

The Chester Township Board of Trustees met in **Regular** session on **Thursday, April 30, 2026** in the Town Hall Meeting Room at **5:45 PM** Chairman Craig S. Richter presided.

Roll Call: Present: Craig S. Richter, Chairman
Ken Radtke Jr., Vice-Chairman
Mark Purchase, Township Administrator / Clerk Pro Tem
Brandon Davis, Trustee (arrived at 5:47 PM)
Patricia Jarrett, Fiscal Officer (arrived at 6:31 PM)

Pledge of Allegiance to the Flag

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

Leading Motion #: 2026-168

Executive Session

2026-168 Mr. Richter moved to enter into executive session at 5:45 PM pursuant to Ohio Revised Code 121.22 (G) (1)) to consider employment and compensation of a public employee. Mr. Radtke seconded. Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

Invited into the executive session are Mark Purchase Township Administrator, Chris Alusheff Zoning Inspector and Patrick Flemming.

Brandon Davis arrived and entered the executive session at 5:47 PM.

Patrick Flemming left the executive session at 6:15 PM.

Chris Alusheff left the executive session at 6:28 PM.

The Board reentered public session at 6:31 PM.

Fiscal Officer Patricia Jarrett arrived at the Board of Trustees meeting at 6:31 PM and assumed the duties of Clerk Pro Tem.

6:30 PM Presentation of Proclamation to Dan Reich

2026-169 Mr. Richter moved to approve and sign a proclamation recognizing Dan Reich. Mr. Davis seconded. Vote unanimous; motion passed.

6:30 PM Presentation of Proclamation to Dan Reich

Mr. Davis presented a proclamation to Mr. Reich in recognition of his dedicated work and contributions to the theatrical productions at the West Geauga Schools. Students who participated in plays produced by Mr. Reich were present in the audience and took part in the presentation by reading the proclamation aloud. The Board commended Mr. Reich for his commitment to the students and the performing arts programs within the West Geauga Schools.

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6:45 PM Presentation: Mara McClain / Sedgwick

Mara McClain, Account Executive with Sedgwick CPA, addressed the Board regarding the Bureau of Workers' Compensation (BWC). Ms. McClain provided an overview of the Township's BWC program, including past performance, the Township's current standing, and projected future outlooks. She explained the factors that determine BWC premium costs and discussed the Township's participation in the traditional group rating program. Ms. McClain also presented information regarding reenrollment into the traditional group rating program for the upcoming 2027 rate year. The Township is currently enrolled in the traditional group rating program.

Approval of Minutes

2026-170 Mr. Richter moved to approve the Board of Trustees meeting minutes for 4/16/26 and special meeting 4/22/26 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes.

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

Public Comments/ Questions

Kenny Leonardi, representing the Teaching Our Traditions non-profit organization, addressed the Board regarding the use of the Township-owned 88-acre property for educational and learning activities. Mr. Leonardi discussed proposed programs for children that would include activities such as crossbow hunting instruction, fishing, nature observation, and art classes.

Mr. Leonardi reviewed the Western Reserve Land Conservancy agreement and requested that the Board conduct additional research regarding the possibility of permitting these educational activities on the property. He also noted that, to help ensure safety, he has spoken with Chester Township Police Chief Young regarding the proposed activities. He added his staff is certified and provides liability insurance.

Mr. Radtke requested copies of approval documents and related information from surrounding communities regarding the permitted use of similar properties within their jurisdictions.

Capital Projects

The board reviewed briefly the third design option of the exterior of the Police Department and Town Hall. No decision was made.

Department Business- Road

Triple HC LLC Property/8200 Mayfield Road-Catch Basin/Enclosure Sinkhole

Mr. Radtke examined the area and summarized the situation for the Board. Due to heavy water flow in the area, erosion has occurred, creating a sinkhole adjacent to the existing sewer grate. It was noted that there is currently no catch basin or properly engineered drainage structure at the location.

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The Zoning Inspector will investigate the history of the area. Once all Trustees have had the opportunity to examine the site, the Board will request a recommendation and potential cost estimate from the Road Superintendent. The Board also discussed that, should the property owner wish to mitigate the risk while retaining the current parking lot configuration, a monetary contribution from the property owner may be appropriate.

The Road Superintendent estimated that installation of a new catch basin and limestone stabilization material (LSM) would cost approximately \$14,000.

2026-171 Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
210-2026	REG	\$3,000.00	Frost Solutions LLC	Annual Weather Station Renewal
209-2026	REG	\$39,625.00	Chardon Oil Co. Inc.	Fuel
208-2026	REG	\$20,000.00	Arms Trucking Co.	Various Aggregate Materials
207-2026	REG	\$20,000.00	Ascendance Trucks Midwest LLC	Various Truck Parts
211-2026	REG	\$9,338.94	Full Throttle Mobile Blasting LLC	Paint Trucks #7 and #20
200-2026	REG	\$2,695.00	Charles E. Harris & Assoc. Inc.	2024-2025 Auditing Services

Department Business- Fire

2026-172 Mr. Richter moved to approve the hiring of the following part-time employees effective May 1, 2026, contingent upon successful completion of a drug test and background check, at the specified wage rates for Ryan Hogan as a Part-Time Firefighter/EMT-Basic at a rate of \$24.39 per hour and Louis Danku as a Part-Time Firefighter/EMT-Paramedic at a rate of \$22.29 per hour.

Mr. Davis seconded. Vote unanimous; motion passed.

NOTE: Mr. Richter moved the motion, but it was not seconded. The board decided to void number 2026-173 regarding the motion below. This motion was tabled as Mr. Davis wanted to get some additional information from the Fire Chief Nagy.

2026-173 Mr. Richter moved to approve creation of a Purchase Order from Capital Projects line item 4903-760-720-0000, in the amount of \$16,585.23 and made payable to Shiffler Equipment Sales; P.O. Box 77020, Cleveland, Ohio 44194. This expense is necessary for the purchase and installation of 40 fire gear storage lockers in the apparatus bays of fire station #1. Moved by: _____ Second _____ Comments: Yes/No
Roll Call Vote: Craig S. Richter _____ Ken Radtke Jr. _____ Brandon Davis _____

Memorial Day Ceremony / May 25, 2026

Justice Minor, reenactor and Veteran Newell Dick Howard will serve as speakers at the Memorial Day Ceremony. Diana Kresnye discussed the possibility of securing a Revolutionary War Color Guard for the ceremony as well. Mrs. Kresnye will provide Mr. Radtke with a contact person and will communicate whether the group is available to participate.

Mrs. Kresnye requested having a Chester 225th page added to the Township website.

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Driveway Overlays

The Board presented Mr. Snyder, a resident of Chesterfield Lane requesting a driveway overlay consisting of installing asphalt over the existing concrete driveway, with a “Driveway Overlay Waiver and Acknowledgment Agreement” for review. The Board noted that Township policy and standard engineering practices generally prohibit driveway overlays and do not consider them to be a viable or acceptable long-term improvement.

Chesterfield Lane is scheduled for resurfacing this year.

Note: After reviewing the Driveway Overlay Waiver and Acknowledgment, Mr. Snyder signed the agreement at this meeting.

2026-174 Mr. Richter moved to approve and sign a driveway overlay waiver at the voluntary request of Mr. Phillip Snyder of 12530 Chesterfield Lane, Chester Township, Ohio 44026. Although a driveway overlay is strongly discouraged by the Township, the property owner has agreed to accept all responsibility for the overlay and is thereby relieving the Township from all future liability of financial responsibility for repairs.

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

2026-175 Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
200-2026	REG	\$2,695.00	Charles E. Harris & Assoc. Inc.	2024-2025 Auditing Services
202-2026	REG	\$1,098.00	FNB Commercial Credit Card	Home Depot WK22734381

Department Business- Police

2026-176 Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
200-2026	REG	\$2,695.00	Charles E. Harris & Assoc. Inc.	2024-2025 Auditing Services

New Business

2026-177 Mr. Richter moved to approve and sign the NOPEC Energized Community Grant Agreement and the Resolution as amended authorizing all actions necessary to accept the 2026 Northeast Ohio Public Energy Council (NOPEC) energized community grants as provided for in the NEC Grant Program guidelines.

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

2026-178 Mr. Richter moved to approve the Kiwanis Club of West Geauga use of the Chester Recycle Park and parking lot on May 30th for Community Recycling (Document Shredding, Electronics and Metal) and from Friday September 11th through Sunday September 13th, 2026 for the Leave & Take event.

Mr. Davis seconded. Vote unanimous; motion passed.

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2026-179 Mr. Richter moved to consider, approve, and sign the Proclamation for the Memorial Day Ceremony at the Chester Township Cemetery on Monday, May 25, 2026.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-180 Mr. Richter moved to approve the engagement of David Herr, 547 Aqueduct Street, Akron, Ohio 44303, to perform bagpipe services at the 2026 Chester Township Memorial Day Ceremony, at a fee of \$250.00.
Mr. Davis seconded. Vote unanimous; motion passed.

Donation

Company or Person	Item	Value
Electolite	Flagpole Light Fixture	\$850.00

Township Park

2026-181 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
Holy Trinity Church	5/23/26	Pavilion East	3-7PM	Church Picnic
Aktion Club	8/14/26	Gazebo	10am-2PM	Music in the Park

Financial Items

2026-182 Mr. Richter moved to approve the Chester Township new policies as listed below: Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Banking Information Changes - External
Employee Direct Deposit Account Information

2026-183 Mr. Richter moved to approve, adopt and amend Chester Township policy and procedure: Credit Card Use & Authorization, Section 1.02. The proposed language addresses charged service fees from vendors when utilizing the Township credit card as required by the Auditor of State.
Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-184 Mr. Richter moved to approve the following increase in appropriation to the road department accounts, as provided, and requested by the Fiscal Officer.
Mr. Davis seconded. Roll call vote: Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

INCREASE IN APPROPRIATION		
ACCOUNT#	TYPE	AMOUNT
2031-910-910-0000	Transfers - Out	\$138,208.00

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2026-185 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
GEN	\$3,500.00	1000-930-930-0000	1000-110-345-0000	Gateway Newsletter

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	200-2026	REG	\$2,695.00	Charles E. Harris & Assoc. Inc.	2024-25 Auditing Services
GEN	206-2026	REG	\$1,000.00	3D Contracting LLC	2026 Installation/Maintenance of Volleyball & Pickleball Nets, Post, Etc.
GEN	205-2026	REG	\$1,000.00	Bill Conti Plumbing LLC	Winterize/De-Winterize Parkside Park Bathrooms
GEN	204-2026	REG	\$2,355.00	Timothy Covert/Electolite	Repair of Parkside Park Flagpole, Parts & Labor
GEN	201-2026	REG	\$13,500.00	Karlovec Media Group	Gateway Newsletter 2026

CHECKS		
Date	Starting No.	Ending No.
5/5/2026	88922	88930
4/30/26	88931	88978
Fiscal Officer's note: the last check number used on 4/22/26 was 88921		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
5/5/26	646-2026	716-2026	Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
718-2026	First National Bank EFTPS	\$22,338.36	5/5/2026	Employee & employer withholding – Federal
719-2026	Treasurer, State of Ohio	\$3,721.69	5/5/2026	Employee & employer withholding – State
720-2026	Public Employees Retirement System	\$61,005.62	5/5/2026	Employee & employer withholding – Retirement
721-2026	Ohio Police & Fire Pension Fund	\$23,597.38	5/5/2026	Employee & employer withholding – Retirement

Fiscal Officer's Report

Fiscal Officer Patricia Jarrett notified Police Chief Young that the opioid funds had been received.

Fiscal Officer Patricia Jarrett advised the Board that an email was received from the Geauga County Auditor's Office regarding the passage of HB 186. Due to the legislation, property tax collections for the second half of 2026 will likely be delayed and payment dates extended.

The Auditor's Office is recognizing the potential delays and is contacting entities that receive funding through property taxes, including Chester Township, to determine whether there is interest in participating in the advance tax process.

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The Fiscal Officer expressed several questions and concerns regarding the process, including how late the tax revenues may be received if the Township does not participate, whether funds could be delayed until December, and whether there would be any associated fees for participation. The Fiscal Officer noted that if the Board agreed, she would notify the Auditor's Office that the Township intends to participate in the advance tax process. Notification of interest was requested by May 1st, and the formal Board resolution will be due by June 1st.

The Board agreed to participate in the advance tax process and will request that the resolution template be forwarded for Board consideration.

Fiscal Officer Patricia Jarrett forwarded the Ohio Public Works Commission (OPWC) information to Mr. Davis and John Onyshko, who will need to meet to complete the required documentation.

Fiscal Officer Patricia Jarrett advised the Board that the Township budget is due to the County by July 20th. Prior to adoption, the proposed budget must be available for public viewing for ten days, after which the Board may hold the budget meeting for approval. Following Board approval, the budget will be submitted to the County by the required July 20th deadline.

At the May 28th Board meeting, the Board will consider setting the date for the public hearing for July 2nd.

Fiscal Officer Patricia Jarrett reported that the Township audit went well and that the Township will receive a management letter summarizing their findings.

The Road Superintendent and Township Administrator will attend a meeting with the Geauga County Engineer's Office regarding upcoming Chester Township Road projects.

Open/Ongoing Items

2026-186 Mr. Richter moved to approve and sign the letter to the Chester Township Park Board regarding funding for Chester Township Park.
Mr. Davis seconded. Vote unanimous; motion passed.

Letter to the Chester Park Board

Mr. Radtke then questioned the language of the letter and felt it was not specific enough explaining that the Board of Trustees do not intend to provide any funds to the Chester Park Board going forward.

Open for Business Campaign (BD / MP)

No Update at this time.

America 250 Chester (BD)

Visit the new website america250chesterland.org for scheduled events.

Outside Legal Counsel (BD)

No update at this time.

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Limited Home Rule (ALL)

No update at this time.

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

Mr. Radtke reported that the NOPEC webpage was not functioning properly and he was unable to successfully submit the application through the website. As a result, he submitted the required documents directly to Lauren Vladyka, Community Engagement Administrator.

Township Records Commission

The Township is currently awaiting a response regarding the Records Commission submission. The forms are subject to a 120-day review and authorization process, and that timeline is approaching completion.

Capital Projects

The Board reviewed exterior design concepts for the proposed Police Department and Town Hall projects. The Board expressed hope that federal funding may become available, noting that any funding awarded would help determine the final scope of the project, including both interior and exterior building details.

A letter was received by the Road Superintendent advising that federal funding has been awarded through the U.S. Department of Housing and Urban Development(HUD) for the Road Department Service Garage capital project. The Board will request a representative to meet with the Elected Officials regarding the details of the awarded funding.

Upcoming Items/Deadlines

**Kiwanis Community Recycle May 30, 2026 at 9AM-1PM at the Recycle Park
Memorial Day Ceremony / May 25, 2026**

Discussions

Promotional and Sponsorship Advertisement Policy

The Board discussed the draft Promotional and Sponsorship Advertisement Policy, which is still in progress and under review.

Annual Recycling Survey

No update at this time.

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

The Board discussed scheduling a future meeting regarding property taxes with the Geauga County Auditor and Prosecutor, including potential date and location options. No final decision was made at this time.

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Streaming of Meetings (BD)

Mr. Davis expressed past frustration regarding the inability to view Board of Trustees meetings remotely when he was unable to attend in person. He asked for the thoughts of the other elected officials on the possibility of streaming Board of Trustees meetings.

The Board stated that, in principle, it supports informing and educating the public as much as possible; however, not all were in favor of streaming Board of Trustees meetings at this time.

The Fiscal Officer raised questions regarding applicable regulations and controls related to public video recordings, including concerns about whether such recordings could be edited or altered if made publicly available.

The Elected Officials echoed concerns regarding the possibility of videos being taken out of context, and the potential for misrepresentation of the meetings. The discussion will continue.

Transient Vendors (KR)

Mr. Radtke suggested that the Police Department prepare a brief informational paragraph outlining requirements for transient vendors operating within the Township. He noted that a permit is required and recommended including information to educate residents about the availability of the "No Knock List." He further suggested that the Police Department share this information through its social media platforms.

The Board discussed educating the public on what to ask transient vendors, including whether they possess a valid permit and to request proof of such permit. If a vendor does not have a permit, they should be directed to Town Hall to apply for a transient vendor permit.

Girls Scout Gold Award (CR)

The Board discussed a Girls Scout Gold Award recipient who is from Novelty Township. The Board agreed that a proclamation should be issued for a Chester Township resident and suggested that Russell Township consider issuing a proclamation for their respective recipient as well. Mr. Richter will contact Russell Township to suggest a proclamation.

Flagpoles, Banners and Flower Baskets

It was noted that the 16 hanging flower baskets will be transplanted into pots and placed around Parkside Park and Town Hall.

A decision from Mr. Davis regarding the placement of the U.S. flags and solar lights is needed in order for the Road Superintendent to coordinate and schedule their installation.

Township Administrator

The Board, upon advisement from the Geauga County Engineer's Office, will temporarily close Heath Road and install concrete barriers along with additional road closure signage.

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2026 Road Department / Operating Levy (ALL)

The Board agreed that the amount for the Road Department operating levy will be \$2 mils. The Township Administrator will prepare the necessary resolutions for consideration at the last Board of Trustees meeting in May.

Seven applications for the Zoning Administrative Assistant position were received through Indeed.

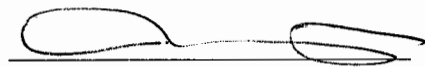
Reminder to the Elected Officials that RSVPs for the Senior Citizen Dinner should be directed to Diane Martin at West Geauga Local Schools.

Government Update- 4/30 - **BD** 5/14 - **KR** 5/28 - **CR**

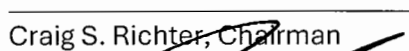
ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:51 PM.

Respectfully submitted,


Patricia Jarrett, Fiscal Officer

5/14/26 Motion # 2026-187
Approval Date

Absent

Craig S. Richter, Chairman


Ken Radtke Jr., Vice-Chairman


Brandon Davis, Trustee