RECORD OF PROCEEDINGS

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

Held _____ 20 _____

The Regular meeting of the Auburn Township Board of Trustees was called to order at 7:30 p.m. by Chairman Eugene T. McCune Jr. 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 SPECIAL Meeting of the Board of Trustees held on December 1, 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion passed.

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 November 21, 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion passed.

GUESTS:

Keith Blazer, Auburn Fire Secretary, presented the department's budget. Trustee Troyan spoke to the 2023 proposed AVFD contract and our options to incorporate ARPA funds. There are 2 options:

1. Accept the AVFD contract "as is" and amend it at a later date.
2. Incorporate ARPA funds in the contract as line items for each proposed expenditure.

The Trustees prefer option #2. Michael S. Troyan requested the AVFD make the changes and submit it to the prosecutor's office for approval in time for the December 19th meeting.

REPORTS:

Frank Kitko, Zoning Inspector, submitted a zoning report reflecting 9 applications processed in the month of November resulting in 7 permits issued. He also reported a resident has requested a variance for a second dwelling on the property operating as a B & B. Discussion ensued about home owners associations in developments.

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

- The month saw three weather events that required three rounds of plowing and or salting. A total of 79 tons of deicing material was used. This puts the monthly average use for November at 94 tons. Currently we have ~ 1721 tons of road salt in the dome.
- With agreeable weather early in the month we were able to do some asphalt patching on various roads. Sixteen tons of hot mix asphalt was used. Some cold patching was done as well and will continue when time and weather allow.
- One failed driveway culvert pipe was replaced on Marydale Dr.
- High winds did bring down some limbs and branches midmonth which were removed from the roadways.
- Equipment and trucks were serviced and readied for winter snow removal and deicing.

Patrick J. Cavanagh presented Resolution 2022-42 and Resolution 2022-43.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to accept and approve Resolution 2022-42 of Convenience & Necessity for the Improvement of Sections A-B of Thorpe Road (TR-0197) and authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the ORC. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

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

Held _____ 20 _____

REPORTS (continued):

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to accept and approve Resolution 2022-43 of Convenience & Necessity for the Improvement of Various Roads in Auburn Township to include Longview Trail (TR-0744), Bridge Creek Trail (TR-0745), Frostwood Drive (TR-1022), Golden Pond Drive (TR-1031), and Sanctuary Drive (TR-1032) and authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the ORC. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

Michael S. Troyan requested Emerick call the county and have some gravel dumped at the point on Washington Street.

Eugene T. McCune Jr. addressed quotes received from Stonehugger Cemetery Restoration, LLC for cemetery restoration at Maple Shade for $80,750.00 and Shadyside for $103,665.00. The restoration can be done over the years.

Motion by Eugene T. McCune seconded by Patrick J. Cavanagh to hire Joan Windnagel at $25.00 per hour for as long as necessary, to assist Deputy Fiscal Officer in closing financial accounts for 2022 and train as needed. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

Trustee Cavanagh noted storm windows at Town Hall blew out due to weather.

Daniel J. Matsko, Deputy Fiscal Officer, presented a Payment Report listing warrants 7511 through 7544 for a total of $157,317.71. He submitted Resolution 2022-44. He spoke to the quote from BPI Informational Systems.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. that we contract with BPI Informational Systems, contingent upon legal counsel review, for IT equipment and service at a onetime cost of $37,944.50 and a monthly maintenance fee of $863.00. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

Motion by Eugene T. McCune Jr. seconded by Patrick J. Cavanagh to adopt Resolution 2022-44 for the following Supplemental Appropriations:

$3,500.00 Supplemental Appropriation to Administrative Fund – Capital Outlay 1000-760-730 IMPROVEMENT OF SITES to pay CE Amendment fee for Cathan Farm.

$7,000.00 Supplemental Appropriation to Administrative Fund – Administrative 1000-110-599 OTHER-OTHER EXPENSES to pay miscellaneous other expenses for remainder of calendar year.

$ 10,000.00 (-) Supplemental Appropriation from Road and Bridge Fund: Highways Account 2031-330-360 CONTRACTED SERVICES

$ 10,000.00 (+) Supplemental Appropriation to Road and Bridge Fund: Highways Account 2031-330-221 MEDICAL/HOSPITALIZATION to pay Dec health insurance premium.

$1,000.00 Supplemental Appropriation to Special Levy–Fire Fund – Administrative 2191-110-221 MEDICAL/HOSPITALIZATION to pay Dec health insurance premium.

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

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to schedule the Auburn Community Picnic on Saturday, September 16, 2023 at Auburn Community Park. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

PUBLIC COMMENTS:

Questions were asked by a resident about Mr. Matsko' s position with the AVFD, the decision to officially hire Joan Windnagel, and concerns expressed with legality of the BPI contract and protections with vendor.

RECORD OF PROCEEDINGS

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

Held _____ 20 _____

CONTINUED:

The Trustees discussed the date for the Organizational Meeting.

Motion by Eugene T. McCune Jr. seconded by Patrick J. Cavanagh to schedule the January 2023 Meetings of the Board of Trustees on Monday, January 9th and Monday, January 23rd at 7:30 PM at the Administration Building. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

The Trustees discussed franchise fees received.

Motion by Michael S. Troyan seconded by Eugene T. McCune Jr. to move the franchise fees received from Charter Communications in the amount of $5,239.71 to the Land Acquisition and Improvement Fund. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

Trustee Chairman McCune Jr. signed and approved the Records Retention Committee minutes from the Public Hearing on November 7, 2022.

ADJOURNMENT:

Motion by Eugene T. McCune, Jr. seconded by Michael S. Troyan to adjourn the meeting. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed. The meeting was adjourned at 8:49 PM

Deputy Fiscal Officer: Daniel L. Matsko

Eugene T. McCune Jr., Chairman

Patrick J. Cavanagh, Trustee

Michael S. Troyan, Trustee

12-19-22
Date

AUBURN TWP ZONING REPORT

NOVEMBER 2022

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions	1							3					4
Amendment													
Billboard													
Commercial Additions													
Comm Fence													
Comm New													
Comm Remodel							2						2
Comm Sign						1							1
Comm Sub Lease, Use Change													
Culvert/Ditching													
Dev Plan Review													
Denial	1	1	1	1		1	2		1		2		10
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	5	1	2	4	4			22
Res Addition		1	2		2			2	2	2	2		13
Res Deck				1	1			2	2				6
Res Fences			1	1									2
Res Interior Completion													
Res Other		1	2	3		5	3	3					17
Res Patios									1				1
Res Remodel													
Res Signs													
Res Signs Temp													
Res Signs Temp Bldg Const	1		2		1		2		2				8
Res Signs S/D													
Single Family Dwelling	2		3	1	2	2	4	1	3				18
Swim Pool Above Ground					1		1	1	1				4
Swim Pool In Ground/Lake						1	1	1			1		4
Transient Vendor													
Variance/Cond Use/	2	1	1			2	3		1		2		12
Voided Receipts/Copies/Other	1					1	1	1			2		6
Sub Total	9	5	13	7	10	18	20	16	17	6	9		130
TOTAL ISSUED	6	4	12	7	10	16	17	15	16	6	7		116

BOARD OF TRUSTEES MEETING AGENDA
Monday, December 5, 2022



REGULAR MEETING –7:30 PM

PLEDGE OF ALLEGIANCE

MINUTE APPROVAL:

- Regular Meeting – November 21, 2022
- Special Meeting – December 1, 2022

GUEST:

- Keith Blazer, Auburn Fire Secretary
- Greg Lackey & Morris Wein, 2023 Alternate Zoning Commission Board Applicants

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

NEW BUSINESS:

- Resolution 2022-42 Resolution of convenience & necessity for the improvements of sections A-B of Thorpe Road in Auburn Township
- Resolution 2022-43 Resolution of convenience & necessity for the improvements of various roads in Auburn Township
- Resolution 2022-44 for Supplemental Appropriations
- Hire Joan A. Windnagel
- Franchise Fees received/ Charter Communications / $5,239.71
- Set date for Auburn Community Picnic in the Park (Sat., September 16, 2023)
- Set date for Organizational Meeting of the Board of Trustees (Mon., Jan. 2, 2023)

SAVE THE DATES:

11/21/22 - Board of Trustees meeting– 7:30pm @ Auburn Administration Bldg.
12/05/22 – Board of Trustees meeting- 7:30pm @ Auburn Administration Bldg.
12/13/22 – BZA Meeting-7:00pm @ Auburn Administration Bldg.
12/26/22 – Office Closed
01/02/23 – Regular/Organizational Meeting of the Board of Trustees
01/16/23- Board of Trustees meeting – 7:30pm @ Auburn Administration Bldg.

Payment Listing

11/21/2022 to 12/31/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
7511	11/21/2022	11/20/2022	RW	PAUL DAVIS RESTORATION	$300.00	O
7512	11/21/2022	11/20/2022	RW	Josilynn Howe	$300.00	O
7513	11/21/2022	11/20/2022	RW	Ryan Wilson	$300.00	O
7514	11/21/2022	11/20/2022	RW	BRIAN BROWNE	$300.00	O
7515	11/21/2022	11/21/2022	AW	INDUSTRIAL CONNECTIONS	$22.75	O
7516	11/21/2022	11/21/2022	AW	WEISKOPF INDUSTRIES CORP.	$324.76	O
7517	11/21/2022	11/21/2022	AW	KINETICO QUALITY WATER SYSTEMS	$44.00	O
7518	11/21/2022	11/21/2022	AW	KARLOVEC MEDIA GROUP	$63.00	O
7519	11/21/2022	11/21/2022	AW	WINDSTREAM WESTERN RESERVE INC.	$696.67	O
7520	11/21/2022	11/21/2022	AW	SARAH MULLEMAN	$575.00	O
7521	11/21/2022	11/21/2022	AW	CASH	$160.00	V
7521	12/04/2022	12/04/2022	AW	CASH	-$160.00	V
7522	11/21/2022	11/21/2022	AW	CASH	$240.00	V
7522	12/04/2022	12/04/2022	AW	CASH	-$240.00	V
7523	11/21/2022	11/21/2022	AW	CASH	$160.00	V
7523	12/04/2022	12/04/2022	AW	CASH	-$160.00	V
7524	11/21/2022	11/21/2022	AW	BUREAU OF WORKERS COMPENSATION	$1,310.97	O
7525	11/21/2022	11/21/2022	AW	MATTHEW BLOWERS	$425.00	O
7526	11/21/2022	11/21/2022	AW	QUADIENT	$102.08	O
7527	11/21/2022	11/21/2022	AW	SAMS CLUB	$110.00	O
7528	11/21/2022	11/21/2022	AW	ECLIPSE CO. LLC	$85,401.29	O
7529	11/21/2022	11/21/2022	AW	ILLUMINATING CO.	$8,378.37	O
7530	12/05/2022	12/04/2022	SW	Skipped Warrants 7530 to 7530 Series 3	$0.00	V
7531	12/05/2022	12/04/2022	AW	INTERFINISH LLC	$295.00	O
7532	12/05/2022	12/04/2022	AW	PLANNING & ZONING SERVICES, LLC	$300.00	O
7533	12/05/2022	12/04/2022	AW	HARTMAN ELECTRIC, INC	$4,526.10	O
7534	12/05/2022	12/04/2022	AW	INDUSTRIAL CONNECTIONS	$139.82	O
7535	12/05/2022	12/04/2022	AW	MATTHEW BLOWERS	$275.00	O
7536	12/05/2022	12/04/2022	AW	GEAUGA COUNTY CLERK OF COURTS	$57.11	O
7537	12/05/2022	12/04/2022	AW	QUADIENT	$50.25	O
7538	12/05/2022	12/04/2022	AW	OHIO EDISON	$20.22	O
7539	12/05/2022	12/04/2022	AW	GEAUGA COUNTY MAPLE LEAF	$97.35	O
7540	12/05/2022	12/04/2022	AW	NEWS-HERALD	$54.90	O
7541	12/05/2022	12/04/2022	AW	SUNRISE SPRINGS WATER COMPANY	$106.55	O
7542	12/05/2022	12/04/2022	AW	CASH	$160.00	O
7543	12/05/2022	12/04/2022	AW	CASH	$240.00	O
7544	12/05/2022	12/04/2022	AW	CASH	$160.00	O
7545	12/05/2022	12/04/2022	AW	DELTA DENTAL	$803.84	O
7546	12/05/2022	12/04/2022	AW	VISION SERVICE PLAN - (OH)	$286.52	O
7547	12/05/2022	12/04/2022	RW	PAUL DAVIS RESTORATION	$300.00	O
7548	12/05/2022	12/04/2022	AW	Cuyahoga Asphalt Materials	$1,323.64	O
7549	12/05/2022	12/04/2022	AW	WESTERN RESERVE LAND CONSERVANC	$3,500.00	O
7550	12/05/2022	12/05/2022	AW	Barron,Peck,Bennie & Schlemmer, Co.,LPA	$6,250.00	O
7551	12/05/2022	12/05/2022	AW	NANCY DOLEZAL	$2,046.36	O
7552	12/05/2022	12/05/2022	AW	DOMINION EAST OHIO	$1,671.72	O
7553	12/05/2022	12/05/2022	AW	WEX BANK	$1,089.92	O

AUBURN TWP ZONING REPORT

NOVEMBER 2022

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions	1							3					4
Amendment													
Billboard													
Commercial Additions													
Comm Fence													
Comm New													
Comm Remodel							2						2
Comm Sign						1							1
Comm Sub Lease,													
Use Change													
Culvert/Ditching													
Dev Plan Review													
Denial	1	1	1	1		1	2		1		2		10
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	5	1	2	4	4			22
Res Addition		1	2		2			2	2	2	2		13
Res Deck				1	1			2	2				6
Res Fences			1	1									2
Res Interior Completion													
Res Other		1	2	3		5	3	3					17
Res Patios									1				1
Res Remodel													
Res Signs													
Res Signs Temp													
Res Signs Temp Bldg Const	1		2		1		2		2				8
Res Signs S/D													
Single Family Dwelling	2		3	1	2	2	4	1	3				18
Swim Pool Above Ground					1		1	1	1				4
Swim Pool In Ground/Lake						1	1	1			1		4
Transient Vendor													
Variance/Cond Use/	2	1	1			2	3		1		2		12
Voided Receipts/Copies/Other	1					1	1	1			2		6
Sub Total	9	5	13	7	10	18	20	16	17	6	9		130
TOTAL ISSUED	6	4	12	7	10	16	17	15	16	6	7		116

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

DEC 05 2022

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	CARL SCHNEIDER	✓	
2.	DALE RYAN	✓	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

TRUSTEES:
Eugene T. McCune Jr., Chairman
Patrick J. Cavanagh, Vice Chairman
Michael S. Troyan

Est. 1817
AUBURN
TOWNSHIP

FISCAL OFFICER:
Fredrick L. May
Fmay@auburntownship.com
www.auburntownship.com

440.543.7028 440.543.9520 fax 11010 Washington Street Auburn Township, OH 44023

Record Retention Committee

Minutes of Public Hearing of 11/07/2022

The Public Hearing of the Record Retention Policy committee was called to order at 7:15 p.m. by Chairman Eugene T. McCune Jr.

Present was the Trustee Chairman and Fiscal Officer / Record Retention Officer, Fred May,

Together they reviewed and discussed Auburns' current Record Retention Policy and record disposal history. Everything was found to be in good order and in accordance with the guidelines set forth by the Ohio Historical Society's Local Government Records Program (LGRP).

They reviewed a 2022 Certificates of Records Disposal request which will be submitted to the Local Governmental Records Program and the Ohio Historical Society State Archives of Ohio for records disposal scheduled for 12/31/2022.

Trustee Eugene T. McCune called for an adjournment to the meeting at 7:25 p.m.

Fred May, Fiscal Officer

Trustee Chairman, Eugene T. McCune Jr.

12/5/2022
Date

Resolution No. 2022-42

RESOLUTION OF CONVENIENCE & NECESSITY FOR THE IMPROVEMENTS OF SECTIONS A-B OF THORPE ROAD (TR-0197)
Auburn Township, Geauga County, Ohio

WHEREAS, the Auburn Township Board of Trustees (Board) has determined that the public convenience and welfare require the improvement of Thorpe Road (TR-0197) from the Portage County Line to Taylor May Road (TR-0186) in Auburn Township, and to authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code.

NOW, THEREFORE, BE IT RESOLVED by a unanimous vote of the Board that the public convenience and welfare requires the improvement by the application of chip seal surfaces, as necessary.

BE IT FURTHER RESOLVED that the Geauga County Engineer is hereby directed to make such surveys, plans, profiles, cross sections, estimates and specifications as are required for the improvement and to transmit copies of the same to this board.

BE IT FURTHER RESOLVED that the costs and expenses of said improvement shall be apportioned as follows:

The right of way costs, if any, and the construction costs for the project shall be paid from local funding sources and state grants and/or loan funds should they be available for this project. The engineering will be provided by the Geauga County Engineer at no cost to the Township.

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

Voting thereon:	Vote:
Eugene T. McCune	Yes
Patrick J. Cavanagh	Yes
Michael Troyan	Yes

I, Daniel J. Matsko, Deputy Fiscal Officer of the Auburn Township Board of Trustees, Geauga County, Ohio certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on 12-05-, 2022.

Daniel J. Matsko, Deputy Fiscal Officer

Resolution No. 2022-43

RESOLUTION OF CONVENIENCE & NECESSITY FOR THE IMPROVEMENTS OF VARIOUS ROADS
Auburn Township, Geauga County, Ohio

WHEREAS, the Auburn Township Board of Trustees (Board) has determined that the public convenience and welfare require the improvement of Longview Trail (TR-0744), Bridge Creek Trail (TR-0745), Frostwood Drive (TR-1022), Golden Pond Drive (TR-1031), and Sanctuary Drive (TR-1032) in Auburn Township, and to authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code.

NOW, THEREFORE, BE IT RESOLVED by a unanimous vote of the Board that the public convenience and welfare requires the improvement by repairing the existing pavement and embankments, asphalt resurfacing, stabilizing the shoulders, and related improvements, as necessary.

BE IT FURTHER RESOLVED that the Geauga County Engineer is hereby directed to make such surveys, plans, profiles, cross sections, estimates and specifications as are required for the improvement and to transmit copies of the same to this board.

BE IT FURTHER RESOLVED that the costs and expenses of said improvement shall be apportioned as follows:

The right of way costs, if any, and the construction costs for the project shall be paid from local funding sources and state grants and/or loan funds should they be available for this project. The engineering will be provided by the Geauga County Engineer at no cost to the Township.

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

Voting thereon:

	Vote:
Eugene McCune Jr.	Yes
Patrick J. Cavanagh	Yes
Michael Troyan	Yes

Daniel J Matsko Deputy
I, ~~Fredrick May~~, Fiscal Officer of the Auburn Township Board of Trustees, Geauga County, Ohio certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on 12-05-, 2022.

~~Fredrick~~ Deputy Fiscal Officer: Daniel L. Matsko ~~OFFICER~~