

RECORD OF PROCEEDINGS

AUBURN TOWNSHIP BOARD OF TRUSTEES REGULAR & ORGANIZATIONAL

Minutes of

Meeting

BARRETT BROTHERS, PUBLISHERS, SPRINGFIELD, OHIO

Form 6101

Held Auburn Township Administration Building January 3, 2022 Page 1

The Regular meeting of the Auburn Township Board of Trustees was called to order at 7:30 p.m. by Chairman Michael S. Troyan. All Trustees were present.

Oaths were administered for Michael S. Troyan and Eugene T. McCune Jr.

The Pledge of Allegiance was led by Ben Timmons.

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to approve the minutes of the Regular Meeting of the Board of Trustees held on December 16, 2021.

VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

REPORTS:

Frank Kitko, Zoning Inspector, gave the Zoning Department report for December reflecting 9 applications processed and approved. Two of the applications were for new single family dwellings bringing the total of new builds to 19 in 2021.

Emerick P. Gordon, Township Highway Superintendent gave the following report for December:

- December saw three weather events that required plowing and or salting. The total deicing material usage for the month was 75 tons. This brings the monthly average to 331 tons. Currently we have ~ 1500 tons of road salt in our dome with the entire 2021 / 2022 contracted amount of 2200 tons available.
- Several high wind events brought down trees and limbs on Franks Rd., Taylor May Rd., Stafford Rd., Wing Rd., Riverwood Ln. and Wood Acre Tr. The road dept. also assisted the AVFD in the closure of Munn Rd. due to downed trees in wires.
- Spot ditching projects were done on Fox Rd. and Snow Rd.
- Three missing road signs were reported and replaced on Stafford Rd., Regal Pl. and Bridgecreek Tr. all had the sign posts taken as well.
- Several tires were dumped on Snow Rd. and Crackle Rd., this continues to be an ongoing problem for us. The majority of the illegal dumping occurs out of eye sight from any houses.
- Adam Hall now has four security cameras in place with an additional two to be installed upon receipt.

Patrick J. Cavanagh spoke to the proposed 2022 Western Star truck chassis. He and Fred May will look into financing this purchase.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan contract with Valley Freightliner & Western Star to build and supply a 4700 Set-Forward Front Axle Chassis for a total of \$108,414.00. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

Fred May, Fiscal Officer presented Resolution 2022-01.

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to accept Resolution 2022-01 Supplemental Appropriations. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

Michael S. Troyan spoke to correspondence received from the Geauga Township Association asking the township to vote for a county representative to serve on the Geauga Trumbull Solid Waste Management District Policy Committee.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to elect Kristina O'Brien to serve as the Geauga County representative to serve on the Geauga Trumbull Solid Waste Management District Policy Committee. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

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ORGANIZATIONAL MEETING:

PUBLIC COMMENT:

A resident had a question about security cameras at Adam Hall. Another question was asked and answered about CARES ACT funds.

CHAIRMAN

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to appoint Eugene T. McCune Jr. as Chairman of the 2022 Board of Trustees. VOTE: Michael S. Troyan, yes; Patrick J. Cavanagh, yes; Eugene T. McCune Jr., yes. The motion passed.

Eugene T. McCune discussed the work of newly retired trustee, John A. Eberly, and expressed his opinion that naming the fields at Auburn Community Park was not sufficient to honor Mr. Eberly. He asked the Board to consider naming the Community Park after John A. Eberly.

VICE-CHAIRPERSON

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that Patrick J. Cavanagh acts as Vice-Chairman of the Auburn Township Board of Trustees for the year 2022. **VOTE: Eberly, yes; Cavanagh, yes; McCune, yes. The motion PASSED.**

TRUSTEE MEETING DAY AND TIME

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan that the Auburn Township Trustees' Regular Meetings be held the 1st and 3rd Monday at 7:30 PM January through December 2022. **VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion PASSED.**

MEETING PROTOCOL

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion PASSED.**

VIDEOTAPING MEETINGS

Eugene T. McCune Jr. **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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion PASSED.**

SUNSHINE LAW

Eugene T. McCune Jr. **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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion PASSED.**

MEDIA OF CHOICE

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to appoint the township website, www.auburntownship.com, and The Geauga Maple Leaf as Auburn Township's primary *Medias of Choice* and appoint The News Herald as needed. **VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion PASSED.**

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ORGANIZATIONAL MEETING (continued):

ZONING INSPECTOR APPOINTMENT

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

ZONING INSPECTOR COMPENSATION

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to compensate the Zoning Inspector at a rate of \$2,415.00 per month. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

FIRE PREVENTION OFFICER

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to appoint John L. Phillips as Auburn Township Fire Prevention Officer. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

FIRE PREVENTION OFFICER COMPENSATION

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to compensate the Fire Prevention Officer at an annual rate of \$60,000.00 that shall be salary method for the year and paid solely from the Fire Department FUND. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

FIRE DEPARTMENT MUTUAL AID

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

CEMETERY SEXTON

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to appoint Michael Ludwig as Cemetery Sexton for 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

SEXTON COMPENSATION

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that Michael Ludwig will receive \$385.00 a month for services rendered as Cemetery Sexton. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

COMPENSATION FOR TRUSTEES

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

KCE BOARD

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan to re-appoint David Parker to a three (3) year term on the Kenston Community Education Board to begin 1/1/22 and ending on 12/31/24. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

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ORGANIZATIONAL MEETING (continued):

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to confirm previously appointed representatives and recap the complete board as follows:

ORGANIZATIONAL MEETING (continued):

David Parker	Term expires 12/31/2024
Robert Ford	Term expires 12/31/2023
Justin Yates	Term expires 12/31/2022

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

ZONING COMMISSION MEMBERS

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to appoint Scott Brockman to a five (5) year term on the Zoning Commission beginning 1/1/22 and ending 12/31/26.

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

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Jason Wein as Zoning Commission alternate #1, a one (1) year term beginning 1/1/22 and ending 12/31/22.

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

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to appoint Chad Canfield as Zoning Commission alternate #2, a one (1) year term beginning 1/1/22 and ending 12/31/22. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

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

SCOTT BROCKMAN	TERM EXPIRES 12/31/26
JEFF PULSFORD	TERM EXPIRES 12/31/25
DENNIS BERGANSKY	TERM EXPIRES 12/31/24
TED VAN HYNING	TERM EXPIRES 12/31/23
TODD AZNAVORIAN	TERM EXPIRES 12/31/22
JASON WEIN (alternate #1)	TERM EXPIRES 12/31/22
CHAD CANFIELD (alternate #2)	TERM EXPIRES 12/31/22

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

COMPENSATION FOR ZONING COMMISSION MEMBERS

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that members of the Zoning Commission receive \$60.00 for each meeting attended. VOTE: Troyan, yes; Cavanagh, yes; McCune, 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 \$25.00 per hour for clerical and administrative work as well as the 2022 rate for zoning members meetings attended; this is to include either the hours or the meeting rate, but not both. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

BOARD OF ZONING APPEALS MEMBERS

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to re-appoint Bob Ford to a five (5) year term on the Board of Zoning Appeals to begin 1/1/22 and ending on 12/31/26. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

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ORGANIZATIONAL MEETING (continued):

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to appoint Mike Varley as Board of Zoning Appeals Alternate #1 for a one (1) year term to begin 1/1/22 and expire 12/31/22. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Ben Timmons as Board of Zoning Appeals Alternate #2 for a one (1) year term to begin 1/1/22 and expire 12/31/22. VOTE: Troyan, yes; Cavanagh, yes; McCune, 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:

ROBERT FORD	TERM EXPIRES 12/31/26
DAVID PARKER	TERM EXPIRES 12/31/25
BRIAN STEWART	TERM EXPIRES 12/31/24
LEWIS TOMSIC	TERM EXPIRES 12/31/23
DOUG HOGAN	TERM EXPIRES 12/31/22
MIKE VARLEY (alternate #1)	TERM EXPIRES 12/31/22
BILL TIMMONS (alternate #2)	TERM EXPIRES 12/31/22

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

COMPENSATION FOR BOARD OF ZONING APPEALS MEMBERS

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that the members of the Board of Zoning Appeals receive \$60.00 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: Troyan, yes; Cavanagh, yes; McCune, 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 \$25.00 per hour for clerical and administrative work as well as the 2022 rate for Board of Zoning Appeals meetings attended. This is to include either the hours or the meeting rate, but not both. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

EMPLOYEES, WAGES & BENEFITS

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to appoint Emerick Gordon as Township Highway Superintendent. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase Emerick Gordon hourly wage by 5.9% cost of living adjustment and a 2% increase to total \$29.65 per hour effective with the first pay in January 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Michael Ludwig hourly wage by 5.9% cost of living adjustment and a 2% increase to total \$25.58 per hour effective with the first pay in January 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Mark Sturm hourly wage by 5.9% cost of living adjustment and a 2% increase to total \$25.58 per hour effective with the first pay in January 2021. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

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ORGANIZATIONAL MEETING (continued):

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase John Szoka hourly wage by 5.9% cost of living adjustment and a 2% increase to total \$25.58 per hour effective with the first pay in January 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Michael Fenstermaker hourly wage by 5.9% cost of living adjustment and a 2% increase to total \$25.58 per hour effective with the first pay in January 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase James Vannoy hourly wage by 5.9% cost of living adjustment and a 5% increase to total \$18.13 per hour effective with the first pay in January 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan to increase Nancy Dolezal salary wage to \$55,000 per year. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Jane Hardy hourly wage by 5.9% cost of living adjustment and a 19% increase to total \$25.00 per hour effective with the first pay in January 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

OVERTIME POLICY

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that all Service Department overtime for 2022 will be approved by the Trustee Road Liaison and administrative and zoning department overtime will be approved by a Trustee. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

HEALTH INSURANCE OPT OUT

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

CELL PHONE POLICY

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

EMPLOYEE CELL PHONE RECIPIENTS

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that the following Auburn Township employees are to have cell phones: Emerick Gordon, Mark Sturm, Michael Ludwig, John Szoka, Michael Fenstermaker, James Vannoy, John Phillips, Frank Kitko, Jane Hardy and Nancy Dolezal. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

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ORGANIZATIONAL MEETING (continued):

2022 HOLIDAYS

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. that the following 10 holidays be set for the year 2021:

New Year's Day, Friday, January 1, 2022
*Martin Luther Kind Day, Monday, January 17, 2022
*President's Day, Monday, February 21, 2022
Memorial Day, Monday, May 30, 2022
Independence Day, Monday, July 4, 2022
Labor Day, Monday, September 5, 2022
*Columbus Day, Monday, October 10, 2022
Veterans' Day (Observed), Friday, November 11, 2022
Thanksgiving Day, Thursday, November 24, 2022
Christmas Holiday, Monday, December 26, 2022

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 Year's Eve. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**

ZONING AMENDMENT APPLICATION FEE

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

ZONING APPEAL HEARING FEE

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that the cost of a Board of Zoning Appeals Public Hearing will be \$545.00 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 \$180.00 fee per additional request will be assessed. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

TOWN HALL RENTAL FEE

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh 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 2022 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

ADAM HALL RENTAL FEE

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

ADAM HALL FUNERAL LUNCHEON / GATHERING RATE

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to establish a 3 hour flat fee rental rate of \$250.00 for Auburn residents and \$350.00 for out of township residents for

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ORGANIZATIONAL MEETING (continued):

after funeral luncheons / gatherings at Adam Hall and an additional flat rate of \$150.00 if serving alcohol at the event for security. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

COST FOR OPENING GRAVES

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

COST OF GRAVES

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

COST OF FOOTERS

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

ROAD DEPARTMENT LIAISON

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that Patrick J. Cavanagh acts as the Road Department Liaison. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

PROPERTIES LIAISON

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

FIRE DEPARTMENT LIAISON

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

FIREFIGHTERS DEPENDENTS FUND BOARD REPRESENTATIVES

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

DESIGNATED EMPLOYER REPRESENTATIVE (DER)

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to appoint Patrick Cavanagh as Designated Employer Representative (DER). VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

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ORGANIZATIONAL MEETING (continued):

DESIGNATED EMPLOYER REPRESENTATIVE (DER) ALTERNATE

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

PUBLIC RECORDS COMMISSION

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

TOWNSHIP HIGHWAY SUPERINTENDENT

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

ZONING INSPECTOR

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

AVFD REPRESENTATIVE

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

CEMETERY SEXTON

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. that the Cemetery Sexton shall submit a monthly report to the Board of Trustees and attend meetings as requested by the Board. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

BOARD OF ZONING APPEALS

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that the Board of Zoning Appeals schedules a minimum of six (6) meetings per year. They may coincide with an appeal meeting or be held in an organizational nature at the Chairperson's discretion. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

ZONING COMMISSION

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that the Zoning Commission holds a minimum of twelve (12) meetings per year, with a maximum of twenty-four (24) additional meetings to be approved by the Board of Trustees. The dates and times are to be set by the Commission Chairperson. VOTE: Troyan, yes; Cavanagh, yes; McCune, 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

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ORGANIZATIONAL MEETING (continued):

previous six month period and compensation will then be made to the members. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

TOWNSHIP EXPENSE AUTHORIZATION

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. 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: Troyan, yes; Cavanagh, yes; McCune, 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 .585 adjusted January 1st and July 1st every year. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

SUNDRY ITEM EXPENDITURE

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

COPIES

Eugene T. McCune Jr. **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: Troyan, yes; Cavanagh, yes; McCune, 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: Troyan, yes; Cavanagh, yes; McCune, 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, 1st National Bank and Star Ohio. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

TAX ADVANCE

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

Held _____ Auburn Township Administration Building January 3, 2022 Page 11

ORGANIZATIONAL MEETING (continued):

UNUSED EQUIPMENT:

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

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

ORGANIZATIONAL MEETING (continued):

HEALTH DISTRICT REPRESENTATIVE:

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Eugene T. McCune Jr. 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: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

COMPLIANCE:

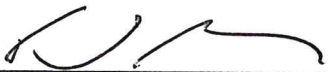
Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to remain in compliance with electronic meeting requirements. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**.

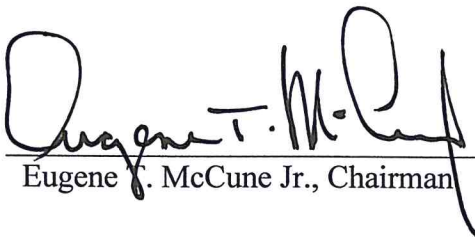
PUBLIC COMMENTS:

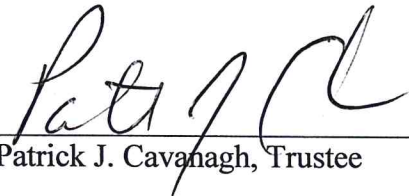
There was a question about where to find the Trustee's pay rate.

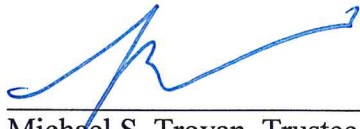
ADJOURNMENT:

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to adjourn the meeting. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion **PASSED**. The meeting was adjourned at 8:58 PM.


Fredrick May, Fiscal Officer


Eugene T. McCune Jr., Chairman


Patrick J. Cavanagh, Trustee


Michael S. Troyan, Trustee

Date 1-19-22