Township Special Board Meeting Minutes – October 22, 2026

The Board voted 3–0 to award the roofing contract to MK Roofing (Option 3), with conditions written into the contract. Minutes are prepared from the meeting transcript.

Meeting information

Item	Detail
Meeting	Township Special Board Meeting: Roofing Contract Award & Procurement Review
Date	Thursday, October 22, 2026
Called to order	6:00 PM, by Trustee Michael Troyan
Adjourned	Approximately 7:24 PM (per recording timestamp)
Location	Not stated in the transcript
Trustees present	Michael Troyan, P.J. Cavanagh, Riley Davis
Roll call taken by	Lorraine Sevich FO Assistant
Others speaking	Scott Cavanagh (led the Pledge of Allegiance); John Phillips (Fire Prevention); Deb Standley; Patti Phillips; one unidentified attendee
By telephone	Colin Klein, Sullivan Drive (reference for Link Exteriors)

Agenda items and discussion

No written agenda appears in the transcript; items are listed in the order discussed.

1. Call to order and Pledge of Allegiance

Trustee Troyan called the meeting to order at 6:00 PM. Scott led the Pledge of Allegiance.

2. Procurement review: competitive bidding requirements

Trustee Troyan reported on email correspondence with Kristen Rine of the prosecutor's office regarding whether the project must be formally bid.

- The response stated that no specific statute requires the township to bid in this scenario, and that there is no general bid threshold statute for townships as there is for counties.
- Asked to confirm that the township may legally proceed on a $130,000 project without bid documents, advertising or sealed bids, the response was "yes," but that doing so is not recommended. The Prosecutor's office always recommends it to obtain the best price and to avoid allegations of favoritism, unfair advantage or conflicts of interest.
- The response noted that project cost may implicate other requirements, such as prevailing wage.
- Trustee Troyan also read an AI-generated overview citing ORC 9.17, ORC Chapter 4115 (prevailing wage) and ORC 153.54 (bid guarantees), and cautioned that it should be taken with a grain of salt.

Trustee Davis stated that:

- Prevailing wage was addressed about five to six weeks earlier in the original requests to all nine contractors, and the quote response form required contractors to state whether they pay prevailing wage.
- ORC 9.17 applies to categories such as fire equipment and station buildings, road materials and machinery, road maintenance and construction, and memorial buildings, not to repairs on this building.
- He had provided the assistant prosecuting attorney (Ms. Ryan) with his citations, and her only flag was prevailing wage.

- Nine companies were contacted, four replied, and two finalized quotes were received over roughly five weeks.

Trustee Cavanagh later asked for the advice to be restated, and Trustee Troyan re-read it in full.

3. Review of roofing quotes: MK Roofing and Link Exteriors

The Board compared the two finalized quotes. The trustees agreed to consider only the full scope: a cold roof over the full heated envelope, including the rear addition, with conventional roofing on unheated portions (Option 3). Trustee Davis stated the two quotes for this scope were about $6,000 apart, and the higher-priced company had the lower deck replacement price.

- **Payment schedule:** both contractors indicated they were agreeable to modified payment terms.
- **Ice and water guard:** Mr. Fenstermaker had preferred 9 feet of coverage over 6 feet. Link Exteriors quoted $3,800 for the additional row. MK Roofing confirmed by phone during the meeting a price of $1,100 for an additional row around the entire perimeter. Trustee Cavanagh supported 9 feet because of the east-facing valleys.
- **Grace brand underlayment:** quoted as a $20,000 upgrade (Link Exteriors). An MK Roofing figure of $9,000 was also cited, though trustees were unclear which item it applied to. The Board's consensus was to use the standard product, since ventilation rather than the underlayment brand is the key to the fix.
- **Shingle class:** both quotes are for Class 3 impact-rated shingles. Class 4 was estimated at $50–$70 more per square, or about $6,000–$8,000 for this project. It was not pursued.
- **Warranties:** both offer a 10-year workmanship warranty. One manufacturer warranty is 50 years and the other is prorated. MK Roofing's warranty covers damage from a failed system, which Trustee Cavanagh read as covering ice dams.
- **Lifespan:** typical real-world shingle lifespan was stated as 25–30 years.
- **Weather:** one company does not install below about 40°F daytime temperature. Both aim to complete the work before winter.
- **Suitability:** both contractors stated, unprompted, that this is the only solution short of a major structural change.

4. Reference check

Trustee Davis telephoned Colin Klein, a reference for Link Exteriors, during the meeting. Mr. Klein stated that Link installed a ventilated cold roof on his home about a year ago, believed to be Link's first such installation. He reported lower heating and cooling bills, less rain noise, and that his attic fan now rarely runs.

MK Roofing did not list references for this roof type but stated it has done such jobs. Trustee Cavanagh cited MK Roofing's work at the former Loftus House in Newbury.

5. Contract award discussion

Trustee Cavanagh moved to award the contract to MK Roofing, citing quick responses and reputation. Discussion included:

- Trustee Davis noted that MK Roofing provided no reference; Ms. Standley noted that references are always favorable and that MK Roofing has a long track record.
- Patti Phillips raised the possible appearance of favoritism. Trustee Davis stated he has no business relationship with either company.
- Trustee Davis spoke in favor of the local contractor being accountable to the community. MK Roofing's location in Middlefield, Geauga County, was noted.
- Trustee Davis described both companies as excellent.

The motion was seconded and passed (see Motions and votes).

6. Contract conditions and schedule

Following the award, the Board reviewed MK Roofing's contract packet. Conditions were handwritten on the customer signature lines:

1. No Grace upgrade.
2. Additional row of ice guard on the perimeter for $1,100.

3. Payment in full upon completion, conditional on contractor acceptance. MK Roofing indicated by phone that this could work, pending verification the next morning.

Other points:

- **OSB replacement:** priced at $55 per sheet per the quotation. Trustee Davis stated he will be solely responsible for replacement decisions outside of meetings and will email the count and total to the office.
- **Notarization:** Trustee Troyan, a notary, could not notarize because he is party to the contract. The notarization line was struck, as discussed on the record.
- **Fiscal officer signature:** Trustee Cavanagh noted it is sometimes requested to confirm funds.
- **Schedule:** earliest start is November 18, with expected completion November 26, weather permitting. Board meetings fall on November 2 and November 16 before the start. The first December meeting is December 7, so Trustee Troyan suggested processing the final payment on completion without waiting for that meeting.
- If the contractor does not accept the conditions, the Board will revisit them at its meeting on Monday.

7. Shingle and drip edge color selection

No color was selected. Trustees discussed posting color options to Facebook for two to three days for public input. Trustee Davis offered to prepare a presentation and AI-generated images showing options on a photo of the building. Trustees generally favored a color similar to the current roof or lighter. Drip edge color is also to be chosen.

8. Comments

Trustee Cavanagh objected to what he described as anonymous accusations. Trustee Davis stated that, from six years of minutes, a contractor connected to Trustee Cavanagh (G.W. Construction) awarded work totaling approximately $80,000 without other bids discussed and without abstention. Trustee Cavanagh stated the jobs were generally small repairs, mostly under $1,000, and asked to see the documentation. Trustee Davis said he would email it.

Motions and votes

#	Motion	Moved	Seconded	Vote	Result
1	Award the roofing contract to MK Roofing, Option 3	Cavanagh	Troyan	Cavanagh: Yes; Davis: Yes; Troyan: Yes	Passed 3–0
2	Adjourn	Troyan	Cavanagh	Cavanagh: Yes; Davis: Yes; Troyan: Yes	Passed 3–0

The contract conditions (no Grace upgrade, $1,100 perimeter ice guard row, payment on completion) and the OSB replacement arrangement were agreed by consensus and written into the contract; no separate vote was recorded on them.

Action items

#	Action	Owner	Deadline
1	Email the signed contract packet, with conditions, to Ben at MK Roofing for the owner Micah Kaurman.	Trustee Davis	Not stated (following the meeting)
2	Verify MK Roofing's acceptance of payment in full upon completion	Trustee Davis	Oct 23, 2026 ("in the morning")
3	If MK Roofing does not accept the conditions, revisit them	Board of Trustees	Oct 26, 2026 (Monday meeting)

#	Action	Owner	Deadline
4	Make OSB replacement decisions on site and email the sheet count and total ($55/sheet) to the office	Trustee Davis	During the project, once known
5	Prepare color option images or a presentation and post options to Facebook for 2–3 days of public input	Trustee Davis	Not stated
6	Select shingle and drip edge colors	Board of Trustees	Not stated; before the Nov 18, 2026 start
7	Provide fiscal officer signature on the contract if MK Roofing requests it	Not assigned	Not stated
8	Process final payment on completion without waiting for the December meeting	Board of Trustees	On completion (expected Nov 26, 2026)
9	Email documentation on prior contractor awards to Trustee Cavanagh	Trustee Davis	Not stated

Adjournment

Trustee Troyan moved to adjourn; Trustee Cavanagh seconded. The motion passed 3–0 on roll call, and the meeting adjourned at approximately 7:24 PM.

Daniel J. Matsko, Fiscal Officer

Michael S. Troyan, Chairman

Riley Davis, Vice-Chairman

Patrick J. Cavanagh, Trustee

Nov 2, 2026

Date