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 Geauga County Auditor, Charles A. Walder.

GUESTS:

Charles E. Walder, Geauga County Auditor, was present and discussed the accidental collection of an expired Road and Bridge Levy in Auburn Township for 2020, 2021 and 2022.

Per ORC. 319.46 the collected money plus interest must be paid back to the residents. The County Auditor is to notify the Board of Revisions who will Certify the amount required to reimburse. Auditor Walder advised the total was approximately $700,000.

Mr. Walder recommended the township pursue a tax anticipation note. He explained that a tax anticipation note is a type of debt security issued by a state or local government to raise money for a capital project. The township would use inside milage as collateral for the note.

Discussion ensued regarding the multiple entities that share responsibility for the collection of this levy after it expired in 2015. Mr. Walder stated all administrative costs will be paid by the County. He did feel that the anomaly of renewing levies early contributed to the confusion.

MINUTE APPROVAL:

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 June 3, 2024. VOTE: McCune Jr., yes; Cavanagh, yes, Troyan, yes. The motion passed.

SCHEDULED REPORTS:

Chief John Phillips, AVFD, presented a Year-to-Date Statistics Report comparing 387 year-to-date calls in 2024 to 377 calls in 2023. The percentage of multiple calls was 21.70% for January-May 2024 compared to 19.94% in 2023.

Chief Phillips presented the contract from Valley Fire District to purchase a used 2008 rescue vehicle for $10,000.00.

Eugene T. McCune Jr. met with Shane Wohlken, Land Steward Western Reserve Land Conservancy, and did a walk-through of Auburn Community Park on August 5th. Trustee McCune Jr. reported phase II of the 2024 cemetery monument restoration phase is in progress. The restoration is being funded by the generous donation from the Auburn Community Church when they closed their doors.

Patrick J. Cavanagh reported the Capital Improvement Project of Road Resurfacing is ahead of schedule.

Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since June 3, 2024, listing 16 electronic payments processed ($63,983.22) and 24 warrants processed ($16,066.49) totaling $80,049.71.

Dan Matsko reported the search for an assistant to the Fiscal Officer is complete. Lorraine Sevich was interviewed and is being recommended for the position.

Resume:

April 2017 to November 2018 - Part-time Board Secretary for South Russell Village. Lorraine performed administrative functions and minutes for the Architecture Board of Review, the Planning Commission and Zoning Board of Appeals.

RESUME (cont.)

May 2019 to October 2023 - Full-time - Assistant Zoning Inspector, Zoning Secretary, Administrative Assistant and Cemetery Sexton in Newbury Township.

Dan Matsko is requesting approval from the Board of Trustees to act as the authorized signer enabling Auburn Township to participate in the Kroger Opioid Settlement. Similar documents were received in April 2023 with action required for the Teva, CVS, Walgreens, and Walmart National Opioid Settlements. Approval was given at that time.

Motion by Michael S. Troyan seconded by Eugene T. McCune Jr. to authorize Dan Matsko to act as the authorized signer and participate for the township in the Kroger Opioid Settlement. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

Motion by Patrick J. Cavanagh seconded by Eugene T. McCune Jr. to hire Lorraine Sevich as Assistant to the Fiscal Officer at a starting wage of $28.00 per hour. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed

NEW BUSINESS:

Michael S. Troyan reported Geauga Health Department has requested to collect mosquitoes on our township properties for research.

Motion by Michael S. Troyan seconded by Eugene T. McCune Jr. to allow Geauga Health Department to use Adam Hall, Town Hall and/or the Park to collect mosquitoes for their research. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

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 8:27 p.m.

Daniel J. Matsko, Fiscal Officer

Michael S. Troyan, Chairman

Patrick J. Cavanagh, Vice-Chairman

Eugene T. McCune Jr., Trustee

July 1, 2024
Date

Est. 1817

AUBURN
TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, June 17, 2024

auditor.geauga.oh.gov

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

PLEDGE OF ALLEGIANCE

GUEST: Charles E. Walder, Geauga County Auditor

MINUTE APPROVAL:
- Regular Meeting – June 3, 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
- Quote from G.W. Construction / Adam Hall repairs.
- Shadyside Phase II

NEW BUSINESS:
- Geauga Health Department's request to collect mosquitoes on township property

SAVE THE DATE:

6/17/24 – Board of Trustees Regular Meeting / Auburn Administration Bldg. / 7:30pm
6/19/24 – Juneteenth, office closed
6/27/24 - ZC Regular Meeting / Auburn Administration Bldg. / 7:00pm
7/01/24 – Board of Trustees Regular Meeting / Auburn Administration Bldg. / 7:30pm
7/04/24 – 4th of July Picnic & Parade – 11:00 a.m. https://sites.google.com/view/auburn-4th-of-july-parade/welcome
7/05/24 – Auburn/Bainbridge Fireworks Event / Kenston High School Campus (rain date 7/7/24)
7/09/24 – BZA Regular Meeting / Auburn Administration Bldg. / 7:00pm
7/11/24 - ZC Regular Meeting / Auburn Administration Bldg. / 7:00pm

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

JUN 17 2024

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	CARL SCHNEIDER	✓	
2.	HARRY STAPLE	✓	
3.	CHUCK WALDOCK		✓
4.	DALE RYAN	✓	
5.	Deb Standley	✓	✓
6.	LORRAINE SMITH		
7.	Ann W ML		
8.			
9.			
10.			
11.			
12.			
13.			
14.			

FISCAL OFFICER REPORT JUNE 17, 2024

PAYMENT LISTING

• 16 ELECTRONIC PAYMENTS PROCESSED:	$ 63,983.22
• 24 WARRANTS PROCESSED:	$ 16,066.49
TOTAL:	$ 80,049.71

Fiscal officer Dan Matsko presented the payment listing for payments processed since JUNE 3, 2024.

Dan Matsko reported the search for an assistant to the fiscal officer is complete. Lorraine Sevich was interviewed and is being recommended for the position.
Resume:

April 2017 to November 2018

Part time Board Secretary for South Russell Village. Lorraine performed administrative functions and minutes for the Architecture Board of Review, the Planning Commission and Zoning Board of Appeals.

May 2019 to October 2023

Full time – As Assistant Zoning Inspector, Zoning Secretary, Administrative Assistant and Cemetery Sexton. NEWBURY TWP.

Dan Matsko is requesting approval from the Board of Trustees to act as the authorized signer enabling Auburn Township to participate in the Kroger Opioid Settlement. Similar documents were received in April 2023 with action required for the Teva, CVS, Walgreens, and Walmart National Opioid Settlements. Approval was given at that time.

Dan Matsko 6/17/24

Payment Listing

6/4/2024 to 6/30/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
85-2024	06/04/2024	06/10/2024	CH	SUN LIFE FINANCIAL	$229.49	O
86-2024	06/05/2024	06/10/2024	CH	WEX BANK	$648.90	O
87-2024	06/10/2024	06/10/2024	CH	DELTA DENTAL	$756.99	O
88-2024	06/11/2024	06/13/2024	CH	OHIO DEFFERRED COMPENSATION	$1,330.00	O
89-2024	06/11/2024	06/13/2024	CH	TREASURER OF THE STATE OF OHIO	$100.00	O
90-2024	06/11/2024	06/13/2024	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
91-2024	06/11/2024	06/13/2024	CH	BESTCO HARTFORD	$3,388.72	O
92-2024	06/11/2024	06/13/2024	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	$12,840.03	O
93-2024	06/11/2024	06/13/2024	CH	MEDICAL MUTUAL OF OHIO	$19,971.90	O
94-2024	06/12/2024	06/13/2024	CH	TREASURER OF STATE OF OHIO	$948.00	O
95-2024	06/13/2024	06/13/2024	CH	AHOLA CORPORATION	$21,160.55	O
96-2024	06/17/2024	06/17/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$84.92	O
97-2024	06/17/2024	06/17/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$113.20	O
98-2024	06/17/2024	06/17/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$198.42	O
99-2024	06/17/2024	06/17/2024	CH	BUREAU OF WORKERS COMPENSATION	$655.24	O
100-2024	06/17/2024	06/17/2024	CH	VISION SERVICE PLAN - (OH)	$256.86	O
8331	06/13/2024	06/13/2024	AW	VALLEY FIRE DISTRICT	$1,000.00	O
8332	06/17/2024	06/16/2024	RW	MIRACLE FARM RESCUE / BARB SASAK	$20.00	O
8333	06/17/2024	06/16/2024	RW	JENNIFER DEWITT	$300.00	O
8334	06/17/2024	06/16/2024	RW	MERCEDES WALLACK	$150.00	O
8335	06/17/2024	06/17/2024	AW	THE FLAG STORE, LLC	$1,572.32	O
8336	06/17/2024	06/17/2024	AW	DANIEL MATSKO	$806.00	O
8337	06/17/2024	06/17/2024	AW	CHARLES E. HARRIS & ASSOCIATES, INC	$7,800.00	O
8338	06/17/2024	06/17/2024	AW	NeoSoils, Inc.	$800.00	O
8339	06/17/2024	06/17/2024	AW	MATTHEW BLOWERS	$275.00	O
8340	06/17/2024	06/17/2024	AW	SUNRISE SPRINGS WATER COMPANY	$89.75	O
8341	06/17/2024	06/17/2024	AW	ARIS	$121.50	O
8342	06/17/2024	06/17/2024	AW	DOMINION EAST OHIO	$413.29	O
8343	06/17/2024	06/17/2024	AW	WASTE MANAGEMENT WESTERN RESERV	$362.23	O
8344	06/17/2024	06/17/2024	AW	GEAUGA COUNTY DEPT OF WATER RESO	$151.34	O
8345	06/17/2024	06/17/2024	AW	JOHN PHILLIPS	$733.80	O
8346	06/17/2024	06/17/2024	AW	WINDSTREAM WESTERN RESERVE INC.	$110.34	O
8347	06/17/2024	06/17/2024	AW	WINDSTREAM WESTERN RESERVE INC.	$231.65	O
8348	06/17/2024	06/17/2024	AW	GILLMORE SECURITY SYSTEMS,INC.	$202.50	O
8349	06/17/2024	06/17/2024	AW	KINETICO QUALITY WATER SYSTEMS	$48.40	O
8350	06/17/2024	06/17/2024	AW	GEAUGA COUNTY TOWNSHIP ASSOCIATI	$175.00	O
8351	06/17/2024	06/17/2024	AW	21st Century Media-Ohio	$113.65	O
8352	06/17/2024	06/17/2024	AW	SAMS CLUB	$52.22	O
8353	06/17/2024	06/17/2024	AW	CASH	$200.00	O
8354	06/17/2024	06/17/2024	AW	BUCKLEY GROUP, LLC	$337.50	O
				Total Payments:	$80,049.71	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$80,049.71	

Dan Matsko 6/17/24

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM -

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: June 17, 2024

RE: Auburn Fire YTD Statistics (2024 vs 2023)

	Jan-May 2024	**Jan-May 2023**
EMS Calls	254	217
Fire Calls	133	160
Total Calls	**387**	**377**
Mutual Aid Given	69	73
Mutual Aid Received	19	29
Total Transports	171	154
Total Non-Transports	108	83
Total Transfer to other Agency	1	0
Total Patients	**280**	**237**
Percentage of Multiple Calls*	**21.70%**	**19.94%**

*****01/01/2024 to 05/31/2024*****
***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	8					8
June 2024						
July 2024						
August 2024						
September 2024						
October 2024						
November 2024						
December 2024						
TOTAL	33	6				39

YTD Occurrences: 39

Total # of Calls: 84 calls
Dept. Total YTD: 387 calls

Percentage of Multiple Calls- 21.70%

Report from 01/01/2024 to 05/31/2024

Cemetery report for January to June 2024

Graves sold: Susan Plavcan(2), Michael Cardaman(2), Louis Greitzer(1)

Internments: Shirley Skala, Theodore Holt Jr., Louis Greitzer, Miles Boozer

Poured 6 footers for monuments before Memorial Day, seeded graves and cut back shrubs.

Stonehugger Cemetery Restoration came in June 13th to start on approximately 50 stones to repair or reset at Shadyside cemetery, work is to last approximately 14 days.