

The Chester Township Board of Trustees met in **Regular** session on **Thursday, April 16, 2026** in the Town Hall Meeting Room at **5:30 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 #: 2026-141

Presentation: Jim Metcalf – Historical Marker

Mr. Metcalf applied last year for a historical marker for the Geauga Seminary School, located at 12535 Chillicothe Road; however, it was denied. He is submitting the application this year with more detailed information about the Geauga Seminary School. He is requesting the Board's approval and sign the Marker Maintenance Letter in support of the historical marker.

2026-141 Mr. Richter moved to approve and sign the Marker Maintenance Letter for Ohio Historical Marker to be located at Geauga Seminary School at 12535 Chillicothe Road. Mr. Davis seconded. Vote unanimous; motion passed.

Approval of Minutes

2026-142 Mr. Richter moved to approve the Board of Trustees meeting minutes for 4/2/26 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes. Mr. Davis seconded. Vote unanimous; motion passed.

Public Comments/ Questions

Kenny Leonardi, founder of Teaching Our Traditions (T.O.T.), addressed the Board with two requests. First, he inquired about participating in the landscaping project at the pickleball courts, noting that he has access to landscaping resources that could assist with the project.

Second, Mr. Leonardi asked whether the Board had reviewed the agreement regarding the 88-acre property in relation to his program's interest in using the land for fishing and hunting activities. It was noted that the land is registered with the Western Reserve Land Conservancy, and Mr. Radtke stated that hunting may not be permitted under the agreement.

Mr. Davis will review the land agreement regarding what activities are permitted and whether the property may be used for the educational program.

Barry Leven and the Board discussed the installation of lighting for the pickleball courts. It was noted that in a previous document, the Park Board had expressed concerns regarding lighting and did not support its installation.

The Board of Trustees stated they are in favor of installing lighting, provided that it meets all applicable requirements set forth by the Ohio Department of Transportation and Chester Township Zoning regulations.

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Mr. Richter noted that the West Geauga Pickleball group is planning fundraising efforts for the lighting despite the lack of official Board approval.

Mr. Leven indicated that he has the specifications for the proposed lighting. The Board stated that all necessary project details and information must be submitted and reviewed prior to any consideration or approval of the lighting installation.

Department Business- Road

Health Road Slip

The Board discussed the closure of a portion of Heath Road due to safety concerns related to the road slip. A petition to the County to permanently close the affected section of Heath Road was also discussed.

2026-143 Mr. Richter moved to approve to request Geauga County Commissioners to take action to permanently close a portion of Health Road known as Health Road Slip which would be south of Mulberry for safety concerns.

Mr. Davis seconded. Vote unanimous; motion passed.

2026-144 Mr. Richter moved to approve and sign three(3) of the "Unit Price Contract" between Chester Township Board of Trustees and Karvo Companies for RS-CHE-V-2026, The Resurfacing of Various Roads in Chester Township, as provided by the Office of the Geauga County Engineer.

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

2026-145 Mr. Richter moved to approve the funds necessary for App Architecture for their continued design services as it relates to the building and site development, of the proposed Road Department Garage. This Purchase Order in the amount \$7,076.37, shall be made payable to App Architecture 615 Woodside Drive, Englewood, Ohio 45322 from account "Reserve Fund / Buildings" 4902-760-720-0000

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

2026-146 Mr. Richter moved to approve Road Department expenditures as listed below.

Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
196-2026	REG	\$1,121.59	Ohio Power Tool Inc.	Diamond Blades for Walk-Behind Road Saw
192-2026	REG	\$2,000.00	Spectrum	Bandwidth/Internet
191-2026	REG	\$880.00	Glenn's Property Services	Water & Well Maintenance
190-2026	REG	\$600.00	Gauga Co Dept. of Water Resources	Water & Sewage
188-2026	REG	\$1,533.75	Gauga County Engineer	Street Name Signs
189-2026	REG	\$7,076.37	App Architecture	Invoice00007 RD 4336.01

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Department Business- Fire

2026-147 Mr. Richter moved to approve creation of a Purchase Order from Capital Projects line item 4903-760-720-0000, in amount of \$15,800 and made payable to Lincolns Roofing P.O. Box 51, Chesterland, Ohio 44026. This expense is necessary for repair of damaged gutter, and replacement of lower half of roof at fire station #1.
Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-148 Mr. Richter moved to approve creation of a Purchase Order from Capital Projects line item 4903-760-720-0000, in amount of \$16,575 and made payable to Rich Door Company 8522 Argee Dr. Mentor, Ohio 44060. This expense is necessary for replacement of all garage door opening motors and remotes (5) and apparatus bay #5 garage door.
Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-149 Mr. Richter moved to approve pursuant to Ohio Revised Code 505.10(A) the disposal of items listed in the table below through online public sale site. Said equipment is not needed for public use with reserve price to be established.
Mr. Davis seconded. Vote unanimous; motion passed.

Year: 1988	Make: International	Model: 1954- Heavy Rescue	VIN: 1HTLDZ3RBKH645924
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2026-150 Mr. Richter moved to approve Fire Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
195-2026	REG	\$16,575.00	Rich Door Company	Replacement of Garage Door Openers, Remotes & Bay #5 Door
194-2026	REG	\$15,800.00	Lincolns Roofing	Repair Gutter & Replace Lower Half of Roof at FS #1

Department Business- Police

2026-151 Mr. Richter move to approve per the terms of the conditional offer of employment, the recommendation of the Police Chief and authorize the hiring of Ben Milroy to the position of part-time police officer, with an hourly pay rate of \$27.00 per hour.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-152 Mr. Richter move to approve Police Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
187-2026	REG	\$32,792.20	App Architecture	INV 00006 PD 4336.02
193-2026	REG	\$8,000.00	Atwell's Police & Fire Equipment	Uniforms

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Department Business- Zoning

Zoning Resolution Reformatting

Mr. Davis stated for the record that the Zoning Commission reformatted the Chester Township Zoning Resolution and submitted an amendment to the Geauga Planning Commission (GPC). The GPC responded that proper procedures were not followed; however, the submission was made without prior feedback from the GPC.

Mr. Davis noted that the Zoning Commission received multiple legal opinions indicating that GPC approval was not necessary for simple reformatting and minor corrections. He stated that the Zoning Commission believes it followed the correct process.

Mr. Radtke will contact Linda Cromby to inquire whether there is any opinion from the Attorney General or GPC legal counsel supporting the authority to reject an amendment based solely on reformatting changes (such as font or numbering).

Potential Expedited Amendment to Zoning Resolution

Mr. Davis requested support from the Board of Trustees for a potential expedited amendment to the Zoning Resolution regarding data centers.

2026-153 Mr. Richter moved to approve and accept the recommendation of the Chester Township Zoning Commission for the denial of their proposed amendment, identified as number ZC-2026-1 to the Chester Township Zoning Resolution, effective immediately.
Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

New Business

2026-154 Mr. Richter moved to approve the renewal of the Township’s health insurance plan with Medical Mutual for a one-year term, effective July 1, 2026 through June 30, 2027, reflecting a 7% increase in monthly premium rates as presented.
Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Single	\$824.12
Employee plus spouse	\$1,807.05
Employee plus child or children	\$1,479.41
Family	\$2,462.34
Single Deductible	\$3,500 Max out of pocket \$5,550
Family Deductible	\$7,000 Max out of pocket \$11,100

2026-155 Mr. Richter moved to approve and renew annual 2026-2027 Ohio / Geauga Township Association Memberships for both active members, Mr. Richter, Mr. Radtke, Mr. Davis and Mrs. Jarrett, as well as Affiliate Members, Township Administrator Mark Purchase, Police Chief Craig Young, , Road Superintendent John Onyshko and Fire Chief Andrew Nagy. The total cost shall be submitted via check, in the amount of \$420.00.
Mr. Davis seconded. Vote unanimous; motion passed.

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2026-156 Mr. Richter moved to approve, the advertisement of the Chester Township Memorial Day Ceremony, in the Chesterland News (May 6th and May 20th) and Maple Leaf (May 21st) Newspapers.

Mr. Davis seconded. Vote unanimous; motion passed.

Memorial Day Ceremony Speaker

Board discussed a few options regarding the speaker one being a Justice Miner reenactor. More information to come.

Township Park

2026-157 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
Paige Waclawski	8/1	Entire Park	1-4pm	1 st Birthday Party

Note: The Board discussed revising the Chester Township Park application to clearly define what is included under “Entire Park.”

Financial Items

2026-158 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
Gas Tax	\$45,000.00	2021-760-750-0000	2021-330-360-0000	RS-CHE-V-2026 PO

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
Motor Veh. License Tax	197-2026	REG	\$35,000.00	Karvo Paving Co.	RS-CHE-V-2026
Permissive Motor Veh. License Tax	197-2026	REG	\$35,000.00	Karvo Paving Co.	RS-CHE-V-2026
Road & Bridge	197-2026	REG	\$454,372.00	Karvo Paving Co.	RS-CHE-V-2026
Gas Tax	197-2026	REG	\$224,000.00	Karvo Paving Co.	RS-CHE-V-2026

CHECKS		
Date	Starting No.	Ending No.
4/21/26	88863	88871
4/16/26	88872	88917

Fiscal Officer's note: the last check number used on 4/2/26 was 88862

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
4/21/26	567-2026	639-2026	Payroll

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ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
4/13/26	645-2026	645-2026

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
641-2026	First National Bank EFTPS	\$24,242.82	4/21/26	Employee & employer withholding – Federal
643-2026	Ohio Department of Taxation	\$168.07	5/11/26	Employee & employer withholding – Local School Dist.
642-2026	Treasurer, State of Ohio	\$3,924.13	4/21/26	Employee & employer withholding – State
644-2026	Regional Income Tax Agency (RITA)	\$2,050.12	5/11/26	Employee & employer withholding

Fiscal Officer’s Report

Chester Township Bank Reconciliation			
Reconciled date		3/31/2026	
Prior UAN Balance			7,663,494.60
Actual Receipts	+	2,080,340.59	
Transfers for UAN Only	+	1,800,000.00	
Total Receipts	=		3,880,340.59
Payments	-	565,919.25	
Transfers for UAN Only	-	1,800,000.00	
Total Payments	=		2,365,919.25
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	3/31/2026		\$9,177,915.94
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	3/31/2026		\$9,177,915.94
Entered bank balances as of	3/31/2026		\$9,185,340.79
Deposits in transit	+		0.00
Outstanding payments	-		7,424.85
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	3/31/2026		9,177,915.94
	Check		0.00

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Chester Township Bank Balances			
As of		3/31/2026	
Business Banking			\$400,000.00
FNB Sweep Account			631,440.41
Star Ohio			8,153,900.38
Total			\$9,185,340.79
	Check		0.00

6:30 PM Teams Meeting with App Architect

The Board met via Microsoft Teams with App Architect representatives, along with Roger Richachi, Chief Young and Captain Sherwood, to discuss the Police Department capital project.

App Architect presented plans and images outlining two design options, and a third option will be developed. The Board expressed the need to finalize a design in order to obtain cost estimates.

Executive Session

2026-159 Mr. Richter move to enter into executive session at 6:55 PM pursuant to Ohio Revised Code 121.22 (G) (1)) to consider compensation of a public employee. Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Invited into the executive session was Chief Craig Young, Captain Sherwood Township and Administrator Mark Purchase.

Chief Young and Captain Sherwood left the meeting at 7:00 PM

The Board reentered public session at 7:07 PM.

Driveway Overlay Waiver

The draft Driveway Overlay Waiver is currently under review by the Board and the Assistant Prosecutor. During discussion, the Board expressed that they are not in favor of the overlay process, as they believe a driveway with an overlay will eventually fail. The Board also requested that the waiver include language stating that the Township will not be held liable should the overlay fail in the future.

Road Projects as Requested by the Road Superintendent

The Road Superintendent and the Board discussed multiple road projects, potential solutions, and budget limitations throughout the Township.

Recycle Park Drive Pipe Replacement Expense

The Board discussed the expense of the replacement drive pipe at the Recycle Park and the source of funding for the project.

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2026 Road Department / Operating Levy (ALL)

Mr. Richter reviewed expenses and appropriations to determine the available Road Levy funds.

Letter to the Chester Park Board

Mr. Richter will prepare a consolidated letter incorporating trustee input and prior draft language for submission to the Park Board. The draft will be presented for consideration at the next scheduled meeting.

Letters Referencing the WRLC Easement Property

Letters will be sent to surrounding property owners and those with abutting lots regarding violations on the 88-acre parcel, reminding residents of the Township's regulations pertaining to the property.

2026-160 Mr. Richter moved to approve and sign letters to residents abutting the Chester Township 88-acre property informing them of their obligations under the conservation easement. Mr. Davis seconded. Vote unanimous; motion passed.

Sponsorship Policy

The Board of Trustees are reviewing the policy.

Fiscal Report

First National Bank's outside legal counsel, who has experience with U.S. Department of Housing and Urban Development (HUD) grants, is willing to meet with Township Administrator Mark Purchase and Fiscal Officer Patricka Jarrett.

Open/Ongoing Items

America 250 Chester (BD)- Flags and lights are being assembled. Mr. Davis is requesting that the flags be posted before Memorial Day.

Upcoming Items/Deadlines

Memorial Day Ceremony at Chester Township Cemetery- Monday, May 25th at 10AM

Girl Scout Award Ceremony- May 27, 2026

Discussions

Proclamation Consideration (BD)

Mr. Davis asked the board to consider a proclamation to be presented to Dan Reich. Mr. Davis will invite Mr. Reich to a Board of Trustees meeting where the proclamation will be presented.

Future Presentation/Discussion/Location for Property Taxes with the Auditor and Prosecutor of Geauga County

The Board agreed to invite the Geauga County Auditor and Prosecutor to provide a presentation in Chester Township regarding property taxes. Mr. Radtke will coordinate and schedule the presentation with the Geauga County Auditor and Prosecutor.

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Township Administrator

The flagpole at Parkside Park was damaged during the most recent wind and rainstorm. The flag has been removed and will be restored once Electolite completes the necessary repairs to the pole.

Government Update- 4/16 - **CR** 4/30 - **BD** 5/14 - **KR**

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:11 PM.

Respectfully submitted,



Patricia Jarrett, Fiscal Officer

4/30/2026 Motion #: 2026-170

Approval Date



Craig S. Richter, Chairman



Ken Radtke Jr., Vice-Chairman



Brandon Davis, Trustee