

The Chester Township Board of Trustees met in **Regular** session on **Thursday, May 15, 2026** in the Town Hall Meeting Room at **6:30 PM** Vice-Chairman Ken Radtke Jr. presided.

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**154Roll Call:** Present: Ken Radtke Jr., Vice-Chairman  
Brandon Daivis, Trustee  
Patricia Jarrett, Fiscal Officer  
Absent: Craig S. Richter, Chairman

**Pledge of Allegiance to the Flag**

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

**Leading Motion #: 2026-187**

**Approval of Minutes**

**2026-187** Mr. Radtke moved to approve the Board of Trustees meeting minutes for 4/30/26 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.

**Public Comments/ Questions**

Residents Gary and Laura Palmer of Maple Grove Drive spoke at the Board meeting regarding the ongoing zoning issues involving abandoned vehicles and multiple pieces of unused equipment on neighboring properties within the street. The couple also spoke with the Zoning Inspector regarding the issue. Mr. Radtke expressed concerns about the lack of enforcement and support the Township receives in addressing these violations.

Mr. Radtke suggested scheduling a meeting with the couple and the Zoning Inspector to discuss the outstanding matters. He also recommended submitting a public records request for enforcement cases versus violations in order to provide the couple with additional information and to better understand why the County is not pursuing closure on these matters. The Palmers expressed continued concerns regarding the ongoing nuisance conditions and the negative appearance they create within the neighborhood.

Mr. Radtke explained that the Board’s inability to obtain timely and effective enforcement of the Chester Township Zoning Resolution is not unique to Chester Township. He further explained that if the Township were to adopt Limited Home Rule, the Township would need to hire a Law Director, which would then allow the Township to pursue its own zoning enforcement actions independently.

**Department Business- Road**

**Wyandot Pipe Extension**

Mr. Davis discussed the Wyandot pipe extension with the Road Superintendent. The end of the pipe cannot be located and appears to be outside the Township road right-of-way on private property. The resident is requesting the Township address the issue.

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Mr. Radtke questioned the Township’s responsibility since there is no known easement requiring maintenance outside the right-of-way and stated he is not in favor of entering private property at this time.

Further discussion with the Road Superintendent will take place.

**13214 Cedar Road-Sara Armstrong Ditch Depth**

Mr. Radtke inspected the ditch enclosure and open ditch at this location. The stone at the pipe discharge has washed down, causing ponding, swirling water, and bank erosion. The resident requested enclosing the ditch to reduce the depth; however, Mr. Radtke is not in favor of that option. Road Superintendent John Onyshko recommended installing larger stone to help prevent further washout, and Mr. Radtke agreed.

**Catch basin on Valley View-behind Valley Villa**

Mr. Davis inspected this location and authorized the Road Superintendent to install a catch basin. The estimated cost for labor and materials is \$14,000.00, which exceeds the Road Superintendent’s spending authority.

**2026-188** Mr. Radtke moved to authorize the Road Superintendent to install a catch basin at Valley View behind Valley Villa.

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

**12554 Ward Road Pipe**

Road pipes and an illegal pipe connection near the end of Ward Road closer to Route 306 will need to be addressed. Additional inspection and cost estimates will be determined.

**2026-189** Mr. Radtke moved to officially approve Watts Excavating PO for \$43,000 using account number 2031-330-360-0000 contracted services

Mr. Davis seconded.

**Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

**2026-190** Mr. Radtke 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  |
|----------|------|------------|---------------------------------|--|
| 221-2026 | REG  | \$903.22   | Dexter Co.                      | Repair Front Side Mower                                      |
| 218-2026 | REG  | \$2,200.00 | Cintas Centralized A/R          | Various Mechanical Apparel/Eyewash Station                   |
| 217-2026 | REG  | \$2,000.00 | Unifirst                        | Various Safety Apparel                                       |
| 216-2026 | REG  | \$600.46   | Kimble Recycling & Disposal Inc | Trash  |
| 215-2026 | REG  | \$297.85   | AT&T Mobility                   | Cell Phones  |
| 214-2026 | REG  | \$640.00   | Sedgwick                        | Worker’s Compensation /3 <sup>rd</sup> Party Admin. Services |

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**Department Business- Fire**

**2026-191** Mr. Radtke 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. Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

**2026-192** 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   |
|----------|------|-------------|--------------------------|---|
| 203-2026 | REG  | \$16,585.23 | Shiffler Equipment Sales | Purchase/Installation of 40 Gear Storage Lockers            |
| 214-2026 | REG  | \$640.00    | Sedgwick                 | Workers Compensation/ 3 <sup>rd</sup> Party Admin. Services |
| 220-2026 | TNN  | \$1,170.18  | Breathing Air System     | Semi-Annual Maint. Of SCBA Filling Station                  |

**Department Business- Police**

**2026-193** 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   |
|----------|------|------------|------------------|---|
| 219-2026 | REG  | \$1,508.00 | MPH Industries   | Python 3 Standard Radar W/2 K-Bands Antennas, REM Control, & Tuning Forks |
| 222-2026 | REG  | \$6,552.68 | APP Architecture | Services Rendered Through 4/20/26   |

**Department Business- Zoning**

**2026-194** Mr. Radtke moved to approve and rescind motion 2026-153 as it relates to ZC-2026-1. Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

**2026-195** Mr. Radtke moved to accept the findings and recommendation of the Chester Township Zoning Commission (Forms 31 & 32), pursuant to proposed amendment, ZC-2026-1 (Findings of Fact) and to advertise and conduct a Public Hearing of the Board of Trustees, on Thursday / June 11, 2026 @ 7:00 PM, pursuant to ZC-2026-1. Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

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**New Business**

**2026-196** Mr. Radtke moved to approve the continuation of services with Sedgwick for 3rd party administrative services, related to BWC claims. The contract year begins 7/1/2026 and the fees as allocated per the table below, for a total annual cost of \$2,560.00:

Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

| Fund    | Appropriation     | Amount                |
|---------|-------------------|-----------------------|
| General | 1000-110-230-0000 | Work Comp - \$ 640.00 |
| Police  | 2081-210-230-0000 | Work Comp - \$ 640.00 |
| Road    | 2031-330-230-0000 | Work Comp - \$ 640.00 |
| Fire    | 2111-220-230-0000 | Work Comp - \$ 640.00 |

**2026-197** Mr. Radtke moved to approve and sign the 2026 Petroleum Underground Storage Tank Application for Certificate of Coverage / Annual Fee Assessment Statement, Certification of Compliance and “Statement of Financial Responsibility”. The Annual Assessment Fee payable to the Petroleum UST Release Compensation Board up to \$1,100.00 for the underground fuel storage tanks in the following amounts:

Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

| Accounts  | Amount   |
|---|----------|
| 2031-330-599-0000 Other/Other Expenses              | \$550.00 |
| 2111-220-420-0400 Operating Supplies (Gas & Diesel) | \$550.00 |

**2026-198** Mr. Radtke moved to approve and sign a proclamation honoring Chief Warrant Officer 2 Christopher R. Thibodeau, read at the Chester Township Memorial Day Ceremony on May 25, 2026.

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

**Township Park**

**2026-199** 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                 |
|-------------------------|---------|-------------------------|---------|-----------------------|
| Centrackio Family       | 5/25/26 | Pavilion West/ Outfield | 12-4PM  | Family Field Day      |
| Al DiFranco             | 5/17/26 | Volleyball Courts(2)    | 4-8PM   | Volleyball Tournament |

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**Financial Items**

**2026-200** 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               |
| GEN                  | \$1,000.00 | 1000-110-319-0050 | 1000-110-599-0000 | America 250 Purchases |
| GEN                  | \$1,000.00 | 1000-120-323-0000 | 1000-110-599-0000 | America 250 Purchases |
| GEN                  | \$1,798.99 | 1000-120-352-0000 | 1000-110-599-0000 | America 250 Purchases |
| GEN                  | \$225.00   | 1000-130-150-0000 | 1000-110-599-0000 | America 250 Purchases |

| PURCHASE ORDERS |          |      |            |                             |   |
|-----------------|----------|------|------------|-----------------------------|---|
| Dept            | PO#      | Type | Amount     | Payable To                  | Purpose                                       |
| GEN             | 224-2026 | REG  | \$900.00   | Toshiba Bus. Solutions      | Copy & Supply Costs                           |
| GEN             | 225-2026 | REG  | \$600.00   | Kimble Recycling & Disposal | Parkside Trash Dumpster                       |
| GEN             | 223-2026 | REG  | \$1,400.00 | Spectrum                    | Bandwidth                                     |
| GEN             | 213-2026 | REG  | \$748.00   | Morgan Litho                | 4 Hometown Hero Banners & Brackets            |
| GEN             | 212-2026 | REG  | \$4,023.99 | Amazon Capital Services     | 50 Flags, 50 Poles, 50 Lights for America 250 |

| CHECKS   |              |            |
|--|--------------|------------|
| Date   | Starting No. | Ending No. |
| 5/19/26  | 88979        | 88986      |
| 5/14/26  | 88987        | 89037      |
| Fiscal Officer's Note: the last check number used on 4/30/26 was 88978 |              |            |

| EFT DIRECT DEPOSITS |              |            |             |
|---------------------|--------------|------------|-------------|
| Date                | Starting No. | Ending No. | Description |
| 5/19/26             | 724-2026     | 799-2026   | Payroll     |

| ON-LINE PAYMENT VOUCHERS |              |            |
|--------------------------|--------------|------------|
| Date                     | Starting No. | Ending No. |
| 5/14/26                  | 805-2026     | 805-2026   |

| VOUCHERS & WITHHOLDINGS |                                  |             |         |  |
|-------------------------|----------------------------------|-------------|---------|--|
| Voucher                 | Payee                            | Amount      | Dated   | Description  |
| 801-2026                | First National Bank EFTPS        | \$24,124.31 | 5/19/26 | Employee & employer withholding – Federal            |
| 803-2026                | Ohio Department of Taxation      | \$162.53    | 6/10/26 | Employee & employer withholding – Local School Dist. |
| 802-2026                | Treasurer, State of Ohio         | \$3,935.28  | 5/19/26 | Employee & employer withholding – State              |
| 804-2026                | Regional Income Tax Agency(RITA) | \$2,220.12  | 6/10/26 | Employee & employer withholding                      |

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**Fiscal Officer's Report**

| <b>Chester Township Bank Reconciliation</b> |                  |                  |                       |
|---|------------------|------------------|-----------------------|
| <b>Reconciled date</b>                      |                  | <b>4/30/2026</b> |                       |
| Prior UAN Balance                           |                  |                  | 9,177,915.94          |
| Actual Receipts                             | +                | 190,291.11       |                       |
| Transfers for UAN Only                      | +                | 250,000.00       |                       |
| Total Receipts                              | =                |                  | 440,291.11            |
| Payments                                    | -                | 673,927.33       |                       |
| Transfers for UAN Only                      | -                | 250,000.00       |                       |
| Total Payments                              | =                |                  | 923,927.33            |
| Adjustments                                 | +                |                  | 0.00                  |
| Adjustments                                 | -                |                  | 0.00                  |
| <b>Current UAN balance as of</b>            | <b>4/30/2026</b> |                  | <b>\$8,694,279.72</b> |
| Other adjusting factors                     | +                |                  | -                     |
| Other adjusting factors                     | -                |                  | -                     |
| <b>Adjusted UAN balance as of</b>           | <b>4/30/2026</b> |                  | <b>\$8,694,279.72</b> |
| Entered bank balances as of                 | <b>4/30/2026</b> |                  | \$8,749,284.42        |
| Deposits in transit                         | +                |                  | 0.00                  |
| Outstanding payments                        | -                |                  | 55,004.70             |
| 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>4/30/2026</b> |                  | <b>8,694,279.72</b>   |
|   | Check            |                  | 0.00                  |

| <b>Chester Township Bank Balances</b> |       |                  |                       |
|---------------------------------------|-------|------------------|-----------------------|
| <b>As of</b>                          |       | <b>4/30/2026</b> |                       |
| Business Banking                      |       |                  | \$484,000.85          |
| FNB Sweep Account                     |       |                  | 336,368.14            |
| Star Ohio                             |       |                  | 7,928,915.43          |
| <b>Total</b>                          |       |                  | <b>\$8,749,284.42</b> |
|                                       | Check |                  | 0.00                  |

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### **Open/Ongoing Items**

#### **Open for Business Campaign (BD / MP)**

No update at this time.

#### **America 250 Chester (BD)**

Mr. Davis attended multiple events at the West Geauga Schools representing his nonprofit organization, America 250 Chesterland. He stated that a contractor has been secured for a fireworks display on July 3 at West Geauga High School; however, a contract between the school and America 250 Chesterland has not yet been finalized.

The Township contributed \$5,000 toward the fireworks display.

#### **Outside Legal Counsel (BD)**

No update at this time.

#### **Limited Home Rule (ALL)**

No update at this time.

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

Mr. Radtke uploaded the agreement and resolution from the last meeting to the NOPEC website, and it is currently under review for approval of the \$23,000.00 grant funding for 2026. There is also \$5,940.33 in remaining funds that must be utilized by June 30, 2026. Mr. Radtke sent an email to department heads to determine whether any building improvement projects may qualify for the use of these funds. Mr. Radtke also needs clarification regarding whether reimbursement has been received for a 2025 project.

Mr. Radtke will continue working on the Go Green and DIG grant applications and anticipates having them completed by the end of June.

#### **Township Records Commission**

The Township Administrative Assistant contacted the Ohio History Connection State Archives to inquire about the status of the December 31 Records Commission submission. The State Archives confirmed that the submission has been reviewed and will be forwarded to the Auditor's Office next week.

#### **Capital Projects**

Township Administrator Mr. Purchase spoke with App Architecture regarding the third rendering of the proposed project. Based on the Board's direction, the plans are not yet finalized, as the Board is not fully satisfied with the final exterior design. However, the Board understands the importance of moving forward to obtain approximate cost estimates so the Police Chief and Township Administrator can use the information in pursuing both state and federal funding opportunities.

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If funding is secured, the Board may revisit the exterior design of the building. The square footage and interior layout have been finalized. The Township Administrator requested separate cost estimates for the Police Department, Town Hall, and Community Room so that, if full funding is not obtained, the project can be evaluated and approached in different phases or configurations.

The U.S. Department of Housing and Urban Development (HUD) has provided no updates regarding the 2026 funding previously awarded to the Township that has not yet been received.

### **Upcoming Items/Deadlines**

#### **Memorial Day Ceremony at Chester Township Cemetery- Monday, May 25<sup>th</sup> at 10AM**

Mr. Radtke was informed that Mr. Howard, one of the scheduled speakers for the ceremony, may be unable to attend. If Mr. Howard is unable to participate, Mr. Purchase will speak on his behalf.

#### **Kiwanis Community Recycle May 30, 2026 at 9AM-1PM at the Recycle Park**

### **Discussions**

#### **Scheduling the Budget Hearing**

The deadline to submit the 2027 Temporary Appropriations to the Budget Commission is July 20. A Public Hearing will be scheduled for July 9 at 6:35 PM, and the hearing will be advertised accordingly.

Mr. Richter sent an email to department heads requesting submission of their 2027 temporary budgets so the information can be compiled and reviewed.

**2026-201** Mr. Radtke moved to set the Chester Township 2027 Public Budget Hearing for July 9, 2026 at Chester Town Hall at 6:35 PM.

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

#### **Promotional and Sponsorship Advertisement Policy**

This item was tabled for the next meeting.

#### **Annual Recycling Survey**

Mr. Radtke will follow up with Jennifer Jones from the Geauga-Trumbull Solid Waste Management District regarding this matter. Additional information will be provided as it becomes available.

Mr. Radtke also stated that he will be meeting with Road Superintendent John Onyshko and Barry Leven from the West Geauga Pickleball group to discuss the placement of a new bench at the pickleball courts.

#### **2026 Road Department / Operating Levy (ALL)**

The matter will be held until Mr. Richter returns. A motion will be placed on either May 28th or June 11th meeting agenda.

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

Upon Mr. Richter’s return, the Board will set a date for a future presentation and discussion regarding property taxes with the Geauga County Auditor and Prosecutor.

**Flags / Flag Poles, Banners and Flowerpots**

Instead of using hanging baskets, the Board has decided to transfer the flowers into flowerpots. Mr. Radtke will purchase flowerpots for the flowers that will be placed around Township properties.

The Hometown Hero banners have been installed, with an additional four new banners added this year, bringing the total to 32 banners.

The placement of flags, flagpoles, and lighting has not yet been determined.

**Government Update-**            5/14 - **KR**            5/28 - **CR**            6/11 - **BD**

**Executive Session**

**2026-202**        Mr. Radtke moved to enter into executive session at 7:07 PM pursuant to Ohio Revised Code 121.22 G(2) to consider the purchase of property for public purposes and pursuant to Ohio Revised Code 121.22 (G) (1) to consider the employment of a public employee. Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Invited into the executive session is Patricia Jarrett, Fiscal Officer and Mark Purchase, Township Administrator.

The Board reentered public session at 7:35 PM

After months of review and revisions to the letter intended for the Park Board, Mr. Radtke stated that the final version prepared by Mr. Richter lacked clarity. As a result, the letter was not sent to the Park Board.

Mr. Richter stated he would call the Park Board and Mr. Radtke stated he would send an email outlining his position.

**2026-203**        Mr. Radtke moved to approve and appoint Patrick Fleming to the position of full-time zoning inspector for Chester Township. This appointment shall be effective on Sunday / May 17<sup>th</sup> at an hourly rate of \$28.50, no overtime and a one-year probationary period. Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

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**ADJOURNMENT:**

There being no further business before the Board, Mr. Radtke adjourned the meeting at 7:38 PM.

Respectfully submitted,



Patricia Jarrett, Fiscal Officer

5/28/26 Motion # 2026-204

Approval Date



Craig S. Richter, Chairman



Ken Radtke Jr., Vice-Chairman



Brandon Davis, Trustee