7:00 p.m. by Trustee Chairman Eugene T. McCune, Jr. Trustees Michael S. Troyan and Patrick J. Cavanagh were also in attendance.

The Pledge of Allegiance was led by Auburn Township resident Riley Davis.

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 September 2, 2025. VOTE: Troyan, yes; Cavanagh yes, McCune Jr., yes. The motion PASSED.

SCHEDULED REPORTS:

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 699 year-to-date total calls, from January to August 2025 - to 696 total calls in 2024. The percentage of multiple calls was 24.46% for January-August 2025, compared to 22.84% in 2024.

Chief Phillips spoke about the Auburn Fire Department Annual Clam Bake that 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. Ticket sales will close about a week before the event.

TRUSTEE & FISCAL OFFICER REPORTS:

Mr. Michael S. Troyan reminded everyone about the Auburn Township Community Picnic and Junk in the Trunk event to be held on Saturday, September 20, 2025, from 10:00 a.m. to 4:00 p.m.

Mr. Cavanagh reported that a longtime employee of the Road Department left for an opportunity at a different township in the County. As a result, the Township will be hiring and has received a good response from qualified applicants. The interviews will take place on September 22, 2025, at 6:00 PM in an Executive Session; not open to the public, and there will be no other business conducted that night.

Mr. Cavanagh added the newest member of the Road Department has obtained his CDL license, so he now can drive any of the trucks for the Township.

Mr. Cavanagh and Mr. Fenstermaker (Road Department Superintendent) attended a meeting at the Geauga County Engineer's office last week. The County Engineer is new to the position, and he spoke about cooperation between townships. Mr. Cavanagh reported that the new Engineer is working on a county wide basis with an identification system for culverts, bridges, signage, speed limit signs, etc. They also asked Townships for their wish lists for next year's projects.

Mr. Cavanagh presented the idea of promoting 19-year employee Mark Sturm to the position of foreman. He explained as Foreman, Mark would be the person in charge if Mr. Fenstermaker was on vacation. Mr. Troyan concurred.

Motion made by Patrick J. Cavanagh and seconded by Eugene T. McCune Jr. to promote road department employee Mark Sturm to the position of 'Foreman'. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. Cavanagh felt the position deserved a commensurate bump in salary, and his thoughts were a $2.00 salary increase. Mr. Cavanagh asked Mr. Matsko if the Township had the funding to support the pay increase. Mr. Matsko said yes. He estimated that the salary increase would cost approximately $1500 to $2000, with overtime, from now until the end of the year. Mr. Cavanagh noted that they have always had limited manpower in the Roa Dept.

He noted that a couple of Townships similar in size (as far as road mileage) have 8 to 10 employees in their road departments, and Auburn Township has 5 employees. Mr. Cavanagh wanted to keep the group together in the road department and felt Mr. Sturm proved himself and deserved the pay increase.

Motion made by Patrick J. Cavanagh and seconded by Michael S. Troyan to increase the pay of Mr. Mark Sturm by $2.00 an hour effective September 15, 2025. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. McCune Jr. reported that a meeting was held at Auburn Community Park with Mr. George Scharver, who was a Life Scout in Troop 101 of Auburn Township, and Shane Wohlken from the Western Reserve Land Conservancy. Mr. Scharver proposed a project to plant trees and install bat houses at Auburn Township Community Park.

The initial plan to plant large trees on the west and south sides of the park - for shade - was re-evaluated. It was suggested that smaller, more ornamental trees would be a better choice to prevent future issues with overgrowth and root damage to the playground area. The south side of the park, near the ball fields, was deemed an unsuitable location for trees. Mr. Scharver will work on a new, revised plan. It was noted that his grandparents own a nursery. The new plan will be presented to the trustees for review and approval.

The plan to install bat houses in the field was discussed. Mr. Wohlken provided helpful advice to Mr. Scharver regarding the project, including placement in the field, and size and construction of the bat houses. The bat houses will be in an area that does not encroach on any land conservancy property.

The proposed septic system was also discussed with Mr. Wohlken. He was very complimentary of the system chosen by the Township. The system has been approved by the health department and does not infringe on any land conservancy property.

Mr. Wohlken also discussed with Mr. McCune Jr. an issue with neighboring property owners who are mowing land that belongs to the Auburn Township Community Park. To prevent future claims of ownership based on long-term maintenance, a formal use agreement is required. The trustees will have their attorney draft a letter of usage; a use agreement, for three specific property owners who are currently cutting grass on the property of Auburn Community Park. The letter will clarify that while the Township permits them to continue mowing, the land remains Township property. These property owners will be required to sign the letter to acknowledge their understanding.

The Western Reserve Land Conservancy also requires a copy of the signed agreement for their records, particularly for the area near the creek. Mr. McCune Jr. thought the Trustees would make initial contact with the property owners to explain the situation and the need for the agreement.

Fiscal Office report - Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since September 2, 2025 - listing 10 electronic payments processed for $46,825.19 and 21 warrants processed for $5,240.47, totaling $52,065.66.

Mr. Matsko also reported that current YTD expenses as a percentage of the annual budget by Fund through September 2025 are as follows:

General Fund	56%
Road & Bridge	56%
Cemetery	52%
Fire	81%

Mr. Matsko noted that they should remain under budget through the end of the year. Mr. Cavanagh thanked Mr. Matsko and said those were good numbers. Mr. Cavanagh added the Township has a full salt dome, and felt the Township was in good shape for the winter. Mr. Cavanagh stated they hopefully will be hiring two people in the Road Department and could be offering a raise to Mr. Nathan Munn, Road Department employee, who recently received his CDL license.

RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

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

Resident Scott Bayus addressed the Trustees and said he had the impression from the last Trustee's Meeting that the owners of The Patio Bar and Grill were going to come to a Trustees meeting. Mr. McCune Jr. said at the last meeting Mr. Kitko suggested that the owners could come to a Trustees' meeting to discuss the situation; they did not have to. The letters have been sent to the owners of the establishment, and if they are in violation, they will have to correct those violations. Mr. Bayus said he wanted to be at a Trustees meeting if the owners of The Patio Bar and Grill were going to be there. Mr. McCune Jr. said if the owners did come to a Trustee's meeting, it would be on the agenda.

Resident Riley Davis addressed the Trustee's and said he was not able to find a lot of information on how Geauga County takes over local roads and wondered if there was a requirement of how many miles of roads a Township must maintain. Mr. Cavanagh stated that every subdivision in every Township is the responsibility of the Township. He explained that there have been some instances where roads have been turned from state roads to county roads. If a road is connected to a state road at both ends, it is maintained by the county. Discussion ensued about State, County and Township roads.

Mr. McCune Jr. noted there will be a special meeting on September 22, 2025, at 6:00 PM at the Auburn Township Administrative Building. The Trustees plan to enter executive session for the purpose of conducting interviews with applicants for the position of road department employee.

Motion made by Patrick J. Cavanagh and seconded by Michael S. Troyan to schedule a meeting on October 6, 2025, for a public hearing for zoning amendments.

ZC2025 – 01 6:15 p.m.
ZC2025 – 02 6:30 p.m.
ZC2025 – 03 6:45 p.m.

VOTE: Troyan, yes, Cavanagh, McCune Jr., yes. The motion PASSED.

Mr. McCune Jr. noted the Meet the Candidates night is at Kenston High School on September 24, 2025, at 6:30 p.m.

ADJOURNMENT:

Motion made by Patrick J. Cavanagh 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 7:33 p.m.

Daniel J. Matsko, Fiscal Officer

Eugune T. McCune Jr., Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

Oct 6, 2025
Date