RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

GOVERNMENT FORMS & SUPPLIES 844-384-3388 FORM NO. 10148

Auburn Township Administration Building February 20, 2023 Page 1

Held _____ 20 _____

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

The Pledge of Allegiance was led by Brendan Guhde

REPORTS:

Chief John Phillips, AVFD, presented a January statistics report comparing 90 calls in 2023 to 63 calls in 2022. The percentage of multiple calls was 21.11% for January 2023. Chief Phillips reported the water damage repairs are completed.

Eugene T. McCune Jr. reported the tree clearing for the parking lot addition at Auburn Community Park is completed and excavating from Buckeye is the next step.

Michael S. Troyan reported a quote from Cable Communications, Inc. has been received to move the administration IT wires from the kitchenette to a safety box in the copy room. He tabled discussion on the quote until the next meeting of the Board when the quote for new IT equipment will be received and discussed.

Patrick J. Cavanagh spoke to the new truck buildout that is on backorder. The cost estimate is $102,000.00 and it will take 6-8 months to complete.

Trustee Cavanagh noted on February 7, 2023 the Board has received Fred May's resignation as Auburn Township Fiscal Officer. We will place an ad in the Maple Leaf asking for letters of interest from any residents wishing to fill that opening until the term expires on 3/31/2024.

Mr. and Mrs. Bill Nokes made a $50 donation to the Auburn Museum in memory of Larry May.

Daniel J. Matsko, Deputy Fiscal Officer, presented a Payment Report listing warrants 7653 through 7662 for a total of $18,239.87.

NEW BUSINESS:

The Trustees discussed the flower bed maintenance and property maintenance quote submitted by JFD Landscapes, Inc. for 2023 and 2024 seasons.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to accept and contract with JFD Landscapes for the township flower bed maintenance in the amount $8,212.91 and the township property maintenance in the amount of $36,370.81 minus the proposed quote to maintain the property abutting SR422 exit and entrance. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to adjourn the meeting. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed. The meeting was adjourned at 7:54 p.m.

Daniel J. Matsko, Deputy Fiscal Officer

Patrick J. Cavanagh, Chairman

Eugene T. McCune Jr., Vice-Chairman

Michael S. Troyan, Trustee

MARCH 6, 2023

Date

BOARD OF TRUSTEES MEETING AGENDA
Monday, February 20, 2023



REGULAR MEETING –7:30 PM

PLEDGE OF ALLEGIANCE

MINUTE APPROVAL:
- Regular Meeting – February 6, 2023

SCHEDULED REPORTS:
- Chief Phillips, AVFD

TRUSTEE & FISCAL OFFICER REPORTS:
- Patrick J. Cavanagh, Chairman
- Eugene T. McCune Jr., Vice Chairman
- Michael S. Troyan
- Daniel J. Matsko, Deputy Fiscal Officer

OLD BUSINESS:
- Geauga County Department of Informational Technology

NEW BUSINESS:
- Donation to Auburn Museum / Linda & Bill Nokes in memory of Larry May /$50
- JFD quote / Flower bed maintenance contract & Lawn maintenance contract.

SAVE THE DATES:

02/23/23 – Zoning Commission -7:00pm @ Auburn Administration Bldg.
02/26/23 – Pancake Breakfast – 8:00am – 12:00noon @ Auburn Fire Station
03/06/23 - Board of Trustees meeting – 7:30pm @ Auburn Administration Bldg.
03/09/23 - Zoning Commission -7:00pm @ Auburn Administration Bldg.
03/14/23 – BZA Meeting -7:00pm @ Auburn Administration Bldg.



02/26/23 – Pancake Breakfast
8:00am – 12:00noon @ Auburn Fire Station

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

Est. 1817
AUBURN
TOWNSHIP

DEPUTY FISCAL OFFICER:
Daniel J. Matsko
Dmatsko@auburntownship.com
www.auburntownship.com

440.543.7028 440.543.9520 fax 11010 Washington Street Auburn Township, OH 44023

February 14, 2023

RE: Auburn Volunteer Fire Department CMS-855B Application

Pursuant to Auburn Volunteer Fire Department's CMS-855B Application to Medicare. The government of Auburn Volunteer Fire Department or its agents will be legally and financially responsible for payments received from Medicare in the event there are any outstanding debts owed to CMS.

Patrick J. Cavanagh, Chairman
Auburn Township Board of Trustees

AUBURN FIRE DEPARTMENT

10950 WASHINGTON STREET
AUBURN TOWNSHIP, OHIO 44023
PHONE: 440-543-4133
FAX: 440-543-5539

TO: Chief Phillips

FROM: Captain Tomaselli

DATE: February 19, 2023

RE: Auburn Fire YTD Statistics (2023 vs 2022)

	Jan 2023	Jan 2022
EMS Calls	54	41
Fire Calls	36	22
Total Calls	**90**	**63**
Mutual Aid Given	16	12
Mutual Aid Received	5	5
Total Transports	43	29
Total Non-Transports	17	11
Total Transfer to other Agency	0	1
Total Patients	**60**	**41**
Percentage of Multiple Calls*	**21.11%**	**9.52%**

*****01/01/2023 to 01/31/2023*****
***see multiple calls report for details**

Sincerely,

Captain Nicholas M. Tomaselli

Month	Double	Triple	Quadruple	Quintuple	Sextuplet	Monthly Total
January 2023	5	3				8
February 2023						
March 2023						
April 2023						
May 2023						
June 2023						
July 2023						
August 2023						
September 2023						
October 2023						
November 2023						
December 2023						
TOTAL	5	3				8

YTD Occurrences: 8

Total # of Calls: 19 calls
Dept. Total YTD: 90 calls

Percentage of Multiple Calls- 21.11%

Report from 01/01/2023 to 01/31/2023

J.F.D. LANDSCAPES INC.
440-543-9644
www.jfdlandscapes.com

Mail to: P. O. Box 23007
Ship to: 9809 East Washington Street
Chagrin Falls, Ohio 44023

AGREEMENT

Auburn Township
Attn: Nancy Dolezal
Board of Trustees
11010 East Washington Street
Auburn Township, Ohio 44023

440-543-7028
admin@auburntownship.com

2-13-2023

We hereby submit specifications for providing labor and materials for the work to be completed at the above location, which includes:

Property Maintenance for 2023 & 2024 Seasons

- **Township Properties Maintenance**:
  - Mowing of lawn areas on a weekly basis to maintain a height of 2.5" to 3".
  - String trimming all fence lines, headstones, buildings, etc.
  - Grass clippings will be blown off cemetery headstones, sidewalks, etc. to maintain a well-groomed appearance.
  - Service begins approximately in the middle of April, contingent upon weather conditions, and continues to the end of October.
  - Service includes the following properties:
    - Administration Building – 11010 East Washington Street
    - Town Hall – 11000 East Washington Street
    - Auburn Fire Station – 10950 East Washington Street
    - Maple Shade Cemetery – 17711 East Washington Street
    - Shadyside Cemetery – 11725 East Washington Street
    - Auburn Museum – 11742 East Washington Street
    - Adam Hall Community Center – 11455 East Washington Street
    - Don May Volleyball Courts – 11455 East Washington Street
    - Service Department

Total Seasonal Investment: $ 20,720.98 **Accept:____**

- **Final Fall Maintenance Visit**:
  - Includes one final leaf clean-up and mowing of lawn areas, and string trimming of all fence lines, buildings, etc.
  - Done approximately in November.
  - Includes all above properties listed as well as Auburn Community Park.

Total Seasonal Investment: $ 1,610.00 **Accept:____**

- **Auburn Park Maintenance**:
  - Mowing of lawn areas on a weekly basis to maintain a height of 2.5" to 3".
  - String trimming all fence lines, buildings, etc.
  - Service begins approximately in the middle of April, contingent upon weather conditions, and continues to the end of October.

Total Seasonal Investment: $ 7,781.13 **Accept:____**

Creating and Maintaining Beautiful Landscapes since 1989!

- ❑ **US Route 422 and State Route 44 Interchange Maintenance**:
  - Areas to be maintained are the four (4) inside corners of US Route 422 and State Route 44.
  - Includes initial mowing and cleanup.
  - Mowing of lawn areas on a weekly basis to maintain a height of 2.5" to 3".
  - String trimming all areas not able to be reached with mower.
  - Service begins approximately in the middle of April, contingent upon weather conditions, and continues to the end of October.

Total Seasonal Investment: $ 12,322.00 **Accept:____**

- ❑ **Auburn Park Fertilization:**

Our lawn treatment program consists of applications scheduled at regular intervals throughout the growing season. The timing of applications and type of fertilizer we apply will vary depending on temperatures, precipitation and other conditions. All applications are designed to work together to deliver the recommended balance of nutrients for the season. Lawn treatment flag will be posted day before application is scheduled to be completed as necessary. Applications that require notifications will be coordinated with Auburn Township and Kenston Community Education prior to.

Weed Control is an ongoing process; you will notice a significant decrease in weed competition in your lawn. It will be a combination of all aspects of our landscape management program that will help the look of your turf grass. Our typical schedule of applications is as follows:

- **Application #1:** (Early Spring) Liquid pre-emergent crabgrass control.
- **Application #2:** (Late Spring/Early Summer) Broadleaf weed control. This is a liquid application.
- **Application #3:** (Late Spring/Early Summer) Slow-release dry granular fertilizer.
- **Application #4:** (Summer) Slow-release dry granular fertilizer with insecticide and if necessary, broadleaf weed control.
- **Application #5:** (Early Fall) Slow-release dry granular fertilizer and if necessary, broadleaf weed control.
- **Application #6:** (Late Fall) Slow-release dry granular fertilizer to promote winter hardiness & early spring green-up.

Total Seasonal Investment: $ 5,895.72 **Accept:____**

- ❑ **Administration Building Fertilization**:
  - We will fertilize the main turf areas in front of the Administration building and a 12' swath along the asphalt drive going back to Maple Shade Cemetery.
  - Same applications and schedule as Auburn Park fertilization.

Total Seasonal Investment: $ 362.98 **Accept:____**

Note:

1. J.F.D. Landscapes, Inc. reserves the right to:
   a. Implement a fuel surcharge if our cost of gasoline increases above $ 3.50 per gallon for unleaded 87 octane.
   b. Implement an inflation surcharge if inflation exceeds 4% for any previous month based on the Consumer Price Index for 2024 if needed.

Payment to be made as follows: Two (2) equal payments invoiced on April 1, 2023 and July 1, 2023. Sales tax charged where applicable. If payment is not received by the first of the following month, J.F.D. Landscapes, Inc, reserves the right to discontinue service until account is current. **Please put a check mark by all services desired then, sign and return one copy. Thank you!**

Creating and Maintaining Beautiful Landscapes since 1989!

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature: Ryan Drake

Ryan Drake, Account Manager

We may withdraw this agreement if not accepted within 30 days

Acceptance of agreement - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance 2-20-23

Signature Matsko Deputy Fiscal Officer

Signature TR-ISTER

Creating and Maintaining Beautiful Landscapes since 1989!

J.F.D. LANDSCAPES INC.
440-543-9644
www.jfdlandscapes.com

Mail to: P. O. Box 23007
Ship to: 9809 East Washington Street
Chagrin Falls, Ohio 44023

AGREEMENT

Auburn Township
Attn: Nancy Dolezal
Board of Trustees
11010 East Washington Street
Auburn Township, Ohio 44023

440-543-7028
admin@auburntownship.com

2-13-2023

We hereby submit specifications for providing labor and materials for the work to be completed at the above location, which includes:

Bed Maintenance for 2023 & 2024 Seasons

- ❑ **Flower Bed Planting and Maintenance:**
  - This agreement includes work at each of the seven Auburn Township properties as specified in bid documents plus Auburn Community Park.
  - Includes beds added at Town Hall in 2018.
  - Includes beds at Auburn Community Park's main entrance, trail entrance, and fire pit.
  - Application of pre-emergent in spring.
  - Soil preparation for annual flower planting.
  - Weed control throughout growing season.
  - Deep edging beds in spring
  - Mulching beds with aged shredded hardwood mulch
  - Fall cleanup of beds.
  - Install 93 10" Sunpatiens prior to Memorial Day at each specified location. Colors will be a mix of pink, white, and magenta:
    - 20 in planters at Administration building.
    - 13 in Memorial Bell bed at Maple Shade Cemetery and 5 in entrance sign
    - 20 in beds at Adam Hall entrance (10 per side)
    - 5 at Auburn Museum in entrance sign
    - 5 at Service Department in entrance sign
    - 20 at Shadyside Cemetery by flagpoles and 5 in entrance sign

Total Investment: $ 6,446.55 **Accept**_____

- ❑ **Fire Station Bed Maintenance:**
  - This section includes work in planting beds at the Auburn Fire Station only.
  - This does not include planting flowers
  - Application of pre-emergent in spring
  - Soil preparation for annual flower planting
  - Weed control throughout growing season
  - Deep edging beds in spring
  - Mulching beds with aged shredded hardwood mulch
  - Fall cleanup of beds

Total Investment: $ 478.04 **Accept**_____

Creating and Maintaining Beautiful Landscapes since 1989!

- **Maple Shade Cemetery Hedge Trimming:**
  - Trim hedges along East Washington Street and East Property Line and haul away trimmings.
  - To be done twice per season.

Total Seasonal Investment: $ 1,288.32 **Accept**_____

Note:

1. Annuals are not guaranteed by J.F.D. Landscapes, Inc. Client will be responsible for watering flowers as needed.
2. J.F.D. Landscapes, Inc. reserves the right to:
   a. Implement a fuel surcharge if our cost of gasoline increases above $ 3.50 per gallon for unleaded 87 octane.
   b. Implement an inflation surcharge if inflation exceeds 4% for any previous month based on the Consumer Price Index for 2024 if needed.

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Authorized Signature: Ryan Drake

Ryan Drake, Account Manager

We may withdraw this agreement if not accepted within 30 days

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Date of Acceptance 2-20-23

Signature W. Matsko Deputy Fiscal Off.

Signature Patti J. C. TRUSTEE

Creating and Maintaining Beautiful Landscapes since 1989!

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

FEB 20 2023

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.			

Payment Listing

February 2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
7653	02/20/2023	02/20/2023	AW	ILLUMINATING CO.	$3,400.82	O
7654	02/20/2023	02/20/2023	AW	KENSTON COMMUNITY EDUCATION	$5,000.00	O
7655	02/20/2023	02/20/2023	AW	WINDSTREAM WESTERN RESERVE INC.	$700.00	O
7656	02/20/2023	02/20/2023	AW	INTERFINISH LLC	$400.00	O
7657	02/20/2023	02/20/2023	AW	STAPLES ADVANTAGE	$104.49	O
7658	02/20/2023	02/20/2023	AW	INDUSTRIAL CONNECTIONS	$143.61	O
7659	02/20/2023	02/20/2023	AW	KINETICO QUALITY WATER SYSTEMS	$44.00	O
7660	02/20/2023	02/20/2023	AW	OTARMA	$4,137.84	O
7661	02/20/2023	02/20/2023	AW	VISA	$1,234.24	O
7662	02/20/2023	02/20/2023	AW	WINDSTREAM WESTERN RESERVE INC.	$3,074.87	O
				Total Payments:	$18,239.87	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$18,239.87	

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.

2-23-23 emailed to JFD

COPY

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Creating and Maintaining Beautiful Landscapes since 1989!

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Authorized Signature: Ryan Drake

Ryan Drake, Account Manager

We may withdraw this agreement if not accepted within 30 days

Acceptance of agreement - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance 2-20-23

Signature [signature] Deputy Fiscal Officer

Signature [signature] TREASURER

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2-23-23 emailed to JFD

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Ryan Drake, Account Manager

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Date of Acceptance 2-20-23

Signature W. Matsko Deputy Fiscal Off.

Signature Patti J. C. TRUSTEE

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