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 resident Diane Jones.

MINUTE APPROVAL:

Motion by Patrick J. Cavanagh and seconded by Riley Davis, to approve the minutes of the Regular Meeting of the Auburn Township Board of Trustees held on February 16, 2026.

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

SCHEDULED REPORTS:

Frank Kitko, Zoning Inspector, reported that the Zoning Department processed fifteen zoning applications for the month of February 2026, with three being denied. Mr. Kitko will continue his reporting with Old Business.

Mr. Mike Fenstermaker, Highway Superintendent, gave his monthly report for February 2026, noting several weather events.

- 15 rounds of plowing and salting occurred during the month.
- 239 tons of salt were used for the month. The total for the year was 2140 tons, leaving approximately 800 tons of salt left in the dome.
- 400 tons of salt were ordered and received earlier in February. 300 tons of salt were received in the last week of the month, which came in 1 day. There does not seem to be a salt shortage problem currently.

Repairs

- Removed bearings from asphalt roller, removed chain and sprockets from asphalt roller, replaced cutting edge on truck 19, replaced auger bearing on truck 18, Shipped boom mower to Edinburg

Potholes

- Filled potholes on Crackel 1, Crackel 2, White Oak, Auburndale, Sablewood, Auburn Lakes, Indian Hills, Stafford, Colchester, Lancaster, and Derbyshire.

The service department will be working on filling potholes during the coming week if the weather allows. The Geauga County Engineers Office sent a draft of the upcoming road projects, not the final specifications. The finalized specs for this year's road projects should be done by March 9, 2026, and should be ready for the Trustees to sign on March 16, 2026. The estimate is the same, it has not increased - $1,225,000.00 for road projects this year.
Mr. Cavanagh noted that the paperwork for next year's 2027 road project, Crackel Road 1 and Crackle Road 2 – a joint project between Mantua and Auburn Townships, is moving along to the Portage County Engineer.

GUESTS:

Mr. Shawn Roland from Link Exteriors, a roofing contractor from Auburn Township, spoke to the Trustees about the roofing problems at Adam Hall. He was aware of the repairs and new roofs that had previously been done. He did an inspection, and a smoke test, and he found there to be no ventilation. He felt that barriers were built that blocked the way the attic should have been vented. One solution was to remove the walls so that air could move through, which he thought would be very expensive. He proposed doing a closed roof system – a cold roof which was basically a roof built on top of a roof. There would be foam that would go on top of the existing roof and there would be space between the old roof and the new roof for air to move through, and the new roof would be built on top. He said there was a little more to it - that keeps the temperature cold so ice doesn't melt, and ice won't build up on the roof because it would be vented properly. Currently under the roof it gets super-hot, snow melts, runs down to the eaves, and turns into ice dams. He observed the soffits were completely full of ice and water. The Township he said, had been treating the symptoms and not the actual problem. Mr. Roland felt a cold roof system would fix the problem, noting he has done these types of roofs in the past. He reported that he placed calls to all of his cold roof customers when this came up, and all of them said they had a great winter this year, even with the terrible weather – they reported no ice dams, no ice pools. It seemed to

solve their problems, and he believed this roof would be perfect for Auburn Township. Mr. Roland said he owns the company, and he lives in Auburn Township, so if there is an issue, everything is warranted. He said he would take care of it for the Township and thought that was the most cost-effective solution.

Mr. Roland stated if someone put on a new roof, with ice and water guard and new ventilation, it wouldn't matter as nothing was moving through the attic. The attic was super-hot, he said, when he was there a two weeks ago and explained a hot attic was not good – it should be the same temperature as the outside. He observed when he did the smoke test, typically they see the smoke being sucked up through the soffits and blowing out of the ridge vent. But the smoke was sitting stagnant; it was not moving. The cold roof system could be done with a metal roof or shingles. The system he used is called an AC Cross Vent – with foam that goes down first, furring strips on the roof, a new vent on the soffit area, and space between the foam and the new roof, so air goes up and out - the way it is supposed to. He noted it was a little more expensive than installing another new roof, but the goal would be not to have to mess with it for the next 20 years. The instillation would take about three days.

Mr. Cavanagh said he was highly interested. Mr. Roland will email Mr. Davis a packet with all of the information. He left his business cards with his email and cell phone number.

After Mr. Roland left, Mr. Davis said he intentionally did not ask Mr. Roland to provide a quote and noted that quotes they received last year for a new roof ranged in price from $45,000 to $80,000. Mr. Davis wanted to agree on a scope of work with the other 2 Trustees, then gather additional quotes, and thought it would be wise to present them as sealed bids. Mr. Davis asked if it would be a good idea to hire an engineer to figure out what the roof needed. From there, they could build a scope of work, what the Township expects, what they want - and advertise it on Facebook or the website to gather additional quotes. Mr. Troyan said from what he has seen so far, this approach seemed like the most logical course of action. It didn't involve taking the entire roof off and redoing it. He looked forward to seeing his proposal and thought Mr. Roland did a great job of explaining what he would do.

Audience member Jim Pemberton asked if the additional shingles would place any burden on the trusses, with the extra weight. Mr. Kitko thought it was possible yes, and it would be something they would have to look into. Discussion ensued about the additional weight with the shingles, snow, and plywood on the roof. Mr. Davis will get an engineer to sign off on the plan, and Mr. Cavanagh thought this was a good place to start.

Frank Kitko, Zoning Inspector continued with his agenda items. He and Ms. Jane Hardy contacted the Prosecutors' Office and made some step-by-step procedures; a checklist, as to what the Trustees should do to proceed with The Patio Bar & Grill. These procedures came from the Prosecutor's Office, and the Trustees will have to involve the assistant Prosecuting attorney with this procedure, because she will have to take it to a judge.

Mr. Kitko said what concerned him was the parking on the road - on the side of the building, and felt parking should be eliminated, as they have plenty of parking behind the building now. Mr. Troyan thought patrons of The Patio Bar & Grill were parking on the street illegally. Mr. Cavanagh thought patrons were backing into the county right of way, even when they park on the south end. Mr. Kitko noted the vehicles that are parked on the side were all in the road right-of-way.

Mr. Kitko explained that part of the reason the outdoor patio was allowed was because of smoking, and didn't know if smoking laws had been changed, or relaxed – people had to go outside of the building to smoke.

The next item brought up by Mr. Kitko was the second dwelling. Mr. Kitko reminded the Trustees they gave the Zoning department permission to reach out to a private attorney for assistance with this subject, as Kristen Rine, the assistant prosecuting attorney did not want to handle this. Ms. Hardy was in the process of contacting a second law firm to get prices for what this would cost the Township. Mr. Troyan confirmed with Mr. Kitko that as far as they know, for this second dwelling – no one is currently living in it. Mr. Kitko said what they have done in the past is to make the resident remove a shower, stove, appliances, etc.; a commode and sink and refrigerator was allowed - until this most recent ruling. One attorney suggested to Ms. Hardy having a lawyer ask that Mr. Kitko be allowed on the property to inspect it.

The Zoning fee schedule with changes, was addressed by Mr. Kitko. Mr. Troyan noted that Ms. Rine said they could charge different rates for commercial versus residential as long as they could justify the increase. Mr. Kitko concurred.

Mr. Kitko addressed the use of newspapers for Zoning Notices, versus advertising on the Website or Facebook, and explained that if the Trustees wanted to change to using media options only (no newspapers) they would have to initiate an amendment to the Zoning Resolution for Auburn Township, of which the fee is $1000. It is written in the Zoning Resolution that the legal ad for zoning must be placed in a newspaper of general circulation. He explained that the Zoning Commission knew of the change in the ORC last year, but they chose to leave it the way it was.

Mr. Kitko emphasized if a case was challenged in a court of law - if the legal ad was placed in the newspaper, they received a certified, notarized document stating when the legal ad was placed; it was well documented. He doesn't know how a legal ad placed on the website or social media could be verified. Mr. Troyan felt that someone probably has addressed that issue – what the guidelines were for posting a legal ad on social media. Mr. Matsko asked what the $1000 cost was for and Mr. Kitko explained it was the cost to initiate an amendment to the Zoning Resolution – if it was not done by the Trustees or the Zoning Commission – if someone privately did it - it was $1000, plus costs.

Motion by Michael S. Troyan, seconded by Patrick J. Cavanagh, to adopt the proposed fee changes for the Auburn Township Zoning Department.

Discussion: Mr. Davis asked if the new fee schedule has been posted for the residents to review, or if it was only for the Trustees. Mr. Kitko said it was just for the Trustees. Mr. Davis asked if the residents had any input on jumping fees up for a variance. Resident Deb Standley said Mr. Davis did ask that; it was already discussed. Mr. Davis read the list of changes to another resident in the audience. Resident Patti Phillips told Mr. Davis they already went over the changes - how much the fees were going up, in a previous meeting. Mr. Troyan explained that the Zoning department gave an update as to their fixed costs for the hearings, second meetings, etc. The Township does not make any money on this – the Township loses money, just as with plowing the roads; they cost money. The increase in fees would take some of the hit off, but not the total expense; it still will cost the Township more money than the fees, they are just trying to recoup a little bit of the losses. Mr. Cavanagh noted Auburn Township zoning fees were pretty consistent with the rest of the county, and the zoning changes become legal agreements. Mr. Kitko said they had 5 or 6 new Zoning variance cases coming in.

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

Mr. Davis asked Mr. Kitko about the documents he presented to the Trustees - the recommended steps they would have to take for The Patio Bar and Grill. Mr. Davis noted there was a lot of information on those pages, and asked who wrote the document. Mr. Kitko said he and Ms. Hardy worked on it together, and Ms. Hardy wrote it up. Mr. Davis asked if he could share the document with the residents and Mr. Kitko said yes. Mr. Troyan noted once anyone gives the Trustees a document, it's a public record. Mr. Troyan thought the documents were more informational to bring the Trustees up to speed, and the different steps they would have to take. Mr. Kitko said in his almost 50 years of experience, they have never modified a judgement entry that he knew of, and he has been involved with several. Mr. Kitko and Ms. Hardy gave the Trustees an overview of the steps that need to be taken, in a formal and legal manner. Mr. Troyan noted they don't have to change anything; they can enforce the judgement entry as is. Mr. Cavanagh mentioned the Ice Palace and another establishment and thought a judgement entry topic came up with that. Mr. Kitko said those judgement entries were never modified.

Resident Susan Shukaitis asked if she could get a copy of the documents from Mr. Kitko, and she was given a copy after the meeting.

Mr. Davis said he struggled with the documents from Mr. Kitko not being signed, and noted they were directives and opinions. Mr. Davis referenced the road right of way, 'that needs to be eliminated.' Mr. Kitko explained it was the right of way of Auburn Township and gave an example and asked if the Township was liable if someone smashes a car and gets killed in the road right of way, because they were allowed to park a car there. Mr. Kitko stated he did not have the answer – but the Township is allowing vehicles to park in the road right of way, and this was a suggestion for the Trustees to consider when dealing with The Patio Bar & Grill. Mr. Cavanagh said it was not even a question if there was a road right of way issue, and Mr. Kitko said the corner of the building is in the road. Mr. Cavanagh noted that roads move over time, and that road may have been in the right spot at one point in time. Mr. Kitko remembered when the judgement entry was issued, it was the engineer that told Auburn Township one corner of that building actually sat in the pavement. Mr. Cavanagh said no one would approve of that today. Mr. Kitko said he was just giving the Trustees some points to consider when making their decision, and Mr. Cavanagh concurred. Mr. Troyan thought they could enforce that parking by calling the Sheriff and reporting a car parked in the right of way.

Mr. Kitko noted he received a call from Mr. Kuhnle, owner of the property, about this situation, and Mr. Kitko informed him that he would be receiving notification from the Trustees. Mr. Cavanagh said they had a survey done by the Geauga County Engineer's office within days of The Patio Bar & Grill management coming to Auburn Township - they were interested in finding exactly where the lines were. An audience member suggested putting up signs and Mr. Kitko said the Board of Trustees had to make a decision; it could not come from Zoning. A judgement entry

was between the property owner, the Trustees and the Judge. Mr. Troyan asked what the current status was and Mr. Kitko said they were in violation. Mr. Troyan concurred and said they know they are in violation. Mr. Kitko suggested sending them a letter, asking them to come before the Board, and if they chose not to, call the Prosecutor and have them enforce the judgement entry. Mr. Cavanagh stated enforcement starts when the violation letter is sent. Mr. Kitko said the Mr. Kuhnle and the owner of The Patio Bar and Grill (Ms. Maniglia) came to see the Trustees on August 25, 2025, and he was not at that meeting. (Secretary's note: the meeting with the Trustees, Mr. Kuhnle and Ms. Maniglia took place on October 20, 2025.)

Mr. Davis saw this as two issues – the fence, which he noted Mr. Phillips thought it was not a bad thing for safety issues, and the other was loud music being played outside. Mr. Kitko asked if the Trustees wanted to bring in The Patio Bar & Grill people, and see what they want, or just have the Prosecutor enforce the judgement entry. His understanding was that the Trustees were going to have them attend a meeting and discuss what they wanted, and to see if the parties could come to some agreement. Mr. Cavanagh said when they previously came to a Trustee meeting, there were a lot of hypotheticals discussed.

Mr. Troyan went over the history of The Patio Bar & Grill, where neither the owners of the property nor the business said they knew anything about the judgement entry, period. He thought the main issue was whether they made them put the fence back up, and he thought they made a valid point about it being a safety issue. Mr. Troyan stated the customers don't need to park on the road. Customers park in the front, they have an entrance, and they have a side entrance accessible from the parking lot. Mr. Troyan said they can enforce parking regardless of the current situation, all they have to do is say they can't park there anymore, because they are on the road right way, and it was not a negotiating point they could bring up. Discussion ensued with the Trustees and Fiscal officer about putting up no parking signs, no parking signs on the building and digging a ditch.

Mr. Cavanagh said the owner and manager of The Patio Bar & Grill would have to come in sometime, as they did not move off on this issue. Resident Susan Shukaitis asked if they got permission to remove the fencing and Mr. Troyan said they did not, they just changed the fence one day and were not allowed to do that and noted they have been cited. The owner had two options – he could take out the new fence and put the old fence back up or come to the Trustees to negotiate. Mr. Kitko brought up something he was hearing from residents – the new fence is low, and everything carries over. He thought an option might be to put the west side of the fence back up.

Mr. Troyan thought the only action on the part of the Trustees would be to have them put the fence back up again. At that point, they might come in to try and negotiate, which is where they were a few months ago. Mr. Cavanagh felt the Trustees should request that the fence be put back again, per the Judgement Entry, and felt that without some type of enforcement, no one was inclined to do anything.

Mr. Davis observed the letter the Trustees sent last August to The Patio Bar & Grill - gave them three days to put the fence back up and change it. Mr. Kitko said they did come in, but it didn't go any further. Mr. Troyan said the Trustees heard what they had to say but did not make any decisions on it. Mr. Cavanagh asked if the Trustees would stick with the ruling, and if the owners came in and wanted to negotiate something, it was quite possible that the Trustees would modify the Judgement Entry.

Mr. Davis asked Ms. Shukaitis what bothered her more, the fence or the music, as it directly affected her and Mr. Scott Bayus. He asked if there was any compromise and stated the original fence was ugly. Ms. Shukaitis stated that the fence was supposed to be up specifically for a smoking area only. Not for eating, not for another bar, not for anything else outdoors. She said the fence should absolutely go back, because no bands were even supposed to be there. Mr. Davis asked not to see smokers when they were standing up and Mr. Kitko said no, the law back then said you could not smoke inside of the building, it was a constitutional law. Mr. Davis said the height of the fence was to hide smokers. Mr. Troyan said it was not do hide smokers; it was more of a sound buffer - chatter from people, just to isolate the area. Ms. Shukaitis said now they moved that noise to dining, drinking and whatever music was out there, which was not what it was designed to be. She thought Mr. Davis would feel the same way if that was in his backyard. She did not want the Judgement Entry modified and thought it should go back to the original Judgement Entry. Mr. Davis noted the music was for 8 p.m. for weekdays and 10 p.m. for weekends, inside. Ms. Shukaitis agreed and said no one wants the music outside. Mr. Davis thought they would have to enforce the garage doors being down or the noise would leave the building. Ms. Shukaitis said the music does leave the building – it was fine before, when they were all inside, it was not a problem. But, she said, when you put a roll up door and put music on the deck with speakers, now, that was a problem.

Motion by Patrick J. Cavanagh and seconded by Michael S. Troyan, to enforce the Judgement Entry for The Patio Bar & Grill.

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

Mr. Kitko clarified that someone would write a letter on behalf of the Trustees and send it to the Prosecutor to enforce the Judgement Entry and Mr. Cavanagh said yes.
Audience member Jim Pemberton asked about The Patio Bar & Grill wanting to modify the Judgement Entry, if the Trustees would notify the affected neighbors and Mr. Cavanagh said if there was going to be any modification, it was legally required that there be a public hearing. Mr. Troyan noted right now they are not doing any modification; they are just enforcing.

TRUSTEE & FISCAL OFFICER REPORTS:

Mr. Cavanagh reported attending a Girl Scout ceremony for bronze, silver and gold medal awards on March 1, 2026. He noted it was a very nice, well attended ceremony.

A Prevailing Wage coordinator (ORC 4115.071) was needed for road projects and came to the attention of the Trustees with the OPWC road projects. The previous road superintendent had the job prior.

Motion by Patrick J. Cavanagh and seconded by Michael S. Troyan, to appoint Mark Sturm as the Prevailing Wage coordinator.

Discussion: **Mr**. Davis asked if there was pay attached to the position, or if it was voluntary. Mr. Troyan said it was a job somebody had to do. Mr. Cavanagh said it was appropriate; he was on the job all of the time.

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

A letter was received by Mr. Cavanagh about Melzer's Fuel Service being hacked and he will give the letter to Mr. Matsko. Mr. Matsko noted they do not pay Melzer's electronically.

Mr. Davis reported that he visited the Auburn Township Museum, as Mr. Cavanagh thought there were some new water spots in the ceiling. Mr. Davis found some holes where the sunshine comes through the roof and thought it might have been like that for 20 years, as there were physical holes in the slate roof. Mr. Davis thought the roof was at least 100 years old and found someone from Rocky River to repair the roof. The roofer would probably spend the day to install eight to ten slates, inspect the entire roof, and inspect the chimney – to tuck point and seal, secure loose flashing, clean up and haul away debris. His fee was $1500. Mr. Troyan thought the fee was reasonable. Mr. Cavanagh had the name of another roofer from Newbury, and he will give the information to Mr. Davis.

Motion by Riley Davis, seconded by Michael S. Troyan, to approve the repair of the slate roof at the Auburn Township Museum at 11742 East Washington Street in Auburn Township, with J & M General Contractors. Work includes - install new slate tiles, inspecting the entire roof, the tuck point and sealing of the chimney, secure loose flashing, clean up an haul away debris, for the rate of $1500.00.

Discussion**:** Mr. Matsko asked if the money should come out of the Museum fund from the church. Mr. Cavanagh was not sure, as they were pretty specific on what those funds could be used for. Mr. Matsko thought they used that fund previously on repairs. Mr. Cavanagh asked Mr. Matsko if the fund rules could be checked to make sure, and if that fund could not be used, Mr. Troyan suggested to take the money from the Land Acquisition and Improvement funds.

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

Mr. Davis spoke about a project he would be working on over the next few months which was pertaining to Auburn Township properties, that went along with OTARMA (Ohio Township Risk Management Authority – a governmental risk-sharing pool for Ohio Townships) recommended practices. Mr. Davis wanted to identify all of the properties owned by Auburn Township. This project will entail setting up reserve funds for each property for maintenance and repair. He listed problems with properties owned by the Township -Town Hall – roof in very bad shape, Adam Hall, the Museum, the salt dome, Administrative Building, both cemeteries, the Fire Department Building, Parker Building, the pavilion, playground, and dump site on Route 44. He wanted to set up monthly inspections for these properties, if it is required, and wants to start saving

money for these buildings as they age. He suggested the playground be checked weekly - spring through the fall.

Mr. Davis asked the audience if they were aware of any more properties that the Township owns. Mr. Matsko said they should include HVAC systems, generators and any repairs that would cost over $5000.

Mr. Davis brought up the split rail fencing at Adam Hall, where four or five sections are bad and need replaced. He felt it was not a good look for residents who come to Adam Hall and rent out the facility. Mr. Davis felt Auburn Township should present all of their buildings very well, but in particular Adam Hall. He stated the disrepair has been going on a long time without being addressed. Mr. Davis asked the audience again if anyone knew of any other building the Township might own that he was not aware of.

Mr. Cavanagh addressed Mr. Davis and said the split rail fencing at Adam Hall was at the end of its life – the posts and rails eventually rot and have a limited life. They made the same call a couple of years ago at the cemetery; took out all of the split rail fencing and put up a wrought iron fence – it would last a lot longer but was pricey. Mr. Troyan noted the fence was damaged from a lot of the road work done there and also being hit by snowplows.

Mr. Davis said his goal was not to spend a bunch of money, but they needed to rein in on some obvious repairs. He did not think it was good to let them get dilapidated and was not a good reflection of Auburn Township.

Mr. Davis spoke about a deadline for funds that may be available from the state of Ohio Representative and Senate offices; he thought the deadline was March 12, 2026. He wanted to check with his fellow Trustees about the bathrooms at Auburn Community Park – the septic system was already in place, and he thought the goal would be to get the bathrooms in by this summer. He thought they could spend anywhere from 40K to 60K for ADA male/female bathrooms, and if they could agree on matching funds, they could put together the proposal and get it sent before the March 12, 2026, deadline, and hope that the state of Ohio matches 50%.

Mr. Matsko informed the Trustees that he spoke with a representative from Mr. Steve Demetriou's office (State Representative), last Friday and they told Mr. Matsko to get a proposal or application in to both the State and House offices before the deadline. They were also asked if they could match any of the fund amounts, it did not have to be 50%, all they are looking for is community involvement – they did not want to foot the whole bill. Mr. Troyan wanted to know the amount of money in the Land Acquisition fund, and Mr. Matsko said it was around $80,000. Mr. Troyan felt he would be willing to spend it all just to get the bathrooms in. Mr. Cavanagh added there was also Nopec energy grant money available. Mr. Matsko asked how much the Township was willing to contribute to the project. Mr. Davis said to save money, he will reach out to the Geauga Park District, as they installed similar ADA bathrooms at Bear Town Lakes recently, and they were very nice. He will ask them to hand over the drawings and what their cost was, so Auburn Township would have a better idea of the cost, and he will email Geauga Park district tomorrow. There was discussion among the Trustees and Fiscal Officer as to what they wanted to contribute for the restrooms.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to designate up to $50,000 of funds from the Land Acquisition account for the instillation of ADA male/female restrooms at Auburn Community Park, as well as site work, ingress & egress work.

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

The topic of ice dams at Adam Hall was the next item brought up by Mr. Davis. He reported quite a bit of damage in the two main sections that run north and south in the building and wanted to get some interior drywall and a paint company to fix ASAP, before spring and summer events. Mr. Cavanagh suggested to check and if there was any paint left from previous painting jobs, it could save some money. Mr. Davis asked the Trustees if they would want to advertise the painting job on Facebook and the Auburn website, and they concurred.

Fiscal officer report - Mr. Dan Matsko, Fiscal Officer, reported that he was able to close out the books for 2025, and presented the payment listing for payments processed since February 16, 2026 - listing 15 electronic payments processed for $95,106.50 and 16 warrants processed for $407,168.04, totaling $502,274.54. As of January 31, 2026, the account balances in the primary checking account is $323,600.72, and in the investment account is $2,035, 269.26 – for a total of $2,358,869.98.

Mr. Matsko reported that he is waiting for the County to certify the total amount from all sources available for expenditures and balances. More funds were carried over than what had been

budgeted. He explained that in August of 2025, he has to project what he thought they would spend for the rest of 2025. The carryover was about a half a million dollars, more than expected, and was a good thing. The total estimated resources for next year will be about $6.7 million, once the County certifies it. He received the 2027 estimate to use for this upcoming budget.

No levies will be expiring this year, and the last collections are in 2027, and can be placed on the ballot one year early, Mr. Matsko noted. A renewal of the Road & Bridge levy, first levied in 2008, would generate an estimated $279,321 per year at 100% collection and would cost the owner of a single-family owner-occupied home with a market value of $100,000 $20.43 per year. Mr. Cavanagh noted there was some school of thought that stated if you renew early, you've got a couple of chances, but that didn't always work. He was in favor of placing the levy on the ballot next year, and added they built the budget around four levies – the thought was you put it before the voters, to see if the residents think the Township is doing a good job, and the Trustees get feedback that way.

Mr. Matsko was a participant on a panel hosted by the League of Women Voters of Geauga County on the topic of property tax changes, held at the Bainbridge Library on February 25, 2026. Questions were asked of the panel by a moderator, as well as audience members. Mr. Matsko reported that the panel was asked to share what impact the loss of property taxes would have on Township services. If property taxes were no longer being collected, he thought Auburn Township would be able to operate for maybe a year and one quarter, because of the way taxes were collected. 92% of the revenue the Township received was from property taxes. Without those funds, the road department would not be able to function, there would be no funds for the Fire Department, all of the buildings (including repairs and maintenance) would have to close, and there would be no income from any of the buildings.

Mr. Matsko noted how generous the Auburn Residents have been over the years in passing the levies, he couldn't recall a levy failing in over 20 years. He noted there was some dissension in the audience, and a few people stormed out. Inside millage was capped this year with inflation, so the inside millage wouldn't skyrocket, and that could throw the state into chaos. Townships could go away. He explained if the state increased the sales and income tax, they would be in charge of the money, and the County would be limited as to what they could do.

An audience member asked if taxpayers realize how little they pay for the Townships and the County, as 70% of the money they receive from property taxes goes directly to the schools. Mr. Matsko said the schools have the ability to levy an income tax. Ms. Shukaitis attended the meeting and found it to be very informative and said Mr. Matsko did a really good job.

Mr. Matsko asked if any of the Trustees received a monthly report from the Cemetery Sexton, as he did not get a report. He did not get a report for January, and there was a burial on January 31, 2026. He noted there was cemetery activity in February, and he did not have a report. Mr. Ludwig, the Cemetery Sexton did give Mr. Matsko a Cemetery Report for 2025 – in the middle of January. Mr. Matsko spent the entire weekend auditing and cross-referencing the Cemetery report for 2025, with the receipt and deed book.

Mr. Matsko said he signed two deeds today and asked what happened to the deeds after they were signed. Mr. Cavanagh thought one went in the deed book, and one copy went to the purchaser. Mr. Matsko asked if he should get the other copy of the deed now, since there was no job description or job process. Mr. Cavanagh stated Mr. Ludwig did have a mailbox in the Administration Building, and he knew Ms. Dolezal used to distribute the deeds. Mr. Matsko said he didn't have the process and there was discussion between him and the Trustees about where the deeds and deed books go.

In his accounting analysis, Mr. Matsko found previously there was a $100 error in the price of one headstone foundation, and Mr. Ludwig was going to reimburse the Township; Mr. Matsko has not received that payment yet. Mr. Matsko reported that Deed numbers 117, 123, 124 and 125 had no receipts of payment. Mr. Ludwig was asked in January to provide a receipt book, and Mr. Matsko has not received it. Mr. Matsko asked about the receipt process, and there was discussion with the Trustees as to how the receipt and collecting the monies worked. Mr. Matsko noted there was $2300 of sales with no record of ever receiving any money for those sales and asked the Trustees how they wanted to proceed. Mr. Ludwig has been in the Administration building 3 or 4 different times and has never come to see Mr. Matsko.

Mr. Davis observed that Mr. Ludwig never replied to his email; it had been two months or so. Mr. Davis did look at the Crypt Keeper program from Mr. Ludwig and noted there were some internments that have not been recorded in Crypt Keeper. Mr. Davis wanted to turn over clean records to the county, and to verify what was actually in a burial plot – they would have to toggle between six different systems to understand what happened, because the records do not match. The records being used are Crypt Keeper, cemetery maps, Excel spreadsheet(s), receipt books and

cemetery deed books, and UAN to verify deposits. The maps and mylars are still not in the possession of Auburn Township, Mr. Davis added. Money was also a problem; checks are being held and not cashed. Mr. Davis felt controls for the cemetery have been really, really screwed up, and the Township will encounter more problems in a short amount of time when the data will need to be turned over to Geauga County ADP.

Mr. Davis expressed concern with the problems Mr. Matsko identified, getting money in on time, the understanding of the deeds, and felt the Township was backtracking to fix decades of problems, before they got a fancy new Cemetery software system that people will work really hard on, and it would not be right. Mr. Davis asked Mr. Cavanagh if he wanted to help work on the cemetery records. Mr. Davis said if he looked at 10 or 20 years of data, he thought he would find recurring issues and recounted again that he had not had his emails replied to from Mr. Ludwig, and it was not fun to chase people down. He further stated the Township has 0% of its own data in its possession, it's not in any building, and that was from an employee who quit his job.

Mr. Matsko asked why the Trustees received monthly reports from the Fire Prevention Officer, the Road Superintendent, the Zoning Inspector and none from the Cemetery Sexton. Mr. Matsko noted the Trustees did not require Mr. Ludwig to come to a monthly meeting, they instead asked for a monthly report. There was no monthly report and Mr. Matsko felt if Mr. Ludwig did come to the meetings, he could ask him questions.

Mr. Davis said they are getting ready to go to a new Cemetery Software system, and the data equated to garbage in, garbage out – if ADP is sent bad information, the new system will have bad information.

Resident Deb Standley asked if the Township could use Find A Grave (Secretary's note: Find A Grave is an on-line website that lists gravesites with information from users that is not verified; it can contain errors.) Resident Mike Cardaman asked how long the Township would put up with this and thought Mr. Ludwig should be fired, and have everything returned to the Township. His reappointment to the position of Cemetery Sexton made no sense to him as a taxpayer. Another audience member thought Mr. Ludwig was trying to get out of the job as Cemetery Sexton, and Mr. Matsko said no, he never tried to get out of his job. Mr. Davis thought Mr. Ludwig was supposed to train someone from July to December of 2025, and noted there were a couple of people interested in the job, and would be available from 8 am to 5 pm, Monday through Friday – when business happens. Mr. Troyan explained they appointed Mr. Ludwig for the period they did, because that was pretty much when his tenure would end, and everything would then be transferred – the paperwork, and to make sure the money was all accounted for. If there was money missing after that, then they would send it to the Prosecutor's office. Mr. Cavanagh thought it was irresponsible to imply money was missing. Mr. Davis said it was irresponsible that for 30 plus years, he never glanced at the cemetery files. Mr. Cavanagh said they have people to do that. Mr. Davis thought they could have checked into the cemetery more. Mr. Cavanagh thought there was a lot of speculation. Mr. Davis disagreed, saying the proof was in the programs and asked Mr. Cavanagh to sit with him and go through Crypt Keeper, receipt books, Excel files, deed books – everything. Mr. Cavanagh stated he felt it was irresponsible to be throwing this information out, mentioning the Prosecutor's office without giving Mr. Ludwig a chance to respond. Mr. Davis thought they agreed a month ago that Mr. Ludwig was going to use a lockbox for the money and noted the ORC required money to be deposited within either 24 or 48 hours, and that hasn't happened. Mr. Matsko said recently he has been getting checks and shared one incident from August – St. John's funeral home called in December and said that Auburn had not cashed a check from April for $500, so they reissued it; apparently it was lost. Since there was not that much activity, Mr. Matsko could not understand why Mr. Ludwig couldn't manage it properly.

Resident Mike Cardaman asked what the salary was for the Cemetery Sexton and was told it was $444 a month. Resident Jim Pemberton said this issue was addressed in February, where the Trustees said Mr. Ludwig did not have to come to a meeting, but he had to do a monthly report, and noted there should have been a report today, and Mr. Cavanagh concurred. Mr. Pemberton asked if Mr. Ludwig would be appointed for another six months, and Mr. Troyan said they were not planning on appointing him for another six months. They would run out his term, then transfer everything, so they can transfer things over to the county, and do whatever they have to do at that time.

OLD BUSINESS:

Change of Overtime Policy - Mr. Troyan reviewed the suggested changes and had no problem with the new policy.

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Motion made by Michael S. Troyan and seconded by Riley Davis to accept the changes to the overtime policy for the Road department.

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

Mr. Matsko asked if everyone was OK with the new overtime policy as he wrote it, and Mr. Troyan said yes. Mr. Matsko requested that Mr. Troyan direct Ms. Dolezal to change the manual.

Because the holiday season has already passed this year, Mr. Matsko asked if the Board of Trustees would be willing to give each road department employee a $200 bonus for this winter, and it could be put in the upcoming paychecks. The total would be $1000. Mr. Troyan had no problem with that, and Mr. Cavanagh thought they were deserving, and did a dynamite job this year, even with two new people. Mr. Cavanagh asked if there was a legal hitch in giving a bonus and Mr. Matsko said no.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to give each of the Road department employees a $200.00 bonus.

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

NEW BUSINESS:

Geauga Soil and Water Hold Harmless Agreement – Mr. Davis discussed with the Trustees a request from Geauga Soil and Water Conservation District to utilize Adam Hall for a two-day chainsaw training seminar scheduled for late April. As part of the training, the group proposes to cut down approximately 40 trees in the southwest corner of the cemetery. They also did this last year but cut much less than 40 trees. The area designated for tree removal is the first section slated for future cemetery expansion. It was noted that the removal of these trees serves the Township's long-term needs with "no harm, no foul" regarding the practice sessions. The trees will be felled but not removed from the site; they will remain in the wooded area. Mr. Davis and Mr. Fenstermaker have already discussed the trees to be cut, and Mr. Davis will mark the specific trees for removal. The Board reviewed the liability concerns, and noted the county requires all participants to sign a Release and Waiver of Liability form. The current waiver includes language protecting "private landowners as applicable." The Board discussed whether to involve the Prosecutor's office or issue a separate Township 'Hold Harmless' agreement. Mr. Troyan said if they received copies of signed waivers from participants in advance, that would be adequate. The cut trees will be left on the ground, and Mr. Cavanagh noted that some trees were timbered as soon as they bought the property. These designated trees are too small to be sold, and a lot of them were dead. Mr. Davis said he will ask Mrs. Gail Prunty from Geauga Soil and Water to provide Auburn Township with a copy of their release/waiver forms. This event will take place approximately on April 27, and 28, 2026.

Division of Liquor Control – new permit for White Barn Brands LLC – Mr. Matsko received a letter from the Ohio Department of Commerce, Division of Liquor Control for White Barn Brands, LLC, asking if there was a request for a hearing. Mr. Cavanagh noted the Board has never requested a hearing and said that they call the Sheriff's department on occasion to see if there are any issues, and he didn't think they ever got a negative response from the Sheriff.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to waive a hearing from the Ohio Division of Liquor Control for White Barn Brands, LLC.
VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Spectrum quote for TV Services at the Service Garage & Admin Building – Mr. Troyan didn't see the need for cable tv at the Administration Building and Mr. Cavanagh said the weather channel came in handy to have at the service garage.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to approve a monthly charge of $71 for cable tv from Spectrum Business at the Auburn Township Service Garage. VOTE:
Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Charter Franchise Fees

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to deposit the franchise fees from Charter Communications in the amount of $4423.25 into the Land Acquisition Fund.
VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Brian Sebor – Road Department employee – new hire probation – Mr. Cavanagh noted that Mr. Sebor has been working for Auburn Township all winter, and as he was phasing out his job at

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Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES Meeting

Regular Meeting

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

the Sheriff's department, he traded time so he could work for Auburn Township during snowstorms. Mr. Cavanagh felt Mr. Sebor has proved himself and he does have a type of CDL that allows him to drive a truck all winter that is under the GVW and has been plowing with the other 4 employees.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to hire Brian Sebor for a full-time position at the Auburn Township Road department.
VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Motion made by Patrick J. Cavanagh, seconded by Michael S. Troyan to hire Brian Sebor at a starting rate of $22.50 an hour.
Discussion: Mr. Cavanagh noted Mr. Sebor will be attending a training session for a different class of a CDL. Mr. Matsko added his medical benefits will start in April – 90 days from the time he started as a 30-hour minimum workweek. Mr. Matsko confirmed that his new pay rate will be effective today, and it will take effect in the next pay period.
VOTE: Cavanagh, yes; Davis, yes; Troyan, yes. The motion PASSED.

Resident Deb Standley and other residents thanked the Fire Department for the opportunity to use their house for the Pancake Breakfast on February 22, 2026 – it was a great community event. She thanked the guys that helped to haul the tables and chairs. There were 551 paid meals, and each year it was a brand-new set of boys. They thanked Mr. Phillips for his guidance, noting they could not do this without him. Mr. Phillips thanked the Service Department for allowing them to park their equipment in their garage during the day, adding the bad weather limited their parking area.

Mr. Troyan read the resignation letter from Nancy Rae Dolezal, administrative assistant. Her last day in the office will be April 17, 2026, and she asked that the Board of Trustees honor their past practice of paying for vacation earned in the last year. If that was approved, her separation date will be May 15, 2026. Her official OPERS retirement date will be June 1, 2026, and it is possible that she may be available to work two or three days per week between April 20 – May 31, 2026, by intermittently using vacation days between workdays to help familiarize the new administrative assistant with their responsibilities. She was grateful for the opportunities, experiences and support she received from Trustees Cavanagh and Troyan during her 19 years with the Township.

Mr. Cavanagh and Mr. Troyan said they will miss Ms. Dolezal, and they will get information together regarding the duties of the administrative assistant and place advertisements for the job. Mr. Cavanagh noted she was a typist when she started with some limited working in the offices and taking on more responsibility on her own initiative and putting together the Auburn Township picnic.

Motion made by Michael S. Troyan and seconded by Riley Davis to accept the resignation of Nancy Rae Dolezal and to honor her earned vacation.
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 9:07 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

MARCH 16, 2026
Date