RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

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

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 Mario Manacci.

Motion by Michael S. Troyan seconded by Eugene T. McCune Jr. to approve the minutes of the Regular Meeting of the Board of Trustees held on November 20, 2023. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

GUESTS:

Mario Manacci, AVFD Corporation President, presented the 2024 Fire Contract to the Board of Trustees for review prior to the County Prosecutor's review. Mr. Manacci gave a report listing the following FEMA/Mico Grants applied for and received in 2023:

- $180,000 granted for 26 air packs with masks that have a 15 year life span.
- $ 90,000 granted for battery powered extraction tools. The benefit to battery powered is not having to rely on hydraulic hoses and generators.

He reported they have received $362,917.00 in grant money over the past 3 years. This includes training grants.

REPORTS:

Frank Kitko, Zoning Inspector, gave a zoning report reflecting 4 applications processed in the month of November. He explained that variance requests that get denied by the Zoning Board of Appeals can progress slowly once turned over to our Prosecutor and the Chardon Courts.

Mr. Kitko removed advertising signs throughout the township from the road right-of-way. There was discussion between the Zoning Inspector and some residents regarding an issue on Messenger Road. He assured them he is monitoring the situation.

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

- November saw 2 weather events that required 4 rounds of plowing and or salting. A total of 121 tons of deicing material was used. This brings the monthly average usage for November to 95 tons. We currently have ~ 1879 tons of road salt in our dome.
- Capital improvement projects for 2024 are being reviewed with the Geauga County Engineers. Edinboro Ln. has been added to the proposed paving list as per my discussions with Trustee P.J. Cavanagh and their office. Utilizing the OPWC grant of $250,000 and interest free loan of $150,000 payable within the lifecycle of the OPWC funded roads, this will bring the mileage of resurfacing to 2.64 miles and be below the $700,000 budget as current numbers indicate. Any balance of budgeted funds will be earmarked for the reconstruction of Moreland Phase II subdivision scheduled for the 2025 construction season. Drainage and culverts will be addressed next spring / summer where needed.
- Patching was done on various roads and the asphalt hot box loaded with cold patch to prepare for winter potholes. One ditching project was finished on White Oak Dr. completing our residential ditching request list for the season. Any additional requests will be added to the list for next years' service.
- The new Western Star single axle dump truck should be ready for delivery before month's end and available for winter service.

Michael S. Troyan had no report.

Eugene T. McCune Jr. reported an electrical issue with the florescent lights at Town Hall. We are waiting for a quote from an electrician to fix it. Trustee McCune noted he will be attending the DARE Graduation at Kenston on Thursday, Dec. 14th.

RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

GOVERNMENT FORMS & SUPPLIES 844-394-3338 FORM NO. 10148

Held _____ 20 _____

REPORTS (continued)

3.2 PTC

Patrick J. Cavanagh reported correspondence was received from Chagrin River Watershed Partners noting a ~~53%~~ increase in membership dues. He also reported the Geauga County Sheriff's office notified us the hourly rate for a Deputy at Adam Hall in 2024 has increased to $50 per hour.

Daniel J. Matsko, Deputy Fiscal Officer, presented a Reconciliation Report and Payment Report, listing warrants 157-2023 – 161-2023 and 8094 through 8113 for a total of $238,220.25.

OLD BUSINESS:

The NOPEC Energizing Grant balance available is $30,378.00.

NEW BUSINESS:

The Trustees discussed presented Resolution 2023-34 which is an amended Resolution 2023-33 which was passed at their meeting on 11/20/23.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to adopt Resolution 2023-34 authorizing the Fiscal Officer to make a written request to the Geauga County Auditor for the fiscal year 2024 tax advancement pursuant to the ORC. 321.34. VOTE: Troyan, yes; McCune Jr., yes; Cavanagh, yes. The motion passed.

The Trustees discussed a quote received from Gutoskey & Associates to prepare an amended survey for the detention pond at Auburn Community Park per Geauga Soil and Water review.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to approve the Gutoskey quote for an amended detention pond survey at Auburn Community Park, not to be paid until said survey is completed. VOTE: Troyan, yes; McCune Jr., yes; Cavanagh, 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 $5,178.20 into the Land Acquisition and Improvement Fund. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

Motion by Michael S. Troyan 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 8:38 p.m.

Daniel J. Matsko, Fiscal Officer

Patrick J. Cavanagh, Chairman

Eugene T. McCune Jr., Vice-Chairman

Michael S. Troyan, Trustee

DEC 18, 2023

Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, December 4, 2023



REGULAR MEETING – 7:30 PM

PLEDGE OF ALLEGIANCE

GUESTS: Mario Manacci, AVFD Corp. President

MINUTE APPROVAL:
- Regular Meeting – November 20, 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:
- NOPEC Energizing Grant / unused balance $30,378.00 (from 2022 & 2023)

NEW BUSINESS:
- 2023-34 -Amended Resolution 2023-33 authorizing the Fiscal Officer to request a tax advance for Fiscal Year 2024.
- Quote for an as built survey of detention pond / Gutoskey & Associates / $1,100.00
- Franchise fees received / Charter Communications / $5178.20

SAVE THE DATES:

01/08/24 – Board of Trustees Organizational Meeting - 7:30pm @ Auburn Admin. Bldg.
01/09/24 – BZA Organizational Meeting - 7:30pm @ Auburn Administration office
01/10/24 – Geauga Township Association Dinner Meeting @ Adam Hall
01/11/23 – ZC Organizational Meeting- 7:30pm @ Auburn Administration office
01/22/24 - Board of Trustees Regular Meeting-7:30pm @ Auburn Administration office

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

DEC 04 2023

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	Diane J. Jones	✓	
2.	CARL SCHNEIDER	✓	
3.	DALE RYAN	✓	
4.	Donna + John Nicastro	✓	
5.	ANN WISHART		✓
6.	Alexander Malonay	✓	
7.	Deb Handley	✓	
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Payment Listing

December 2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
157-2023	12/04/2023	12/02/2023	CH	OHIO DEFFERRED COMPENSATION	$4,600.00	O
158-2023	12/04/2023	12/02/2023	CH	TREASURER OF STATE OF OHIO	$948.00	O
159-2023	12/04/2023	12/03/2023	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	$12,257.10	O
160-2023	12/04/2023	12/04/2023	CH	BUREAU OF WORKERS COMPENSATION	$655.26	O
161-2023	12/04/2023	12/04/2023	CH	SUN LIFE FINANCIAL	$248.00	O
8094	12/04/2023	12/03/2023	RW	MEGAN WHETSTONE	$180.00	O
8095	12/04/2023	12/03/2023	RW	TEAMSTERS LOCAL #507	$300.00	O
8096	12/04/2023	12/03/2023	AW	STAPLES ADVANTAGE	$232.65	O
8097	12/04/2023	12/03/2023	AW	WEX BANK	$394.97	O
8098	12/04/2023	12/03/2023	AW	WINDSTREAM WESTERN RESERVE INC.	$164.52	O
8099	12/04/2023	12/03/2023	AW	WINDSTREAM WESTERN RESERVE INC.	$84.92	O
8100	12/04/2023	12/03/2023	AW	WINDSTREAM WESTERN RESERVE INC.	$238.94	O
8101	12/04/2023	12/03/2023	AW	WINDSTREAM WESTERN RESERVE INC.	$2.45	O
8102	12/04/2023	12/03/2023	AW	QUADIENT	$50.25	O
8103	12/04/2023	12/03/2023	AW	ARIS	$267.00	O
8104	12/04/2023	12/03/2023	AW	SUNRISE SPRINGS WATER COMPANY	$96.00	O
8105	12/04/2023	12/03/2023	AW	BUCKEYE POWER SUPPLIES	$2,727.85	O
8106	12/04/2023	12/03/2023	AW	NANCY DOLEZAL	$1,985.27	O
8107	12/04/2023	12/03/2023	AW	KENDRA EMBRESCIA	$60.00	O
8108	12/04/2023	12/03/2023	AW	MATTHEW BLOWERS	$250.00	O
8109	12/04/2023	12/03/2023	AW	STAPLES ADVANTAGE	$54.39	O
8110	12/04/2023	12/03/2023	AW	OHIO EDISON	$24.18	O
8112	12/04/2023	12/04/2023	AW	PLANNING & ZONING SERVICES, LLC	$262.50	O
8113	12/04/2023	12/04/2023	AW	MIDDLEFIELD BANKING COMPANY	$212,136.00	O
				Total Payments:	$238,220.25	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$238,220.25	

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.

WJ Matsko
12-4-2023

AUBURN TOWNSHIP, GEAUGA COUNTY

Bank Reconciliation

Reconciled Date 11/30/2023

Posted 12/2/2023 1:28:26 PM

Prior UAN Balance:		$2,308,040.99
Receipts:	+	$44,835.19
Payments:	-	$140,943.28
Adjustments:	+	$0.00
Current UAN Balance as of 11/30/2023:		$2,211,932.90
Other Adjusting Factors:	+	$0.00
Adjusted UAN Balance as of 11/30/2023:		$2,211,932.90
Entered Bank Balances as of 11/30/2023:		$2,221,241.62
Deposits in Transit:	+	$0.00
Outstanding Payments:	-	$9,308.72
Outstanding Adjustments:	+	$0.00
Other Adjusting Factors:	+	$0.00
Adjusted Bank Balances as of 11/30/2023:		$2,211,932.90

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 11/30/2023.

There are no outstanding adjustments as of 11/30/2023.

Outstanding Payments

Reconciled Date 11/30/2023

Posted 12/2/2023 1:28:26 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	7924	08/07/2023	HUMA SUHAIL	$300.00
PRIMARY	Warrant	8034	10/16/2023	GREG FEDELE	$300.00
PRIMARY	Warrant	8043	10/16/2023	CASH	$180.00
PRIMARY	Warrant	8058	11/06/2023	WEAVER TREE	$3,425.00
PRIMARY	Warrant	8081	11/20/2023	CASH	$180.00
PRIMARY	Warrant	8082	11/20/2023	CASH	$180.00
PRIMARY	Warrant	8084	11/20/2023	GEAUGA COUNTY AUTOMATIC DATA PROCESSING BOARD	$3,056.00
PRIMARY	Warrant	8087	11/20/2023	SAMS CLUB	$110.00
PRIMARY	Warrant	8088	11/20/2023	VISA	$196.61
PRIMARY	Warrant	8089	11/20/2023	KINETICO QUALITY WATER SYSTEMS	$44.00
PRIMARY	Warrant	8090	11/20/2023	JANE HARDY	$1,062.11
PRIMARY	Warrant	8093	11/20/2023	MATTHEW BLOWERS	$275.00
					$9,308.72

Gutoskey & Associates, Inc.
Civil Engineers and Surveyors
10135 Gottschalk Parkway, Suite 4
Chagrin Falls, OH 44023
Phone: 440-543-6900
Fax: 440-543-7176
Email: joegutoskey@gutoskey.com

Project Number:
Date: November 27, 2023
Client:Auburn Township
11010 East Washington
Auburn Twp., Ohio 44023
Phone: 440-543-7028
Fax: 440-543-0520

Location and Description of Work and Basis of Charges
This quotation valid for 30 days from above date
Engineering & Surveying scheduled upon receipt of signed Authorization
Survey Crew hours include round trip drive time
Survey Crew scheduling requires 48-hour advance notice

RECEIVED
NOV 28 2023
AUBURN TOWNSHIP

Auburn Township
Cathan Farm
Geauga County, Ohio

- As-built topographic survey of detention pond. Prepare drawing. Verify detention pond volume relative to proposed design volume. Route storms through detention software to verify pond function. Submit to Geauga County Soil and Water for approval.

Lump Sum $1,100.00

NO WORK TO PROCEED UNTIL SIGNED AUTHORIZATION IS RECEIVED BY GUTOSKEY & ASSOC

Terms

Invoices are due and payable within 30 days after presentation. Cancellation of this contract presupposes payment for work already completed. Balances 30 days past due shall bear finance charges at 1-1/2% per month. **Any company or individual with outstanding invoices, 60 days or older, will have their projects put >on hold= until these past due balances are paid in full. Any previously agreed upon project completion dates will be extended by the amount of time your project is >on hold=.**

Acceptance

Upon the authorized signature of both parties to this contract they agree to the above prices, specifications and conditions as satisfactory. Payments will be made as outlined above and work can proceed.

Owner
By Patti J C
Date Accepted 12-4-23

Gutoskey & Associates, Inc.
By Joe Gutoskey PE, PS
Date November 27, 2023

RESOLUTION - 2023-34

Amended
Original or Amended

Tax Year 2023 (2024 Collection Year)

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(*Board of Township Trustees*)
Taxing District Authority

Revised Code, Secs 5705.34, 5705.35

Board of Trustees of Auburn Township of Geauga County, Ohio met in REGULAR *session on the*
Regular or Special
4 *day of* DECEMBER, 2023 *at the office of* AUBURN TOWNSHIP
with the following members present:

PATRICK J. CAVANAGH
EUGENE T. MC CUNE JR.
MICHAEL S. TROYAN

MR Patrick J. Cavanagh *moved the adoption of the following Resolution:*

RESOLVED, By the Board of Trustees of Auburn Township Geauga County, Ohio in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing on January 1st, 2024 *; and*

WHEREAS, The Budget Commission of Geauga County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor for the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of Auburn Township of Geauga County, Ohio that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted:

and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said AUBURN / *Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:*

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITORS ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Inside 10 Mill Limitaion	Amount Approved by Budget Commission Outside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to Be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
	Column I	Column II	III	IV
General Fund	$423,742.00		1.40	
Road and Bridge Levy Fund	$484,276.00	$1,061,028.00	1.60	4.00
Fire Levy Fund		$928,400.00		3.50
Fire and Emergency Levy Fund		$491,671.00		1.80
TOTAL	$908,018.00	$2,481,099.00	3.00	9.30

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
Road and Bridge Fund 2005 levy authorized by voters on: Expired not to exceed years		
Road and Bridge Fund 2006 levy authorized by voters on: November 8, 2016 not to exceed 5 years	1.00	$265,257.00
Road and Bridge Fund 2008 levy authorized by voters on: November 8, 2022 not to exceed 5 years	1.00	$265,257.00
Fire Levy Fund 2010 levy authorized by voters on: May 4, 2010 not to exceed Continuing years	3.50	$928,400.00
Road and Bridge Fund 2014 levy authorized by voters on: November 6, 2018 not to exceed 5 years	2.00	$530,514.00
Fire Levy Fund 2020 levy authorized by voters on: November 3, 2020 not to exceed Continuing years	1.80	$491,671.00
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		

and be it further

RESOLVED, That the Clerk of this Board be and is hereby ditected to certify a copy of the Resolution to the County Auditor of said County.

Mr Michael Troyan *seconded the Resolution and the roll being called upon its adoption*

the vote resulted as follows:

Mr Patrick J. Cavanagh Yes
Mr Eugene McCune Yes
Mr Michael Troyan Yes

Adopted the 4TH *day of* DECEMBER, 2023

Attest: Daniel J. Matsko
Fiscal Officer of

Auburn Township

Geauga County, Ohio

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio Geauga County, ss.

I, Daniel J. Matsko, *Clerk of the* Auburn *Board of Township Trustees within and for said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original now on file with said Board, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.*

WITNESS my signature, this 4 *day of* December 2023

Daniel J Matsko

Fiscal Officer/Clerk of Board of Township Trustees of Auburn Township Geauga County, Ohio

1A copy of this Resolution must be certified to the County Auditor before the first day of October, or at such a later date as may be approved by the Department of Taxation of Ohio.

No. _____

BOARD OF TOWNSHIP TRUSTEES,
Auburn Township

Geauga County, Ohio

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

(Board of Township Trustees)

Adopted _____

_____ *Fiscal Officer*

Filed _____

_____ *County Auditor*

By _____ *Deputy Auditor*

Form GCA-003