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 present were Trustees Michael S. Troyan and Patrick J. Cavanagh.

The Pledge of Allegiance was led by Matthew Neiheisel, Strategic Account Specialist, Government / Education for Spectrum Enterprise.

Chairman Eugene T. McCune Jr. extended his congratulations to the newly elected officials: trustee Michael S. Troyan and Trustee-elect Riley Davis. Mr. McCune Jr. thought Mr. Davis struck a chord with the residents of Auburn Township and offered his help during the transition. He noted the two current Trustees have a lot of knowledge and will help Mr. Davis, as well.

GUESTS:

Spectrum Enterprise

Matthew Neiheisel, Strategic Account Specialist, Government / Education for Spectrum Enterprise, introduced himself as the local government agent for Spectrum Enterprise. He is a link between the public and the Township and handles the needs of Townships and government. Mr. Neiheisel reported that Spectrum Enterprise has purchased Altice – the parent company that owns Optimum, and that they are rolling out and putting an investment into Auburn Township with their fiberoptic services.

Mr. Troyan reported residents have concerns with the installation process and potential damage to their lawns. Mr. Neiheisel responded that a restoration crew repairs the lawn following installation of the cable.

Mr. McCune Jr. noted it might be better to come back and repair the yards in the spring. Mr. Cavanagh concurred, as grass cannot be planted and started at this time of year.

Resident Elanna Pogorelec stated she lived on Frostwood Drive and had questions for Mr. Neiheisel regarding the depth of the fiber cables, in case they had to have work done. Mr. Neiheisel suggested calling 611 before they dig.

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 November 3, 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 894 year-to-date total calls, from January to October 2025; to 895 total calls in 2024. The percentage of multiple calls was 26.51% for January-October 2025, compared to 22.12% in 2024. There were 13 double calls and 3 triple calls In October 2025.

Chief Phillips reported fire calls for this and last month, a structure fire at 1885 Auburn Road, one at 10450 Chickasha and one at 9825 Lost Lakes Trail.

Resident Jason Heilman who lives on Stafford Road asked the Fire Chief about the thermal imaging devices the fire department recently purchased. Chief Phillips said they received the cameras through grant money. Mr. Heilman asked if there was any special training for those cameras, and the Chief said yes. Mr. Heilman asked if the fire department knew how to use those cameras, and the Chief said absolutely. Mr. Heilman asked why they weren't used at the Auburn Road fire and the Chief said they were and no hot spots were detected. The Chief explained the fire on Auburn Road – the building used to be a machine shop and everything was soaked with oil over the years. The infrared cameras can't detect a small spark behind a wall that could rekindle later. Mr. Heilman asked if someone should have been stationed there overnight for a fire watch and the Chief said they were confident the fire was out and at the time the property owner agreed. Chief Phillips noted, the only time they were required to station a fireman at the scene is if the cause of the fire is of suspicious origin and under investigation. That was not the case in this instance.

TRUSTEE & FISCAL OFFICER REPORTS:

Mr. Troyan congratulated Trustee-elect Riley Davis, welcomed him to the team, and thanked the residents for their votes.

Mr. Troyan reported on a BMW car that the Township had been trying for a while to get moved, and the owners finally moved it – it was in the Geauga County property right of way at Bainbridge Rd. and Washington Street.

Mr. Troyan received a phone call and email about a property at Munn Road near Crackel Rd. The owner intends to construct a dirt bike track with no more than 10 or 15 motorcycles at a time. The owner sent notices to his neighbors about the dirt bike track. Some residents think it is a bad idea and are registering complaints with the Township. Mr. Cavanagh noted the owner had not approached Zoning about the track. Mr. McCune Jr. noted that he spoke with Mr. Frank Kitko, Zoning Inspector, and the property owner did take out a permit to build a home and at this time there is nothing that the Township can do. The property owner said he was going to try and meet the noise ordinance, and Mr. McCune Jr. wondered how he could do that with 10 motorcross bikes.

Mr. Cavanagh reported on a speed study conducted on Munn Road from the Portage County line to the end of Auburn Township just south of Bell Road. It is currently a 55-mile-per-hour road. After 2 years and a lengthy study, the County will lower the speed limit 5 miles per hour to 50 miles per hour. The County will post a speed limit sign and is asking for a letter of support from the Township. Mr. Cavanagh said they would have a letter drafted this week.

Mr. McCune Jr. reported that Auburn Bainbridge Excavating is going to start the septic installation at Auburn Community Park on Tuesday, November 18, 2025. It should be a two-to-three-day project. Mr. Cavanagh added there was timeliness in doing that because of expiring grant money.

Fiscal Office report - Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since November 3, 2025 - listing 14 electronic payments processed for $54,600.90 and 18 warrants processed for $10,226.03, totaling $64,826.93.

Mr. Matsko reported that he received an email from the County auditor, Chuck Walder, containing a letter signed by County Commissioner Carolyn Brakey, County Prosecutor, James Flaiz, and County Auditor Chuck Walder. The email was regarding the establishment of the Property Tax Abolishment Response Task force. Mr. Matsko read the letter which explained the task force will develop preparedness strategies in response to the possible abolishment of property tax as a significant funding mechanism for Geauga County governments.

Mr. Matsko stated that he was selected to participate on this task force along with other participants throughout the county. The initial meeting will be held on Monday, December 1st at 1 p.m. in the Geauga County Office Building. Mr. Matsko said he planned to attend the meeting, and for his alternate, he appointed Mr. Davis. Mr. Davis said he was willing to be the alternate.

Mr. Cavanagh noted that there is a petition drive to abolish the Ohio property tax held every Saturday at Chardon Square to get the required number of signatures for the ballot next November. Mr. Cavanagh asked Mr. Matsko if this group was going to address countermeasures to this petition drive. Mr. Matsko said he will know more after the meeting.

Mr. Matsko observed there are five Mondays in December, and the last Trustee meeting will be on December 15, 2025. Mr. Matsko asked if they could have an additional meeting in December - on the 29th, 2025, so if there are any last-minute invoices and bills, he could pay them and clear them off the books. After some discussion, the Trustees agreed to have an extra Trustee meeting on December 29,

NEW BUSINESS:

Mr. Cavanagh explained they have conducted a couple rounds of interviews for Road Department employees, and with the snowstorm last week, they thought it's a good idea to have another man available to plow snow. The Township has one truck that the operator does not need to meet the CDL standards. The goal is to have everyone in the department with a CDL license. An interviewee, Brian Sebor, is retiring January 1, 2026, from the Sheriff's Department. He will be hired part-time to train and learn the route and transition to full time at a later date.

Motion made by Patrick J. Cavanagh and seconded by Eugene T. McCune Jr., to hire Brian Sebor a.s.a.p. for a part-time position at the Road Department. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. Matsko asked if Mr. Sebor's date of hire would be today, and Mr. Cavanagh said yes, a.s.a.p.; that is what they did with the last hire. The rate of pay for that position will start at $20 an hour, with no benefits since it is a part-time position.

Motion made by Patrick J. Cavanagh and seconded by Eugene T. McCune Jr., to hire Brian Sebor as a part-time employee in the Road Department at the rate of $20.00 per hour - with no benefits. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. Cavanagh explained a quote from G. W. Construction for repairs to the exterior siding at Adam Hall, cedar boards, Hardi cement siding. It was damaged a couple of years ago. Mr. Matsko had a question about the corner post – he said the quote referenced a corner post, and he didn't see anything in the proposal about a corner post. Mr. Cavanagh said it wasn't hit hard enough to damage any corner posts; the corner post was fine. Mr. Cavanagh looked at it several times and there was no post damage.

Motion made by Patrick J. Cavanagh, seconded by Michael S. Troyan, to accept the proposal from G. W. Construction for the exterior siding repair at Adam Hall in the amount of $875.00. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

The Trustees discussed a quote from Blue Lake Cleaning in Chardon, OH, to clean the throw rugs in the Administrative Building and the Road Department. They will pick up the rugs, clean them and return them.

Motion made by Eugene T. McCune Jr. to accept the quote from Blue Lake Cleaning to clean the rugs in the Administration building and the Service Department -quarterly - for the price of $182.00. Seconded by Michael S. Troyan. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. Cavanagh discussed the estimate from Circuit Masters, Inc., regarding the replacement of 4 GFCI outlets and service duty covers on the east side of Adam Hall. He felt the outside circuits need to be on their own dedicated breaker, as lots of things got plugged in there - from heating cables in the gutters, amplifiers for guitars, cooking devices, etc.

Motion made by Patrick J. Cavanagh, seconded by Michael S. Troyan, to accept the proposal from Circuit Masters, Inc. to replace 4 – GFCI outlets and service duty covers (east side of building) at Adam Hall, for $480.00. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

The Trustees discussed a revised proposal from G. W. Construction for the labor and material to repair/replace the front stairs and landing at Town Hall in the amount of $23,300. Mr. Cavanagh explained the initial quote from G.W. was $20,300, which was approved by the Trustees on October 6, 2025. Mr. Cavanagh said they followed up on the ADA compliance for the ramp, because it was not identified as ADA compliant in the original quote. G.W. did not initially calculate the slope of the ramp, and it needed to be bigger than he initially thought. The increase was $3,000 from the $20,300 they had already approved. Mr. McCune Jr. noted the new quote still puts them $5,000 under any other quotes they have.

duty covers (east side of building) at Adam Hall, for $480.00. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

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Mr. Matsko confirmed the new quote included the ADA-compliant ramp that was supposed to be compliant in the first quote. Mr. Cavanagh said yes, G.W. miscalculated. Mr. Cavanagh thought this would be a revised quote. Mr. Matsko said he had already created a purchase order.

Motion made by Eugene T. McCune, Jr. and seconded by Michael S. Troyan to accept the revised proposal from G. W. Construction for the labor and materials to repair/replace the front stairs and landing at Town Hall, with a brick and concrete ADA compliant ramp on the west side, in the amount of $23,300.00. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. McCune Jr. welcomed the 2026 BZA and ZC Board applicants, Elanna Pogorelec and Michael Fransko. Mr. Cavanagh confirmed that Mr. Fransko was interested in serving on the Zoning Commission. Ms. Pogorelec stated she would prefer the zoning commission due to her schedule. Mr. Cavanagh explained the role and basic job description of each board to the applicants.

The trustees asked each applicant some basic questions regarding their interest in wanting to serve on the zoning board. Mr. McCune Jr. added the Trustees received four letters of interest for people who want to come to the next Trustee's meeting, who also are looking to be on one of the boards.

Mr. McCune Jr. read the upcoming Save the Dates from the agenda and noted the Auburn Township offices will be closed for Thanksgiving on Thursday, November 27 and Friday, November 28, 2025.

Mr. Keith Blaser, Secretary for the Auburn Fire Department, addressed the Trustees and asked if they had an electrician working around Adam Hall, if the electrician could look at the lighting illumination for this sign up front'; he said the west-facing cycles on and off about every 30 seconds.

Mr. McCune Jr. said it has been his privilege and his honor to serve Auburn Township for 16 years, and he appreciated it very much. He was excited to be starting a new era, and he was sure Mr. Davis would take Auburn Township into that era, and wished him the best of luck.

Mr. Dan Matsko addressed the Trustees regarding the contract with GW Construction for the repairs at Adam Hall. Mr. Matsko requested that in the future when the Township has projects of this magnitude, to provide the bidder with a Request For Quote (RFQ), or Request For Proposal (RFP) that identifies specifications and requirements. He noted if this process was in place maybe this mistake could have been avoided. Mr. McCune Jr. thought that was an excellent idea.

Mr. Troyan wondered who from the Township would write a formal RFQ with technical specifications.

Mr. Cavanagh did not think it was necessary to go outside and hire a construction manager. Mr. Matsko stated it doesn't have to be that complicated. A simple internet search would have provided all the specifications for an ADA compliant ramp. Mr. Cavanagh explained the bidder just miscalculated.

ADJOURNMENT:

RECORD OF PROCEEDINGS

Minutes of Meeting

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

Held _____ 20 _____

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 November 17, 2025 Page 5 20

ADJOURNMENT:

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to adjourn the meeting. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED. The meeting was adjourned at 7:55 p.m.

Daniel J. Matsko, Fiscal Officer

Eugene T. McCune Jr., Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

DEC 1, 2025
Date

Auburn Township Board of Trustees
Meeting Attendance Sheet

NOV 17 2025

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	CARL SCHNEIDER	YES	
2.	Deb Standley	✓	
3.	Sara Skolnicki	✓	
4.	Hanna Pogorelec	✓	
5.	Mike Franski	✓	
6.	Dale Ryan	✓	
7.	Riley Davis	✓	
8.			
9.			
10.			
11.			
12.			
13.			
14.			

FISCAL OFFICER REPORT NOVEMBER 17, 2025

Fiscal Officer Dan Matsko presented the Payment Listing for payments processed since NOVEMBER 3, 2025.

PAYMENT LISTING

• 14 ELECTRONIC PAYMENTS PROCESSED:	$ 54,600.90
• 18 WARRANTS PROCESSED:	$ 10,226.03
TOTAL:	$ 64,826.93

Dan Matsko 11/17/25

Dan Matsko

Payment Listing

11/4/2025 to 11/17/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
253-2025	11/04/2025	11/04/2025	CH	VISA	$425.63	O
254-2025	11/04/2025	11/04/2025	CH	ENBRIDGE GAS OHIO	$644.90	O
255-2025	11/04/2025	11/04/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$122.35	O
256-2025	11/04/2025	11/08/2025	CH	SUN LIFE FINANCIAL	$195.50	O
257-2025	11/10/2025	11/11/2025	CH	DELTA DENTAL	$741.31	O
258-2025	11/10/2025	11/11/2025	CH	MIDDLEFIELD BANKING COMPANY	$100.00	O
259-2025	11/12/2025	11/15/2025	CH	MIDDLEFIELD BANKING COMPANY	$15.00	O
260-2025	11/12/2025	11/15/2025	CH	BESTCO HARTFORD	$2,780.82	O
261-2025	11/12/2025	11/15/2025	CH	ILLUMINATING CO.	$4,967.20	O
262-2025	11/13/2025	11/15/2025	CH	AHOLA CORPORATION	$15,476.06	O
263-2025	11/14/2025	11/15/2025	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	$11,263.38	O
264-2025	11/17/2025	11/17/2025	CH	VISION SERVICE PLAN - (OH)	$220.00	O
265-2025	11/17/2025	11/17/2025	CH	MEDICAL MUTUAL OF OHIO	$16,348.75	O
266-2025	11/17/2025	11/17/2025	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
9004	11/06/2025	11/06/2025	AW	THADDEUS WOJTASIK	$136.11	O
9005	11/17/2025	11/15/2025	RW	JANICE WAITE	$300.00	O
9006	11/17/2025	11/17/2025	AW	KINETICO QUALITY WATER SYSTEMS	$48.40	O
9007	11/17/2025	11/17/2025	AW	KARLOVEC MEDIA GROUP	$84.00	O
9008	11/17/2025	11/17/2025	AW	HALL PUBLIC SAFETY UPFITTERS	$551.80	O
9009	11/17/2025	11/17/2025	AW	NEWBURY TIRE	$245.00	O
9010	11/17/2025	11/17/2025	AW	MELZER'S FUEL SERVICE CO.	$2,048.71	O
9011	11/17/2025	11/17/2025	AW	MATTHEW BLOWERS	$126.92	O
9012	11/17/2025	11/17/2025	AW	ARIS	$144.50	O
9013	11/17/2025	11/17/2025	AW	DANIEL MATSKO	$370.00	O
9014	11/17/2025	11/17/2025	AW	DOORWORKS & CONSTRUCTION CO. INC.	$668.00	O
9015	11/17/2025	11/17/2025	AW	VALLEY TRUCK CENTER	$3,489.24	O
9016	11/17/2025	11/17/2025	AW	21st Century Media-Ohio	$113.65	O
9017	11/17/2025	11/17/2025	AW	G.W. CONSTRUCTION	$680.00	O
9018	11/17/2025	11/17/2025	AW	Cuyahoga Asphalt Materials	$523.80	O
9019	11/17/2025	11/17/2025	AW	BEN MULLEMAN	$255.00	O
9020	11/17/2025	11/17/2025	AW	CASH	$200.00	O
9021	11/17/2025	11/17/2025	AW	OREILLY EQUIPMENT	$240.90	O
				Total Payments:	$64,826.93	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$64,826.93	

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 11/17/25

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

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 V. Valerio

DATE: November 06, 2025

RE: Auburn Fire YTD Statistics (2025 vs 2024)

	Jan-Oct 2025	**Jan-Oct 2024**
EMS Calls	528	540
Fire Calls	366	355
Total Calls	**894**	**895**
Mutual Aid Given	229	200
Mutual Aid Received	141	55
Total Transports	354	355
Total Non-Transports	223	217
Total Transfer to other Agency	5	2
Total Patients	**582**	**574**
Percentage of Multiple Calls*	**26.51%**	**22.12%**

*****01/01/2025 to 10/31/2025*****
***see multiple calls report for details**