RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP Meeting

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

BOARD OF TRUSTEES

Held REGULAR MEETING MINUTES 20

Tuesday, September 8, 2026

1. Meeting Information

Date:	Tuesday, September 8, 2026
Regular Meeting Called to Order:	Approximately 7:01 PM, by Chairman Michael S. Troyan
Meeting Adjourned:	Approximately 9:27 PM
Location:	Auburn Township Administration Building
Trustees Present:	• Michael S. Troyan, Chairman • Patrick J. ("PJ") Cavanagh, Trustee • Riley Davis, Trustee
Also Present (Officials/Staff):	• Daniel J. Matsko, Fiscal Officer • Frank Kitko, Zoning Inspector • Keith Blaser, Auburn Fire Department
Guest Presenters:	• Jennifer Jones, Geauga-Trumbull Solid Waste District • Vik Sandhu, candidate for State Representative, Ohio's 35th House District (listed on the agenda; did not attend)
Members of the Public (identified by name in the record):	Jim Pemberton, Patti Phillips, Deb Standley, Mr. Standley, Michael Cardaman, Ted Mroz, and other unidentified residents.

2. Call to Order and Pledge of Allegiance

Chairman Michael S. Troyan called the regular meeting to order at approximately 7:01 PM and invited Tom Jones to lead the Pledge of Allegiance.

3. Guest Presentations

Jennifer Jones, Geauga-Trumbull Solid Waste District

Ms. Jones addressed the Board regarding the rising cost of operating the District's drop-off recycling sites (12 sites in Geauga County; annual processing budget increasing from approximately $550,000 in 2019 to a budgeted $1.05 million this year) and presented curbside recycling, bundled with a single-hauler bid for Township trash service, as a lower-cost alternative that could reduce resident trash/recycling costs, reduce road wear from multiple haulers, and allow the District to continue funding grant programs (e.g., tire disposal, household hazardous waste) without raising fees. She described the general bid process and timeline (approximately one year from decision to service start), offered to provide sample bid-packet documents and legal-review assistance, and invited the Board to hold a follow-up meeting or subcommittee discussion. She noted that a typical contract runs three years with two optional renewal years, and that no Geauga County township currently uses this model, though some Trumbull County townships do. Trustee Cavanagh and Fiscal Officer Matsko raised questions regarding hauler selection, customer service, and Ohio Revised Code bidding requirements. No formal action was taken.

She announced a special County-wide tire collection day planned at the Geauga County Fairgrounds (date to be finalized) in addition to the Township's existing annual cleanup-day tire grant.

Vik Sandhu, Candidate, Ohio 35th House District

Mr. Sandhu was listed on the agenda as a guest but was not present for the meeting. Chairman Troyan noted the presentation would be rescheduled.

4. Minute Approval

Special Meeting of August 17, 2026

Fiscal Officer Matsko summarized the special meeting, noting that the Board had gone into executive session (attended by Mr. Matsko, Assistant to the Fiscal Officer Lorraine Sevich, and Kristen Rine of the Geauga County Prosecutor's office), come out of executive session at 7:00 PM, and adjourned the special meeting at 7:01 PM.

Trustee Troyan moved to approve the minutes of the August 17, 2026, special meeting. **(see Motion #1 in Section 12.)**

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

Held _____ 20 _____

Regular Meeting of August 17, 2026

With no comments or corrections offered, Trustee Troyan moved to approve the minutes of the August 17, 2026, regular meeting. **(see Motion #2 in Section 12.)**

Special Meeting of August 31, 2026

Fiscal Officer Matsko summarized the special meeting as also consisting of an executive session followed by adjournment.

The Board moved to approve the minutes of the August 31, 2026, special meeting. **(see Motion #3 in Section 12.)**

5. Scheduled Reports

Frank Kitko, Zoning Inspector

Mr. Kitko reported August zoning activity, including two denials of development plan reviews; permits granted for two residential accessory buildings over 200 square feet, one addition, two decks, two fences, one patio, one remodel, one temporary building construction, and two new single-family dwellings (bringing the year-to-date total to ten); one swimming pool permit; and two variances and/or conditional uses; for a total of 17 zoning permits and applications processed in August.

Mr. Kitko advised the Board of an ongoing dispute in the Regal Place subdivision (off Valley Road) involving a resident who breeds Doberman Pinschers. He explained that under the Ohio Revised Code, dog kennels are classified as agricultural use and are exempt from zoning regulation; while townships may regulate agricultural use within a subdivision, that authority applies only where a subdivision contains 15 or more sublots, and Regal Place does not meet that threshold. As a result, the Zoning Department has no authority to act on resident complaints regarding the dogs, and affected residents have been advised to contact the Sheriff's office or dog warden regarding specific incidents. Mr. Kitko noted the Board may receive resident calls on the matter, and Trustee Davis and resident Michael Cardaman asked clarifying questions regarding the applicable subdivision-size threshold and noise-related enforcement options. No Board action was taken.

Cemetery Report (August 2026)

The Cemetery Report for August 2026 was presented (read into the record by Trustee Davis on behalf of the Sexton) and reflected the following:

- Zero interments during the month.
- One outstanding headstone footer request, pending ground settling.
- One headstone approval (Stankus), via Sheffield Monuments.
- One gravesite sold on 8/5/2026 — Shadyside, Section 7, Lot 318, Grave A.
- No groundwork was performed during the month.
- One veteran medallion placed, for John C. Semall, Section 6, Lot 256, Grave C.
- The Sexton continues researching portable headstone leveling systems to address grave settling.
- A resident, Sarah Day, called requesting research assistance regarding Zilpha Briggs (Bingham), interred in Mapleshade Cemetery in 1866; the prior Sexton's records, currently held in the Fiscal Officer's office, will need to be relocated to the Road Department for further research.
- The Township is awaiting a response from Johns-Carabelli-Semerano Monuments regarding a purple heart embellishment reported stolen from a monument (David M. Lacey) near the flagpole in Mapleshade Cemetery.
- The Sexton, through Lorraine, suggested purchasing a fireproof file cabinet for cemetery paper records not slated for digitization.

Following discussion of storage needs for cemetery deed books and related paper records, the Board discussed purchasing two fireproof safes/cabinets — one for the Fiscal Officer's office and one for the Road Department — and agreed to a not-to-exceed budget.

Trustee Davis moved to set a budget of $500 or less to purchase two fireproof safes for cemetery records. **(see Motion #4 in Section 12.)**

Trustee Davis then read into the record a proposal, prepared by the Sexton, recommending the Township adopt a formal policy and standard form governing cemetery burial-right (deed) transfers,

together with an administrative processing fee. Discussion followed regarding an appropriate fee amount, with figures ranging from $20 (Trustee Cavanagh) to an amount reflecting the Township's actual administrative cost (Chairman Troyan and Fiscal Officer Matsko); no fee amount was adopted. The Board agreed it was prudent to first research how other Geauga County townships handle deed transfers before adopting a policy and agreed to place the item on a future agenda for further discussion; no formal motion was made.

In connection with the proposed deed-transfer form, which includes a notary block, Trustee Davis raised the possibility of Administrative Assistant Christine Blaser becoming a notary public, noting it is common practice for townships to cover the associated fees.

Trustee Davis moved that, if Ms. Blaser chooses to pursue it, the Township support her becoming a notary public for the State of Ohio through Geauga County, with the Township covering associated costs (application, fees, and a stamp/seal kit) up to a budget of $300 and covering renewal fees at the four-year renewal. **(see Motion #5 in Section 12.)**

6. Trustee and Fiscal Officer Reports

Patrick J. Cavanagh

Trustee Cavanagh reported the Road Department responded to multiple storm-related tree-down calls over the preceding weekend, including one large tree that required cutting and removal rather than being pushed off the roadway. He reported resident inquiries regarding non-functioning intersection streetlights (Messenger and Stafford, reported and since repaired; Derbyshire and State Route 44, reported) and noted Administrative Assistant Christine Blaser would post a request on the Township's Facebook page asking residents to report suspected streetlight outages. Discussion followed clarifying that the Township is financially responsible for lighting at intersections involving Township roads, but not for lights solely on state or county roads.

Trustee Cavanagh reported that, for approximately the fourth or fifth consecutive meeting, the Township has purchased replacement parts for the roadside mower due to chronic seal, hydraulic-motor, and pump issues, and stated the Board will investigate replacing the unit rather than continuing to repair it. He also reviewed the Township's streetlight and electric costs (approximately $670 per month combined) and noted no unexplained increases at this time.

Riley Davis

Trustee Davis read into the record a thank-you letter from Gail Prunty of the Geauga Soil and Water Conservation District, dated August 25, 2026, thanking the Township for hosting the District's 2026 chainsaw safety classes at Adam Hall and for waiving the facility rental fee and deposit, including use of Shadyside Cemetery trees for hands-on instruction.

Trustee Davis gave an extended report on recurring ice-damming and water-intrusion damage at the main hall roof at Adam Hall, attributing the problem to inadequate roof ventilation dating to the building's original construction and subsequent additions. He presented a proposal from a local roofing contractor to install a "cold roof" system — insulated, ridged plywood beneath new roofing designed to maintain a uniform roof-deck temperature and eliminate ice damming — over the approximately 120 linear feet of roof (the west and east sides of the main hall) where the leaking occurs, at an estimated cost of approximately $76,000, which he stated is within the Township's currently budgeted roof funds; a full building re-roof was estimated at roughly $150,000, which is not currently budgeted.

Trustee Cavanagh raised concerns that the contractor who provided the estimate had performed free work for the Township in the past and that proceeding without a competitive bid process could create the appearance of a conflict of interest, particularly given that the Prosecutor's office had not been consulted in advance; he stated he could not support a partial (half-building) repair and preferred either a full re-roof through a competitively bid, project-managed process or continuing with the current contractor for the full project. Trustee Davis responded that the building has been actively leaking and causing ongoing interior damage, that funds are not currently budgeted for a full re-roof, and that the proposed partial repair addresses 100 percent of the area causing the leak. Resident Ted Mroz asked whether Geauga County has an established bid process the Township could follow; Trustee Cavanagh noted Ohio Revised Code bid-threshold requirements apply above approximately $81,000. Chairman Troyan read into the record correspondence from Assistant Prosecutor Kristen Rine (dated July 21, 2026) advising that, among other things, a company that provided an estimate for a project generally should not also be permitted to bid on and be awarded that same project and recommending that if a bid process may be needed, the Township obtain sample bid documents from other townships and involve the Prosecutor's office before proceeding.

After extended discussion, the Board agreed to pursue additional quotes from other qualified contractors for the roof-repair scope of work (rather than proceeding solely with the original contractor) via the Township's Facebook page and website, with the goal of completing at least the affected sections before winter; if quotes exceed the Ohio Revised Code bid threshold, the Township will proceed to a formal bid process through the County and Prosecutor's office.

Chairman Troyan moved to post a description of the Adam Hall roof-repair project on the Township's Facebook page and website to solicit additional contractor quotes. **(see Motion #6 in Section 12.)**

Resident Deb Standley raised a longstanding soffit issue near the Town Hall entrance, which Trustee Davis agreed to inspect.

Trustee Davis reported on the status of the MacWhinnie dwelling zoning matter. Chairman Troyan summarized correspondence from the Geauga County Planning Commission confirming the Township's zoning definitions are consistent with the County's model definitions, and noting the Township's Prosecutor's office had advised the Planning Commission should not weigh in further on what may become a legal matter. Chairman Troyan recommended the Township take no further legal action given the cost (potentially $50,000 or more) and uncertain outcome and stand down absent new developments; the Board was in general agreement not to spend additional funds beyond the approximately $3,500 already spent of the $5,000 previously budgeted. No formal motion was made; Fiscal Officer Matsko agreed to provide a report on remaining budgeted funds at the next meeting.

Trustee Davis reported he has drafted job descriptions for all Township positions, including the Fire Prevention Officer position (currently the Township's only salaried position without a job description or timesheets), and will email them to the Board for review; he noted the review would tie into the Board's January organizational meeting discussion of salaries. No formal motion was made; the item was referred to a future meeting for line-by-line review. Resident Deb Standley asked whether affected employees had been consulted on their draft job descriptions; Trustee Davis indicated he had not yet done so for all positions.

Trustee Davis raised the topic of a Township/Fire Department financial audit, referencing issues recently reported at the Hamden Township Fire Department and noting Newbury Township (which he described as structured similarly to Auburn's fire department) is pursuing an audit. Keith Blaser, representing the Auburn Fire Department Corporation, explained that the roughly $32-per-hour figure budgeted in the fire contract covers a Fire Department representative's time facilitating a third-party audit, not the audit itself; that the Corporation's current accounting vendor does not perform audits or reviews; and that the Corporation has not conducted an internal financial audit in approximately two years. Resident Patti Phillips, who has nonprofit audit experience, estimated a financial (non-forensic) audit could range from approximately $8,000 to $25,000 depending on scope. Fiscal Officer Matsko offered to provide contact information for the Township's outside auditor, Charles E. Harrison Associates. No formal motion was made; the Board agreed to continue researching cost, scope, and timing at a future meeting.

Trustee Davis reported the broken fencing at Adam Hall has been fully replaced by Auburn Fence for $2,910.

Trustee Davis presented two design options for reconfiguring Town Hall parking to allow vehicles to pull forward out of parking spaces rather than backing into traffic, including updated handicap-accessible spaces, bump stops, signage, and a designated snow-removal area, and stated he expects to obtain contractor quotes by the next meeting. He also proposed adding crosswalk signage/markings between the Administration Building parking area and Town Hall, to be incorporated into forthcoming correspondence to the Ohio Department of Transportation (ODOT).

Trustee Davis reported he has substantially completed an "Auburn Corners Improvement" submission to ODOT's District safety engineer requesting a speed-corridor study on State Route 44, review of crosswalks and flashing/solar beacons, and right-of-way permission for future Township sidewalks, and will email the completed package to the Board for review and signature before submission. Because two of the relevant roads are county roads, the Board agreed that a related right-of-way request should be sent separately to the Geauga County Engineer's Office rather than to ODOT.

Resident Deb Standley raised a safety concern regarding the height of the handrail on the Administration Building's new accessible ramp. Trustee Davis responded that the rail height was reviewed and required for ADA/wheelchair compliance. Trustee Davis also stated he intends to personally donate funds toward an additional handrail, subject to review by the Auditor of Public Accounts (APA); no Township funds were requested, and no formal motion was made.

Fiscal Officer Matsko raised the possibility of leasing automated external defibrillators (AEDs) for Township buildings rather than purchasing them; Christine Blaser will research leasing/maintenance options and report back at a future meeting.

Daniel J. Matsko, Fiscal Officer

Mr. Matsko reported that, over the three weeks since the last meeting, the Township processed 13 electronic payments totaling $86,560.33 and 22 warrants totaling $526,778.11, for a combined total of $613,338.44. He noted two large payments included in that total: the third and final contract payment to the fire department, in the amount of $380,873.18, and an invoice from Judco for the Township's new road department truck, in the amount of $131,870.00 (including certain winter-equipment add-ons), which was expected to be delivered that week.

Mr. Matsko reported the Township's banking relationship transitioned from Middlefield Bank to Farmers Bank on August 21, 2026, following Farmers Bank's acquisition of Middlefield Bank. As of the August 21, 2026, reconciliation, the Township held $371,864.83 in its checking account and $1,322,092.06 in its Star Ohio account. As of the August 31, 2026, reconciliation — reflecting receipt of the Township's property tax advance from the County of approximately $1.4 million — the Township held $1,008,574.51 in checking and $1,326,421.93 in Star Ohio, for a combined total of $3,183,873.39. He noted the transition to Farmers Bank, including remote deposit scanning and ACH payment setup, No formal motion to approve the payment listing was made or recorded in this meeting.

7. Old Business

NOPEC Energizing Grant ($14,369.00)

The item carried forward as a standing reminder that the Township has $14,369.00 in NOPEC Energizing Grant funds that must be spent. Trustee Davis indicated his intent to apply a portion of these grant funds toward the Adam Hall roof remediation project discussed in Section 6. No formal action was taken.

8. New Business

Geauga County Engineer's Address Recommendation

The Board considered the Geauga County Engineer's recommended address of 18185 Quinn Road for parcel 01-043490.

Chairman Troyan moved to approve the County Engineer's address recommendation of 18185 Quinn Road for parcel 01-043490. **(see Motion #7 in Section 12.)**

9. Public Comments

Public comment was received at several points throughout the meeting rather than solely during the designated Public Comments agenda item, during which no additional comments were offered. Comments included: resident Michael Cardaman's question regarding noise enforcement in the Regal Place subdivision dog-kennel matter (Section 5); resident Jim Pemberton's and Patti Phillips's questions regarding cemetery fireproof-cabinet costs and notary program costs, respectively (Section 5); residents Deb Standley, Mr. Standley, Ted Mroz, and Jim Pemberton's comments and questions on the scope, funding, and bidding process for the Adam Hall roof repair (Section 6); and resident Deb Standley's safety concerns regarding the accessible ramp handrail at the Administration Building (Section 6).

10. Announcements / Save the Date

- 09/10/2026 — Zoning Commission Meeting, Administration Building, 7:00 PM
- 09/21/2026 — Board of Trustees Regular Meeting, Administration Building, 7:00 PM
- 09/26/2026 — Fire Department Clambake, 6:00–8:00 PM (presale tickets only)
- 10/05/2026 — Board of Trustees Regular Meeting, Administration Building, 7:00 PM
- 10/08/2026 — Zoning Commission Meeting, Administration Building, 7:00 PM
- 10/12/2026 — Office closed for Indigenous People's Day (Columbus Day)
- 10/13/2026 — BZA Regular Meeting, Administration Building, 7:00 PM
- 10/19/2026 — Board of Trustees Regular Meeting, Administration Building, 7:00 PM

11. Adjournment

There being no further business, Chairman Troyan moved to adjourn the meeting. The motion was seconded by Trustee Cavanagh and carried unanimously. The meeting adjourned at approximately 9:27 PM. **(see Motion #8 in Section 12.)**

12. Summary of Formal Motions and Vote Outcomes

#	Motion	Moved / Seconded	Vote	Result
1	Approve the minutes of the Special Meeting of August 17, 2026.	Moved: M. Troyan Seconded: PJ Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
2	Approve the minutes of the Regular Meeting of August 17, 2026.	Moved: M. Troyan Seconded: R. Davis	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
3	Approve the minutes of the Special Meeting of August 31, 2026.	Moved: M. Troyan Seconded: PJ Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
4	Set a budget of $500 or less to purchase two fireproof safes for cemetery records.	Moved: R. Davis Seconded: PJ Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
5	Support Christine Blaser in becoming a notary public (Geauga County/State of Ohio), with the Township covering costs up to a $300 budget, including renewal fees.	Moved: R. Davis Seconded: PJ Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
6	Post the Adam Hall roof-repair project on the Township's Facebook page and website to solicit additional contractor quotes.	Moved: M. Troyan Seconded: R. Davis	Cavanagh — No Davis — Yes Troyan — Yes	Carried (2–1)
7	Approve the Geauga County Engineer's address recommendation of 18185 Quinn Road for parcel 01-043490.	Moved: M. Troyan Seconded: PJ Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
8	Adjourn the meeting.	Moved: M. Troyan Seconded: PJ Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried

13. Action Items

The following items were identified during discussion as requiring follow-up. Deadlines reflect dates or timeframes stated in the meeting record; where no specific date was given, the item is noted as "not specified."

Action Item	Owner	Deadline / Timing	Source
Research other Geauga County townships' cemetery deed-transfer policies and fee practices; bring findings to the Board.	R. Davis	Prior to next regular meeting (09/21/2026)	Cemetery Report

#	Motion	Moved / Seconded	Vote	Result
6	Post the Adam Hall roof-repair project on the Township's Facebook page and website to solicit additional contractor quotes.	Moved: M. Troyan Seconded: R. Davis	Cavanagh — No Davis — Yes Troyan — Yes	Carried (2–1)
7	Approve the Geauga County Engineer's address recommendation of 18185 Quinn Road for parcel 01-043490.	Moved: M. Troyan Seconded: PJ Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
8	Adjourn the meeting.	Moved: M. Troyan Seconded: PJ Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried

13. Action Items

The following items were identified during discussion as requiring follow-up. Deadlines reflect dates or timeframes stated in the meeting record; where no specific date was given, the item is noted as "not specified."

Action Item	Owner	Deadline / Timing	Source
Research other Geauga County townships' cemetery deed-transfer policies and fee practices; bring findings to the Board.	R. Davis	Prior to next regular meeting (09/21/2026)	Cemetery Report
Purchase two fireproof safes/cabinets for cemetery paper records (budget $500 or less).	Fiscal Officer's office / Sexton	Not specified	Cemetery Report (Motion #4)
Continue research on portable headstone leveling systems and bring a proposal to the Board.	Sexton (Mark)	Not specified	Cemetery Report
Relocate prior Sexton's cemetery records from the Fiscal Officer's office to the Road Department and research the Zilpha Briggs (Bingham) inquiry.	Fiscal Officer's office / Sexton	Not specified	Cemetery Report
Follow up with Johns-Carabelli-Semerano Monuments regarding the stolen purple heart embellishment (David M. Lacey monument).	Sexton	Pending vendor response	Cemetery Report
If she chooses to proceed, complete notary public application/training for Christine Blaser (Township to reimburse costs up to $300).	C. Blaser / Fiscal Officer's office	Not specified	Cemetery Report (Motion #5)
Obtain additional contractor quotes for the Adam Hall roof repair ("cold roof" remediation) via Facebook/website posting; report back to the Board.	R. Davis	Several weeks; before winter	Trustee report — R. Davis (Motion #6)
Provide Trustee Davis full administrative access to the Township Facebook page to post the roof project.	M. Troyan / C. Blaser	Not specified	Trustee report — R. Davis

RECORD OF PROCEEDINGS

Minutes of Meeting

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

Held _____ 20 _____

Action Item	Owner	Deadline / Timing	Source
Report back on remaining budgeted funds for the MacWhinnie dwelling legal matter.	D. Matsko	Next regular meeting	Trustee report — R. Davis
Email draft job descriptions for all Township positions (including Fire Prevention Officer) to the Board for review.	R. Davis (draft); Board (review)	Next regular meeting	Trustee report — R. Davis
Research fire department financial audit cost, scope, and timing; provide auditor contact information (Charles E. Harrison Associates) to K. Blaser.	D. Matsko / K. Blaser	Not specified	Trustee report — R. Davis
Obtain contractor quotes for reconfigured (pull-through) Town Hall parking, including handicap-accessible spaces.	R. Davis	By next regular meeting (09/21/2026)	Trustee report — R. Davis
Incorporate crosswalk signage request into the ODOT/Auburn Corners submission.	R. Davis	With ODOT package	Trustee report — R. Davis
Email the completed Auburn Corners/ODOT improvement package (speed study, crosswalks, sidewalk right-of-way) to the Board for review and signature; send a separate right-of-way request letter to the Geauga County Engineer's Office.	R. Davis / Board	Next regular meeting (review), then submit	Trustee report — R. Davis
Research leasing options for AEDs in Township buildings; report back to the Board.	Fiscal Officer's office / C. Blaser	Not specified	Trustee report — D. Matsko
Post reminder on Township Facebook page asking residents to report suspected streetlight outages.	P. Cavanagh / C. Blaser	Not specified	Trustee report — P. Cavanagh

Minutes prepared from the official meeting agenda, cemetery report, and audio/video transcript of the September 8, 2026, regular meeting of the Auburn Township Board of Trustees. Subject to approval by the Board at a subsequent meeting.

Daniel J. Matsko

Daniel J. Matsko, Fiscal Officer

Michael S. Troyan, Chairman

Riley Davis

Riley Davis, Trustee

Patrick J. Cavanagh, Trustee

Sept 21, 2026

Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Tuesday, September 8, 2026

7:00pm CALL TO ORDER:
- Chairman Michael S. Troyan

PLEDGE OF ALLEGIANCE

GUEST: Jennifer Jones, Geauga-Trumble Solid Waste District
Vik Sandhu, Candidate for State Representative in Ohio's 35th House District.

MINUTE APPROVAL: Special and Regular Meeting 08/17/2026
Special Meeting 08/31/2026

SCHEDULED REPORTS:
- Frank Kitko, Zoning Inspector
- Cemetery Report

TRUSTEE & FISCAL OFFICER REPORTS:
- Patrick J. Cavanagh
- Riley Davis
- Daniel J. Matsko, Fiscal Officer

OLD BUSINESS:
- NOPEC Energizing Grant ($14,369.00)

NEW BUSINESS:
- Geauga County Engineer's address recommendation of 18185 Quinn Rd for parcel 01-043490

PUBLIC COMMENTS

SAVE THE DATE:

09/10/26 - Zoning Commission Meeting, Admin Building 7:00pm
09/21/26 - Board of Trustees Regular Meeting, Admin Building 7:00pm
09/26/26 - Fire Department Clambake 6:00pm to 8:00pm Call 440-343-0054 or 216-375-1218 for tickets – presale only
10/05/26 - Board of Trustees Regular Meeting, Admin Building 7:00pm
10/08/26 - Zoning Commission Meeting, Admin Building 7:00pm
10/12/26 - Office will be Closed for Indigenous People's Day (Columbus Day)
10/13/26 - BZA Regular Meeting, Admin Building 7:00pm
10/19/26 - Board of Trustees Regular Meeting, Admin Building 7:00pm

AUBURN TOWNSHIP

Auburn Township Board of Trustees

Meeting Attendance Sheet

September 8, 2026

Please Sign in

	Print Name	Resident	Non-Resident
1	Tom + Diane Jones	✓	
2	Jenn Jones - Geauga-Trumbull SWMD		✓
3	Patti Pulliam	✓	
4	John Talbott	✓	
5	Kim Kraft		✓
6	Karen Kovach	✓	
7	Deb Standley	✓	
8	Jim Pemberton	✓	
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AUBURN TWP ZONING REPORT

AUGUST 2026

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions													
Amendment													
Billboard													
Commercial Additions													
Comm Fence													
Comm New													
Comm Remodel			1										1
Comm Sign				3		1							4
Comm Sub Lease,													
Use Change													
Culvert/Ditching													
Dev Plan Review													
Denial	4	3	1	2		3	2	2					17
Duplex													
Ind Addition, Exist.Use													
Ind Use Change, SubLease													
Ind Fences													
Ind Remodeling													
Ind New Structure													
Ind Non-Res. Permitted													
Ind Sign													
Lake													
Land Use Plan, Dev activities													
Pond													
Res Acc Bldg Under 200													
Res Acc Bldg Over 200 sf			5	2	1	1	2	2					13
Res Addition		3		1	1	2	1	1					9
Res Deck		2	1	1			4	2					10
Res Fences	2	1		2	1			2					8
Res Interior Completion													
Res Other													
Res Patios						1		1					2
Res Remodel				1				1					2
Res Signs													
Res Signs Temp													
Res Signs Temp Bldg Const								1					1
Res Signs S/D													
Res Demolition	1												1
Single Family Dwelling	1	1	1		1	3	1	2					10
Swim Pool Above Ground													
Swim Pool In Ground			1			1		1					3
Transient Vendor													
Variance/Cond Use/	4	5	1	5		2	2	2					21
Voided Receipts/Copies/Other				2			2						4
TOTALS	12	15	11	19	4	14	14	17					106

CEMETERY REPORT AUGUST 2026

0 INTERMENTS

Still have 1 headstone footer request (GROUND NEEDS TO SETTLE)

1 Headstone approval (Stankus)Sheffield monuments 440-247-8140

1 GRAVESITE SOLD 8-5-2026 Shadyside- Section 7 lot 318 grave A

NO GROUND WORK PERFORMED

1 VETERAN MEDALION PLACED FOR JOHN C SEMALL Sec 6 Lot 256 Grave C

Still researching portable headstone leveling systems

One phone call from a Sarah Day requesting any and all information regarding a Zilpha Briggs (Bingham) buried in Mapleshade cemetery in 1866. Informed her it would take some time to research the previous sextons records (currently located in the fiscal officers office) will need to relocate those records to road department to further investigate.

Waiting to hear back from Johns-Carabelli-Semerano Monuments regarding a purple heart embellishment stolen from a monument in Mapleshade cemetery next to flag pole (David M Lacey)

Lorraine suggested purchasing a fire-proof file cabinet for the paper records in Dans office considering they wont be digitized. I'm shopping around for a used option.

To AUBURN TOWNSHIP TRUSTEES; 8-17-2026

I believe it is in the best interest of the township to adopt a policy regarding cemetery deed Transfers. The deeds state that the township GRANT, BARGAIN, SELL and CONVEY to (name on deed) and HEIRS burial rights forever of listed grave site. In the event a deed holder or heir wishes to transfer burial right ownership to someone else (family or not) a new deed would need to be printed and the original deed voided. I also recommend adopting a deed transfer form. I've provided one I located online. My research found that fees for this range anywhere from $20 to $150 for administration and processing. Trustees can decide on the fee amount.

Thank You; Mark Sturm (sexton)

AUBURN
TOWNSHIP

Auburn Township
Lot Transfer Form

KNOW ALL MEN BY THESE PRESENTS:

That I/We, _____

residing at _____ *of the City of* _____

County of _____ *and State of* _____

do hereby agree to transfer ownership of the following gravesite(s)

Section: _____ Lot: _____ Grave(s): _____ Original Purchase Price: _____

Located in _____ *Shadyside Cemetery, 11725 Washington St., Auburn Township, OH 44023*

_____ *Maple Shade Cemetery, 17711 Auburn Rd., Auburn Township, OH 44023*

To _____

residing at _____, *of the City of* _____

County of _____, *State of* _____ *and Zip Code of* _____.

Signed this _____ *day of* _____, _____

_____ _____
Signature Phone Number

_____ _____
Signature Phone Number

IN WITNESS WHEREOF, *I have hereunto set my hand and seal this*

_____ *day of* _____, _____

_____
Notary Public's Signature

Notary Seal

Auburn Township
11010 Washington St., Auburn Township, OH 44023
Ph (440) 543-7028 Fx (440) 543-9520
www.auburntownship.com

FISCAL OFFICER REPORT SEPTEMBER 8, 2026

Fiscal Officer Dan Matsko presented the payment list for payments processed since AUGUST 17, 2026.

PAYMENT LISTING

• 17 ELECTRONIC PAYMENTS PROCESSED:	$ 86,560.33
• 22 WARRANTS PROCESSED:	$ 526,778.11
TOTAL:	$ 613,338.44

Fiscal Officer Dan Matsko presented the AUGUST Bank Reconciliation and savings account balances.

SAVINGS ACCOUNTS AS OF AUGUST 21, 2026

• PRIMARY CHECKING ACCOUNT BALANCE:	$ 371,864.83
• STAR OHIO BALANCE:	$ 1,322,092.06
TOTAL:	$ 1,693,956.89

SAVINGS ACCOUNTS AS OF AUGUST 31, 2026

• PRIMARY CHECKING ACCOUNT BALANCE:	$ 1,857,451.46
• STAR OHIO BALANCE:	$ 1,326,421.93
TOTAL:	$ 3,183,873.39

Dan Matsko
9-8-26

Dan Matsko

Payment Listing

8/18/2026 to 9/8/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
217-2026	08/18/2026	08/20/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$115.93	C
218-2026	08/18/2026	08/20/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$148.10	C
219-2026	08/18/2026	08/20/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$208.87	C
220-2026	08/18/2026	08/20/2026	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	$16,838.62	C
221-2026	08/20/2026	08/21/2026	CH	AHOLA CORPORATION	$26,804.86	C
222-2026	08/21/2026	08/26/2026	CH	OHIO DEFFERRED COMPENSATION	$30.00	C
223-2026	08/21/2026	08/26/2026	CH	OHIO DEFFERRED COMPENSATION	$1,400.00	C
224-2026	08/21/2026	08/29/2026	CH	BURNHAM & FLOWER	$3,580.68	C
226-2026	08/28/2026	08/30/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$271.87	C
227-2026	08/31/2026	09/01/2026	CH	SPECTRUM	$108.72	C
228-2026	08/31/2026	09/01/2026	CH	BURNHAM & FLOWER	$696.64	C
229-2026	09/01/2026	09/04/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$118.62	O
230-2026	09/01/2026	09/04/2026	CH	HOME DEPOT	$190.80	O
231-2026	09/02/2026	09/04/2026	CH	SUN LIFE FINANCIAL	$233.74	O
232-2026	09/03/2026	09/04/2026	CH	AHOLA CORPORATION	$16,360.68	O
233-2026	09/03/2026	09/04/2026	CH	MEDICAL MUTUAL OF OHIO	$19,278.03	O
234-2026	09/04/2026	09/04/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$174.17	O
9372	09/08/2026	09/08/2026	RW	JOHN MANDATO	$300.00	O
9373	09/08/2026	09/08/2026	RW	LISA McMAHON	$300.00	O
9374	09/08/2026	09/08/2026	RW	JESSICA BOWERS	$175.00	O
9375	09/08/2026	09/08/2026	RW	THOMAS HRABAK	$175.00	O
9376	09/08/2026	09/08/2026	AW	AUBURN FENCE CORP.	~~$2,910.00~~	O
9377	09/08/2026	09/08/2026	AW	AUBURN VOLUNTEER FIRE DEPARTMENT	$380,873.18	O
9378	09/08/2026	09/08/2026	AW	ACQUIRE FIRE PROTECTION	~~$232.28~~	O
9379	09/08/2026	09/08/2026	AW	JOHN SZOKA	$50.00	O
9380	09/08/2026	09/08/2026	AW	INDUSTRIAL CONNECTIONS	$409.10	O
9381	09/08/2026	09/08/2026	AW	MELZER'S FUEL SERVICE CO.	~~$2,839.36~~	O
9382	09/08/2026	09/08/2026	AW	JUDCO	$131,870.00	O
9383	09/08/2026	09/08/2026	AW	KINETICO QUALITY WATER SYSTEMS	$48.40	O
9384	09/08/2026	09/08/2026	AW	VICTORIA DRUCKER	$275.00	O
9385	09/08/2026	09/08/2026	AW	SARAH MULLEMAN	$730.00	O
9386	09/08/2026	09/08/2026	AW	DOORWORKS & CONSTRUCTION CO. INC.	$640.00	O
9387	09/08/2026	09/08/2026	AW	Cuyahoga Asphalt Materials	$2,514.60	O
9388	09/08/2026	09/08/2026	AW	SUNRISE SPRINGS WATER COMPANY	$86.15	O
9389	09/08/2026	09/08/2026	AW	NEWBURY TIRE	$120.00	O
9390	09/08/2026	09/08/2026	AW	NEWBURY AUTO PARTS,INC.	$244.38	O
9391	09/08/2026	09/08/2026	AW	GILLMORE SECURITY SYSTEMS,INC.	$1,616.16	O
9392	09/08/2026	09/08/2026	AW	ARIS	$129.50	O
9393	09/08/2026	09/08/2026	AW	PRETTY PREPARED CO.	$240.00	O

Total Payments:	$613,338.44
Total Conversion Vouchers:	$0.00
Total Less Conversion Vouchers:	$613,338.44

Dan Matzko 9-8-26

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,

Bank Reconciliation

Reconciled Date 8/31/2026

Posted 9/3/2026 5:02:45 PM

Prior UAN Balance:		$1,682,904.42
Receipts:	+	$1,502,046.20
Payments:	-	$1,077.23
Adjustments:	+	$0.00
Current UAN Balance as of 08/31/2026:		$3,183,873.39
Other Adjusting Factors:	+	$0.00
Adjusted UAN Balance as of 08/31/2026:		$3,183,873.39
Entered Bank Balances as of 08/31/2026:		$3,183,873.39
Deposits in Transit:	+	$0.00
Outstanding Payments:	-	$0.00
Outstanding Adjustments:	+	$0.00
Other Adjusting Factors:	+	$0.00
Adjusted Bank Balances as of 08/31/2026:		$3,183,873.39

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 08/31/2026.

There are no outstanding receipts as of 08/31/2026.

There are no outstanding adjustments as of 08/31/2026.

Dan Matzko 9-8-26

Bank Balances

Reconciled Date 8/31/2026

Posted 9/3/2026 5:02:45 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		$371,864.83	$1,857,451.46	$1,857,451.46	$0.00
Investment	STARPLUS		$1,322,092.06	$1,326,421.93	$1,326,421.93	$0.00
		Total:	$1,693,956.89	$3,183,873.39	$3,183,873.39	$0.00

Bank Reconciliation

Reconciled Date 8/21/2026

Posted 8/29/2026 3:22:24 PM

Prior UAN Balance:		$2,276,568.75
Receipts:	+	$16,852.62
Payments:	-	$610,516.95
Adjustments:	+	$0.00
Current UAN Balance as of 08/21/2026:		$1,682,904.42
Other Adjusting Factors:	+	$0.00
Adjusted UAN Balance as of 08/21/2026:		$1,682,904.42
Entered Bank Balances as of 08/21/2026:		$1,693,956.89
Deposits in Transit:	+	$0.00
Outstanding Payments:	-	$11,052.47
Outstanding Adjustments:	+	$0.00
Other Adjusting Factors:	+	$0.00
Adjusted Bank Balances as of 08/21/2026:		$1,682,904.42

Balances Reconciled

Governing Board Signatures

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

There are no outstanding receipts as of 08/21/2026.

There are no outstanding adjustments as of 08/21/2026.

Dan Matsko 8-21-26

Bank Balances

Reconciled Date 8/21/2026

Posted 8/29/2026 3:22:24 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		$1,022,989.69	$371,864.83	$371,864.83	$0.00
Investment	STARPLUS		$1,322,092.06	$1,322,092.06	$1,322,092.06	$0.00
		Total:	$2,345,081.75	$1,693,956.89	$1,693,956.89	$0.00

Outstanding Payments

Reconciled Date 8/21/2026

Posted 8/29/2026 3:22:24 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	9350	08/17/2026	JACALYN CINGCADE	$175.00
PRIMARY	Warrant	9351	08/17/2026	AMY JOHNSON	$300.00
PRIMARY	Warrant	9353	08/17/2026	D.J.M. SALES	$67.63
PRIMARY	Warrant	9355	08/17/2026	DAVID BALLENTINE	$195.00
PRIMARY	Warrant	9356	08/17/2026	J.F.D. LANDSCAPES	$1,386.85
PRIMARY	Warrant	9357	08/17/2026	GEAUGA COUNTY BUILDING DEPARTMENT	$376.51
PRIMARY	Warrant	9358	08/17/2026	GEAUGA COUNTY DEPT OF WATER RESOURCES	$151.34
PRIMARY	Warrant	9359	08/17/2026	ARIS	$129.50
PRIMARY	Warrant	9360	08/17/2026	D&W Diesel, Inc.	$1,170.75
PRIMARY	Warrant	9364	08/17/2026	SARAH MULLEMAN	$275.00
PRIMARY	Warrant	9365	08/17/2026	INDUSTRIAL CONNECTIONS	$263.74
PRIMARY	Warrant	9366	08/17/2026	GEAUGA COUNTY AUTOMATIC DATA PROCESSING BOARD	$562.52
PRIMARY	Warrant	9367	08/17/2026	VISA	$2,870.63
PRIMARY	Warrant	9368	08/17/2026	TAFT STETTINIUS & HOLLISTER LLP	$987.32
PRIMARY	Warrant	9369	08/17/2026	MELZER'S FUEL SERVICE CO.	$2,140.68
					$11,052.47

Blaser, Christine

From: Martin, Susan
Sent: Tuesday, September 1, 2026 8:04 AM
To: mstesq@aol.com; Davis, Riley; Cavanagh, Patrick J.; Auburn Zoning; Auburn Administrator
Subject: PN 01-043490 Address Recommendation Quinn Rd
Attachments: 01-043490 address application.pdf

Good morning,

Per the Auburn Twp Resolution 2024-09:

The Geauga County Engineers Office has received a request from the attached application for an address on the parcel 01-043490.

The Geauga County Engineers Office recommends assigning the number of:

18185 Quinn Rd

Please have the appropriate Twp Representative respond regarding the acceptance or rejection of these recommendations.
If the recommendation is rejected, please respond with the address number that will be assigned for our records.

If there are any questions, please contact our Office.

Sincerely,
Sue

Susan Martin
Tax Map Tech II
Geauga County Engineer's Office
12665 Merritt Road | Chardon, Ohio 44024
o. 440.279.1800 ext. 1855 | e. smartin@geauga.oh.gov