RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES REGULAR & ORGANIZATIONAL Meeting

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

Held Auburn Township Administration Building January 9, 2023 Page 1

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 Chief Phillips.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to approve the minutes of the Regular Meeting of the Board of Trustees held on December 19, 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

Chairman McCune Jr. welcomed new residents from Cleveland Heights.

REPORTS:

Frank Kitko, Zoning Inspector, gave the Zoning Department end of the year reflecting 136 applications processed with 122 approved.

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

- December saw six weather events that required ten rounds of plowing and or salting. A total of 350 tons of deicing material was used which brings the new monthly average to 332 tons. Currently we have ~ 1371 tons of road salt in our dome.
- Appropriate paperwork has been submitted to the Geauga County Engineers office for the installation of "NO ENGINE BRAKE" signs and the locations staked out. We are at the final stages of the permitting process and should have final approval soon.
- The 2023 Capital Improvement Projects were reviewed with the county engineers and are in the early stages of design and plan. We are waiting for the initial estimates and will make necessary adjustments if needed. Any OPWC funding available will not be awarded until July 1st.
- Senior trash pickup with the Geauga County Dept. on Aging has been confirmed and scheduled for June 1st and 2nd. A maximum of 100 stops has also been set.

Dan Matsko, Deputy Fiscal Officer presented a payment report listing warrants 7590 through 7609 totaling $57,549.17.

RESOLUTION 2023-01:

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to adopt Resolution 2023-01 adjusting the compensation of the township fiscal officer as required under the Ohio Revised Code Section 507.02. VOTE: Troyan, yes; Cavanagh, yes; McCune, yes. The motion passed.

RESOLUTION 2023-02:

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to adopt Resolution 2023-02 Authorizing the Expenditure not to exceed $114,514.00 from American Rescue Plan Act Funds for the purchase of a Western Star 4700 Set-Forward front axle chassis for the Service Department. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion passed.

Patrick J. Cavanagh conceded his time.

Michael S. Troyan conceded his time

Eugene T. McCune Jr. conceded his time.

ORGANIZATIONAL MEETING:

CHAIRMAN

Motion by Eugene T. McCune Jr. seconded by Michael S. Troyan to appoint Patrick J. Cavanagh as Chairman of the 2023 Board of Trustees. VOTE: Michael S. Troyan, yes; Patrick J. Cavanagh, yes; Eugene T. McCune Jr., yes. The motion passed.

VICE-CHAIRPERSON

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that Eugene T. McCune Jr. acts as Vice-Chairman of the Auburn Township Board of Trustees for the year 2023. VOTE: **Troyan, yes; Patrick J. Cavanagh, yes; Eugene T. McCune Jr., yes.** The motion **PASSED**.

TRUSTEE MEETING DAY AND TIME

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. that the Auburn Township Trustees' 2023 Regular Meetings be held the 1st and 3rd Monday every month at 7:30 PM. VOTE: Troyan, yes; Cavanagh; yes, McCune Jr., 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 Jr., yes. The motion **PASSED**.

VIDEOTAPING MEETINGS

Patrick J. Cavanagh **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 Jr., yes. The motion **PASSED**.

SUNSHINE LAW

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

MEDIA OF CHOICE

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

ZONING INSPECTOR APPOINTMENT

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

ORGANIZATIONAL MEETING (continued):

ZONING INSPECTOR COMPENSATION

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to compensate the Zoning Inspector at a rate of $2,625.00 per month. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

FIRE PREVENTION OFFICER

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

FIRE PREVENTION OFFICER COMPENSATION

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to compensate the Fire Prevention Officer at an annual rate of $65,220.00 that shall be salary method for the year and paid solely from the Fire Department FUND. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

ASSISTANT TO FISCAL OFFICE

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to compensate Joan Windnagel $25.00 per hour not to exceed for as long as necessary, to assist Deputy Fiscal Officer in closing financial accounts for 2022 and training as needed. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED.**

ASSISTANT TO FISCAL OFFICER

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to compensate Daniel J. Matsko as Assistant to Fiscal Officer at a rate of $600.00 per week. VOTE: Troyan, yes; Cavanagh, yes, McCune Jr., yes. The motion **PASSED.**

FIRE DEPARTMENT MUTUAL AID

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

CEMETERY SEXTON

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan to appoint Michael Ludwig as Cemetery Sexton for 2023. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

SEXTON COMPENSATION

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that Michael Ludwig will receive $420.00 a month for services rendered as Cemetery Sexton. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

COMPENSATION FOR TRUSTEES

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

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ORGANIZATIONAL MEETING (continued):

KCE BOARD

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to re-appoint Justin Yates to a three (3) year term on the Kenston Community Education Board to begin 1/1/23 and ending on 12/31/25. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to confirm previously appointed representatives and recap the complete board as follows:

Justin Yates	Term expires 12/31/2025
David Parker	Term expires 12/31/2024
Robert Ford	Term expires 12/31/2023

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

ZONING COMMISSION MEMBERS

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to appoint Chad Canfield to a five (5) year term on the Zoning Commission beginning 1/1/23 and ending 12/31/27. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to re-appoint Jason Wein as Zoning Commission alternate #1, a one (1) year term beginning 1/1/23 and ending 12/31/23. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to appoint Greg Lackey as Zoning Commission alternate #2, a one (1) year term beginning 1/1/23 and ending 12/31/23. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to confirm previously appointed ZONING COMMISSION members and recap the complete board as follows:

CHAD CANFIELD	TERM EXPIRES 12/31/27
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
JASON WEIN (alternate #1)	TERM EXPIRES 12/31/23
GREG LACKEY (alternate #2)	TERM EXPIRES 12/31/23

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

COMPENSATION FOR ZONING COMMISSION MEMBERS

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. that members of the Zoning Commission receive $60.00 for each meeting attended. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

ZONING COMMISSION SECRETARY COMPENSATION

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. that the compensation for the Zoning Commission Secretary is to be paid at a rate of $27.18 per hour for clerical and administrative work as well as the 2023 rate for zoning members meetings

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

ORGANIZATIONAL MEETING (continued):

BOARD OF ZONING APPEALS MEMBERS

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to re-appoint Doug Hogan to a five (5) year term on the Board of Zoning Appeals to begin 1/1/23 and ending on 12/31/27. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to re-appoint Mike Varley as Board of Zoning Appeals Alternate #1 for a one (1) year term to begin 1/1/23 and expire 12/31/23. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to re-appoint Ben Timmons as Board of Zoning Appeals Alternate #2 for a one (1) year term to begin 1/1/23 and expire 12/31/23. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to confirm previously appointed BOARD OF ZONING APPEALS members and recap the complete board as follows:

DOUG HOGAN	TERM EXPIRES 12/31/27
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
MIKE VARLEY (alternate #1)	TERM EXPIRES 12/31/23
BEN TIMMONS (alternate #2)	TERM EXPIRES 12/31/23

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

COMPENSATION FOR BOARD OF ZONING APPEALS MEMBERS

Patrick J. Cavanagh **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 Jr., 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 $27.18 per hour for clerical and administrative work as well as the 2023 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 Jr., yes. The motion **PASSED**.

EMPLOYEES, WAGES & BENEFITS

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

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase Emerick Gordon hourly wage by 8.7% cost of living adjustment to total $32.23 per hour effective with the first pay in January 2023. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**

Eugene T. McCune Jr. **MOVED** seconded by Patrick J. Cavanagh to increase Michael Ludwig hourly wage by 8.7% cost of living adjustment to total $27.81 per hour effective with the first pay in January 2023. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

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Eugene T. McCune Jr. **MOVED** seconded by Patrick J. Cavanagh to increase Michael Ludwig hourly wage by 8.7% cost of living adjustment to total $27.81 per hour effective with the first pay in January 2023. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

ORGANIZATIONAL MEETING (continued):

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase Mark Sturm hourly wage by 8.7% cost of living adjustment to total $27.81 per hour effective with the first pay in January 2021. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase John Szoka hourly wage by 8.7% cost of living adjustment to total $27.81 per hour effective with the first pay in January 2023. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Michael Fenstermaker hourly wage by 8.7% cost of living adjustment to total $27.81 per hour effective with the first pay in January 2023. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase James Vannoy hourly wage by 8.7% cost of living adjustment to total $21.71 per hour effective with the first pay in January 2023. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Michael S. Troyan Jr. **MOVED** seconded by Eugene T. McCune Jr. to increase Nancy Dolezal salary wage 8.7% to total $59,785.00 per year effective with the first pay in January 2023. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase Jane Hardy hourly wage by 8.7% cost of living adjustment to total $27.18 per hour effective with the first pay in January 2022. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

OVERTIME POLICY

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan that all Service Department overtime for 2023 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 Jr., yes. The motion **PASSED**.

HEALTH INSURANCE OPT OUT

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

EMPLOYEE CELL PHONE RECIPIENTS

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

ORGANIZATIONAL MEETING (continued):

2023 HOLIDAYS

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. that the following paid holidays be set for the year 2023:

New Year's Day, Monday, January 2, 2023
*Martin Luther Kind Day, Monday, January 16, 2023
*President's Day, Monday, February 20, 2023
Memorial Day, Monday, May 29, 2023
Juneteenth, Monday, June 19, 2023
Independence Day, Tuesday, July 4, 2023
Labor Day, Monday, September 4, 2023
*Columbus Day, Monday, October 9, 2023
Veterans' Day (Observed), Friday, November 10, 2023
Thanksgiving Day, Thursday, November 23, 2023
Christmas Holiday, Monday, December 25, 2023

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 Jr., yes. The motion **PASSED**

ZONING AMENDMENT APPLICATION FEE

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

TOWN HALL RENTAL FEE

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan to establish a fee of $100.00 (resident) or $200.00 (non-resident) for a 4 hour rental of the Town Hall with a $20.00 fee for each additional rental hour for resident and 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 2023 will be waived for the following organizations: KCE, Boy Scouts, Cub Scouts, Girl Scouts and Auburn 4H Clubs. Renters are responsible for clean-up of the hall. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

ADAM HALL RENTAL FEE

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan to establish the rental rate of $85.00 per hour for Auburn residents and $120.00 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 Jr., yes. The motion **PASSED**.

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Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan to establish the rental rate of $85.00 per hour for Auburn residents and $120.00 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 Jr., yes. The motion **PASSED**.

ORGANIZATIONAL MEETING (continued):

ADAM HALL FUNERAL LUNCHEON / GATHERING RATE

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to establish a maximum 4 hour flat-fee rate of $250.00 for Auburn residents and $350.00 for out of township residents for after funeral luncheons/gatherings held Monday–Friday between 8:00am and 4:00pm. For events serving alcohol, an additional hourly security guard fee, set by the Geauga County Sheriffs' Office will be required. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., 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 Jr., 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 $600.00 and $100.00 for an infant. The price of a grave for residents is $100.00 per grave or $400.00 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 Jr., yes. The motion **PASSED**.

COST OF FOOTERS

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh that all footers will be charged at the rate of $200.00 for the first two (2) square feet and $50.00 for each additional and/or partial square foot. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., 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 Jr., yes. The motion **PASSED**.

PROPERTIES LIAISON

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

FIRE DEPARTMENT LIAISON

ORGANIZATIONAL MEETING (continued):

DESIGNATED EMPLOYER REPRESENTATIVE (DER)

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

DESIGNATED EMPLOYER REPRESENTATIVE (DER) ALTERNATE

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

PUBLIC RECORDS COMMISSION

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

TOWNSHIP HIGHWAY SUPERINTENDENT

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

ZONING INSPECTOR

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

AVFD REPRESENTATIVE

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

CEMETERY SEXTON

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

BOARD OF ZONING APPEALS

Patrick J. Cavanagh **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 Jr., yes. The motion **PASSED**.

ZONING COMMISSION

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan 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**.

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

Patrick J. Cavanagh **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 Jr., yes. The motion **PASSED**.

ZONING COMMISSION

Patrick J. Cavanagh **MOVED** seconded by Michael S. Troyan 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**.

ORGANIZATIONAL MEETING (continued):

ZONING REPORTS

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

TOWNSHIP EXPENSE AUTHORIZATION

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to allow each Trustee to authorize the expenditure of up to $10,000.00 in legitimate township expenses with the Fiscal
Officer notified as soon as possible. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

TOWNSHIP MILEAGE REIMBURSEMENTS

Patrick J. Cavanagh MOVED seconded by Eugene T. McCune Jr. to reimburse mileage at the current IRS Standard Deduction Rate currently .655 adjusted January 1st and July 1st every year. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

CONVENTION EXPENSES

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

SUNDRY ITEM EXPENDITURE

Patrick J. Cavanagh **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 Jr., yes. The motion **PASSED**.

COPIES

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

RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES REGULAR & ORGANIZATIONAL Meeting

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

ORGANIZATIONAL MEETING (continued):

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

DIRECT DEPOSIT & ELECTRONIC TRANSFERS

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to authorize the payment of lawful obligations of the township by direct deposit of funds by electronic transfer in accordance with section 9.37 of the Revised Code. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

UNUSED EQUIPMENT:

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

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

HEALTH DISTRICT REPRESENTATIVE:

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to appoint Patrick J. Cavanagh as Chairman & Eugene T. McCune Jr. 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 Jr., yes. The motion **PASSED**.

COMPLIANCE:

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

ADJOURNMENT:

Motion by Eugene T. McCune Jr. seconded by Patrick J. Cavanagh to adjourn the meeting. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED. The meeting was adjourned at 8:57 PM.

Daniel J. Matsko, Deputy Fiscal Officer

Patrick J. Cavanagh, Chairman

Eugene T. McCune Jr., Vice Chairman

Michael S. Troyan, Trustee

Date 1-23-2023

Payment Listing

January 2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
7590	01/09/2023	01/08/2023	AW	WEX BANK	$836.98	O
7591	01/09/2023	01/08/2023	AW	ARIS	$122.30	O
7592	01/09/2023	01/08/2023	AW	MATTHEW BLOWERS	$235.00	O
7593	01/09/2023	01/08/2023	AW	DELTA DENTAL	$803.84	O
7594	01/09/2023	01/08/2023	AW	MEDICAL MUTUAL OF OHIO	$34,909.52	O
7595	01/09/2023	01/08/2023	AW	VISION SERVICE PLAN - (OH)	$286.52	O
7596	01/09/2023	01/08/2023	AW	DOMINION EAST OHIO	$3,097.33	O
7597	01/09/2023	01/08/2023	AW	OHIO EDISON	$20.22	O
7598	01/09/2023	01/08/2023	AW	WASTE MANAGEMENT WESTERN RESER\	$615.37	O
7599	01/09/2023	01/08/2023	AW	SUNRISE SPRINGS WATER COMPANY	$194.75	O
7600	01/09/2023	01/08/2023	AW	NANCY DOLEZAL	$650.96	O
7601	01/09/2023	01/08/2023	AW	STAPLES ADVANTAGE	$270.92	O
7602	01/09/2023	01/08/2023	AW	GEAUGA COUNTY TOWNSHIP ASSOCIATI(	$137.50	O
7603	01/09/2023	01/08/2023	AW	EUGENE T MCCUNE JR	$2,968.20	O
7604	01/09/2023	01/08/2023	AW	WEAVER TREE	$2,800.00	O
7605	01/09/2023	01/08/2023	AW	GEAUGA COUNTY MAPLE LEAF	$135.70	O
7606	01/09/2023	01/08/2023	AW	NEWBURY AUTO PARTS,INC.	$260.00	O
7607	01/09/2023	01/08/2023	AW	CUMMINS BRIDGEWAY	$821.18	O
7608	01/09/2023	01/09/2023	AW	MATTHEW BLOWERS	$275.00	O
7609	01/09/2023	01/09/2023	AW	UNITED STATES TREASURY	$8,107.88	O
				Total Payments:	$57,549.17	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$57,549.17	

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.

RESOLUTION 2023-01

Amended Deputy Fiscal Officer Compensation

The Board of Trustees of Auburn Township, Geauga County, Ohio met in Regular session on the **9th day of January, 2023.**

Present were: Eugene T. McCune Jr.

Patrick J. Cavanagh

Michael S. Troyan

COPY

Mike moved for the adoption of the following resolution:

WHEREAS, it is necessary to adjust and determine the compensation of the township fiscal officer and the deputy fiscal officer as required under the Ohio Revised Code Section 507.02.

THEREFORE BE IT RESOLVED, that for the time period that the fiscal officer is unable to carry out the duties of the office, compensation for the township fiscal officer and deputy fiscal officer shall be amended and fixed as follows :

Township Fiscal Officer $ 0 per day

Deputy Fiscal Officer $69.91 per day

P.J. seconded the resolution and the roll being called upon its adoption the vote resulted as follows:

Eugene T. McCune Jr. Yes

Patrick J. Cavanagh Yes

Michael S. Troyan Yes

Adopted this 9th day of January, 2023

Daniel J. Matsko, Deputy Fiscal Officer

RESOLUTION NO. 2023-02

Authorizing Expenditure from American Rescue Plan Act Funds

GEAUGA County, Ohio

Be It Resolved *by the Township Trustees of AUBURN Township*

WHEREAS, this date, JANUARY 9, 2023, Trustee PATRICK J. CAVANAGH moved the adoption of the following Resolution:

WHEREAS, the Township has received a distribution of monies (the "ARPA Funds") from the American Rescue Plan Act of 2021 ("ARPA" or the "Act"); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, Section 603(c) generally provides that:

> (1) USE OF FUNDS. Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024 -
>
> (A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
>
> (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
>
> (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or
>
> (D) to make necessary investments in water, sewer, or broadband infrastructure.

WHEREAS, Department of Treasury Final Rule, published by the Federal Register on January 27, 2022, at Vol. 87, No. 18, 4438 – 4454, and effective April 1, 2022, provides in part that:

Treasury is including an option for recipients to use a standard allowance for revenue loss. Specifically, in the final rule, recipients will be permitted to elect a fixed amount of loss that can then be used to fund government services. This fixed amount, referred to as the ''standard allowance,'' is set at up to $10 million total for the entire period of performance not to exceed the recipient's SLFRF award amount.

WHEREAS, the Rule further observes based on extensive analysis by the Treasury that:

The $10 million level is based on average revenue loss across state and local governments, taking into consideration potential variation in revenue types and losses and continued uncertainty faced by many recipients regarding revenue shortfalls.

WHEREAS, the Rule further clarifies that recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the formula set forth in the Rule. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise.

WHEREAS, some common examples of "government services" identified by Treasury in the Rule and in the "Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule" (hereinafter "the SLFRF Overview of Final Rule") are as follows:

- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- School or educational services
- Construction of schools and hospitals
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure

WHEREAS, the Treasury has recognized in the SLFRF Overview of Final Rule "Government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise" and that "Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements." and

WHEREAS, the SLFRF Overview of the Final Rule further states that funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including generally prohibiting:

- Offsetting a reduction in net tax revenue
- Deposit into pension funds

- Debt service or replenishing financial reserves
- Satisfaction of settlements or judgments
- Contributions to financial reserves or "rainy day" funds
- Use for projects that conflicts with or contravenes the American Rescue Plan Act
- Use in violation of Terms and Conditions of the award or conflict of interest requirements under the Uniform Guidance
- Use of funds in violation of other applicable laws and regulations or outside of SLRF program requirements

Whereas, The Board has identified a project which, in the judgment of the Board, qualifies as a permitted use of the ARPA Funds, in direct support of governmental services which consists of the following:

- THE PURCHASE OF A WESTERN STAR 4700 SET-FORWARD FRONT AXLE CHASSIS

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. The Township elected to use the standard allowance by way of **Resolution 2022-13** and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services.

2. The Project is hereby authorized and shall be paid for from the ARPA Funds in the amount of/an amount not to exceed: **$114,514.00**.

3. The Project described herein serves the objectives of the Act by providing services traditionally provided by a government, namely:

□ Police protection

□ Fire and emergency medical services

xx Road repair, maintenance and other transportation and safety services

□ Public infrastructure support

□ General government administration and administrative facilities

□ Land use regulations and enforcement

□ Parks and recreational facilities and programs

□ Other

_____

4. Accordingly, the Project is in the best interests of the Township and is deemed a priority for the community.

5. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

Trustee Michael S. Troyan seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

~~Trustee _____ seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.~~

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 9TH day of JANUARY, 2023.

Township Trustees

Attest: _____
Township Fiscal Officer