

The Chester Township Board of Trustees met in **Regular** session on **Thursday, July 23, 2026** in the Town Hall Meeting Room at **6:30 PM** Vice-Chairman, Ken Radtke Jr. presided.

Roll Call Present: Ken Radtke Jr., Vice-Chairman
 Brandon Davis, 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 #: 2026-269

Approval of Minutes

2026-269 Mr. Radtke moved to approve the Board of Trustees meeting minutes for 7/9/26 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.

Township Park

2026-270 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
WGHS Girls Soccer	7/25/26	Thall Pk Lot	10am-1pm	Car Wash Fundraiser
WG Pickleball Club(Leven)	7/23, 7/30	Pickleball Courts(2)	6-7PM, 9-10AM	Community Youth Clinic
CMG Contracting	8/1/26	Fire Station 2 for Overflow Parking	5-10PM	Pig Roast

Public Comments/ Questions

Residents Ms. Lanese and Ms. Paletto addressed the Board regarding the state grant being used for the environmental remediation of the former Buck Stop property. They expressed concern that taxpayer dollars were being used to remediate a privately owned property and questioned why the property owner was not responsible for the cost of demolition.

Trustee, Brandon Davis explained that the grant funding is provided through the State for environmental remediation and the abatement of hazardous materials, including lead and asbestos. Trustee, Ken Radtke Jr. clarified that the Township is not physically or financially involved in the demolition of the building. Mr. Radtke commended Mr. Davis for his efforts regarding the project and stated that, in principle, he understood the residents' concerns. He explained that the Township could have pursued demolition of an unsafe structure using Township funds and placed a lien on the property; however, there would be no guarantee that those funds would ever be recovered. Mr. Radtke stated that he hopes the redevelopment of the property will result in a positive outcome for the community and that he has requested a meeting with the property owner to discuss future plans for the site. He also encouraged residents to contact their state legislators with questions regarding the State's grant program.

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Mr. Radtke further commented that the Township occasionally faces challenges with the timely enforcement of the Township's Zoning Resolution through the Prosecutor's Office. He noted that becoming a Limited Home Rule Township could provide additional enforcement authority, including the ability to impose monetary penalties for certain zoning violations.

Mr. Davis explained that the State established this grant program several years ago and allocates funding to each county specifically for environmental remediation projects. He noted that if eligible projects are not submitted by property owners, municipalities, or townships, those funds may be awarded to projects in other counties. Mr. Davis also stated that he believes the current property owners were unaware of the building's interior condition when they purchased the property at a sheriff's sale because they were not permitted to inspect the building prior to the sale. The residents indicated that they disagreed with that assessment.

The Board also heard from Mr. Manfroni, who requested permission to use the parking lot at Fire Station No. 2 for overflow parking during a private work-related gathering being held adjacent to the property. After discussion, the Board approved the request with the condition that all garage doors and emergency access areas remain unobstructed to ensure emergency vehicles could respond if needed.

Department Business- Road

Sherman - Driveway/Concrete Enclosure and Drive Pipe Policy

Township Administrator Mark Purchase reported that the Drive Pipe Policy had been revised and clarified following discussion at the previous Board of Trustees meeting. He explained that the Road Department has experienced a significant increase in requests for residential drive pipe replacements, making it difficult to balance those requests with scheduled road maintenance activities, such as crack sealing and other roadway preservation projects.

Mr. Purchase stated that the Township's current practice of charging residents only for the cost of materials does not recover the labor, equipment, and operational costs associated with replacing drive pipes. As a result, the Road Department is spending more time and resources on residential drive pipe replacements than the Township is recovering. He noted that Road Superintendent John Onyshko replaced approximately 17 drive pipes during the Chesterfield resurfacing project this year and has already received approximately 18 requests for next year. Drive pipe replacement work is typically performed between February and June. Mr. Purchase requested policy direction from the Board so the Road Department can respond consistently to future requests and the public clearly understands the Township's position.

Mr. Radtke stated that when drive pipe replacement is associated with a Township road improvement project, replacing the pipe as part of the project is reasonable. However, for courtesy replacements requested outside of a road project, he suggested residents should be responsible for the full cost of labor, equipment, and materials. He also noted that emergency situations involving collapsed drive pipes that prevent access to a property should continue to be addressed promptly.

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Mr. Purchase advised that Chardon's Township policy is to inspect drive pipes only, with property owners responsible for hiring a contractor to complete any necessary replacement work.

Mr. Radtke emphasized that drive pipes are the responsibility of the property owner and that the Township's priority should remain roadway preservation and maintenance. He stated that courtesy drive pipe replacements should only be considered when Road Department time and resources permit, unless an emergency exists. He also recommended that any resident complaints or policy questions regarding drive pipe replacements be directed to the Board of Trustees rather than the Road Superintendent to ensure consistent application of Township policy.

2026-271 Mr. Radtke moved to approve \$271,406.40 payable to Karvo Companies Inc. for payment of the first invoice relating to the Resurfacing of Various Roads (RS-CHE-V-2026) as recommended by the Geauga County Engineer. This is not the final payment.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-272 Mr. Radtke moved to approve after the fact, the early termination of the Road Department workday, on Friday / July 17th. Out of an abundance of safety and caution, our crew was sent home 3 hours early, due to the Canadian Wildfires and unsafe air quality conditions. Every member of the Road Department shall be fully compensated for an 8-hour day, without any obligation to utilize their available leave.
Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-273 Mr. Radtke moved to approve and sign the agreement with the West Geauga Local Schools to provide them with anti-skid materials up to 250 tons at \$65.50/ton for the 2026-2027 winter season.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-274 Mr. Radtke moved to approve an after the fact purchase from Rush Truck for a fuel header for truck 9 in the amount of \$1440.00 using account number 2031-330-323-0000 Repairs and Maintenance (Vehicle & Equipment)
Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-275 Mr. Radtke moved to approve a then-and-now credit card purchase from Summit Racing of \$2477.99 for a hydraulic kingpin press to be paid with account number 2031-330-323-0075, Repairs and Maintenance (Vehicle & Equipment)
Mr. Davis seconded. Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

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2026-276 Mr. Radtke moved to 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
255-2026	REG	\$4,000.00	Rush Truck Centers	Various Vehicle Parts
256-2026	REG	\$3,000.00	J & L Door Service	Replace Damaged Overhead Door Components
257-2026	REG	\$20,000.00	Allied Corporation	Various Asphalt Products
259-2026	REG	\$6,185.00	Crafco, Inc.	Crack Seal Materials
260-2026	REG	\$1,500.00	Turney Home and Auto	Various Hardware Supplies
261-2026	REG	\$15,000.00	Kolsom Tires	Various Tires
265-2026	REG	\$5,000.00	McMaster-Carr Supply Co.	Various Industrial Fasteners
266-2026	REG	\$53,674.41	OTARMA	2026-2027 Property Insurance Premiums

Department Business- Fire

2026-277 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
268-2026	REG	\$49,002.41	OTARMA	2026-2027 Property Insurance Premiums
264-2026	REG	\$782.97	NEO Electrical Supply Co	Invoice I277801

Department Business- Police

2026-278 Mr. Radtke moved to approve and sign the Memorandum of Understanding for the school resource officer program (as presented to the Board of Trustees) between the West Geauga Local School District and the Chester Township Police Department. The MOU is for the continuation of the SRO program through the 2026-2027 school year.

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

2026-279 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
263-2026	REG	\$1,776.40	Cintas Centralized A/R	Mats
267-2026	REG	\$39,610.09	OTARMA	2026-2027 Property Insurance Premiums

Department Business- Zoning

Board of Trustees Public Hearing / August 20th for Proposed Amendments ZC-2026-4, ZC-2026-5 and ZC-2026-6.

The Board was advised that a public hearing will be held on August 20, 2026, to consider proposed Zoning Amendments ZC-2026-4, ZC-2026-5, and ZC-2026-6.

The proposed amendments include reformatting portions of the Zoning Resolution, clarifying the definition and treatment of abutting parcels under common ownership, and increasing the maximum allowable floor area for accessory buildings.

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2026-280 Mr. Radtke moved to accept the findings and recommendation of the Chester Township Zoning Commission (Forms 31 & 32), pursuant to proposed amendment, ZC-2026-4, ZC-2026-5 and ZC-2026-6 (Findings of Fact) and to advertise and conduct a Public Hearing of the Board of Trustees, on Thursday / August 20, 2026 at 7:00 PM.

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

New Business

Hunting on Township Property Policy & Application

Mr. Kenny Leonardi, founder of Teaching Our Traditions (TOTS), previously requested permission to use the Township-owned 88-acre property for educational, hands-on outdoor activities, including archery.

In response to that request, Mr. Davis drafted a policy governing the use of Township-owned property. Following multiple revisions by the Township Administrator and the Board of Trustees, a proposed Hunting on Township Property Policy and accompanying application were presented to the Board for review.

Mr. Radtke discussed the designated shooting area, shooting angles, property boundaries, and safety precautions outlined in the proposed policy. The Board reviewed the policy and application, discussed the proposed revisions, and agreed upon the policy revisions as presented.

2026-281 Mr. Radtke moved to adopt and implement the Chester Township controlled hunting on Township owned properties and to the procedure manual effective July 24, 2026. Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, absent; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

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2026-282 Mr. Radtke moved to approve the payment of \$159,256.00 to OTARMA Service Center for the renewal of property and liability insurance coverage effective August 19, 2026 as listed in the table below:

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

2026-2027 Insurance Premiums	General	Fire	Road	Police	Total
General Liability	7,275.00	7,720.00	7,275.00		22,270.00
Law Enforcement Operations				23,122.00	23,122.00
Wrongful Acts Coverage	1,711.50	1,711.50	1,711.50	1,711.50	6,846.00
Automobile Liability	0.00	5,872.33	10,508.33	5,963.34	22,344.00
CDL Credit			(175.00)		(175.00)
Automobile Physical Damage Coverage	0.00	21,608.00	20,040.00	5,270.00	46,918.00
Property Coverage – including additional	6,790.00	10,898.00	13,122.00	2,807.00	33,617.00
Earthquake Coverage	578.75	578.75	578.75	578.75	2,315.00
Excess Liability Coverage	456.34	456.33	456.33	0.00	1,369.00
Faithful Performance of Duty	157.50	157.50	157.50	157.50	630.00
Total	16,969.09	49,002.41	53,674.41	39,610.09	159,256.00

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Financial Items

2026-283 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
RD	\$15,000.00	2031-930-930-0000	2031-330-323-0075	Per JOnyshko
RD	\$8,340.00	2031-760-740-0000	2031-330-323-0075	Per JOnyshko
RD	\$250.00	2031-690-345-0000	2031-330-323-0075	Per JOnyshko
RD	\$1,066.25	2031-330-599-3004	2031-330-323-0075	Per JOnyshko
PD	\$1,610.09	2081-760-730-0000	2081-210-381-0000	Prop. Ins. Premiums
FD	\$2,002.41	2111-930-930-0000	2111-220-381-0000	Prop. Ins. Premiums
RD	\$1,674.41	2031-930-930-0000	2031-330-381-0000	Prop. Ins. Premiums

PURCHASE ORDERS					
Dept	PO#	Type	Amount	Payable To	Purpose
GEN	266-2026	REG	\$16,969.09	OTARMA	26-27 Property Insurance Premium
GEN	262-2026	REG	\$481.48	The Flag Store	Town Hall Mtg Rm Flags /Poles

CHECKS		
Date	Starting No.	Ending No.
7/28/26	89257	89265
7/23/26	89266	89310
Fiscal Officer's note: the last check number used on 7/9/26 was 89256		

EFT DIRECT DEPOSITS			
Date	Starting No.	Ending No.	Description
7/28/26	1132-2026	1209-2026	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	Starting No.	Ending No.
7/23/26	1217-2026	1217-2026

VOUCHERS & WITHHOLDINGS				
Voucher	Payee	Amount	Dated	Description
1211-2026	First National Bank EFTPS	\$25,391.14	7/28/26	Employee & employer withholding – Federal
1213-2026	Ohio Department of Taxation	\$160.00	7/28/26	Employee & employer withholding – Local School Dist.
1212-2026	Treasurer, State of Ohio	\$3,962.94	7/28/26	Employee & employer withholding – State
1215-2026	Public Employees Retirement System	\$59,134.73	8/20/26	Employee & employer withholding – Retirement
1216-2026	Ohio Police & Fire Pension Fund	\$24,162.29	8/20/26	Employee & employer withholding – Retirement
1214-2026	Regional Income Tax Agency(RITA)	\$2,353.11	7/28/26	Employee & employer withholding

Fiscal Officer's Report

Patricia Jarrett, Fiscal Officer, referred to the Township's recently approved records retention schedule, which now permits the Township to scan and electronically store official records.

Ms. Jarrett discussed beginning the process of scanning historical Board of Trustees meeting minutes from the original bound record books into the Township's electronic records system. She suggested that the Administrative Assistant for the Board of Trustees begin scanning historical Board of Trustees meeting minutes, while the Administrative Assistant for the Zoning Department scan the historical Zoning Commission and Board of Zoning Appeals meeting minutes for electronic preservation.

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Open/Ongoing Items

Capital Projects

The Township Administrator reported that he continues to participate in training sessions with the U.S. Department of Housing and Urban Development (HUD) related to the proposed Road Department Service Garage project. He stated that he has been working with App Architect firm to identify the location of the water line in preparation for relocating it, with the goal of completing the work this fall before winter.

The Township Administrator also advised that the next HUD training session will focus on the environmental site assessment required for the project. He expressed optimism that the Township will be assigned a HUD point of contact within the next couple months.

Mr. Radtke suggested that App Architect obtain two to three quotes from qualified firms that perform environmental site assessments so the work could potentially be completed this fall. He further recommended that the Township consider paying for the assessment directly, rather than waiting for grant reimbursement, to avoid an additional three- to six-month delay and help keep the project on schedule for a potential spring groundbreaking.

Road Levy

The Township Administrator reported that all required documents for the proposed road levy have been filed, and the Township is awaiting approval from the State of Ohio regarding the ballot language.

The Township Administrator also noted that the cost of road resurfacing and reconstruction has increased approximately 60–70% since the Township's last new road levy was approved in 2016.

Outside Legal Counsel

The Township Administrator reported that the legal advertisement soliciting Statements of Qualifications for Outside Legal Counsel is currently being published in the local newspaper.

Cybersecurity Training

The Township Administrator reported that all but three employees have completed the required cybersecurity training. The remaining employees are expected to complete the training to ensure full compliance.

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Upcoming Items/Deadlines

2027 Temporary Budget Meeting on Monday, August 17, 2026 at 10AM / Geauga County Auditor's Office

Discussions

County-Local Government Issues

Mr. Radtke requested that each department head provide any County-Local Government issues affecting their respective departments. He stated that he is compiling a list of these issues for future discussion and consideration.

Windblown Trash at Recycle Park

The Township Administrator and Mr. Radtke reported that the Township received a quote of approximately \$13,000 for the installation of a 4-foot board-on-board fence to help reduce windblown trash affecting the two residential properties located behind the Recycle Park. He also advised that funding for the project may be available through a DIG Green Grant.

The Board discussed the proposal but took no action. The matter will remain under consideration for future discussion.

Recycle Park Bin Pick-Up

The Township Administrator reported that the paper recycling bins at the Recycle Park would not be emptied the following week due to a shortage of available drivers. Mr. Radtke and the Township Administrator discussed temporarily closing the Recycle Park to prevent paper and other recyclable materials from being placed outside of full containers or in the incorrect bins. It was noted that a notification announcing the temporary closure would be posted on the Township App on Monday.

Pickleball Court Lighting

After reviewing the proposed lighting plan for the pickleball courts, Mr. Davis expressed concerns regarding the direction and angle of the lights.

Mr. Radtke reported that he had spoken with Barry Leven of the West Geauga Pickleball Club regarding a potential donor who is willing to contribute \$10,000 toward the pickleball lighting project. In return, the donor requested permission to display a 4-foot by 8-foot banner facing the pavilion during pickleball tournaments for a period of four years, along with two permanent 12-inch by 18-inch signs, one on each side of the pickleball net.

Mr. Radtke stated that he has concerns about the commercialization of Township-owned property and was not comfortable with the proposal. The matter will be discussed further at a future meeting.

Time Capsule

Mr. Davis reported that he is exploring the idea of establishing a time capsule on Township property. The concept would include contributions from the Chesterland Historical Society, the local schools, and the Township to commemorate the community's history for future generations.

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Public Records Training

Mr. Radtke inquired about the status of public records training for Township staff. He noted that the Zoning Inspector has completed Sunshine Law training related to public meetings but recommended that he also complete training specific to Ohio Public Records requirements.

Mr. Radtke also asked whether documentation verifying completion of public records training is maintained in the personnel files of employees responsible for managing public records. The Township Administrator clarified that all administrative staff responsible for public records have completed the training, with the exception of the newly hired Administrative Assistant for the Zoning Department, who has not yet completed the course.

Government Update- 7/23, BD; 8/6, CR; 8/20, KR

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:27 PM.

Respectfully submitted,



Patricia Jarrett, Fiscal Officer



Craig S. Richter, Chairman



Brandon Davis, Trustee

8/6/26 Motion #2026-269

Approval Date



Ken Radtke Jr., Vice-Chairman