

## RECORD OF PROCEEDINGS

AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR

Minutes of

Meeting

GOVERNMENT FORMS &amp; SUPPLIES 844-224-3338 FORM NO. 10148

Auburn Township Administration Building February 17, 2025 Page 1

Held \_\_\_\_\_ 20 \_\_\_\_\_

The regular meeting of the Auburn Township Board of Trustees was called to order at 7:00 p.m. by Trustee Vice Chairman Patrick J. Cavanagh. Also in attendance was Trustee Michael S. Troyan. Trustee Eugene T. McCune Jr. was absent.

The Pledge of Allegiance was led by resident Debbie Standley.

**GUESTS:**

There were no guests scheduled.

**MINUTE APPROVAL:**

**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 February 3, 2025.**

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

**SCHEDULED REPORTS:**

**Chief John Phillips, AVFD,** presented a Year-to-Date Statistics Report comparing 94 year-to-date Fire and EMS calls in January 2025 to 67 calls in 2024.

Chief Phillips reminded everyone about the Pancake Breakfast located at the Auburn Township Fire Department, hosted by Boy Scout Troop 101, which takes place on Sunday, February 23, 2025, from 8 am to noon.

Chief Phillips noted that they ran out of fuel on Sunday, February 16, 2024, and got fuel delivered the next day, February 17, 2025. There was an issue with the sensor for notification of a low fuel level. The low fuel sensor has been adjusted.

Chief Phillips said he will meet with the fuel company this week to review reports that will separate fuel usage between the road and fire department.

**Mr. Dan Matsko, Fiscal Officer,** presented the payment listing for payments processed since February 4, 2025 - listing 9 electronic payments processed for \$43,938.29, and 14 warrants processed for \$12,118.53 totaling \$56,056.82. Mr. Matsko said he completed the January 2025 bank reconciliation, and as of January 31, 2025, Auburn Township has a balance of \$440,646.84 in the primary checking account and a balance of \$2,190,921.86 in the Star Ohio account, with a total of \$2,631,568.70.

Mr. Matsko was able to close the books for 2024 and gave the Trustees copies of the Financial Statements for the year ending December 31, 2024. A legal ad will appear in the Geauga Maple Leaf this week, announcing that the financial reports for Auburn Township will be available for viewing at the Township offices and will also be posted on the Auburn Township website for viewing.

Mr. Matsko said that he will begin working on permanent appropriations for 2025 once he receives the amended Certificate of Estimated Resources from the County Auditor.

Mr. Matsko noted that the prosecutor's office drafted a resolution for Auburn Township acknowledging certification of a clerical error for taxes erroneously collected for a road and bridge levy in 2021, 2022, and 2023. The Board of Trustees of Auburn Township acknowledges the amount collected in error, with interest, is estimated to be \$751,041.72. Mr. Matsko read Resolution 2025-04

**Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh to adopt Resolution 2025-04, RESOLUTION TO ACKNOWLEDGE CERTIFICATION OF CLERICAL ERROR. VOTE: Cavanagh, yes; Troyan, yes. The motion PASSED.**

Mr. Cavanagh asked what the next steps would be. Mr. Matsko said the repayment would occur in the first half of this year and that the township had a carry-over of \$1,014,000.00 in the Road and Bridge fund from last year and should have enough to cover the debt.

**Patrick J. Cavanagh** reported on multiple township road trucks in need of repair. He reported one truck is currently sitting in Painesville, waiting for a diagnosis of what they think is a blown engine. Mr. Cavanagh said there is also another truck out of service for electronics/transmission problems. Fortunately, they have a spare truck Cavanagh said but still need to order a replacement vehicle with reserve funds set aside for this purpose.



Held \_\_\_\_\_ 20 \_\_\_\_\_

**REPORTS (continued):**

Mr. Cavanagh presented a quote from Valley Freightliner for a cab and chassis. After some discussion, the Trustees decided to purchase the vehicle without the extended 5-year warranty.

**Motion by Patrick J Cavanagh and seconded by Michael S. Troyan to purchase a cab and chassis – Freightliner M2 106 Plus from Valley Freightliner, Inc., in the amount of \$103,557.00 VOTE: Cavanagh, yes; Troyan, yes. The motion PASSED.**

**OLD BUSINESS:**

Patrick J. Cavanagh reported on the new streetlight request at Bartholomew Road and State Route 44 and said that it would probably be 6 months before an engineer would evaluate the site.

**NEW BUSINESS:**

Franchise fees received from Altice USA in the amount of \$1357.88 for the period ending 12/2024.

**Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh to deposit the money into the Land Acquisition Improvement fund. VOTE: Cavanagh, yes; Troyan, yes. The motion passed.**


Quote from Waste Management – Mr. Cavanagh said he has not seen a new quote for service yet. The Township is also talking to Dumpster Bandit, who does not require a contract. Mr. Cavanagh said they should have two quotes to look at for the next meeting.

ODJFS – unemployment compensation. When the Township parted ways with a service department employee, it was specifically mentioned in the motion that the employee was unable to perform duties. The employee is applying for unemployment compensation. After some discussion, the Trustees decided to follow the advice of the attorney and appeal the unemployment benefits.


**Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh to accept the advice of the Auburn Township attorney and appeal the unemployment benefits. VOTE: Cavanagh, yes; Troyan, yes. The motion passed.**


**ADJOURNMENT:**

**Motion by Michael S. Troyan to and seconded by Patrick Cavanagh to adjourn the meeting. VOTE: Cavanagh, yes; Troyan, yes. The motion PASSED. The meeting was adjourned at 7:30 p.m.**

  
Daniel J. Matsko, Fiscal Officer

\_\_\_\_\_  
Eugene T. McCune Jr., Chairman

  
Patrick J. Cavanagh, Vice-Chairman

  
Michael S. Troyan, Trustee

MARCH 3, 2025  
Date



## BOARD OF TRUSTEES MEETING AGENDA Monday, February 17, 2025

### 7:00 PM - REGULAR MEETING CALL TO ORDER

- Patrick J. Cavanagh., Vice Chairman

### PLEDGE OF ALLEGIANCE

### GUESTS:

### MINUTE APPROVAL:

- Regular Meeting – February 10, 2025

### SCHEDULED REPORTS:

- Chief John Phillips, AVFD

### TRUSTEE & FISCAL OFFICER REPORTS:

- Michael S. Troyan
- Daniel J. Matsko, Fiscal Officer

### OLD BUSINESS:

- New streetlight request / Bartholomew Rd. & SR44

### NEW BUSINESS:

- Resolution 2025-04
- Franchise fees received/ Altice USA / \$1,357.88 period ending 12/2024
- Quote received / Waste Management
- ODJFS – Vannoy / Determination of Benefit payment and unemployment compensation benefits.



*AVFD Feb. 23<sup>rd</sup> 8:00am - Noon*

### SAVE THE DATE:

- 02/17/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
- 02/17/25 - Presidents Day – Office Closed
- 02/19/25 – Effective Dates for ZC2025-02; ZC2025-03; ZC2025-04
- 02/23/25 – PANCAKE BREAKFAST / AVFD / 8:00am - noon
- 02/27/25 - Zoning Commission / Administration Bldg. / 7:00pm
- 03/02/25 – Kenston Girl Scouts High Award Ceremony / Timmons School / 1:00pm
- 03/03/25 - Board of Trustees meeting / Auburn Administration Bldg. / 7:00pm
- 03/11/25 – BZA Meeting / Administration Bldg./ 7:00pm
- 03/13/25 - Zoning Commission / Administration Bldg. / 7:00pm
- 03/17/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm





# Auburn Township Board of Trustees Meeting Attendance Sheet

FEB 17 2025

AUBURN TOWNSHIP

*Please Sign In*

	Print Name	Resident	Non-Resident
1.	<i>Deb Standley</i>	<input checked="" type="checkbox"/>	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			



## Auburn Fire Department

10950 Washington Street  
Auburn Township, Ohio 44023  
Phone: 440-543-4133  
info@auburnfd.com  
John L. Phillips, Chief

TO: Chief Phillips

FROM: Assistant Chief V. Valerio

DATE: February 9, 2025

RE: Auburn Fire YTD Statistics (2025 vs 2024)

	<u>Jan 2025</u>	<u>Jan 2024</u>
EMS Calls	56	35
Fire Calls	38	32
<b>Total Calls</b>	<b>94</b>	<b>67</b>
Mutual Aid Given	28	10
Mutual Aid Received	5	5
Total Transports	29	28
Total Non-Transports	32	11
Total Transfer to other Agency	1	0
<b>Total Patients</b>	<b>62</b>	<b>39</b>
<b>Percentage of Multiple Calls*</b>	<b>19.15%</b>	<b>29.85%</b>

**\*\*\*01/01/2025 to 01/31/2025\*\*\***

**\*see multiple calls report for details**

Sincerely,

Assistant Chief V. Valerio

<u>Month</u>	<u>Double</u>	<u>Triple</u>	<u>Quadruple</u>	<u>Quintuple</u>	<u>Septuplet</u>	<u>Monthly Total</u>
January 2025	6	2				8
February 2025						
March 2025						
April 2025						
May 2025						
June 2025						
July 2025						
August 2025						
September 2025						
October 2025						
November 2025						
December 2025						
TOTAL						8

**YTD Occurrences: 8**

**Total # of Calls: 18 calls**

**Dept. Total YTD: 94 calls**

**Percentage of Multiple Calls- 19.15%**

**\*\*\*Report from 01/01/2025 to 01/31/2025\*\*\***

FISCAL OFFICER REPORT FEBRUARY 17, 2025

Fiscal officer Dan Matsko presented the payment listing for payments processed since FEBRUARY 4, 2025.

PAYMENT LISTING

• 9 ELECTRONIC PAYMENTS PROCESSED:	\$ 43,938.29
• 14 WARRANTS PROCESSED:	<u>\$ 12,118.53</u>
TOTAL:	\$ 56,056.82

Fiscal officer Dan Matsko presented the JANUARY Bank Reconciliation and savings account balances.

SAVINGS ACCOUNTS AS OF JANUARY 31, 2024

• PRIMARY CHECKING ACCOUNT BALANCE:	\$ 440,646.84
• STAR OHIO BALANCE:	<u>\$ 2,190,921.86</u>
TOTAL:	\$ 2,631,568.70

  
2-17-25

Dan Matsko



**Payment Listing**

2/4/2025 to 2/17/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
29-2025	02/04/2025	02/09/2025	CH	BUREAU OF WORKERS COMPENSATION	\$782.27	O
30-2025	02/05/2025	02/09/2025	CH	SUN LIFE FINANCIAL	\$207.05	O
31-2025	02/06/2025	02/09/2025	CH	AHOLA CORPORATION	\$18,647.66	O
32-2025	02/07/2025	02/09/2025	CH	TREASURER OF STATE OF OHIO	\$69.70	O
33-2025	02/10/2025	02/11/2025	CH	DELTA DENTAL	\$697.05	O
34-2025	02/10/2025	02/11/2025	CH	ENBRIDGE GAS OHIO	\$2,917.72	O
35-2025	02/10/2025	02/11/2025	CH	MIDDLEFIELD BANKING COMPANY	\$100.00	O
36-2025	02/10/2025	02/11/2025	CH	OHIO DEFFERRED COMPENSATION	\$1,300.00	O
37-2025	02/12/2025	02/16/2025	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$19,216.84	O
8664	02/17/2025	02/13/2025	AW	DANIEL MATSKO	\$370.00	O
8665	02/17/2025	02/13/2025	AW	GEAUGA HIGHWAY CO	\$1,040.00	O
8666	02/17/2025	02/13/2025	AW	GEAUGA COUNTY DEPT OF WATER RESO	\$151.34	V
8666	02/17/2025	02/13/2025	AW	GEAUGA COUNTY DEPT OF WATER RESO	-\$151.34	V
8667	02/17/2025	02/13/2025	AW	GEAUGA COUNTY DEPT OF WATER RESO	\$151.34	O
8668	02/17/2025	02/17/2025	RW	KUHNLE MOTOR SPORTS	\$300.00	O
8669	02/17/2025	02/17/2025	AW	MATTHEW BLOWERS	\$275.00	O
8670	02/17/2025	02/17/2025	AW	F&S AUTOMOTIVE INC.	\$1,170.00	O
8671	02/17/2025	02/17/2025	AW	KINETICO QUALITY WATER SYSTEMS	\$48.40	O
8672	02/17/2025	02/17/2025	AW	SUNRISE SPRINGS WATER COMPANY	\$116.00	O
8673	02/17/2025	02/17/2025	AW	NANCY DOLEZAL	\$211.59	O
8674	02/17/2025	02/17/2025	AW	WASTE MANAGEMENT WESTERN RESER\	\$392.78	O
8675	02/17/2025	02/17/2025	AW	CHARLES E. HARRIS & ASSOCIATES, INC	\$625.00	O
8676	02/17/2025	02/17/2025	AW	ASCENDANCE TRUCKS MIDWEST, LLC	\$463.47	O
8677	02/17/2025	02/17/2025	AW	BUCKLEY GROUP, LLC	\$2,795.00	O
8678	02/17/2025	02/17/2025	AW	ILLUMINATING CO.	\$4,159.95	O
Total Payments:					\$56,056.82	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$56,056.82	

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 Matsko*  
2-17-25