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

The Pledge of Allegiance was led by Emerick Gordon.

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 21, 2020. VOTE: Troyan, yes; Cavanagh, yes; Eberly, yes. The motion passed.

Motion by John A. Eberly seconded by Patrick J. Cavanagh to appoint Michael S. Troyan as Chairman of the 2021 Board of Trustees. VOTE: Michael S. Troyan, yes; Patrick J. Cavanagh, yes; John A. Eberly, yes. The motion passed.

REPORTS:

John A. Eberly Reported on state of the Road Department as of 12/31/2020. They are working with the Geauga County Engineer on 2021 projects including the Stafford Road OPWC Project. He gave an overview of the Stafford Road Project details.

Emerick Gordon, Auburn Highway Superintendent, reported a busy December for the Department working 14 snow events with 27 rounds of plowing and salting roadways.

Patrick J. Cavanagh reported he has been monitoring the roofing issues at Adam Hall Community Center with Emerick Gordon. Emerick gave his opinion of fixes for the facility. He is looking at heat tape on the roof for some of the areas, mostly on the west side where ice damming is occurring.

Michael S. Troyan presented the following Resolutions.

Motion by John A. Eberly seconded by Michael S. Troyan to adopt Resolution 2021-01 for the following Supplemental Appropriation: $3000.00 to General Fund account 1000-130-190-Zoning Salary. VOTE: John A. Eberly, yes; Patrick J. Cavanagh, yes; Michael S. Troyan, yes. The motion passed.

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to adopt Resolution 2021-02 Adopting the Geauga County Commissioners Highway Use Manual and Authorize the Geauga County Engineer to issue and enforce all Policies and Procedures outline therein. VOTE: John A. Eberly, yes; Patrick J. Cavanagh, yes; Michael S. Troyan, yes. The motion passed.

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to adopt Resolution 2021-03 which is a Memorandum of Understanding between the Auburn Township Board of Trustees and the Geauga County Engineer for the Application of Pavement Markings to Various Township Roads, Year 2021 stating an estimated cost of $11,000.00 with final cost to be based upon bid unit prices and actual quantities installed. VOTE: Eberly, yes; Cavanagh, yes; Eberly, yes. The motion passed.

Trustee Troyan reported a ballot was received from OTARMA along with a candidates list and biographies for 2 open Board seats for 2021.

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to elect Carolyn Destefani and Nick Schawb to the OTARMA 2021 Board. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion passed.

Fredrick May, Fiscal Officer, had no report.

ORGANIZATIONAL MEETING :

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 2021. VOTE: Eberly, yes; Cavanagh, yes; Troyan, 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 1st and 3rd Monday at 7:30 PM January through December 2021. VOTE: Eberly, yes; Cavanagh; yes Troyan, yes. The motion **PASSED.**

MEETING PROTOCOL

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

VIDEOTAPING MEETINGS

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

SUNSHINE LAW

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

MEDIA OF CHOICE

Patrick J. Cavanagh **MOVED** seconded by John A. Eberly 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: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED.**

ZONING INSPECTOR APPOINTMENT

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to appoint Frank Kitko as Zoning Inspector. VOTE: Eberly, yes; Cavanagh, yes; Troyan, 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 $2,280.00 per month. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED.**

Hold

ORGANIZATIONAL MEETING (continued):

CHIEF / FIRE & EMS ADMINISTRATOR

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

CHIEF / FIRE & EMS ADMINISTRATOR COMPENSATION

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to compensate the Chief / Fire & EMS Administrator at an annual rate of $41,452.80 that shall be salary method for the year and paid solely from the Fire Department FUND. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.
VOTE: Eberly, yes; Troyan, yes; Cavanagh, yes. The motion **PASSED**.

FIRE DEPARTMENT MUTUAL AID

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

CEMETERY SEXTON

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to appoint Michael Ludwig as Cemetery Sexton for 2021. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

SEXTON COMPENSATION

Michael S. Troyan **MOVED** seconded by John A Eberly that Michael Ludwig will receive $359.90 a month for services rendered as Cemetery Sexton. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

COMPENSATION FOR TRUSTEES

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

KCE BOARD

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to re-appoint Bob Ford to a three (3) year term on the Kenston Community Education Board to begin 1/1/21 and ending on 12/31/23. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Justin Yates to a two (2) year term on the Kenston Community Education Board to begin 1/1/21 and ending on 12/31/22. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

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

Robert Ford	Term expires 12/31/2023
Justin Yates	Term expires 12/31/2022
David Parker	Term expires 12/31/2021

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

ORGANIZATIONAL MEETING (continued):

ZONING COMMISSION MEMBERS

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Jeff Pulsford to a five (5) year term on the Zoning Commission beginning 1/1/21 and ending 12/31/25. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Ted Van Hyning to complete a three (3) year term on the Zoning Commission that began 1/1/19 and expires in 12/31/23. VOTE: Eberly, yes; Cavanagh, yes; Troyan, 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 1/1/21 and ending 12/31/21. VOTE: Eberly, yes; Troyan, yes; Cavanagh. The motion **PASSED**

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Doug Saltz as Zoning Commission alternate #2, a one (1) year term beginning 1/1/21 and ending 12/31/21. VOTE: Eberly, yes; Troyan, yes; Cavanagh, 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:

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
ALBERT TIEN	TERM EXPIRES 12/31/21
JASON WEIN (alternate #1)	TERM EXPIRES 12/31/21
DOUG SALTZ (alternate #2)	TERM EXPIRES 12/31/21

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

COMPENSATION FOR ZONING COMMISSION MEMBERS

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that members of the Zoning Commission receive $50.00 for each meeting attended. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.
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 $19.83 per hour for clerical and administrative work as well as the 2021 rate for Zoning Members meetings attended; this is to include either the hours or the meeting rate, but not both. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

BOARD OF ZONING APPEALS MEMBERS

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to re-appoint David Parker to a five (5) year term on the Board of Zoning Appeals to begin 1/1/21 and ending on 12/31/25. VOTE: Eberly, yes; Cavanagh, yes; Troyan, 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 1/1/21 and expire 12/31/21. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to appoint Eric Ford as Board of Zoning Appeals Alternate #2 for a one (1) year term to begin 1/1/21 and expire 12/31/21. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

ORGANIZATIONAL MEETING (continued):

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:

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
ROBERT FORD	TERM EXPIRES 12/31/21
MIKE VARLEY (alternate #1)	TERM EXPIRES 12/31/21
ERIC FORD (alternate #2)	TERM EXPIRES 12/31/21

VOTE: Eberly, yes; Cavanagh, yes; Troyan, 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; Cavanagh, yes; Troyan, 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 $19.83 per hour for clerical and administrative work as well as the 2021 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; Cavanagh, yes; Troyan, 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 Michael S. Troyan to increase Emerick Gordon hourly wage by 1.3% cost of living adjustment and a .7% increase to total $27.47 per hour effective with the first pay in January 2021. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**. 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 1.3% cost of living adjustment and a .7% increase to total $23.70 per hour effective with the first pay in January 2021. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Mark Sturm hourly wage by 1.3% cost of living adjustment and a .7% increase to total $23.70 per hour effective with the first pay in January 2021. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase John Szoka hourly wage by 1.3% cost of living adjustment and a 7% increase to total $23.70 per hour effective with the first pay in January 2021. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Michael Fenstermaker hourly wage by 1.3% cost of living adjustment and a 7% increase to total $23.70 per hour effective with the first pay in January 2021. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

ORGANIZATIONAL MEETING (continued):

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase James Vannoy hourly wage by 1.3% cost of living adjustment plus a $1.00 per hour increase to total $16.30 per hour effective with the first pay in January 2021. VOTE: Eberly, yes; Cavanagh, yes; Troyan, 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 and a 7% increase to total $20.89 per hour effective with the first pay in January 2021. VOTE: Eberly, yes; Cavanagh, yes; Troyan, 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 and a 7% increase to total $19.83 per hour effective with the first pay in January 2021. 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 2021 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 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: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

CELL PHONE POLICY

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

2021 HOLIDAYS

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that the following 10 holidays be set for the year 2021:

New Year's Day, Friday, January 1, 2021
*Martin Luther Kind Day, Monday, January 18, 2021
*President's Day, Monday, February 15, 2021
Memorial Day, Monday, May 31, 2021
Independence Day, Monday, July 5, 2021
Labor Day, Monday, September 6, 2021
*Columbus Day, Monday, October 11, 2021
Veterans' Day (Observed), Thursday, November 11, 2021
Thanksgiving Day, Thursday, November 25, 2021
Christmas Holiday, Friday, December 24, 2021

ORGANIZATIONAL MEETING (continued):

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

ZONING AMENDMENT APPLICATION FEE

Patrick J. Cavanagh **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; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

ZONING APPEAL HEARING FEE

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

TOWN HALL RENTAL FEE

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan 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 2021 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; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

ADAM HALL RENTAL FEE

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

ADAM HALL FUNERAL LUNCHEON / GATHERING RATE

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

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

ORGANIZATIONAL MEETING (continued):

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

FIRE DEPARTMENT LIAISON

Patrick J. Cavanagh MOVED seconded by John A. Eberly 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

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 Dependants Fund Board, Legislative Authority for a one-year term. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

DESIGNATED EMPLOYER REPRESENTATIVE (DER)

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

DESIGNATED EMPLOYER REPRESENTATIVE (DER) ALTERNATE

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

ORGANIZATIONAL MEETING (continued):

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

AVFD REPRESENTATIVE

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

BOARD OF ZONING APPEALS

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

ZONING COMMISSION

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

ZONING REPORTS

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

TOWNSHIP EXPENSE AUTHORIZATION

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

TOWNSHIP MILEAGE REIMBURSEMENTS

Michael S. Troyan MOVED seconded by Patrick J. Cavanagh to reimburse mileage at the current IRS Standard Deduction Rate currently .56 adjusted January 1st and July 1st every year. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion **PASSED**.

ORGANIZATIONAL MEETING (continued):

CONVENTION EXPENSES

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

SUNDRY ITEM EXPENDITURE

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

COPIES

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

CREDIT CARD POLICY

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

BANK DEPOSITORIES

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

TAX ADVANCE

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

UNUSED EQUIPMENT:

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

HEALTH DISTRICT REPRESENTATIVE:

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

ORGANIZATIONAL MEETING (continued):

COMPLIANCE:

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan to remain in compliance with electronic meeting requirements. VOTE: Eberly, yes; Cavanagh, yes; Troyan, yes. The motion PASSED.

PUBLIC COMMENTS:

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

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 1-18-2021

RESOLUTION 2020-1
FOR SUPPLEMENTAL APPROPRIATIONS

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

Present Were:

Patrick J. Cavanagh

Michael S. Troyan

John A. Eberly

_____ moved for the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of Auburn Township, Geauga County, Ohio, that the following SUPPLEMENTAL APPROPRIATIONS are necessary to pay Road Department Salaries:

Supplemental Appropriation of $10,888.75 to account 2031-330-190 Salaries.

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

John A. Eberly voted _____

Michael S. Troyan voted _____

Patrick J. Cavanagh voted _____

Adopted this 6TH day of JANUARY, 2020

_____

Fredrick L. May, Fiscal Officer

RESOLUTION No. 2021-02

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 Use 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:	Vote:
Michael S. Troyan	Yes
Patrick J. Cavanagh	Yes
John A. Eberly	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 4, 2020.

Fredrick May

RESOLUTION # 2021-03

MEMORANDUM OF UNDERSTANDING
BETWEEN THE AUBURN TOWNSHIP BOARD OF TRUSTEES
AND THE GEAUGA COUNTY ENGINEER
FOR THE APPLICATION OF PAVEMENT MARKINGS
TO VARIOUS TOWNSHIP ROADS, YEAR 2021
Auburn Township, Geauga County, Ohio

WHEREAS, the public interest demands the improvement hereinafter described;

WHEREAS, approximately 4.45 miles of Township maintained roads are in need of improvement by application of pavement markings; and

WHEREAS, the Geauga County Engineer's Office, hereinafter called "ENGINEER", improves a portion of County-maintained highways by the application of pavement markings through its annual application of pavement marking project, hereinafter called the "PROJECT"; and

WHEREAS, the public interest is best served through the cooperation of the ENGINEER and the Auburn Township Board of Trustees, hereinafter called "BOARD OF TRUSTEES", to improve the Township maintained roadways.

NOW THEREFORE, BE IT RESOLVED, by the BOARD OF TRUSTEES, Geauga County, Ohio, that:

SECTION I. The public interest demands the improvement and maintenance of the roads situated in the Township.

SECTION II. The ENGINEER has offered to be the lead agent to improve the various roads maintained by the Township.

SECTION III. The BOARD OF TRUSTEES wish to participate and the funds for the reimbursement shall come from funds available to the Township to improve and repair roads and related items.

SECTION IV. The BOARD OF TRUSTEES agrees to fund the total cost of the improvements performed in conjunction with the Project. The division of funds will be based upon the centerline straight line mileage of work performed. The estimate for the Township portion is $11,000.00 but final cost will be based upon bid unit prices and actual quantities installed. The funds shall be reimbursed to the ENGINEER upon the completion and acceptance of the work.

SECTION V. The ENGINEER is hereby empowered and directed on behalf of the BOARD OF TRUSTEES to enter into contracts and agreements with the lowest and most qualified bidder to complete the construction of the improvement.

BE IT FURTHER RESOLVED, that the Township Fiscal Officer is hereby instructed to transmit both original signed copies of this resolution to the ENGINEER for acceptance. Upon acceptance by the ENGINEER, one original copy will be returned to the Township.

AGREED AND APPROVED BY:

John A. Eberly
Township Trustee

Patrick J. Cavanagh
Township Trustee

Michael S. Troyan
Township Trustee

ATTEST:

Fredrick L. May
Township Fiscal Officer

Date: 1-4-2020

GEAUGA COUNTY ENGINEER

The foregoing is accepted as a basis for proceeding with the improvements herein described:

AGREED AND ACCEPTED BY:

Joe Cattell, PE, PS
Geauga County Engineer

Date:_____

Office of the Geauga County Engineer
ESTIMATE OF COST
Auburn Township, Geauga County
PM-AUB-V-2021

LAK **12/15/2020**

Item	*Description*	*Quantity*	*Unit Price*	*Total Price*
103	Contract Performance Bond and Premium	1 LUMP	$110.00	$110.00
614	Maintaining Traffic	1 LUMP	$ 220.00	$220.00
624	Mobilization	1 LUMP	$ 225.00	$225.00
643	Edge Line	8.90 MILE	$ 700.00	$6,230.00
643	Center line	4.45 MILE	$ 1,100.00	$4,895.00

SUB-TOTAL: **$11,680.00**
($680.00)
USE TOTAL: **$11,000.00**

Notes;

TR 187 - Stafford Road - Munn Rd to Auburn Rd	1.410	Miles
TR 187 - Stafford Road - Auburn Rd to Messenger Rd	0.900	Miles
TR 186 - Taylor May Road - Munn Rd to Auburn Rd	1.490	Miles
TR 201 - Fox Road - Shaw Rd to Portage Co Line	0.650	Miles
Total	4.450	Miles