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 August 18, 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 Vice Chairman Patrick J. Cavanagh. Also in attendance was Trustee Michael S. Troyan. Trustee Eugene T. McCune, Jr., was absent.

The Pledge of Allegiance was led by Auburn Township resident George Shukaitis.

GUESTS:

Residents Scott Bayus and Susan Shukaitis spoke about the noise/music that is coming from The Patio Bar and Grill located at 10584 East Washington Street in Auburn Township. Mr. Bayus stated that he filed a zoning complaint regarding the music that has been playing outside and asked the Trustees what actions they would take and how they would pursue this. Mr. Bayus explained that he had copies of the Agreed Judgement Entry between the Township and The Patio Bar and Grill. Mr. Bayus wanted the intent of the original agreement to be lived up to – he wanted the outdoor music to stop.

Resident Susan Shukaitis reported that she used a decibel meter from her phone to record the music being played outside on the deck. Her meter recorded between 101 and 108 decibels.

Mr. Bayus reported that the Patio Bar and Grill also took down the fence and put up a three-foot-high fence. He stated the agreement with the Township was that it should be a six-foot high fence. Mr. Cavanagh noted the original fence was a stockade fence.

Mr. Bayus stated that there should have always been an alarm for the entrance in the back – and it was only meant as an emergency exit – not an 'in and out' entrance to The Patio Bar and Grill.

Another issue reported by Mr. Bayus was the dumpster he has been looking at for the past 15 years that sits out in front of his driveway, which he felt should be enclosed by a stockade fence, or whatever the zoning states.

Mr. Bayus wanted to know what zoning laws The Patio Bar and Grill are in violation of, and the findings reported back to the residents, and what action Auburn Township will take.

Mr. Cavanagh indicated that the speediest thing the Trustees can pursue is the outdoor music, because that goes straight to the Geauga County Court of Common Pleas. Mr. Cavanagh said that all the other issues and Zoning violations would have to be filtered through the Prosecutor's Office.

Mr. Bayus said that he understood and wanted Auburn Township to start by having a conversation with The Patio Bar and Grill. Mr. Bayus said that he did contact the owner – he asked the owner to call him, and he never received a call.

Mr. Bayus and Mrs. Shukaitis reported that outside excessive loud music had occurred on the 18th, 25th and 1st.

Mr. Bayus reported that he built a mound and planted trees to mitigate the noise. He wants The Patio Bar and Grill to live up to their agreement.

Mr. Cavanagh indicated he did not know exactly when Zoning was contacted but noted they did know about this last week. He noted some people went by The Patio Bar and Grill last weekend, and loud music was not heard at that time, and that was all the knowledge he had.

Mr. Troyan stated that confirmation was made with the Prosecutor's Office that the zoning restrictions and agreement still apply to the new ownership. Mr. Troyan recommended that the Zoning Department send a letter to the new owners once they obtain confirmation of the agreement being violated.

Fiscal Officer, Dan Matsko reported that he drove by on Saturday at 9:00 p.m. and noted there wasn't anyone on the patio.

Mr. Troyan said that he was unaware of the fence height and asked Mr. Bayus if he informed zoning about the fence and Mr. Bayus said "No, it has not. I'm bringing it up for the first time tonight. Mr. Troyan said "Okay. This is something concrete that they can physically go and look at now." Mr. Troyan indicated he would speak to Jane Hardy (Assistant Zoning Inspector) in the morning and make sure they address the fence right away.

Mrs. Shukaitis added that The Patio Bar and Grill expanded their parking lot and now the lights of the cars come right into their living room – there used to be trees to help block that out, but they took a lot of the trees out. She heard they were going to be landscaping, and thought they would plant trees, or put up a fence, or something to help. Mrs. Shukaitis asked the Trustees if they could do something about that.

Mr. Cavanagh indicated the outside noise should be easy to address once they are notified. The Trustees discussed the possibility of addressing the dumpster screening and landscaping as a request to The Patio Bar and Grill and see how they respond.

Mr. Bayus explained that he called Frank Kitko, the Zoning Inspector, and he did come to look at the parking lot and nothing was ever pursued. Mr. Bayus felt something bad was going to happen there sometime, with the way people whip out of that parking lot, and the reason it hasn't happened yet is because people are afraid to drive past there at anything other than a snail's pace of 10 miles per hour.

Mr. Bayus stated again he wanted a response from Auburn Township on how this could be evaluated and approached, and what could be done about it.

Mr. Cavanagh thought it might be a good idea to find the property lines there to delineate the right-of-way on Wing Road. Mr. Troyan said that they would keep Mr. Bayus copied on what the status was as much as possible.

Resident Dennis Measor was next on the agenda and stated this was his first Trustee Meeting he attended and that he was here with several of his neighbors. They were there to gather some information about what is going on with the property at 16615 Auburn Road. They all live very close to or adjacent to that property. Mr. Measor asked the Trustees if they were familiar with that property, and Mr. Cavanagh said "oh, it used to be Pioneer Farm and Garden", and Mr. Measor concurred. Mr. Measor reported there has been quite a bit of construction there recently, as well as trees being removed. He reported that they are leveling most of the property and building giant mounds in the front. Mr. Measor also reported that there were as many as 20 semi tractor trailers parked on that property. They come and go, as well as tanker trucks.

Mr. Cavanagh asked if the trucks had Kuhnle Bros. markings on them and Mr. Measor said "yeah, they're his tankers". We have concerns about the use of the property and safety because of the fuel stored in the tankers indicated by Mr. Measor.

Mr. Troyan informed Mr. Measor that the Township had not received anything from Kuhnle Bros Inc., related to construction, zoning requests, or anything else.

Mr. Cavanagh thanked the residents for bringing this matter to their attention and would notify the zoning department. He asked the residents to give the Trustees some time to investigate this, and they will be in touch.

MINUTE APPROVAL:

Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh to approve the minutes of the Regular Meeting of the Auburn Township Board of Trustees on August 4, 2025. VOTE: Troyan, yes; Cavanagh yes; McCune, absent. The motion PASSED.

SCHEDULED REPORTS:

Mr. Cavanagh noted that the Trustees next meeting will be Tuesday, September 2, 2025, because of the Labor Day holiday.

Auburn Fire Department Chief John Phillips presented the monthly detailed report for the Auburn Fire Department. He presented a Year-to-Date Statistics Report comparing 606 year-to-date total calls -January to July 2025 - to 576 total calls in 2024. The percentage of multiple calls was 23.10% for January-July 2025, compared to 22.22% in 2024.

Chief Phillips reported they had a structure fire on Sunday, August 10, 2025, at Auburn Lakes. A mother and son and two dogs escaped with no injuries. The cause of the fire is still under investigation. They also received 2 medical calls during the structure fire.

Chief Phillips noted that the Auburn Fire Department Annual Clam Bake will be held on September 27, 2025, at the Auburn Township Fire Department. Dinner will be served from 6:00 p.m. to 8:00 p.m. Presale Tickets only.

TRUSTEE & FISCAL OFFICER REPORTS:

Mr. Michael S. Troyan conceded his report since there was a full agenda at this meeting.

Fiscal Office Report - Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since August 4, 2025 - listing 14 electronic payments processed for $59,902.64 and 21 warrants processed for $18,368.42, totaling $78,271.06.

Mr. Matsko noted that he and Mr. McCune Jr., attended the Budget Commission meeting today in Chardon, and the 2026 budget for Auburn Township was approved. Mr. Cavanagh asked if the Budget Commission had any remarks. Mr. Matsko said that the Commission noted the contingency amounts were higher in the General and Fire Funds than are allowed by the Ohio Revised Code. They cannot exceed 3% of the current total appropriation for that fund.

Mr. Matsko reported that he and Mrs. Dolezal, Administrative Assistant, met with the Medical Mutual representative, Burnam and Flower Insurance Group. The medical premiums went down 4%. The Medical Mutual contract expires August 31, 2025 and the Township has renewed with them for the upcoming year. Dental and Vision premiums remain in effect until the end of the calendar year.

As a follow-up to the last meeting, Mr. Matsko received the final bill from the Illuminating Company confirming power to the Museum was shut off on August 8, 2025.

Mr. Cavanagh confirmed all the breakers at the Museum were shut off. He explained to the audience members that the Township does not use any power at the Museum, except for one day a year. The power is turned back on in the late spring, then they try to shut it down as soon as possible after that. Mr. Cavanagh said that if anyone wanted to look at the Museum, to contact the Administrative Assistant during regular business hours and she could show it to them. Mr. Cavanagh emphasized there is no running water and no bathrooms at the Museum, and really no place to park.

OLD BUSINESS:

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to purchase a Tether Ball Set at a cost of $350.00, for the Auburn Township Community Park. VOTE: Troyan, yes; Cavanagh, yes; McCune absent. The motion PASSED.

Mr. Cavanagh said that a 19-year member of the Service Department has accepted another job; it was an opportunity for him to further his career and be closer to his residence. Mr. Cavanagh said that they were very sorry to see such an experienced equipment operator leave and wish him well. He noted that Mr. Ludwig has offered to help Auburn Township finish some existing projects.

Mr. Cavanagh indicated they would be hiring a replacement for him and asked the audience if they knew of anyone with a CDL license and experience operating roadside equipment to inform the Township. Help wanted ads have been placed in the local newspapers.

Mr. Cavanagh and Mr. Troyan spoke about the approximately $750,000 from an expired tax levy that the Township had to pay back to the Auditor's office. Mr. Cavanagh explained that the County hired an outside firm to reimburse all property owners in Auburn Township. Mr. Matsko said that checks were sent out at the end of April 2025, and 86% of them have been cashed leaving $72,927.15 unclaimed.

Mr. Cavanagh had a listing the Township Trustees had asked the County to provide of residents who did not receive their money. Mr. Cavanagh asked if the list could be posted on the website and Mr. Matsko thought it could be done. Mr. Matsko noted the list is also hanging on the bulletin board. Mr. Cavanagh indicated he knew some people on the list that he was going to call. Mr. Troyan explained that the original checks that were sent out were only good for 90 days. A second mailing from American Legal to property owners requires them to return a completed form to have their check reissued. If the money is not claimed, it will go to Ohio Unclaimed Funds.

NEW BUSINESS:

Mr. Cavanagh talked about three Zoning amendments that need to be scheduled for a Public Hearing by the Trustees. They were submitted on August 18, 2025, and the Trustees have 30 days from the date of that receipt, to hold a public hearing. The hearing will be on September 15, 2025.

Mr. Cavanagh and Mr. Troyan scheduled ZC2025-01 for 6:00 p.m., ZC2025-02 for 6:20 p.m., and ZC2025-03 for 6:40 p.m., all on September 15, 2025. Mr. Cavanagh indicated they could recess any of them, and continue at a later date, if they needed more information.

Motion made by Patrick J. Cavanagh and seconded by Michael S. Troyan to schedule ZC2025-01 for 6:00 p.m., ZC2025-02 for 6:20 p.m., and ZC2025-03 for 6:40 p.m., all on September 15, 2025. VOTE: Troyan, yes; Cavanagh, yes; McCune absent. The motion PASSED.

An audience member asked where they could find information about these zoning amendments. Mr. Troyan noted the amendments are on the Auburn Township website. Mr. Cavanagh stated that amendment ZC2025-01 is for water management and sediment control. ZC 2025-02 is for outdoor dining and ZC2025-03 is for storage containers and miscellaneous.

Mr. Matsko asked resident Tom Jones if his post was fixed on Lindsay Lane, and Mr. Jones confirmed it was removed completely. Mr. Cavanagh noted that it was a marker for the snowplows.

Riley Davis, an audience member, introduced himself and stated that he lives at 17245 Messenger Road in Auburn Township, and stated he is running for the position of Auburn Township Trustee.

Mr. Davis asked if draft minutes of township meetings could be made available sooner to the public. Mr. Davis stated it shouldn't be difficult to post meeting minutes that same night, or the next day and wanted to know what the bottleneck was.

Mr. Troyan indicated it was not so much a bottleneck and explained to Mr. Davis that once the minutes are taken, they had to be approved by the Trustees; and once those minutes are signed, they are then part of the official record.

Mr. Davis said, "I talked to Jane about it. I asked the simple question, is it illegal to post a draft? And she said she didn't know she'd have to ask the assistant prosecutor. The answer that comes up all over from other townships is no. There wouldn't be any additional risk, I guess, to post a draft, but it would be extremely helpful." Mr. Davis suggested posting agendas and videos of Township meetings on the Township website.

Mr. Troyan indicated no decision will be made until they research it further and understands the concern of Mr. Davis. He stated that in 20 years as a Trustee, he has never had anyone bring up the posting of draft minutes. Mr. Troyan again indicated research would have to be done before any commitment is made, and thanked Mr. Davis for his time.

Mr. Davis noted that the minutes for the June 26, 2025, meeting of the Zoning Commission, were not uploaded yet. Mr. Troyan said, "that is correct, because those minutes have not been approved yet."

ADJOURNMENT:

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to adjourn the meeting. VOTE: Troyan, yes; Cavanagh, yes; McCune absent. The motion PASSED. The meeting was adjourned at 8:11 p.m.

Daniel J. Matsko, Fiscal Officer

Eugene T. McCune, Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

Sept. 2, 2025

Date

Est. 1817

AUBURN
TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, August 18, 2025

7:00 PM - REGULAR MEETING CALL TO ORDER

- Patrick J. Cavanagh, Vice Chairman

PLEDGE OF ALLEGIANCE

GUEST:

- Scott Bayus, Auburn resident / Re: The Patio Bar & Grill
- Susan Shukaitis, Auburn resident / Re: The Patio Bar & Grill
- Dennis Measor, Auburn resident / Fe: 16615 Auburn Road

MINUTE APPROVAL:

- Regular Meeting – August 4, 2025

SCHEDULED REPORTS:

- Chief John Phillips, AVFD

TRUSTEE & FISCAL OFFICER REPORTS:

- Michael S. Troyan
- Dan Matsko, Fiscal Officer

OLD BUSINESS:

- Quote / Tether Ball Set / Auburn Community Park / $350

NEW BUSINESS:

- Schedule Public Hearing for ZC2025-01, ZC2025-02, & ZC2025-03
- Reschedule 9/01/25 Meeting due to Labor Day



SAVE THE DATE:

09/02/25 - Board of Trustees Meeting – Administration Bldg. / 7:00pm.
09/09/25 - BZA Meeting / Auburn Administration Bldg. / 7:00pm
09/12/25 - Zoning Commission Meeting / Administration Bldg./ 7:00pm
09/15/25 - Board of Trustees Meeting – Administration Bldg. / 7:00pm.
09/22/25 - Honor our First Responders @ KHS football game / 6:30pm
09/20/25 - Auburn Community Picnic & Junk in the TrunkFest / Auburn Community Park
09/27/25 - AVFD Clam Bake – Pre-sale tickets ONLY

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

AUG 18 2025

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	CARL SCHNEIDER	✓	
2.	Jana & Brian Grecar	✓	
3.	Linda Golding		
4.	DENNIS MEASOR		
5.	JAMES M. GALM	✓	
6.	Riley Davis	✓	
7.	Deb Standley	✓	
8.	GEORGE + SUSIE SHUKAITIS	✓	
9.	DALE RYAN	✓	
10.			
11.			
12.			
13.			
14.			

Auburn Fire Department
10950 Washington Street
Auburn Township, Ohio 44023
Phone: 440-543-4133
info@auburnfd.com
John L. Phillips, Chief

TO: Chief Phillips

FROM: Assistant Chief

DATE: August 04, 2025

RE: Auburn Fire YTD Statistics (2025 vs 2024)

	Jan-July 2025	**Jan-July 2024**
EMS Calls	368	369
Fire Calls	238	207
Total Calls	**606**	**576**
Mutual Aid Given	153	125
Mutual Aid Received	96	34
Total Transports	251	250
Total Non-Transports	161	149
Total Transfer to other Agency	5	1
Total Patients	**417**	**400**
Percentage of Multiple Calls*	**23.10%**	**22.22%**

*****01/01/2025 to 07/31/2025*****
***See multiple calls report for details**

Month	Double	Triple	Quadruple	Quintuple	Septuplet	Octuple	Monthly
January 2025	9	1					10
February 2025	6						6
March 2025	13	1	1			1	16
April 2025	13						13
May 2025	5						5
June 2025	7						7
July 2025	8						8
August 2025							
September 2025							
October 2025							
November 2025							
December 2025							
TOTAL	61	2	1			1	65

YTD Occurrences: 65

Total # of Calls: 140 calls
Dept. Total YTD: 606 calls

Percentage of Multiple Calls- 23.10%

Report from 01/01/2025 to 07/31/2025

FISCAL OFFICER REPORT AUGUST 18, 2025

Fiscal Officer Dan Matsko presented the payment listing for payments processed since AUGUST 4, 2025.

PAYMENT LISTING

• 14 ELECTRONIC PAYMENTS PROCESSED:	$ 59,902.64
• 21 WARRANTS PROCESSED:	$ 18,368.42
TOTAL:	$ 78,271.06

Dan Matsko 8/18/25

Dan Matsko

Payment Listing

8/5/2025 to 8/18/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
179-2025	08/05/2025	08/10/2025	CH	SUN LIFE FINANCIAL	$193.38	O
180-2025	08/06/2025	08/10/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$173.59	O
181-2025	08/06/2025	08/10/2025	CH	ILLUMINATING CO.	$4,818.96	O
182-2025	08/07/2025	08/10/2025	CH	AHOLA CORPORATION	$17,438.09	O
183-2025	08/08/2025	08/12/2025	CH	ENBRIDGE GAS OHIO	$349.13	O
184-2025	08/05/2025	08/12/2025	CH	Dumpster Bandit, LLC.	$522.00	O
185-2025	08/05/2025	08/12/2025	CH	Dumpster Bandit, LLC.	$792.00	O
186-2025	08/11/2025	08/12/2025	CH	DELTA DENTAL	$800.50	O
187-2025	08/11/2025	08/12/2025	CH	MIDDLEFIELD BANKING COMPANY	$100.00	O
188-2025	08/12/2025	08/16/2025	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
189-2025	08/12/2025	08/16/2025	CH	BESTCO HARTFORD	$3,161.85	O
190-2025	08/15/2025	08/16/2025	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	$12,201.96	O
191-2025	08/18/2025	08/18/2025	CH	MEDICAL MUTUAL OF OHIO	$17,812.75	O
192-2025	08/18/2025	08/18/2025	CH	VISION SERVICE PLAN - (OH)	$238.43	O
8879	08/18/2025	08/17/2025	RW	JENNIFER DEWITT	$300.00	O
8880	08/18/2025	08/17/2025	AW	MELZER'S FUEL SERVICE CO.	$150.00	O
8881	08/18/2025	08/17/2025	AW	GEAUGA COUNTY DEPT OF WATER RESO	$151.34	O
8882	08/18/2025	08/17/2025	AW	GEAUGA COUNTY AUTOMATIC DATA PRO	$492.15	O
8883	08/18/2025	08/17/2025	AW	KINETICO QUALITY WATER SYSTEMS	$48.40	O
8885	08/18/2025	08/17/2025	AW	ALL WAYS FLASHER, LLC	$50.00	O
8886	08/18/2025	08/17/2025	AW	ALVORD'S YARD AND GARDEN	$99.47	O
8887	08/18/2025	08/17/2025	AW	SOUTHEASTERN EQUIPMENT, INC.	$1,851.41	O
8888	08/18/2025	08/17/2025	AW	MATTHEW BLOWERS	$1,060.00	O
8889	08/18/2025	08/17/2025	AW	BLIND & SONS	$357.00	O
8890	08/18/2025	08/17/2025	AW	GILLMORE SECURITY SYSTEMS,INC.	$202.50	O
8891	08/18/2025	08/17/2025	AW	KARLOVEC MEDIA GROUP	$633.50	O
8892	08/18/2025	08/17/2025	AW	Cuyahoga Asphalt Materials	$97.20	O
8893	08/18/2025	08/17/2025	AW	PENNOHIO CORPORATION	$11,195.86	O
8894	08/18/2025	08/17/2025	AW	STAPLES ADVANTAGE	$138.21	O
8895	08/18/2025	08/17/2025	AW	LOGICALIS, INC	$637.84	O
8896	08/18/2025	08/17/2025	AW	GEAUGA COUNTY MAPLE LEAF	$100.00	O
8897	08/18/2025	08/17/2025	AW	21st Century Media-Ohio	$118.35	O
8898	08/18/2025	08/18/2025	AW	TRUCK SPECIALISTS INC.	$235.19	O
8899	08/18/2025	08/18/2025	AW	MICHAEL FENSTERMAKER	$80.00	O
8900	08/18/2025	08/18/2025	AW	DANIEL MATSKO	$370.00	O
				Total Payments:	$78,271.06	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$78,271.06	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

Dan Matsko
8/18/25