

Auburn Township Administration Building January 6, 2020 Page 1

~~Held~~ ~~The Regular meeting of the Auburn Township Board of Trustees was called to order at 7:30 p.m. by Chairman Patrick J. Cavanagh. All Trustees were present.~~

The Pledge of Allegiance was led by Dale Ryan.

**REPORTS:**

**Frank Kitko, Zoning Inspector**, gave an end of the year zoning report indicating 125 applications processed in 2019 and 104 permits issued. A total of 10 new single family dwellings were built in 2019.

**Emerick Gordon, Township Highway Superintendent**, gave a report for December reflecting 308 tons of salt dispersed for 7 snow events (11 rounds of plowing) leaving 1300 tons of road salt in the salt dome. Auburn has committed to ODOT for 2,000 tons.

Mr. Gordon reported a couple of signs were stolen. Currently the department is doing regular maintenance on equipment.

**John A. Eberly** spoke to the public's good impression of our service garage. He complimented the road workers for keeping it organized and clean. Mr. Eberly spoke to the new loader and how well it is working for the department.

**Michael S. Troyan** yielded his time.

**Patrick J. Cavanagh** yielded his time.

**Fredrick May, Fiscal Officer**, presented an Appropriations Report, Fund Status Report, Revenue Report and a Payment Report listing warrants 5600 through 5624 for a total of \$39,872.54. He presented Resolutions 2020-01 and 2020-02.

**NEW BUSINESS:**

The Trustees discussed the Township's Highway Use Policy.

**Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to accept Resolution 2020-03 Adopting the Geauga County Commissioners Highway Use Manual and authorize the Geauga County Engineer to Issue and enforce all policies and procedures outlined therein. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion passed.**

**Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to deposit the franchise fees totaling \$2,867.04 received from CSC Holdings, LLC (aka SuddenLink) into the Land Acquisition and Improvement Fund. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion passed.**

Trustee Cavanagh spoke to the MORE Grant offered by OTARMA to townships for the purchase of safety items. Auburn received \$500.00.

**Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to contract with Interfinish LLC at a cost total of \$4,980.00 for the 2020 preventative floor maintenance at the Auburn Fire Station. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion passed.**

The Trustees discussed ODNR's NatureWorks Local Grant Program Project Agreement.

**Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to contract with the State of Ohio, Division of Natural Resources, and sign the NatureWorks Local Grant Project Agreement. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion passed.**

Held \_\_\_\_\_

**REPORTS (continued):**

**Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to adopt Resolution 2020-01 for the following Supplemental Reallocations:**

- Supplemental appropriation of \$10,888.75 to Road and Bridge Fund 2031-330-190 Salaries
- Reallocation of \$206 from 1000-130-211 Zoning Ohio Public Employees Retirement to 1000-130-190 Zoning Salaries
- Reallocation of \$366.86 from 2191-110-221 Fire Levy Medical Hospitalization to 2191-110-190 Fire Levy Salaries
- Reallocation of \$12,000 from 2191-120-360 Fire Levy Contracted Services to 2191-220-314 Tax Collection Fees

**VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion passed.**

**Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to adopt Resolution 2020-02 requesting first half fiscal-year 2020 tax advance and that such advance is required to maintain township operations and authorize the Fiscal Officer to make a written request to the Geauga County Auditor for said tax advance pursuant to ORC 321.34. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion passed.**

**Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to pay membership dues to Chagrin River Watershed Partners in the amount of \$1,116.00. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion passed.**

**PUBLIC COMMENTS:**

There was a question about a warrant.

**ORGANIZATIONAL MEETING:****2020 CHAIRMAN APPOINTMENT:**

**Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to appoint John A. Eberly as Chairman of the 2020 Board of Trustees. VOTE: Patrick J. Cavanagh, yes; Michael S. Troyan, yes; John A. Eberly, yes. The motion passed.**

**VICE-CHAIRPERSON**

Michael S. Troyan **MOVED** seconded by John A. Eberly that Patrick J. Cavanagh acts as Vice-Chairman of the Auburn Township Board of Trustees for the year 2020. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**TRUSTEE MEETING DAY AND TIME**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that the Auburn Township Trustees' Regular Meetings be held the 1<sup>st</sup> and 3<sup>rd</sup> Monday at 7:30 PM January through December 2020. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**MEETING PROTOCOL**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that anyone who wants to be on the agenda give any of the Trustees, the Fiscal Officer, or the office administrator one-week advance notice. Reporters are asked to hold their questions to the end of the meeting. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Held \_\_\_\_\_

**VIDEOTAPING MEETINGS**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that videotaping public meetings in Auburn Township is permitted providing the videotaping does not interfere, obstruct or otherwise disturb the proceedings. Video equipment must be set up in the designated area and done in an unobtrusive manner. No artificial photographic lighting shall be permitted. The equipment used must be operated silently. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**SUNSHINE LAW**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that in accordance with Senate Bill #74, Sunshine Law, a fee of \$52.00 be paid in advance annually, plus a self-addressed stamped envelope be provided by any person requesting advanced notification of meetings. This Resolution does not apply to news media. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**MEDIA OF CHOICE**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly to appoint the township website, [www.auburntownship.com](http://www.auburntownship.com), and The Geauga Maple Leaf as Auburn Township's primary *Medias of Choice* and appoint The News Herald as needed. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**ZONING INSPECTOR APPOINTMENT**

Patrick J. Cavanagh **MOVED** seconded Michael S. Troyan by to appoint Frank Kitko as Zoning Inspector. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**ZONING INSPECTOR COMPENSATION**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to compensate the Zoning Inspector at a rate of \$2,235.00 per month. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**CHIEF / FIRE & EMS ADMINISTRATOR**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to appoint John L. Phillips as Auburn Township Chief Fire & EMS Administrator. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**CHIEF / FIRE & EMS ADMINISTRATOR COMPENSATION**

John A. Eberly **MOVED** seconded by Michael S. Troyan to compensate the Chief / Fire & EMS Administrator at an annual rate of \$40,640.00 that shall be salary method for the year and paid solely from the Fire Department FUND. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**FIRE DEPARTMENT MUTUAL AID**

Patrick J. Cavanagh **MOVED** seconded Michael A. Troyan by to accept all mutual aid agreements negotiated by the Auburn Volunteer Fire Department Corporation as binding. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**CEMETERY SEXTON**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly to appoint Michael Ludwig as Cemetery Sexton for 2020. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Held \_\_\_\_\_**SEXTON COMPENSATION**

Michael S. Troyan **MOVED** seconded by John A Eberly that Michael Ludwig will receive \$352.84 a month for services rendered as Cemetery Sexton. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**COMPENSATION FOR TRUSTEES**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that the payment method shall be salary method for the year and paid solely from the General Fund. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**KCE BOARD**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly to confirm previously appointed representatives and recap the complete board as follows:

David Parker Term expires 12/31/2021

Robert Ford Term expires 12/31/2020

VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**ZONING COMMISSION MEMBERS**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Dennis Bergansky to a five (5) year term on the Zoning Commission beginning 1/1/20 and ending 12/31/24. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly to appoint Ted Van Hyning as Zoning Commission alternate #1, a one (1) year term beginning 1/1/20 and ending 12/31/20. VOTE: Eberly, yes; Troyan, yes; Cavanagh. The motion **PASSED**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Scott Brockman as Zoning Commission alternate #2, a one (1) year term beginning 1/1/20 and ending 12/31/20. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly to confirm previously appointed ZONING COMMISSION members and recap the complete board as follows:

DENNIS BERGANSKY	TERM EXPIRES 12/31/24
SCOTT KAMENIR	TERM EXPIRES 12/31/23
TODD AZNAVORIAN	TERM EXPIRES 12/31/22
ALBERT TIEN	TERM EXPIRES 12/31/21
JEFF PULSFORD	TERM EXPIRES 12/31/20
TED VAN HYNING (alternate #1)	TERM EXPIRES 12/31/20
SCOTT BROCKMAN (alternate #2)	TERM EXPIRES 12/31/20

VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**COMPENSATION FOR ZONING COMMISSION MEMBERS**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly that members of the Zoning Commission receive \$50.00 for each meeting attended. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**ZONING COMMISSION SECRETARY COMPENSATION**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that the compensation for the Zoning Commission Secretary is to be paid at a rate of \$19.44 per hour for clerical and administrative work as well as the 2020 rate for Zoning Members meetings attended; this is to include either the hours or the meeting rate, but not both. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Held

**BOARD OF ZONING APPEALS MEMBERS**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly to re-appoint Brian Stewart to a five (5) year term on the Board of Zoning Appeals to begin 1/1/20 and ending on 12/31/24. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Michael S. Troyan to appoint Bob Ford to complete a three year term on the Board of Zoning Appeals that began 1/1/20 and expires 12/31/22. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to appoint Dave Parker to complete a two year term on the Board of Zoning Appeals that began 1/1/20 and expires 12/31/21. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Mike Varley as Board of Zoning Appeals Alternate #1 for a one (1) year term to begin 1/1/20 and expire 12/31/20. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to confirm previously appointed BOARD OF ZONING APPEALS members and recap the complete board as follows:

BRIAN STEWART	TERM EXPIRES 12/31/24
LEWIS TOMSIC	TERM EXPIRES 12/31/23
DOUG HOGAN	TERM EXPIRES 12/31/22
ROBERT FORD	TERM EXPIRES 12/31/21
DAVID PARKER	TERM EXPIRES 12/31/20
MIKE VARLEY (alternate #1)	TERM EXPIRES 12/31/20

VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**COMPENSATION FOR BOARD OF ZONING APPEALS MEMBERS**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that the members of the Board of Zoning Appeals receive \$50.00 for each meeting attended, unless the meeting is solely for the purpose of approving minutes, in which case the fee would not be paid. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**BOARD OF ZONING APPEALS SECRETARY**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that the compensation for the Board of Zoning Appeals secretary be \$19.44 per hour for clerical and administrative work as well as the 2020 rate for Board of Zoning Appeals meetings attended. This is to include either the hours or the meeting rate, but not both. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**EMPLOYEES, WAGES & BENEFITS**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Emerick Gordon as Township Highway Superintendent. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by John A. Eberly to increase Emerick Gordon hourly wage by 1.6% cost of living adjustment to total \$26.93 per hour effective with the first pay in January 2020. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Michael Ludwig hourly wage by 1.6% cost of living adjustment to total \$23.23 per hour effective with the first pay in January 2020. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Held

Michael S. Troyan **MOVED** seconded by John A. Eberly to increase Mark Sturm hourly wage by 1.6% cost of living adjustment to total \$23.23 per hour effective with the first pay in January 2020. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by John A. Eberly to increase John Szoka hourly wage by 1.6% cost of living adjustment to total \$23.23 per hour effective with the first pay in January 2020. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by John A. Eberly to increase Michael Fenstermaker hourly wage to total \$23.23 per hour effective with the first pay in January 2020. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Nancy Dolezal hourly wage by 1.6% cost of living adjustment to total \$20.48 per hour effective with the first pay in January 2020. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by John A. Eberly to increase Jane Hardy hourly wage by 1.6% cost of living adjustment to total \$19.44 per hour effective with the first pay in January 2020. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

**OVERTIME POLICY**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that all Service Department overtime for 2020 will be approved by the road liaison and Administrative and Zoning Department overtime will be approved by a Trustee. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**HEALTH INSURANCE OPT OUT**

Michael S. Troyan **MOVED** seconded by John A. Eberly that all employees have the option to opt out of health insurance coverage at the time of policy renewal each year and as an incentive will receive a monthly stipend of \$500. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

**CELL PHONE POLICY**

Michael S. Troyan **MOVED** seconded by John A. Eberly to give a stipend of \$50.00 per month to Auburn Township designated employees that are required to have a cell phone. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**EMPLOYEE CELL PHONE RECIPIENTS**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that the following Auburn Township employees are to have cell phones: Emerick Gordon, Mark Sturm, Michael Ludwig, John Szoka and Michael Fenstermaker. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**2019 HOLIDAYS**

Michael S. Troyan **MOVED** seconded by John A. Eberly that the following 10 holidays be set for the year 2020:

- New Year's Day, Monday, January 1, 2020
- \*Martin Luther Kind Day, Monday, January 20, 2020
- \*President's Day, Monday, February 17, 2020
- Memorial Day, Monday, May 25, 2020
- Independence Day, Friday, July 3, 2020
- Labor Day, Monday, September 7, 2020
- \*Columbus Day, Monday, October 12, 2020
- Veterans' Day (Observed), Wednesday, November 11, 2020

Held  
2019 HOLIDAYS (continued)

Thanksgiving Day, Thursday, November 26, 2020  
Christmas Day, Wednesday, December 25, 2020

And that Martin Luther King Day, President's Day and/or Columbus Day holidays are "optional holidays" and may be worked in exchange for taking off the day after Thanksgiving, Christmas Eve and/or New Years Eve. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

ZONING AMENDMENT APPLICATION FEE

John A. Eberly **MOVED** seconded by Michael S. Troyan that the fee for filing a zoning amendment application will be \$800.00 plus costs to include mailings, legal advertising, court reporter and any other miscellaneous costs incurred. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

ZONING APPEAL HEARING FEE

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that the cost of a Board of Zoning Appeals Public Hearing will be \$475.00. If there are multiple requests from the same applicant/same hearing, an additional \$160.00 fee per additional request will be assessed. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly to rescind the last motion. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

ZONING APPEAL HEARING FEE

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly that the cost of a Board of Zoning Appeals Public Hearing will be \$475.00 plus costs to include mailings, legal advertising, court reporter and any other miscellaneous costs incurred. If there are multiple requests from the same applicant/same hearing, an additional \$160.00 fee per additional request will be assessed. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

TOWN HALL RENTAL FEE

Michael S. Troyan **MOVED** seconded by John A. Eberly to establish a fee of \$50.00 (resident) or \$100.00 (non-resident) for a 4 hour rental of the Town Hall with a \$10.00 fee for each additional rental hour for resident and \$20.00 per each additional hour for non-residents. The Trustees may waive the fee for school, 4H groups, religious/church functions, homeowners associations, YMCA/YWCA and senior citizens, etc. The fee for 2019 will be waived for the following organizations: KCE, Boy Scouts, and Girl Scouts and Auburn 4H Clubs. Renters are responsible for clean-up of the hall. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

ADAM HALL RENTAL FEE

Michael S. Troyan **MOVED** seconded by John A. Eberly to establish the rental rate of \$65.00 per hour for Auburn residents and \$100.00 per hour for out of township residents; plus \$175.00 cleaning fee, \$300.00 refundable damage deposit and hourly security guard fee set by the Geauga County Sheriffs' Office for events serving alcohol. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

ADAM HALL FUNERAL LUNCHEON / GATHERING RATE

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to establish a 3 hour flat fee rental rate of \$250.00 for Auburn residents and \$350.00 for out of township residents for after funeral luncheons / gatherings at Adam Hall and an additional flat rate of \$150.00 if serving alcohol at the event for security. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Held \_\_\_\_\_

**COST FOR OPENING GRAVES**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that the opening of graves for new internments on weekdays up to 2:30 PM will be \$345.00 and will be \$495.00 after 2:30 PM weekdays and Saturdays. The Cemetery must be vacated by 12:00 noon on Saturday or an additional fee of \$145.00 per hour will be assessed. There will be NO burials on Sunday or any Township legal holiday. Internment of ashes or small infants on weekdays up to 2:30 PM will be \$250.00 and will be \$350.00 after 2:30 PM weekdays and Saturdays or if a vault is used \$250.00 on weekdays before 2:30PM and \$350.00 after 2:30PM and Saturdays. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**COST OF GRAVES**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that the price of a grave for non-residents is \$600 and \$100 for an infant. The price of a grave for residents is \$75.00 per grave or \$300 per lot of four (4) graves at Shadyside Cemetery. There are no lots available at Auburn's Mapleshade Cemetery. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**COST OF FOOTERS**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly that all footers will be charged at the rate of \$150.00 for the first two (2) square feet and \$25.00 for each additional and/or partial square foot. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**ROAD DEPARTMENT LIAISON**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that John A. Eberly acts as the Road Department Liaison. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**PROPERTIES LIAISON**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that Patrick Cavanagh acts as Properties Liaison. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**FIRE DEPARTMENT LIAISON**

John A. Eberly **MOVED** seconded by Patrick J. Cavanagh that Michael S. Troyan acts as the Fire Department Liaison. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**FIREFIGHTERS DEPENDENTS FUND BOARD REPRESENTATIVES**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to appoint Patrick J. Cavanagh & John A. Eberly as representatives for the Auburn Township Trustees for the Fire Fighters Dependents Fund Board, Legislative Authority for a one-year term. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**DESIGNATED EMPLOYER REPRESENTATIVE (DER)**

Michael S. Troyan **MOVED** seconded by John A. Eberly to appoint Patrick Cavanagh as Designated Employer Representative (DER). VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**DESIGNATED EMPLOYER REPRESENTATIVE (DER) ALTERNATE**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly to appoint Nancy Dolezal as Designated Employer Representative Alternate (DER). VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.



Held \_\_\_\_\_

**PUBLIC RECORDS COMMISSION**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that the Chairperson of the Board of Trustees and the Fiscal Officer of the township shall form a Township Records Commission and shall meet at least once every 12 months. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**TOWNSHIP HIGHWAY SUPERINTENDENT**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan the Township Highway Superintendent attend the first meeting of each month and present his monthly report. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**ZONING INSPECTOR**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly that the Zoning Inspector attend the first meeting each month and present his monthly report. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**AVFD REPRESENTATIVE**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly that a representative for the AVFD attend the second meeting each month and present a report. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**BOARD OF ZONING APPEALS**

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly that the Board of Zoning Appeals schedules a minimum of twelve (12) meetings per year. They may coincide with an appeal meeting or be held in an organizational nature at the Chairperson's discretion. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**ZONING COMMISSION**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that the Zoning Commission holds a minimum of twelve (12) meetings per year, additional meetings to be approved by the Board of Trustees. The dates and times are to be set by the Commission Chairperson. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**ZONING REPORTS**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that a report of the attendance of members of both the Zoning Commission and the Board of Zoning Appeals will be presented to the Board of Trustees. The secretary of each Board will provide the report to the Trustees at the end of June for the previous six month period and at the end of December for the previous six month period and compensation will then be made to the members. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**TOWNSHIP EXPENSE AUTHORIZATION**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to allow each Trustee to authorize the expenditure of up to \$5,000.00 in legitimate township expenses with the Fiscal Officer notified as soon as possible. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**TOWNSHIP MILEAGE REIMBURSEMENTS**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to reimburse mileage at the current IRS Standard Deduction Rate currently .575 adjusted January 1<sup>st</sup> and July 1<sup>st</sup> every year. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

Held \_\_\_\_\_

**CONVENTION EXPENSES**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that we encumber funds for the Ohio Township Association Convention in Columbus and pay all necessary convention expenses. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**SUNDRY ITEM EXPENDITURE**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to allow the purchase of sundry items to benefit employees and others for such things as coffee and supplies, paper products, greeting cards, name plates, etc. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**COPIES**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that copies of township documents requested from and supplied to the general public will be charged at a rate of \$0.10 per page. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**CREDIT CARD POLICY**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that no personal items shall be purchased using a township charge card or account. Only authorized personnel shall charge items on township accounts and charged items require a prior authorization on a requisition. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**BANK DEPOSITORIES**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to designate as depositories of public monies the following: Middlefield Bank, 1<sup>st</sup> National Bank and Star Plus. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**TAX ADVANCE**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to request a tax advance at the maximum available from the General Fund, Road & Bridge Fund, and Fire Department Fund from the Geauga County Auditor. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

**UNUSED EQUIPMENT:**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that equipment deemed no longer useful to the township by motion of the Board of Trustees at a Regular Meeting will be listed on the township website and posted for auction to the highest bidder on govdeals.com. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion passed.

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that any additional items needed throughout the year will be added to the Organizational Meeting minutes. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

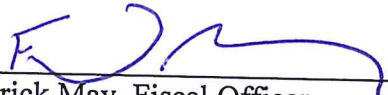
**HEALTH DISTRICT REPRESENTATIVE:**

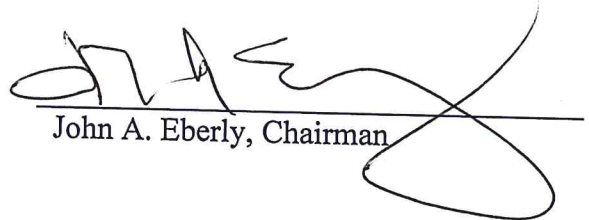
Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint John A. Eberly as Chairman & Patrick J. Cavanagh as Vice Chairman as representatives for the Auburn Township Trustees for the County Health District for a one-year term. VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

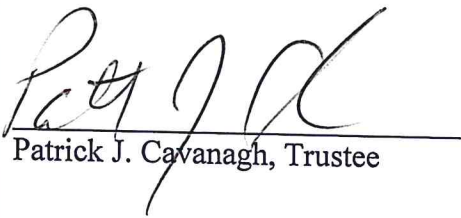
Held \_\_\_\_\_


**ADJOURNMENT:**

Motion by John A. Eberly seconded by Michael S. Troyan to adjourn the meeting.  
VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion PASSED.  
The meeting was adjourned at 8:46 PM.

  
\_\_\_\_\_  
Fredrick May, Fiscal Officer

  
\_\_\_\_\_  
John A. Eberly, Chairman

  
\_\_\_\_\_  
Patrick J. Cavanagh, Trustee

  
\_\_\_\_\_  
Michael S. Troyan, Trustee

Date 1-20-2020



**BOARD OF TRUSTEES MEETING AGENDA**  
**Monday, January 20, 2020**

**REGULAR MEETING –7:30 PM**

**GUEST:**

**MINUTE APPROVAL:**

- Regular Meeting – January 6, 2020

**SCHEDULED REPORTS:**

- Chief John Phillips, AVFD

**TRUSTEE REPORTS:**

- Michael S. Troyan
- Patrick J. Cavanagh
- Fredrick May, Fiscal Officer
- John A. Eberly, Chairman

**OLD BUSINESS:**

- NatureWorks Grant / Pavilion

**NEW BUSINESS:**

**EXECUTIVE SESSION:**

For the purpose of 2020 BZA, ZC & KCE representative interviews R.C.121.22 (G)

- Greg Lackey

**PUBLIC COMMENT:**

**Payment Listing**

January 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
5600	01/06/2020	01/06/2020	AW	GEAUGA COUNTY TOWNSHIP ASSOCIATI	\$325.00	O
5601	01/06/2020	01/06/2020	AW	ILLUMINATING CO.	\$3,867.01	O
5602	01/06/2020	01/06/2020	AW	WEX BANK	\$1,149.69	O
5603	01/06/2020	01/06/2020	AW	CCT FINANCIAL	\$115.00	O
5604	01/06/2020	01/06/2020	AW	INTERFINISH LLC	\$415.00	O
5605	01/06/2020	01/06/2020	AW	VISION SERVICE PLAN - (OH)	\$256.86	O
5606	01/06/2020	01/06/2020	AW	DELTA DENTAL	\$694.44	O
5607	01/06/2020	01/06/2020	AW	INTERNAL REVENUE SERVICE	\$1,993.65	O
5608	01/06/2020	01/06/2020	AW	SUNRISE SPRINGS WATER COMPANY	\$72.50	O
5609	01/06/2020	01/06/2020	AW	CHAGRIN RIVER WATERSHED PARTNERS	\$1,116.00	O
5610	01/06/2020	01/06/2020	AW	NEWBURY AUTO PARTS, INC.	\$67.50	O
5611	01/06/2020	01/06/2020	AW	CUMMINS BRIDGEWAY	\$1,060.26	O
5612	01/06/2020	01/06/2020	AW	WASTE MANAGEMENT WESTERN RESER	\$267.21	O
5613	01/06/2020	01/06/2020	AW	OHIO EDISON	\$15.42	O
5614	01/06/2020	01/06/2020	AW	GILLMORE SECURITY SYSTEMS, INC.	\$148.00	O
5615	01/06/2020	01/06/2020	AW	HOME DEPOT	\$506.21	O
5616	01/06/2020	01/06/2020	AW	STAPLES ADVANTAGE	\$29.72	O
5617	01/06/2020	01/06/2020	AW	ARAMARK	\$506.66	O
5618	01/06/2020	01/06/2020	AW	ASPHALT FABRICS AND SPECIALTIES	\$880.00	O
5619	01/06/2020	01/06/2020	AW	NEOPOST, INC.	\$100.00	O
5620	01/06/2020	01/06/2020	AW	MEDICAL MUTUAL OF OHIO	\$24,924.77	O
5621	01/06/2020	01/06/2020	AW	ACTIVE PLUMBING SUPPLY CO.	\$8.75	O
5622	01/06/2020	01/06/2020	AW	VISA	\$722.26	O
5623	01/06/2020	01/06/2020	AW	MATTHEW BLOWERS	\$275.00	O
5624	01/06/2020	01/06/2020	AW	MERITECH, INC.	\$355.63	O
Total Payments:					\$39,872.54	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$39,872.54	

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.

**RESOLUTION 2020-02**  
**AUTHORIZING FISCAL OFFICER TO REQUEST A TAX ADVANCE**  
**FOR THE FIRST HALF OF FISCAL YEAR 2020**

The **Board of Trustees of Auburn Township**, Geauga County, Ohio met in regular session on the **6TH day of JANUARY 2020**:

Present Were:

John A. Eberly

Patrick J. Cavanagh

Michael S. Troyan

PATRICK J. CAVANAGH moved for the adoption of the following resolution:

**BE IT RESOLVED** by the Board of Trustees of Auburn Township, Geauga County, Ohio, that it must request its first half fiscal-year 2020 tax advance and that such advance is required to maintain township operations.

**THEREFORE** the Board authorizes the Fiscal Officer to make a written request to the Geauga County Auditor for said tax advance pursuant to Ohio Revised Code 321.34.

MICHAEL TROYAN seconded the resolution and the roll being called upon its adoption the vote resulted as follows:

Michael S. Troyan voted YES

Patrick J. Cavanagh voted YES

**Adopted** this 6th day of JANUARY, 2020

  
\_\_\_\_\_  
Fredrick L. May, Fiscal Officer

## **REQUEST FOR ADVANCE OF TAXES COLLECTED**

Pursuant to Ohio Revised Code Section 321.34

To the Auditor of **Geauga County**, Ohio:

Auburn Township, Ohio this 6<sup>th</sup> day of January 2020.

YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of Geauga County, Ohio, in favor of Fredrick L. May, as Fiscal Officer of Auburn Township, in said County for the maximum amounts available in the Fire, Road and Bridge, Debt Retirement and General Funds on January 24, 2020 and February 7, 2020, of the current collection of taxes assessed and collected for and on behalf of said Auburn Township which shall be held and treated as an advance payment on the current collection of taxes due said Auburn Township at the ensuing settlement, 2020, as provided by law.

Pursuant to the Resolution 2020-2 of the Board of Trustees of said township, as passed on January 6, 2019.



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Fredrick L. May  
Fiscal Officer  
Auburn Township, Ohio

**RESOLUTION ADOPTING THE GEAUGA COUNTY COMMISSIONERS HIGHWAY USE MANUAL AND AUTHORIZING THE GEAUGA COUNTY ENGINEER TO ISSUE AND ENFORCE ALL POLICIES AND PROCEDURES OUTLINED THEREIN**

Geauga County, Ohio

WHEREAS, the Auburn Township Board of Trustees desire to have a uniform and efficient method for regulating utilities within the right-of-way, issuing special permits for hauling on highways, and installation of driveway pipes within the right-of-way;

WHEREAS, pursuant to Ohio Revised Code Chapters 5547, 5577 and 5571.16, a township board of trustees may prescribe conditions for the accommodation of utilities within the road right-of way, require the issuance of permits to vehicles exceeding the weight limits on public roads imposed by the county commissioners, and require a person to obtain a permit before installing and/or replacing driveway pipes within the road right-of-way;

WHEREAS, Geauga County has in place the Geauga County Commissioners' Highway Use Manual, implemented by the Geauga County Engineer's Office, which provides for a uniform and efficient method of regulating of utilities, the hauling on public roads and highways and the installation of driveway culverts within the right-of-way;

WHEREAS, the Geauga County Engineer's Office issues and enforces the policies, procedures and permitting outlined in the Geauga County Commissioners Highway Use Manual;

NOW, THEREFORE, BE IT RESOLVED, that the Auburn Township Board of Trustees hereby adopts the Geauga County Highway Use Manual.

BE IT FURTHER RESOLVED that the Auburn Township Board of Trustees authorizes the Geauga County Engineer's Office to issue and enforce all policies and procedures as outlined in said Highway Used Manual.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board of Trustees is hereby instructed to transmit a certified copy of this resolution to the Geauga County Engineer.

Voting thereon:

[Signature]  
Michael S. Troyan

[Signature]  
Patrick J. Cavanagh

[Signature]  
John A. Eberly

Vote:

Yes

Yes

Yes

I, Fredrick May, fiscal Officer for the Auburn Township Board of Trustees, certify that the foregoing is a true and correct copy of the resolution adopted at a legally convened Board meeting held on JANUARY 6, 2020.

[Signature]  
Fredrick May