RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held Auburn Township Administration Building July 7, 2025 Page 1 20 _____

The regular meeting of the Auburn Township Board of Trustees was called to order at 7:00 p.m. by Trustee Chairman Eugene T. McCune Jr. Also in attendance were Trustees Michael S. Troyan and Patrick J. Cavanagh.

The Pledge of Allegiance was led by Will Szarka.

MINUTE APPROVAL:

Motion by Patrick J. Cavanagh and seconded by Eugene T. McCune Jr., to approve the minutes of the Regular Meeting of the Auburn Township Board of Trustees held on June 16, 2025. VOTE: Troyan, yes; Cavanagh yes; McCune Jr., yes. The motion PASSED.

SCHEDULED REPORTS:

Mr. Frank Kitko, Zoning Inspector, submitted a Zoning report reflecting 7 different applications submitted in the month of June 2025.

The Trustees reviewed the preliminary plan for Klarich Farms Subdivision, lots 7 & 17, Section 6, Tract 1, provided by the Geauga County Planning Commission.

There was no report from the Road Department.

Mr. Cavanagh stated he attended a pre-construction meeting last week, for the upcoming road project.

Mr. Cavanagh said there will be a Stafford Road closure, probably around September 2025. The state will be replacing some 100-year-old pipe under the road. Mr. Cavanagh and Mr. Fenstermaker are working on getting a notification out to at least the Stafford Road residents, as well as getting signage together. Mr. Cavanagh explained that this work should have been going on already, but all the bids for this project came in over budget – so the project had to be redesigned and rebid.

TRUSTEE & FISCAL OFFICER REPORTS:

Mr. Michael S. Troyan thanked the Boy Scouts, and everyone involved with the Fourth of July parade and activities. Mr. Troyan noted the parade was well organized, and they had a good turnout. He also thanked the Road Department for all their work in getting everything set up.

Mr. Troyan addressed the Certificate of Need, Resolution Number 2025-09, which was addressed at the last Trustees Meeting. The date on the first page of that Resolution was incorrect.

Motion made by Michael S. Troyan to rescind Resolution 2025-09 and seconded by Patrick J. Cavanagh. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. Troyan read the new Resolution 2025-10, for a Certificate of Need, in which Auburn Township found it necessary to levy a tax – ORC 5705 19(G) for the general construction, reconstruction, resurfacing and repair of streets, roads and bridges in Auburn Township. The levy is to be placed on the ballot at the election held on November 4, 2025, and shall first be levied in the year 2026 and will begin collection in 2027.

A Motion was made by Michael S. Troyan and seconded by Eugene T. McCune Jr., to approve Resolution 2025-10. Mr. Cavanagh stated this was a renewal levy. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Patrick J. Cavanagh had nothing additional to report.

Eugene T. McCune Jr. reported that he, Mr. Fenstermaker and Ms. Dolezal met last week with the representative from OTARMA, which is a governmental risk-sharing pool whose members consist solely of Ohio Townships and provides Townships with insurance coverages – including comprehensive liability and property coverages.

Mr. McCune Jr. noted that they meet with OTARMA every couple of years, and OTARMA gives Auburn Township a list of items that can be improved, to limit liability. OTARMA gave the Trustees 13 suggestions for areas that could be improved. Some of the items included were an annual sexual harassment/anti-harassment training, updated written job descriptions, a liquor liability policy when alcohol is served.

Mr. McCune Jr. thought the Trustees should look at the items OTARMA recommended be implemented, and felt most of them could be accomplished.

Mr. McCune Jr. congratulated Fire Chief John Phillips on his 51 years of service working for the Fire Department. Mr. McCune Jr. also thanked the Boy Scouts and Matt England - who was the organizer of the parade; he did a great job and noted the parade was enjoyed by a lot of people.

Fiscal Office report - Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since June 16, 2025 - listing 16 electronic payments processed for $62,137.45, and 25 warrants processed for $37,302.39, totaling $99,439.84. Mr. Matsko said he completed the June 2025 bank reconciliation, and as of June 30, 2025, they had $612,141.99 in the primary checking account. In the Star Ohio account, they had $2,231,437.16 for a total of $2,843,579.15.

OLD BUSINESS:

Mr. McCune Jr. discussed seasonal hours for the service department. It was brought up that the Road department would be interested in working a four-day work week, with extended hours, versus the current schedule. Mr. McCune Jr. had concerns about the service department not being properly staffed to service the residents 5 days per week, as the Township is in a service business, and here to help the residents of Auburn Township. Mr. Troyan said he would need to see a lot more details and how this would benefit the Township. Mr. Troyan and Mr. Cavanagh felt even if details were figured out, it was probably too late to look at for this year.

NEW BUSINESS:

Motion made by Eugene T. McCune Jr. and seconded by Michael S. Troyan to approve the address for parcel number 01-118986, as 10115 Gottschalk Pkwy, as recommended by the Geauga County Engineer. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Motion by Michael S. Troyan and seconded by Eugene T. McCune Jr., to approve a 3-year service agreement with KINETIC BUSINESS / WINDSTREAM (for 7 Auburn Township properties) at $830.76/month ($138.97 less than the last service agreement three years ago.) VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion passed.

Motion by Patrick J. Cavanagh and seconded by Eugene T. McCune Jr., to approve a quote from Judco Truck Equipment for a 2025 Valley Freightliner Build-Out at $117, 270.00. Mr. Cavanagh noted the specifications for this truck were carefully done by Michael Ludwig of the Service department. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion passed.

Motion by Patrick J. Cavanagh and seconded by Eugene T. McCune Jr., to approve an agreement from J.F.D. Landscapes for work (labor and materials) to be completed at Shadyside Cemetery ($2070.39), Townhall ($2160.82) and the Administration Building ($1201.75) for a total of $5432.96. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion passed.

Motion by Eugene T. McCune Jr. and seconded by Michael S. Troyan to adopt Resolution 2025 –11 - Adopting the budget of Auburn Township for Fiscal Year beginning with January 1, 2026. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion passed.

ADJOURNMENT:

Motion made by Eugene T. McCune Jr. and seconded by Michael S. Troyan to adjourn the meeting. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED. The meeting was adjourned at 7:41 p.m.

Daniel J. Matsko, Fiscal Officer

Eugene T. McCune, Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

July 21, 2025
Date

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

JUL 07 2025

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	CARL SCHNEIDER	✓	
2.	Deb Standley	✓	
3.	DARYL SZARKA	✓	
4.	WILL SZARKA	✓	
5.	DALE RYAN	✓	
6.	JD Crowley		✓
7.	Fred + Harriet Bauer	✓	
8.			
9.			
10.			
11.			
12.			
13.			
14.			

BOARD OF TRUSTEES MEETING AGENDA
Monday, July 7, 2025

6:45 PM - PUBLIC HEARING

- 2027 Proposed Budget

7:00 PM - REGULAR MEETING CALL TO ORDER

- Eugene T. McCune Jr., Chairman

PLEDGE OF ALLEGIANCE

GUESTS:

MINUTE APPROVAL:

- Regular Meeting – June 16, 2025

SCHEDULED REPORTS:

- Frank Kitko, Zoning Inspector
- Mike Fenstermaker, Highway Superintendent

TRUSTEE & FISCAL OFFICER REPORTS:

- Michael S. Troyan
- Patrick J. Cavanagh
- Dan Matsko, Fiscal Officer

OLD BUSINESS:

- Rescind *Certificate of Need* Resolution 2025-09
- Seasonal Hours / Service Department

NEW BUSINESS:

- Resolution 2025-10 Certificate of Need
- Quote received / JFD/ / Town Hall tree removal & clean-up / Maple Shade bed clean-up.

SAVE THE DATE:

07/07/25 - Board of Trustees Meeting – Administration Bldg. / 7:00pm.
07/08/25 - BZA Meeting / Administration Bldg. / 7:00pm
07/10/25 - Zoning Commission Meeting / Administration Bldg./ 7:00pm
07/21/25 - Board of Trustees Meeting – Administration Bldg. / 7:00pm.

FISCAL OFFICER REPORT JULY 7, 2025

Fiscal Officer Dan Matsko presented the payment listing for payments processed since JUNE 16, 2025.

PAYMENT LISTING

• 16 ELECTRONIC PAYMENTS PROCESSED:	$ 62,137.45
• 25 WARRANTS PROCESSED:	$ 37,302.39
TOTAL:	$ 99,439.84

Fiscal Officer Dan Matsko presented the JUNE Bank Reconciliation and savings account balances.

SAVINGS ACCOUNTS AS OF JUNE 30, 2025

• PRIMARY CHECKING ACCOUNT BALANCE:	$ 612,141.99
• STAR OHIO BALANCE:	$ 2,231,437.16
TOTAL:	$ 2,843,579.15

Dan Matsko

7-7-25

AUBURN TOWNSHIP, GEAUGA COUNTY

Bank Reconciliation

Reconciled Date 6/30/2025

Posted 7/1/2025 2:24:51 PM

Prior UAN Balance:		$3,139,530.91
Receipts:	+	$315,553.78
Payments:	-	$615,440.32
Adjustments:	+	-$215.00
Current UAN Balance as of 06/30/2025:		$2,839,429.37
Other Adjusting Factors:	+	$0.00
Adjusted UAN Balance as of 06/30/2025:		$2,839,429.37
Entered Bank Balances as of 06/30/2025:		$2,843,579.15
Deposits in Transit:	+	$0.00
Outstanding Payments:	-	$4,149.78
Outstanding Adjustments:	+	$0.00
Other Adjusting Factors:	+	$0.00
Adjusted Bank Balances as of 06/30/2025:		$2,839,429.37

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 06/30/2025.

There are no outstanding adjustments as of 06/30/2025.

7-7-25

Outstanding Payments

Reconciled Date 6/30/2025

Posted 7/1/2025 2:24:51 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	8665	02/17/2025	GEAUGA HIGHWAY CO	$1,040.00
PRIMARY	Warrant	8751	05/05/2025	NANCY DOLEZAL	$7.88
PRIMARY	Warrant	8782	05/19/2025	ALEX MORIN	$50.00
PRIMARY	Warrant	8797	06/02/2025	GEAUGA COUNTY TOWNSHIP ASSOCIATION	$210.00
PRIMARY	Warrant	8802	06/02/2025	KATHY BLACKSMITH	$300.00
PRIMARY	Warrant	8813	06/16/2025	GEAUGA COUNTY AUTOMATIC DATA PROCESSING BOARD	$431.90
PRIMARY	Warrant	8817	06/16/2025	MATTHEW BLOWERS	$275.00
PRIMARY	Warrant	8819	06/16/2025	JANE HARDY	$1,110.00
PRIMARY	Warrant	8824	06/16/2025	TRI-COUNTY ELECTRIC	$725.00
					$4,149.78

AUBURN TOWNSHIP, GEAUGA COUNTY

7/7/2025 2:20:17 PM

UAN v2025.2

Payment Listing

6/17/2025 to 7/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
140-2025	06/17/2025	06/22/2025	CH	OHIO TREASURER OF STATE	$100.00	C
141-2025	06/17/2025	06/22/2025	CH	SAMS CLUB	$83.82	C
142-2025	06/20/2025	06/22/2025	CH	ILLUMINATING CO.	$95.84	C
143-2025	06/17/2025	06/22/2025	CH	TREASURER OF STATE OF OHIO	$948.00	C
144-2025	06/20/2025	06/22/2025	CH	MEDICAL MUTUAL OF OHIO	$18,699.07	C
145-2025	06/26/2025	06/28/2025	CH	AHOLA CORPORATION	$33,956.51	C
146-2025	06/30/2025	07/01/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$289.55	C
147-2025	06/30/2025	07/01/2025	CH	BURNHAM & FLOWER	$3,133.01	C
148-2025	07/01/2025	07/05/2025	CH	OHIO DEFFERRED COMPENSATION	$30.00	O
149-2025	07/01/2025	07/05/2025	CH	BUREAU OF WORKERS COMPENSATION	$782.27	O
150-2025	07/01/2025	07/05/2025	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
151-2025	07/01/2025	07/05/2025	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
152-2025	07/03/2025	07/05/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$111.96	O
153-2025	07/03/2025	07/05/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$173.60	O
154-2025	07/03/2025	07/05/2025	CH	SUN LIFE FINANCIAL	$193.38	O
155-2025	07/03/2025	07/05/2025	CH	VISA	$940.44	O
8826	06/17/2025	06/17/2025	AW	BEN MULLEMAN	$375.00	C
8827	07/07/2025	07/05/2025	RW	DURAMAX MARINE	$300.00	O
8828	07/07/2025	07/05/2025	RW	BEN MISSERI	$300.00	O
8829	07/07/2025	07/05/2025	RW	ANNETTE WILKS	$150.00	O
8830	07/07/2025	07/05/2025	RW	HUMA SUHAIL	$150.00	O
8831	07/07/2025	07/07/2025	RW	CHARLES McBRIDE	$150.00	O
8832	07/07/2025	07/07/2025	AW	MELZER'S FUEL SERVICE CO.	$1,612.53	O
8833	07/07/2025	07/07/2025	AW	ILLUMINATING CO.	$3,673.38	O
8834	07/07/2025	07/07/2025	AW	Buckeye Power Sales Co., Inc.	$920.00	O
8835	07/07/2025	07/07/2025	AW	OHIO EDISON	$21.53	O
8836	07/07/2025	07/07/2025	AW	GEAUGA COUNTY MAPLE LEAF	$58.50	O
8837	07/07/2025	07/07/2025	AW	UH OCCUPATIONAL HEALTH	$63.00	O
8838	07/07/2025	07/07/2025	AW	Dex Imaging, LLC	$771.38	O
8839	07/07/2025	07/07/2025	AW	McMASTER-CARR SUPPLY CO.	$64.80	O
8840	07/07/2025	07/07/2025	AW	PLANNING & ZONING SERVICES, LLC	$2,222.50	O
8841	07/07/2025	07/07/2025	AW	MATTHEW BLOWERS	$745.00	O
8842	07/07/2025	07/07/2025	AW	STAPLES ADVANTAGE	$167.12	O
8843	07/07/2025	07/07/2025	AW	NEWBURY AUTO PARTS,INC.	$77.81	O
8844	07/07/2025	07/07/2025	AW	FRANK KITKO	$934.72	O
8845	07/07/2025	07/07/2025	AW	JANE HARDY	$99.40	O
8846	07/07/2025	07/07/2025	AW	J.F.D. LANDSCAPES	$23,629.36	O
8847	07/07/2025	07/07/2025	AW	SUNRISE SPRINGS WATER COMPANY	$119.50	O
8848	07/07/2025	07/07/2025	AW	ARIS	$124.50	O
8849	07/07/2025	07/07/2025	AW	HANLEY PRINT & PROMOTIONS	$535.52	O
8850	07/07/2025	07/07/2025	AW	NANCY DOLEZAL	$36.84	O
				Total Payments:	$99,439.84	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$99,439.84	

Dan Matsko 7-7-25

J.F.D. LANDSCAPES INC.
440-543-9644
www.jfdlandscapes.com

Mail to: P. O. Box 23007
Ship to: 9809 East Washington Street
Chagrin Falls, Ohio 44023

AGREEMENT

Auburn Township
Attn: Nancy Dolezal
Board of Trustees
11010 East Washington Street
Auburn Township, Ohio 44023

440-543-7028
admin@auburntownship.com

6-23-2025

We hereby submit specifications for providing labor and materials for the work to be completed at the above location, which includes:

Shadyside Cemetery:

- Remove stump grindings and plant material in Southeast corner of front lawn.
- Haul away debris.
- Grade to blend into surrounding lawn areas and install necessary screened topsoil, grass seed and shredded straw to above area.

Total Investment: $ 2,070.39 **Accept:** _____

Administration Building:

- Remove and haul away dead Spruce located North of parking lot.
- Locate, transplant, and install 1 Norway Spruce 7-8'
- Spruce will be staked and mulch as needed.
- Note: if this work is chosen to be completed with one of the other services described in this agreement $ 200.00 will be deducted from invoice for this work.

Total Investment: $ 1,201.75 **Accept:** _____

Townhall:

- Remove existing plant material in Northwest corner on west side of building.
- Haul away debris.
- Grade to blend into surrounding lawn areas and install necessary screened topsoil, grass seed and shredded straw to above area.
- Client to mark property line prior to above work starting

Total Investment: $ 2160.82 **Accept:** _____

Note: Job layout will be in conjunction with client representative prior to start of job as needed.

Payment to be made as follows: Billed upon completion. 1.5% service charge on balance over 30 days. **Please sign and return one copy. Thank you!**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature: Joseph F. Drake

Joseph F. Drake, President

We may withdraw this agreement if not accepted within 10 days

Acceptance of agreement - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance July 7, 2025

Signature _____

Signature _____

Creating and Maintaining Beautiful Landscapes since 1989!

RESOLUTION 2025-10

CERTIFICATE OF NEED

Rev. Code Sec. 5705.03, .19, .191, .194, .21, .26

AUBURN TWP [1] BOARD OF TRUSTEES

The Board of Trustees of AUBURN TWP [2], Geauga County, Ohio met in REGULAR session on JULY 7 [4], 2025 at the AUBURN ADMINISTRATION OFFICE [5], with the following Trustees present:

EUGENE T. McCUNE JR.

PATRICK J. CAVANAGH

MICHAEL S. TROYAN [6]

MICHAEL TROYAN [7] moved the adoption of the following Resolution:

WHEREAS, the Board of Trustees of AUBURN TWP [8], Geauga County, Ohio has determined the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the AUBURN TWP [9] and it is necessary to levy a tax in excess of such limitation for the purpose of[10]

ORC 5705 19(G) For the general construction, reconstruction, resurfacing and repair of streets, roads and bridges in municipal corporations, counties, or townships.

in AUBURN TWP [11] as provided and authorized in Ohio Revised Code § ORC 5705.19(G) [12]; and

WHEREAS, the levy is at a rate of 1.00 mills for each one dollar of taxable value[13], for a PERIOD OF 5 YEARS [14] and is(n) RENEWAL LEVY [15] WHICH IS A RENEWAL OF AN EXISTING 1.00 MILL LEVY LAST VOTED ON IN 2020 [16]; and

WHEREAS, the ballot measure shall be submitted to the ENTIRE TOWNSHIP [17] and the tax shall be levied on the ENTIRE TOWNSHIP [18] and within GEAUGA COUNTY [19];

WHEREAS, the levy is to be placed on the ballot at the election held on NOVEMBER 4, 2025 [20], and shall first be levied in tax year 2026 [21] and begin collection in 2027 [22].

BE IT RESOLVED, by the Board of Trustees of AUBURN TWP [23], Geauga County, Ohio, that based on the foregoing and pursuant to R.C. 5705.03(B), said board hereby certifies this Resolution to the Geauga County Auditor, and requests that the County Auditor certify back to the Board of Trustees the amounts described in R.C. 5705.03(B)(2) that would be generated by the levy proposed herein.

RECEIVED

JUL 08 2025

Geauga County Auditor

MICHAEL TROYAN moved for the adoption of the foregoing and Eugene McCune seconded the motion. Upon the call of the question, the vote was as follows:

TRUSTEE	VOTE (YEA or NAY)
EUGENE T. McCUNE JR.	YEA
PATRICK J. CAVANAGH	YEA
MICHAEL S. TROYAN [24]	YEA [25]

Adopted the 7th day of JULY, 2025 [26]

Daniel J. Matsko [27]
Fiscal Officer

AUBURN TWP [28]
Geauga County, Ohio

The State of Ohio, Geauga County, ss.

I, DAN MATSKO [29], Fiscal Officer of AUBURN TWP [30], do hereby certify that the foregoing is taken and copied from the Record of the Proceedings of said AUBURN TWP [31]; that the same has been compared by me with the Resolution on said Record and that it is a true and correct copy thereof.

Witness my signature, this 7th day of July, 2025 [32]

Daniel J. Matsko [33]
Fiscal Officer

APPROVED AS TO FORM
7/8/25
GEAUGA COUNTY PROSECUTOR'S OFFICE

PLACE APA STAMP HERE [34]

[1] Identify name of Township or Taxing Authority.