RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEE REGULAR Meeting

GOVERNMENT FORMS & SUPPLIES 844-231-3338 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 Patrick J. Cavanagh. All Trustees were present.

The Pledge of Allegiance was led by Jim Zucarro.

GUESTS:

Jim Zucarro from Burnham & Flowers Insurance presented and spoke to Auburn's overall policy.

Motion by Eugene T. McCune seconded by Patrick J. Cavanagh to renew Auburn's policy for 2023-2024 with Ohio Township Association Risk Management Authority, effective 8/1/2023, for a total contribution of $44,375.00. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

Michelle Crockett was also present representing Burnham & Flowers. She presented the Hartford Plan, which is an alternative medical insurance plan available to employees on Medicare. There is no pre-existing condition clause. Employees receive credit due to time enrolled on current Medical Mutual Plan. She noted there is a 60-day waiting period for the new plan to take effect.

REPORTS:

Frank Kitko, Zoning Inspector, submitted a zoning report reflecting 10 applications processed in the month of July resulting in 9 permits issued.

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

Mr. Gordon submitted a quote in the amount of $8,129.13 (with tax) from TriVista and a quote from Weaver Tree in the amount of $3,425.00 for various roadside tree removals.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to approve and contract with TriVista in the amount of $7,580.17 (without tax) for repairs to truck #18. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to contract with Weaver Tree Co. in the amount of $2,425.00 for the removal of roadside trees on Valley, Quinn, and Stafford Roads. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

Resident Dale Ryan of Stafford Road advised that the culvert at the corner of Munn Road and Stafford Road is blocked.

Michael S. Troyan reported he will participate in the DTJ Taborville Community Harvest Parade this Sunday at 2:00pm.

Eugene T. McCune Jr. gave the following updates as the facilities liaison:

1. A meeting is scheduled with Auburn Soil and Water to discuss updates to the park detention plan.
2. Auburn Fence will be installing the bollards for the new parking lot extension at the park before the Community Picnic.
3. HiLite Maintenance and their lift has been scheduled to repair the flag pole at the park.
4. Adam Hall's emergency generator is now installed and scheduled next week for its final testing.

REPORTS (continued):

Patrick J. Cavanagh had nothing to report.

Daniel J. Matsko, Fiscal Officer, presented a payment report listing warrants 103-2023 to 105-2023 and 7924 through 7951 totaling $153,737.95. He presented Resolution 2023-25 and Resolution 2023-26.

Mr. Matsko reported the third and final lease payment of $153,737.95 has been made for Truck #19. Dan will set up a Capital Projects Fund to which we will budget $60,000 per year for future vehicle purchases.

The Trustees discussed franchise fees received.

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to deposit franchise fees received in the amount of $1,588.88 from CSC Holdings (dba Altice) into the Land Acquisition and Improvement Fund. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

The Trustees discussed Phase III of the parking lot extension project at the Auburn Community and a quote received from Buckeye Excavating.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to contract with Buckeye Excavating Co. in the amount of $22,000.00 for Phase III of the parking lot extension project at Auburn Community Park which includes Detention Pond Modifications. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to adopt Resolution 2023-27 Authorizing Expenditure from the American Rescue Plan Act (ARPA) Fund in the amount of $22,000.00 for the modifications to the detention pond at Auburn Community Park. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

The Trustees discussed the donations of $75,000 to the Museum and $75,000 to the Township Cemeteries from Auburn Community Church when they disbanded. The donations were deposited into the General Fund on July 12, 2021.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to establish a Special Revenue Fund – Cemetery - 2902-410-329; and authorize the transfer of 75,000.00 from General Fund 1000 to the newly established Cemetery Fund. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to establish a Special Revenue Fund – Museum - 2901-120-329; and authorize the transfer of 75,000.00 from General Fund 1000 to the newly established Museum Fund. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

PUBLIC COMMENTS:

Resident, Chris Chaney, questioned what type of funds does the township have?

ADJOURNMENT:

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to adjourn the meeting. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed. The meeting was adjourned at 8:50 p.m.

RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEE REGULAR Meeting

GOVERNMENT FORMS & SUPPLIES 844-231-3338 FORM NO. 10148

Auburn Township Administration Building August 7, 2023 Page 3

Held 20

ADJOURNMENT:

Daniel J. Matsko, Fiscal Officer

Patrick J. Cavanagh, Chairman

Eugene T. McCune Jr., Trustee

Michael S. Troyan, Trustee

Aug 21, 2023
Date

Payment Listing

August 2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
103-2023	08/01/2023	08/01/2023	CH	OHIO DEFFERRED COMPENSATION	$2,630.00	O
104-2023	08/01/2023	08/01/2023	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	$12,572.04	O
105-2023	08/28/2023	08/03/2023	CH	MEDICAL MUTUAL OF OHIO	$34,027.15	O
7924	08/07/2023	08/07/2023	RW	HUMA SUHAIL	$300.00	O
7925	08/07/2023	08/07/2023	RW	ALLISON MAGRI	$150.00	O
7926	08/07/2023	08/07/2023	RW	JACALYN CINGCADE	$150.00	O
7927	08/07/2023	08/07/2023	AW	OTARMA	$44,375.00	O
7928	08/07/2023	08/07/2023	AW	TAX EXEMPT LEASING CORP.	$35,852.80	O
7929	08/07/2023	08/07/2023	AW	FOGARTY SERVICES, LLC	$3,139.00	O
7930	08/07/2023	08/07/2023	AW	DANIEL MATSKO	$1,319.20	O
7931	08/07/2023	08/07/2023	AW	WASTE MANAGEMENT WESTERN RESER\	$364.78	O
7932	08/07/2023	08/07/2023	AW	GEAUGA COUNTY DEPT OF WATER RESO	$151.34	O
7933	08/07/2023	08/07/2023	AW	DOMINION EAST OHIO	$353.99	O
7934	08/07/2023	08/07/2023	AW	ILLUMINATING CO.	$93.64	O
7935	08/07/2023	08/07/2023	AW	OHIO EDISON	$25.84	O
7936	08/07/2023	08/07/2023	AW	GEAUGA COUNTY MAPLE LEAF	$67.10	O
7937	08/07/2023	08/07/2023	AW	Green Vision Materials, Inc.	$25.00	O
7938	08/07/2023	08/07/2023	AW	WEX BANK	$554.61	O
7939	08/07/2023	08/07/2023	AW	NEWBURY AUTO PARTS,INC.	$17.50	O
7940	08/07/2023	08/07/2023	AW	WINDSTREAM WESTERN RESERVE INC.	$272.08	O
7941	08/07/2023	08/07/2023	AW	WINDSTREAM WESTERN RESERVE INC.	$964.48	O
7942	08/07/2023	08/07/2023	AW	DAVID BALLENTINE	$60.00	O
7943	08/07/2023	08/07/2023	AW	EDINBURG TRACTOR SALES	$26.75	O
7944	08/07/2023	08/07/2023	AW	SHI INTERNATIONAL CORP	$132.00	O
7945	08/07/2023	08/07/2023	AW	BUCKEYE POWER SUPPLIES	$2,017.30	O
7946	08/07/2023	08/07/2023	AW	ARIS	$341.70	O
7947	08/07/2023	08/07/2023	AW	PENNOHIO CORPORATION	$13,372.59	O
7948	08/07/2023	08/07/2023	AW	GEAUGA PUBLIC HEALTH	$240.00	O
7949	08/07/2023	08/07/2023	AW	SUNRISE SPRINGS WATER COMPANY	$67.50	O
7950	08/07/2023	08/07/2023	AW	KINETICO QUALITY WATER SYSTEMS	$44.00	O
7951	08/07/2023	08/07/2023	AW	SAMS CLUB	$30.56	O
				Total Payments:	$153,737.95	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$153,737.95	

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.

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

AUG 7 2023

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	Michelle Crockett - Burnham's Flower		
2.	Deb Standley	✓	
3.	CARL SCHNEIDER	✓	
4.	Chris Chaney	✓	
5.	DALE RYAN	✓	
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

AUBURN TWP ZONING REPORT

JULY 2023

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions													
Amendment													
Billboard													
Commercial Additions													
Comm Fence				1									1
Comm New	1												1
Comm Remodel													
Comm Sign						1							1
Comm Sub Lease, Use Change				2									2
Driveway Install/Expand						1							1
Dev Plan Review													
Denial						4	1						5
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													
Res Acc Bldg Under 200	1	1											2
Res Acc Bldg Over 200 sf			6	3	1	3	1						14
Res Addition		1	2		1								4
Res Deck, Lake, Pond, Solar					1			3					4
Res Fences		1	1	4	1	4	1						12
Res Interior Completion													
Res Other				1		1							2
Res Patios													
Res Remodel						1							1
Res Signs													
Res Signs Temp													
Res Signs Temp Bldg Const		1		1	1								3
Res Signs S/D													
Single Family Dwelling		1				1							2
Swim Pool Above Ground				1									1
Swim Pool In Ground				2				3					5
Transient Vendor													
Variance/Cond Use/	1				1	5	1						8
Voided Receipts/Copies/Other					2	1							3
TOTAL ISSUED/PROCESSED	3	5	9	15	8	22	10						72

Est. 1817

AUBURN
TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, August 7, 2023

VOTE

August 8, 2023
Adam Hall Community Center
6:30am – 7:30pm

REGULAR MEETING –7:30 PM

PLEDGE OF ALLEGIANCE

GUEST:

- Jim Zucarro, Burnham & Flower Insurance Group
- Michelle Crockett, Burnham & Flower Insurance Group

MINUTE APPROVAL:

- Approve Regular Meeting – July 24, 2023

SCHEDULED REPORTS:

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

TRUSTEE & FISCAL OFFICER REPORTS:

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

OLD BUSINESS:

NEW BUSINESS:

- Quote received / Auburn Fence Co. / $1,500.00/ bollards @ park
- Quote received / HiLite / $200.00 / flag pole repair @ park
- Franchise Fees received / CSC Holdings (Altice) / $1,588.88
- Resolution 2023-25
- Resolution 2023-26
- Quote Received / Buckeye Excavating / Park Detention Pond Modification/$22,000.00
- Resolution 2023-27 ARPA Fund Expenditure / Park Detention Pond Modification $22,000.00

SAVE THE DATES:

08/08/23 – BZA Meeting-7:00pm @ Auburn Administration office
08/10/23 – Zoning Commission Meeting -7:00pm @ Auburn Administration office
08/21/23 – Budget Hearing – 2:00pm – Geauga County Auditor's office
08/21/23 - Board of Trustees Regular Meeting-7:30pm @ Auburn Administration office
08/24/23 – Zoning Commission Meeting -7:00pm @ Auburn Administration office
09/04/23 - Board of Trustees Regular Meeting-7:30pm @ Auburn Administration office
09/12/23 - BZA Meeting-7:00pm @ Auburn Administration office
09/14/23 - Zoning Commission Meeting -7:00pm @ Auburn Administration office
0916/23 – Auburn Community Picnic & Trunk Sale 11:00am – 4:00pm – Auburn Community Park
09/18/23 - Board of Trustees Regular Meeting-7:30pm @ Auburn Administration office



Saturday, September 16, 2023

10:00 AM–4:00 PM

Auburn Community Park

17484 Munn Road

Junk in the Trunk Fest is being held in conjunction with
Auburn Township's Annual Community Picnic.

Featured through out the day will be: The Bus Stop food truck, IScream Truck, Carnival Games, Rock Climbing Wall, Bounce House, Hayrides and friendly Competition Games that commence at 11:00 am.

- Sell your items from your trunk, or bring a table and/or tent.
- **Booth fee is $20.00 for each 10' x 10' space.** (Booth will accommodate 12'x12' tent) Exhibitors must supply their own booth furnishings, tables, etc. and are responsible for their own area clean-up after show. The event will be held rain or shine – please come prepared.
- Spaces are limited; **PRE-REGISTRATION REQUIRED.** No refunds will be issued after the entry fee is paid.
- **Set up time is 8:00 – 10:00 AM.** Exhibitors must be set up by 10:00 AM. If you must leave before closing at 4:00pm, please notify an event attendant before doing so.
- Spaces will be assigned in order of arrival. If you wish to be next to another specific vendor, please arrive together.
- Parking attendants will flag you to your selling space when you arrive that morning.
- Receipt confirmation of your application will be via email or phone.

Vendors are responsible for their own tax collection and payment. All insurance must be placed and paid for by exhibitor.

The vendor hereby relieves Auburn Township and it's representatives and employees of all responsibilities in connection with the safekeeping of the dealer's property while said properties at this location. The exhibitor also agrees to make no claim for any reason whatsoever, including negligence against Auburn Township its agents or employees while at the event.

Please send your check and registration form below to:

Auburn Township,
11010 E. Washington St.,
Auburn Township, OH 44023

Contact: Nancy at the Township Administration Office, admin@auburntownship.com or call (440) 543-7028 with any questions.

<u>Keep this information and return only the completed form below.</u>

Est. 1817
AUBURN
TOWNSHIP

www.auburntownship.com

Est. 1817
AUBURN
TOWNSHIP



2023 Vendor Registration Form

Name:	
Address:	
Phone:	
Email:	
Description of items you're selling:	
Number of Booths @ $20 each:	**Total Amount Enclosed:**
Return this completed form, along with your check made out to Auburn Township, 11010 E. Washington Street, Auburn Township, OH 44023. We will confirm receipt of your application via email or phone.	

RELEASE: The undersigned does hereby release and forever discharge, and hold harmless Auburn Township from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of the undersigned while in the possession or supervision of Auburn Township Board of Trustees, its agents or employees, and hereby consent to the enforcement of the market rules.

Name (please print): _____

Signature: _____ **Date:** _____