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 Michael S. Troyan. All Trustees were present.

The Pledge of Allegiance was led by Matt England.

Motion by Eugene T. McCune Jr. seconded by Patrick J. Cavanagh to approve the minutes of the Regular Meeting of the Board of Trustees held on May 6, 2024. VOTE: McCune Jr., yes; Cavanagh, yes, Troyan, yes. The motion passed.

GUESTS:

Matt England was present representing Auburn Boy Scout Troop 101 who is hosting the 4th of July Picnic and Parade at the fire station. The parade will commence at 10:00am from the Meadows sub-division, off Auburn Road. Trustee McCune indicated it is a township event organized by the Boy Scouts, therefore, covered by township liability insurance.

There will be a website advertised for further information about the event. Chief Phillips will arrange for traffic control through the Sherriff's office and the Boy Scouts will handle the post parade picnic and donate profits to a Veteran's Association.

SCHEDULED REPORTS:

Chief John Phillips, AVFD, presented a Year-to-Date Statistics Report comparing 300 year-to-date calls in 2024 to 298 calls in 2023. The percentage of multiple calls was 24.66% for January-April 2024 compared to 25.83% in 2023.

Chief Phillips reported the department is looking for a new vendor to give a quote for drilling a deeper well at the station.

Eugene T. McCune Jr. reported he met with the soil scientist at the park and is waiting on a report. Ohio Department of Natural Resources has paused the NatureWorks Grant Program.

Trustee McCune Jr. attended the annual Auburn School Alumni Reunion at Adam Hall. It was very well attended, and everyone had a great time. He presented a Proclamation to Robert Cavanagh from the Board of Trustees for the oldest living graduate of Auburn School.

Patrick J. Cavanagh reported John Szoka announced he will be retiring on September 1, 2024. Job postings will be needed for both him and Emerick Gordon's position.

Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since May 7, 2024, listing 13 electronic payments processed ($58,312.51) and 15 warrants processed ($26,893.80) totaling $85,206.31.

Mr. Matsko reported the hiring of an assistant to the fiscal office is on hold. The prosecutor's office indicated that there might be a conflict of interest with Christine Blaser also being the treasurer of the Auburn Volunteer Fire Department. An Advisory Opinion has been requested by Dan Matsko from the Ohio Ethics Commission.

NEW BUSINESS:

Michael S. Troyan reported the Fire Department annual clam bake is tentatively set for Saturday, September 21, 2024. The Community Picnic at Auburn Community Park will be pushed back to Saturday, 28, 2024.

Trustee Troyan received a quote from G. W. Construction for water damage repairs at Adam Hall Community Center. The Trustees postponed a decision on the repairs until the roof could be looked at for the source of the leak.

ADJOURNMENT:

Motion by Michael S. Troyan seconded by Patrick J. Cavanagh to adjourn the meeting. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed. The meeting was adjourned at 7:59 p.m.

ADJOURNMENT (continued):

Daniel J. Matsko, Fiscal Officer

Michael S. Troyan, Chairman

Patrick J. Cavanagh, Vice-Chairman

Eugene T. McCune Jr., Trustee

6.3.2014

Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, May 20, 2024



CALL TO ORDER -7:30 PM
- Michael S. Troyan, Trustee Chairman

PLEDGE OF ALLEGIANCE

GUEST: Matt England, July 4th Picnic & Parade

MINUTE APPROVAL:
- Regular Meeting – May 6, 2024

SCHEDULED REPORTS:
- Chief Phillips, AVFD

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

OLD BUSINESS:
- NatureWorks Grant / Proposed Auburn Community Park restroom facility

NEW BUSINESS:
- Community Picnic – September 28, 2024
- Quote from G.W. Construction / Adam Hall repairs.

SAVE THE DATE:

5/20/24 - Board of Trustees Regular Meeting / Auburn Administration Bldg. / 7:30pm
5/26/24 – Memorial Day Event /8:45am Mapleshade /9:00am Adam Hall /10:00am Shady Side
5/30 & 5/31 – Senior Trash Pick-Up Event. MUST PRE-REGISTER with the Geauga County Dept. on Ageing – 440-279-2130
6/01/24 – Resident Large Item Trash Drop Off Event – Adam Hall Community Center, 8:00am – 1:00pm
6/03/24 – Board of Trustees Regular Meeting / Auburn Administration Bldg. / 7:30pm

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

MAY 20 2024

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	Nanette Shirdan		X
2.	CARL SCHNEIDER	✓	
3.	MATT ENGLAND		X
4.	DALE RYAN	↘	
5.	Deb Standley	✓	
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Payment Listing

5/7/2024 to 5/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
69-2024	05/07/2024	05/11/2024	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
70-2024	05/07/2024	05/11/2024	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	$12,701.74	O
71-2024	05/08/2024	05/11/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$84.92	O
72-2024	05/08/2024	05/11/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$110.34	O
73-2024	05/08/2024	05/11/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$113.20	O
74-2024	05/08/2024	05/11/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$134.61	O
75-2024	05/08/2024	05/11/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$198.42	O
76-2024	05/13/2024	05/16/2024	CH	DELTA DENTAL	$756.99	O
77-2024	05/14/2024	05/16/2024	CH	BUREAU OF WORKERS COMPENSATION	$655.24	O
78-2024	05/14/2024	05/16/2024	CH	BESTCO HARTFORD	$3,388.72	O
79-2024	05/15/2024	05/16/2024	CH	MEDICAL MUTUAL OF OHIO	$19,971.90	O
80-2024	05/16/2024	05/16/2024	CH	AHOLA CORPORATION	$18,639.57	O
81-2024	05/16/2024	05/16/2024	CH	VISION SERVICE PLAN - (OH)	$256.86	O
8304	05/08/2024	05/08/2024	AW	CASH	$25.00	O
8305	05/20/2024	05/20/2024	RW	EILEEN BARTOLONE	$300.00	O
8306	05/20/2024	05/20/2024	AW	WINDSTREAM WESTERN RESERVE INC.	$120.64	O
8307	05/20/2024	05/20/2024	AW	MATTHEW BLOWERS	$1,475.00	O
8308	05/20/2024	05/20/2024	AW	KINETICO QUALITY WATER SYSTEMS	$48.40	O
8309	05/20/2024	05/20/2024	AW	WASTE MANAGEMENT WESTERN RESER\	$365.03	O
8310	05/20/2024	05/20/2024	AW	SAMS CLUB	$591.03	O
8311	05/20/2024	05/20/2024	AW	MORTON SALT	$19,271.10	O
8312	05/20/2024	05/20/2024	AW	ILLUMINATING CO.	$3,482.48	O
8313	05/20/2024	05/20/2024	AW	GOVERNMENT FORMS AND SUPPLIES	$111.28	O
8314	05/20/2024	05/20/2024	AW	PENS.COM	$255.30	O
8315	05/20/2024	05/20/2024	AW	VISA	$414.72	O
8316	05/20/2024	05/20/2024	AW	WINDSTREAM WESTERN RESERVE INC.	$229.73	O
8317	05/20/2024	05/20/2024	AW	QUADIENT	$56.85	O
8318	05/20/2024	05/20/2024	AW	WINDSTREAM WESTERN RESERVE INC.	$147.24	O
				Total Payments:	$85,206.31	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$85,206.31	

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 Matcho
5-20-24

FISCAL OFFICER REPORT MAY 20, 2024

PAYMENT LISTING

• 13 ELECTRONIC PAYMENTS PROCESSED:	$ 58,312.51
• 15 WARRANTS PROCESSED:	$ 26,893.80
TOTAL:	$ 85,206.31

Fiscal officer Dan Matsko presented the payment listing for payments processed since MAY 7, 2024.

Dan Matsko reported the hiring of an assistant to the fiscal office is on hold. The prosecutor's office indicated that there might be a conflict of interest with Christine Blaser also being the treasurer of the Auburn Volunteer Fire Department. An Advisory Opinion has been requested by Dan Matsko from the Ohio Ethics Commission.

Dan Matsko
5-20-24

COPY

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

AUBURN TOWNSHIP

FISCAL OFFICER:
Daniel J. Matsko

www.auburntownship.com

440.543.7028 440.543.9520 fax 11010 Washington Street Auburn Township, OH 44023

May 9, 2024

I, Daniel J Matsko Fiscal Officer of Auburn Township in Geauga County is requesting an advisory opinion of the Ohio Ethics Commission regarding my ability to hire a specific individual as my assistant while not posing a conflict of interest.

ORC 507.021 allows the township fiscal officer to hire and appoint one or more persons as the fiscal officer finds necessary to provide assistance to the township fiscal officer. Auburn Township advertised in the local newspaper for three separate weeks for such a person. This person would be limited to processing payables and receivables, timesheets for payroll processing and taking minutes at the board of trustees meeting in my absence. We received only one qualified applicant, the current treasurer of the Auburn Volunteer Fire Department.

Auburn Township currently has a contractual agreement with the Ohio non-profit corporation, Auburn Volunteer Fire Department, Inc. for the purpose of providing fire protection and emergency medical services for Auburn Township.

If hired this person would be a public employee while working for a private corporation that contracts with the township. In the Ohio Ethics Commission "Conflict of Interests Facts Sheet" under the heading **Public Servants and Outside Businesses**: *People who serve in the public sector often also have private outside businesses. Some may have a full or part-time job in addition to public service, some may do consulting work, or some may even own their own companies.*
In most situations, the Ethics Law does not prohibit a public official or employee from engaging in private employment or business activity. However, a public official or employee must follow certain restrictions when working an outside job or running a business.

Then listed are various restrictions prohibiting employees from doing. I did not see any instance where the future intended employee would benefit illegally or unethically by holding both positions.

None of the responsibilities performed as an assistant to the fiscal officer while treasurer of the fire department will require any decision making regarding the financial oversight of either organization.

Please advise specific to this situation if the township hiring the current treasurer of the Auburn Volunteer Fire Department while retaining that position would create a conflict of interest.

Sincerely,

Daniel J Matsko

AUBURN TOWNSHIP

Dan Matsko
Fiscal Officer
11010 Washington Street
Auburn Township, Ohio 44023

Email:
dmatsko@auburntownship.com

Phone:
(440) 543-7028 (Work)
(440) 479-4494 (Cell)

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: May 9, 2024

RE: Auburn Fire YTD Statistics (2024 vs 2023)

	Jan-Apr 2024	**Jan-Apr 2023**
EMS Calls	198	159
Fire Calls	102	139
Total Calls	**300**	**298**
Mutual Aid Given	49	56
Mutual Aid Received	15	23
Total Transports	137	117
Total Non-Transports	76	56
Total Transfer to other Agency	0	0
Total Patients	**213**	**173**
Percentage of Multiple Calls*	**22.66%**	**25.83%**

*****01/01/2024 to 04/30/2024*****
***see multiple calls report for details**

Sincerely,

Captain Nicholas M. Tomaselli

Month	Double	Triple	Quadruple	Quintuple	Septuplet	Monthly Total
January 2024	7	2				9
February 2024	7	3				10
March 2024	4	1				5
April 2024	7					7
May 2024						
June 2024						
July 2024						
August 2024						
September 2024						
October 2024						
November 2024						
December 2024						
TOTAL	25	6				31

YTD Occurrences: 31

Total # of Calls: 68 calls
Dept. Total YTD: 300 calls

Percentage of Multiple Calls- 22.66%

Report from 01/01/2024 to 04/30/2024

2024 Memorial Day Ceremony Agenda

Sunday, May 26, 2024

8:45am Mapleshade; 9:00am Adam Hall; 10:00am Shady Side

8:45 am – Maple Shade Cemetery Wreath Laying Service

1. Invocation by ***George Petrich,*** County Chaplin
2. Wreath laying ceremony.
3. Volley & Taps, ***Elise Flinders,*** Kenston class of 2024

9:00 am - Adam Hall Community Center

1. Assemble at Adam Hall Community Center to bagpipe music
2. Welcome & Pledge of Allegiance
3. "America", ***Marin Carlson,*** Kenston class of 2026.
4. ***Pastor Ron Miller,*** New Hope Christian Fellowship, offers prayer
5. Reading of Names
6. Selection by bagpiper, ***Bruce Greig***
7. Trustee, Patrick J. Cavanagh, introduces guest speaker Colonel Mark S. Jimmison
8. ***Colonel Mark S. Jimison, Branch Head, Reserve Affairs Manpower Headquarters, U.S. Marine Corps***
9. Bagpiper plays as everyone exits to reconvene at Shadyside Cemetery

Shadyside Cemetery Ceremony – (approximately) 10:00 AM

1. Color Guard marches to dedication site
2. "Star Spangled Banner", ***Marin Carlson,*** Kenston class of 2026
3. Invocation by ***George Petrich,*** County Chaplin
4. Lowering and folding of the American Flag – Auburn Boy Scout Troop 101
5. Flag presentation to guest speaker Congressman Dave Joyce
6. Raising of American and POW/MIA Flags
7. Raising of Armed Services Flags by Auburn Cub Scouts & Auburn Boy Scouts
    a. Army
    b. Marines
    c. Navy
    d. Air Force
    e. Coast Guard
    f. Merchant Marine
8. Amazing Grace - *Bruce Greig*, Bagpiper
9. Laying of wreaths
10. Volley & Taps –***Elise Flinders,*** Kenston class of 2024



The Auburn Township Board of Trustees, Fiscal Officer and Veterans Committee wish to thank everyone who stepped forward to make this Memorial Day Observance a success. Please join us at the annual one day opening of the Auburn Museum after the ceremonies.