RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEE REGULAR Meeting

Auburn Township Administration Building November 4, 2024 Page 1

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

Held _____ 20 _____

The regular meeting of the Auburn Township Board of Trustees was called to order at 7:30 p.m. by Trustee Chairman Michael S. Troyan. All three Trustees were present.

The Pledge of Allegiance was led by resident Tom Jones.

MINUTE APPROVAL:

Motion by Patrick J. Cavanagh, seconded by Eugene T. McCune Jr., to approve the minutes of the Regular Trustees Meeting held on October 21, 2024. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

SCHEDULED REPORTS:

Mr. Frank Kitko, Zoning Inspector, submitted a Zoning report reflecting 11 applications submitted in the month of October 2024.

Mr. Michael Fenstermaker, Highway Superintendent, reported that with the warm and dry weather, the road department has been focusing on patching various roads with hot mix asphalt. This is also the time of year for maintenance on vehicles in preparation of the snowplow season.

Mr. Fenstermaker also reported that there have been issues with someone dumping trash on Crackel Road near Thorpe Road. In each instance, a sheriff's report was made.

All requests made by residents have been addressed for this season. These include ditches, roadside mowing, asphalt repair and blocked cross pipe.

Because of high winds on Thursday, October 31, 2024, a tree came down on Valley Road that was removed from the roadway.

TRUSTEE & FISCAL OFFICER REPORTS:

Eugene T. McCune Jr. reported that he received a call from some parents that were concerned about a drain tile pipe that caved in at the Auburn Township Community Park. Mr. Fenstermaker noted there was a depression in a field from ground that settled over a drainpipe. Mr. Fenstermaker is getting an estimate on the repair.

Mr. McCune reported that he sent a contract from Hess and Associates Engineering, Inc., to the assistant prosecuting attorney, Kristen Rine, for review. This contract was for the proposed work at Auburn Community Park. Ms. Rine had more questions that had to be addressed. Mr. McCune will continue to work on this.

Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since October 22, 2024 - listing 8 electronic payments processed for $20,526.27, and 15 warrants processed for $9481.86 totaling $30,008.13.

He presented the following October bank reconciliation and savings account balances totaling $3,016,784.96 as of September 30, 2024: Primary Checking account balance $1,804,793.63; Star Ohio balance $1,211,991.33.

Mr. Matsko spoke about Resolution Number 2024-25, which addressed the permanent reallocation of funds that were necessary per prior Resolution Number 2023-35. For the establishment of a capital project fund for the purpose of the acquisition of a single axle dump truck with plow, pursuant to and as allowed by the Ohio Revised Code 5705.13(c).

Motion made by Patrick J. Cavanagh and seconded by Michael S. Troyan to adopt Resolution Number 2024-25 for the reallocation of $60,000 from Gasoline Tax Fund 2021 to Capital Projects Vehicle Fund 4903. VOTE: McCune Jr., yes, Cavanagh, yes; Troyan, yes. The motion passed.

Mr. Matsko shared that with the results of the last audit for Auburn Township, the Township is required to deposit checks within 48 hours of receipt. Mr. Matsko suggested the Township acquire a scanner to record check deposits for the bank. The cost for the scanner is $75.00 per month. After some discussion of how best to ensure that timely deposits are made, the scanner was decided as the best option.

Motion made by Patrick J. Cavanagh and seconded by Michael S. Troyan to acquire a scanner with the monthly fee of $75.00 for the purpose of check deposits to Middlefield Bank. VOTE: McCune Jr., yes, Cavanagh, yes; Troyan, yes. The motion passed.

OLD BUSINESS:

Mr. Cavanagh addressed the open position in the Road / Service Department. He stated that the Trustees conducted interviews and have selected applicant Nathan Munn as the new employee for the Road/Service Department. The position will be offered to Nathan Munn with the starting salary of $22.00 an hour, and a hire date of November 4, 2024.

A Motion was made by Patrick J. Cavanagh seconded by Michael Troyan to hire applicant Nathan Munn for the position of Road/ Service Department employee, at the salary of $22.00 per hour. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

NEW BUSINESS:

Mr. Troyan reported that Auburn Township submitted a 2024 MORE Grant Program Application in the amount of $1000.00, to help with the purchase of safety PPE, safety equipment and steel toed boots for road department employees.

A Motion was made by Michael S. Troyan seconded by Patrick J. Cavanagh to apply monies if received from the 2024 More Grant toward footwear and PPE for the Road/Service Department. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

Mr. Cavanagh noted that Auburn Township Policy requires all road department employees to carry a cell phone, and the township is to pay the employee a stipend of $50 per month.

A Motion was made by Patrick J. Cavanagh seconded by Michael Troyan to pay newly hired employee Peter Oravecz a $50 per month stipend towards his personal cell phone contract retroactive to his start date. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

Mr. Troyan reported positions on Auburn Zoning Board were expiring in 2025.

A Motion was made by Michael S. Troyan seconded by Patrick J. Cavanagh to advertise for letters of interest for open positions on the Zoning Commission and Board of Zoning Appeals. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

Mr. Cavanagh noted that Weaver Tree and failed to remove the tree debris from the tree they had taken down. A resident on Washington Street had asked if he could take the tree for firewood and permission was granted.

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

Held _____ 20 _____

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 8:09 p.m.

Daniel J. Matsko, Deputy Fiscal Officer

Patrick J. Cavanagh, Chairman

Eugene T. McCune Jr., Trustee

Michael S. Troyan, Trustee

Nov 18, 2024

Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, November 4, 2024

7:00 PM – RECORDS COMMISSION PUBLIC HEARING

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

PLEDGE OF ALLEGIANCE

GUEST:
- Ron Dinardo, Kowit & Company

MINUTE APPROVAL:
- Regular Meeting – October 21, 2024



Tuesday, NOVEMBER 5th
6:30am – 7:30pm
Adam Hall Community Center

SCHEDULED REPORTS:
- Frank Kitko, Zoning Inspector
- Michael Fenstermaker, Highway Superintendent

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

OLD BUSINESS:
- Open positions at Road Department

NEW BUSINESS:
- OTARMA MORE Grant / $1,000
- Accepting letters of interest / 2025 Auburn Zoning Boards
- Cell phone stipend / Pete Oravecz

SAVE THE DATE:

11/12/24 - BZA meeting / Auburn Administration Bldg. / 7:00pm
11/14/24 – Zoning Commission meeting / Auburn Administration Bldg. / 7:00pm
11/18/24 - Board of Trustees meeting / Auburn Administration Bldg. / 7:30pm
11/28/24 – Thanksgiving Holiday – office closed
12/02/24 - Board of Trustees meeting / Auburn Administration Bldg. / 7:30pm
12/10/24 – BZA meeting / Auburn Administration Bldg. / 7:00pm
12/12/24 – Zoning Commission meeting / Auburn Administration Bldg. / 7:00pm
12/16/24 - Board of Trustees meeting / Auburn Administration Bldg. / 7:30pm
12/25/24 – Holiday / Auburn offices closed.

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

NOV 04 2024

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	Deb Standley	✓	
2.	Morris Wein	✓	
3.	Danielle Szabo	✓	
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

FISCAL OFFICER REPORT NOVEMBER 4, 2024

Fiscal officer Dan Matsko presented the payment listing for payments processed since OCTOBER 21, 2024.

PAYMENT LISTING

• 8 ELECTRONIC PAYMENTS PROCESSED:	$ 20,526.27
• 15 WARRANTS PROCESSED:	$ 9,481.86
TOTAL:	$ 30,008.13

Fiscal officer Dan Matsko presented the OCTOBER Bank Reconciliation and savings account balances.

SAVINGS ACCOUNTS AS OF OCTOBER 31, 2024

• PRIMARY CHECKING ACCOUNT BALANCE:	$ 1,804,793.63
• STAR OHIO BALANCE:	$ 1,211,991.33
	$ 3,016,784.96

Dan Matsko

11-4-24

Payment Listing

10/22/2024 to 11/4/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
185-2024	10/22/2024	10/24/2024	CH	OHIO DEFFERRED COMPENSATION	$30.00	C
186-2024	10/22/2024	10/24/2024	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	C
187-2024	10/23/2024	10/24/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$110.52	C
188-2024	10/31/2024	11/01/2024	CH	AHOLA CORPORATION	$15,849.99	C
189-2024	10/31/2024	11/01/2024	CH	BURNHAM & FLOWER	$2,781.87	C
190-2024	11/04/2024	11/04/2024	CH	SUN LIFE FINANCIAL	$169.98	O
191-2024	11/04/2024	11/04/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$198.99	O
192-2024	11/04/2024	11/04/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$84.92	O
8543	10/28/2024	10/28/2024	AW	CASH	$50.00	O
8544	11/04/2024	11/04/2024	RW	PATRICIA PENDER	$300.00	O
8545	11/04/2024	11/04/2024	AW	CASH	$200.00	O
8546	11/04/2024	11/04/2024	AW	CASH	$250.00	O
8547	11/04/2024	11/04/2024	AW	OHIO EDISON	$21.96	O
8548	11/04/2024	11/04/2024	AW	QUADIENT	$156.85	O
8549	11/04/2024	11/04/2024	AW	NANCY DOLEZAL	$10.00	O
8550	11/04/2024	11/04/2024	AW	ENBRIDGE GAS OHIO	$504.67	O
8551	11/04/2024	11/04/2024	AW	WINTER EQUIPMENT	$2,041.00	O
8552	11/04/2024	11/04/2024	AW	Cuyahoga Asphalt Materials	$4,947.06	O
8553	11/04/2024	11/04/2024	AW	ASCENDANCE TRUCKS MIDWEST, LLC	$30.00	O
8554	11/04/2024	11/04/2024	AW	MARK STURM	$30.00	O
8555	11/04/2024	11/04/2024	AW	SUNRISE SPRINGS WATER COMPANY	$139.50	O
8556	11/04/2024	11/04/2024	AW	ARIS	$141.50	O
8557	11/04/2024	11/04/2024	AW	GEAUGA COUNTY AUTOMATIC DATA PRO	$659.32	O
				Total Payments:	$30,008.13	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$30,008.13	

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 Mutsler
11-4-24

AUBURN TOWNSHIP, GEAUGA COUNTY

Bank Reconciliation

Reconciled Date 10/31/2024

Posted 11/1/2024 3:03:34 PM

Prior UAN Balance:		$2,932,016.55
Receipts:	+	$207,453.02
Payments:	-	$127,278.71
Adjustments:	+	$0.00
Current UAN Balance as of 10/31/2024:		$3,012,190.86
Other Adjusting Factors:	+	$0.00
Adjusted UAN Balance as of 10/31/2024:		$3,012,190.86
Entered Bank Balances as of 10/31/2024:		$3,016,784.96
Deposits in Transit:	+	$0.00
Outstanding Payments:	-	$4,594.10
Outstanding Adjustments:	+	$0.00
Other Adjusting Factors:	+	$0.00
Adjusted Bank Balances as of 10/31/2024:		$3,012,190.86

Balances Reconciled

Governing Board Signatures

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

There are no outstanding receipts as of 10/31/2024.

There are no outstanding adjustments as of 10/31/2024.

Dan Matsko
11-4-24

Bank Balances

Reconciled Date 10/31/2024

Posted 11/1/2024 3:03:34 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		$1,727,892.85	$1,804,793.63	$1,804,793.63	$0.00
Investment	STARPLUS		$1,206,828.70	$1,211,991.33	$1,211,991.33	$0.00
		Total:	$2,934,721.55	$3,016,784.96	$3,016,784.96	$0.00

Outstanding Payments

Reconciled Date 10/31/2024

Posted 11/1/2024 3:03:34 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	8332	06/17/2024	MIRACLE FARM RESCUE / BARB SASAK	$20.00
PRIMARY	Warrant	8401	08/05/2024	NOAH LEWIS	$300.00
PRIMARY	Warrant	8469	09/03/2024	CASH	$200.00
PRIMARY	Warrant	8474	09/03/2024	DIVISION OF LIQUOR CONTROL	$40.00
PRIMARY	Warrant	8483	09/16/2024	SHANNON WHITLOCK	$150.00
PRIMARY	Warrant	8505	10/07/2024	CHRISSY AURICH	$150.00
PRIMARY	Warrant	8506	10/07/2024	JOYCE PITEO	$300.00
PRIMARY	Warrant	8511	10/07/2024	MAGIC CARPET & UPHOLSTERY CLEANING	$100.00
PRIMARY	Warrant	8526	10/21/2024	SHARIE RENGERS	$215.00
PRIMARY	Warrant	8534	10/21/2024	GEAUGA COUNTY MAPLE LEAF	$44.10
PRIMARY	Warrant	8536	10/21/2024	BURNHAM & FLOWER	$175.00
PRIMARY	Warrant	8541	10/21/2024	WEAVER TREE	$2,850.00
PRIMARY	Warrant	8543	10/28/2024	CASH	$50.00
					$4,594.10

AUBURN TWP ZONING REPORT

OCTOBER 2024

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions	1			2	1					1			5
Amendment													
Billboard													
Commercial Additions							1						1
Comm Fence													
Comm New													
Comm Remodel													
Comm Sign													
Comm Sub Lease,													
Use Change													
Culvert/Ditching													
Dev Plan Review													
Denial	1	3	2	2	1	2	2						13
Duplex													
Ind Addition, Exist.Use							1						1
Ind Use Change, SubLease						1							1
Ind Fences													
Ind Remodeling													
Ind New Structure													
Ind Non-Res. Permitted													
Ind Sign													
Lake													
Land Use Plan, Dev activities													
Pond													
Res Acc Bldg Under 200													
Res Acc Bldg Over 200 sf	1	1	5	2	1	3	9	3	3	5			33
Res Addition				2			1						3
Res Deck, Solar Panel		2		1	1	2		1					7
Res Fences			1	1		1	4		1	1			9
Res Interior Completion					2								2
Res Other						1		3					4
Res Patios						1	1	1					3
Res Remodel						3							3
Res Signs Temp													
Res Signs Temp Bldg Const	1	2					2			1			6
Res Signs S/D													
Single Family Dwelling	1	3		1	1	1	2			1			10
Swim Pool Above Ground								1					1
Swim Pool In Ground				2				1		1			4
Transient Vendor													
Variance/Cond Use/		4	3	2	1	2	3						15
Voided Receipts/Other							1						1
TOTAL ISSUED/PROCESSED	5	15	11	15	8	17	27	10	4	11			123

RESOLUTION 2024-25
FOR REALLOCATION OF FUNDS

The **Board of Trustees of Auburn Township**, Geauga County, Ohio met in regular session on the **4TH day of NOVEMBER 2024:**

Present Were: Michael S. Troyan

Patrick J. Cavanagh

Eugene T. McCune

Patrick J Cavanagh moved for the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of Auburn Township, Geauga County, Ohio, that the following **PERMANENT REALLOCATION OF FUNDS** are necessary per prior **Resolution 2023-35: FOR THE ESTABLISHMENT OF A CAPITAL PROJECT FUND FOR THE PURPOSE OF THE ACQUISITION OF A SINGLE AXLE DUMP TRUCK WITH PLOW PURSUANT TO AND AS ALLOWED BY OHIO REVISED CODE § 5705.13(C)**

WHEREAS, it is the desire of the Board to authorize an interfund transfer of **$60,000.00** from **GASOLINE TAX FUND 2021 TO BE CERTIFIED INTO THE MISCELLANEOUS CAPITAL PROJECTS FUND 4903.**

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

Michael S. Troyan voted YES

Eugene T. McCune Jr. voted YES

Patrick J. Cavanagh voted YES

Adopted this 4th day of NOVEMBER, 2024

Daniel J. Matsko, Fiscal Officer