

The Chester Township Board of Trustees met in **Regular** session on **May 28, 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 #: 2026-204

Approval of Minutes

2026-204 Mr. Richter moved to approve the Board of Trustees meeting minutes for 5/14/26 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

Heath Road Slip

The Road Superintendent, John Onyshko and Township Administrator, Mark Purchase met with representatives from the Geauga County Engineer's Office to discuss upcoming road projects, including the Heath Road slip.

During the discussion, concerns were raised regarding the possibility of petitioning for permanent road closure. Representatives from the Engineer's Office noted that once a road is permanently closed, reopening it can be extremely difficult. Geauga County Engineer Shane Hajjar discussed potential funding opportunities through the EPA and ODOT for repairs to Heath Road. He reported that applications have been submitted for funding.

Additional discussion focused on the costs and logistical challenges associated with a road closure, including the potential need to construct turnaround areas at both ends of Heath Road for service vehicles and the possible relocation of a resident's driveway access.

Mr. Onyshko and Mr. Purchase subsequently revisited the site to evaluate the feasibility of reopening a single lane of traffic while awaiting possible grant funding. They also met with representatives from James Podojil Excavating to discuss temporary stabilization measures. Potential solutions included creating a berm to function as a natural guardrail and placing and compacting stone to improve stability. The excavation company is expected to provide a cost estimate within the following week.

Trustee, Ken Radtke suggested utilizing asphalt millings generated from upcoming resurfacing projects to assist with stabilization efforts by adding and compacting material in the affected area. Additional suggestions included converting the roadway to a single-lane passage and reducing the speed limit through the impacted section.

Trustee, Brandon Davis stated that he would investigate whether any funding assistance may be available through FEMA.

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Resident Joe Mazzurco commented that FEMA assistance is generally unavailable unless a significant number of residents are affected by the event.

Mayfield Road Closures

Mr. Radtke requested the consent of the elected officials to communicate with the State Senator regarding recent ODOT road closures on U.S. Route 322. Mr. Radtke expressed concerns that both eastbound and westbound routes serving access to Cleveland Clinic Hillcrest Hospital in Mayfield Heights and University Hospitals Geauga Medical Center in Chardon were closed without prior notification to the Township.

2026-205 Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
228-2026	REG	\$10,166.18	OPWC	O55-13988-CG10AA & CT03M
226-2026	REG	\$1,400.00	Tracey Road Equipment	Spare Loader Cylinder

Department Business- Fire

2026-206 Mr. Richter moved to approve wage adjustment for part-time Fire Inspector Sean O'Neill to \$32.00 / Hour effective June 1, 2026. Mr. Davis seconded. Vote unanimous; motion passed.

2026-207 Mr. Richter moved to amend previous motion 2026-191 and Purchase Order from Capital Projects line item 4903-760-720-0000 to the amount of \$18,073.50 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, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-208 Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
230-2026	REG	\$18,073.50	Shiffler Equipment Sales	Purchase & Install of 40 Gear Storage Lockers

Department Business- Police

2026-209 Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
229-2026	TNN	\$1,291.68	Ganley Village CDJRF	Inv 262584

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Department Business- Zoning

2026-210 Mr. Richter moved to approve the voluntary request of Mr. Jeff Sherwood to be re-assigned and continue serving as an alternate, from the Chester Township Zoning Commission to the Chester Township Board of Zoning Appeals, effective immediately.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-211 Mr. Richter moved to approve and accept the transfer of 28.43 sick leave hours, from the City of South Euclid to Chester Township and to be applied to the available leave balance of Patrick Fleming.
Mr. Davis seconded. Vote unanimous; motion passed.

Donation

Name	Amount	Purpose
Kenneth Kolsom	\$100.00	Memorial Day Ceremony

NOTE: A Thank you letter to Mr. Kolsom has been drafted and is ready for the Fiscal Officer's signature.

New Business

2026-212 Mr. Richter moved to approve, execute and initiate the filing of a "Certificate of Need Resolution", as provided by the Geauga County Auditor's Office for an Additional Road Department Levy of 2.0 Mills, authorized by Ohio Revised Code 5705.19(G). This certificate shall be filed with the Geauga County Auditor's Office and will begin the process of placing it on the November 2026 ballot and thereby requests the Geauga County Auditor certify the amount of revenue that the proposed levy would generate.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-213 Mr. Richter moved to approve and waive the post-audit conference for the 2024 and 2025 audit with Charles E. Harris & Associates, Inc.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-214 Mr. Richter moved to approve and appoint Rebecca Geissingner to the position of part-time zoning administrative assistant (in-training) for Chester Township. This appointment shall be effective on Sunday / May 31st at an hourly rate of \$22.50, for an average of 24 work hours per week, not to exceed without the advanced prior approval of the Township Administrator or Trustee, along with a one-year probationary period.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

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2026-215 Mr. Richter moved to approve and authorize overtime pay for a Chester Police Officer to support the West Geauga Kiwanis Club Community Recycling event with traffic control on May 30, 2026.

Mr. Davis seconded. Vote unanimous; motion passed.

Note: During discussion, Mr. Davis expressed interest in determining whether the Geauga County Sheriff's Office has auxiliary officers available to provide traffic control services at a lower cost than overtime compensation for Township police officers. Mr. Purchase stated that he would investigate the matter and report back to the Board.

Health Insurance Coverage for New Employees

The Board discussed the Township's current policy regarding health insurance benefits for newly hired employees. Under the existing policy, health insurance coverage becomes effective on an employee's start date. It was noted that if the Township wishes to modify the policy so that coverage begins on the first day of the month following the hire date, such a change would require Board action to amend the current policy.

2026-216 Mr. Richter moved to approve establishing the effective date for medical insurance coverage for new hires to be the first day of the month following the month of their hire, effective beginning July 1, 2026.

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

2026-217 Mr. Richter moved to approve and sign a cemetery deed for the sale of the following plot(s) listed below.

Mr. Davis seconded. Vote unanimous; motion passed.

DEED #	SECTION	PLOT	SITE(S)
2026-006	3	086	2 and 3

Township Park

Concerts in the Park Support 2026 Season

Mr. Radtke reported that Mr. Kilroy of the West Geauga Kiwanis Club contacted him to request a Township contribution of \$2,000.00 toward the 2026 Concerts in the Park program. Mr. Kilroy subsequently submitted his request by email and asked that the matter be placed on a future meeting agenda for discussion.

The Board discussed the request and expressed support for the summer concert series. The Board agreed to contribute \$2,000.00 to assist with the 2026 Concerts in the Park program.

2026-218 Mr. Richter moved to approve \$2,000.00 to support the 2026 West Geauga Kiwanis Club Summer Concert Series at Chester Township Park Gazebo.

Mr. Davis seconded. Vote unanimous; motion passed.

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Financial Items

2026-219 Mr. Richter moved to approve financial transactions as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	231-2026	REG	\$238.80	AT&T Mobility	Cell Phone - Zoning
GEN	227-2026	REG	\$3,000.00	Bright Idea Shop	2-6ft Contour Benches-Parkside Park

CHECKS		
Date	Starting No.	Ending No.
6/2/26	89038	89046
5/28/26	89047	89084
Fiscal Officer's note: the last check number used on 5/14/26 was 89037		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
6/2/26	806-2026	879-2026	Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
881-2026	First National Bank EFTPS	\$22,670.91	6/2/26	Employee & employer withholding - Federal
882-2026	Treasurer, State of Ohio	\$3,704.89	6/2/26	Employee & employer withholding - State
883-2026	Public Employees Retirement System	\$61,983.03	6/25/26	Employee & employer withholding - Retirement
884-2026	Ohio Police & Fire Pension Fund	\$23,875.93	6/25/26	Employee & employer withholding - Retirement

Fiscal Officer's Report

Fiscal Officer, Patricia Jarrett reported that she recently received her new Medical Mutual insurance identification card and noticed that the out-of-pocket maximum listed on the policy did not match the agreement that had been approved and signed.

Mrs. Jarrett reviewed correspondence from the insurance representative, who indicated that the discrepancy had been investigated by their accounting and underwriting teams. The review determined that a manual error had occurred on the renewal document, resulting in an out-of-pocket maximum being listed lower than the intended amount. The representative confirmed that Medical Mutual will honor the out-of-pocket maximum as stated in the renewal document signed by Mrs. Jarrett. Updated identification cards reflecting the correct information will be issued.

Mrs. Jarrett also reported that the Township's audit was completed successfully and stated that she was very pleased with the overall results.

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Open/Ongoing Items

Flags / Flag Poles

American flags were installed on utility poles beginning at the intersection of State Route 322 and State Route 306 and extending outward from the center of town.

Mr. Davis stated that the flag placement did not achieve the appearance he had originally envisioned throughout the Township. He reported that the display will be reworked and noted that he has personally purchased additional flags to assist in accomplishing his intended design.

America 250 Chester (BD)

Mr. Davis reported that Grave Hunters and America 250 Chester have been cross promoting their upcoming events.

Outside Legal Counsel (BD)

The Board discussed the matter of outside legal counsel. The Board will discuss further at the next meeting.

Limited Home Rule

Mr. Radtke stated that one of the Township's greatest challenges is the enforcement, consistency, and interpretation of the Zoning Resolution. He emphasized the importance of consistent enforcement and responsiveness throughout the county.

Mr. Radtke reported that he plans to contact Geauga County Prosecutor Jim Flaiz to discuss the matter and will report back to the Board with any guidance received.

NOPEC Funds

The Board advised that \$5,940.33 remains available in NOPEC funds, which must be utilized by June 30, 2026.

The Township's NOPEC disbursement requests in the amounts of \$28,734.00 and \$852.63 have been approved. Funds are expected to be distributed via ACH within four to six weeks.

The Board was also informed that all five civic group applications were approved for NOPEC sponsorship funding in the amount of \$300.00 each.

Township Records Commission

No update at this time.

Capital Projects

Mr. Purchase reported having spoken with a scheduler for Congressman Joyce regarding the possibility of attending a future Board meeting to discuss the federal funding awarded through the U.S. Department of Housing and Urban Development (HUD). Congressman Joyce's participation may be possible in late summer.

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Upcoming Items/Deadlines

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

4th of July Parade / Candy Purchase

Mr. Radtke reported that he purchased candy for the Township's participation in the Fourth of July Parade through Amazon last year and plans to do so again this year. The elected officials have registered to participate in the parade with the West Geauga Kiwanis Club and will share the cost of the candy purchase.

Trustee, Craig Richter stated that he intends to request that the Township's elected officials be at the beginning of the parade alongside other Township departments in recognition of Chester Township's 225th Anniversary. Mr. Radtke will communicate with a representative of the West Geauga Kiwanis Club regarding the request.

Public Hearing: 2027 Budget / July 9, 2026 at 6:35 PM

Mr. Richter reported that he will meet with department heads during the coming week to review the proposed 2027 temporary appropriations in preparation for the public hearing scheduled for July 9, 2026, at 6:35 p.m.

Public Hearing: Board of Trustees on Zoning Amendment ZC-2026-1 / June 11, 2026 at 7:00 PM

To accommodate the hearing, the Board agreed to begin its regular meeting at 5:30 p.m. on that date.

Discussions

Promotional and Sponsorship Advertisement Policy

This item was tabled to next meeting.

Annual Recycling Survey

The Board discussed the annual recycling survey. Jennifer Jones, representative from Geauga-Trumbull Solid Waste Management has requested an opportunity to present information regarding curbside recycling. A date for her presentation at a future Board meeting will be determined.

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

The Board discussed holding a special meeting regarding property taxes with representatives from the Geauga County Auditor's and Prosecutor's Offices. The meeting may be held at the Geauga West Library. The date, time, and location have not yet been finalized.

Flowerpots

The Township Administrator reported that hanging flower baskets ordered from Abate's Greenhouse are ready for pickup. The Township Administrator will direct the Road Department to retrieve the baskets, after which the Board will determine their placement and use.

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Pickleball Lights

Mr. Leven provided an update on fundraising efforts for lighting at the pickleball courts. He reported that fundraising tournaments have not generated the anticipated level of support. Mr. Leven inquired about the possible use of NOPEC grant funds for the project. Mr. Radtke stated that he will review the availability and eligibility of NOPEC funds and report his findings to the Board.

Firework Display

Mr. Davis reported that the preferred location for the fireworks display was West Geauga High School; however, the school decided not to move forward. The proposed backup location is the Chester Township Recycle Park. Mr. Davis stated that he has spoken with the owner of West Geauga Plaza regarding spectator parking, and permission has been granted for attendees to park in the plaza parking lots.

The Township Administrator reported having spoken with a couple residents whose properties are located directly behind the Recycle Park. Those residents expressed no objections to the fireworks display being held at the Recycle Park.

The Fire Chief raised concerns regarding traffic on State Route 306, including vehicles slowing or stopping and the potential obstruction of traffic. He recommended coordination with the Police Department to ensure traffic continues to flow safely. Mr. Davis stated that, according to the fireworks contractor, State Route 306 is not within the designated debris zone.

Discussion was held regarding insurance coverage for the event. If the fireworks display is held at the Recycle Park, OTARMA will be notified and an insurance rider may be purchased to provide additional coverage for the event.

Mr. Radtke expressed safety concerns regarding the proposed location, including the proximity of spectators to the launch area, the size of the site, the debris field, the nearby presence of State Route 306, and the overall safety of attendees.

Government Update- 5/28 - **CR**; 6/11 - **BD**; 6/25 - **KR**;

Executive Session

2026-220 Mr. Richter moved to enter into executive session at 7:31 PM pursuant to Ohio Revised Code 121.22 G(2) to consider the purchase of property for public purposes
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

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

The Board reentered public session at 7:46 PM

Patricia Jarrett entered Executive Session at 7:40 PM.

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ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:47 PM.

Respectfully submitted,



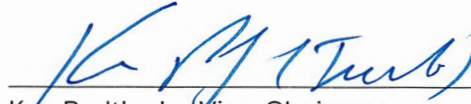
Patricia Jarrett, Fiscal Officer

6/11/26 Motion # 2026-222

Approval Date



Craig S. Richter, Chairman



Ken Radtke Jr., Vice-Chairman



Brandon Davis, Trustee