

The Chester Township Board of Trustees met in **Special** session on **Wednesday, April 22, 2026** in the Town Hall Meeting Room at **7:15 AM** Chairman Craig S. Richter presided.

**Roll Call:** Present: Craig S. Richter - Trustee  
 Brandon Davis – Trustee (arrived at 7:18 AM)  
 Ken Radtke Jr. – Trustee  
 Absent: Patricia Jarrett – Fiscal Officer  
 Clerk Pro Tem: Mark Purchase – Township Administrator

**Pledge of Allegiance to the Flag**

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

**Leading Motion #: 2026-161**

**Financials**

**2026-161** Mr. Richter moved to approve the following transfers from the Fire Fund 2111-910-910-0000 Transfer Out \$ 45,000.00 to Fire Reserve Fund 4903-931-0000 Transfers In  
 Mr. Radtke seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

**2026-162** Mr. Richter moved to approve \$ 13,500.00 payable to Karlovec Media Group for the 2026 quarterly Gateway Newsletters from appropriation 1000-110-345-0000 Advertising.  
 Mr. Radtke seconded. Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

**NOTE:** Mr. Davis arrived at 7:18 AM.

**2026-163** Mr. Richter moved to approve financial transactions as listed below.  
 Mr. Davis seconded. Vote unanimous; motion passed.

PURCHASE ORDERS				
PO#	Type	Amount	Payable To	Purpose
199-2026	REG	\$420.00	Geauga County Township Association	Membership/Affiliate Membership

CHECKS		
Date	Starting No.	Ending No.
4/22/26	88918	88921
Fiscal Officer's note: the last check number used on 4/16/26 was 88917		

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**2026-164** Mr. Richter moved to approve the following transfers from the General Fund 1000-910-910-0000 Transfer Out \$ 561,323.00 to the following funds in the chart below:  
Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Account Name	Account Number	Amount Transfers In
Cemetery	2041-931-0000	\$17,000.00
Police	2081-931-0000	\$10,000.00
Road	2031-931-0000	\$438,208.00
Reserve General	4901-931-0000	\$52,626.00
Reserve Police	4904-931-0000	\$43,489.00

**2026-165** Mr. Richter moved to approve the following transfers from the Road Fund 2031-910-910-0000 Transfer out in the amount of \$138,208.00 to the Road Reserve Fund 4902-931-0000 Transfer in.  
Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

### **Executive Session**

**2026-166** Mr. Richter move to enter into executive session at 7:23AM pursuant to Ohio Revised Code 121.22 (G) (1) ) to consider employment and 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 are Chris Alusheff, Township Administrator Mark Purchase and Richard Vild.

Richard Vild left the meeting at 7:49 AM.

The Board reentered public session at 8:00 AM.

### **Road Department Levy**

The Trustees held a general discussion regarding the proposed 2026 Road Levy. Topics included current and future road department needs, equipment and vehicle considerations and staffing and salary-related expenses associated with maintaining township road services. The discussion focused on operational needs and financial planning related to the proposed levy. The deadline is August 2026.

**The Board of Trustees relocated the public meeting to the Township Administrators office at 8:30 AM.**

### **Advertisement for Zoning Administrative Assistant**

The Board agreed to advertise for the Zoning Administrative Assistant position due to the current employee's planned departure in August.

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**2026-167** Mr. Richter moved to advertise for Zoning Admin assistant in Maple Leaf, Chesterland News, Township website and Indeed until filled.  
Mr. Davis seconded. Vote unanimous; motion passed.

**Sponsorship Banner Policy / Township Property**

The Board discussed the draft Sponsorship Banner Policy regarding use on Township property. Mr. Davis requested revisions and additional changes to the draft policy for further consideration.

**Memorial Day Ceremony Speaker**

Justin Minor reenactor will be speaking. The search for a possible second speaker is still ongoing.


**Park Board Letter**

The Board discussed the content of the letter. The final draft will be presented at the April 30, 2026 Board of Trustees meeting.

**ADJOURNMENT:**

There being no further business before the Board, Mr. Richter adjourned the meeting at 9:00 AM.

Respectfully submitted,



Patricia Jarrett, Fiscal Officer

4/30/26 Motion #: 2026-170

Approval Date



Craig S. Richter, Chairman



Ken Radtke, Jr., Vice-Chairman



Brandon Davis, Trustee