

The Chester Township Board of Trustees met in **Regular** session on **Thursday, July 9, 2026** in the Town Hall Meeting Room at **6:00PM** 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 #: 2026-253

Presentation: Jennifer Jones from Geauga – Trumbull Solid Waste Management District

Jennifer Jones, representing the Geauga-Trumbull Solid Waste Management District (GTSWMD), presented information regarding curbside recycling and bundled residential trash collection.

Ms. Jones explained that Chester Township residents currently have the freedom to choose their own trash hauler, resulting in multiple waste collection companies servicing township roads throughout the week. She noted that implementing a single contracted trash hauler with bundled curbside recycling could reduce roadway traffic, improve efficiency, and potentially lower costs for residents.

She advised that the Chester Township Recycle Park remains the Township's current recycling option; however, the cost of operating drop-off recycling sites continues to increase. GTSWMD currently spends approximately \$560,000 annually to manage its recycling drop-off locations, with the Chester Township Recycle Park costing approximately \$75,000 per year to operate. In addition, each recycling container pull costs approximately \$33 per bin, and the Chester site contains 14 collection bins.

Ms. Jones emphasized that GTSWMD's goal is not to close the Chester Township Recycle Park, but rather to reduce the frequency of collection by encouraging more residents to participate in curbside recycling. She explained that fewer trips to service the recycling site would reduce operational expenses.

As an example, Ms. Jones shared that the City of Chardon recently contracted with Dumpster Bandit to provide bundled curbside trash and recycling service at a cost of approximately \$18 per month. The agreement also includes services such as community cleanup events and municipal property collection.

Trustee Ken Radtke expressed concern regarding contractor performance and accountability. Ms. Jones responded that any future service agreement could include provisions addressing failure to perform.

The Board also inquired about the possibility of an opt-out option for residents. Ms. Jones explained that some communities negotiate contracts that include opt-out provisions, depending on the terms of the agreement.

Trustee Brandon Davis stated that he liked the overall concept but expressed concern about how residents would respond to a community-wide change in waste collection services.

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Mr. Richter stated that during previous discussions regarding a potential single-hauler curbside trash and recycling program, one suggestion for gauging community support was to place a nominal levy on the ballot to cover the administrative oversight costs associated with the program. He noted that the outcome of such a vote could provide guidance as to whether a majority of Township residents support implementing a single-hauler system for curbside trash and recycling.

Ms. Jones concluded by explaining that, without changes to the current system, the long-term sustainability of the Chester Township Recycle Park may be at risk. Potential alternatives could include reducing collection frequency or limiting the site's operating schedule, such as opening only on weekends.

She summarized the primary benefits of bundled curbside trash and recycling service as:

- Increased operational efficiency;
- Reduced wear and tear on township roads due to fewer collection vehicles;
- Greater resident participation in recycling through the convenience of curbside service; and
- A projected 25–30% reduction in recyclable material tonnage requiring management at drop-off facilities.

The Board expressed support for continuing to investigate the concept and agreed that additional information should be gathered before considering any future action. The topic will be discussed further at a future Board meeting.

6:35 PM- Public Hearing – 2027 Chester Township Tax Budget

2026-253 Mr. Richter moved to open the public hearing on the proposed 2027 Chester Township Tax Budget at 6:35 PM.

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

2026-254 Mr. Richter moved to waive the reading of the legal notice.

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

Public Comments

No comments were received from the public regarding the proposed Chester Township 2027 Tax Budget.

2026-255 Mr. Richter moved to close the public comment portion on the proposed 2027 Chester Township Tax Budget.

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

The elected officials reviewed and discussed the proposed 2027 Chester Township Temporary Tax Budget, including projected revenues and the General Fund.

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The Board will attend a Special Meeting with the Geauga County Budget Commission for the 2027 Temporary Tax Budget. The meeting will be held on Monday, August 17, 2026, at 10:00 a.m. at the Geauga County Budget Commission in Chardon.

2026-256 Mr. Richter moved to close the public hearing on the proposed 2027 Chester Township Tax Budget.

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

Approval of Minutes

2026-257 Mr. Richter moved to approve the Board of Trustees meeting minutes for 6/25/26 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, abstain; Mr. Davis, yes. Motion passed

Township Administrator

Public Comments/ Questions

Kenny Leonardi, founder of Teaching Our Traditions (TOT), addressed the Board regarding a presentation that participants in the TOT program plan to give at an upcoming Board meeting. The presentation will include a drawing depicting a proposed use of Township-owned property.

Mr. Leonardi inquired about the Township's policy regarding the use of Township-owned property. Trustee Brandon Davis stated that a draft policy has been prepared and will be shared with the Board for review and consideration.

Department Business- Road

2026-258 Mr. Richter moved to approve the funds necessary for App Architecture for their continued design services as it relates to the building and site development, of the proposed Road Department Garage. This Purchase Order in the amount \$2,141.06, shall be made payable to App Architecture 615 Woodside Drive, Englewood, Ohio 45322 from account "Reserve Fund / Buildings" 4902-760-720-0000

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

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Add Statement to the Concrete Waiver

Road Superintendent John Onyshko recommended adding language to the Township's Concrete Waiver policy to clarify the resident response process. The proposed revision provides that if the Road Department does not receive a response from the property owner within the timeframe specified in the notification letter, the Department will proceed with the planned work as outlined. The purpose of the revision is to ensure that property owners are responsible for reviewing, understanding, and responding to the notice regarding their concrete apron.

Following discussion, the Board agreed to approve the proposed modification to the Concrete Waiver policy.

2026-259 Mr. Richter moved to approve the credit card purchase of air bags from Summit Racing for \$1,692.86
Mr. Davis seconded. Vote unanimous; motion passed.

2026-260 Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
252-2026	REG	\$32.55	Treasurer of State – UAN	Invoice #377394
251-2026	REG	\$2,141.06	App Architecture	Invoice 00008 4336.01

Pickleball Lighting

The estimated cost to install lighting for the pickleball courts is \$24,000.00. Mr. Leven reported that he hopes to raise the full amount through fundraising efforts. He noted that, while fundraising has been successful, many of the primary users of the courts—including younger families, high school students, and college-aged players who typically use the courts during the evening hours—may not be able to participate in fundraising events with ticket prices of approximately \$100. To date, approximately \$6,000.00 has been raised over the past three months.

Trustee Ken Radtke discussed the possibility of utilizing available NOPEC grant funds to assist with the project and advised Trustee Brandon Davis to look into that further. The Board agreed that discussion of the project and possible funding sources will continue at a future meeting.

Department Business- Fire

2026-261 Mr. Richter moved to accept State of Ohio EMS 2026-2027 P1- Training & Equipment Grant, in the amount of \$2,722.28. This grant will be used to pay for department EMS equipment and training needs.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

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2026-262 Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
253-2026	REG	\$1,834.92	Ascendance Trucks Midwest LLC	Parts for Repair of Tanker 3436
249-2026	REG	\$3,710.99	ESO Solution Inc	Annual Software License Fees
248-2026	REG	\$822.97	First Arriving IO, Inc.	Dashboard Renewal-Annual Subscription License
252-2026	REG	\$32.55	Treasurer of State – UAN	Invoice #377394

Department Business- Police

2026-263 Mr. Richter moved to approve Police Department expenditures as listed below. Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
250-2026	REG	\$2,225.00	Law Enforcement Foundation	PELC-Matthew Less
252-2026	REG	\$32.55	Treasurer of State- UAN	Invoice #377394
251-2026	REG	\$7,172.66	App Architecture	Invoice 00008 4336.02

2026-264 Mr. Richter moved to approve the proposed 2027 Chester Township Tax Budget as amended with total appropriations of \$ 12,193,771.00 and revenues of \$10,720,626.20 as presented to the Board of Trustees by the Fiscal Officer. Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

New Business

Property Insurance

The Board reviewed the Township's property insurance renewal, noting an increase of approximately \$11,000.00, representing a 7.5% premium increase. The Township Administrator advised that he has contacted the Township's property insurance representative to discuss the increase and obtain clarification regarding the premium adjustment and other related questions.

Township Park

2026-265 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
Al DiFranco	8/8/26	Entire Park	3PM-7PM	Family Reunion
Liberty Riggs	11/7/26	Gazebo	11AM-3PM	Birthday
Chelsea Hupp	8/2/26	West Pavilion	3PM-7PM	Family Reunion
WGHS Interact Club	9/27/26	Volleyball	4PM-8PM	Tournament

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2026-266 Mr. Richter moved to approve after the fact use of Chester Township properties as listed below:

Mr. Davis seconded. Vote unanimous; motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
Stephanie Wright	7/3/26	West Pavilion	6pm-10pm	3 rd of July Party

Financial Items

2026-267 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
FD	\$2,000.00	2111-930-930-0000	2111-220-319-0312	ESO Solutions PO

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	252-2026	REG	\$32.55	Treasurer of State UAN	Invoice # 377394
GEN	254-2026	REG	\$900.00	Glenn's Property Services	Well Pump Service

CHECKS		
Date	Starting No.	Ending No.
7/14/26	89192	89200
7/9/26	89201	89256
Fiscal Officer's note: the last check number used on 6/25/26 was 89191		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
7/14/26	1049-2026	1054-2026	Payroll
7/14/26	1056-2026	1127-2026	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
6/29/26	1048-2026	1048-2026
7/30/26	1131-2026	1131-2026

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1129-2026	First National Bank EFTPS	\$26,033.28	7/14/26	Employee & employer withholding – Federal
1130-2026	Treasurer, State of Ohio	\$4,144.01	7/14/26	Employee & employer withholding – State

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Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date		6/30/2026	
Prior UAN Balance			8,247,248.14
Actual Receipts	+	108,000.81	
Transfers for UAN Only	+	300,000.00	
Total Receipts	=		408,000.81
Payments	-	772,282.27	
Transfers for UAN Only	-	300,000.00	
Total Payments	=		1,072,282.27
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	6/30/2026		\$7,582,966.68
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	6/30/2026		\$7,582,966.68
Entered bank balances as of	6/30/2026		\$7,618,751.89
Deposits in transit	+		0.00
Outstanding payments	-		35,785.21
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	6/30/2026		7,582,966.68
		Check	0.00

Chester Township Bank Balances			
As of		6/30/2026	
Business Banking			\$400,125.00
FNB Sweep Account			92,282.74
Star Ohio			7,126,344.15
Total			\$7,618,751.89
		Check	0.00

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Fiscal Officer Patricia Jarrett reported that the second-half real estate tax collection has been delayed by approximately one month, with collection now scheduled to begin on August 4, 2026. As a result, the Township will receive its tax settlement approximately 30 days later than anticipated. The Township expects to receive the distribution in late September.

Mrs. Jarrett also reported that she completed and submitted the IRS Form 720, which is the quarterly excise tax form associated with the Township's Health Reimbursement Arrangement (HRA). The Township paid an excise tax of \$169.00 for the 44 employees participating in the HRA program. The form has been signed, mailed, and submitted prior to the August 31, 2026 filing deadline.

Mrs. Jarrett advised the Board that she spoke with Dan from Auburn Township regarding the use of artificial intelligence for meeting transcription. Auburn Township is utilizing Claude, an AI-powered transcription tool, to assist with preparing meeting minutes.

Finally, Ms. Jarrett discussed the management letter received from the Auditor of State following the Township's recent audit. The management letter referenced the Township's use of blanket and super blanket certificates, as well as concerns regarding the number of Then and Now Certificates being utilized.

Ms. Jarrett acknowledged the auditor's comments and stated that the Township needs to improve its purchasing procedures in these areas.

Open/Ongoing Items

Capital Projects

The Township Administrator reported that he continues to participate in the required presentations related to the grant funding application for the Road Department's new Service Garage.

Cybersecurity Training

The Township Administrator advised that required cybersecurity training has been distributed to all staff for completion. Employees who do not complete the training by the established deadline may be locked out of Township accounts, including email access. The completion deadline has been extended.

Road Levy

The Township Administrator reported that all required documents for the proposed Road Levy have been filed with the Board of Elections. The levy will next be considered by the Geauga County Commissioners before being forwarded to the State of Ohio for final certification. If approved by the voters, collections would begin in 2027.

Outside Legal Counsel RFQ

The Board agreed that the Request for Qualifications (RFQ) for Outside Legal Counsel is ready to be advertised.

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Health District Advisory Council (HDAC) Special Meeting

The upcoming Health District Advisory Council (HDAC) meeting will discuss concerning hoarding-related issues. Trustee Craig Richter, the Township's HDAC representative, will attend the meeting.

Upcoming Items/Deadlines

Gateway Newsletter articles are due by August 6, 2026.

Discussions

Timeliness of Invoice Submittals

Trustee Ken Radtke stated that he will send a friendly reminder to all Township departments encouraging the timely submission of invoices to the Fiscal Office to facilitate prompt processing.

Government Update- 7/9, KR; 7/23, BD; 8/6, CR;

Executive Session

2026-268 Mr. Richter moved to enter into executive session at 7:46 PM pursuant to Ohio Revised Code 121.22 G(2) to consider the purchase or sale 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 Mark Purchase.

The Board reentered public session at 7:55 PM.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:55 PM.

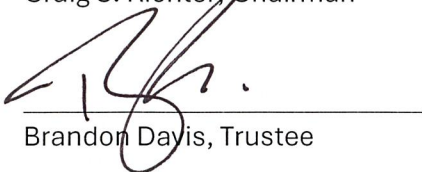
Respectfully submitted,



Patricia Jarrett, Fiscal Officer

Absent

Craig S. Richter, Chairman



Brandon Davis, Trustee

7/23/26 Motion # 2026-269

Approval Date



Ken Radtke Jr., Vice-Chairman