The Chester Township Board of Trustees met in **Regular** session on **Thursday, August 6, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

Roll Call: All Trustees were present
Patricia Jarrett, Fiscal Officer was absent
Mark Purchase, Township Administrator served as Clerk Pro Tem

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

Leading Motion #: 2026-284

Approval of Minutes

2026-284 Mr. Richter moved to approve the Board of Trustees meeting minutes for 7/23/26 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes.
Mr. Davis seconded. Mr. Richter, abstain; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Public Comments/ Questions

Pickleball Lighting / Donations & Sponsorship Recognition
Mr. Barry Leven of the West Geauga Pickleball Club reported that sponsorship funding is sufficient to cover the lighting quote, and any additional expenses could be covered through a separate donation.

Mr. Leven reviewed the proposed lighting specifications and confirmed that the lights would be shielded and directed toward the courts. He stated that the lighting meets public park standards and is less intense than tournament-level lighting. The Board indicated that it was in favor of the proposed lighting.

The Board also discussed recognition of sponsors, including signage on the nets and a center-court banner displayed only during tournaments. Mr. Richter stated that he did not object to sponsor acknowledgments, noting that similar recognition currently exists throughout the park. Mr. Davis expressed concern that allowing commercial signage could set a precedent and suggested a plaque as an alternative.

Mr. Radtke requested guidance from the Assistant Prosecutor regarding the Township's ability to limit sponsorship signage to the pickleball courts. The Board will await the Assistant Prosecutor's guidance before deciding regarding sponsorship recognition.

Department Business- Road

2026-285 Mr. Richter moved to approve and update the employment status of Ryan Dillon to abandonment/resignation, after the fact and effective Tuesday / July 28th, 2026, from the Chester Township Road Department.
Mr. Davis seconded. Vote unanimous; motion passed.

The Chester Township Board of Trustees met in **Regular** session on **Thursday, August 6, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

2026-286 Mr. Richter moved to approve a then and now credit card payment for Pomp's Tire Service in the amount of $1238.00 to repair a roadside mower tire using account number 2031-330-323-0075 Repairs and Maintenance (Vehicle & Equipment)
Mr. Davis seconded. Vote unanimous; motion passed.

2026-287 Mr. Richter moved to approve Then & Now PO for Leppo Rents in the amount of $1,140.53 to purchase pickup broom part using account number 2031-330-323-0075 Repairs & maintenance (vehicle & Equipment)
Mr. Davis seconded. Vote unanimous; motion passed.

2026-288 Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
270-2026	REG	$900.00	Auto Zone	Parts-Vehicles
269-2026	REG	$3,200.00	Full Throttle Mobile Blasting	Paint Areas of Loader
273-2026	REG	$1,920.74	Chemtek Inc	Pavepro Release Agent
274-2026	REG	$1,140.53	Leppo, Inc	Pickup Broom Parts

2026-289 Mr. Richter moved to approve up to $1,920.74 for Chemtek Inc. for pavepro release agent.
Mr. Davis seconded. Vote unanimous; motion passed.

Department Business- Fire

2026-290 Mr. Richter moved to approve the hiring of Tyler Wiece and William Adams as Part-Time Firefighter/EMT-Basic employees, both at the rate of $21.37 per hour effective August 10, 2026, contingent upon successful completion of a drug test and background check.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-291 Mr. Richter moved to approve accepting $100.00 donation from Harbor Freight Tools for the Fire Department to be used towards the purchase of work gloves.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-292 Mr. Richter moved to approve Fire Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
271-2026	REG	$1,573.56	Fire Line Equipment LLC	Repair of Pump on Tanker 3434

Department Business- Police

2026-293 Mr. Richter moved to approve, authorize and establish this agreement to hereby fund the police department's reserve fund, from the Township's general fund for the next six years. This agreement shall begin within the 2027 permanent appropriations, at the established and required annual amount of $43,489.00
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

The Chester Township Board of Trustees met in **Regular** session on **Thursday, August 6, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

2026-294 Mr. Richter moved to approve the SRO (School Resource Officer) Employment Agreement for Officer Mike Zgrebnak at the rate of $74,909.19 for the West Geauga Local School District (WGLSD) 2026–2027 contracted school year.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-295 Mr. Richter moved to approve the SSO (School Safety Officer) Employment Agreement for Officer Robert Pomnean at the rate of $63,871.72 for the West Geauga Local School District (WGLSD) 2026–2027 contracted school year.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-296 Mr. Richter moved to approve the SSO (School Safety Officer) Employment Agreement for Officer Karen Sweet at the rate of $63,871.72 for the West Geauga Local School District (WGLSD) 2026–2027 contracted school year.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-297 Mr. Richter moved to approve Police Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
272-2026	REG	$42,218.45	App Architecture	4336.02 PD Invoice 00009

Department Business- Zoning

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

New Business

2026-298 Mr. Richter moved to provide police service to assist with pedestrian traffic on Saturday, August 15, 2026 from 8am-2PM for the Historical Society Foundation Flea Market and Saturday, September 19, 2026 from 8am-2pm for Community Clean Up Day at Chester Recycle Park.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-299 Mr. Richter moved to approve, after the fact, the signing and issuance of a Township Proclamation, recognizing the life and township contributions of resident, employee and volunteer Robert D. LaMoreaux.
Mr. Davis seconded. Vote unanimous; motion passed.

The Chester Township Board of Trustees met in **Regular** session on **Thursday, August 6, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

2026-300 Mr. Richter moved to approve and sign cemetery deeds for the sale of the following plot(s) listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

DEED #	SECTION	PLOT	SITE(S)
2026-013	1	048	5
2026-014	1	048	6
2026-012	1	048	4

Financial Items

2026-301 Mr. Richter moved to approve financial transactions as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

CHECKS		
Date	**Starting No.**	**Ending No.**
8/11/2026	89311	89319
8/6/2026	89320	89368
Fiscal Officer's note: the last check number used on 7/23/26 was 89310		

EFT DIRECT DEPOSITS			
Date	**Starting No.**	**Ending No.**	**Description**
8/11/2026	1218-2026	1287-2026	Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	**Payee**	**Amount**	**Dated**	**Description**
1289-2026	First National Bank EFTPS	$21,475.58	8/11/2026	Employee & employer withholding – Federal
1290-2026	Treasurer, State of Ohio	$3,577.00	8/11/26	Employee & employer withholding – State

Fiscal Officer's Report

No report at this time

Open/Ongoing Items

Capital Projects / New Water Line / Reserve Fund

The Township Administrator reported that he continues with additional education related to the capital project and is hopeful that the Township will be assigned a point of contact by October.

The Board also discussed the relocation of the water line and the associated expense. Funding options discussed included the General Fund, Site Fund, or Reserve Fund to cover the cost of the relocation.

Upcoming Items/Deadlines

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

The Chester Township Board of Trustees met in **Regular** session on **Thursday, August 6, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

Discussions

Windblown Trash at Recycle Park/ Recycle Park Exit
Mr. Radtke stated that he would prefer to consider chain-link fencing and will ask the Road Superintendent to obtain quotes for that option.

The Township currently has $30,000 available through the GTSWMD Drop-Off Improvement Grant. Approximately $22,500 of the grant funding is anticipated to be used for repairs to the Recycle Park exit, leaving an estimated balance of $7,500. Ms. Jones of GTSWMD advised that the Township may use the remaining grant funds toward the installation of fencing.

The proposed fencing would be intended to help prevent windblown trash from the Recycle Park from reaching the residential properties located off Seminary Lane at the Seminary Lane extension.

Chester Grave Hunters - Cemetery Access
Ms. Diane Kresnye of the Chester Grave Hunters requested permission to open one of the unused mausoleums at Quirk Cemetery during the group's cemetery tours.

The Road Superintendent advised that there are holes in the flooring of the mausoleum and that the structure is currently used to store mats utilized during funeral burials. Due to the condition and current use of the mausoleum, the Road Superintendent stated that he was not in favor of allowing public access.

Following discussion, the Board was not in favor of opening the mausoleum to the public. Mr. Radtke stated that he would advise Ms. Kresnye of the Board's decision.

Ohio Department of Commerce / Class C & D Permit Expiration
The Township Administrator reported that Class C and Class D liquor permits expire on October 1 and require renewal by the permit holders. As part of the renewal process, the Board has an opportunity to review the permits and submit objections, if applicable.

It was explained that Class C permits generally apply to carry-out sales, while Class D permits apply to on-premises sales, with various permit classifications based on the sale of beer, wine, and/or liquor. The Ohio Department of Commerce is currently reviewing its permit inventory and confirming permit ownership information.

Following review, the Board expressed no objections to the renewal of the current permits.

Driveway Pipe and Apron Updated Policy
The Board discussed the Township's current Driveway Pipe Policy. Under the current practice, when a road resurfacing or reconstruction project is taking place, the Road Department replaces driveway pipes as necessary with the property owner responsible for the cost of materials and the Township providing the labor. It also states the Township typically will not perform such work unless it is an emergency outside of a road resurfacing or reconstruction project under the same cost arrangement.

The Road Department performed 18 drive pipe replacements this year outside of the road resurfacing project of 2026(RS-CHE-V-2026). The Board discussed whether this practice should continue and noted that, should the proposed road levy fail in November, driveway pipe replacement could be one of the services for which residents may be required to pay the full cost.

Following discussion, the Board agreed that the policy should be revised to provide that, at the discretion of the Board of Trustees, the Township may perform driveway pipe replacements at the property owner's expense based on the true cost of the work, including equipment, materials, labor, and other associated costs. Mr. Radtke will draft the revised policy and present it to the Board at the next meeting.

Chesterfield / Roadway Surface Height
Mr. Davis and Mr. Radtke inspected the roadway conditions on Chesterfield. Mr. Radtke suggested that the Township take no additional action this year and monitor the area through the winter.

The Road Superintendent reported that a local barn and sawmill received the grindings from the road project. Once the grindings are screened, the material may be available for the Township to use in this area if needed.

2027 Road Project Request Information
The Township Administrator reported that the Geauga County Engineer's Office has requested a list from the Chester Township Road Superintendent identifying roads proposed for improvements in 2027 so the County can plan and budget accordingly.

The Township Administrator stated that he spoke with Geauga County Engineer Mr. Hajjar to clarify that the road projects submitted by the Road Superintendent are contingent upon passage of the proposed road levy. Mr. Hajjar had initially understood the levy to be a renewal levy and was advised that it is an additional levy for new funding.

Township Administrator

The Township Administrator provided updates on several Road Department matters.

Regarding Sherman Road, the Township Administrator discussed damage to a resident's concrete driveway that occurred during road work and recommended that the Board inspect the area. He stated that the current asphalt repair is not satisfactory and suggested that, at minimum, the concrete be recut to provide a clean edge.

The Township Administrator also discussed an undersized driveway pipe installed without a permit at 8564 Cedar Road by the previous property owner. The Road Superintendent and Township Administrator will send a letter notifying the current property owner of the situation and the potential need for future replacement. The Board agreed, and Mr. Richter suggested that a copy also be maintained by the Zoning Department.

Drainage issues in the Manchester, Devon Lane, and Oak Hill area remain ongoing. The Township Administrator reported that storm drainage appears to be connected with septic drainage on private property outside the road right-of-way, contributing to flooding during heavy rain. Geauga County Soil and Water has been contacted to assist in identifying a solution.

The Board discussed the Buckeye Road guardrail project, estimated at approximately $70,000, which may require an easement and rerouting of water drainage. Mr. Radtke stated that the work is necessary due to safety concerns. The Buckeye Road guardrail and Cherry Lane pipe replacement were identified as priority projects.

The Road Department continues to work with Podojil Excavating and Watts on projects involving Ranch and Marilyn Drives. For Seminary Lane Extension, the Road Department plans to mill and repave only the deteriorated areas. The Board also discussed a drainage concern on Pinewood Trail, where Mr. Radtke suggested that the Gradall may be able to create a small saddle to improve drainage.

The Road Superintendent requested direction regarding the sale of the Township's traffic signals after receiving no offers. The Township originally paid more than $55,000 for the signals, which were listed for $45,000 with a reserve. The Township Administrator will provide the Road Superintendent with information on an alternative online auction site currently being used by the Fire Department.

Finally, the Township Administrator discussed ongoing mechanical issues with the Road Department's Gradall. The Road Superintendent suggested replacing the current machine with a used truck-cab-style Gradall that would be easier for employees to operate. The proposed replacement is estimated at approximately $69,000, while the current Gradall has an estimated value of approximately $10,000.

Government Update- 8/6, **CR;** 8/20, **KR;** 9/3, **BD;**

Executive Session

2026-302 Mr. Richter moved to enter into executive session at 7:42 PM pursuant to Ohio Revised Code 121.22 (G) (1)) to consider compensation of a public employee.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Invited into the executive session is Township Administrator, Mark Purchase.

The Board reentered public session at 7:57 PM.

2026-303 Mr. Richter moved to approve after the fact the advertising for a Road Worker for Chester Road Department in Geauga Maple Leaf, Indeed.com, Township website and Chesterland News.
Mr. Davis seconded. Vote unanimous; motion passed.

The Chester Township Board of Trustees met in **Regular** session on **Thursday, August 6, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:58 PM.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

8/20/26 Motion # 2026-304
Approval Date

Craig S. Richter, Chairman

Ken Radtke Jr., Vice-Chairman

Brandon Davis, Trustee