The Chester Township Board of Trustees met in **Regular** session on **Thursday, October 15, 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
Patricia Jarrett, Fiscal Officer
Absent: Brandon Davis, Trustee

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

Leading Motion #: 2026-376

Resident Genny Madden introduced herself to the Board and shared her experience with the Board of Zoning Appeals (BZA) appeal process. She reported that her appeal was approved by the BZA and described her overall experience as satisfactory. Mrs. Madden also discussed the process of gathering information and preparing presentations in support of her appeal.

Approval of Minutes

2026-376 Mr. Richter moved to approve the Board of Trustees meeting minutes for 10/1/26 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.

Public Comments/ Questions

Jeff Heinrich, representative of NOPEC, addressed the Board and reported that the Township is current with its grant funding, including funds that were approaching expiration. He also confirmed that the sponsorship funding for the August event had been addressed.

Mr. Heinrich encouraged the Board to contact him with any potential projects or ideas that could utilize available non-expiring grant funds.

Mr. Radtke thanked Mr. Heinrich for his assistance in helping a Township resident resolve a billing issue.

Department Business- Road

11950 Sperry / Enclosed Ditch - No Pipe
The Board discussed a drainage concern at 11950 Sperry Road, where the property owner enclosed a roadside ditch with stone without obtaining a permit. The resident stated that a driveway pipe is not present and that there are no drainage issues on the property. Road Superintendent John Onyshko documented the area with photographs.

The Board expressed concerns regarding improper drainage, particularly during winter months when snow accumulation and melting could cause water to flow onto the roadway.

Mr. Radtke requested clarification on whether the Board or Road Superintendent should issue a letter notifying the resident of the drainage concerns and advising that, should the Township need to perform corrective work, the associated costs would be billed to the property owner.

Mr. Richter stated that he would visit the property to assess the situation.

2026-377 Mr. Richter moved to approve and create a purchase order in the amount of $2,646.40 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. Radtke seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

2026-378 Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

PO #	Type	Amount	Payable To	Purpose
311-2026	REG	$1,119.68	Concord Road Equipment Mfg. Inc	Two Plow Cylinders
308-2026	REG	$1,200.00	Englefield, Inc.	Repairs and Maint.
307-2026	REG	$2,646.40	App Architecture	Invoice # 00009

The Board discussed requests from the Road Superintendent to utilize General Fund monies for various Road Department expenses, including repairs and replacement of school zone signals. The Road Superintendent also requested funding for lighting at the 88-acre park. Mr. Richter agreed that the park lighting expense should be allocated to the Parks Fund rather than the Road Department.

Mr. Richter stated that either he or Mr. Davis would speak with the Road Superintendent to identify anticipated expenses. Rather than requesting individual payments from the General Fund, the Road Superintendent should provide an analysis of the Road Department's funding needs so the Board can determine the appropriate amount to transfer. The Board noted that the school zone signal expenses, which included one complete replacement and one repair, were unexpected.

The Board also discussed an invoice totaling $2,800 from James Podijil's company for work completed on Marilyn Drive. The work involved leveling an area within the easement and installing a pipe and stone. The Road Superintendent requested that this expense also be paid from the General Fund.

Mr. Radtke requested that the Road Superintendent prepare an estimate of anticipated expenses through the end of the year so the Board can consider a single fund transfer to cover the remaining Road Department needs.

Department Business- Fire

Swearing In of New Hires

The Board discussed the Township's previous practice of holding swearing-in ceremonies for newly hired Police and Fire Department personnel. Due to employee turnover, the Fire Department had modified its practice to conduct ceremonies after one year of service.

It was noted that several recent Fire Department hires are Chester Township residents who did not have the opportunity to participate in a swearing-in ceremony and have expressed interest in doing so.

The Board discussed revisiting the current procedure and agreed that further discussion would take place with the Fire Chief regarding holding a swearing-in ceremony for the newest Fire Department personnel.

2026-379 Mr. Richter moved to approve $7,953.00 to Signal Services Company invoice # 0148 400-IN to be paid out of the general fund.
Mr. Radtke seconded. Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

2026-380 Mr. Richter moved to approve Fire Department expenditures as listed below.
Mr. Radtke seconded. Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

PO #	Type	Amount	Payable To	Purpose
314-2026	REG	$1,850.00	Timothy Covert/Electolite	Repair wiring, install outlets above apparat. bays for heating elements
306-2026	REG	$2,466.00	OTARMA	Add E450 Ambulance to Insurance

Department Business- Police

2026-381 Mr. Richter moved to approve Police Department expenditures as listed below.
Mr. Radtke seconded. Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

PO #	Type	Amount	Payable To	Purpose
309-2026	REG	$1,000.00	Amazon Capital Services	Office Supplies

Department Business- Zoning

Joint Meeting with Zoning Commission

The Board discussed inviting the Zoning Commission to a joint meeting on Thursday, December 10, 2026, during the regularly scheduled Board of Trustees meeting. The purpose of the meeting will be to further discuss proposed zoning amendments ZC-2026-5 and ZC-2026-6, along with other zoning-related matters.

Zoning Commission and Board of Zoning Appeals – Expiring Terms

The Board discussed two upcoming term expirations, one on the Zoning Commission and one on the Board of Zoning Appeals. The Board agreed to advertise letters of interest to fill both positions.

2026-382 Mr. Richter moved to authorize advertising for the expiring terms on the Zoning Commission and Board of Zoning Appeals in the Chesterland News and on the Township website, with new terms beginning January 1, 2027. Letters of interest must be submitted in person, by email, or via U.S. mail no later than December 15, 2026.
Mr. Radtke seconded. Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

New Business

2026-383 Mr. Richter moved to approve and sign a cemetery deed transfer listed below.
Mr. Radtke seconded. Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

DEED #	SECTION	PLOT	SITE(S)
2026-019	B	059	1 & 2

Township Park

Playground & Volleyball Court Lighting / Gazebo Lighting Quote / Electolite
The Township Administrator reported that Electolite has been working on lighting improvements at the gazebo, with completion anticipated the following day. The existing gazebo lights, several of which were no longer operational, will be replaced with RGB lighting. Electrical wiring beneath the gazebo also requires repairs. Tim Covert, also known as "Sparky," of Electolite donated approximately $5,900 in labor toward the project.

The Township Administrator is requesting a quote from Electolite to repair and upgrade the park and playground lights, many of which have been inoperable for several years. Additionally, several lights surrounding the volleyball courts are not functioning. The Township Administrator and Mr. Covert discussed upgrading the volleyball court fixtures to energy-efficient LED lighting. The estimated cost for both projects is approximately $12,000.

Due to the energy-efficiency improvements, the Board discussed exploring potential assistance through NOPEC. Minor repairs have been completed; however, more extensive lighting improvements are needed.

Thomas Fence Company / Recycle Park
The Township Administrator requested direction from the Board regarding the proposed fence along the rear of the Recycle Park. Thomas Fence Company has obtained the materials for the project, which was initially proposed to address residents' concerns about windblown trash from the recycling area entering their properties.

The adjacent residents expressed concerns that a chain-link fence would collect debris and questioned how frequently the accumulated trash would be removed. They indicated they would prefer no fence over a chain-link fence and would continue cleaning up windblown debris themselves. The residents suggested a privacy fence or shrubbery as alternative solutions.

Joe Mazzurco provided pricing for shrubbery similar to what was planted along Seminary Lane approximately six years ago. The proposed planting would cover approximately 375 feet and require 160 plants at a cost of $20.10 each, for a total plant cost of approximately $3,216.

Mr. Mazzurco indicated that the Township could complete the planting or utilize Four J's Landscapers, which currently maintains several Township properties. Mr. Radtke suggested that the project may qualify for funding through the Drop-Off Improvement Grant.

Mr. Radtke requested that Four J's Landscapers submit a proposal to the Board for the installation of the new shrubbery, along with trimming the existing shrubbery along Seminary Lane and the Recycle Park.

The Township Administrator will gather the necessary pricing and project information to move forward with the purchase and installation of the shrubbery before weather conditions prevent planting.

The Board also discussed the need to obtain additional information from Thomas Fence Company regarding any potential restocking fees for the previously purchased fencing materials or whether those materials could be utilized for another Township project.

Park Benches

Mr. Radtke reported that he learned from Barry Leven of the West Geauga Pickleball Club that Kenny Leonardi of Teaching Our Traditions (TOTS), who had planned to involve the students in concrete work by installing the bases for the new park benches, will not be available until spring 2027.

One bench is designated for the 88-acre Township park, and the other will be placed near the pickleball courts.

The Board discussed moving forward with the installation rather than waiting until spring and will consult with the Road Superintendent regarding completing the work in the near future.

The Chester Township Board of Trustees met in **Regular** session on **Thursday, October 15, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

Financial Items

2026-384 Mr. Richter moved to approve financial transactions as listed below. Mr. Radtke seconded. Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

INTRA-FUND TRANSFERS				
Fund	**Amount**	**From Account**	**To Account**	**Purpose**
FD	$2,466.00	2111-930-930-0000	2111-220-381-0000	Add E450 Ambulance to Insurance

PURCHASE ORDERS					
Dept	**PO#**	**Type**	**Amount**	**Payable To**	**Purpose**
GEN	313-2026	REG	$400.00	Kimble Recyc. & Disposal	Trash Removal Thall & Parkside
GEN	312-2026	TNN	$3,418.00	Electolite Comm. Lighting	Install of LED RGBW Commerc. Lighting on Park Gazebo
GEN	310-2026	TNN	$1,145.46	Signal Service Co.	Invoice 0149204-IN
GEN	305-2026	REG	$1,000.00	Chesterland Rotary Found.	Holiday Lighting and Electrical Supplies for Winterfest
GEN	304-2026	REG	$880.00	CAZ Consulting LLC	22 Hours of Zoning Training
GEN	303-2026	REG	$4,500.00	Vancuren Service	Tree Maintenance Parkside Park

CHECKS		
Date	**Starting No.**	**Ending No.**
10/20/26	89585	89593
10/15/26	89594	89644
Fiscal Officer's note: the last check number used on 10/6/26 was 89584		

EFT DIRECT DEPOSITS			
Date	**Starting No.**	**Ending No.**	**Description**
10/20/26	1638-2026	1713-2026	Payroll

VOUCHERS & WITHHOLDINGS				
Voucher	**Payee**	**Amount**	**Dated**	**Description**
1715-2026	First National Bank EFTPS	$24,833.11	10/20/26	Employee & employer withholding – Federal
1716-2026	Ohio Department of Taxation	$159.73	11/13/26	Employee & employer withholding – Local School Dist.
1718-2026	Treasurer, State of Ohio	$3,857.17	10/20/26	Employee & employer withholding – State
1637-2026	Ohio Police & Fire Pension Fund	$24,023.14	10/30/26	Employee & employer withholding – Retirement
1717-2026	Regional Income Tax Agency	$2,486.52	11/13/26	Employee & employer withholding

Fiscal Officer's Report

Chester Township Bank Reconciliation			
Reconciled date	**9/30/2026**		
Prior UAN Balance			9,180,184.32
Actual Receipts	+	160,900.05	
Transfers for UAN Only	+	250,000.00	
Total Receipts	=		410,900.05
Payments	-	631,402.18	
Transfers for UAN Only	-	250,000.00	
Total Payments	=		881,402.18
Adjustments	+		0.00
Adjustments	-		0.00
Current UAN balance as of	**9/30/2026**		**$8,709,682.19**
Other adjusting factors	+		-
Other adjusting factors	-		-
Adjusted UAN balance as of	**9/30/2026**		**$8,709,682.19**
Entered bank balances as of	**9/30/2026**		$8,717,207.97
Deposits in transit	+		0.00
Outstanding payments	-		7,525.78
Outstanding adjustments	+		0.00
Outstanding adjustments	-		0.00
Other adjusting factors	+		0.00
Other adjusting factors	-		0.00
Adjusted bank balances as of	**9/30/2026**		**8,709,682.19**
	Check		0.00

Chester Township Bank Balances			
As of	**9/30/2026**		
Business Banking			$400,704.00
FNB Sweep Account			574,451.55
Star Ohio			7,742,052.42
Total			**$8,717,207.97**
	Check		0.00

The Fiscal Office has begun preparing for the annual year-end processes, including wage increases and overtime reporting requirements for W-2 purposes.

Fiscal Officer Patricia Jarrett suggested that, as time permits, the Zoning Secretary and Administrative Assistant begin scanning historical meeting minutes in accordance with the Records Commission's approved records retention schedule.

Open/Ongoing Items

Capital Projects
Township Administrator Mark Purchase reported that he is working to initiate the environmental review process. He has received several quotes and hopes to select a company soon. Mr. Radtke expressed interest in meeting with the Township Administrator to review the information.

Regarding site development, the waterline relocation has been completed. Work has been coordinated around the existing fiber-optic lines, and permission was obtained to relocate a utility pole approximately three feet to avoid disrupting the fiber-optic infrastructure.

Road Levy
Mr. Richter reported receiving numerous phone calls regarding the proposed Chester Township road levy. He clarified that a separate Geauga County road levy is also on the ballot. The County's levy is a renewal of a levy originally approved in 1986, with an estimated cost of $21 per $100,000 of property valuation.

In comparison, Chester Township's proposed road levy is a new levy with an estimated cost of $70 per $100,000 of property valuation. Mr. Richter noted that the difference in cost reflects the impact of inflation and the distinction between a levy established in 1986 and a new levy proposed today.

Upcoming Items/Deadlines

- **Saturday, October 31st 6-8PM – Township Trick or Treat**
- **Veterans Day Ceremony: Wednesday, November 11th @ 11 AM**

Discussions

Resident Complaint – Volleyball Courts
The Board discussed the park's 11:00 p.m. closing time. Mr. Davis, who was scheduled to observe activity at the volleyball courts, was absent from the meeting. No update was provided at this time.

Resident Complaint – Chip and Seal Machine
An additional complaint was received from the same resident regarding noise from the chip and seal machine. The machine requires warming up before the start of the morning shift and is currently located adjacent of the resident's home. The Township Administrator and Road Superintendent suggested relocating the machine to another area of the Road Department garage property to help reduce the noise.

Pickleball and Volleyball Net Storage
The Board discussed the upcoming seasonal removal and storage of the pickleball and volleyball nets. A date for removal will be established. Mr. Radtke suggested that Barry Leven of the West Geauga Pickleball Club and Dave Mustgrave, representing volleyball, oversee the removal and storage of their respective nets. Mr. Radtke will notify Mr. Leven of the proposed responsibility.

Government Update- 10/15, **KR;** 10/29, **CR;** 11/12, **BD;**

Executive Session

2026-385 Mr. Richter moved to enter into executive session at 7:19 PM pursuant to Ohio Revised Code 121.22 G (2) to consider the purchase of property for public purposes and 121.22 G (1) to consider compensation of a public employee.
Mr. Radtke seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, absent. Motion passed.

Invited into the executive session is Township Administrator Mark Purchase.

Patricia Jarrett, Fiscal Officer left the meeting at 7:19 PM

The Board reentered public session at 7:31 PM.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 7:32 PM.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

10/29/26 Motion # 2026-386
Approval Date

Craig S. Richter, Chairman

Ken Radtke Jr., Vice-Chairman

Absent

Brandon Davis, Trustee