RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

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

Auburn Township Administration Building December 18, 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 Luke Gulas and Logan Standley.

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 4, 2023, with correction. VOTE: Troyan, yes; McCune Jr., yes; Cavanagh, yes. The motion passed.

GUESTS:

The Trustees presented Proclamations to Troop #101 Eagle Scouts, Luke Gulas and Logan Standley, and congratulated them for successfully completing all requirements needed to obtain Scouting's highest rank.

Chief John Phillips, AVFD, presented a Year-to-Date Statistics Report comparing 490 calls in 2023 to 472 calls in 2022. The percentage of multiple calls was 26.98% for January – November 2023.

Motion by Michael S. Troyan seconded by Eugene T. McCune Jr. to accept and contract with the Auburn Volunteer Fire Department Inc. to provide fire protection and emergency medical services from 01-01-24 to 12-31-24 for a total contract cost of $1,084,387.92 made in 3 equal disbursements. VOTE: Troyan, yes; McCune Jr., yes; Cavanagh, yes. The motion passed.

Mario Manacci, Auburn Volunteer Fire Department, Inc. President was present to sign the 2024 contract.

REPORTS:

Michael S. Troyan had nothing to report.

Eugene T. McCune Jr. passed on his report.

Patrick J. Cavanagh observed the Road Department were currently out plowing.

Daniel J. Matsko, Deputy Fiscal Officer, presented a payment report listing electronic warrants 160-2023 through 165-2023 and warrants 8114through 8138 for a total of $187,361.55.

NEW BUSINESS:

The Trustees discussed correspondence from Charter Communications.

Motion by Patrick J. Cavanagh seconded by Michael S. Troyan to send a letter of support to the Ohio Department of Development for Charter Communications to obtain grant funding to implement a broadband infrastructure project in Geauga County. VOTE: Troyan, yes; McCune, yes; Cavanagh, yes. The motion passed.

Motion by Eugene T. McCune Jr. seconded by Michael S. Troyan to adopt Resolution 2023-35 Requesting the establishment of capital projects funds pursuant to and as allowed by ORC 5705.13(C). VOTE: Troyan, yes; McCune Jr., yes; Cavanagh, yes. The motion passed.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to adopt Resolution 2023-36 for Temporary Appropriations. VOTE: Troyan, yes; McCune Jr., yes; Cavanagh, yes. The motion passed.

ADJOURNMENT:

Motion by Michael S. Troyan seconded by Eugene T. McCune Jr. to adjourn the meeting. VOTE: Troyan, yes; McCune Jr., yes; Cavanagh, yes. The motion passed. The meeting was adjourned at 7:56 p.m.

RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

GOVERNMENT FORMS & SUPPLIES 844-384-3338 FORM NO. 10148

Held 20

ADJOURNMENT (continued):

Daniel J. Matsko, Fiscal Officer

Patrick J. Cavanagh, Chairman

Eugene T. McCune Jr., Vice-Chairman

Michael S. Troyan, Trustee

1-08-2024
Date

AUBURN TOWNSHIP

Est. 1817

BOARD OF TRUSTEES MEETING AGENDA
Monday, December 18, 2023



REGULAR MEETING – 7:30 PM

PLEDGE OF ALLEGIANCE

GUEST:

MINUTE APPROVAL:
- Regular Meeting – December 4, 2023

SCHEDULED REPORTS:
- Chief John Phillips, AVFD

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:
- 2024 Auburn Fire Contract
- Letter of support for Charter Communications to obtain funding from Ohio Residential Broadband Expansion Grant Program to expand broadband infrastructure in Auburn Township and throughout Geauga County
- Resolution 2023-35 Requesting the establishment of Capital Projects Fund
- Resolution 2023-36 Temporary Appropriations
- 2024 NOPEC Community Grant - $1500.00

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
01/10/2023 – 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 18 2023

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	Diane Jones	✓	
2.	DALE RYAN	✓	
3.	Deb Standley	✓	
4.	Luke Gulas	✓	
5.	Logan Standley	✓	
6.	Mary Green	✓	
7.	Megan Standley	✓	
8.	Greg Standley	✓	
9.	Matt Scharver	✓	
10.	Sawyer Scharver	✓	
11.			
12.			
13.			
14.			

Payment Listing

12/5/2023 to 12/31/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
160-2023	12/04/2023	12/04/2023	CH	BUREAU OF WORKERS COMPENSATION	$655.26 *	O
160-2023	12/08/2023	12/08/2023	NEG ADJ	BUREAU OF WORKERS COMPENSATION	-$0.02	O
162-2023	12/11/2023	12/11/2023	CH	DELTA DENTAL	$766.90	O
163-2023	12/14/2023	12/13/2023	CH	MEDICAL MUTUAL OF OHIO	$34,027.15	O
164-2023	12/14/2023	12/14/2023	CH	AHOLA CORPORATION	$17,927.81	O
165-2023	12/18/2023	12/16/2023	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
8114	12/05/2023	12/05/2023	RW	MEGAN WHETSTONE	$480.00	O
8115	12/18/2023	12/16/2023	AW	TRIVISTA-OHIO	$269.70	O
8116	12/18/2023	12/16/2023	AW	DANIEL MATSKO	$659.60	O
8117	12/18/2023	12/16/2023	AW	JOHN SZOKA	$329.80	O
8118	12/18/2023	12/16/2023	AW	EUGENE T MCCUNE JR	$4,966.20	O
8119	12/18/2023	12/16/2023	AW	JOHN PHILLIPS	$733.80	O
8120	12/18/2023	12/16/2023	AW	JUDCO	$102,860.00	O
8121	12/18/2023	12/16/2023	RW	PAUL DAVIS RESTORATION	$480.00	O
8122	12/18/2023	12/16/2023	RW	EVA OSZAG	$480.00	O
8123	12/18/2023	12/16/2023	AW	SAMS CLUB	$1.98	O
8124	12/18/2023	12/16/2023	AW	WINDSTREAM WESTERN RESERVE INC.	$229.15	O
8125	12/18/2023	12/16/2023	AW	MATTHEW BLOWERS	$760.00	O
8126	12/18/2023	12/16/2023	AW	NANCY DOLEZAL	$754.04	O
8127	12/18/2023	12/16/2023	AW	UH OCCUPATIONAL HEALTH	$189.00	O
8128	12/18/2023	12/16/2023	AW	GEAUGA COUNTY DEPT OF WATER RESO	$151.34	O
8129	12/18/2023	12/16/2023	AW	21st Century Media-Ohio	$85.45	O
8130	12/18/2023	12/16/2023	AW	NEWBURY AUTO PARTS,INC.	$75.00	O
8131	12/18/2023	12/16/2023	AW	DOMINION EAST OHIO	$1,389.62	O
8132	12/18/2023	12/16/2023	AW	WASTE MANAGEMENT WESTERN RESERV	$368.71	O
8133	12/18/2023	12/16/2023	AW	ILLUMINATING CO.	$7,260.03	O
8134	12/18/2023	12/17/2023	AW	G. KAUFMANS SEPTIC TANK CLEANING SE	$1,300.00	O
8135	12/18/2023	12/17/2023	AW	AURORA CARPET CLEANING	$7,964.80	O
8136	12/18/2023	12/18/2023	AW	FRANK KITKO	$801.72	O
8137	12/18/2023	12/18/2023	AW	Dex Imaging, LLC	$404.47	O
8138	12/18/2023	12/18/2023	AW	VISA	$345.30	O
				Total Payments:	$187,361.55	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$187,361.55	

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.

D Matsko 12-18-23

Auburn Fire Department
10950 Washington Street
Auburn Township, Ohio 44023
Phone: 440-543-4133
info@auburnfd.com
John L. Phillips, Chief

TO: Chief Phillips

FROM: Captain Tomaselli

DATE: December 15, 2023

RE: Auburn Fire YTD Statistics (2023 vs 2022)

	Jan-Nov 2023	**Jan-Nov 2022**
EMS Calls	451	449
Fire Calls	368	320
Total Calls	**819**	**769**
Mutual Aid Given	178	197
Mutual Aid Received	62	50
Total Transports	323	315
Total Non-Transports	167	150
Total Transfer to other Agency	0	7
Total Patients	**490**	**472**
Percentage of Multiple Calls*	**26.98%**	**19.63%**

*****01/01/2023 to 11/30/2023*****
***see multiple calls report for details**

Sincerely,

Captain Nicholas M. Tomaselli

Month	Double	Triple	Quadruple	Quintuple	Septuplet	Monthly Total
January 2023	5	3				8
February 2023	5	2	1			8
March 2023	6	1			1	8
April 2023	3	1			1	5
May 2023	9					9
June 2023	7	1	1			9
July 2023	8	2				10
August 2023	6	1	1	2		10
September 2023	6					6
October 2023	5					5
November 2023	8	1				9
December 2023						
TOTAL	68	12	3	2	2	

YTD Occurrences: 87

Total # of Calls: 221 calls
Dept. Total YTD: 819 calls

Percentage of Multiple Calls- 26.98%

Report from 01/01/2023 to 11/30/2023

Auburn Township
Resolution 2023-35

NOW THEREFORE BE IT RESOLVED, that the Board does hereby request that the Township Fiscal Officer establish the Capital Project Fund as described above pursuant to and as permitted by R.C. 5705.13(C).

Adopted on: **December 18, 2023**

Motion made by Eugene McCune and seconded by Michael Troyan. The Resolution and the roll being called upon its adoption the vote resulted as follows:

Auburn Township Trustees voting thereon:	*Vote:*
Patrick Cavanagh	YES
Eugene McCune	YES
Michael Troyan	YES

Chairman

Fiscal Officer

I, Daniel J Matsko, Fiscal Officer of Auburn Township, Geauga County, Ohio, certify that the foregoing is a true and correct copy of the resolution adopted at a legally convened Auburn Township Board of Trustees meeting held on the 18 day of DEC, 2023.

Fiscal Officer

Auburn Township

Resolution 2023-35

A RESOLUTION REQUESTING THE ESTABLISHMENT OF CAPITAL PROJECTS FUNDS PURSUANT TO AND AS ALLOWED BY OHIO REVISED CODE § 5705.13(C)

The Board of Trustees of Auburn Township, Geauga County, Ohio, met in general session on the 18th day of December 2023, at the Auburn Township Administrative building with the following members present: Patrick J. Cavanagh, Eugene T. McCune and Michael S. Troyan

WHEREAS, it is the desire of the Auburn Township Board of Trustees (the Board) that, pursuant to R.C. 5705.13(C) there be established within the appropriations of Auburn Township (the Township) a Capital Project Fund, more fully described below, for the purpose of accumulating resources for the acquisition, construction, or improvement of fixed assets of the Township; and

WHEREAS, it is the desire of the Board to establish "Fund 4903: Capital Project Fund – Single Axle Dump Truck with Plow" for the purpose of the acquisition, construction and/or improvement of fixed assets including, but not limited to, hauling materials and plowing snow. The Board intends to accumulate **$240,000.00** over a 10-year period of time. The source of money to accumulate said monies for Fund 4903 is Fund 2021 Gasoline Tax and

WHEREAS, it is the desire of the Board to authorize an initial transfer of **$60,000** from Fund 2021 to newly established Fund 4903; and

WHEREAS, money shall not be accumulated in any of the above referenced funds for more than 10 years after the date that this Resolution establishing the funds is adopted; if the Township has not entered into a contract for the acquisition, construction, or improvement of fixed assets for which money was accumulated in such fund(s) before then end of the 10 year period, the Township Fiscal Officer shall transfer all money in the fund to the fund or funds from which that money originally transferred or the fund that originally was intended to receive the money; and

WHEREAS, the Board has the authority, by resolution, to rescind any or all of the capital projects funds established by this Resolution. If any capital projects fund is rescinded, money accumulated in the fund shall be transferred to the fund or funds from which the money originally was transferred.

RESOLUTION 2023-36
FOR TEMPORARY APPROPRIATIONS
FOR FISCAL YEAR 2024

The **Board of Trustees of Auburn Township**, Geauga County, Ohio met in regular session on the 18TH day of DECEMBER 2023:

Present Were:

PATRICK J. CAVANAGH

EUGENE T. MCCUNE

MICHAEL S. TROYAN

Patrick Cavanagh moved for the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of Auburn Township, Geauga County, Ohio that to provide for the current expenses and other expenditures of said board of Trustees during the first quarter ending March 31, 2024, the following summary of temporary appropriations is hereby set aside from the CERTIFICATE OF THE COUNTY BUDGET COMMISSION dated August 21, 2023 for which expenditures are to be made for and during said first quarter as shown on the attached spreadsheet and totaling $4,212,435.19. The Temporary Appropriations by fund for the first quarter of 2024 will be forthcoming.

Michael Troyan seconded the resolution and the roll being called upon its adoption the vote resulted as follows:

Patrick J. Cavanagh voted YES

Eugene T. McCune voted YES

Michael S. Troyan voted YES

Adopted this 18TH day of DECEMBER 2023

Daniel J. Matsko

Daniel J. Matsko, Fiscal Officer

2024 AUBURN TOWNSHIP TEMPORARY APPROPRIATIONS

FUND	APPROPRIATION
GENERAL FUND	$ 743,215.00
SPECIAL REVENUE FUNDS:	
2011 MOTOR VEHICLE LICENSE	$ 34,000.00
2021 GASOLINE TAX	$ 320,000.00
2031 ROAD AND BRIDGE	$ 1,653,600.00
2041 CEMETERY	$ 30,000.00
2191 FIRE LEVY	$ 1,337,600.92
2231 PERMISSIVE MOTOR VEHICLE	$ 70,000.00
2272 CORONAVIRUS RELIEF FUND	$ -
2273 ARPA FUND	$ 24,019.27
DEBT SERVICE FUNDS	
3101 FIRE STATION P & I	$ -
3101 ROAD GARAGE P & I	$ -
CAPITAL PROJECT FUNDS	
4901 Property Acquisition/Imp	$ -
4902 Auburn Community Park	$ -
4903 MOTOR VEHICLE	$ -
TOTAL ALL FUNDS	$ 4,212,435.19
TRUSTEES:	
	18-Dec-23
Eugene T. McCune, Jr.	DATE
	18-Dec-23
Patrick J. Cavanagh	DATE
	18-Dec-23
Michael S. Troyan	DATE
	18-Dec-23
Daniel J Matsko, Fiscal Officer	DATE

AGREEMENT

This Agreement made this eighteenth day of December, 2023 at Auburn, Ohio, by and between the Auburn Township Board of Trustees (hereinafter referred to as "Trustees") and the Auburn Volunteer Fire Department, Inc., an Ohio non-profit corporation (hereinafter referred to as "Corporation").

WITNESSETH:

Whereas, the Trustees are the duly elected officials of Auburn Township, and,

Whereas, the Trustees desire to provide fire protection and emergency medical service for Auburn Township as authorized under O.R.C. 9.60, and,

Whereas, Corporation is a non-profit corporation qualified to provide fire protection and emergency medical services for Auburn Township and has done so for many years, and,

Whereas, the parties desire to enter into an Agreement whereby Corporation shall provide fire protection and emergency medical service (urgent pre-hospital care, stabilization and/or emergency transportation to definitive care destinations) to Auburn Township and other communities with which Auburn Township has negotiated agreement for mutual aid, all of which is authorized under O.R.C. 9.60.

Therefore, in consideration of the terms and conditions set forth below, the parties agree as follows:

1. Trustees hereby agree to retain the services of Corporation for a term commencing January 1, 2024 and terminating December 31, 2024 to provide fire protection and emergency medical service to Auburn Township and other communities with which Auburn Township has entered into mutual aid agreements.

2. Corporation hereby agrees to provide fire protection and emergency medical service for a term commencing January 1, 2024 and terminating December 31, 2024 to Auburn Township and such other communities with which Auburn Township has entered into mutual aid agreements.

3. Trustees agree to pay Corporation for such services the sum of One Million, Eighty Four Thousand, Three Hundred Eighty Seven and 92/100 Dollars. ($1,084,387.92). The payment schedule will consist of three (3) equal disbursements of Three Hundred Sixty One Thousand, Four Hundred Sixty Two and 64/100 Dollars ($361,462.64) each, made on or before March 1, 2024, June 1, 2024 and September 1, 2024.

4. Corporation agrees to provide and maintain the necessary equipment together with trained personnel, which in its judgment is sufficient and adequate for the purpose of fighting fires, rescue and saving lives. Corporation further agrees to respond to all calls pertaining to fires, drowning and life-saving attempts within Auburn Township and any and all requests for mutual aid from communities with which Auburn Township has such agreements, as stipulated in those agreements. Corporation agrees to provide Trustees with copies of all such agreements.

5. Corporation shall maintain insurance coverage for general liability, injuries to persons and property, and errors and omissions in an amount not less than One Million Dollars ($1,000,000) per occurrence. The Township shall be named as an additional insured on said coverage. Corporation shall provide the Trustees with a certificate of proof of insurance in accordance with the terms herein. Corporation shall save the Township harmless from any claims of liability of injury to persons or property resulting from the acts or omissions to the Corporation, its officers, employees, or volunteers.

6. Pursuant to Ohio Revised Code 505.38B the board of township trustees shall appoint a fire prevention officer who shall exercise all of the duties of a fire chief except those involving the maintenance and operation of fire apparatus. Said fire prevention officer will investigate fires within Auburn Township and submit the required forms to the fire marshal as required by Ohio Revised Code 3737.24.

7. Corporation will provide at least one person to voluntarily serve as a fire safety inspector for the township. Such person shall have received a certificate issued pursuant to Ohio Revised Code 4765.55 evidencing his or her satisfactory completion of a fire safety inspector training program. The list of the person or persons who will act as fire safety inspectors will be furnished by Corporation to the Trustees along with copies of their qualification certificates issued pursuant to 4765.55. Any changes in the list shall be immediately reported by Corporation to the Trustees.

8. This agreement may be terminated by either party hereto. Termination shall be by one hundred and twenty (120) days written notice of such intention directed to the other party, but in no event shall either party terminate this agreement unless there is substantial breach of this Agreement.

9. Trustees represent they are authorized by statute to enter into this Agreement, and that to the best of their knowledge and belief this Agreement is valid.

10. Corporation represents that this agreement had been authorized by proper resolution of the Trustees of Corporation, a copy of which will be presented to the Trustees upon request.

11. Terms and conditions of the Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto.

12. The Corporation agrees to negotiate for the Corporation and Trustees all mutual aid agreements. Any such agreement negotiated by the Corporation shall not be binding on Corporation or Trustees until adopted by appropriate resolution of the respective Corporation and Trustee Boards.

13. It is further mutually agreed that should any part, term or provision of this contract be decided by courts of the State of Ohio or of the United States to be unlawful or in conflict with any law of the State of Ohio or of the United States, the validity of the remainder of the entire contract or of the remaining portions or provisions of this contract shall not be affected thereby.

14. The Fire House building shall be exclusively used for daily operations and community events hosted or sponsored by the Auburn Volunteer Fire Department Inc. The Auburn Trustees may make use of the facility during emergencies.

15. Corporation hereby agrees that if, during the term of this contract, Corporation is dissolved or becomes unable to provide the services contracted for, all titled vehicles, firefighting, lifesaving rescue equipment, funds in corporation bank accounts, Township general fund monies, fire levy monies, EMS billing revenue & insurance claim monies will be turned over to Trustees to become the property of Auburn Township. The exception being association funds, which have not been attained with tax levy monies, which the Auburn Fire Department Association may hold, as defined by the bylaws of the corporation. Should this occur, the township assumes all liability associated with the function of the Fire Department.

16. Trustees hereby agree to continue to renew the contract with Corporation for all funds available from all township fire levies (excluding the agreed upon funds for maintenance for the fire department building and grounds) so that an orderly cash flow to Corporation is not interrupted.

17. Corporation hereby agrees that at any time during the term of this contract, Trustees may, by resolution and a majority vote of Trustees, request an audit of all funds generated by public fire levies assessed on taxpayers of Auburn Township. This shall be completed by a private licensed public accounting firm. The expenses incurred by the audit shall be paid for by Township general fund monies and not from fire levy monies, as the audit shall be requested by the Auburn Township Trustees. The Township shall compensate one Auburn Volunteer Fire Department Inc. representative for the representative's time spent during the complete duration of the audit at $30.14 per hour.

18. Corporation hereby agrees to provide Trustees with a proposed fiscal budget for the upcoming year. This shall be done Thirty days before the ending of the enforced contract. Also Sixty days after the signing of said contract, an overview of the ending year shall be made available to the Trustees.

19. This contract shall be the sole and binding contract between the Auburn Township Trustees and the Auburn Volunteer Fire Department Inc., and shall supersede all previous contracts and documents.

20. This contract shall be construed and interpreted and the rights of the Parties determined in accordance with the laws of the State of Ohio. Any litigation arising hereunder shall be brought in a court of competent jurisdiction of Geauga County, Ohio.

AUBURN TOWNSHIP BOARD OF TRUSTEES

By: _____ Michael Foyan
Signature Printed Name

By: _____ Eugene T. McCune JR.
Signature Printed Name

By: _____ PATRICK J CANANACH
Signature Printed Name

AUBURN VOLUNTEER FIRE DEPARTMENT, INC.

By: _____ Mario Manacci, President
Signature Printed Name
AVFD Board Executive Officer

Date: December 18, 2024

CERTIFICATE OF AVAILABILITY OF FUNDS

It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure for the attached, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection to the credit of the Fire Operating Fund free from any obligation or certification now outstanding.

By: _____ Daniel J Matsko
Signature Printed Name
Fiscal Officer
Auburn Township, Geauga County, Ohio

Date: 12-18-23

APPROVED AS TO FORM
12/15/23
GEAUGA COUNTY PROSECUTOR'S OFFICE