RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES Regular Meeting

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

Held _____ 20 _____

The regular meeting of the Auburn Township Board of Trustees was called to order at 7:00 p.m. by Trustee Chairman Michael S. Troyan. Also present were Trustees Patrick J. Cavanagh and Riley Davis.

The Pledge of Allegiance was led by Auburn Township Highway Superintendent, Mike Fenstermaker.

GUESTS:

Mike Roberto, Democratic candidate for State Senate District 27, introduced himself to the Trustees and audience members, gave his address; noting he lives in Kent, Ohio. The district represents portions of Geauga, Summit County, and all of Portage County. He recently retired after a career of 34 years as a teacher, coach, school administrator and superintendent of Aurora City Schools, and wanted to continue to build on his 34 years of public service. His concerns were education, lack of affordable housing, lack of support for kids, high property taxes, people losing access to health care, etc. He said he was there to listen, and learn, and wanted to hear what was going on in Auburn Township.

Christine Lakomiak, Executive Director of the Geauga County Board of Mental Health and Recovery, introduced herself. She explained there is a Board in every county in the state of Ohio, and they are charged with planning, funding and evaluating the behavioral health system and agencies. They do not provide direct service – they contract with other agencies to provide behavioral health, mental health and addiction services. They contract with seven agencies and provide grants to other organizations or entities to provide, for example: case management, psychiatry, support groups, inpatient hospitalization, etc.

She was at the meeting tonight to speak about 988 – a suicide and crisis lifeline and was hoping for a partnership with Auburn Township. The Geauga County Board of Commissioners recently voted to enable the county to have a suicide and overdose fatality review board. One of the things they discovered in Geauga County is that a lot of the deaths by suicide happen in Townships or Parks. A goal they identified was to see if there was a way they could partner with Township Trustees and the Geauga Park Districts regarding 988. They have signs about 988, for individuals to see that there is hope if someone is experiencing challenges.

Governor DeWine implemented 988 in Ohio almost three years ago. 988 is a national hotline, all throughout the country, and it is a lifeline that focuses solely on whether somebody is having thoughts of suicide and is called Ohio Lifeline. People are encouraged to call 988 if a person needs someone to talk to, or needing a resource, or being linked to services. 988 replaced a 1-800 number, because it is easier to remember. As 911 is used to call for help for medical emergencies, 988 could be used if someone was experiencing suicidal thoughts.

Ms. Lakomiak was hoping to get some signs out in the parks and presented some 988 metal signs to the Trustees and said they could design different signs if they did not like what she presented. The signs are not very expensive, and she noted that one township offered to pay for the signs. If a Township did not have funds in their budget, they don't want lack of money to be a barrier for getting these signs. She added the Township can choose to put their logo on the signs, that would show a partnership with 988 and Auburn Township.

When someone calls 988, for any type of a behavioral health concern, there are counselors that take the information and talk the callers through a situation. There are about 16,000 calls a month and 19 call centers in Ohio, which is more than any other state in the country. There is a local call center in Geauga County, which she was very proud of. Calls from veterans are being answered by trained veterans. The signs cost $12 each for a 12" x 12" sign, and $15 for 12" x 18" signs. Cemeteries are another location they have identified to place these signs, as grief-stricken people are visiting cemeteries. Ms. Lakomiak added schools are required to provide 988 information. Ms. Lakomiak brought 988 notebooks, dog disposal bags, and pens with 988 information.

Mr. Troyan suggested they table this item and put it on the agenda for the next meeting, so it gives the Trustees a chance to think about the signs and locations. He felt

~~tentatively the Trustees were all in agreement, that it was a good idea and partnership, but~~ wanted some time to think about it and have the number of signs they would want. An audience member wanted to have signs in the cemeteries. Mr. Troyan and Mr. Cavanagh said they were focusing first on the Parks.

Frank Antenucci, Deputy Chief Administrator and Chief Information Security Officer, introduced himself and staff members, Sarah Perry and Sai Maddi. They gave a presentation on the Cemetery software module they offer through Geauga County Automatic Data Processing (ADP).

Mr. Troyan noted Mr. Cavanagh, Mr. Matsko and Ms. Sevich were impressed with the software and the cost, when they saw the initial presentation at ADP in Chardon in January of 2026. Mr. Troyan and Mr. Cavanagh thought it was the most logical way to go.

Mr. Davis asked Mr. Antenucci how many hours it would take to upload a thousand records, and Mr. Antenucci said they did most of the migration work for Hambden Township, and they also talked about doing that support work for Auburn Township. He said if Auburn Township went with the software; they would not throw that on the Township. Mr. Davis asked what kind of data ADP required and Mr. Antenucci said whatever the current data is stored in. If the data does not have some sort of export feature, they would just enter the information. Mr. Cavanagh said he spoke with Louis Marion, GIS Director, from the Geauga County Auditor's office recently, and he thought the data could be imported from Crypt Keeper, the current cemetery software the cemetery sexton is using. Mr. Cavanagh reported that a resident photographed most of the graves and the images are stored digitally.

Mr. Davis raised concerns about not receiving cemetery records, noting that three deed books were delivered to the office today, but deed book number four was missing. Also missing was the username and password he requested for Crypt Keeper, and the past 12 to 15 years of records, maps and Excel spreadsheets. The recently delivered records only go up to approximately 2010. Discussion ensued which included the Sexton's use of Crypt Keeper software on his personal laptop and his reluctance to provide access, leading to differing opinions among board members about the urgency of data recovery for a planned integration with the cemetery program via ADP. Mr. Troyan said when the Township needs the information, the Sexton will give it to them.

An audience member said he did not see the cemetery presentation and thought this potential new software should be tabled; as a taxpayer, he might not want it. He wanted to know the cost and was told by multiple people it was free. He said he wanted a contract. Mr. Antenucci said for the implementation of the software, ADP requires a unanimous vote of the Board, they did not require a memorandum of understanding. The Board would vote and appoint a representative they choose from the Township, then ADP would begin populating and creating accounts, then turning it over to the Township at some point – and providing support afterwards. Mr. Antenucci added Auburn Township is already a part of the ADP network, and this would flow through from ADP. Mr. Cavanagh stated he has full confidence whatever the sexton has, that it is electronic data and is fully available.

Motion by Patrick J. Cavanagh, seconded by Michael S. Troyan, to approve the implementation of Cemetery software through a joint project with ADP and the Auditor's Office, to transfer data to one database from Auburn Township, and begin at the earliest convenience for everyone involved.

Discussion: Mr. Antenucci said this would take a little time, as they were working with Hambden and Newbury Townships.

An audience member asked the Trustees what the timeframe was for them to recover the rest of the cemetery records. Mr. Cavanagh stated at the Sexton's earliest convenience. The audience member felt the Sexton was an employee of the taxpayers, and he should turn his records over.

The motion was not voted on.

Motion by Patrick J. Cavanagh, seconded by Michael S. Troyan, to appoint Michael Ludwig as the Cemetery Sexton.

Discussion: Mr. Matsko asked if the appointment was for the month of February and Mr. Cavanagh felt they should keep him as the Cemetery Sexton until everything was

under one umbrella. Mr. Matsko noted there was another employee who was willing to do the same job. Mr. Cavanagh said he did speak with that employee and said the Township really hadn't opened up the job posting. Mr. Troyan noted they were in a transition period, and once everything was transitioned over, then they could hand it over to a new Sexton. Mr. Cavanagh concurred and said that would be the logical point.

Mr. Davis felt something strange was going on because the old Sexton made a special trip today to bring in 15-year-old and prior records. Mr. Cavanagh said the Sexton provided a report that everyone received. Mr. Davis said they need Cemetery Deed book number 4, as well as a username and password for the cemetery software. Mr. Davis emphasized he had been working on this for a month and wanted to take a look at 15 years' worth of stuff that was missing. Mr. Troyan stated he did trust the cemetery sexton to give the information to the Township. An audience member said, "We don't need to hear your discussion and our irritation with this." Another audience member asked what the time frame was and when they would be able to do this. Mr. Antenucci replied he didn't know, because they did not know all of the data. Mr. Antenucci invited Mr. Davis to come to the ADP office, and they would do the same presentation they did initially. He stated this was not something they could build tomorrow – the goal was to get Townships in a queue and to go forward. He added Hambden was their priority now, and they should be done by the end of February. Newbury Township would potentially be next, then another Township after that. Mr. Antenucci explained that all cemeteries were different, and they were potentially looking at 3 to 4 months to get set up. Ms. Perry noted that it would depend on the data as well – if there were Excel spreadsheets or a Crypt Keeper data base that could be exported and went on to explain the process they would use to set the program up.

An audience member wanted to get a time frame for the records of the Cemetery Sexton to be returned to the Township, and said he was not an employee. Mr. Matsko verified that he was an employee until January 31, 2026. Mr. Matsko shared that he asked the Cemetery Sexton for a spreadsheet with detailed information on sales, burials, fees, etc., for 2025. On January 8, 2025, Mr. Ludwig did provide him with that spreadsheet, and Mr. Matsko was in the process of examining it. The sexton did email Mr. Matsko to say there was an error in one of the foundation prices of $100, and he would bring in a check to correct the error on his side.

Mr. Matsko explained that ORC had strict requirements on the collection and timely deposits of monies, and that has not happened on a regular basis over the past two years that he has been a Fiscal Officer. Mr. Matsko noted there was a concern about how monies from the residents are being handled by this position, and deposits, and brought to the administrative assistant in a timely manner. Mr. Matsko asked the Trustees that the cemetery sexton come to the Trustee Meetings and present a monthly report, with an accounting of everything that he collects and deposits and include that in the motion. Mr. Troyan said no, a monthly report in writing would be fine.

Mr. Cavanagh asked for more specifics, and Mr. Matsko said they were getting into personal matters, and he didn't want to air that in public. Mr. Cavanagh thought Mr. Matsko was making an accusation without any details. Mr. Davis said the whole point was they did not have the data and repeated his concerns about the missing data and was concerned that something was very strange.

Mr. Cavanagh noted that the Cemetery Sexton, on his own volition, purchased a laptop and the Crypt Keeper software program he was using for years, and paid the annual fee for that program. Mr. Troyan said when he returns everything, the Township should reimburse him what was out of pocket. Mr. Cavanagh thought it needed to be investigated, and felt the Township probably owed Mr. Ludwig for his purchases. The audience member said he wanted to see the receipt when the Township reimburses him. Mr. Cavanagh said that it would be a public record, and this was something they would have to ask the assistant prosecutor.

Mr. Cavanagh noted there was a full burial last Saturday, and the cemetery sexton located the marker, located the gravesite, removed the snow and dug the grave. Mr. Cavanagh stated Mr. Ludwig was a good operator, and he felt the responsibility as the cemetery sexton.

Mr. Davis wondered, since Mr. Cavanagh was talking about the money, if that was why Mr. Ludwig didn't return the records and Mr. Cavanagh said absolutely not. Mr. Davis continued to express his frustration of not having the cemetery data from Mr. Ludwig, and Mr. Troyan said he trusted Mr. Ludwig. Mr. Davis did not like that the

Deed Book was not in Auburn Township and thought the official records of the Township should be in a Township building.

Mr. Matsko said he recently learned that the Cemetery Record Book was supposed to be kept in the Fiscal office.

An audience member asked if something happened to Mr. Ludwig, and there are no records at the Township, what the Township would do. Mr. Cavanagh said the information was on a cloud.

Mr. Antenucci said the ADP group would conclude their portion of the presentation and would let the Trustees figure out if they wanted to move forward. He wanted the Township to understand, the implementation would not take place tomorrow, based on the upcoming three other Townships they have to implement. He noted Ms. Sevich has been a great point of contact and would like to keep that going. The Trustees thanked Mr. Antenucci and his staff for coming to the meeting.

More discussion ensued about Mr. Ludwig as cemetery sexton. Mr. Cavanagh said since the recent discovery that cemetery records are to be kept in the Fiscal Office, he would let Mr. Ludwig know that, and deed book 4 would have to be returned. Mr. Ludwig will still be preparing the deeds as he has been doing. Mr. Matsko asked that Mr. Ludwig be added to the second meeting of the month. Mr. Troyan said no, they went with the monthly report, because Mr. Ludwig is plowing, and he was fine with a monthly report in writing.

The Trustees discussed the time frame of appointing Mr. Ludwig as the cemetery sexton, and Mr. Cavanagh noted that he would ask the Sexton for a paper report.

Motion by Patrick J. Cavanagh, seconded by Michael S. Troyan, to appoint Michael Ludwig as the Cemetery Sexton, until April 30, 2026. The cemetery sexton will be required to submit a monthly report. Mr. Ludwig is to continue to prepare deeds and return the current deed book to the Township Fiscal office.

VOTE: Cavanagh, yes; Davis, no; Troyan, yes. The motion PASSED.

MINUTE APPROVAL:

Motion by Patrick J. Cavanagh and seconded by Michael S. Troyan, to approve the minutes of the Regular Meeting of the Auburn Township Board of Trustees held on January 19, 2026.

VOTE: Cavanagh yes; Davis, yes; Troyan, yes. The motion PASSED.

SCHEDULED REPORTS:

Frank Kitko, Zoning Inspector, reported that the Zoning Department processed twelve zoning applications for the month of January 2026.

Mr. Kitko reported that he met with the attorneys on the pending case in court. Both sides have presented their briefs.

Because the weather will break soon, Mr. Kitko asked the Trustees what they wanted to do with the Patio Bar & Grill, because they will start to have outside parties. He asked if anyone reached out to the Prosecutors office about amending a judgement entry. Mr. Troyan said he wanted to figure out what the recommended judgement entry would be and then get the prosecutor's opinion. Mr. Troyan said he personally did not have a problem with the fence; they made a good argument for the fence they have. Resident Susan Shukaitis said this issue is a hot point for her, and there were a lot of issues involved. She stated there were other neighbors that should be involved, and she will make sure they are at the next meeting, if they are going to discuss this topic. Mrs. Shukaitis is not OK with the fence, or the roll top door in the back, and she stated there were several other doors, they had other exits. This issue does matter to the neighbors; they just don't know when to be at the Trustee Meetings. Mr. Troyan said the Trustees will have to set up another meeting, and said they were looking at the potential of basically allowing the lower fence but removing the parking from the side of the building to let them get out of the road right-of-way.

Mr. Kitko addressed another issue, ongoing challenges in enforcing the Township's one dwelling per parcel regulations, citing instances where accessory structures are illegally converted into secondary dwellings. The Prosecutor's office

considers cases closed once tenants move out, despite living amenities. Concerns were raised about the Township's lack of legal authority to verify the removal of living quarters and potential liability issues related to uninspected agricultural structures being used commercially. Mr. Kitko stated that a safe estimate is at least 20 of these structures in the Township. He shared the case of a resident building a barn, claimed agricultural exemption, and is now advertising on Facebook; the barn as an event center for weddings, graduation parties, etc., noting the barn is in a residential district. Mr. Kitko wanted to seek outside counsel, perhaps Bridey Matheney, to look at the situation. Mr. Kitko explained the Zoning Code states one dwelling per parcel, and they get no help from the Health Department, even though their health code states one dwelling per parcel of land. Mr. Cavanagh thought it was a legitimate question and Mr. Troyan said they would have to think about it and make some calls because this was an ongoing situation.

Mr. Davis asked if they could add the Patio Bar & Grill and second dwellings on property as old business for the next Trustee meeting. The Trustees agreed.

Mr. Cavanagh noted he saw the judgement entry recently for the Patio Bar & Grill, it was not lengthy and suggested the Trustees look at it and gather their thoughts on that, independently. Mr. Cavanagh thought the discussions for the original judgement entry were an executive session, but the vote was in public, and Mr. Kitko concurred. Mr. Troyan felt to start, they should look at the original judgement entry. Mr. Davis gave the judgement entry number - 14 M 000622. Mr. Cavanagh added any change to the original judgement entry would have to go through court. Mr. Kitko noted the Judgement entry was a binding agreement and the Patio Bar & Grill is currently in violation of the judge's ruling.

Mr. Kitko addressed the Trustees about his recommendations to increase several zoning fees, including commercial/industrial certificates (from $150 to $200), new commercial/industrial construction (minimum base fee to $600 – from $400 - for up to 1,000 sq. ft.), parking lot expansion (from $50 to $100), and zoning variances/conditional residential use permits (from $550 to $850). Commercial $550 to $1000. New fees for food trucks ($50 annually for owner and truck owner) were also proposed, and the fee for additional Board of Zoning Appeals (BZA) meetings and multiple variances were suggested to increase.

Discussions also covered potentially differentiating residential and commercial variance fees (pending legal review). Mr. Kitko was told by the prosecutor that the Township would have to have a good reason for the price difference, and that request would have to come from the Board of Trustees. Mr. Davis suggested exploring the use of township websites/social media for legal notices to save costs – instead of advertising in the newspapers and thought it could save the residents money. Mr. Kitko explained that legal ads were published in the Maple Leaf because that is where all of the county legal notices are advertised. Current residential zoning certificates and zoning amendment fees remain unchanged.

Motion by Patrick J. Cavanagh, seconded by Michael S. Troyan, to continue with the previous zoning fees for residential zoning certificates, consistent with the recommendation from the Zoning department, as presented.

VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Motion by Patrick J. Cavanagh, seconded by Michael S. Troyan, to adjust the commercial and industrial certificate fees as to the recommendations of the Zoning department.

VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Motion by Patrick J. Cavanagh, seconded by Michael S. Troyan, to have the Prosecutor's office review changes in the fee schedule for Zoning Variance fees, and to have the fees reset, at the request of the Zoning Department.

Discussion: The Trustees discussed the current fees and the cost of BZA meetings, including secretarial time and the compensation for Board members. It was noted the Township does not make any money on these fees; they are simply trying to pay the costs – to break even. Most meetings are operating at a loss. The fee schedule

for Auburn Township is similar to surrounding Townships. The reason for the difference in commercial and residential fees has to be outlined for the prosecutor. Mr. Kitko explained the difference in price, as commercial applications take more time and usually involve a second meeting. Sometimes the applications are incomplete, and the BZA will not review an incomplete application. The Zoning Office tries to catch most of the incomplete applications but sometimes they slip through. The Zoning office instructs the applicants to fill in all of the required information, write yes or no, but don't leave any questions blank. Mr. Davis suggested to avoid that time and cost, to have the applicants fill in any blank or incomplete information at the meeting, so they don't have to come back.

VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Motion by Riley Davis, seconded by Michael S. Troyan, to seek counsel from the Prosecutors Office for the following questions:

1. The Board of Trustees will ask for clarification of identifiable differences in cost between Residential and Commercial Zoning fees and will have to show why commercial is more expensive, so different fees could be charged.
2. Are legal notices advertised on the Township website or Facebook acceptable versus traditional legal notices published in local newspapers for BZA or Zoning Commission meetings.
3. Can missing information on BZA application forms be filled in at a live meeting of the BZA, instead of the applicant having to return for another meeting because of an incomplete application.

VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Mr. Mike Fenstermaker, Highway Superintendent, gave his monthly report for January 2026, a very active month with numerous snowstorms.

Salt:

- Salt usage for the past month: 660 tons
- Salt usage for the year: 1904 Tons
- Salt ordered: 2100 Tons
- Salt left to order: 300 tons – that will be 115% of what Mr. Fenstermaker estimated the need would be
- Number of rounds of salt and plow: 39 rounds of salting and plowing. They dropped the average run for all of the trucks down to about 17 tons, as opposed to 28 tons, in an effort to conserve salt. They are cutting back salt usage in developments and are concentrating on the main roads, as well as hills, curves, intersections, and stop signs.
- Average salt usage for January over the past 20 years: 647 tons
- Currently 400 tons of salt in the dome

Truck Repairs:

Replaced transmission lines on truck 15, common problem with Western Stars
Installed new cutting edge on truck 14's snowplow
New front springs on truck 14
Replaced heater hose on truck 16
Electrical repair on truck 19
Plow cutting edges are currently difficult to get

Boom mower:

Replaced control cable on boom mower
Prepped tractor to be shipped to repair facility to have clutch and brake master cylinder repaired.

Funerals: One full burial on January 31st

Cold Patch: patched on Stafford, Valley, Crackel and White Oak

Mr. Cavanagh noted Kenston Local Schools ran out of salt. Bainbridge Township asked them to look elsewhere, and they went to the County for salt. Mr. Fenstermaker said their salt orders have come in pretty timely, but they had no salt to spare. When it snows an inch or less, people will have to slow down and drive through it, as the Service Department must conserve salt for freezing rain, ice storm and icy roads.

TRUSTEE & FISCAL OFFICER REPORTS:

Mr. Cavanagh passed, as most of his work was covered with the Road Department, and he had a family matter to take care of last week.

Mr. Davis addressed the Trustees about the roof at Adam Hall and requested that this subject be added to old business for the next meeting, as he recently received a lot of data about all of the work that had been done previously on the roof, and wanted the Trustees to review the information he received. Discussion ensued among the Trustees. The Board discussed chronic heat loss and ice damming at Adam Hall. Despite multiple past repairs and roof replacements, the issue persists due to inadequate attic space for traditional insulation and improper ventilation between the soffits and the ridge. The Board considered hiring an engineering firm to provide a guaranteed solution, though concerns were raised regarding the cost and the extent of their liability if the fix fails. A proposal was introduced to install a metal roof over the existing structure using studs and furring strips. This "two-inch lift" would create a vacuum effect, allowing cold air to circulate and keep the roof deck at a uniform temperature, preventing ice dams. Mr. Troyan suggested "doubling down" by adding sheet insulation and an ice guard beneath the new metal panels to further mitigate heat loss.

A suggestion made by resident Debbie Standley was to investigate a similar roofing system, specifically referring to Riverview Church in Russell, on Route 306 as a local example of effective thermal management.

Mr. Davis asked the Trustees if they wanted a copy of the file with the roofing information, and Mr. Troyan said they wanted Mr. Davis to have the whole history of that roof and everything that transpired in the past before they moved forward.

Mr. Davis questioned the administrative assistant opening mail addressed to him that came to the Township Administrative Office. The Trustees explained that was normal procedure – the mail is open, date stamped and then disbursed.

Mr. Davis addressed an issue brought to him by Residents Mike and Donna Jacobs (owners of the nearby drive-thru convenience store) who reported that newer LED lights on the Fire Department building are causing significant light pollution on their property. They noted the light is bright enough to read a book; it's like full daylight in their backyard and that some units are flickering. The residents initially reached out eight months ago to Fire Prevention Officer John Phillips but had not received a follow-up. The current fixtures lack deflectors, emitting light at 180 degrees rather than focusing light downward on the parking lot and work areas. Mr. Davis offered to fabricate custom sheet-metal deflectors to test if the light can be redirected without losing visibility in the work area. The Trustees discussed perhaps NOPEC grant funds could be used to upgrade the existing fixtures. Mr. Phillips will inspect the lights on the shared property line and the north side of the building to determine the make, model and housing material of the lights. He committed to calling the Jacobs family tomorrow to provide an update and discuss the mitigation plan.

Mr. Davis addressed Mr. Phillips; he wanted a status update on the records retention policy he asked for three weeks ago. Mr. Phillips noted the delay was due to prioritizing urgent insurance company requests. The records are expected to be provided shortly.

Mr. Davis raised a question regarding Auburn Township's absence from the county fire investigation training held January 31 – February 1, which provided CE hours and access to State Fire Marshal representatives. He noted every Township was present with the exception of Auburn Township and Parkman Township. Mr. Phillips said he was working on two other projects, with the computer system, moving the entire network to the cloud as well as the server. Mr. McIntyre had personal issues that prevented him from attending. Mr. Phillips noted they utilize the County FIU team for on-site investigations.

Mr. Davis reiterated his concerns regarding the Fire Prevention Officer and his salary and initiated a discussion regarding the administrative oversight of the Fire Department, specifically addressing the Fire Chief's role. Mr. Davis expressed concern over the

continued absence of a formal job description and background check for the township's highest-salaried position. It was noted that while the department is budgeted for ten-line officers and a second individual for fire inspections, there remains a lack of documentation defining the Chief's specific responsibilities or a record of participation in recent countywide training. Mr. Davis was concerned with public safety and questioned if the huge number of line officers were doing a ton of work, or if they were not. Mr. Davis emphasized that he could not get a clear record retention policy or data regarding fire prevention and investigation for the past 15 years and stated he cannot effectively justify the current expenditure of tax dollars to residents.

In response, Mr. Phillips noted that the department remains under his management and that he is working within the parameters of the Sunshine Laws to compile the requested records and making the necessary copies.

Mr. Davis reported that he misspoke at the last meeting about the cost of getting an email with ADP; it was his impression that emails were free, and they are not. He was originally set up with a G3, but didn't need that, so he will have a G1 account – for email only. He stated he is the only one with a G1 account because he does not need Office Suite, Excel, Word, etc. on a desktop because he does not have an office at the administrative building. ADP will credit the Township back the money (G3 vs G1) to apply to next year's bill. Mr. Davis informed Mr. Cavanagh he was set up as a G3, and if he did not need Office Suite at the Administration Office, he could also be set up as a G1, which would just be an email plan. Mr. Cavanagh said he did not need Office Suite, and most of his emails were from the Engineer's Office or OPWC. Mr. Davis noted it is an easy change; you just need a rec form. Mr. Davis also addressed Mr. Troyan that his Township email address was just going to dead space, and they will remove it if he wants. Mr. Davis recommended talking to a "Johnny" at ADP to do the changes.

The problem with Spectrum phone/internet service was updated by Mr. Davis. Mr. Davis sent out numerous emails to Spectrum, without getting any replies. He will continue to work on the situation, as it was a big problem for residents in the Meadows not having phone or internet service.

Fiscal officer report - Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since January 20, 2026 - listing 11 electronic payments processed for $38,671.78 and 12 warrants processed for $28,607.17, totaling $67,278.95.

Mr. Matsko questioned an invoice paid by the Township to Aris for the port-a-potty at Auburn Community Park and wondered if people still use it in the winter months. The cost is $144.50 a month, which includes a winterization charge. Mr. Troyan thought people still used the facility in the winter.

Mr. Matsko had another bill to question – a Windstream invoice that gets split up between seven departments of the Township. Ms. Dolezal negotiated contract rates that saved the Township $100 per month. There was a charge on the latest bill of $599.88 for a cancellation charge, that the Township should not pay. Mr. Matsko didn't know who to call about the charge, as he was not involved with the internet hook up, and Ms. Dolezal agreed the Township should not have to pay that charge. Mr. Troyan said Ms. Dolezal kept pretty good records, and she should be able to get that rectified. Mr. Matsko asked Mr. Troyan if he could ask Ms. Dolezal to have the charges removed and Mr. Troyan said he would contact Ms. Dolezal tomorrow morning.

OLD BUSINESS:

Town Hall Repairs – Mr. Davis addressed and went over what Caves Road construction would do as far as an ADA ramp and railings. Mr. Davis said they would have it completed by May 31, 2026, if not sooner, as they would start to work on it once the snow was gone. Mr. Cavanagh had some questions about specifics related to the demolition and construction of the entry door landing and the east staircase, and if that included the lifting of the landing to door level and Mr. Davis said yes. Mr. Davis noted there would only be one ramp, on the west side. Mr. Davis read the scope of work from

Caves Road Construction, stating the steps involved, and said he was more than comfortable that would be correct.

Mr. Cavanagh had some questions about the configuration; it was the same as January 18, 2026. Mr. Davis said he would personally be responsible, at any measure, if a wheelchair could not get into the building; it would defeat the whole purpose of ADA. Mr. Davis noted it would be inspected by the county to meet ADA requirements. Mr. Cavanagh stated the reasons he brought this up would be for the protection of the contractor's bid, too, so he realized it can't be the same configuration – being length, width and height. The Trustees discussed and looked over the plans from Caves Road Construction. Mr. Troyan clarified that the out the door price was $28, 100 which included everything – including demolition and footers. Mr. Davis said they chose the two most expensive items, the ADA ramp and the cast iron railing, and noted ADA railings is a very serious process – there cannot be any breaks in the railing, everything is continuous. Mr. Troyan thought the cast iron railings made sense, and he had no problem with that. Mr. Davis noted they looked at the ADA railing at the Museum and said that railing was now out of compliance.

Mr. Troyan asked if Mr. Davis received a quote for a new door at Town Hall, and Mr. Davis said a new door can be obtained any time; it would not cost more to get one before or after the work at Town Hall was done. The draftsman/engineer from Caves Construction noted the current door was not in great shape and gave an estimate for a new door. To remove and replace the front door to the building was $625, for the demo. The cost of a new ProVia door, 36 x 80, with 10-inch sidelights and transom window above was $5371. Mr. Cavanagh noted there were problems with the locks on the current door. Mr. Troyan felt the cost seemed reasonable and would rather have all of the work done at once. Mr. Davis felt very comfortable with the scope of work with Caves Road Construction, and thought they were a good choice and wanted to get this wrapped up and be proud of it for a lot of years; he knew it was going to be done right. Mr. Davis asked if the audience had any questions and shared the plans with them.

Mr. Davis was going to check on the swing of the door, and after some discussion, thought the door should be an outswing one, because of the fire code. He will check on that and get a new spec sheet on the door.

The Trustees discussed the configuration again, and Mr. Troyan felt the configuration should be clarified with Caves Road Construction.

Mr. Davis said they will table the door – which way it will swing, and clarify the landing configuration for ADA requirements.

NEW BUSINESS:

The Trustees discussed appointing a Director and Alternate to the Chagrin River Watershed Partners (CRWP) 2026 Board.

Motion made by Michael S. Troyan, seconded by Patrick J. Cavanagh to appoint Riley Davis as Director and Patrick J. Cavanagh as the alternate to the CRWP.

VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

The Trustees discussed the 2026 NOPEC Energizing Grant Award in the amount of $14,369.00. Mr. Troyan read the Grant – Resolution 2026-01. Mr. Davis asked if there was a deadline to spend this money, or if there were any restrictions. Mr. Matsko thought it had to be spent on something energy efficient. Mr. Cavanagh noted there was an expiration date on this Grant, but nothing that had to be spent immediately.

Motion made by Michael S. Troyan and seconded by Riley Davis to approve Resolution 2026-01, to execute the grant agreement and accept the NOPEC funds.

VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Mr. Phillips addressed Mr. Davis and clarified that he spoke to Mr. Jacobs about the LED lights after the Clam Bake, in October, and Mr. Jacobs said he wasn't in a big hurry. Mr. Phillips said he would call Mr. Jacobs tomorrow.

Mr. Matsko said before the meeting was adjourned, he wanted the Board to consider going into executive session, pursuant to Ohio Revised Code Section 121.22, Section G, Paragraph 1, to consider the employment dismissal, discipline, promotion, demotion, or

~~compensation of a public employee or official, or the investigation of charges or complaints~~ against a public employee, official, licensee, or regulated individual regarding concerns he had of tasks being carried out by various employees that affect the performance of the fiscal office pursuant to a higher revised code under general provisions, Chapter 9, Miscellaneous.
He said he would need a motion and a second.

Motion made by Riley Davis and seconded by Patrick J. Cavanagh to go into Executive Session.

Discussion: Mr. Cavanagh wanted to know who this was for. Mr. Matsko replied various people, and he would not name names in public; he was simply looking for advice from the Board. Mr. Cavanagh asked if there would be any action taken. Mr. Matsko said he didn't believe so. Mr. Troyan said there will be no additional business conducted after the executive session.

VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.
Executive Session started at 10:10 p.m.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to end Executive Session. Executive Session ended at 10:56 pm.

VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

ADJOURNMENT:

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to adjourn the meeting. The meeting was adjourned at 10:57 pm.

VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Daniel J. Matsko, Fiscal Officer

Michael S. Troyan, Chairman

Riley Davis, Vice-Chairman

Patrick J. Cavanagh, Trustee

February 16, 2026
Date

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

Please Sign In

FEB 02 REC'D

AUBURN TOWNSHIP

	Print Name	Resident	Non-Resident
1.	Mike Roberts		X
2.	Jim Pemberton	X	
3.	Deb Standley	✓	
4.			
5.	Patti Phillips		
6.		✓	
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

FISCAL OFFICER REPORT FEBRUARY 2, 2026

Fiscal Officer Dan Matsko presented the Payment Listing for payments processed since JANUARY 20, 2026.

PAYMENT LISTING

• 11 ELECTRONIC PAYMENTS PROCESSED:	$ 38,671.78
• 12 WARRANTS PROCESSED:	$ 28,607.17
TOTAL:	$ 67,278.95

Dan Matsko
2-2-2026

AUBURN TOWNSHIP

Dan Matsko
Fiscal Officer

Payment Listing

1/20/2026 to 2/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14-2026	01/20/2026	02/01/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$119.92	O
15-2026	01/20/2026	02/01/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$151.96	O
16-2026	01/20/2026	02/01/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$212.67	O
17-2026	01/20/2026	02/01/2026	CH	BESTCO HARTFORD	$3,183.36	O
18-2026	01/21/2026	02/01/2026	CH	OHIO DEFFERRED COMPENSATION	$30.00	O
19-2026	01/21/2026	02/01/2026	CH	OHIO DEPARTMENT OF JOB & FAMILY SEF	$32.76	O
20-2026	01/21/2026	02/01/2026	CH	VISA	$974.35	O
21-2026	01/21/2026	02/01/2026	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
22-2026	01/22/2026	02/01/2026	CH	AHOLA CORPORATION	$29,234.66	O
23-2026	01/28/2026	02/01/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$912.14	O
24-2026	01/30/2026	02/01/2026	CH	BURNHAM & FLOWER	$2,519.96	O
9103	02/02/2026	02/01/2026	AW	QUADIENT	$156.85	O
9104	02/02/2026	02/01/2026	AW	E. MILLER REPAIR	$75.00	O
9105	02/02/2026	02/01/2026	AW	INTERSTATE TOWING & TRANSPORT SPE	$750.00	O
9106	02/02/2026	02/01/2026	AW	F&S AUTOMOTIVE INC.	$585.00	O
9107	02/02/2026	02/01/2026	AW	Buckeye Power Sales Co., Inc.	$419.25	O
9108	02/02/2026	02/01/2026	AW	VALLEY FREIGHTLINER	$1,281.16	O
9109	02/02/2026	02/01/2026	AW	MORTON SALT	$19,742.45	O
9110	02/02/2026	02/02/2026	AW	MELZER'S FUEL SERVICE CO.	$4,339.44	O
9111	02/02/2026	02/02/2026	AW	SOUTHEASTERN EQUIPMENT, INC.	$366.77	O
9112	02/02/2026	02/02/2026	AW	ARIS	$144.50	O
9113	02/02/2026	02/02/2026	AW	SUNRISE SPRINGS WATER COMPANY	$71.75	O
9114	02/02/2026	02/02/2026	AW	TL SERVICE CENTER	$675.00	O
				Total Payments:	$67,278.95	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$67,278.95	

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

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

Dan Matsko
2-2-26

AUBURN TOWNSHIP

NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC)
ENERGIZED COMMUNITY GRANT PROGRAM
(2026 NEC GRANT(S))

RESOLUTION[1] 2026-01

A RESOLUTION AUTHORIZING ALL ACTIONS NECESSARY TO ACCEPT NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) 2026 ENERGIZED COMMUNITY GRANT

WHEREAS, the Township of **AUBURN**, Ohio (the "GRANTEE") is a member of the Northeast Ohio Public Energy Council ("NOPEC") and is eligible for one or more NOPEC Energized Community Grant(s) for 2026 ("NEC Grant(s)") as provided for in the NEC Grant Program guidelines; and

WHEREAS, the GRANTEE wishes to enter into a Grant Agreement with NOPEC, Inc. in substantially the form presented to this Board of Trustees to receive one or more NEC Grant(s); and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF **AUBURN TOWNSHIP, COUNTY OF GEAUGA, AND STATE OF OHIO, THAT:**

SECTION 1. This Board of Trustees of the GRANTEE (the "Board") finds and determines that it is in the best interest of the GRANTEE to enter into the Grant Agreement to accept the NEC Grant(s) for 2026 and authorizes the **CHAIRMAN OF THE BOARD OF TRUSTEES** to execute the Grant Agreement to accept the NEC Grant(s) funds.

SECTION 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 3. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the GRANTEE; wherefore, this Resolution shall be in full force and effect immediately upon its adoption and approval by the President of the Board of Trustees of the GRANTEE.

DATE ADOPTED: **FEBRUARY 2, 2026**

Michael S. Troyan, Chairman
Auburn Township Board of Trustees

Submitted to the Board for
Approval on this **2nd** day of **February, 2026**

ATTEST:
this ____ day of _____, 2026

_____
Township Clerk

[1] NOTE THAT THIS IS A MODEL FORM. EACH TOWNSHIP (AND OTHER POLITICAL SUBDIVISION) MUST COMPLY WITH ITS CHARTER AND ANY SPECIFIC LOCAL RULES, PROCEDURES AND RESOLUTIONS.

ATTEST:

Daniel J Matsko

Fiscal Officer of the Board of Trustees

I, Daniel J Matsko, as Fiscal Officer of the Board of Trustees of AUBURN Township, County of GEAUGA, State of Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2026-01 adopted by the Board of Trustees of said Township on the 2 day of February, 2026.

_____