

The Chester Township Board of Trustees met in **Regular** session on **Thursday, June 11, 2026** in the Town Hall Meeting Room at **6:00 PM** Chairman Craig S. Richter presided.

Roll Call: Present: Craig S. Richter – Chairman
Ken Radtke Jr. – Vice Chairman
Brandon Davis – Trustee (arrived 6:08 PM)
Patricia Jarrett – Fiscal Officer

Pledge of Allegiance to the Flag

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

Leading Motion #: 2026-222

Approval of Minutes

2026-222 Mr. Richter moved to approve the Board of Trustees meeting minutes for 5/28/26 and special meeting minutes for 6/5/26 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes.

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

Township Administrator

Mark Purchase, Township Administrator, reported that preparations are underway for the next phase of the Road Levy process. The first resolution has been completed, and the second resolution will be presented to the Board of Trustees at its June 25, 2026 meeting. If approved, the resolution will then be forwarded to the Board of Elections for further processing.

Public Comments/ Questions

Chris Bukvic of Cherry Lane addressed the Board regarding his concerns about the ongoing culvert pipe repair project on State Route 322(Mayfield Road). Mr. Bukvic expressed concern that the roadway repairs could result in increased water runoff onto Cherry Lane and wanted to make the Board aware of the potential issue.

Fiscal Officer Patricia Jarrett informed Mr. Bukvic that the State Route 322 closure and repair project is being conducted by the Ohio Department of Transportation and that the Township was not notified of the project in advance. Trustee Ken Radtke added that the Road Superintendent had discussed similar drainage concerns during a previous meeting. The Board acknowledged Mr. Bukvic's comments and concerns.

Department Business- Road

Trail 227 (Seminary Lane, North Extension)

A resident whose property is located directly behind the Recycle Park on the north extension of Seminary Lane addressed the Board regarding the condition of Trail 227. The resident noted that the roadway has never been paved and consists only of a chip-sealed surface. He expressed concerns about the deteriorating condition of the road as well as litter from the Recycle Park blowing onto his property.

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The resident suggested planting trees along the rear property line of the Recycle Park to help reduce the number of debris reaching neighboring properties. Trustee Ken Radtke stated that he would confirm with the Road Superintendent whether Trail 227 is included in any upcoming road paving projects. If it is not, he will discuss possible options with the resident, including milling the roadway, using asphalt grindings to reestablish the road base, and applying a new chip-seal surface.

Underground Storm System Devon Lane

The Township Administrator reported that when this subdivision was originally developed, an underground stormwater drainage system utilizing clay tile was installed throughout the area. However, no maps or records were located showing the exact layout of the system.

A residence on Devon Lane is experiencing issues with a broken clay tile line, preventing proper drainage of stormwater. As a result, water is reportedly backing up into a septic system connection, causing the septic tank to fill rapidly during rain events. The homeowner has temporarily been pumping excess water to the roadside ditch.

Trustee Radtke questioned whether the damaged clay tile is located within the public road right-of-way. The Township Administrator is reviewing subdivision maps and available records to determine whether responsibility for the repair lies with the Township or the property owner.

2026-223 Mr. Richter moved to approve per O.R.C. 505.10 (A)(7) the sale of the Road Department's 1998 Atlas Copco Air Compressor, offered for public sale on Govdeals.com or alternative advertising websites, etc., with a minimum reserve of \$3500.00. The equipment has become obsolete and has no further value.

Mr. Davis seconded. Vote unanimous; motion passed.

2026-224 Mr. Richter moved to approve and create a purchase order, "After the Fact" in the amount of \$36,461.70 for App Architecture and their design services, as it relates to the Site Development phase of the Road Department Garage. This approval shall be made payable to App Architecture 615 Woodside Drive, Englewood, Ohio 45322 from the following Township account: Road Department / Reserve Fund / Buildings 4902-760-720-0000

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

2026-225 Mr. Richter moved to approve a purchase order in the amount of \$2,200.00 from General Fund Appropriated line item # 1000-120-323-0000 (Repairs & Maintenance). Made payable to Podojil Excavating CO. P.O. Box 95 Chester Township, Ohio 44026. This expense is necessary for a temporary accessible lane repair of the Heath Road slip area, thereby making a single gravel-based lane available for local traffic only.

Mr. Davis seconded. Vote unanimous; motion passed.

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2026-226 Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
239-2026	REG	\$36,461.70	App Architecture	INV 00006 4336.01 RD
235-2026	REG	\$3,500.00	McMaster-Carr Supply	Various Industrial Attachments
238-2026	REG	\$2,200.00	Podojil Excavating Co	Temp Acc. Lane Repair Heath Road Slip Area

Department Business- Fire

2026-227 Mr. Richter moved to approve Fire Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
241-2026	REG	\$1,700.00	Enbridge Gas Ohio	Natural Gas

Department Business- Police

2026-228 Mr. Richter moved to approve Police Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
242-2026	REG	\$4,000.00	Nuclear Printing	Various Printing
232-2026	REG	\$8,000.00	Atwell's Police & Fire Equip. Co.	Uniforms

Department Business- Zoning

The Township Administrator reported that the new Zoning Inspector has started and is progressing well in the position. The new Zoning Administrative Assistant has also begun employment and is currently undergoing training.

New Business

2026-229 Mr. Richter moved to approve "After the Fact", a purchase order in the amount of \$7,400.00 from General Fund Appropriated line item # 1000-120-352-0000 / Water and Sewage. Made payable to Harper Well & Pump, Inc. 10033 State Route 44, Mantua, Ohio 44255. This expense was necessary for the EPA required plans, equipment and installation of our updated water filtration system for all local government buildings.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-230 Mr. Richter moved to approve "After the Fact" a purchase order in the amount of \$1,780.00 from General Fund Appropriated line item # 1000-760-730-1202 (Improvement of Sites). Made payable to Mulberry Creek Greenhouses, Inc. 7080 Mulberry Road, Chester Township, Ohio 44026. This expense originated from the Board's May 29th approval to order 16 Flower Baskets, to be installed on township properties.
Mr. Davis seconded. Vote unanimous; motion passed.

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Donations

Items
Radio Headsets-Road Department
25 Flags and Solar Lights for the Township

2026-231 Mr. Richter moved to approve and adopt Chester Township Policy and Procedure: Promotional and Sponsorship Advertisement Banners, Section 4.04 as amended. The proposed policy addresses banner placement on any township property as it relates to a fundraising event that is also hosted on township property.

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

2026-232 Mr. Richter moved to approve \$105.00 payable to the Geauga County Township Association for Ken Radtke, Patricia Jarrett and Patrick Fleming to attend the July 8, 2026 Quarterly Dinner / Meeting hosted by Chardon Township.

Mr. Davis seconded. Vote unanimous; motion passed.

2026-233 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)
2026-007	3	090	2,3,4

Township Park

2026-234 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
WG Wrestling	8/8/26	Town Hall Pk Lot	9:30AM-2PM	Car Wash
Chester Car Show (Chester Christian Center)	7/11 (rain date 7/18)	Fire Station #2 for Parking	10:30AM- 3PM	Event
Girl Scouts / Elizabeth Randau	6/17/26	Pickleball (2 courts)	5:30 PM	Event

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Financial Items

2026-235 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	\$7,400.00	1000-930-930-0000	1000-120-352-0000	Harper Well Invoice

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	240-2026	REG	\$3,000.00	OTARMA	Claim# C566580513-0001-01
GEN	237-2026	TNN	\$1,780.00	Mulberry Creek Greenhouse Inc	16 Flower Baskets for Town Center
GEN	236-2026	TNN	\$7,400.00	Harper Well & Pump Inc.	EPA-Required Plans, Equip. & Install of updated water filtration system for TWP complex
GEN	234-2026	GEN	\$2,000.00	Kiwanis Club of West Geauga	2026 Summer Concert Series

CHECKS		
Date	Starting No.	Ending No.
6/16/26	89085	89092
6/11/26	89093	89149
Fiscal Officer's note: the last check number used on 5/28/26 was 89084		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
6/16/26	887-2026	966-2026	Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
968-2026	First National Bank EFTPS	\$25,041.71	6/16/26	Employee & employer withholding – Federal
969-2026	Treasurer, State of Ohio	\$4,061.97	6/16/26	Employee & employer withholding – State

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Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date		5/31/2026	
Prior UAN Balance			8,694,279.72
Actual Receipts	+	123,095.66	
Transfers for UAN Only	+	550,000.00	
Total Receipts	=		673,095.66
Payments	-	570,127.24	
Transfers for UAN Only	-	550,000.00	
Total Payments	=		1,120,127.24
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	5/31/2026		\$8,247,248.14
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	5/31/2026		\$8,247,248.14
Entered bank balances as of	5/31/2026		\$8,337,737.21
Deposits in transit	+		0.00
Outstanding payments	-		90,489.07
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	5/31/2026		8,247,248.14
		Check	0.00

Chester Township Bank Balances			
As of		5/31/2026	
Business Banking			\$400,000.00
FNB Sweep Account			534,187.15
Star Ohio			7,403,550.06
Total			\$8,337,737.21
		Check	0.00

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Fiscal Officer Patricia Jarrett reported that she has received her corrected health insurance card. The original cards that were issued contained incorrect information; however, the replacement card has been received and verified as accurate.

Ms. Jarrett also reported that the Township's audit has been completed and has received approval from the Auditor of State.

Open/Ongoing Items

Capital Projects

No update at this time

Flags /Flag Poles (BD)

An additional 25 American flags and solar lights have been received and assembled. The materials are awaiting placement direction from Trustee Davis before installation can be scheduled.

Firework Display

Insurance coverage for the event has been approved. Trustee Davis will meet with the department heads to review event details, logistics, and departmental responsibilities.

Outside Legal Counsel (BD)

The Board discussed advertising for legal counsel services. A motion to authorize the advertisement will be placed on the next Board of Trustees meeting agenda for consideration.

Upcoming Items/Deadlines

4th of July Parade

GCTA Dinner / Meeting July 8, 2026 @ 6PM - Chardon

July 9th at 6:35 PM: Public Hearing – 2027 Budget

Discussions

Annual Recycling Survey

Jennifer Jones, representing the Geauga-Trumbull Solid Waste Management District, will attend the Board of Trustees meeting on July 9, 2026, to discuss items related to recycling.

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

This item has been placed on hold and will be revisited at a future date.

Usage of the Township's 88 Acres

The Board discussed the use of the Township-owned 88-acre parcel by Teaching Our Traditions (TOT). The organization is interested in utilizing the property for educational, hands-on outdoor activities, including archery. A policy governing the use of the Township-owned property will be drafted for future consideration.

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Pickleball Lights

Pickleball organizer Barry Leven requested consideration of NOPEC funding for the installation of pickleball court lights. The Board will review available NOPEC funding balances and determine whether funding is available for the project.

7:00PM- Zoning Amendment ZC-2026-1 (Zoning Resolution Re-Formatting) Public Hearing

2026-236 Mr. Richter moved to open the public hearing for zoning amendment ZC-2026-1 at 7:00 PM. The Trustees have received and reviewed the recommendation of the Geauga County Planning Commission.

Mr. Davis seconded. Vote unanimous; motion passed.

2026-237 Mr. Richter moved to waive the reading of the legal notice.

Mr. Davis seconded. Vote unanimous; motion passed.

Public Comments

A resident addressed the Board regarding a matter unrelated to the public hearing subject under consideration. The Board advised the resident to subscribe to the Township email notification list to receive updates on topics of interest. The Board also explained that public comments during the hearing should pertain to Zoning Amendment ZC-2026-1.

2026-238 Mr. Richter moved to close the public comment portion of the public hearing.

Mr. Davis seconded. Vote unanimous; motion passed.

2026-239 Mr. Richter moved to close the public hearing at 7:12 PM for zoning amendment ZC-2026-1.

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

2026-240 Mr. Richter moved to deny zoning amendment ZC-2026-1 as presented by the Chester Township Zoning Commission and recommended by the Geauga County Planning Commission.

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

Government Update- 6/11 - **BD** 6/25 - **KR** 7/9 - **CR**

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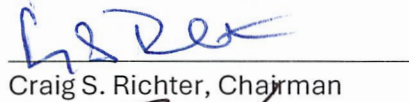
ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:13 PM.

Respectfully submitted,


Patricia Jarrett, Fiscal Officer

6/25/26 Motion # 2026-242
Approval Date


Craig S. Richter, Chairman

Absent
Ken Radtke Jr., Vice-Chairman


Brandon Davis, Trustee