The Chester Township Board of Trustees met in **Regular** session on **Thursday, September 17, 2026** in the Town Hall Meeting Room at **6:30 PM** 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 #: 2026-349

Approval of Minutes

2026-349 Mr. Richter moved to approve the Board of Trustees meeting minutes for 9/3/26 as presented to the Board by the Fiscal Officer and to waive the reading of the minutes.
Mr. Davis seconded. Vote unanimous; motion passed.

Township Administrator

Public Comments/ Questions

John Craker addressed the Board regarding the proposed development of 8145 Mayfield Road. Mr. Craker stated that he is currently in the preplanning stages of developing the property as a venue for corporate events, small weddings, family entertainment, and other gatherings.

Mr. Craker explained that the proposed use of the property would require a full liquor license, including Sunday sales. He noted that there are currently no available liquor licenses in Chester Township and sought the Board's position before making a significant financial investment in the proposed development.

Following discussion, the Board expressed support for an additional liquor license in Chester Township should one become available.

Department Business- Road

Snow and Ice Agreement 2026-2027
The Board discussed the proposed 2026–2027 Snow and Ice Agreement. It was noted that the Assistant Prosecutor was not in favor of the Hold Harmless provision contained in the agreement.

The Board also discussed the variability of salt and fuel costs, the number of times roads are plowed during a season, and whether overtime expenses are included in the Geauga County Engineer's Office calculations. Rather than using a set price, the Board discussed whether the Township's PlowOps application could be used to document the actual number of plowing events and establish a rate based on actual services provided.

Mr. Radtke stated that he would contact Andy Haupt to further discuss the agreement and obtain additional information.

2026-350 Mr. Richter moved to approve and sign the agreement with McDonald Equipment Company, 37200 Vine St., Willoughby OH 44094 from October 1,2026 and terminating on September 30, 2027, semi-annual servicing of the township generator systems in the total amount of $3,250.00 in accordance with the table below.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

Department	Address	Model	Serial No.	Cost
Fire	8552 Parkside Drive	Generac 93A03652-S	2009211	$775.00
Police	12696 Opalocka Drive	Kohler 20RESA	SGM327	$550.00
Town Hall	12701 Chillicothe Rd.	Generac RG03224GNAX	3002712364	$705.00
Pump House	12535 Chillicothe Rd.	Generac G0070432	3003217962	$340.00
Road	8558 Parkside Drive	Kohler 20RZ	185033-82N	$420.00
Road	8558 Parkside Drive/barn	Cummins C13N6HA062E510	J210997747	$460.00

2026-351 Mr. Richter moved to approve Road Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
294-2026	REG	$2,058.49	D & W Diesel Inc.	Turbo Charger for Truck #7
296-2026	Permissive Motor Vehicle License Tax	$1,300.00	McDonald Equip. Co.	Annual Contract Fee

Department Business- Fire

2026-352 Mr. Richter moved to approve a leave of absence for Part-Time Firefighter/Paramedic Daniel Green for the period of October 01, 2026, till January 1, 2027.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-353 Mr. Richter moved to approve Fire Department expenditures as listed below.
Mr. Davis seconded. Vote unanimous; motion passed.

PO #	Type	Amount	Payable To	Purpose
295-2026	REG	$6,135.00	Blue Card Command	Training for all FD personnel
297-2026	REG	$20,334.00	Phoenix Safety Outfitters	Six sets structural firefighting gear

Department Business- Police
No business at this time.

New Business

2026-354 Mr. Richter moved to approve and accept the Geauga County Engineer's Office recommendation to assign the address of 7155 Cedar Road to Parcel No. 11-389271.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-355 Mr. Richter moved to approve and sign the proposed "Fee Agreement" with the law firm of Baker, Dublikar Attorneys at Law , 400 South Main Street, North Canton, Ohio 44720 for legal representation on township personnel matters, negotiations and all collective bargaining agreements.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-356 Mr. Richter moved to not request a hearing with the Ohio Division of Liquor Control for the transfer of a D-5 liquor license from Loretta Paganini School of Cooking Inc. /Coppia Restaurant at 8623 Mayfield Road and 10427 Mayfield Road to Loretta Pagainini School of Cooking Inc. / Coppia Restaurant 8613 Mayfield Road.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-357 Mr. Richter moved to approve $93.08 payable to the Geauga County Township Association for Craig Richter, Ken Radtke, Mark Purchase and Patrick Fleming to attend the October 14, 2026 Quarterly Dinner / Meeting hosted by Middlefield Township.
Mr. Davis seconded. Vote unanimous; motion passed.

2026-358 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)
2026-016	3	038	2 & 3
2026-017	3	038	4

Township Park

2026-359 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
WG Performing Arts Boosters	9/13	Pickleball and Volleyball Courts (2)	10am-12pm	Pickleball 101(102)

Park Board Meeting with the GC Budget Commission

Mr. Radtke discussed the Chester Park Board's August 19 meeting with the Geauga County Budget Commission and requested clarification regarding statements made concerning the February joint meeting. Specifically, the Park Board indicated that it understood the Township had agreed to provide $75,000 for park improvements. Mr. Richter and Mr. Davis stated that this was not their understanding. Mr. Richter clarified that the Township has historically paid approved expenses for park projects rather than providing a $75,000 allocation directly to the Park Board.

Mr. Radtke also addressed outstanding park improvements, including tree trimming and the replacement of declining crabapple trees. He and Township Administrator Mr. Purchase recently inspected the park to review the work needed. The Board also discussed a $5,000 grant received by the Perennial Gardeners and potential additional work with New Vista. The Trustees stated that they had not previously been advised of the grant or any related requests for additional funding.

Mr. Richter stated that the Road Department could assist with removal of the declining crabapple trees, if necessary. The Park Board had previously estimated the cost of replacement trees at approximately $6,000 based on an earlier quote.

Chesterfield Lane Driveway

Mr. Radtke reported that he visited Chesterfield Lane and reviewed several driveways in the area. He observed that the quality of one driveway was not consistent with the others. While the condition was not considered severe, he acknowledged the residents' concerns.

Mr. Radtke discussed the matter with the Road Superintendent and reviewed possible alternatives to removing and replacing the driveway. It was noted that the Geauga County Engineer's Office has already approved the completed work and no additional funds are available from the contractor.

The Board discussed the possibility of offering the resident a monetary amount in lieu of performing additional work to the driveway. The matter will be referred to the Assistant Prosecutor for guidance and will be discussed further once additional information is received.

Financial Items

2026-360 Mr. Richter moved to approve an increase in revenue cemetery transfer in 2041-931-0000 $20,000. Appropriation general fund transfer out 1000-910-910-0000 $20,000.00. Cemetery Other Salaries 2041-410-190-0000 $20,000.00.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-361 Mr. Richter moved to transfer $20,000.00 from 1000-910-910-0000 transfers out to cemetery fund 2041-931-0000 Cemetery Fund transfer In / Revenue.
Mr. Davis seconded. **Roll Call Vote:** Mr. Richter, yes; Mr. Radtke, yes; Mr. Davis, yes. Motion passed.

2026-362 Mr. Richter moved to approve and sign the Resolution Accepting the Amounts and Rates as determined by the Geauga County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. This resolution is for the 2026 tax year, which is collected in 2027.
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 17, 2026** in the Town Hall Meeting Room at **6:30 PM** Chairman Craig S. Richter presided.

2026-363 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**
Permissive Motor Vehicle Lic. Tax	$1,300.00	2231-760-740-0000	2231-330-360-0000	MECO Annual Contract Fee
General	$25,000.00	1000-110-360-0000	1000-930-930-0000	MP 090326

PURCHASE ORDERS					
Dept	**PO#**	**Type**	**Amount**	**Payable To**	**Purpose**
GEN	298-2026	REG	$10,400.00	Thomas Fence Co. Inc.	375' Chain Link Fencing for Recycle Park
GEN	293-2026	REG	$5,000.00	America 250 Chesterland	America 250 Fireworks

CHECKS		
Date	**Starting No.**	**Ending No.**
9/22/2026	89486	89493
9/17/26	89494	89528
Fiscal Officer's note: the last check number used on 9/3/26 was 89485		

EFT DIRECT DEPOSITS			
Date	**Starting No.**	**Ending No.**	**Description**
9/8/26	1471-2026	1546-2026	Payroll

ON-LINE PAYMENT VOUCHERS		
Date	**Starting No.**	**Ending No.**
9/17/2026	1470-2026	1470-2026

VOUCHERS & WITHHOLDINGS				
Voucher	**Payee**	**Amount**	**Dated**	**Description**
1548-2026	First National Bank EFTPS	$24,469.85	9/22/2026	Employee & employer withholding – Federal
1551-2026	Ohio Department of Taxation	$157.41	10/12/2026	Employee & employer withholding – Local School Dist.
1549-2026	Treasurer, State of Ohio	$3,756.50	9/22/2026	Employee & employer withholding – State
1550-2026	Regional Income Tax Agency (RITA)	$2,377.02	10/12/2026	Employee & employer withholding

Note: Fiscal Officer Patricia Jarrett left at 6:33 PM and Township Administrator, Mark Purchase served as Clerk Pro Tem.

Department Business- Zoning

Land Use Plan / Kathleen McCarthy

Kathleen McCarthy has completed her work with the Zoning Commission and Board of Zoning Appeals and requested to continue assisting with the Land Use Plan through the end of the year. Following discussion, the Board agreed to Ms. McCarthy's request.

Joint Meeting with Zoning Commission

The Township Administrator requested clarification regarding scheduling a joint meeting between the Board of Trustees and Zoning Commission to further discuss Zoning Amendments ZC-2026-5 and ZC-2026-6.

The Township Administrator will invite the Zoning Commission to attend a joint meeting on Thursday, October 15, 2026, at 7:00 PM. The regular Board of Trustees meeting will begin at 6:00 PM.

Fiscal Officer's Report
No report at this time.

Open/Ongoing Items

Capital Projects
The Township Administrator reported that he has gained access to the grant portal and has begun completing the required forms and documentation for the Road Department Service Garage grant. He will also establish access for the Board of Trustees and the architectural firm. The goal is to have the project ready for bid packaging in January.

The waterline relocation has been completed, including capping and testing. The next phase will involve relocating the fiber-optic lines in preparation for the new building. The Township Administrator is hopeful that this work can be completed before weather conditions change.

The Board of Trustees requested additional information regarding the terms and requirements of the grant.

Road Levy
No update at this time.

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.**
- **CPR / AED Training October 5th 9-11:30 AM – Staff Only**

Discussions

Resident Complaint / Volleyball Courts
The Board discussed a resident complaint regarding the volleyball courts. The Trustees agreed to visit the area individually to observe the conditions firsthand. The matter will be discussed further at a future Board meeting.

Government Update- 9/17, **CR;** 10/1, **KR;** 10/15, **BD**

The Chester Township Board of Trustees met in **Regular** session on **Thursday, September 17, 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 7:16 PM.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

10/1/26 Motion #: 2026-364

Approval Date

Craig S. Richter, Chairman

Ken Radtke Jr., Vice-Chairman

Brandon Davis, Trustee