RECORD OF PROCEEDINGS

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

GUESTS:

Eleana Dewitt, Kenston Girl Scout, is working to achieve her Silver Award, the highest award a cadet can earn. She proposed her community project of designing and planting a wildflower garden to the Board.

Eleana gave a power point presentation about wild flower gardens. She explained they are an extremely valuable habitat to bees, moths, butterflies and insects. Bees and other pollinators are essential to the production of fruit and vegetable crops. Eleana requested permission from the Board of Trustees to locate her project at Auburn Community Park, but was also receptive to any other location suggested by the Board.

Patrick J. Cavanagh thanked her and complimented her on the execution of her presentation. The Trustees discussed specific locations at the park for the garden.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to approve Auburn Community Park as the location of Eleana Dewitt's wild flower garden. VOTE: Troyan, yes; Cavanagh, yes. The motion passed.

Chris Louis was present representing the Auburn Boy Scout Troop #101. The Scouts have taken over the responsibility of organizing the annual 4th of July Parade and Picnic. Matt England is the official event organizer. The event takes place on Monday, July 4th. The staging takes place at 10:00 a.m. at The Meadows subdivision off Auburn Road. The parade will commence at 11:00 a.m. heading south on Auburn Road, and west on Washington Street. The final destination will be the Auburn Fire Station. Hot dogs and beverages will be available and profits go directly to the Boy Scouts and Cub Scouts. Mr. Lewis asked that we post it on the township website.

The Trustees thanked Mr. Louis.

REPORTS:

Frank Kitko, Zoning Inspector, submitted a zoning report reflecting10 applications processed in the month of May resulting in 10 permits issued. He reported procedure seems to be changing with the County Offices. He spoke about a current case that was approved by planning before Auburn Zoning approved the application.

Mr. Troyan agreed procedures needs to be worked out between departments.

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

- Patching continued on various roads and partial depth repairs were made on Moreland Lane. Preliminary discussions concerning the condition of Moreland Lane between Trustee Cavanagh, myself and the county were had and further investigation is needed before determining the surfacing schedule and type.
- There were several trees down due to high winds, the road department did respond to two of the calls. Also beaver dams were removed from the roadside ditch along Crackel Rd.
- Two weeks were spent in the cemeteries clearing brush, overgrowth, leveling gravesites, seeding, and pouring footers. The old split rail fence was also removed in anticipation of the new fencing.
- Roadside mowing was started and we are currently waiting on parts to be delivered so we can continue with the service.
- We did do a couple small ditching requests on Stafford Rd. and erosion control on Quinn Rd. Will be addressing resident requests when we have the opportunity.

REPORTS (continued):

Discussion followed regarding tall weeds at the park starting to reseed. Trustee Cavanagh suggested it might be best to look into renting equipment to cut the park while we are awaiting the unavailable part to fix our mower.

Mr. Cavanagh reported the Road Department is focusing on the Chip Seal Project and the Crack Seal Project. The Crack Seal Project has an estimated budget of $50,000 and will be bid out as a line item bid listing all roads rated 5 & 6. The legal ad runs on June 16th and the bid deadline and opening is Tuesday, July 5, 2022.

Nine roll-off dumpsters were used at the Large Item Trash Drop-Off Event and the Sr. Resident Trash Pick-Up Event compared to 13 dumpsters last year. We had a smaller than usual crowd. One hundred senior residences participated in the Pick-Up Event.

Fredrick May, Fiscal Officer, was not present.

Michael S. Troyan spoke to the AVFD working on prioritizing their list of projects that qualify for ARPA funds.

NEW BUSINESS:

Patrick J. Cavanagh discussed recommendations from the Geauga County Engineer.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to move on the recommendation of the Geauga County Engineer and pay Eclipse Co. $26,385.63 for work completed on the Stafford Road Project through May 15th. VOTE: Troyan, yes; Cavanagh, yes. The motion passed.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to submit to OPWC for payment to Eclipse Co. in the amount of $26,385.62 for work completed on the Stafford Road Project through May 15th. VOTE: Troyan, yes; Cavanagh, yes. The motion passed.

Trustee Cavanagh spoke to the need of an assistant to the Auburn Fiscal Officer. Hours wage is to be determined based on applicant's qualifications. He read aloud the legal ad that will be placed in The News Herald and The Geauga Maple Leaf. Resumes will be accepted until July 1, 2022.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to advertise for the open position of assistant to the Auburn Township Fiscal Officer. VOTE: Troyan, yes; Cavanagh, yes. The motion passed.

Mr. Cavanagh reported Todd Aznavorian submitted his resignation from the Zoning Commission. The Commission has two alternates that will step in until we fill the open position at the January Organizational meeting. A letter thanking him for his service will be sent.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to reschedule the July 4, 2022 Regular Meeting of the Board of Trustees to Tuesday, July 5, 2022 at 7:30 pm. VOTE: Troyan, yes; Cavanagh, yes. The motion passed.

The Trustees discussed two quotes from G.W. Construction

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to contract with G.W. Construction in the amount of $970.00 for material and labor to repair the exterior siding at Adam Hall. VOTE: Troyan, yes; Cavanagh, yes. The motion passed.

NEW BUSINESS (continued):

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to contract with G.W. Construction to furnish and install a new double fiberglass front door with panic hardware and door closers with mil finish at Town Hall for a total cost of $6,000.00. VOTE: Troyan, yes; Cavanagh, yes. The motion passed.

PUBLIC COMMENTS:

A question was asked and answered about payments to Ohio Public Works Commission, OPWC.

The Trustees discussed the advertisement for assistant to Fiscal Officer.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to amend the legal ad for assistant to Fiscal Officer to include a resume acceptance deadline of July 1, 2022. VOTE: Troyan, yes; Cavanagh, yes. The motion passed.

ADJOURNMENT:

Motion by Michael S. Troyan seconded Patrick J. Cavanagh by to adjourn the meeting. VOTE: Troyan, yes; Cavanagh, yes. The motion passed. The meeting was adjourned at 8:24 p.m.

Fredrick May, Fiscal Officer

Eugene T. McCune Jr., Chairman

Patrick J. Cavanagh, Trustee

Michael S. Troyan, Trustee

6-20-22

Date

BOARD OF TRUSTEES MEETING AGENDA
Monday, June 6, 2022



REGULAR MEETING –7:30 PM

PLEDGE OF ALLEGIANCE

GUESTS:

- Eleana Dewitt, Kenston Girl Scout Troop 71484
- Matt England, Chris Louis, Joey Plavcan / 4th of July Parade

SCHEDULED REPORTS:

- Frank Kitko, Zoning Inspector
- Emerick Gordon, Township Highway Superintendent

TRUSTEE & FISCAL OFFICER REPORTS:

- Michael S. Troyan
- Patrick J. Cavanagh, Vice Chairman
- Eugene T. McCune Jr., Chairman
- Fredrick May, Fiscal Officer

OLD BUSINESS:

- WRLC Conservation Amendment / Parking lot expansion
- AVFD request for ARPA project funding

NEW BUSINESS:

- Geauga County Engineer/ Recommendation to pay Eclipse $26.385.63
- Geauga County Engineer/ Recommendation to submit to OPWC for payment to Eclipse in the amount of $26,385.63.
- Charter Communications franchise fees received / $4,978.87
- Assistant to Fiscal Officer
- Crack Seal Various Roads in Auburn Township Project
- Zoning Commission resignation / Tidd Aznavorian
- Reschedule July 4th Board of Trustees meeting.

SAVE THE DATE:

06/16/22 – Zoning Commission meeting - 7:00pm @ Auburn Administration bldg.
06/21/22 – BZA meeting - 7:00pm @ Auburn Administration bldg.
06/20/22 – Board of Trustees meeting - 7:30pm @ Auburn Administration bldg.
06/23/22 - Zoning Commission meeting - 7:00pm @ Auburn Administration bldg.
07/01/22 – Auburn/Bainbridge Fireworks & Festivities @ Kenston High School Campus
07/03/22 - Rain Date – Fireworks Only
07/04/22 – Auburn Township Parade & Picnic – Commences in the Meadows subdivision @ 11:00am. Travels south on Auburn, west on Washington and concludes at the fire station. Hot dogs and beverages available; proceeds go to Auburn Boy Scouts.

AUBURN TWP ZONING REPORT

MAY 2022

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions	1												1
Amendment													
Billboard													
Commercial Additions													
Comm Fence													
Comm New													
Comm Remodel													
Comm Sign													
Comm Sub Lease,													
Use Change													
Culvert/Ditching													
Dev Plan Review													
Denial	1	1	1	1									4
Duplex													
Ind Addition, Exist.Use													
Ind Use Change, SubLease													
Ind Fences													
Ind Remodeling													
Ind New Structure													
Ind Non-Res. Permitted													
Ind Sign													
Lake													
Land Use Plan, Dev activities													
Pond													
Res Acc Bldg Under 200													
Res Acc Bldg Over 200 sf	1	1	1		3								6
Res Addition		1	2		2								5
Res Deck				1	1								2
Res Fences			1	1									2
Res Interior Completion													
Res Other		1	2	3									6
Res Patios													
Res Remodel													
Res Signs													
Res Signs Temp													
Res Signs Temp Bldg Const	1		2		1								4
Res Signs S/D													
Single Family Dwelling	2		3	1	2								8
Swim Pool Above Ground					1								1
Swim Pool In Ground													
Transient Vendor													
Variance/Cond Use/	2	1	1										4
Voided Receipts/Copies/Other	1												1
Sub Total	9	5	13	7	10								44
TOTAL ISSUED	6	4	12	7	10								39

JOE CATTELL, PE, PS
Geauga County Engineer

COPY

RECEIVED
JUN 03 2022
AUBURN TOWNSHIP

May 27, 2022

Auburn Township Board of Trustees
c/o Fred May, Fiscal Officer
11010 East Washington St.
Auburn Township, Ohio 44023

Re: Reconstruction of Section F of Stafford Road, TR-187
Auburn Township
Pay Application No. 5

Dear Trustees:

Enclosed please find the documents related to the payment of the referenced invoice.

This Office recommends payment of the invoice in the amount of $52,771.25 to Eclipse Co., LLC. This invoice is for work completed on the project thru May 15th. We recommend the Board submit $26,385.62 to OPWC for payment and pay the remaining $26,385.63 with local funds. Please authorize Mr. P.J. Cavanagh, Trustee and Mr. Fredrick May, Fiscal Officer to sign the Appendix E document.

Please return the signed Appendix E along with a copy of the local warrant/check for local match verification to this office and we will process the paperwork through the Ohio Public Works Commission.

Should you have any questions regarding this invoice, or the items included herein, please let me know.

Sincerely,

Nicholas J. Gorris, PE
Deputy, Construction Engineer

Enclosure
cc: File

OHIO PUBLIC WORKS COMMISSION
DISBURSEMENT REQUEST FORM AND CERTIFICATION

Disbursement Request Number: _ No. 2

Statement requesting the disbursement of funds from the OPWC pursuant to Section V of the Project Agreement (the "Agreement") executed between the Director of the Ohio Public Works Commission ("Director") and **Auburn Township, Geauga County** (the "Recipient"), dated **8/21/2020**, for the sole and express purpose of financing the Capital Improvement defined and described in Appendix A of the Agreement (the "Project") and named as numbered as **DGX24**

EXPENDITURES PROGRESS:

	(1) AS PER AGREEMENT	(2) PRIOR DISBURSED	(3) AS PART OF THIS DRAW	(4) PAID TO DATE (Column 2 + 3)
A) Engineering	$0	$ 0.00	$	$ 0.00
B) Right-of-Way	$0	$ 0.00	$	$ 0.00
C) Construction	$600,000	$ 232,727.40	$ 52,771.25	$ 285,498.65
D) Materials Purchased Directly	$0	$ 0.00	$	$ 0.00
E) Permits, Advertising, Legal	$0	$ 0.00	$	$ 0.00
F) Construction Contingencies	$0	$ 0.00	$	$ 0.00
G) Total Expenditures	**$600,000**	**$ 232,727.40**	**$ 52,771.25**	**$ 285,498.65**

FINANCING PROGRESS:

	(1) AS PER AGREEMENT	(2) PRIOR DISBURSED	(3) AS PART OF THIS DRAW	(4) PAID TO DATE (Column 2 + 3)
H) OPWC Funds	$300,000	$ 116,363.70	$ 26,385.62	$ 142,749.32
I) Local Share				
1) In-kind Contributions	$0	$ 0.00	$ 0.00	$ 0.00
2) Public Revenues	$300,000	$ 116,363.70	$ 26,385.63	$ 142,749.33
J) Other Revenues				
1) ODOT/FHWA	$0	$ 0.00	$	$ 0.00
2) OEPA/OWDA	$0	$ 0.00	$	$ 0.00
3) CDBG	$0	$ 0.00	$	$ 0.00
4) USDA	$0	$ 0.00	$	$ 0.00
5) Other	$0	$ 0.00	$	$ 0.00
K) Total Local and Other Revenue	$300,000	$ 116,363.70	$ 26,385.63	$ 142,749.33
L) Total Financing (H+K)	**$600,000**	**$ 232,727.40**	**$ 52,771.25**	**$ 285,498.65**

[NOTE: Column totals for Line L must be equal to the column totals for Line G]