

The Transition Supervisory Board met on Tuesday, April 22, 2025, at 1:00 p.m. at 12611 Ravenwood Drive in the Geauga County Office Building and via Microsoft Teams for a Special meeting. Members present: Kate Jacob, Transition Supervisory Board Chair; and Jim Dvorak, County Commissioner. Other present: Charles Walder, County Auditor; Pam McMahan, Chief Operations Officer; Former-Aquilla Village Mayor Richard Wolfe; Harry Jacob, Former Aquilla Village Solicitor; Patricia Fisher, Former Aquilla Village Fiscal Officer; Susan Weiland, Assistant Prosecuting Attorney; Pearce Leary, Receiver Trustee; Tammy Most, Deputy Auditor; Kristen Sinatra, Deputy Auditor; Akshay Raikar, ADP.

Absent: Celesta Mullins, County Recorder

Approval of the Transition Supervisory Board meeting minutes from 4/1/25

Motion: by Jim Dvorak, seconded by Kate Jacob to approve the 4/1/25 meeting minutes.

Voice votes: 2 ayes, 1 absent, 0 abstain. Motion carried.

Receiver Update

Approval of Pearce Leary's Report

Motion: by Kate Jacob, seconded by Jim Dvorak to approve the receiver trustees report.

Pearce stated that the withholding taxes for the State have been paid. For the 2021 & 2022 audits, the management letter has been corrected and does not reference Patricia as the fiscal officer. They are waiting for the final report from the State. Patricia is currently working on the 2023 & 2024 audits. Patricia had several items she had to fix that were deposited into the wrong funds including the American Rescue Plan Funds. Patricia explained that the prior fiscal officer did not do the 2023 Hinkle report, she is currently working on it.

Pearce stated that they still need to change the depository account to Claridon.

Pearce stated that for the last two years records have been cleaned up for the Bureau of Workers Compensation as well as Job and Family Services. They were paid in full including fines of \$239.00.

The record retention is almost complete, the form has been mailed to the State, and they are waiting to hear back. There are some missing meeting minutes that Patricia is going to try to reconstruct as best as she can. They have not sent any records to Claridon Township because they are waiting to hear back from the State to know what they are going to approve. Pearce said that they have 18 boxes to be shredded by Records & Archives, but they are not going to shred anything until the Historical Society approves their report.

Pearce also stated that he has all the legal descriptions for the deeds. According to the statute, he can file an affidavit of facts which would establish his authority to sign the deeds. In the affidavit, Pearce would recite that there was a vote, a Board, he was appointed on such date and is an authorized trustee. He is going to work on the affidavit, deeds and the DTE 100EX tax exemption form.

Voice votes: 2 ayes, 1 absent, 0 abstain. Motion carried.

Public Records Update

Kate stated that Pearce mentioned missing meeting minutes.

Patricia replied that there are 4 that are missing from 2023 and 2024. She contacted two of the council members and the minutes are a permanent record, so they try to recreate them.

Approval of the Auditor's Report

Motion: by Kate Jacob, seconded by Jim Dvorak to approve the Auditor's report.

Chuck stated that he is scheduled to go to Claridon Township Trustee meeting on May 19th to bring Claridon up to speed where the Transition Supervisory Board is with things, especially utilities that may or may not be disconnected.

Chuck also stated that the last outstanding item that he has not heard anything about is that the month of April is the last available month to report the closing report for ARPA. Patricia replied that she has the file and is going to work on it. Aquilla is on the list that has not filed. Chuck added that his understanding is at the end of April, anyone that has not filed is going to get an order to pay. Even if you file and it is not accepted, it is better than not filing.

Chuck told Patricia that she is not the only one that with trouble with the portal. He does not know how far back they have not reported. Patricia replied that they have not for a year and a half.

Chuck added you must do it quarterly and then you must do an annual final submission.

Chuck told Patricia that if she needs some help, Pam has been sitting through webinars.

Voice votes: 2 ayes, 1 absent, 0 abstain. Motion carried.

Chuck mentioned that they may want to start drafting the request to the State Auditor because it will probably go through a few iterations to word it correctly and let them know the Board is wrapping up and the State Auditor can do their final audit. Susan is going to want to make sure they are following the ORC.

Chuck stated that he does not have much involvement now unless there is a question on the conveyance of the property. Chuck will have to meet with Celesta and the Engineer to make sure there is no requirement of reserving. He does not know how old the deeds are and how good they are until the Engineer tests them. The normal conveyance pattern is the Auditor, Recorder, and the Engineer must concur. If the tax map people say the survey is far outdated, they may require a resurvey.


The Boards next meeting will be held on May 6th at 1 p.m.

Public Comment

None

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Kate Jacob motioned to adjourn.

Respectfully submitted,



Kate Jacob

Transition Supervisory Board Chair

Jim Dvorak

County Commissioner



Celesta Mullins

County Recorder