RECORD OF PROCEEDINGS
Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES Meeting
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. Mr. Dan Matsko, Fiscal Officer was also in attendance.

The Pledge of Allegiance was led by resident Marc Kolanz.

GUESTS:

Mr. Mark Kolanz, resident of Auburn Township and alternate member of the Auburn Township BZA addressed the Trustees and gave an update associated with the proposed motocross racetrack.

- Mr. Kolanz notified the Mantua Township Zoning Inspector of the motocross issue potentially affecting Mantua Township residents, and the Zoning Inspector notified the Trustees.
- Property owner Nathan Epprecht placed a notice on Facebook requesting 200 plus loads of clean fill to line a property line with privacy mounds.
- The online petition objecting to the motocross track has been signed by over 340 residents.
- Mr. Kolanz provided a copy of his April 20, 2026, comments he made to the Auburn Township Board of Trustees - to each member of the Auburn Township BZA and Zoning Commission.

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 May 4, 2026.

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

SCHEDULED REPORTS:

Auburn Fire Prevention Officer John Phillips presented the monthly detailed report for the Auburn Fire Department. He presented a Year-to-Date Statistics Report comparing 328 year-to-date total calls for January-April 2026; to 354 total calls in January-April 2025. The percentage of multiple calls was 23.17% for January-April 2026, compared to 28.25% in January-April 2025.

Mr. Phillips noted there were some questions last week about AED's at Kenston, and stated they had an action plan for AED's. Cintas is maintaining them along with the Kenston Board of Education on a monthly basis. Resident Jim Pemberton asked if the liability was with Cintas and Mr. Phillips said that was correct. Mr. Pemberton asked about the Fire Extinguishers and said the ORC said they had to be checked monthly, and the monthly checks did not have to be done by certified personnel, but the yearly checks had to be done by certified personnel.

Mr. Troyan said he researched this topic and couldn't find anything in the ORC specifically, but he did have the NFPA and OSHA requirements, which were basically the same. Mr. Troyan read both of the requirements. The only main difference between the two was that NFPA said to invert the tank to make sure there was no caking. For documentation, they also had the month, year and inspector's initials on the attached tags. The responsibility for the inspection falls on the owner of the building, which would be the Trustees.

Motion made by Michael S. Troyan, seconded by Patrick J. Cavanagh, to implement the NFPA/OSHA requirements for visual inspections of the fire extinguishers.

Discussion: Resident Jim Pemberton read the OSHA 1910.157(e)(2) requirements. Mr. Pemberton said he had 30 plus years of safety experience.

Mr. Troyan read the OSHA checklist and added from the NFPA requirements – to briefly tip the unit upside down to ensure the powder has not caked. He suggested doing the OSHA check, also adding in the NFPA requirement. Mr. Pemberton brought up the different types of fire extinguishers – and Mr. Phillips said they usually recommend ABC extinguishers.

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

Mr. Troyan discussed the different personnel who will perform the monthly checks on the fire extinguishers. He said Christine Blaser has consented to take care of the Administration Building. The Trustees discussed who would monitor the fire extinguishers in each building.

Mr. Davis suggested a 30-day recurring reminder in Outlook - then just send a text or phone call every time it pops up, and that is how they will keep track. Mr. Davis said he would set the reminders up.

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Motion made by Michael S. Troyan, seconded by Riley Davis, to appoint the following people to implement the NFPA/OSHA requirements for visual inspections of the fire extinguishers.

Adam Hall – Matt Blowers
Town Hall – Matt Blowers
Parker Building – KCE
Museum – Patrick J. Cavanagh
Fire Department – Mr. Phillips
Administration Building – Christine Blaser
Road Department – Mike Fenstermaker
VOTE: Cavanagh yes; Davis, yes; Troyan, yes. The motion PASSED.

Mr. Pemberton asked why Mr. Phillips or his department don't take care of checking the fire extinguishers. Mr. Troyan said they are doing the checks with the people that are already in the building.

Keith Blaser, secretary for the Auburn Fire Department, reported that the gear washer they use to cleaning the suits dated back to 1998 and started to fall apart. The washer was undersized for what NFPA currently recommends. They were able to buy a $10,000 unit from a former vendor, with an end of year deal. A grant in the amount of $4,000 was received from the Bureau of Worker's Comp and was secured by the Fire Department – so they bought their washer for about $4,000. The washer is now hooked up and in operation.

Mr. Blaser said the annual Reithoffer scholarship was presented at a Kenston Scholarship ceremony by several members of the Auburn Fire Department. The recipient will be enlisting in the Navy. Mr. Troyan thanked Mr. Blaser for securing the grant money.

TRUSTEE & FISCAL OFFICER REPORTS:

Mr. Cavanagh spoke about Memorial Day plans; he went over the entire list and secured a sheriff for traffic control, a bagpiper, band director, etc. There were about 8 or 10 things on the list, and everything seemed to be in place.

The Museum has no power, since the power is turned off after Memorial Day to avoid the $100 a month charge even if there is no usage. The Trustees discussed and decided not to serve coffee, since 95% of it got thrown away; they will serve bottled water.

The Road Department experienced boom mower repairs – caused by cable equipment that was left in ditches. This cause some expensive and unplanned repairs - $1000 for a seal on the deck and $600 for a bearing. They are struggling to keep the mowers going.

Mr. Cavanagh brought up an expiring levy and thought they should start talking about a renewal levy that brings in $275,000 at full collection, which is about 1/5 of the improvement budget every year. The Township spends between 1.2 and 1.4 million dollars for improvements and resurfacing of roads.

Motion made by Patrick J. Cavanagh, seconded by Michael S. Troyan to start the paperwork for a one mill renewal levy for improvements and resurfacing of roads.

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

Mr. Davis presented the Trustees with some questions about more than one cremains internment in one plot. Currently, the charge for an internment was $250, or $350 after 2:30 pm, or on the weekends. The cemetery sexton received questions from residents about the internment of more than one cremains in one plot. The Trustees discussed costs and Mr. Troyan reminded everyone that the cemetery was not a profit center – the Township was just trying to cover costs, and more than one internment in a grave will cost more money – as the internments could be in different places or have larger areas. Mr. Cavanagh suggested that more than one internment in a grave be noted as a separate transaction, to keep a paper trail. Mr. Davis thought the locations could also be added in the ADP cemetery software.

Motion made by Riley Davis, seconded by Michael S. Troyan, to keep the current price of a single cremains internment at $250; $350 after 2:30 p.m. on weekdays or weekends. There will be an additional fee of $100 for any additional internment in the same gravesite, at the same time.

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

Mr. Davis reported that ADP, along with consulting the Prosecutor's office, the Board of Trustees take formal action authorizing ADP to implement a migration plan regarding Ms. Dolezal's email and file access of:

1) Converting or replacing the existing Admin distribution list with a shared mailbox.
2) Restoring and preserving Ms. Dolezal's mailbox contents with the shared mailbox.
3) Grant shared mailbox access to the staff designated by Mr. Davis.
4) Migrate all files from Ms. Dolezal's C: drive and One Drive to a SharePoint site.
5) Grant SharePoint access to the individual designated by Mr. Davis.

Motion made by Riley Davis, seconded by Michael S. Troyan to authorize ADP to perform the 5 tasks (listed above). Mr. Davis will notify ADP tomorrow to begin the process.

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

Mr. Davis followed up on Town Hall construction; demo has begun. A problem came up. Underneath the doorframe, the main headers or joists took on years and years of water, which attracted carpenter ants and now there is severe carpenter ant damage. Mr. Davis read the proposal #2204 dated May 18, 2026, from Caves Road Construction, which outlined the repairs that would be necessary. The repairs total $3,575.00. Mr. Davis went to the building and inspected it himself, as well as taking video and noted the damage was pretty extensive. He felt there weren't a lot of options without taking care of this damage first that was buried beneath 100 years of history.

Motion made by Riley Davis, seconded by Michael S. Troyan to approve payment to Caves Road Construction Co. Inc., in the amount of $3575.00 for the demolition of the stone foundation and wood beams, adding rebar and pouring a concrete footer to build a block wall under the front entry, laying block under the front door and wing wall on the sides of the front door and replacing the wood supports under the front door and wing walls, also adding treated lumber for support.

Discussion: An audience member asked if an exterminator would come and treat the facility. Mr. Davis felt the problem was isolated, as water damage invited the ants. The water just sat against the wood; it was never flashed. Mr. Cavanagh thought it was a good idea to follow up with an insect treatment and gave Mr. Davis the name of an exterminator they used.

Audience member Dennis Bergansky asked if the additional repairs would be covered by insurance. Mr. Davis explained the Township accepted and closed the transaction with the insurance company before really digging into the ADA upgrades, so the taxpayers were on the hook. Mr. Davis said if this were to happen again, it would be handled differently – they would look at what the total true cost would be.

Mr. Davis addressed the door at Town Hall and said the ADA door should have been rolled into these costs as well. He felt if things were done differently, they might have picked up another $14,000 from the insurance company to cover the door and the proper ADA upgrades. In talking with the contractor, he felt that with the time frame and the way it was done - he didn't think it was feasible at this point to try and adjust it a year later.

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

Mr. Davis previously spoke about upgrading the door to Town Hall as well. The current door does not work with ADA, because there was a center bar, and the door was too narrow to get a wheelchair through. The original quote for the door was $5400. To add a left-hand outswing door with panic hardware, it increased the price by $650 for a new total of $6,021.50. The contractor would prefer to perform this job at the same time because they will be lifting the building slightly, re-blocking it, matching the door frame, etc. It would make the job a lot more seamless to do it at the same time. The door will take about 3 weeks to order.

Motion made by Riley Davis, seconded by Michael S. Troyan to proceed with a new ADA compliant and upgraded entrance door at Town Hall.

Discussion: Mr. Troyan said they did not have a lot of choice in the matter and Mr. Cavanagh agreed, and said the building needed to be put back in place.

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

Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since May 4, 2026 - listing 9 electronic payments processed for $34,717.65 and 18 warrants processed for $11,999.58, totaling $46,717.23.

Mr. Matsko shared that on the first day of her job, Administrative Assistant Christine Blaser noticed a discrepancy on the form for the Auburn Community Park Pavilion registration, and the form that was on the clipboard. The registration form had two different refundable damage deposit fees, the header said $150 and the body said $175. Mr. Matsko noted the fees for the pavilion were not listed in the Organizational meeting minutes. The fees were listed for Adam Hall and Town Hall, but not the pavilion.

Motion made by Michael S. Troyan, seconded by Patrick J. Cavanagh, to set the fee of $175 for the refundable deposit damage fees for the Auburn Community Park Pavilion.

Discussion: Mr. Cavanagh agreed that the Pavilion fees should have been added to the organizational meeting minutes, and thought the rental was started when Mr. Eberly was on the Board of Trustees, when it was added.

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

OLD BUSINESS:

NOPEC Energizing Grant ($14,369.00) – put on the agenda as simply a reminder. No action taken.

The Patio Bar & Grill – Agreed Judgement Entry Update. Mr. Troyan gave copies of the agreed judgement entry to the Trustees and asked for their comments. Mr. Cavanagh asked if the music and/or hours changed and Mr. Troyan said no. Everything would stay the same with the exception of the fencing. Mr. Troyan read an excerpt from the letter written by J. Jared Flynn, esq., attorney for The Patio Bar & Grill, regarding the modified judgement entry proposal:

- "My client will agree to construct a six-foot (6') high board-on-board fence with a length of approximately one hundred twenty-five feet (125') along the western portion of the property."
- "If desired by the property owner to the north of the property, my client will agree to construct a six-foot (6') high board-on-board fence approximately with a length of approximately one hundred seventy-two feet (172') along the northern border of the property."
- "My client will agree to designate the paved parking area adjacent to the building on the east side of the building for "deliveries only" by placing signage in the area indicating such area is "for deliveries only."

Mr. Troyan said they wanted to get the cars out of the right of way, and Mr. Cavanagh noted that the Township had a road survey done after this came to light, and the Township's right of way goes right up to that building. Mr. Cavanagh said they knew it was close, but not that close, and they would like to eliminate that parking that is on the Township right of way.

Mr. Cavanagh noted this was 'extra zoning' – this was a judgement entry because a six-foot-high board-on-board fence was not allowed in any district per the Auburn Township zoning resolution. Mr. Cavanagh thought this would work to the residents' benefit. Resident Susan Shukaitis asked if this fence would be on the property line and Mr. Troyan said it should be close.

Mr. Troyan went over the procedures if the judgement entry was modified. The starting point would be for Mr. Flynn to reach out to Mr. Troyan, as The Patio was initiating the judgement entry modification. Then, there would need to be an agreement between the parties to amend the agreed upon judgement entry. Amendment terms would need to be finalized and documented. A public notice period would follow, followed by a sign-off of a judge. The judge would also have to meet with the Trustees in an Executive session as well.

Mr. Troyan asked the Trustees if they should proceed with the proposed amended judgement entry. Mr. Cavanagh thought it was an improvement to what was there now. Mr. Troyan thought it would be better for everybody involved, it would be safer, cars would be off of the right of way.

Mr. Cavanagh addressed Mrs. Shukaitis and said when fences were installed, they usually set them back from the property line slightly, so they can be maintained.

Mr. Troyan noted there would be a public hearing before anything was finalized.

Discussion ensued between Ms. Shukaitis and the Trustees regarding the proposed amended judgement entry. Issues discussed were smoking, the garage doors, picnic tables/play areas.

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Mr. Cavanagh noted that the parties who agreed to the current judgement entry was years ago, and all of those people are now gone; replaced with new people. The new people were not aware of things that were negotiated by their predecessors.

Motion made by Michael S. Troyan, seconded by Patrick J. Cavanagh, to contact the attorney for The Patio Bar & Grill, and let him know that the Board of Trustees of Auburn Township are amenable to the agreement, at least in the short term – enough to contact the Prosecutor and start the process of the modified judgement entry for the additions of his letter dated April 24, 2026.

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

Mr. Troyan will contact Ms. Jane Hardy and let her know the decision of the Board of Trustees.

NEW BUSINESS:

KCE Board opening / Auburn Representative – Bergansky or Chaney

Mr. Troyan said he would recuse himself from voting for either of the 2 candidates, as Mr. Chaney was one of his neighbors.

Mr. Chaney and Mr. Bergansky each introduced themselves to the Board of Trustees, gave a short resume history and stated why they would be good candidates.

Mr. Cavanagh stated Mr. Bob Ford's departure from the KCE Board left big shoes to fill as he was on the Board for at least 20 years and did a phenomenal job.

Mr. Davis said he had no say whatsoever at the Organizational Meeting in January 2026, and he really didn't have anything to say at this time other than if he did have any input, he was supporting Mr. Bergansky at that time. Mr. Davis said he did not expect Mr. Troyan to recuse himself, so his opinion still stood from January.

Motion made by Patrick J. Cavanagh and seconded by Riley Davis to appoint Dennis Bergansky to the KCE Board as the Auburn Township representative.

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

Mr. Cavanagh addressed Mr. Chaney and hoped he stayed involved. He knew he had been coming to meetings, and thought he was a known friend and trusted agent. Mr. Chaney appreciated his comments.

Mr. Matsko reported that he and Mr. Davis went to The Mercantile ribbon-cutting ceremony last week, and it was very well attended. Mr. Matsko reported that the Board of Trustees were invited, and Keith Blaser went as a representative from the Auburn Fire Department. There was a proclamation from the office of David Joyce.

Mr. Davis informed everyone that the meeting tonight was being recorded and was being live streamed on YouTube. To find the meeting, you would go to YouTube - the username was @auburntwp, and click on the Auburn Township logo to view the meeting. The comments were turned off. Mr. Davis would appreciate any feedback. He noted this was an improvement, and the Jones did not have their camera there tonight – they entrusted Auburn Township to take the reins.

Action from May 4, 2026, Executive session

Mr. Troyan said they did not take any action during the Executive Session of May 4, 2026, because they said they would not do any additional business, and they did not. On the recommendation of the Prosecutor's Office, they will do no more than suspend Ms. Dolezal with pay to ensure her due process rights are protected.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to recommend to suspend Ms. Dolezal with pay to ensure her due process rights are protected.

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

Motion made by Michael S. Troyan and seconded by Riley Davis to authorize Fiscal Officer Dan Matsko to allocate remaining vacation and accrued sick time to the balance of scheduled workdays remaining until the retirement date of June 1, 2026, retroactive to May 4, 2026.

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

Mr. Cavanagh reported that the annual lunch for Auburn Alumni was held yesterday at Adam Hall. He added that Adam Hall has been hosting the event since the Community Church closed its doors, and he thought maybe 75 people attended the event. Mrs. Patti Phillips kept that ball rolling, and it was a nice event.

Mr. Troyan read the Save the Dates, and Mr. Cavanagh addressed Mr. Matsko and said they spoke earlier about adding temporary help for the cleanup day event; they are hoping for two people. The pay will be $20 per hour; it would be seasonal help through the Saturday of cleanup day. Mr. Matsko agreed.

Motion made by Patrick J. Cavanagh and seconded by Michael S. Troyan for authorizing temporary/seasonal help at the rate of $20 per hour for cleanup day.

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 8:25 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

June 1, 2026
Date