The Chester Township Board of Trustees met in **Regular** session on **Thursday, September 3, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

Roll Call: Present: Craig S. Richter, Chairman
Ken Radtke Jr., Vice-Chairman
Brandon Davis, Trustee
Absent: Patricia Jarrett, Fiscal Officer
Clerk Pro Tem: Mark Purchase, Township Administrator

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

Leading Motion #: 2026-328

Approval of Minutes

2026-328 Mr. Richter moved to approve the Board of Trustees meeting minutes for 8/20/26 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

2026-329 Mr. Richter moved to amend motion 2026-305 to reflect the hourly rate of $27.05 and approve the hiring of Andrew Puskar as a Roadworker I, as recommended by the Chester Township Road Superintendent, with a starting date of Sept 6, 2026 pending a successful drug screen and background check.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-330 Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
289-2026	REG	$3,159.00	Vancuren Services	Prune trees on Ranch Drive & Hovey Extension
288-2026	REG	$5,000.00	Lawson Products Inc.	Various Industrial Attachments

Department Business- Fire

2026-331 Mr. Richter moved to approve Fire Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
287-2026	REG	$1,338.00	NEOFPA	Annual Fire Inspector Training Conference
286-2026	REG	$3,217.00	Fulton Sign & Decal Inc.	Graphics for Ambulance #3453

Department Business- Police

2026-332 Mr. Richter moved to approve the re-assignment of Jordan Alaqua from the position of full-time police officer to part-time police officer at a pay rate of $27.00 per hour to take effect at the discretion of the Police Chief.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-333 Mr. Richter moved to approve, per the terms of the conditional offer of employment, the recommendation of the Police Chief and authorize the re-assignment of Ben Milroy from the position of part-time police officer to the position of full-time police officer, at the Step 4 Officer Classification/pay grade of $40.86 per hour, $84,989.01 annually to take effect on September 13, 2026.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Department Business- Zoning

Zoning Amendments ZC-2026-5 and ZC-2026-6
The Board discussed proposed Zoning Amendments ZC-2026-5 and ZC-2026-6 and expressed several questions and concerns regarding both amendments.

The Board also agreed that additional joint meetings with the Zoning Commission would be beneficial to allow feedback between the Board of Trustees and the Zoning Commission.

2026-334 Mr. Richter moved to deny zoning amendment ZC-2026-5 as presented by the Chester Township Zoning Commission and recommended by the Geauga County Planning Commission.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, no; Mr. Radtke, no; Mr. Davis, no. Motion passed.

2026-335 Mr. Richter moved to deny zoning amendment ZC-2026-6 as presented by the Chester Township Zoning Commission and recommended by the Geauga County Planning Commission.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, no; Mr. Radtke, no; Mr. Davis, yes. Motion passed.

Note: Mr. Radtke noted that the wording of the motion may be misleading when the Board is considering denial of a zoning amendment, particularly when the motion includes the language "and recommended by the Geauga County Planning Commission."

Resident and former Trustee Joe Mazzurco recalled that the Board had previously indicated it would revisit the allowable size of accessory buildings if additional interest was expressed by the community.

New Business

2026 NOPEC General Assembly Proxy Form
The Board agreed to appoint Mayor William Koons as Chester Township's designee for the 2026 NOPEC General Assembly meeting.

2026-336 Mr. Richter moved to approve, authorize and submit, a proxy to NOPEC appointing South Russell Mayor William Koons to be Chester Township's designee at the November 10, 2026 General Assembly meeting.
Mr. Davis seconded. Vote unanimous; motion passed.

Reading2Rover Program (Val Stefancin)
Mr. Richter reported that he spoke with Val Stefancin regarding the Reading2Rover Program, which was recently canceled at the Geauga West Library. Mr. Richter discussed the possibility of allowing the program to continue at Chester Town Hall or Township Park.

Mr. Richter asked the Board for its thoughts on allowing the therapy dogs and program participants to use Township property. He noted that the program is fully insured.

Following discussion, the Board agreed to allow the Reading2Rover Program to use Township Park.

2026-337 Mr. Richter moved to approve and authorize the Chester Township Road Superintendent to sign the Terms and Conditions of the 2027 Ohio Department of Commerce Cemetery Grant Agreement and to accept the $5,000.00 award that must be used to clean/repair/reset headstones at Chester Township Cemetery, in accordance with the grant application terms.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-338 Mr. Richter moved to approve the creation of a purchase order in the amount of $23,700.00 for Jim's Electric, Inc. and their services, as it relates to the lighting of the Chester township Pickleball Courts. This shall be made payable to Jim's Electric, Inc. 39221 Center Ridge Road, North Ridgeville, Ohio 44039 from the following Township account: General Fund / Capital Projects 4901-760-720-0000
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Note: The West Geauga Pickleball Club raised a total of $23,700.00 through donations from various individuals.

Township Park

2026-339 Mr. Richter moved to approve after the fact the use of Chester Township properties as listed below:
Mr. Davis seconded. Vote unanimous; motion passed.

Individual/Organization	Date(s)	Location	Time(s)	Event
Metzenbaum Foundation	9/3	Pickleball Courts	10am-12pm	Pickleball 101(102)

2026-340 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
Metzenbaum Foundation	9/10,9/17,9/24	Pickleball Courts	10am-12pm	Pickleball 101(102)

Financial Items

2026-341 Mr. Richter moved to amend motion **2026-251,** to read the following:
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026 INCREASE IN REVENUE		
ACCOUNT#	TYPE	AMOUNT
2031-961-0000	Road and Bridge OPWC Loan	$50,000

2026 INCREASE IN APPROPRIATIONS		
ACCOUNT#	TYPE	AMOUNT
2031-330-360-0000	Contracted Services	$50,000

Waterline Expense
The Board discussed reimbursing the Road Department for expenses associated with the waterline work completed in the parking lot as part of the new Road Department Service Garage project. Although the expense was initially paid through the Road Department, the waterline improvements benefit multiple Township departments, including the Police, Fire, and Road Departments. The Board agreed that the expense should be paid from the General Fund.

The Board made a motion to transfer the 2026 waterline expense from the General Fund back to the Road Department. It was noted that recertification of funds would only be necessary if sufficient funds were not currently available to cover the transfer.

2026-342 Mr. Richter moved to approve an additional appropriation, from 1000-910-910-0000 Transfer Out $16,043.17.
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, September 3, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

2026-343 Mr. Richter moved to approve after the fact the check payment as listed below for the Delta Dental September premium due 9/1/2026. The invoice was not received in time for approval at the 8/20/26 Board of Trustees meeting.
Mr. Davis seconded. Vote unanimous; motion passed.

Date	Check #	Amount	Payable To
8/26/26	89425	$3,549.21	Delta Dental

2026-344 Mr. Richter moved to approve the transfer from the general fund 1000-910-910-0000 Transfer out $16,043.17 To the Road Department 2031-931-360-0000 Transfer In.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-345 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	$4,400.00	1000-930-930-0000	1000-760-720-1200	Waterline Project
RD	$11,550.00	2031-760-730-0000	2031-330-360-0000	J. Onyshko
PD	$671.37	2081-930-930-0000	2081-210-314-0701	2nd half RE fees
FD	$50.46	2111-930-930-0000	2111-220-314-0702	2nd half RE fees

PURCHASE ORDERS					
Dept	**PO#**	**Type**	**Amount**	**Payable To**	**Purpose**
GEN	292-2026	REG	$1,074.00	Treasurer of State-UAN	Q4 2026 UAN Fees
GEN	291-2026	TNN	$4,388.28	Arms Trucking Co.	304 limestone & sand for twp .waterline project
GEN	290-2026	REG	$23,700.00	Jim's Electric Inc.	Pickleball Court Lights
GEN	285-2026	TNN	$757.00	Electolite	Repair of Thall Gable Lights
GEN	284-2026	REG	$290.00	APA Ohio Cleve Sect.	APA Ohio Planning & Zoning Workshop

CHECKS		
Date	**Starting No.**	**Ending No.**
9/8/26	89426	89434
9/3/26	89435	89485
Fiscal Officer's note: the last check number used on 8/20/25 was 89424		

EFT DIRECT DEPOSITS			
Date	**Starting No.**	**Ending No.**	**Description**
9/8/26	1378-2026	1387-2026	Payroll
9/8/26	1389-2026	1462-2026	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	**Starting No.**	**Ending No.**
8/28/26	1467-2026	1467-2026

VOUCHERS & WITHHOLDINGS				
Voucher	**Payee**	**Amount**	**Dated**	**Description**
1464-2026	First National Bank EFTPS	$24,910.70	9/8/26	Employee & employer withholding – Federal
1465-2026	Treasurer, State of Ohio	$3,858.14	9/8/26	Employee & employer withholding – State
1466-2026	Public Employees Retirement System	$85,999.02	9/25/26	Employee & employer withholding – Retirement
1469-2026	Ohio Police & Fire Pension Fund	$34,990.53	9/25/26	Employee & employer withholding – Retirement

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Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date	**8/31/2026**		
Prior UAN Balance			7,087,481.28
Actual Receipts	+	3,320,249.91	
Transfers for UAN Only	+	2,500,000.00	
Total Receipts	=		5,820,249.91
Payments	-	927,546.87	
Transfers for UAN Only	-	2,800,000.00	
Total Payments	=		3,727,546.87
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	**8/31/2026**		**$9,180,184.32**
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	**8/31/2026**		**$9,180,184.32**
Entered bank balances as of	**8/31/2026**		$9,185,664.84
Deposits in transit	+		0.00
Outstanding payments	-		5,480.52
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	**8/31/2026**		**9,180,184.32**
	Check		0.00

Chester Township Bank Balances			
As of	**8/31/2026**		
Business Banking			$400,312.50
FNB Sweep Account			819,044.46
Star Ohio			7,966,307.88
Total			**$9,185,664.84**
	Check		0.00

2026-346 Mr. Richter moved to approve, after the fact, the creation of a purchase order, in the amount of $5,000.00 from General Appropriated Line Item: 1000-110-599-0000 Other- Other Expenses and made payable to America 250 Chesterland (Independence Day Fireworks), 8389 Mayfield Road.
Mr. Davis seconded. Vote unanimous; motion passed.

Open/Ongoing Items

Capital Projects
The Township Administrator reported that the closeout process for the Salt Dome grant has been completed. The grant provided $155,000 in State funding. Mr. Purchase submitted the required before-and-after photographs and final report. All grant funds have been received and project expenses paid, with the final closeout now complete.

Mr. Purchase also reported that the Township has received its first contact from HUD, Chelsea Jones, and a grant package for the Road Department project has been uploaded. An initial two-hour meeting is scheduled for next Wednesday.

The next steps will include an EPA site evaluation, required training, and additional grant requirements. Mr. Purchase noted that there is a significant amount of work ahead as the project moves forward.

Outside Legal Counsel
An executive session for this item

Recycle Park Fence
The Board agreed on the proposed length and height of the fence at the Recycle Park. A motion to approve the fencing project will be prepared for consideration at the next Board meeting.

Driveway Pipe and Apron Policy
Following review of the final revised Driveway Pipe and Apron Policy, the Board agreed upon the new policy as presented.

2026-347 Mr. Richter moved to approve as amended the new driveway pipe and apron policy effective 9/4/2026.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Recycle Park Exit
No additional information at this time.

Road Levy
The levy will be placed on the ballot.

Upcoming Items/Deadlines

Community Senior Clean-Up Days September 14-18
Community Clean-Up Day Saturday, September 19th at Chester Twp. Recycle Park 8am-1pm
GCTA Dinner Meeting / October 14, 2026 / Host: Middlefield Twp.

Discussions

Zoning Group Meeting Outputs

Mr. Radtke reported that he attended the Zoning Group meeting, where one of the primary topics discussed was data centers. He contacted the Ohio Township Association (OTA) and was advised that there is currently no model zoning language available specifically for data centers.

Mr. Radtke also contacted the Geauga County Prosecutor's Office and Linda Crombie with the Geauga County Planning Commission, neither of whom was aware of existing model language. Ms. Crombie indicated that she would make additional inquiries.

Mr. Radtke stated that the goal is to identify appropriate and consistent zoning language and obtain guidance from the Prosecutor's Office that would provide the Township with as much authority and control as legally permitted regarding data centers.

James Mayer/Your Bridge Wealth Management Pickleball Donation

Mr. Radtke stated that he will draft a thank-you letter to James Mayer of Your Bridge Wealth Management in recognition of the monetary donation for the pickleball lighting.

Teaching Our Traditions – Insurance

The Township Administrator brought to the Board's attention that the insurance documentation initially provided by Teaching Our Traditions (TOTS) was not descriptive enough regarding Chester Township being named as an additional insured. The documentation has since been corrected, and all insurance requirements are now in order.

Payment to Karvo

The Geauga County Engineer's Office (GCEO) sent an email to the Trustees regarding the $50,000 OPWC interest-free loan disbursement and asked whether the Township wanted to utilize the loan funds or pay the expense from Township funds.

Mr. Richter stated that he will instruct the GCEO to utilize the full amount of the available loan funds. Mr. Radtke agreed.

Public Comments

Matt Spetrino of the Zoning Commission spoke regarding zoning matters, specifically Zoning Amendment ZC-2026-5 and data centers.

The Chester Township Board of Trustees met in **Regular** session on **Thursday, September 3, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

Executive Session

2026-348 Mr. Richter entered into executive session at 7:13 PM pursuant to Ohio Revised Code 121.22 G(1), to consider the employment of a public employee and 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 Township Administrator Mark Purchase.

The Board reentered public session at 7:57 PM.

No action coming out of executive session.

Note: Mr. Richter commented that he understood the Chester Park Board was strongly encouraged to consider pursuing a levy during the recent Geauga County Budget Hearing. If the Park Board decides to place a levy on the ballot, it would be for 2027.

Government Update- 9/3, **BD** 9/17, **CR** 10/1, **KR**

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:59 PM.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

9/17/26 Motion # 2026-349
Approval Date

Craig S. Richter, Chairman

Ken Radtke Jr., Vice-Chairman

Brandon Davis, Trustee