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 10, 2024, Page 1 20

The ~~Regular 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 Carl Schnieder.

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to approve the minutes of the Regular Meeting of the Board of Trustees held on December 18, 2023. VOTE: Troyan, yes; McCune Jr. yes; Cavanagh, yes. The motion passed.

REPORTS:

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

- December saw three weather events that required five rounds of plowing and or salting. A total of 130 tons of deicing material was used which brings the new monthly average to 320 tons. We currently have ~ 1749 tons of road salt in the dome.
- The new truck was put into service and will be running truck route 15, the northwest quadrant of the township.
- The Geauga County Dept. on Aging has reached out for our committed dates for Senior Trash Pickup. These will be on May 30th and the 31st, also the number of pickups has been capped at 100.

Michael S. Troyan conceded his time.

Eugene T. McCune wished everyone Happy New Year.

Patrick J. Cavanagh reported he just came from a meeting with the Auburn Boy Scouts at the Fire Department. It was an annual meeting in which the upper echelon was attending, and he found it very informative. As sponsors of the Auburn Boy Scouts and Auburn Cub Scouts, the township owns all physical and financial assets.

Presently the Cub Scouts have gone inactive due to lack of leadership and membership. Because of the generous donation from Auburn Church, the Cub Scouts have about $5,000 they would like to transfer to the Boy Scouts to hold for seed money to use when the Cub Scouts start back up again. The legal procedure is the money has to be transferred to the township and the township would transfer it to the Boy Scouts. We will send all this information up to the Prosecutor for her opinion.

Dan Matsko, Deputy Fiscal Officer was not present but submitted a bank reconciliation report, outstanding payment report and payment report listing electronic payments 1-2 and warrants 8139 through 8163 totaling $41,121.09.

NEW BUSINESS:

Motion by Michael S. Troyan seconded by Eugene T. McCune Jr. to approve and contract with Hartman Electric in the amount of $1,080.00 to replace outdated T-8 florescent lamps at Town Hall with energy efficient fixtures. VOTE: Troyan, yes; McCune Jr. yes; Cavanagh, yes. The motion passed.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. and upon recommendation of Assistant Prosecutor, Kristen Rine, pursuant to R.C.505.10, to formally accept various tools and equipment donation from the estate of Charles Eichler, Auburn Twp., Geauga County. VOTE: Troyan, yes; McCune Jr. yes; Cavanagh, yes. The motion passed.

Patrick J. Cavanagh noted Bill and Linda Nokes made a $100 donation to the Auburn Museum in memory of Coach Alan Hrabak and Ray Simpson. A letter will be sent to their families.

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

REGULAR MEETING (continued):

PUBLIC COMMENT:

Michael Cardaman expressed concern of being denied due process as a member of the Auburn Fire Department. The Trustees explained that the Fire Department is its own "entity" corporation to which we have no control over. They operate under their own policy and procedures. They recommended Mike take it up with the Auburn Fire Board, or better yet, try and resolve it with Chief Phillips.

ORGANIZATIONAL MEETING:

CHAIRMAN

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. appoint Michael S. Troyan as Chairman of the 2024 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 Eugene T. McCune Jr. that Patrick J. Cavanagh acts as Vice-Chairman of the Auburn Township Board of Trustees for the year 2024. **VOTE: Troyan, yes; Patrick J. Cavanagh, yes; Eugene T. McCune Jr., yes. The motion PASSED.**

TRUSTEE MEETING DAY AND TIME

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that the Auburn Township Trustees' 2024 Regular Meetings be held the 1st and 3rd Monday every month at 7:30 PM scheduled as required to accommodate legal holidays. **VOTE: Troyan, yes; Cavanagh; yes, McCune Jr., yes. The motion PASSED.**

MEETING PROTOCOL

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

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. 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.**

ORGANIZATIONAL MEETING (continued):

MEDIA OF CHOICE

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

Michael S. Troyan **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.**

ZONING INSPECTOR COMPENSATION

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to compensate the Zoning Inspector at a rate of $2,709.00 per month. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

FIRE PREVENTION OFFICER

Michael S. Troyan **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 $67,307.00 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.**

PART-TIME ASSISTANT TO FISCAL OFFICE

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase Joan Windnagel hourly wage by 3.2% cost of living adjustment to total $25.80 per hour effective with the first pay in January 2024. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

FIRE DEPARTMENT MUTUAL AID

Michael S. Troyan **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

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to appoint Michael Ludwig as Cemetery Sexton for 2024. **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 $433.44 a month for services rendered as Cemetery Sexton. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

ORGANIZATIONAL MEETING (continued):

COMPENSATION FOR TRUSTEES

Michael S. Troyan **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.**

KCE BOARD

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to re-appoint Bob Ford to a three (3) year term on the Kenston Community Education Board to begin 1/1/24 and ending on 12/31/26. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to confirm previously appointed representatives and recap the complete board as follows:

Robert Ford	Term expires 12/31/2026.
Justin Yates	Term expires 12/31/2025.
David Parker	Term expires 12/31/2024.

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 Ted Van Hyning to a five (5) year term on the Zoning Commission beginning 1/1/24 and ending 12/31/28. **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 #1, a one (1) year term beginning 1/1/24 and ending 12/31/24. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED**

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. to appoint Angela Daugherty as Zoning Commission alternate #2, a one (1) year term beginning 1/1/24 and ending 12/31/24. **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:

TED VAN HYNING	TERM EXPIRES 12/31/28.
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.
GREG LACKEY (alternate #1)	TERM EXPIRES 12/31/24.
ANGELA DAUGHERTY (alternate #2)	TERM EXPIRES 12/31/24.

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

COMPENSATION FOR ZONING COMMISSION MEMBERS

Michael S. Troyan **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.**

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

ORGANIZATIONAL MEETING (continued):

ZONING COMMISSION SECRETARY COMPENSATION

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that the compensation for the Zoning Commission Secretary is to be paid at a rate of $28.05 per hour for clerical and administrative work as well as the 2024 rate for zoning members 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.**

BOARD OF ZONING APPEALS MEMBERS

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to re-appoint Lew Tomsic to a five (5) year term on the Board of Zoning Appeals to begin 1/1/24 and ending on 12/31/28. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to re-appoint Mike Varley as Board of Zoning Appeals Alternate #1 for a one (1) year term to begin 1/1/24 and expire 12/31/24. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to re-appoint Ben Timmons as Board of Zoning Appeals Alternate #2 for a one (1) year term to begin 1/1/24 and expire 12/31/24. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

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

LEWIS TOMSIC	TERM EXPIRES 12/31/28.
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.
MIKE VARLEY (alternate #1)	TERM EXPIRES 12/31/24.
BEN TIMMONS (alternate #2)	TERM EXPIRES 12/31/24.

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

COMPENSATION FOR BOARD OF ZONING APPEALS MEMBERS

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh 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 Eugene T. McCune Jr. that the compensation for the Board of Zoning Appeals secretary be $28.05 per hour for clerical and administrative work as well as the 2024 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

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

ORGANIZATIONAL MEETING (continued):

ZONING COMMISSION SECRETARY COMPENSATION

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that the compensation for the Zoning Commission Secretary is to be paid at a rate of $28.05 per hour for clerical and administrative work as well as the 2024 rate for zoning members 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.**

BOARD OF ZONING APPEALS MEMBERS

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to re-appoint Lew Tomsic to a five (5) year term on the Board of Zoning Appeals to begin 1/1/24 and ending on 12/31/28. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to re-appoint Mike Varley as Board of Zoning Appeals Alternate #1 for a one (1) year term to begin 1/1/24 and expire 12/31/24. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to re-appoint Ben Timmons as Board of Zoning Appeals Alternate #2 for a one (1) year term to begin 1/1/24 and expire 12/31/24. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

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

LEWIS TOMSIC	TERM EXPIRES 12/31/28.
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.
MIKE VARLEY (alternate #1)	TERM EXPIRES 12/31/24.
BEN TIMMONS (alternate #2)	TERM EXPIRES 12/31/24.

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

COMPENSATION FOR BOARD OF ZONING APPEALS MEMBERS

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh 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 Eugene T. McCune Jr. that the compensation for the Board of Zoning Appeals secretary be $28.05 per hour for clerical and administrative work as well as the 2024 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

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

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

ORGANIZATIONAL MEETING (continued):

EMPLOYEE CELL PHONE RECIPIENTS

Michael S. Troyan **MOVED** seconded Eugene T. McCune Jr.by that the following Auburn Township employees are to have cell phones: Emerick Gordon, Mark Sturm, Michael Ludwig, John Szoka, Michael Fenstermaker, James Vannoy, John Phillips, Frank Kitko, Jane Hardy and Nancy Dolezal. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

2024 HOLIDAYS

Eugene T. McCune Jr. **MOVED** seconded by Patrick J. Cavanagh that the following paid holidays be set for the year 2024:

New Year's Day, Monday, January 1, 2024
*Martin Luther Kind Day, Monday, January 15, 2024
*President's Day, Monday, February 19, 2024
Memorial Day, Monday, May 27, 2024
Juneteenth, Wednesday, June 19, 2024
Independence Day, Thursday July 4, 2024
Labor Day, Monday, September 2, 2024
*Columbus Day, Monday, October 14, 2024
Veterans' Day (Observed), Monday, November 11, 2024
Thanksgiving Day, Thursday, November 28, 2024
Christmas Holiday, Wednesday, December 25, 2024

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

Eugene T. McCune Jr. **MOVED** Michael S. Troyan seconded by 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

Eugene T. McCune Jr. **MOVED** seconded by Patrick J. Cavanagh 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 2024 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.**

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

ORGANIZATIONAL MEETING (continued):

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase Emerick Gordon hourly wage by 3.2% cost of living adjustment to total $33.26 per hour effective with the first pay in January 2024. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase Michael Ludwig hourly wage by 3.2% cost of living adjustment to total $28.70 per hour effective with the first pay in January 2024. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase Mark Sturm hourly wage by 3.2% cost of living adjustment to total $28.70 per hour effective with the first pay in January 2024. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to increase John Szoka hourly wage by 3.2% cost of living adjustment to total $28.70 per hour effective with the first pay in January 2024. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. to increase Michael Fenstermaker hourly wage by 3.2% cost of living adjustment to total $28.70 per hour effective with the first pay in January 2024. **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 3.2% cost of living adjustment and a $3.00 per hour raise to total $25.41 per hour effective with the first pay in January 2024. **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 annual wage 3.2% to total $61,698.00 per year effective with the first pay in January 2024. **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 3.2% cost of living adjustment to total $28.05 per hour effective with the first pay in January 2024. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

OVERTIME POLICY

Michael S. Troyan **MOVED** seconded Eugene T. McCune Jr. by that all Service Department overtime for 2024 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

Michael S. Troyan **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

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

RECORD OF PROCEEDINGS

ORGANIZATIONAL MEETING (continued):

CREDIT CARD POLICY

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that no personal items shall be purchased using a township charge card or account. Only authorized personnel shall charge items on township accounts and charged items require a prior authorization on a requisition. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED**.

BANK DEPOSITORIES

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to designate as depositories of public monies the following: Middlefield Bank, and Star Ohio. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

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

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan 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.**

REALLOCATION OF APPROPRIATIONS WITHIN A FUND

Eugene T. McCune Jr. **MOVED** seconded by Patrick J. Cavanagh to authorize the Fiscal Officer to move (reallocate) appropriations from one appropriation program and/or object code within the same fund to another appropriation program and/or object code within the same fund to meet actual expenditure needs during the fiscal year that differ from those anticipated in the original appropriation resolution. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

UNUSED EQUIPMENT:

Eugene T. McCune Jr. **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.**

HEALTH DISTRICT REPRESENTATIVE:

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan to appoint Michael S. Troyan as Chairman & Patrick J. Cavanagh 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:

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

RECORD OF PROCEEDINGS

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

ORGANIZATIONAL MEETING (continued):

ADAM HALL RENTAL FEE

Eugene T. McCune Jr. **MOVED** seconded by Patrick J. Cavanagh 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.**

ADAM HALL FUNERAL LUNCHEON / GATHERING RATE

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan 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

Patrick J. Cavanagh **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

Patrick J. Cavanagh **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

Patrick J. Cavanagh **MOVED** seconded by Eugene T. McCune Jr. 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

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

ORGANIZATIONAL MEETING (continued):

FIRE DEPARTMENT LIAISON

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

FIREFIGHTERS DEPENDENTS FUND BOARD REPRESENTATIVES

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to appoint Patrick J. Cavanagh & Eugene T. McCune Jr. as representatives for the Auburn Township Trustees for the Fire Fighters Dependants Fund Board, Legislative Authority for a one-year term. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

DESIGNATED EMPLOYER REPRESENTATIVE (DER)

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

Michael S. Troyan **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

Michael S. Troyan **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

Michael S. Troyan **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

Michael S. Troyan **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

Michael S. Troyan **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

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

ORGANIZATIONAL MEETING (continued):

BOARD OF ZONING APPEALS

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

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that the Zoning Commission holds a minimum of ten (10) 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.**

ZONING REPORTS

Michael S. Troyan **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

Michael S. Troyan **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

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

CONVENTION EXPENSES

Michael S. Troyan 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

Michael S. Troyan **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 Patrick J. Cavanagh 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.**

ORGANIZATIONAL MEETING (continued):

CREDIT CARD POLICY

Michael S. Troyan **MOVED** seconded by Eugene T. McCune Jr. that no personal items shall be purchased using a township charge card or account. Only authorized personnel shall charge items on township accounts and charged items require a prior authorization on a requisition. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED**.

BANK DEPOSITORIES

Michael S. Troyan **MOVED** seconded by Patrick J. Cavanagh to designate as depositories of public monies the following: Middlefield Bank, and Star Ohio. **VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

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

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan 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.**

REALLOCATION OF APPROPRIATIONS WITHIN A FUND

Eugene T. McCune Jr. **MOVED** seconded by Patrick J. Cavanagh to authorize the Fiscal Officer to move (reallocate) appropriations from one appropriation program and/or object code within the same fund to another appropriation program and/or object code within the same fund to meet actual expenditure needs during the fiscal year that differ from those anticipated in the original appropriation resolution. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion **PASSED**.

UNUSED EQUIPMENT:

Eugene T. McCune Jr. **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.**

HEALTH DISTRICT REPRESENTATIVE:

Eugene T. McCune Jr. **MOVED** seconded by Michael S. Troyan to appoint Michael S. Troyan as Chairman & Patrick J. Cavanagh 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:

Eugene T. McCune Jr. **MOVED** seconded by Patrick J. Cavanagh to remain in compliance with electronic meeting requirements. **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

Held Auburn Township Administration Building January 10, 2024, Page 12

ORGANIZATIONAL MEETING (continued):

ADJOURNMENT:

Motion by Michael S. Troyan seconded by Eugene T. McCune Jr. to adjourn the meeting. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.
The meeting was adjourned at 9:11 PM.

Daniel J. Matsko, Deputy Fiscal Officer

Patrick J. Cavanagh, Chairman

Eugene T. McCune Jr., Vice Chairman

Michael S. Troyan, Trustee

Date Jan 22, 2024

Est. 1817

AUBURN
TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, January 8, 2024



REGULAR MEETING – 7:30 PM

PLEDGE OF ALLEGIANCE

OATH OF OFFICE:
- Patrick J. Cavanagh, Trustee
  01/01/2024 – 12/31/2027

GUEST:

MINUTE APPROVAL:
- Regular Meeting – December 18, 2023



SCHEDULED REPORTS:
- Emerick Gordon, Highway Superintendent

TRUSTEE & FISCAL OFFICER REPORTS:
- Patrick J. Cavanagh
- Eugene T. McCune Jr.
- Michael S. Troyan

OLD BUSINESS:
-

NEW BUSINESS:
- 2024 NOPEC Community Grant - $1500.00
- Quote received - $1080.00 / Hartman Electric for Town Hall lighting.
- Estate donation of Charles Eichler
- Nokes Museum Donation / $100 in memory of Ray Simpson & Coach Alan Hrabak

ORGANIZATIONAL MEETING

SAVE THE DATES:

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

Please Sign In

RECEIVED
JAN 08 2024
AUBURN TOWNSHIP

	Print Name	Resident	Non-Resident
1.	Deb Standley	✓	
2.	CARL SCHNEIDER	✓	
3.	DALE RYAN	✓	
4.	Joe DeBoth	✓	
5.	Paul Clemens	✓	
6.	Mike Cardon Deb Dell	✓	
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

AUBURN TWP ZONING REPORT

NOVEMBER 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					2
Comm Sub Lease,				2									2
Use Change													
Driveway Install/Expand						1							1
Dev Plan Review													
Denial						4	1	1	1	1			8
Duplex													
Ind Addition, Exist.Use													
Ind Use Change, SubLease													
Ind Fences													
Ind Remodeling													
Ind New Structure										1			1
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	2	4	2	1		23
Res Addition		1	2		1						1		5
Res Deck, Lake, Pond, Solar					1		3						4
Res Fences		1	1	4	1	4	1	3	1	1	1		18
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			1				3
Swim Pool Above Ground				1									1
Swim Pool In Ground				2			3		1		1		7
Transient Vendor													
Variance/Cond Use/	1				1	5	1	1	1	1			11
Voided Receipts/Copies/Other					2	1					1		4
TOTAL ISSUED/PROCESSED	3	5	9	15	8	22	10	8	9	6	5		101

AUBURN TWP ZONING REPORT

DECEMBER 2023

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions													1
Amendment													
Billboard													
Commercial Additions													
Comm Fence				1									1
Comm New													1
Comm Remodel													
Comm Sign						1		1					2
Comm Sub Lease, Use Change				2									2
Driveway Install/Expand						1							1
Dev Plan Review													
Denial						4	1	1	1	1		2	10
Duplex													
Ind Addition, Exist.Use													
Ind Use Change, SubLease													
Ind Fences													
Ind Remodeling													
Ind New Structure										1			1
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	2	4	2	1		24
Res Addition		1	2		1						1		5
Res Deck, Lake, Pond, Solar					1		3						4
Res Fences		1	1	4	1	4	1	3	1	1	1		18
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			1			1	4
Swim Pool Above Ground				1									1
Swim Pool In Ground				2			3		1		1		7
Transient Vendor													
Variance/Cond Use/	1				1	5	1	1	1	1		2	13
Voided Recei ts/Co ies/Other					2	1					1		4
TOTAL ISSUED/PROCESSED	3	5	9	15	8	22	10	8	9	6	5	7	108

RECEIVED
DEC 29 2023
AUBURN TOWNSHIP

December 27, 2023

Our check payable to Auburn Museum in memory of:

1) Ray Simpson $50.00 - Mrs. JoAnn Simpson and Family
18096 Munn Rd. Auburn 44023

2) Alan Hrabak ("Coach") $50.00 – Mr. Thomas Hrabak and Family, 10531 E Washington St., Auburn 44023

From: Bill and Linda Nokes

$ 100.00

3145

Payment Listing

January 2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2024	01/10/2024	01/07/2024	CH	MEDICAL MUTUAL OF OHIO	$28,916.15	O
2-2024	01/08/2024	01/07/2024	CH	SUN LIFE FINANCIAL	$248.00	O
8139	01/08/2024	01/08/2024	AW	HELENE'S CUISINE	$300.00	O
8140	01/08/2024	01/08/2024	AW	WEX BANK	$1,242.32	O
8141	01/08/2024	01/08/2024	AW	ULLMAN OIL CO,	$958.32	O
8142	01/08/2024	01/08/2024	AW	OHIO EDISON	$24.18	O
8143	01/08/2024	01/08/2024	AW	WINDSTREAM WESTERN RESERVE INC.	$113.57	O
8144	01/08/2024	01/08/2024	AW	WINDSTREAM WESTERN RESERVE INC.	$84.92	O
8145	01/08/2024	01/08/2024	AW	WINDSTREAM WESTERN RESERVE INC.	$198.94	O
8146	01/08/2024	01/08/2024	AW	DOMINION EAST OHIO	$1,558.90	O
8147	01/08/2024	01/08/2024	AW	WASTE MANAGEMENT WESTERN RESERV	$364.72	O
8148	01/08/2024	01/08/2024	AW	MATTHEW BLOWERS	$940.00	O
8149	01/08/2024	01/08/2024	AW	TRIVISTA-OHIO	$394.62	O
8150	01/08/2024	01/08/2024	AW	Dex Imaging, LLC	$7.00	O
8151	01/08/2024	01/08/2024	AW	GEAUGA COUNTY TOWNSHIP ASSOCIATI(	$455.00	O
8152	01/08/2024	01/08/2024	AW	ARIS	$267.00	O
8153	01/08/2024	01/08/2024	AW	WINDSTREAM WESTERN RESERVE INC.	$164.65	O
8154	01/08/2024	01/08/2024	AW	GILLMORE SECURITY SYSTEMS,INC.	$202.50	O
8155	01/08/2024	01/08/2024	AW	GILLMORE SECURITY SYSTEMS,INC.	$388.50	O
8156	01/08/2024	01/08/2024	AW	MINUTEMAN PRESS	$213.09	O
8157	01/08/2024	01/08/2024	AW	BESTCO HARTFORD	$3,395.53	O
8158	01/08/2024	01/08/2024	AW	GEAUGA COUNTY MAPLE LEAF	$82.35	O
8161	01/08/2024	01/08/2024	AW	STAPLES ADVANTAGE	$127.26	O
8162	01/08/2024	01/08/2024	AW	SAMS CLUB	$322.32	O
8163	01/08/2024	01/08/2024	AW	21st Century Media-Ohio	$151.25	O
				Total Payments:	$41,121.09	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$41,121.09	

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.

Dan Matzko
1-8-24

AUBURN TOWNSHIP, GEAUGA COUNTY

Bank Reconciliation

Reconciled Date 12/31/2023

Posted 12/31/2023 2:55:15 PM

Prior UAN Balance:		$2,211,932.90
Receipts:	+	$42,635.49
Payments:	-	$459,651.69
Adjustments:	+	$0.02
Current UAN Balance as of 12/31/2023:		$1,794,916.72
Other Adjusting Factors:	+	$0.00
Adjusted UAN Balance as of 12/31/2023:		$1,794,916.72
Entered Bank Balances as of 12/31/2023:		$1,805,867.75
Deposits in Transit:	+	$0.00
Outstanding Payments:	-	$10,951.03
Outstanding Adjustments:	+	$0.00
Other Adjusting Factors:	+	$0.00
Adjusted Bank Balances as of 12/31/2023:		$1,794,916.72

Balances Reconciled

Dan Mathias
1-8-24

Outstanding Payments

Reconciled Date 12/31/2023

Posted 12/31/2023 2:55:15 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	8034	10/16/2023	GREG FEDELE	$300.00
PRIMARY	Warrant	8088	11/20/2023	VISA	$196.61
PRIMARY	Warrant	8111	12/04/2023	GUTOSKEY & ASSOCIATES, INC.	$1,100.00
PRIMARY	Warrant	8131	12/18/2023	DOMINION EAST OHIO	$1,389.62
PRIMARY	Warrant	8135	12/18/2023	AURORA CARPET CLEANING	$7,964.80
					$10,951.03