# AUBURN TOWNSHIP
# BOARD OF TRUSTEES
## REGULAR MEETING MINUTES
Monday, September 21, 2026

## 1. Meeting Information

| | |
|---|---|
| **Date:** | Monday, September 21, 2026 |
| **Regular Meeting Called to Order:** | 7:00 PM, by Chairman Michael S. Troyan |
| **Meeting Adjourned:** | Approximately 9:02 PM (per recording timestamp) |
| **Location:** | Auburn Township Administration Building (per the Township meeting schedule; not stated in the transcript) |
| **Trustees Present:** | • Michael S. Troyan, Chairman<br>• Patrick J. ("PJ") Cavanagh, Trustee<br>• Riley Davis, Trustee |
| **Also Present (Officials/Staff):** | • Daniel J. Matsko, Fiscal Officer<br>• Mike Fenstermaker, Highway Superintendent<br>• John Phillips, Fire Prevention Officer<br>• Keith Blaser, Auburn Fire Department |
| **Guest:** | Vik Sandhu, Candidate for State Representative, Ohio's 35th House District |
| **Members of the Public (identified by name in the record):** | Christopher Chaney, Deb Standley, Sarah White, Morgan Harrigan, Tom Jones, and other unidentified residents. |

## 2. Call to Order, Pledge of Allegiance, and Guest

Chairman Michael S. Troyan called the regular meeting to order at 7:00 PM. Mike Fenstermaker led the Pledge of Allegiance.

### Guest: Vik Sandhu, Candidate for State Representative, Ohio's 35th House District

Mr. Sandhu introduced himself as a Twinsburg resident and described his background as a former merchant navy officer and former Richfield Township Fiscal Officer, where he stated he transitioned the township to the UAN accounting system and initiated STAR Ohio investments. He outlined his priorities, including property tax reform, affordable housing for first-time home buyers, restricting large corporate purchases of residential homes, and support for law enforcement. He answered questions from Trustee Cavanagh and Chairman Troyan. No action was taken.

## 3. Minute Approval

### Regular Meeting of September 8, 2026

Trustee Cavanagh stated he had reviewed the minutes of the September 8, 2026, regular meeting and found them accurate, and moved to approve them. The motion carried unanimously **(see Motion #1 in Section 11).**

## 4. Scheduled Reports

### Mike Fenstermaker, Highway Superintendent

Mr. Fenstermaker presented the September 2026 Road Report. Having caught up on residential requests, the department has shifted to preparation for next year's road projects, including grant-funded and joint projects. Work included ditching on the gravel road between Auburn and Thorpe (approximately 75% complete) and on Thorpe northward from Crackel in advance of planned chip-sealing; asphalt repairs on Wing Road from Washington north to near Stafford; driveway pipe replacements on Queensway and Snow; hydraulic hose repairs on Trucks 16 and 18 and the road grader; residential-request ditching on White Oak, Wing, and Snow; one full burial on Tuesday, September 1; storm cleanup of downed trees on Main Court, Wing, Stafford (two locations), and at the park; and completion of the second roadside-mowing pass of the entire Township. Four large maple trees in the right-of-way were removed by Weaver Tree, along with a dead tree and a storm-downed tree in the ditch on Shaw Road.

He reported that fasteners securing the salt dome tarp have failed and that a contractor is scheduled to assess the salt dome for repair cost and remaining service life. The Township's GovDeals account has been updated with assistance from Vince of the fire department, and the new truck has been delivered with minor items being addressed. The sale of Truck #16, disposal of other surplus items, the Shaw Road speed study, and the Town Hall crosswalk were also raised during this report and are summarized under New Business (Section 7).

### John Phillips, Fire Prevention Officer

Chief Phillips reported year-to-date statistics for January 1–August 31, 2026, compared with the same period in the prior year:

| Metric (Jan. 1 – Aug. 31) | 2026 | 2025 |
|---|---|---|
| EMS Calls | 367 | 419 |
| Fire Calls | 295 | 280 |
| **Total Calls** | **662** | **699** |
| Mutual Aid Given | 184 | 174 |
| Mutual Aid Received | 47 | 106 |
| Total Transports | 247 | 286 |
| Total Non-Transports | 130 | 179 |
| Transfers to Other Agencies | 3 | 5 |
| **Total Patients** | **380** | **470** |
| Multiple-Call Percentage | 24.17% | Not reported |

No questions were raised by the Board.

## 5. Trustee and Fiscal Officer Reports

### Patrick J. Cavanagh

Trustee Cavanagh reported meeting with Cemetery Sexton Mark Sturm and Randy Green of Green Concrete Leveling to evaluate options for leveling heavy headstones. He described a commercial headstone-leveling tool the Sexton had researched (approximately $4,400 plus shipping) and noted that Green Concrete Leveling charges approximately $700 per hour and would require roughly twenty prepared stones for the work to be economical. Trustee Davis proposed purchasing excavator-mounted forks as a lower-cost alternative with other Road Department uses; Mr. Fenstermaker noted forks may be less suitable for tall, top-heavy stones. Chairman Troyan asked that both options be discussed with the Sexton and compared. No decision was made; the Sexton is expected to make a presentation at a future meeting.

### Riley Davis

Trustee Davis stated that his items appeared on the agenda under Old and New Business and deferred to the Fiscal Officer's report.

### Daniel J. Matsko, Fiscal Officer

Mr. Matsko reported that since the September 8 meeting he processed 17 electronic payments totaling $54,343.21 and 20 warrants totaling $27,017.65, for a combined total of $81,360.86. The Board approved the motion to pay bills **(Motion #5).**

He presented the Benistar renewal for Medicare-eligible retirees for the plan year beginning January 1, 2027, reflecting a 6.7% increase for the Express Scripts Medicare Part D prescription program and a 16.03% increase in the retiree medical plan premium, with renewal required before October 1 **(Motion #6).**

As a follow-up item from the prior meeting, he reported that legal fees for the MacWhinnie zoning case total $2,707.32 against a $5,000 appropriation. He also reported on an audit option for the fire department, summarized under New Business (Section 7).

Mr. Matsko reported that the Township was awarded a $50,000 State Capital Grant for a restroom facility at the community park, administered through the Ohio Department of Natural Resources (ODNR). Due to an error in his email address, ODNR's initial correspondence was not received; it has since been resent with a bid packet, which he is reviewing. He noted that a set of plans will be needed, and summarized resident suggestions, including multiple stalls with accessible units, baby-changing stations, purse hooks, heating, and an exterior dog-wash station. Trustee Cavanagh noted there is no natural gas service at the park, limiting heating to electric.

Trustee Davis stated that, with a matching contribution, up to $100,000 could be available for the project, and invited residents to email suggestions. Christopher Chaney suggested a water-bottle filling station and a comparison with the River Road Park facility; Deb Standley suggested a family restroom. Trustee Cavanagh described prefabricated restroom units previously considered and noted the park well was installed as non-potable and may need conversion through the Health Department. The Board authorized funds for potability testing of the well **(Motion #7).**

## 6. Old Business

### NOPEC Energizing Grant ($14,369.00)

The item was carried forward with no separate discussion or action. During the Adam Hall discussion, Chairman Troyan indicated the NOPEC grant funds could be applied toward the Adam Hall roof project.

### Adam Hall Solutions Discussion

Trustee Davis summarized ongoing water intrusion at Adam Hall, primarily on the east and west sides of the main hall and stated he had compiled approximately ten documents on prior repair expenditures for Board review. He reported sending follow-up questions to the Assistant Prosecutor on September 17, 2026, regarding whether the project requires competitive bidding; a response is pending. Trustee Cavanagh stated his preference for a full roof replacement and his view that the project constitutes new construction requiring bids.

Chairman Troyan estimated the cold-roof approach at $1,200–$1,300 per square for approximately 78–80 squares (about $80,000) and the full roof at approximately 103 squares, for a total project estimate of roughly $140,000–$150,000 less NOPEC funds. Mr. Matsko reported that the capital projects fund for property acquisition and improvements (funded by cable franchise fees, a little over $100,000) is earmarked for the park restroom, and that the General Fund "improvement of sites" account was appropriated $225,000, with $78,946.50 spent to date (primarily Adam Hall asphalt and the Town Hall steps, net of insurance proceeds), leaving a balance of approximately $146,000. He noted the salt dome has exceeded its expected lifespan and should be included in a reserve study, along with a new reserve fund for vehicles and major equipment.

Discussion between Trustees Davis and Cavanagh regarding past roof expenditures, the 2017 renovation/addition project, and bidding requirements became contentious. Trustee Cavanagh moved to place the reconstruction project in abeyance for the year; the motion died for lack of a second **(Motion #8).** Chairman Troyan stated the Board would await the Assistant Prosecutor's response before making any decision. The Board agreed that gathering quotes in the interim would cause no harm; Trustee Davis will proceed with a request-for-quotation package (scope of work, request letter, and quote response form covering partial roof, full roof, or problem-area options), with the stated goal of a full cold-roof solution and will follow up with the Assistant Prosecutor in about a week regarding timing. Trustee Cavanagh reported meeting with a professional roofer and an electrician regarding heat tape for the lower roof, gutters, and downspouts as a preventative measure this year; recommendations are pending.

### Cemetery Deed Transfer Cost Discussion

Trustee Davis presented a proposed cemetery deed transfer policy, including a suggested 12-month amnesty period for no-charge record corrections, and described the time involved in processing transfers. Trustee Cavanagh read into the record Sexton Mark Sturm's August letter recommending a deed transfer policy and form, noting fees elsewhere range from $20 to $150. Chairman Troyan read the language of an existing cemetery deed, which grants burial rights to the purchaser and heirs. Trustee Cavanagh explained that the policy is intended to create a paper trail following a prior no-fee intra-family transfer that led to allegations of missing funds.

Residents Deb Standley, Sarah White, and Christopher Chaney raised concerns about the use of AI-generated documents, including accuracy, source verification, and grammatical errors; Trustee Davis stated documents are reviewed before presentation. Resident Tom Jones asked about lots held by owners with no heirs. The Board adopted a $75 deed transfer fee **(Motion #9)** and use of the Auburn Township Lot Transfer Form prepared by the Sexton **(Motion #10).** Chairman Troyan indicated that, in the short term, the Sexton may review unusual transfer situations with the Trustee liaison. The amnesty-period proposal was not acted on.

### Salary Donation Back to Township

Trustee Davis stated his intent to donate a portion of his salary back to the Township, with a goal of $750 per month, and requested that his proposed donation forms and agreement be forwarded to the Assistant Prosecutor for review **(Motion #11).**

### Zoning Amendment ZC2026-01 (Update; not on agenda)

Before moving to New Business, Trustee Cavanagh reported that Zoning Amendment ZC2026-01 (prohibition of data centers) has been filed and is in effect as of the meeting date and noted it may need to be revisited in the near future.

## 7. New Business

### Fire Department Audit Ideas

Mr. Matsko reported on an agreed-upon procedures audit for the fire department, which he described as less involved and less costly than a financial audit. The firm, Charles E. Harrison Associates, is willing to charge approximately $100 per hour. The number of agreed upon items and procedures audited will determine the total cost of the audit. Mr. Matsko suggested it could be performed every two years. Mr. Blaser agreed to review the proposal with the fire board and bring it up at its next meeting. Trustee Davis offered to share an 11-page document on audit options and costs with Mr. Blaser. No formal action was taken.

### Sale of Truck #16 on GovDeals

Trustee Cavanagh noted the Township's prior resolution requiring use of GovDeals for items valued over $2,500. Mr. Fenstermaker estimated the value of Truck #16 at $10,000–$12,000 and recommended an initial reserve of $15,000, noting that relisting often yields better results **(Motion #2).** The Board also authorized disposal of miscellaneous surplus items valued under $2,500, including a pallet of filters and hoses previously acquired from another community, an old generator, a printer/copier, and a weed eater **(Motion #3).** If Truck #16 does not meet its reserve, Mr. Fenstermaker is to report back at the next meeting before relisting.

### Speed Study on Shaw Road

Mr. Fenstermaker reported that, per the County Engineer, posted speed limit signs on Shaw Road are no longer valid due to road improvements made since the last known review (1992), and that a speed study approved by the Board is required before a speed limit can be set **(Motion #4).**

### Job Descriptions

Chairman Troyan noted that Trustee Davis provided draft job descriptions the preceding Friday and moved to distribute them to the respective employees for their input **(Motion #12).** Trustee Davis stated the Township's insurer identified the absence of job descriptions as a risk. He then raised concerns regarding approximately $200,000 budgeted for 2027 for the Fire Prevention Officer and a proposed fire chief position, a projected fire department operating deficit of approximately $197,000, and staffing, stating the station had one person on duty for most of the previous day. Deb Standley asked whether the discussion should await employee input. Chief Phillips stated he oversees all fire prevention inspections. Mr. Blaser explained that $60,000 was included as a placeholder should the fire chief position return to the Fire Department side and would not be expended if unfilled; that the deficit assumes full staffing; that reserves could sustain the deficit for a couple of years; and that adding full-time staff is being discussed. Mr. Matsko noted a projected 2026 deficit of $127,000 and that wages represent the majority of the fire department budget. Chairman Troyan stated no changes would be made at this time. No further action was taken.

### Auburn Corners Project

This subject was not discussed during the meeting, and no action was taken.

### Crosswalk for Town Hall

Mr. Fenstermaker reported that the Town Hall crosswalk was part of the original Washington Street realignment plan but had not been completed, and that it is being finished as part of current painting work in the area. No action was required.

### Line Striping at Town Hall

Trustee Cavanagh presented an Auburn Asphalt proposal of $1,250 for line striping, accessible-parking signage, and tire stops, with signage and tire stops to be completed after striping **(Motion #15).** Deb Standley thanked the Board for clarifying that the work is line striping.

### Floor Mat Cleaning

Chairman Troyan presented a staff recommendation to switch floor mat service from the current provider ($196 per quarter, $784 per year, cleaning Township-owned mats) to Cintas ($75 per month, $900 per year, with mat exchange) **(Motion #14).**

### Automated External Defibrillators (AEDs)

Chairman Troyan presented two leasing options for AEDs at Adam Hall, the Administration Building, Town Hall, and the Road Department: the Zoll 3 at $135 per unit per month (staff recommendation) and the Avive at $157 per unit per month with Wi-Fi/cellular 911 notification, both with vendor maintenance of batteries and pads. Chief Phillips stated he had not seen the document, that no system interface would be required, and that purchase cost ranges from approximately $300 to $700 per unit, with maintenance requiring certification obtainable through a short course. The item was placed on hold and moved to Old Business for the next meeting, pending purchase-versus-rental costs, locations, and training requirements. No formal action was taken.

### Geauga County Engineer's Address Recommendation – 11905 LaDue Trail

Trustee Cavanagh moved to approve the Geauga County Engineer's address recommendation of 11905 LaDue Trail for parcel 01-119047 so as not to delay construction **(Motion #13).**

## 8. Public Comments

Public comment was taken throughout the meeting, including: suggestions on the park restroom project (Christopher Chaney, Deb Standley); questions regarding the use of AI in preparing Township documents and the accuracy of those documents (Sarah White, Deb Standley, Christopher Chaney); a question on cemetery lots held by owners without heirs (Tom Jones); and a question regarding the timing of the fire department budget discussion relative to employee review of job descriptions (Deb Standley). During the public comment period, Christopher Chaney asked whether an AED should be placed at each Township building and at Auburn Park; the Board noted an AED is already in place at the park.

## 9. Announcements / Save the Date

- 09/22/2026 – Board of Trustees Special Meeting (Executive Session), Admin Building, 6:00 PM
- 09/26/2026 – Fire Department Clambake, 6:00–8:00 PM
- 10/05/2026 – Board of Trustees Regular Meeting, Admin Building, 7:00 PM
- 10/08/2026 – Zoning Commission Meeting, Admin Building, 7:00 PM
- 10/12/2026 – Office closed for Indigenous Peoples' Day (Columbus Day)
- 10/13/2026 – BZA Regular Meeting, Admin Building, 7:00 PM
- 10/19/2026 – Board of Trustees Regular Meeting, Admin Building, 7:00 PM
- 10/26/2026 – Red Cross Blood Drive, Adam Hall, 1:00–6:00 PM (future blood drives will be held at Town Hall, 11000 E. Washington St.)

During the meeting, Chairman Troyan also noted the meeting with the Township's attorney the following day at 6:00 PM and a court appearance on Thursday related to a lawsuit in which the Township is a defendant.

## 10. 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 9:02 PM **(Motion #16).**

## 11. Summary of Formal Motions and Vote Outcomes

| # | Motion | Moved / Seconded | Vote | Result |
|---|---|---|---|---|
| 1 | Approve the minutes of the Regular Meeting of September 8, 2026. | Moved: P. Cavanagh<br>Seconded: R. Davis | Cavanagh — Yes<br>Davis — Yes<br>Troyan — Yes | Carried |
| 2 | Dispose of Truck #16 through GovDeals with a reserve of $15,000. | Moved: P. Cavanagh<br>Seconded: M. Troyan | Cavanagh — Yes<br>Davis — Yes<br>Troyan — Yes | Carried |
| 3 | Dispose of miscellaneous surplus items valued under $2,500 (filters, hoses, old generator, printer/copier, weed eater). | Moved: P. Cavanagh<br>Seconded: M. Troyan | Cavanagh — Yes<br>Davis — Yes<br>Troyan — Yes | Carried |
| 4 | Request a speed study from the Geauga County Engineer for the entire length of Shaw Road. | Moved: P. Cavanagh<br>Seconded: M. Troyan | Cavanagh — Yes<br>Davis — Yes<br>Troyan — Yes | Carried |
| 5 | Pay bills (17 electronic payments totaling $54,343.21; 20 warrants totaling $27,017.65; combined total $81,360.86). | Moved: P. Cavanagh<br>Seconded: M. Troyan | Cavanagh — Yes<br>Davis — Yes<br>Troyan — Yes | Carried |
| 6 | Continue the Benistar Medicare-eligible retiree program at the new rates (plan year beginning January 1, 2027). | Moved: M. Troyan<br>Seconded: P. Cavanagh | Cavanagh — Yes<br>Davis — Yes<br>Troyan — Yes | Carried |

| # | Motion | Moved / Seconded | Vote | Result |
|---|---|---|---|---|
| 7 | Approve a budget of $100 for potability testing of the community park well. | Moved: R. Davis Seconded: M. Troyan | Cavanagh — Yes Davis — Yes Troyan — Yes | Carried |
| 8 | Place the Adam Hall roof reconstruction project in abeyance for the year. | Moved: P. Cavanagh Seconded: None | No vote taken | Died for lack of second |
| 9 | Establish a $75 transfer fee for cemetery deeds. | Moved: M. Troyan Seconded: P. Cavanagh | Cavanagh — Yes Davis — Yes Troyan — Yes | Carried |
| 10 | Adopt use of the Auburn Township Lot Transfer Form for cemetery lot transfers. | Moved: M. Troyan Seconded: P. Cavanagh | Cavanagh — Yes Davis — Yes Troyan — Yes | Carried |
| 11 | Forward Trustee Riley Davis's salary donation forms to the Assistant Prosecutor for review. | Moved: R. Davis Seconded: M. Troyan | Cavanagh — Yes Davis — Abstain Troyan — Yes | Carried |
| 12 | Distribute draft job descriptions to the respective employees for their input. | Moved: M. Troyan Seconded: P. Cavanagh | Cavanagh — Yes Davis — Yes Troyan — Yes | Carried |
| 13 | Approve the Geauga County Engineer's address recommendation of 11905 LaDue Trail for parcel 01-119047. | Moved: P. Cavanagh Seconded: M. Troyan | Cavanagh — Yes Davis — Yes Troyan — Yes | Carried |
| 14 | Switch floor mat service to Cintas at $75 per month ($900 per year). | Moved: M. Troyan Seconded: P. Cavanagh | Cavanagh — Yes Davis — Yes Troyan — Yes | Carried |
| 15 | Approve the Auburn Asphalt proposal of $1,250 for line striping, accessible-parking signage, and tire stops at Town Hall. | Moved: P. Cavanagh Seconded: M. Troyan | Cavanagh — Yes Davis — Yes Troyan — Yes | Carried |
| 16 | Adjourn the meeting. | Moved: M. Troyan Seconded: P. Cavanagh | Cavanagh — Yes Davis — Yes Troyan — Yes | Carried |

## 12. Action Items

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

| Action Item | Owner | Deadline / Timing | Source |
|---|---|---|---|
| List Truck #16 and miscellaneous surplus items on GovDeals; if Truck #16 does not meet its reserve, report back before relisting. | M. Fenstermaker | Next regular meeting (Oct. 5, 2026) (report) | New Business – Truck #16 |
| Submit the Shaw Road speed study request to the Geauga County Engineer. | Not specified | Not specified | New Business – Shaw Road |
| Obtain contractor assessment of salt dome repair cost and remaining service life. | M. Fenstermaker | Not specified | Highway Superintendent report |
| Include the salt dome in the reserve study and create a reserve fund for vehicles and major equipment. | D. Matsko | Not specified | Old Business – Adam Hall |

| Action Item | Owner | Deadline / Timing | Source |
|---|---|---|---|
| Compare headstone-leveling options (leveling tool vs. excavator forks) with the Cemetery Sexton; Sexton to present at a future meeting. | R. Davis; M. Fenstermaker; M. Sturm (Sexton) | Not specified | Trustee report – P. Cavanagh |
| Review the agreed-upon procedures audit proposal with the fire board and report back. | K. Blaser; D. Matsko | Fire board's next meeting | New Business – Fire Dept. audit |
| Send the 11-page audit options document to K. Blaser. | R. Davis | Not specified | New Business – Fire Dept. audit |
| Review the ODNR bid packet and obtain plans for the park restroom facility. | D. Matsko | Not specified | Fiscal Officer report |
| Collect resident suggestions and obtain quotes for the park restroom facility. | R. Davis | Not specified | Fiscal Officer report |
| Conduct potability testing of the park well (budget $100) and consult the Health Department on conversion to potable status. | Not specified (R. Davis moved) | Not specified | Fiscal Officer report |
| Follow up with the Assistant Prosecutor on the Adam Hall bidding question and request a response time frame. | R. Davis; C. Blaser (Township office) | Approximately one week | Old Business – Adam Hall |
| Distribute the request-for-quotation package and gather quotes for Adam Hall roof options. | R. Davis | Ongoing; pending prosecutor guidance | Old Business – Adam Hall |
| Obtain roofer and electrician recommendations for heat tape (lower roof, gutters, downspouts) at Adam Hall. | P. Cavanagh | This year (2026) | Old Business – Adam Hall |
| Implement the $75 cemetery deed transfer fee and the Auburn Township Lot Transfer Form; review unusual transfers with the Trustee liaison. | M. Sturm (Sexton); R. Davis (liaison) | Effective upon adoption | Old Business – Cemetery deeds |
| Forward salary donation forms to the Assistant Prosecutor for review. | R. Davis | Not specified | Old Business – Salary donation |
| Distribute draft job descriptions to employees for input. | Not specified | Not specified | New Business – Job descriptions |
| Implement change of floor mat service to Cintas. | Not specified | Not specified | New Business – Floor mats |
| Gather AED purchase-versus-rental costs, locations, and training requirements; place on Old Business. | M. Troyan; C. Blaser (Township office); J. Phillips | Next regular meeting (Oct. 5, 2026) | New Business – AED |

*Minutes prepared from the official meeting agenda and audio/video transcript of the September 21, 2026 regular meeting of the Auburn Township Board of Trustees. Adjournment time is approximate, based on the recording timestamp. Subject to approval by the Board at a subsequent meeting.*

Daniel J. Matsko, Fiscal Officer

Michael S. Troyan, Chairman

Riley Davis, Vice-Chairman

Patrick J. Cavanagh, Trustee

Oct 5, 2026

Date

Est. 1817
AUBURN
TOWNSHIP

# BOARD OF TRUSTEES MEETING AGENDA
## Monday, September 21, 2026

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

**PLEDGE OF ALLEGIANCE**

**GUEST:** Vik Sandhu, Candidate for State Representative in Ohio's 35th House District.

**MINUTE APPROVAL:** Regular Meeting 09/08/2026

**SCHEDULED REPORTS:**
- Mike Fenstermaker, Highway Superintendent
- John Phillips, Fire Prevention Officer

**TRUSTEE & FISCAL OFFICER REPORTS:**
- Patrick J. Cavanagh
- Riley Davis
- Daniel J. Matsko, Fiscal Officer
- Motion to Pay Bills

**OLD BUSINESS:**
- NOPEC Energizing Grant ($14,369.00)
- Adam Hall Solutions Discussion
- Cemetery Deed Transfer Cost Discussion
- Salary Donation Back to Township

**NEW BUSINESS:**
- Fire Department Audit Ideas
- Sale of Truck #16 on GovDeals
- Speed Study on Shaw Road
- Job Descriptions
- Auburn Corners Project
- Crosswalk for Town Hall
- Line Striping at Town Hall
- Floor Mat Cleaning
- AED
- Geauga County Engineer's address recommendation of 11905 LaDue Trail for parcel 01-119047

**PUBLIC COMMENTS**

**SAVE THE DATE:**

09/22/26 - Board of Trustees Special Meeting (Executive Session), Admin Building 6:00pm
09/26/26 - Fire Department Clambake 6:00pm to 8:00pm
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
10/26/26 – Red Cross Blood Drive, Adam Hall 1:00pm to 6:00pm
***Future Blood Drives will be held at Town Hall 11000 E Washington St

AUBURN TOWNSHIP

# Auburn Township Board of Trustees

## Meeting Attendance Sheet

## September 21, 2026

## Please Sign in

| | Print Name | Resident | Non-Resident |
|---|---|---|---|
| 1 | Christopher Chaney | ✓ | |
| 2 | Deb Standley | ✓ | |
| 3 | Jones | ✓ | |
| 4 | DALE RYAN | ✓ | |
| 5 | | | |
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| 20 | | | |

Auburn Township Road report September 2026

**Ditching projects**

- Ditching on Crackel from Auburn Road to Thorpe
- Ditching on Thorpe, starting on Crackel and heading North.

**Asphalt Repairs**

- Started patching holes with grader on Wing Road
- Repaired holes on Roberts with grader

**Driveway Pipes**

- Replaced driveway pipe on Queens Way
- Replaced driveway pipe on Snow

**Truck Repairs**

- Replaced hydraulic hose on truck 18
- Replaced hydraulic hose on truck 16
- Replaced hydraulic hose on the grader

**Resident Requests**

- Ditching on White Oak Drive
- Ditching on Wing
- Ditching on Snow

**Cemetery**

- Full burial on Tuesday September 1st.

**Storms**

- Tree down on May Court
- Tree down on Wing
- Tree down on Stafford, East of Auburn Road
- Tree down on Stafford, East of 44
- tree down at the park

**Roadside Mowing**

- Finished two profiles in the township

**Miscellaneous Tasks**

- Started working on the salt dome using tap-cons to fasten the 2x4 to the concrete blocks
- Updated Gov Deals account
- Removed four dead Maple trees from Wing Road and one large dead tree from Shaw by Weaver Tree

**Auburn Fire Department**
**10950 Washington Street**
**Auburn Township, Ohio 44023**
**Phone: 440-543-4133**
**info@auburnfd.com**
**John L. Phillips, Chief**

TO: Chief Phillips

FROM: Assistant Chief V. Valerio

DATE: September 01, 2026

RE: Auburn Fire YTD Statistics (2026 vs 2025)

| | **Jan-Aug 2026** | **Jan-Aug 2025** |
|---|---|---|
| EMS Calls | 367 | 419 |
| Fire Calls | 295 | 280 |
| **Total Calls** | **662** | **699** |
| | | |
| Mutual Aid Given | 184 | 174 |
| Mutual Aid Received | 47 | 106 |
| | | |
| Total Transports | 247 | 286 |
| Total Non-Transports | 130 | 179 |
| Total Transfer to other Agency | 3 | 5 |
| **Total Patients** | **380** | **470** |
| | | |
| **Percentage of Multiple Calls*** | **24.17%** | **24.46%** |

*****01/01/2026 to 08/31/2026*****
***see multiple calls report for details**

| Month | Double | Triple | Quadruple | Quintuple | Septuplet | Monthly Total |
|---|---|---|---|---|---|---|
| January 2026 | 8 | 2 | | | | 10 |
| February 2026 | 4 | | | | | 4 |
| March 2026 | 11 | | 1 | | | 12 |
| April 2026 | 10 | | | | | 10 |
| May 2026 | 6 | 2 | 1 | | | 9 |
| June 2026 | 3 | 1 | | | | 4 |
| July 2026 | 7 | 3 | | | | 10 |
| August 2026 | 9 | 4 | | | | 13 |
| September 2026 | | | | | | |
| October 2026 | | | | | | |
| November 2026 | | | | | | |
| December 2026 | | | | | | |
| TOTAL | 58 | 12 | 2 | | | 72 |

**YTD Occurrences: 72**

**Total # Overlapping Calls: 160 calls**

**Dept. Total YTD: 662 calls**

**Percentage of Multiple Calls- 24.17%**

***Report from 01/01/2026 to 08/31/2026***

# FISCAL OFFICER REPORT SEPTEMBER 21, 2026

Fiscal Officer Dan Matsko presented the payment list for payments processed since SEPTEMBER 8, 2026.

PAYMENT LISTING

| | |
|---|---|
| • 17 ELECTRONIC PAYMENTS PROCESSED: | $ 54,343.21 |
| • 20 WARRANTS PROCESSED: | $ 27,017.65 |
| TOTAL: | $ 81,360.68 |

Dan Matsko

Dan Matsko 9-21-2026

# Payment Listing

9/9/2026 to 12/21/2026

| Payment Advice # | Post Date | Transaction Date | Type | Vendor / Payee | Amount | Status |
|---|---|---|---|---|---|---|
| 235-2026 | 09/09/2026 | 09/13/2026 | CH | BUREAU OF WORKERS COMPENSATION | $859.91 | O |
| 236-2026 | 09/09/2026 | 09/13/2026 | CH | OHIO DEFFERRED COMPENSATION | $1,400.00 | O |
| 237-2026 | 09/09/2026 | 09/13/2026 | CH | ENBRIDGE GAS OHIO | $366.20 | O |
| 238-2026 | 09/09/2026 | 09/13/2026 | CH | TREASURER OF STATE OF OHIO | $948.00 | O |
| 239-2026 | 09/11/2026 | 09/13/2026 | CH | BESTCO HARTFORD | $2,277.55 | O |
| 240-2026 | 09/14/2026 | 09/19/2026 | CH | ILLUMINATING CO. | $12.04 | O |
| 241-2026 | 09/14/2026 | 09/19/2026 | CH | OHIO EDISON | $24.13 | O |
| 242-2026 | 09/14/2026 | 09/19/2026 | CH | DELTA DENTAL | $791.73 | O |
| 243-2026 | 09/14/2026 | 09/19/2026 | CH | ILLUMINATING CO. | $5,650.42 | O |
| 244-2026 | 09/16/2026 | 09/19/2026 | CH | WINDSTREAM WESTERN RESERVE INC. | $115.93 | O |
| 245-2026 | 09/16/2026 | 09/19/2026 | CH | WINDSTREAM WESTERN RESERVE INC. | $148.10 | O |
| 246-2026 | 09/16/2026 | 09/19/2026 | CH | WINDSTREAM WESTERN RESERVE INC. | $208.87 | O |
| 247-2026 | 09/16/2026 | 09/19/2026 | CH | VISION SERVICE PLAN - (OH) | $247.63 | O |
| 248-2026 | 09/16/2026 | 09/19/2026 | CH | Dumpster Bandit, LLC. | $657.00 | O |
| 249-2026 | 09/16/2026 | 09/19/2026 | CH | PUBLIC EMPLOYEES RETIREMENT SYSTE | $11,900.75 | O |
| 250-2026 | 09/17/2026 | 09/19/2026 | CH | AHOLA CORPORATION | $27,334.95 | O |
| 251-2026 | 09/18/2026 | 09/19/2026 | CH | OHIO DEFFERRED COMPENSATION | $1,400.00 | O |
| 9394 | 09/21/2026 | 09/21/2026 | RW | ANDREW THORNTON | $300.00 | O |
| 9395 | 09/21/2026 | 09/21/2026 | RW | NATHAN RASMUSSEN | $300.00 | O |
| 9396 | 09/21/2026 | 09/21/2026 | RW | JOYCE PITEO | $300.00 | O |
| 9397 | 09/21/2026 | 09/21/2026 | AW | 21st Century Media-Ohio | $244.60 | O |
| 9398 | 09/21/2026 | 09/21/2026 | AW | COLUMBUS EQUIPMENT COMPANY | $233.87 | O |
| 9399 | 09/21/2026 | 09/21/2026 | AW | GEAUGA COUNTY TOWNSHIP ASSOCIATI( | $139.62 | O |
| 9400 | 09/21/2026 | 09/21/2026 | AW | MELZER'S FUEL SERVICE CO. | $2,519.75 | O |
| 9401 | 09/21/2026 | 09/21/2026 | AW | Cuyahoga Asphalt Materials | $1,444.50 | O |
| 9402 | 09/21/2026 | 09/21/2026 | AW | BLUE LAKE CLEANING | $194.56 | O |
| 9403 | 09/21/2026 | 09/21/2026 | AW | Dex Imaging, LLC | $612.72 | O |
| 9404 | 09/21/2026 | 09/21/2026 | AW | NEWBURY AUTO PARTS,INC. | $20.85 | O |
| 9405 | 09/21/2026 | 09/21/2026 | AW | WEAVER TREE | $5,000.00 | O |
| 9406 | 09/21/2026 | 09/21/2026 | AW | PENNOHIO CORPORATION | $13,199.05 | O |
| 9407 | 09/21/2026 | 09/21/2026 | AW | DANIEL MATSKO | $405.80 | O |
| 9408 | 09/21/2026 | 09/21/2026 | AW | CHRISTINE BLASER | $118.93 | O |
| 9409 | 09/21/2026 | 09/21/2026 | AW | MICHAEL S. TROYAN | $1,217.40 | O |
| 9410 | 09/21/2026 | 09/21/2026 | AW | JOHN SZOKA | $50.00 | O |
| 9411 | 09/21/2026 | 09/21/2026 | AW | SARAH MULLEMAN | $475.00 | O |
| 9412 | 09/21/2026 | 09/21/2026 | AW | VICTORIA DRUCKER | $180.00 | O |
| 9413 | 09/21/2026 | 09/21/2026 | AW | ACQUIRE FIRE PROTECTION | $61.00 | O |
| | | | | Total Payments: | $81,360.86 | |
| | | | | Total Conversion Vouchers: | $0.00 | |
| | | | | Total Less Conversion Vouchers: | $81,360.86 | |

Dan Matsko
9-21-2026

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

**Floor Mat cleaning Admin Building and Road Department**

Currently spending $196 per quarter ($784 per year) for our rugs to be picked up, cleaned and returned. Mats are gone 3 to 4 weeks leaving the carpets and floors unprotected for 3-4 months per year.

Cintas would swap out the mats once per month $75 per month ($900 per year) so there is no lapse in floor covering.

I am recommending that we switch to Cintas for monthly mat service.

**AED**

There are 2 options.

Zoll 3 $135 per month per unit. It does show an untrained user the steps to perform CPR. Cintas will check it once a month and replace batteries and pads as needed. 911 will have to be called by someone.

Avive is $157 per month. It's newer technology that has Wi-Fi and cellular and will contact 911 once deployed and location features. It will also display a QR code that the squad crew can scan to import the data prior to EMS arrival for the patient care report. Cintas will monitor the battery and pads on this as well.

I am recommending the Zoll 3 since the fire department is close to each facility. Suggested placement at Adam Hall, Admin Building, Town Hall and the Road Department.

Christine Blaser

Administrative Assistant

Work Proposal

Auburn Asphalt

For more information, questions,
or concerns contact us
440 - 990 - 7336
auburnasphalt@gmail.com
auburnasphaltohio.com

Name: Auburn Twp – town hall striping
Date: 9/16/26
Address: 11000 washington St
Address: Auburn Twp
Phone:
Email:

Prepared by: Ben Dundas
Estimate date: 9/16/26
Estimate ID:

| | | | | |
|---|---|---|---|---|
| Exposure | ☐ Part shade | ☐ Full shade | ☐ Some sun | ☐ Full sun |
| Condition | ☐ Good | ☐ Fair | ☐ Poor | ☐ Very poor |
| Pavement | ☐ Unsealed | ☐ Sealed | ☐ Porous | ☐ Very porous |
| Cleaning | ☐ Light | ☐ Moderate | ☐ Heavy | ☐ Powerwashing required |
| Other | ☐ | | | |

Measurement _____

| | | |
|---|---|---|
| ☐ Standard cleaning/preparation | | |
| ☐ One (1) coat coal tar asphalt sealer with sand | ☐ Brushed ☐ Sprayed | |
| ☐ Hot applied rubberized cracksealer | | |
| ☐ Additional cleaning and/or powerwashing charge | | |
| ☒ Line striping | | 600 |
| ☒ Other/optional (see below) | | 650 |
| | Total | 1250 |

☐ Optional second coat sealer
*This is recommended for asphalt that would benefit from the extra protection*

* Other: - set handicap signs and concrete tire-stops to specifications provided by Riley Davis
- will be completed ~~after~~ line striping

**Due to variable material cost, prices will be held for a maximum of 30 days. Please call or text 440 - 990 - 7336 to schedule.**

## Blaser, Christine

**From:** Martin, Susan
**Sent:** Wednesday, September 9, 2026 2:58 PM
**To:** mstesq@aol.com; Davis, Riley; Cavanagh, Patrick J.; Fenstermaker, Michael; Auburn Zoning; Auburn Administrator
**Cc:** Baeslach, Kelly; Baker, Aubrey; Salkiewicz, Traci
**Subject:** PN 01-119047 Address Recommendation Ladue Trl
**Attachments:** 01-119047 updated application.pdf; 01-119047 address application.pdf

**Follow Up Flag:** Follow up
**Flag Status:** Flagged

Good afternoon,

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 01-119047.

The Geauga County Engineers Office recommends assigning the number of:

**11905 Ladue Trl**

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