

The Chester Township Board of Trustees met in **Regular** session on **Thursday, March 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 #: 2026-77

Presentation: Director Christine Lakomiak Geauga County Department of Mental Health

Director Lakomiak spoke to the Board regarding a suicide prevention and crisis initiative 988 for Geauga County. She explained that the Geauga County Board of Commissioners authorized the creation of a suicide overdose fatality review board to identify trends and prevention opportunities. The review found that some suicides occur in local parks.

The initiative promotes the 988 Suicide & Crisis Lifeline by placing informational signs offering hope and resources, encouraging individuals in crisis to call 988 for support from trained counselors.

Director Lakomiak requested permission to place signs in the township park and cemetery. The Board agreed to sponsor the initiative and allow placement of the signs and a banner in May for Suicide Prevention Month was discussed.

West Geauga Baseball Federation- Kelly Graham

Kelly Graham from the West Geauga Baseball Federation informed the Board that they have an outstanding invoice from 2025 with the Township's contracted landscaping company, Innovative Companies. Innovative Companies performed landscaping services for the township property including the park and baseball field, has an outstanding invoice from 2025. Ms. Graham stated she was previously unaware of the invoice because it had not been received. She is now aware and will work with the Township Administrator to finalize payment of their portion, with Innovative Companies.

Approval of Minutes

2026-77 Mr. Richter moved to approve the Board of Trustees meeting on 2/19/25 and the two special meetings held on 2/25/26 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

Building Project

Mr. Richter reported that a meeting was held last week with the APP Architect to review minor interior changes to the Service Garage building.

Park Bathrooms

The public bathrooms at the park will open in late April to ensure consistent warm weather and prevent pipes from freezing.

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Road Pipes

The Board, Road Superintendent, and Timothy Woodcock, PE from the Geauga County Engineer’s Office discussed the forecast and planning for road pipe replacements scheduled for this year and next year.

County-Wide Scrap Tire Collection Event

Mr. Radtke will follow up with Jennifer Jones from the Geauga-Trumbull Solid Waste Management District regarding potential funding and grant opportunities for the County-Wide Scrap Tire Collection Event.

Truck # 13 Repairs

The Board and Road Superintendent discussed the need for a transmission replacement for Truck #13. They noted that the truck’s model has been discontinued, making it difficult to source other replacement parts.

2026-78 Mr. Richter moved to approve up to \$3,500.00 to Cleveland Transmission for Truck #13 repairs.

Mr. Davis seconded. Vote unanimous; motion passed.

2026-79 Mr. Richter moved to approve and sign the Plans / Specifications and Resolution to Order the Asphalt Resurfacing of Various Roads in Chester Township RS-CHE-V-2026 including Sperry Road (TR-0090-H), Sherman Road (TR-0097-C) and Chesterfield Lane (TR-0809) as recommended by the Geauga County Engineer.

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

Note: Tim Woodcock from the Geauga County Engineer’s Office explained the process for mailbox placement following road projects. He noted that the upcoming 2026 road resurfacing will not require mailbox removal or replacement, unlike last year’s reconstruction project. The contractor is typically responsible for handling mailboxes during construction.

Mr. Woodcock also stated if Chester Township or the postmaster has specific mailbox placement specifications, they can be included in the project plans. These specifications will be incorporated as needed.

2026-80 Mr. Richter moved after the fact credit card purchases for springs for Truck #18 and #21 from Cleveland Spring Inc as listed below:

Mr. Davis seconded. Vote unanimous; motion passed.

Truck #	Amount	Purpose
Truck #18	\$1614.90	Springs
Truck #21	\$1614.90	Springs

2026-81 Mr. Richter moved to approve a PO for Lincoln Roofing in the amount of \$2800.00 to install new gutters on the barn using reserve fund account number 4901-760-720-0000 Capital Projects General-Buildings

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

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2026-82 Mr. Richter moved to approve after the fact \$8,000.00 payable to RFC Contracting from reserve fund account number 4902-760-720-0000 Buildings for the Schematic design phase. Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-83 Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
156-2026	REG	\$2,900.00	Lincolns Roofing	Repair Salt Dome Roof
155-2026	REG	\$4,000.00	Fisher Auto Parts Inc	Various Parts
145-2026	REG	\$2,800.00	Lincolns Roofing	Install New Gutters on Barn
146-2026	REG	\$4,000.00	French's Concrete	Pre-Cast Concrete Blocks
147-2026	REG	\$15,000.00	Geauga Concrete	Various Concrete Material
148-2026	REG	\$4,000.00	A & A Safety Inc.	Various Signs and Supplies
149-2026	TNN	\$1,081.65	Concord Road Equipment MFG Inc.	New Diesel Burner for Hotbox
152-2026	REG	\$5,250.00	Illumination Co	Electricity
157-2026	REG	\$5,400.00	O'Reilly Equipment	Rear Spreader Unit for Truck # 18

Department Business- Fire

2026-84 Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
153-2026	REG	\$1,030.17	Preston Ford Inc	Passenger Side Mirror for Pickup Truck 3482
151-2026	REG	\$23,920.00	Ohio Dept of Commerce-Fiscal	Revolving Loan Rev-2023-F28207-001

Department Business- Police

Building Projects

The Board of Trustees expressed support for the Police Department applying for the Community Project Funding Federal Grant for the construction of a new Police Department building.

2026-85 Mr. Richter moved to approve and accept, after the fact, the resignation of Chester Township Police Department part-time Officer Randy Ricciardo, effective March 4, 2026. Mr. Davis seconded. Vote unanimous; motion passed.

Department Business- Zoning

2026-86 Mr. Richter moved to approve and appoint Mr. Chris Herzner to the Township's Land Use Plan committee, effective immediately. Mr. Davis seconded. Vote unanimous; motion passed.

2026-87 Mr. Richter moved to accept Township Zoning Inspectors Chris Alusheff's resignation effective June 2026. Mr. Davis seconded. Vote unanimous; motion passed.

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2026-88 Mr. Richter moved to advertise for the position of Chester Township Zoning Inspector in Chesterland News, Maple Leaf, Township website, Indeed and the electronic sign. Applications due by April 10, 2026.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-89 Mr. Richter moved to approve \$600.00 to Leadership Geauga for the sponsorship of two (2) West Geauga Chesterland students to attend the Youth Leadership Program.
Mr. Davis seconded. Vote unanimous; motion passed.

Invitation to Join Chagrin River Watershed Partners, Inc

The Board discussed an invitation to rejoin the Chagrin River Watershed Partners, Inc.. The township had previously been a member approximately ten years ago. At that time, the Board determined that the membership costs were high and the information and resources being provided were outdated, resulting in limited value to the township.

It was noted that the organization's current goals include improving water quality, assisting with grant opportunities, and supporting stream restoration projects within the watershed.

The Board reviewed the information provided and discussed whether membership would provide sufficient benefit to the township at this time.

New Business

Real Property Donation

Mr. Richter informed the Board that a resident has expressed interest in donating property to the Township. The Board will determine if the property has any restrictions. Mr. Richter will gather additional information from the resident and report back to the Board.

Electolite / Town Hall Christmas Decorations

The Board recognized Electolite for their donation of Christmas decorations. The Board expressed gratitude and appreciation for the contribution and the holiday display at Town Hall.

2026-90 Mr. Richter moved to approve \$ 140.00 payable to the Geauga County Township Association for Craig Richter, Ken Radtke Jr., Patricia Jarrett and Mark Purchase to attend the April 8, 2026 Quarterly Dinner / Meeting hosted by Russell Township.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-91 Mr. Richter moved to approve and accept the Geauga County Engineer's Office assignment of an address for Parcel # 11-389371 to 12999 Sperry Road.
Mr. Davis seconded. Vote unanimous; motion passed.

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2026-92 Mr. Richter moved to approve, sign and enter into an MOU between the Chester Township Board of Trustees and America 250 Chesterland, an Ohio based nonprofit organization, to partner with for the presentation of America 250 Independence Day fireworks. Furthermore, the Township also agrees to provide a commitment of \$5,000.00 in financial support, for the fireworks show. The event is being scheduled July 3rd, 2026, at the main campus of West Geauga Local Schools.

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

Landscape Maintenance Bid

The Board postponed awarding the landscape maintenance bid pending legal advice on whether the contract can be changed from three years to one year, and whether such a change would require rebidding.

2026-93 Mr. Richter moved to reimburse Gary Long, 1447 Lake Vue Drive, Roaming Shores, OH. 44085, in the amount of \$700.00 for Plots 1 & 2, Lot 388, Section C in Chester Township Cemetery from Account 2041-930-930-0000 and to waive the headstone foundation fee of \$150.00 as listed in the table below:

Mr. Davis seconded. Vote unanimous; motion passed.

Name	Type	Amount	Description
Gary Long	Reimbursement	\$700.00	Plots 1 & 2, Lot 388, Section C
Gary Long	Waive	\$150.00	Headstone Foundation Fee

2026-94 Mr. Richter moved to accept the surrender of Plot 2, Lot 388, Section C by Gary Long, 1447 Lake Vue Drive, Roaming Shores, OH. 44085 back to the Township in exchange for Plots 3 & 4, Lot 364, Section C of Chester Township Cemetery as listed below:

Mr. Davis seconded. Vote unanimous; motion passed.

DEED #	SECTION	LOT	SITE(S)
2026-003	C	364	3 & 4

Township Park

2026-95 Mr. Richter moved to approve the use of Chester Township properties as listed below:

Mr. Davis seconded. Vote unanimous; motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
WGMS Softball League	4/8,4/9,4/13,4/16,4/22,4/27,4/30,5/4,5/6	Baseball Field	3:30-6:30 PM	League

Mr. Radtke expressed his appreciation to the Park Board members for volunteering their time and expertise in support of the park. He noted that the Park Board had requested \$75,000 and stated that the \$10,000 typically allocated does not go directly toward park improvements but is used for overhead expenses. The Board also discussed allocating funds for specific park needs.

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Financial Items

2026-96 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
CEM	\$875.00	2041-760-730-0000	2041-930-930-0000	Per J Onyshko
CEM	\$700.00	2041-930-930-0000	2041-410-599-0000	Plot Sellback Sec C Lot 388 Sites 1&2

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
CEM	154-2026	REG	\$700.00	Gary Long	Plot Buyback Sec 3, Lot 388, Sites 1&2
GEN	150-2026	REG	\$13,000.00	Illuminating Co	Electricity

CHECKS		
Date	Starting No.	Ending No.
3/10/26	88708	88716
3/5/26	88717	88769

Fiscal Officer's note: the last check number used on 2/25/26 was 88707

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
3/10/26	318-2026	329-2026	Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
402-2026	First National Bank EFTPS	\$25,248.73	3/10/26	Employee & employer withholding – Federal
403-2026	Treasurer, State of Ohio	\$4,115.17	3/10/26	Employee & employer withholding – State
404-2026	Public Employees Retirement System	\$62,969.71	3/25/26	Employee & employer withholding – Retirement
405-2026	Ohio Police & Fire Pension Fund	\$23,298.73	3/25/26	Employee & employer withholding – Retirement

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Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date		2/28/2026	
Prior UAN Balance			6,410,822.47
Actual Receipts	+	1,999,960.95	
Transfers for UAN Only	+	2,050,000.00	
Total Receipts	=		4,049,960.95
Payments	-	1,297,288.82	
Transfers for UAN Only	-	1,500,000.00	
Total Payments	=		2,797,288.82
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	2/28/2026		\$7,663,494.60
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	2/28/2026		\$7,663,494.60
Entered bank balances as of	2/28/2026		\$7,683,197.91
Deposits in transit	+		0.00
Outstanding payments	-		19,703.31
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	2/28/2026		7,663,494.60
	Check		0.00

Chester Township Bank Balances			
As of		2/28/2026	
Business Banking			\$400,705.00
FNB Sweep Account			351,478.07
Star Ohio			6,931,014.84
Total			\$7,683,197.91
	Check		0.00

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The Fiscal Officer will gather inquiries from other banks regarding their rates and bill pay services. The Township's previous bill pay system was not effective, and the Fiscal Office has temporarily returned to issuing paper checks, which also carries additional costs.

The Fiscal Officer also noted that a policy will be adopted regarding vendor verification and cybersecurity. She emphasized that protecting the Township's financial security and verifying vendors is being taken very seriously.

A resolution will be established when the ROTH Ohio Deferred is complete for the Township's employees that are eligible.

Foxhaven Drive Property

Mr. Radtke reported that he and the Township Administrator met with the property owner earlier in the day to discuss a possible solution for the property. The owner indicated that he would like to move forward with demolition. Mr. Purchase facilitated an introduction between property owner Mr. Buckley and local excavator, James Podojil.

Open/Ongoing Items

America 250 Chester

American flags were discussed being displayed on RT 306 and RT 322.

Upcoming Items/Deadlines

Memorial Day Speaker (ALL) / Ceremony Monday, May 25th at 10AM

The Board discussed securing a speaker for the ceremony. The search is ongoing

Discussions

2026 Road Department / Operating Levy

The Board discussed having a special meeting on Wednesday, March 11, 2026 at 7:15 am to discuss the potential 2026 road levy and review the 2026 permanent appropriations.

The Chesterland Historical Society requested a new Chester Township flag. The Trustees stated they will personally donate funds to purchase the flag to present to the Historical Society.

Government Update- 3/5, CR; 3/19, BD; 4/2, KR

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ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 9:11 PM.

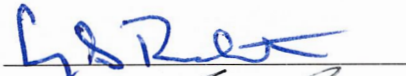
Respectfully submitted,



Patricia Jarrett, Fiscal Officer

3/19/26 Motion #: 2026-98

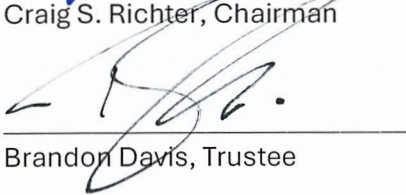
Approval Date



Craig S. Richter, Chairman

Absent

Ken Radtke Jr., Vice-Chairman



Brandon Davis, Trustee