a clear understanding that the Township will replace the apron with asphalt, not concrete, when road construction occurs and driveway aprons are involved. The Board also discussed the stipend available to residents who opt not to use asphalt and wish to apply it toward replacing concrete themselves.

Revising the current notification sent to residents regarding the driveway apron policy was discussed. No decision was made to the policy or the notification. This discussion will continue.

#### **Mailbox Replacement by the Township Vs Contractor**

The Township Administrator suggests amending the language under the Mailbox subsection in the current policy manual. The replacement mailbox provided by the Road Department is a 4x4, that is required size by the U.S. Postal Service.

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The Board also discussed adding the option to the policy manual of a \$150 stipend offered in lieu of Road Department mailbox replacement and installation. If the stipend is selected, full installation becomes the responsibility of the resident.

The Board discussed issues with mailboxes repositioned after the Pinewoods Trail road construction. Contractors placed mailboxes too close to the road and did not stabilize them correctly. The Road Department will restabilize and correctly position those mailboxes this year.

The TA recommended for the upcoming 2026 road projects that he will obtain written USPS specifications of mailbox placement and provide the specifications to the County Engineer, who can then relay the information to the contractors. This will ensure proper placement and installation depth of mailbox posts.

**2026-53** Mr. Radtke moved to authorize and establish Trustee Ken Radtke to serve as the Chief Executive Officer and certifying representative on behalf of the Chester Township Board of Trustees to submit an application to participate in the Ohio Public Works Commission / State Capital Improvement and/or Local Transportation Improvement program(s) and execute contracts and required.

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

**2026-54** Mr. Radtke moved to approve and attest the Chester Township Fiscal Officer to sign a "Certificate of Local Funds", thereby ensuring that Chester Township has, will have, or will collect the appropriate amount of funds required and will ensure that the loan funds are paid back in full.

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

**2026-55** Mr. Radtke moved to approve, sign, and submit the State of Ohio's Public Works Commissions application for financial assistance, as prepared by the Geauga County Engineer's Office and in relation to TR 0105 OH / The Embankment Stabilization of Heath Road, Section E, between Wilson Mills Road and Mulberry Road in Chester Township.

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

**2026-56** Mr. Radtke moved to approve a PO for Bill Conti Plumbing in the amount of \$8900.00 to provide labor to help the Road Department relocate the township water main using account number 4902-190-360-0000 Contracted Services Capital Projects Road

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

**2026-57** Mr. Radtke moved to approve per O.R.C. 505.10 (A)(7) the sale of the Road Department's 2023 Horizon SQ3TS Portable traffic lights, offered for public sale on Govdeals.com or alternative advertising websites, etc., with a minimum reserve of \$45,000.00.

Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

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**2026-58** Mr. Radtke moved to approve and sign a Resolution of Convenience and Necessity for the review of the slope failure behind the guardrail on Blackberry Lane in the 2026 season in Chester Township

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

**2026-59** Mr. Radtke moved to approve and sign a Resolution of Convenience and Necessity for the sizing of various pipes on Cherry Lane in the 2026 season in Chester Township

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

**2026-60** Mr. Radtke moved to approve Road Department expenditures as listed below.

Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
142-2026	REG	\$1,500	Grainger	Various Fasteners
141-2026	REG	\$5,000	Lawson Products Inc.	Various Fasteners
140-2026	REG	\$10,000	Arms Trucking Co.	Various Aggregate Materials
135-2026	REG	\$8,900	Bill Conti Plumbing LLC	Relocate Twp Water Main
133-2026	REG	\$20,000	Cleveland Plumbing Supply Co	Various Pipe Materials
128-2026	REG	\$5,000	Southeastern Equipment Co Inc	Various Parts for Gradall
143-2026	REG	\$1,751	Lacal Equipment Inc-113	Blades for John Deer Front Side Mower

**Department Business- Fire**

**2026-61** Mr. Radtke moved to approve a leave of absence for Part-Time Firefighter/Paramedic Vincent Scolaro for 90 days effective February 23rd 2026

Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

**2026-62** Mr. Radtke moved to approve Fire Department expenditures as listed below.

Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
134-2026	REG	\$1,570.84	Feniex Industries Inc	Emerg. Lighting & Siren for Pkup Truck
132-2026	REG	\$790.80	Geauga County Sheriff	Air Card Usage Inv 2026-004AC
130-2026	REG	\$2,400	Mes Service Co LLC	5 yr Hydro Testing/Certific. of SCBA Bottles
129-2026	REG	\$2,000	Chesterland Auto Repair LLC	Vehicle Repairs

**Department Business- Police**

**2026-63** Mr. Radtke moved to accept the resignation of Thomas Sindelar from the position of police officer, effective 03/03/2026.

Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

**2026-64** Mr. Radtke moved to approve Police Department expenditures as listed below.

Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

PO #	Type	Amount	Payable To	Purpose
131-2026	REG	\$1,400	Spectrum	Streaming TV & WIFI

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### **Department Business- Zoning**

The Community Forum to review the Land Use Plan Survey results has been scheduled for Tuesday, March 31, 2026, at 6:00 p.m. The meeting will be held at Mayfield Road United Methodist Church, 7747 Mayfield Road, Chesterland, located at the southwest corner of Mayfield Road and Caves Road.

Mr. Radtke reported that he met at 11500 Foxhaven Drive with the Chester Fire Chief and Geauga County Building Department Assistant Building Inspector. Following the inspection, the dwelling was declared unsafe, unsecured, and uninhabitable.

Letters have been requested from both the Fire Chief and the Assistant Building Inspector outlining their findings. In addition, Mr. Radtke discussed issuing correspondence to the property owner advising of the Township's expectations and required actions moving forward.

Mr. Radtke further reported that the Assistant Prosecutor said it was acceptable to reach out for resolution first before moving forward with a formal resolution. Upon passage, the Township will initiate the process for removal of the dwelling in accordance with Ohio Revised Code Section 505.86.

**2026-65** Mr. Radtke moved to authorize Ken Radtke to send a letter to the property owner at 11500 Foxhaven Drive to move forward with the demolition of unsecure and inhabitable building. Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Trustee Mr. Davis reported that the owners of the Buck Stop have filed the required demolition permit. He further stated that the environmental support grant application has also been submitted.

### **New Business**

Saturday, Harper Well Pump completed service on the Township well and sent notification to the EPA confirming that everything is operating properly. The residual chlorine levels may be adjusted over the next couple of weeks until stabilized. Glenn's Property Service will monitor levels using the appropriate instrument, testing three times per week to ensure accuracy

Mr. Davis discussed a performing arts center grant that the Township may apply for. Additional information will be collected before proceeding.

### **Township Park**

A joint special meeting is scheduled with the Park Board on Wednesday, February 25, 2026 at 6:30 pm at Chester Town Hall.

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**2026-66** Mr. Radtke moved to approve the use of Chester Township properties as listed below:

Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
Perennial Gardeners of Chesterland	Fri. 5/8	Thall Parking Lot	1-7	Setup
Perennial Gardeners of Chesterland	Sat. 5/9	Thall Parking Lot	6AM-3PM	Setup and Sales (8AM-2PM)
Perennial Gardeners of Chesterland	5/27	Thall Mtg Rm	6:30-9PM	Monthly Meeting

**Financial Items**

**2026-67** Mr. Radtke moved to approve financial transactions as listed below.

Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

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

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	137-2026	REG	\$342.00	Designs by Dianna LTD	3''Decal-250 <sup>th</sup> Anniversary
GEN	136-2026	REG	\$2,349.80	Docmann Marketing Group	11-4'x6' Township Flags

CHECKS		
Date	Starting No.	Ending No.
2/6/26	88658 (Woodchipper)	
2/24/26	88659	88666
2/19/26	88667	88705

Fiscal Officer's note: the last check number used on 2/5/26 was 88657

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
2/24/26	238-2026	310-2026	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
2/19/26	316-2026	316-2026

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
312-2026	First National Bank EFTPS	\$23,770.92	2/24/26	Employee & employer withholding – Federal
315-2026	Ohio Department of Taxation	\$116.13	3/13/26	Employee & employer withholding – Local School Dist.
313-2026	Treasurer, State of Ohio	\$3,986.10	2/24/26	Employee & employer withholding – State
315-2026	Regional Income Tax Agency	\$2,098.86	3/13/26	Employee & employer withholding

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**Fiscal Officer's Report**

<b>Chester Township Bank Reconciliation</b>			
<b>Reconciled date</b>		<b>1/31/2026</b>	
Prior UAN Balance			6,464,852.39
Actual Receipts	+	581,567.28	
Transfers for UAN Only	+	650,000.00	
Total Receipts	=		1,231,567.28
Payments	-	1,285,597.20	
Transfers for UAN Only	-	0.00	
Total Payments	=		1,285,597.20
Adjustments	+		0.00
Adjustments	-		0.00
<b>Current UAN balance as of</b>	<b>1/31/2026</b>		<b>\$6,410,822.47</b>
Other adjusting factors	+		-
Other adjusting factors	-		-
<b>Adjusted UAN balance as of</b>	<b>1/31/2026</b>		<b>\$6,410,822.47</b>
Entered bank balances as of	<b>1/31/2026</b>		\$6,421,286.58
Deposits in transit	+		0.00
Outstanding payments	-		10,464.11
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
<b>Adjusted bank balances as of</b>	<b>1/31/2026</b>		<b>6,410,822.47</b>
	Check		0.00

<b>Chester Township Bank Balances</b>			
<b>As of</b>		<b>1/31/2026</b>	
Business Banking			\$400,200.00
FNB Sweep Account			856,261.90
Star Ohio			5,164,824.68
<b>Total</b>			<b>\$6,421,286.58</b>
	Check		0.00

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The Fiscal Officer (FO) stated that the final report for covid grants has been filed and closed. The FO's office also received "*Highest Achievement in Open and Transparent Government*" certificate from the Auditor of State, Keith Faber.

Regarding funds received for the Salt Dome and the Police Department building, the FO stated that no filings have been completed to date. She is seeking guidance on the filing requirements, as she will be held responsible if required filings are not submitted. Sarah Fowler was instrumental in securing funding for the Salt Dome, and Sandra O'Brien secured funding for the Police Department building. It was suggested that the two legislators be contacted to discuss filing requirements and obtain additional necessary information.

The FO also discussed the option of offering Roth Ohio Deferred Compensation to employees. Additional information will be provided at a later date.

**Open/Ongoing Items**

**Open for Business Campaign (BD)**

No update at this time

**America 250 Chester (BD)**

The event is currently underway. Additional details will be provided as they become available.

**Outside Legal Counsel (ALL)**

No Update at this time

**Limited Home Rule**

No update at this time

**Capital Projects**

No update at this time

**Recycling Grants (6/30/26) (KR)**

On February 25 the Township will be notified if the grants have been approved.

**NOPEC Community Sponsorship (4/30/2026) (KR)**

**NOPEC Energized Community Grant (6/30/2026) (KR)**

**Upcoming Items/Deadlines**

**Memorial Day Speaker (ALL)**

The Trustees are seeking an individual who has served in the United States military, or a family member of someone who has served, with a meaningful connection to service and sacrifice, to speak at the Chester Township Memorial Day Service held at Chester Cemetery.

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**Discussions**

**2026 Road Department / Operating Levy (MP)**

No update at this time

**Website Updates (BD)**

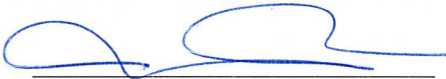
No update at this time

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

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:13 PM.

Respectfully submitted,



Patricia Jarrett, Fiscal Officer

3/5/26

Approval Date



Craig S. Richter, Chairman



Ken Radtke Jr., Vice-Chairman



Brandon Davis, Trustee