AUBURN TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Monday, October 5, 2026

1. Meeting Information

Date:	Monday, October 5, 2026
Regular Meeting Called to Order:	7:00 PM (per agenda), by Chairman Michael S. Troyan
Meeting Adjourned:	Approximately 9:01 PM (per recording timestamp)
Location:	Auburn Township Administration Building (per the agenda; not stated in the transcript)
Trustees Present:	• Michael S. Troyan, Chairman • Patrick J. ("PJ") Cavanagh, Trustee • Riley Davis, Trustee
Also Present (Officials/Staff):	• Daniel J. Matsko, Fiscal Officer • Lorraine Sevich, Fiscal Officer's Assistant • Frank Kitko, Zoning Inspector • John Phillips, Fire Prevention Officer • Keith Blaser, Auburn Fire Department
Guest:	None listed on the agenda
Members of the Public (identified by name in the record):	Scott Bayus, Deb Standley, Marc Kolanz, Patti Phillips, Johnny Chambers, and other unidentified residents.

2. Call to Order, Pledge of Allegiance, and Meeting Procedures

Chairman Michael S. Troyan called the regular meeting to order. Zoning Inspector Frank Kitko led the Pledge of Allegiance.

Chairman Troyan restated the procedure implemented at the prior meeting: the meeting would run until 9:00 PM, at which time a motion to adjourn would be made and any unfinished business would be continued at the next meeting. Public comments would be limited to five minutes per speaker.

Public Comment: Scott Bayus – Status of June 15, 2026 Enforcement Motion

Mr. Bayus stated that on June 15, 2026, the Board voted 2–1 to enforce the terms of the original agreed judgment entry in the patio matter, and that the Township appears to have since shifted from enforcement to negotiation. He asked five questions for the record: (1) whether the Board has publicly voted to rescind or modify the June 15 motion; (2) if so, the date and vote tally; (3) if not, whether the June 15 motion remains the Board's last official action on enforcement; (4) whether the agreed judgment entry has been modified by court order or by a written agreement filed with the court; and (5) if not, under what authority the Township is declining to proceed. He requested that any related resolutions, motions, court filings, or minutes be identified for the public.

Trustee Cavanagh stated that the Township's attorney and the other party's attorney discussed a potential settlement and that the consensus of the Board, following a meeting with the Township's attorney, was to move toward a modified agreement; he stated nothing has been finalized and that a public hearing will be legally required. Chairman Troyan stated there was no public vote on the matter; the other party approached the Township's attorney, the Board met with them, an executive session was held, and there has been no further contact since. He stated the last official action was the enforcement motion, which was referred to the prosecutor and remains there. Trustee Davis responded to each question: no vote to rescind has been taken; the June 15 motion remains the last official action on enforcement; and the judgment entry has not been modified. No action was taken.

3. Minute Approval

Regular Meeting of September 21, 2026

Trustee Cavanagh stated he found no additions or corrections and moved to approve the minutes of the September 21, 2026, regular meeting. The motion carried unanimously **(see Motion #1 in Section 11).**

Special Meeting of September 22, 2026

Chairman Troyan moved to approve the minutes of the September 22, 2026, special meeting. The motion carried unanimously **(Motion #2).**

4. Scheduled Reports

Frank Kitko, Zoning Inspector

Mr. Kitko presented the September 2026 Zoning Report, stating that 16 applications were processed during the month, with accessory buildings again the most frequent item, along with one new house, remodels, and four new fences. There were no questions from the Board. The written report reflects the following:

Permit Category	September 2026	Year-to-Date Total
Agricultural / Other Exemptions	2	2
Residential Accessory Building Over 200 sf	4	17
Residential Addition	1	10
Residential Deck	1	11
Residential Fences	4	12
Residential Patios	1	3
Residential Remodel	2	4
Single Family Dwelling	1	11
Total (all categories)	**16**	**142**

Cemetery Report

Trustee Davis presented the September 2026 Cemetery Report, which will also be posted with the minutes on the Township website. The report reflects two interments (one full burial and one ash interment); two headstone footer requests (gravesites to be checked for stability after recent interments); one headstone approval (Lenart, Sheffield Monuments); no gravesite sales; filling of gravesite settling during the full burial; and continued research of portable headstone leveling systems. Trustee Cavanagh stated it would be difficult to begin using new leveling equipment with winter approaching, and the leveling item was tabled until spring.

Replacement emblems on Lacey monument. The report states that a Purple Heart embellishment was stolen from the monument of David M. Lacey in Maple Shade Cemetery next to the flagpole, and that the star emblem also came off and was retrieved by Johns-Carabelli-Semerano Monuments for safekeeping. The company quoted $400.00 for replacement and added $32.00 in tax, which is to be removed. Trustee Cavanagh stated that Specialist Lacey was an Auburn resident killed in action in Vietnam (Quang Tri) on April 25, 1969, that the emblems were placed approximately 30 years ago through an initiative of the Auburn Community Church, and that the Purple Heart was noticed missing around Memorial Day; no family members have been located. The emblems were described as porcelain, approximately 2½ inches in diameter, and pinned into the stone. Fiscal Officer's Assistant Lorraine Sevich offered to contact the Veterans Administration, and resident Scott Bayus suggested contacting the office of Congressman David Joyce, which Ms. Sevich agreed to pursue as well. Trustee Davis suggested contacting a group that visited the site on August 1. The Board approved payment for the replacement as a last option if the emblems cannot be obtained through these other sources **(Motion #3).** Ms. Sevich will coordinate with the Trustees and the Sexton.

Cryptkeeper software. The report recommends renewing the Cryptkeeper cemetery software for at least one more year while ADP finalizes the new cemetery database, to allow cross-referencing for accuracy. Trustee Davis noted the Township's access to the County GIS system has been activated and that renewal may still be prudent to retain the data. No action was taken.

Fiscal Officer Matsko reported that the new safes have been delivered; one is in the Fiscal Office holding the deed books and the other is in the Sexton's office for cemetery records.

5. Trustee and Fiscal Officer Reports

Patrick J. Cavanagh

Trustee Cavanagh reported that he and Road Superintendent Mike Fenstermaker attended the annual meeting at the County Engineer's office, with substantial discussion of Issue 2 (OPWC) projects. Following a question from a Newbury Township trustee, he discussed with Newbury officials and County Engineer staff a road shared by Auburn and Newbury Townships that is divided lengthwise

rather than at the township line. The road is approximately 50–60 years old and in need of complete reconstruction; the goal is to complete both portions concurrently, with timing discussed for approximately 2029 or 2030. County Engineer staff will look into how the joint project can be done. No action was required.

He also reported that a sewage pump alarm sounded at Adam Hall several weeks ago. One of the two alternating pumps was pulled by Gary Kaufman, who offered to replace it for approximately $2,000 or have it rebuilt; it is being rebuilt. A leak was also found on the outlet from the pump station. Mr. Kaufman expects the system to be restored to original equipment by the end of the week. Trustee Cavanagh noted the system is more than 20 years old and maintenance should be expected.

Riley Davis

State Route 44 / Auburn Corners safety requests. Trustee Davis reported that he had spoken with James Kushner, a safety engineer with ODOT, and with business owners at Auburn Corners. He presented three separate letters to be signed by the Board and submitted to ODOT: (1) a request for a speed study of the SR 44 business corridor; (2) a request for pedestrian crossing improvements, accompanied by a drawing prepared by the business owners proposing three crossing locations using pedestrian-activated LED/solar technology; and (3) a letter regarding right-of-way access for sidewalks. He noted that business owners are gathering signatures of support to be included, and that a new state grant program for sidewalks (reportedly covering up to approximately 80% of costs) may open soon.

Trustee Cavanagh supported the speed study, citing traffic changes since the Turnpike and SR 422 openings and a prior fatality in the passing zone near Stafford Road and SR 44. Marc Kolanz asked about sidewalks on the opposite side of Washington Street; Trustee Davis stated the drawing is illustrative and that sidewalks are at the Township's discretion through right-of-way permits. Deb Standley asked whether the drawing was prepared by the Township or the business owners; Trustee Davis stated it was prepared by the business owners. Trustee Cavanagh stated the State exerts significant control over SR 44, supported asking about crosswalk feasibility, and stated he is not yet committed to a sidewalk project. The Board approved sending the speed study request **(Motion #4)** and the pedestrian crossing request **(Motions #5 and #6).** The Fiscal Officer noted that original letters were available for signature.

Park restroom project. Trustee Davis reported that he and the Fiscal Officer have compiled resident feedback into a punch list and are tracking grant deadlines, and that he will begin gathering quotes so the facility can be completed as early as possible next year.

Daniel J. Matsko, Fiscal Officer

Mr. Matsko reported that since the last meeting he processed 11 electronic payments totaling $22,249.77 and 12 warrants totaling $13,657.90, for a combined total of $35,907.67. As of the September 30 reconciliation, the Township held $1,273,003.70 in its primary checking account at Farmers Bank and $1,330,722.34 in its STAR Ohio investment account, for a stated total of $2,603,726.04. The Board approved the motion to pay bills **(Motion #7).**

He reported receipt of a check from the Ohio Bureau of Workers' Compensation for $8,750.96, representing a state insurance fund dividend equal to approximately 90% of the Township's 2022 policy-year premium, and read the accompanying letter into the record. The funds are in the General Fund, from which most insurance costs are paid, and the Board agreed they should remain there for now.

6. Old Business

NOPEC Energizing Grant ($14,369.00)

Chairman Troyan noted the item remains on the agenda as a reminder. In response to a question from Trustee Davis, Trustee Cavanagh confirmed the grant is "use it or lose it," although the exact deadline is not known; Trustee Davis noted such grants typically expire December 31 of the program year and stated he will monitor it so the funds can be applied productively. No action was taken.

Adam Hall Solutions Discussion – Heat Cable Quote

Trustee Cavanagh reported receiving a $19,200 quote from Somrack for a full rearrangement of the heat cable system and requested that it be itemized between the existing east side installation and the west side, where no cable is installed and where water infiltration primarily occurs. He has provided the quote to a local electrician and is not ready to commit to that amount. Trustee Davis stated his estimate of materials at roughly $10,000 for the proposed 2,400 linear feet, leaving about $9,000 for labor, and recommended obtaining further detail. Scott Bayus commented that heat trace is usually needed due to insulation problems; Trustee Davis stated a smoke test showed the problem is drafting from the eaves to the ridge, and Trustee Cavanagh noted identifiable heat loss through the attic of the original building. Trustee Cavanagh described heat tape as a preventative measure rather than a solution and stated his preference for completing the roof in its entirety.

Trustee Davis reported that requests for quotes were sent to nine roofing companies around September 26; four have responded, and several stated they cannot install cold roofs. Quotes are expected by Monday, October 12. The quote response form requests pricing for three options: (1) a cold roof on the east and west problem areas only; (2) a cold roof on those slopes plus a conventional re-roof of the remaining areas; and (3) a ventilated cold roof across the full heated envelope. It also requests deck-replacement and per-sheet plywood pricing, scheduling, warranty coverage for ice and water intrusion, and insurance information. A site visit by a local roofing contractor was scheduled for Wednesday.

In response to a question from Marc Kolanz regarding the number of quotes required, Chairman Troyan stated the Assistant Prosecutor's opinion is that the work is a required repair and is not subject to the normal bid limits. Trustee Cavanagh read from the Assistant Prosecutor's response that the Board may request proposals, evaluate them on scope and qualifications as well as price, and award the contract. Trustee Davis noted that the recently delivered road truck was purchased through state cooperative pricing. Chairman Troyan asked that quotes be emailed to the Trustees as they arrive. The Board set a tentative special meeting for Thursday, October 15, 2026 at 7:00 PM to review the quotes, to be held only if sufficient quotes are received and to be posted on the Township website **(Motion #8).** Trustee Davis will send a reminder to the contractors.

AED Buy vs. Lease

Chairman Troyan stated that additional time is needed to complete the comparison, and the item will remain under Old Business for the next meeting. No action was taken.

Salary Donation Back to Township

Trustee Davis reported on his continuing effort to donate a portion of his salary to the Township using a transmittal form and donation agreement. Chairman Troyan read the Assistant Prosecutor's guidance: she cannot review the proposal on Trustee Davis's behalf as an individual; the remaining two Trustees may consider a formal proposal; at the time of donation the funds must be either unrestricted or have clearly identified restrictions; and the Township cannot accept a donation that allows the donor to later direct how funds are used. Trustee Davis asked how this relates to the prior restricted cemetery and museum donations; Mr. Matsko stated those were governed by contracts with the church for restoration purposes and that the cemetery funds have been used. Chairman Troyan suggested the land acquisition and improvement fund as a destination, and Mr. Matsko noted the community park fund as another fund with a balance of approximately $1,600 as additional options.

Trustee Davis moved that the Township accept, consistent with the Assistant Prosecutor's guidance, donations from Trustee Davis. Mr. Matsko stated that a contract between the donor and the Township should be in place, and reviewed by the Assistant Prosecutor, before the Board votes. Deb Standley suggested a generic form usable by other donors; Lorraine Sevich and Marc Kolanz questioned the need for the process and a motion before a final proposal exists. No vote was taken on the motion **(Motion #9).** Trustee Davis agreed to revise the agreement to identify a specific fund and to email a simplified summary to the Board.

7. New Business

Township Trick-or-Treat

The Board set Township Trick-or-Treat for Saturday, October 31, 2026, from 6:00 to 8:00 PM **(Motion #10).**

Waiver of Rental Fees

Trustee Cavanagh noted the Board has previously indicated it may waive Town Hall fees for homeowner's associations and has supported Kenston school sports fundraisers. In separate motions, the Board waived the Town Hall rental fee for the LaDue Trails HOA **(Motion #11)** and the Adam Hall rental fee for the Kenston Girls Lacrosse pig roast, provided the hall representative fee and cleaning fee are paid **(Motion #12).**

Quotes for Pressure Washing Buildings

Chairman Troyan stated he would abstain from the selection process. Trustee Cavanagh reported that two quotes were obtained for full washing of the Township buildings, that the lower quote is from a vendor who previously performed the work, and that the vendor will allow the scope to be adjusted. He noted the fire station siding has algae and that the Administration Building, Parker Building, and Adam Hall need cleaning. Trustee Davis questioned the $1,400 quoted for the fire station and asked whether the Fire Department would consider purchasing a pressure washer and using existing staff or stipend positions instead. Fire Prevention Officer Phillips stated the department lacks staffing to pressure wash from ladders and would raise the question with the fire board. Patti Phillips and Deb Standley commented on the use of cleaning chemicals for algae and the benefits of a contractor maintaining its own equipment; Johnny Chambers supported purchasing equipment given the department's budget. Trustee Cavanagh moved to remove the Road Department building from the scope for now and to

proceed with the remaining buildings with Fogerty Services. The motion carried, with Chairman Troyan abstaining **(Motion #13).**

Job Descriptions

Chairman Troyan stated he is awaiting final reviews. Trustee Davis stated that draft job descriptions for eight positions, developed with input from the Township office and the Fiscal Officer, are ready for review, proposed reviewing two per meeting, and noted that the Township's insurer (OTARMA) has identified the lack of job descriptions. Chairman Troyan stated he had sent the Fire Prevention Officer draft to Chief Phillips for feedback, and Chief Phillips stated the draft does not cover the full scope of the position.

Trustee Davis raised questions regarding the hours and duties of the Fire Prevention Officer position, historical inspection data, whether the position should require professional firefighter and EMT certification, and a $60,000 placeholder budgeted for a fire chief in 2027. Chief Phillips stated he serves as Fire/EMS Administrator and Fire Prevention Officer, oversees approximately 40 personnel, and attributed gaps in historical data to a failed software migration. Mr. Blaser explained the $60,000 is a budget placeholder in the event the fire chief position returns to the Fire Department. Chairman Troyan stated the ORC requires a Fire Prevention Officer and expressed his view that job descriptions are unnecessary. Trustee Cavanagh stated that, other than the Zoning Inspector and Fire Prevention Officer, whose duties are defined in the ORC, Township employees are at-will and asked whether to distribute the road department job descriptions; he stated Mr. Fenstermaker preferred that they come from the Board and that he would work with the Road Superintendent on them. Marc Kolanz read an ORC summary stating that a fire prevention officer has all duties of a fire chief except those involving the maintenance and operation of fire apparatus. The discussion became contentious at points. No action was taken.

8. Public Comments

The separate public comment period was not reached before adjournment. Public comment was taken throughout the meeting, including: questions on the status of the June 15, 2026 enforcement motion (Scott Bayus); suggestions for contacting the Veterans Administration and Congressman Joyce's office regarding the Lacey monument emblems (Scott Bayus); questions on the SR 44 sidewalk drawing (Marc Kolanz, Deb Standley); comments on heat trace and building insulation (Scott Bayus); questions regarding quote requirements and the salary donation process (Marc Kolanz, Lorraine Sevich, Deb Standley); comments on pressure washing (Patti Phillips, Deb Standley, Johnny Chambers); and a reading of the ORC description of fire prevention officer duties (Marc Kolanz).

9. Announcements / Save the Date

- 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
- 10/15/2026 – Possible Board of Trustees Special Meeting (Adam Hall roof quotes), 7:00 PM, if sufficient quotes are received; to be posted on the Township website
- 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.)
- 10/31/2026 – Township Trick-or-Treat, 6:00–8:00 PM

10. Adjournment

Consistent with the 9:00 PM procedure announced at the start of the meeting, Chairman Troyan moved to adjourn. The motion was seconded by Trustee Cavanagh and carried unanimously. The meeting adjourned at approximately 9:01 PM **(Motion #14).**

11. Summary of Formal Motions and Vote Outcomes

#	Motion	Moved / Seconded	Vote	Result
1	Approve the minutes of the Regular Meeting of September 21, 2026.	Moved: P. Cavanagh Seconded: M. Troyan	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
2	Approve the minutes of the Special Meeting of September 22, 2026.	Moved: M. Troyan Seconded: P. Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried

#	Motion	Moved / Seconded	Vote	Result
3	Pay for replacement of the Lacey monument emblems ($400.00 quote) as a last option if they cannot be obtained through other sources.	Moved: M. Troyan Seconded: P. Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
4	Send the letter to ODOT requesting a speed study on State Route 44.	Moved: M. Troyan Seconded: P. Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
5	Send a request to ODOT for a pedestrian crosswalk on State Route 44.	Moved: M. Troyan Seconded: P. Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
6	Send the letter entitled "Request for Pedestrian Crossing Improvement, State Route 44, East Washington Street in Auburn Township."	Moved: M. Troyan Seconded: R. Davis	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
7	Pay bills (11 electronic payments totaling $22,249.77; 12 warrants totaling $13,657.90; combined total $35,907.67).	Moved: P. Cavanagh Seconded: M. Troyan	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
8	Schedule a tentative special meeting on October 15, 2026, at 7:00 PM to review Adam Hall roof quotes, to be held if sufficient quotes are received.	Moved: M. Troyan Seconded: R. Davis	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
9	Accept, consistent with the Assistant Prosecutor's guidance, donations from Trustee Riley Davis.	Moved: R. Davis Seconded: Not clearly made	No vote taken	No action
10	Set Township Trick-or-Treat for Saturday, October 31, 2026, 6:00–8:00 PM.	Moved: P. Cavanagh Seconded: M. Troyan	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
11	Waive the Town Hall rental fee for the LaDue Trails HOA.	Moved: P. Cavanagh Seconded: M. Troyan	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
12	Waive the Adam Hall rental fee for the Kenston Girls Lacrosse pig roast (hall representative fee and cleaning fee to be paid).	Moved: M. Troyan Seconded: P. Cavanagh	Cavanagh — Yes Davis — Yes Troyan — Yes	Carried
13	Award building pressure washing to Fogerty Services, excluding the Road Department building for now.	Moved: P. Cavanagh Seconded: R. Davis	Cavanagh — Yes Davis — Yes Troyan — Abstain	Carried
14	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
Contact the Veterans Administration and Congressman David Joyce's office regarding replacement of the Lacey monument emblems; coordinate with the Trustees and Sexton. If unsuccessful, proceed with the $400.00 replacement quote with the $32.00 tax removed.	L. Sevich; M. Sturm (Sexton)	Approximately 13 days (before Oct. 19, 2026 meeting)	Cemetery Report

Action Item	Owner	Deadline / Timing	Source
Check gravesites for stability related to the two headstone footer requests.	Not specified	Not specified	Cemetery Report
Resume research and discussion of portable headstone leveling systems.	Not specified	Spring 2027 (tabled)	Cemetery Report
Decide on renewal of the Crypt Keeper cemetery software while the new ADP cemetery database is finalized.	Board of Trustees	Not specified	Cemetery Report
Sign and submit the SR 44 speed study and pedestrian crossing letters to ODOT, including business-owner signatures of support.	R. Davis; Board of Trustees (signatures)	Not specified	Trustee report – R. Davis
Monitor the new state sidewalk grant program and report to the Board when it opens.	R. Davis	When program opens	Trustee report – R. Davis
Continue park restroom grant punch list and gather quotes for the facility.	R. Davis; D. Matsko	Not specified	Trustee report – R. Davis
Complete rebuild of the Adam Hall sewage pump and repair of the pump station outlet leak.	G. Kaufman (contractor); P. Cavanagh	End of week of Oct. 5, 2026 (expected)	Trustee report – P. Cavanagh
Obtain an itemized (east/west) heat cable quote from Somrack and electrician input.	P. Cavanagh	Not specified	Old Business – Adam Hall
Send a reminder to roofing contractors; email roof quotes to the Trustees as they are received.	R. Davis; P. Cavanagh	Reminder Oct. 6, 2026; quotes due Oct. 12, 2026	Old Business – Adam Hall
Post notice of the Oct. 15, 2026 special meeting on the Township website if it will be held.	Not specified	At least one day before Oct. 15, 2026	Old Business – Adam Hall
Monitor the NOPEC Energizing Grant expiration and identify a use for the funds.	R. Davis	Typically Dec. 31 of program year (exact date not confirmed)	Old Business – NOPEC
Complete the AED buy-versus-lease comparison.	Township office (per M. Troyan)	Next regular meeting (Oct. 19, 2026)	Old Business – AED
Revise the salary donation agreement to identify a specific fund and email a simplified summary to the Board.	R. Davis	Not specified	Old Business – Salary donation
Engage Fogerty Services for building pressure washing (excluding Road Department building).	Not specified	Not specified	New Business – Pressure washing
Raise the pressure-washing/equipment question with the fire board.	J. Phillips	Not specified	New Business – Pressure washing
Provide feedback on the draft Fire Prevention Officer job description.	J. Phillips	Next regular meeting (Oct. 19, 2026), as indicated in discussion	New Business – Job descriptions
Work with the Road Superintendent on road department job descriptions.	P. Cavanagh	Not specified	New Business – Job descriptions

Minutes prepared from the official meeting agenda, the September 2026 Zoning and Cemetery Reports, and the audio/video transcript of the October 5, 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 19, 2026
Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, October 5, 2026

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

PLEDGE OF ALLEGIANCE

GUEST:

MINUTE APPROVAL: Regular Meeting 09/21/2026 and Special Meeting 09/22/26

SCHEDULED REPORTS:
- Frank Kitko, Zoning Inspector
- Cemetery Report
    - Replacement emblems on Lacey monument

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 – heat cable quote
- AED buy vs lease
- Salary donation back to Township

NEW BUSINESS:
- Set date and time for Township Trick-or-Treat
- Waive Town Hall rental fee for LaDue Trails HOA and Adam Hall rental fee for Kenston girls Lacrosse pig roast (hall rep fee and cleaning only)
- Review quotes for pressure washing buildings
- Job Descriptions
- Auburn Corners project

PUBLIC COMMENTS

SAVE THE DATE:
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

Continued on reverse side

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
10/31/26 - Happy Halloween!
11/02/26 - Board of Trustees Regular Meeting, Admin Building 7:00pm
11/03/26 - Election Day Adam Hall
11/10/26 - BZA Regular Meeting, Admin Building 7:00pm
11/12/26 - Zoning Commission Meeting, Admin Building 7:00pm

AUBURN TOWNSHIP

Auburn Township Board of Trustees

Meeting Attendance Sheet

Monday October 5, 2026

Please Sign in

	Print Name	Resident	Non-Resident
1	Patti Pletkin	X	
2	Susan Shukaitis	X	
3	George Shukaitis	X	
4	DALE RYAN	✓	
5	JOHN NESI	✓	
6	Deb Standley	✓	
7	John Chambers III	✓	
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AUBURN TWP ZONING REPORT

SEPTEMBER 2026

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions									2				2
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	4				17
Res Addition		3		1	1	2	1	1	1				10
Res Deck		2	1	1			4	2	1				11
Res Fences	2	1		2	1			2	4				12
Res Interior Completion													
Res Other													
Res Patios						1		1	1				3
Res Remodel				1				1	2				4
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	1				11
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	16				142

CEMETERY REPORT SEPTEMBER 2026

2 INTERMENTS

1 full burial

1 ash interment

Now have 2 headstone footer requests (will check gravesites for stability after recent interments)

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

No gravesite sales

Some gravesite settling filled while there for full burial

Still researching portable headstone leveling systems

Heard 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). Quote provided with a cost of $400.00 they added tax of $32.00 but that should be removed . The star emblem came off the monument as well and was found by Johns Carabelli on top of monument (so they took it with them to keep it safe).

I realize its only October but I would recommend renewing Cryptkeeper cemetery software for at least one more year while ADP finishes up finalizing our new cemetery database. For the benefit of cross referencing all the information to verify accuracy.

FISCAL OFFICER REPORT OCTOBER 5, 2026

Fiscal Officer Dan Matsko presented the payment list for payments processed since SEPTEMBER 22, 2026.

PAYMENT LISTING

• 11 ELECTRONIC PAYMENTS PROCESSED:	$ 22,249.77
• 12 WARRANTS PROCESSED:	$ 13,657.90
TOTAL:	$ 35,907.67

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

SAVINGS ACCOUNTS AS OF SEPTEMBER 30, 2026

• PRIMARY CHECKING ACCOUNT BALANCE:	$ 1,273,003.70
• STAR OHIO BALANCE:	$ 1,330,722.34
TOTAL:	$ 2,603,726.04

Dan Matsko
10-5-26

Dan Matsko

Payment Listing

9/22/2026 to 10/31/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
252-2026	09/22/2026	09/27/2026	CH	OHIO DEFFERRED COMPENSATION	$30.00	C
253-2026	09/22/2026	09/28/2026	CH	SPECTRUM BUSINESS	$342.89	C
254-2026	09/22/2026	09/28/2026	CH	SAMS CLUB	$67.62	C
255-2026	09/24/2026	09/28/2026	CH	STAPLES ADVANTAGE	$86.03	C
256-2026	09/24/2026	09/28/2026	CH	VISA	$444.19	C
257-2026	09/28/2026	09/29/2026	CH	WINDSTREAM WESTERN RESERVE INC.	$271.85	C
258-2026	09/29/2026	10/01/2026	CH	SPECTRUM	$108.72	C
259-2026	09/30/2026	10/01/2026	CH	BURNHAM & FLOWER	$2,329.69	C
260-2026	10/01/2026	10/03/2026	CH	OHIO DEFFERRED COMPENSATION	$1,400.00	O
261-2026	10/01/2026	10/03/2026	CH	AHOLA CORPORATION	$16,968.44	O
262-2026	10/02/2026	10/03/2026	CH	SUN LIFE FINANCIAL	$200.34	O
9414	10/05/2026	10/04/2026	AW	Cuyahoga Asphalt Materials	$7,374.60	O
9415	10/05/2026	10/05/2026	RW	ROSE SOLITRO	$300.00	O
9417	10/05/2026	10/05/2026	AW	ASCENDANCE TRUCKS MIDWEST, LLC	$3,536.34	O
9418	10/05/2026	10/05/2026	AW	SUNRISE SPRINGS WATER COMPANY	$120.90	O
9419	10/05/2026	10/05/2026	AW	ARIS	$134.50	O
9420	10/05/2026	10/05/2026	AW	INDUSTRIAL CONNECTIONS	$185.25	O
9421	10/05/2026	10/05/2026	AW	E. MILLER REPAIR	$75.00	O
9422	10/05/2026	10/05/2026	AW	ALL WAYS FLASHER, LLC	$144.00	O
9423	10/05/2026	10/05/2026	AW	COLUMBUS EQUIPMENT COMPANY	$22.31	O
9424	10/05/2026	10/05/2026	AW	SARAH MULLEMAN	$275.00	O
9425	10/05/2026	10/05/2026	AW	PRETTY PREPARED CO.	$240.00	O
9426	10/19/2026	10/05/2026	AW	AUBURN ASPHALT	$1,250.00	O
				Total Payments:	$35,907.67	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$35,907.67	

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

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

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

Dan Matzko
10/5/26

Outstanding Payments

Reconciled Date 9/30/2026

Posted 10/1/2026 2:34:27 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	9395	09/21/2026	NATHAN RASMUSSEN	$300.00
PRIMARY	Warrant	9396	09/21/2026	JOYCE PITEO	$300.00
PRIMARY	Warrant	9399	09/21/2026	GEAUGA COUNTY TOWNSHIP ASSOCIATION	$139.62
PRIMARY	Warrant	9403	09/21/2026	Dex Imaging, LLC	$612.72
PRIMARY	Warrant	9406	09/21/2026	PENNOHIO CORPORATION	$13,199.05
PRIMARY	Warrant	9411	09/21/2026	SARAH MULLEMAN	$475.00
PRIMARY	Warrant	9412	09/21/2026	VICTORIA DRUCKER	$180.00
PRIMARY	Warrant	9413	09/21/2026	ACQUIRE FIRE PROTECTION	$61.00
					$15,267.39

AUBURN TOWNSHIP, GEAUGA COUNTY

Bank Reconciliation

Reconciled Date 9/30/2026

Posted 10/1/2026 2:34:27 PM

Prior UAN Balance:		$3,183,873.39
Receipts:	+	$52,761.26
Payments:	-	$648,176.00
Adjustments:	+	$0.00
Current UAN Balance as of 09/30/2026:		$2,588,458.65
Other Adjusting Factors:	+	$0.00
Adjusted UAN Balance as of 09/30/2026:		$2,588,458.65
Entered Bank Balances as of 09/30/2026:		$2,603,726.04
Deposits in Transit:	+	$0.00
Outstanding Payments:	-	$15,267.39
Outstanding Adjustments:	+	$0.00
Other Adjusting Factors:	+	$0.00
Adjusted Bank Balances as of 09/30/2026:		$2,588,458.65

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 09/30/2026.

There are no outstanding adjustments as of 09/30/2026.

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10/5/26

Bank Balances

Reconciled Date 9/30/2026

Posted 10/1/2026 2:34:27 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		$1,857,451.46	$1,273,003.70	$1,273,003.70	$0.00
Investment	STARPLUS		$1,326,421.93	$1,330,722.34	$1,330,722.34	$0.00
		Total:	$3,183,873.39	$2,603,726.04	$2,603,726.04	$0.00