RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

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

November 18, 2024

Held Auburn Township Administration Building ~~July 15~~, 2024, Page 1 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 Eugene T. McCune Jr., seconded by Michael S. Troyan, to approve the minutes of the Regular Trustees Meeting held on November 4, 2024. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

Motion by Michael S. Troyan, to approve the minutes of the Records Retention Committee Meeting held on November 4, 2024. VOTE: Troyan, yes. The motion passed.

GUEST:

Mr. Ron DiNardo, owner of several parcels of land in Auburn Township - adjacent to the Route 422 westbound exit ramp and Route 44, along with Mr. Bret Lamb, a development manager for Circle K, and Robert Wellert, a civil engineer working for Circle K - presented the Trustees with plans for developing those parcels owned by Mr. DiNardo. They proposed putting in an estimated 9-million-dollar, 5200 square foot Circle K gas station / convenience store along with a 2012 square foot QSR (quick serve restaurant). The proposed Circle K would also have room for tractor-trailers to fuel.

Auburn Township owns a piece of property directly north (running east to west) of the proposed Circle K property, and Mr. DiNardo would like to either purchase the Township property or get an easement to use the property.

Mr. Troyan commented that this is the first time he has seen any plans for the development of this parcel of land. Mr. McCune said he was opposed to selling or granting an easement for the Township property. The Trustees will review the information that was presented.

SCHEDULED REPORTS:

Chief John Phillips, AVFD, presented a Year-to-Date Statistics Report comparing 895 year-to-date calls in 2024 to 745 calls in 2023. The percentage of multiple calls was 22.12% for January-October 2024 compared to 25.36% in 2023. Chief Phillips reported that they received County approval for the new well, and they are working through issues with the proposed new outside above ground fuel tanks to service the Auburn Fire Department and township road department.

TRUSTEE & FISCAL OFFICER REPORTS:

Eugene T. McCune Jr. reported that he will represent Auburn Township in attending the Kenston Schools DARE graduation program.

Mr. McCune also reported that he and the assistant prosecuting attorney, Kristen Rine, are working on a contract with Hess and Associates Engineering, Inc., for the septic system at Auburn Community Park. Mr. McCune noted the contract had to be done by the end of the year and will hopefully have the contract ready for the next Trustees Meeting.

Patrick J. Cavanagh thanked the residents of Auburn Township for voting for the recent streets, roads and bridges' levy, which passed. Mr. Cavanagh noted that residents will be receiving their refund checks for the invalid levy next year.

Mr. Cavanagh reported that he attended an Ohio EPA public hearing regarding a methane digester on Munn Road. A methane digester system is a device that promotes the

RECORD OF PROCEEDINGS

TRUSTEE & FISCAL OFFICER REPORTS (continued):

decomposition of manure or 'digestion' of the organics in manure to simple organics and gaseous biogas products.

Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since November 18, 2024 - listing 12 electronic payments processed for $35,677.66, and 13 warrants processed for $6540.59, totaling $42,218.25.

Mr. Matsko presented Resolution Number 2024-27, which he received from the County Auditor that morning due to passage of the 0.65 mill Road and Bridge levy.

Motion made by Michael S. Troyan and seconded by Eugene T. McCune Jr., to adopt Resolution Number 2024-27 accepting the amended amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor.
VOTE: McCune Jr., yes, Cavanagh, yes; Troyan, yes. The motion passed.

NEW BUSINESS:

The Ohio Department of Transportation (ODOT) would like to rent Adam Hall on 12/12/24 and are not able to sign the current renter agreement with the indemnity clause. The Trustees agreed to remove the indemnity clause for ODOT in the rental of Adam Hall.
A Motion was made by Michael S. Troyan seconded by Eugene T. McCune Jr., to remove the indemnity clause in the Adam Hall Rental agreement for the ODOT.
VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

Mr. Troyan reported that the township received a 2024 Township Highway System Mileage certification from the ODOT for calendar year 2023.

A Motion was made by Patrick J. Cavanagh and seconded by Michael S. Troyan to certify the 2024 Township Highway System Mileage Certification stating the Township was responsible for maintaining 53.884 miles of public roads for calendar year 2023.

Mr. Troyan spoke about an agreement with J.F.D. Landscapes to repair low drainage spots at Auburn Community Park. Mr. McCune explained there were some low spots in the park, and this repair would address a report of kids playing football and twisting an ankle. J.F.D. Landscapes met with Mike Fenstermaker on 11/1/24, and will install necessary screened topsoil, seed and shredded straw to low drainage spots. This will be a dormant seeding; seed will not germinate until the ground warms up in the Spring of 2025.

A motion was made by Patrick J. Cavanagh and seconded by Michael S. Troyan to accept the agreement with J.F.D. Landscapes for work at Auburn Community Park in the amount of $1339.72.
VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

The trustees discussed a request from the Geauga County Engineer's Office to assign an address of 11611 Washington Street for Parcel number 01-086300 on Washington Street.

A motion was made by Eugene T. McCune Jr., seconded by Michael S. Troyan to accept the address of 11611 Washington Street for parcel number 01-086300, at the request of the Geauga County Engineer's Office.
VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

A Motion was made by Michael S. Troyan seconded by Eugene T. McCune Jr., to deposit the cable franchise fees received from Altice USA, d/b/a Optimum in the amount of $1401.27 into the Land Acquisition Improvement Fund.
VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

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

Held November 18, 20

NEW BUSINESS (continued):

Mr. Cavanagh spoke about a change to the Auburn Township Personnel Policies and Procedure Manual to include transferring unused sick time from another public employer to Auburn Township. Mr. Cavanagh said the current Manual did not include that policy.

Resolution 2024-26 would give credit for prior service for employees who transfer between county or Township departments or agencies, or from another public agency. Employees would be credited with the unused balance of accumulated sick leave up to 80 hours, the maximum allowed by Auburn Township.

A Motion was made by Patrick J. Cavanagh and seconded by Eugene T. McCune Jr., to adopt Resolution Number 2024-26 - to amend the Auburn Township Personnel Policies and Procedure Manual to include allowing the transfer of unused accumulated sick time credit for new employees with prior service with another public employer. VOTE: McCune Jr., yes, Cavanagh, yes; Troyan, yes. The motion passed.

Resident Debbie Davis, who lives on Washington Street, spoke about the loud music coming from Reithoffer's Art, Spirit and Entertainment establishment on Route 44. She reported that music often plays there until 2:00 a.m. and finds it difficult to sleep with the loud noise. She also finds it difficult to be able to sit in her backyard and be subject to the blaring music.

Ms. Davis asked the Trustees if there were any noise ordinances that could be applied in this situation. Mr. Cavanagh will investigate if the Township has some type of Noise resolution and will contact Ms. Davis. Mr. Troyan said the Trustees will do some research into this matter.

Another resident who lives close to the Cleveland Warehouse on Auburn Road also reported noise issues with the Cleveland Warehouse. Mr. McCune suggested the resident keep track of excessive noise from that facility, and let the Trustees know.

Mr. Troyan announced the Trustees would go into an executive session, and there would be no new business to discuss after the executive session.

A motion was made by Michael S. Troyan at 8:48 p.m. seconded by Patrick J. Cavanagh to go into executive session to discuss the employment, dismissal, or discipline of a public employee, pursuant to Ohio Revised Code 121. (22)(G)(1). VOTE: McCune Jr., yes, Cavanagh, yes; Troyan, yes. The motion passed.

A motion was made by Michael S. Troyan at 9:17 p.m. seconded by Eugene T. McCune Jr., to come out of the executive session. VOTE: McCune Jr., yes, Cavanagh, yes; Troyan, yes. The motion passed.

A Motion was made by Michael S. Troyan, and seconded by Eugene T. McCune Jr., to adjourn the meeting. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed. The meeting was adjourned at 9:17 p.m.

Daniel J. Matsko, Fiscal Officer

Michael S. Troyan, Chairman

Patrick J. Cavanagh, Vice-Chairman

Eugene T. McCune Jr., Trustee

DEC 2, 2024
Date

BOARD OF TRUSTEES MEETING AGENDA

Monday, November 18, 2024

7:30 PM - REGULAR MEETING CALL TO ORDER

- Michael S. Troyan, Chairman

PLEDGE OF ALLEGIANCE

GUEST:

- Ron Dinardo, Kowit & Company

MINUTE APPROVAL:

- Regular Meeting – November 4, 2024

SCHEDULED REPORTS:

- Chief John Phillips, AVFD

TRUSTEE & FISCAL OFFICER REPORTS:

- Eugene T. McCune Jr.
- Patrick J. Cavanagh, Vice Chairman
- Daniel J. Matsko, Fiscal Officer

OLD BUSINESS:

- Hess quote / Auburn Community Park

NEW BUSINESS:

- ODOT / Adam Hall Agreement 12/12/24 / removal of indemnity clause
- Annual Township Highway / System Mileage Certification / 53.884m of public roads
- JFD Quote / $1,339.72 / Auburn Community Park
- Accept/reject new address recommendation from GCE / 11611 Washington St.
- Franchise received / Altice USA (dba-Optimum) / $1,401.27
- **Resolution 2024-26** Amending the Auburn Township Personnel Policies and Procedure Manual to include transferring unused sick time from another public employer.
- **Resolution 2024-27** ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

EXECUTIVE SESSION:

To consider the employment, dismissal, or discipline, of a public employee, pursuant to R.C.121.(22)(G)(1)

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

Auburn Township Board of Trustees is accepting letters of interest to serve on the 2025 Zoning Commission or 2025 Board of Zoning Appeals through December 24, 2024. Please submit your letter of interest to admin@auburntownship.com or mail it to Auburn Trustees, 11010 Washington St., Auburn Twp., OH 44023

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

NOV 18 2024

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	CARL SCHNEIDER	✓	
2.	Michael Arsht		✓
3.	Bret Lamb		✓
4.	ROBERT WELERT		✓
5.	Brian Smith		✓
6.	Ron DINARO		✓
7.	Tony & Christy Gray & Hunter	✓	
8.	DEBBIE DAVIS	✓	
9.	Deb Standley	✓	
10.			
11.			
12.			
13.			
14.			

Payment Listing

11/5/2024 to 11/30/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
193-2024	11/06/2024	11/06/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$113.50	O
194-2024	11/06/2024	11/10/2024	CH	BUREAU OF WORKERS COMPENSATION	$658.36	O
195-2024	11/07/2024	11/10/2024	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
196-2024	11/08/2024	11/10/2024	CH	OHIO TOWNSHIP ASSOCIATION	$160.00	O
197-2024	11/12/2024	11/13/2024	CH	DELTA DENTAL	$613.78	O
198-2024	11/13/2024	11/13/2024	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	$11,845.92	O
199-2024	11/13/2024	11/13/2024	CH	BESTCO HARTFORD	$3,341.69	O
200-2024	11/13/2024	11/14/2024	CH	MIDDLEFIELD BANKING COMPANY	$25.00	O
201-2024	11/14/2024	11/14/2024	CH	AHOLA CORPORATION	$17,016.32	O
202-2024	11/18/2024	11/18/2024	CH	VISION SERVICE PLAN - (OH)	$208.77	O
203-2024	11/18/2024	11/18/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$155.36	O
204-2024	11/18/2024	11/18/2024	CH	WINDSTREAM WESTERN RESERVE INC.	$238.96	O
8558	11/18/2024	11/13/2024	RW	BARB SASAK - MIRACLE FARM	$20.00	O
8559	11/18/2024	11/18/2024	AW	MARK STURM	$19.19	O
8560	11/18/2024	11/18/2024	AW	MATTHEW BLOWERS	$785.00	O
8561	11/18/2024	11/18/2024	AW	DAVID BALLENTINE	$175.00	O
8562	11/18/2024	11/18/2024	AW	KINETICO QUALITY WATER SYSTEMS	$48.40	O
8563	11/18/2024	11/18/2024	AW	WASTE MANAGEMENT WESTERN RESER\	$384.95	O
8564	11/18/2024	11/18/2024	AW	MAGIC CARPET & UPHOLSTERY CLEANIN(	$575.00	O
8565	11/18/2024	11/18/2024	AW	SAMS CLUB	$110.00	O
8566	11/18/2024	11/18/2024	AW	STAPLES ADVANTAGE	$126.85	O
8567	11/18/2024	11/18/2024	AW	ASCENDANCE TRUCKS MIDWEST, LLC	$166.58	O
8568	11/18/2024	11/18/2024	AW	ILLUMINATING CO.	$3,526.46	O
8569	11/18/2024	11/18/2024	AW	VISA	$549.55	O
8570	11/18/2024	11/18/2024	AW	MINUTEMAN PRESS	$53.61	O
				Total Payments:	$42,218.25	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$42,218.25	

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 Matsko
11-18-24

FISCAL OFFICER REPORT NOVEMBER 18, 2024

Fiscal officer Dan Matsko presented the payment listing for payments processed since NOVEMBER 4, 2024.

PAYMENT LISTING

• 12 ELECTRONIC PAYMENTS PROCESSED:	$ 35,677.66
• 13 WARRANTS PROCESSED:	$ 6,540.59
TOTAL:	$ 42,218.25

Fiscal officer Dan Matsko presented RESOLUTION 2024-27 ACCEPTING THE (AMENDED) AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR due to passage of the 0.65 mill Road and Bridge levy.

Dan Matsko

Dan Matsko 11-18-24

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: Assistant Chief Valerio

DATE: November 11, 2024

RE: Auburn Fire YTD Statistics (2024 vs 2023)

	Jan-Oct 2024	**Jan-Oct 2023**
EMS Calls	540	409
Fire Calls	355	336
Total Calls	**895**	**745**
Mutual Aid Given	200	161
Mutual Aid Received	55	57
Total Transports	355	291
Total Non-Transports	217	154
Total Transfer to other Agency	2	0
Total Patients	**574**	**445**
Percentage of Multiple Calls*	**22.12%**	**25.36%**

*****01/01/2024 to 10/31/2024*****
***see multiple calls report for details**

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	10	1				11
July 2024	9	1				10
August 2024	11	3				14
September 2024	8					8
October 2024	8	1	1			10
November 2024						
December 2024						
TOTAL	79	12	1			92

YTD Occurrences: 92

Total # of Calls: 198 calls
Dept. Total YTD: 895 calls

Percentage of Multiple Calls- 22.12%

Report from 01/01/2024 to 10/31/2024

Ohio Department of Transportation

Office of Technical Services

2024 Township Highway System Mileage Certification

Note: This form must be submitted to ODOT no later than March 1, 2025 or county mileage will be certified by default based on the best information available.

The total certified mileage at the end of Calendar Year 2023 for AUBURN **Township**

in GEAUGA **County was** 53.884 **miles**

As certified by the Board of Township Trustees or reported by the Director of Transportation. in accordance with the provisions specified in the Ohio Revised Code, Section 4501.04.

Consider all mileage changes that occurred in CY 2024 and determine the net increase or decrease in mileage. Add the net change to the 2023 certified mileage above and fill in the new total below.

We the undersigned, hereby certify that as of December 31,2024

the township was responsible for maintaining 53.884 **miles of public roads.**

Signature of Chairman of Board of Township Trustees	**Date** 11/18/24
Trustee Signature	**Date** 11-18-24
Trustee Signature	**Date** 11/18/24
County Engineer Signature	**Date**

Comments:

Please return a completed, signed copy of this form along with proper documentation of any changes made to:

Ohio Department of Transportation
Office of Technical Services
Mail Stop #3210
1980 West Broad St. 2nd Floor
Columbus, Ohio 43223
Attn: Aaron Shvach (614) 466-5135 or aaron.shvach@dot.ohio.gov

J.F.D. LANDSCAPES INC.
440-543-9644
www.jfdlandscapes.com

Mail to: P. O. Box 23007
Ship to: 9809 East Washington Street
Chagrin Falls, Ohio 44023

AGREEMENT

Auburn Township
Attn: Nancy Dolezal
Board of Trustees
11010 East Washington Street
Auburn Township, Ohio 44023

440-543-7028
admin@auburntownship.com

11-5-2024

We hereby submit specifications for providing labor and materials for the work to be completed at the above location, which includes:

Auburn Community Park Work

- Install necessary screened topsoil, seed, and shredded straw to drainage low spots as shown at meeting with Mike Fenstermaker on 11-1-24. Approximate low spots are highlighted in yellow on site map below.
- This will be a Dormant Seeding; seed will not germinate until the ground warms up in Spring 2025.

Total Investment: $ 1,339.72

Notes:

1. Layout in conjunction with client as needed.
2. This agreement is on site conditions being dry enough to support our equipment and proposed work.

Payment to be made as follows:
Balance upon completion of each section of project. 1.5% service charge on balance over 30 days. By signing this agreement client is acknowledging that they have received and read the "Terms & Conditions" document included with this agreement. **Please sign and return one copy. Thank you!**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature Ryan J. Drake

Ryan J. Drake, Vice President

Note: we may withdraw this agreement if not accepted within 10 days

ACCEPTANCE OF AGREEMENT - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance Nov 18, 2024

Signature _____

Signature _____

Creating and Maintaining Beautiful Landscapes since 1989!

AUBURN TOWNSHIP BOARD OF TRUSTEES
Public Hearing
Auburn Township Records Commission
November 4, 2024

Members Present: Michael S. Troyan, Chairman of the Auburn Township Trustees
Daniel J. Matsko, Auburn Township Fiscal Officer

The public hearing meeting of the Auburn Township Records Commission was called to order at 7:00 p.m. by Michael S. Troyan.

Mr. Matsko explained that the Records Commission was meeting as per the Ohio Revised Code (ORC) 149.42, which states that the commission shall meet at least once every twelve months and upon the call of the chairperson.

Mr. Troyan explained to the audience members that the Commission was not a keeper of the records; they just had to review them. Mr. Troyan stated that Nancy Dolezal, Auburn Township Administrative Assistant, has been taking care of the records and will be designated Auburn Township Record Custodian at the next Trustee Organizational Meeting in January 2025. Mr. Troyan added that Mrs. Dolezal has done a really good job of keeping the records / retention schedule.

Mr. Troyan said the last time the Records Commission disposed of records was in 2022; prior to that was in 2018. There were not any records that needed to be disposed of this year.

Mr. Matsko also referred to another ORC, section 149.43, regarding Public Records training. All elected officials or their appropriate designee shall attend three hours of training for every term of office for which the elected official was elected to the public office. Mr. Matsko noted that he completed his training in June of 2024.

Mr. Troyan stated the Trustees will appoint Mrs. Dolezal as their designee to take the training.

Mr. Matsko also presented a Public Records Requests log. The log contains record requests that were submitted to the Township over the past two years.

An audience member asked if the records were kept on site. Mr. Matsko explained that yes, they are kept on site within the townships' administration building and road department service garage.

After no further questions from the audience, Mr. Troyan adjourned the meeting at 7:11 p.m.

Michael S. Troyan, Chairman of the Township Trustees

Daniel J. Matsko, Auburn Township Auburn Fiscal Officer

Nov 18, 2024
Date

RESOLUTION 2024-26

APPROVING POLICY UPDATE OF THE PERSONNEL POLICIES and PROCEEDURE MANUAL FOR AUBURN TOWNSHIP EMPLOYEES, ATTACHED HERETO AS EXHIBIT A.

WHEREAS: The Personnel Policies of Auburn Township, Geauga County, have not been updated since April 19, 2010; and

WHEREAS: As written in Article 1.16 Notice, of the current Auburn Township Personal Policies and Procedure Manual, adopted by the Board of Trustees on April 19, 2010, "*The Auburn Township Board of Trustees, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this document at any time without prior notice*": and

WHEREAS: The Board of Trustees of Auburn Township have determined the need to amend the Auburn Township Personal Policies and Procedure Manual to include allowing the transfer of unused accumulated sick time credit for new employees with prior service with another public employer, attached hereto as Exhibit "A": and

NOW, THEREFORE, BE RESOLVED, The Auburn Township Trustees hereby approve the attached amended *Accumulated Sick Time Transfer Policy* which shall take effect at the earliest period allowed by law and updated in the Auburn Township Policy and Procedure Manual.

Adopted the 18th day of NOVEMBER 2024.

Auburn Township Trustees

Michael S. Troyan

Patrick J. Cavanagh

Eugene T. Mc Cune, Jr.

Attest: _____
Dan Matsko, Township Fiscal Officer

Exhibit "A"

Personnel Policies and Procedures Manual – 2010 Edition

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ARTICLE IX – BENEFITS: OPERS & INSURANCE (continued):

9.7 Travel Expenses (continued)

hotel of the fact that such lodging is for a government employee and the employee shall provide the tax-exempt certificate, exempting payment of state sales taxes.

An allowance shall be made for meals in an amount which shall be the least of the following with receipt:

1. Breakfast: $15.00 or actual cost including 15% tip.
2. Lunch: $20.00 or actual cost including 15% tip.
3. Dinner: $28.00 or actual cost including 15% tip.

Exceptions to the above allowances are to be made for breakfasts, lunches, dinners, and other meals which are in connection with official meetings, seminars, or conventions which shall be paid in full.

Receipts for all expenses claimed are to be itemized and submitted within 30 days after such expenses are incurred. (The cost of alcoholic beverages will not be reimbursed.)

Reimbursement may be made to any township employee for entertainment of any guest of the township as approved in advance by the Board of Trustees.

The Township Fiscal Officer is hereby authorized and directed to reimburse employees for travel expenses in accordance with the above policies.

9.8 Credit for Prior Service:

Employees who transfer between county or township departments or agencies, or from another public agency, or who are reappointed or reinstated, will be credited with the unused balance of accumulated sick leave up to 80 Hours, the maximum amount allowed by Auburn Township, provided the time between separation or transfer does not exceed 10 years and the unused balance has not been converted to cash. The words "public agency" as used above includes the state, counties, municipalities, all boards of education, libraries, townships, etc., within the state. Employees are responsible for informing the prior Employer of such transfer of service and substantiating such claim with proper documentation.

Attachment

1.15 Managerial Rights

Any employee may be transferred from one department to another as long as he or she is assigned to basically the same type and level of work. Transfers may be either temporary or permanent in order to meet the needs of Auburn Township. Transfers may also be made at the request of the employee in order to provide the employee with new supervision and experience. The township reserves the right and authority to administer the business of the township, direct it's operations, promulgate rules and regulations and to otherwise exercise the prerogatives of management, more particularly including:

(A) to manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, recall, reprimand, suspend, demote, discharge or discipline, and to maintain order among employees;

(B) to manage and determine the location, type and number of physical facilities, equipment, programs, and the work to be performed;

(C) to determine the Township's goals, objectives, programs, services and budget and to utilize personnel and technology in a manner designed to effectively meet these purposes;

(D) to determine the size and composition of the work force and the employer's organizational structure, including the right to relieve employees from duty by layoff or job abolishment;

(E) to determine the hours of work and work schedules and to establish the necessary work rules for all employees;

(F) to determine when a job vacancy exists, what duties are to be included in all job classifications, and what standards of quality and performance are to be maintained;

(G) to maintain the security of records and other pertinent information;

(H) to determine and implement necessary actions in emergency situations.

1.16 Notice

The Auburn Township Board of Trustees, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this document at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Board of Trustees may alter or modify any of the policies in this document. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

1.17 Definitions

Active Pay Status - includes time on duty, vacation leave, sick leave, holidays, and paid maternity leave.

Appeal - the response of an employee to the decision made based on a disciplinary action

RESOLUTION 2024-27

Amended
Original or Amended

Tax Year 2024 2025 Collection Year)

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

Board of Township Trustees
Taxing District Authority

Revised Code, Secs 5705.34, 5705.35

Board of Trustees of Auburn Township of Geauga County, Ohio met in *REGULAR* *session on the*
Regular or Special
18 day of NOVEMBER 2024 at the office of AUBURN ADMINISTRATION OFFICE

with the following members present:

MICHAEL S. TROYAN

PATRICK J CAVANAGH

EUGENE T. Mc CUNE JR.

MR. MICHAEL S. TROYAN *moved the adoption of the following Resolution:*

RESOLVED, By the Board of Trustees of Auburn Township Geauga County, Ohio in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing on January 1st, 2025 ; and

WHEREAS, The Budget Commission of Geauga County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor for the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of Auburn Township of Geauga County, Ohio that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said AUBURN Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITORS ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Inside 10 Mill Limitaion	Amount Approved by Budget Commission Outside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to Be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
	Column I	Column II	III	IV
General Fund	$552,060.00		1.40	
Road and Bridge Levy Fund	$630,926.00	$1,330,673.12	1.60	4.65
Fire Levy Fund		$940,065.00		3.50
Fire and Emergency Levy Fund		$497,857.00		1.80
TOTAL	$1,182,986.00	$2,768,595.12	3.00	9.95

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
Road and Bridge Fund 2005 levy authorized by voters on: November 6, 2018 not to exceed Expired years		
Road and Bridge Fund 2006 levy authorized by voters on: November 3, 2020 not to exceed 5 years	1.00	$268,590.00
Road and Bridge Fund 2008 levy authorized by voters on: November 8, 2022 not to exceed 5 years	1.00	$268,590.00
Fire Levy Fund 2010 levy authorized by voters on: May 4, 2010 not to exceed Continuing years	3.50	$940,065.00
Road and Bridge Fund 2014 levy authorized by voters on: November 8, 2022 not to exceed 5 years	2.00	$537,180.00
Fire Levy Fund 2020 levy authorized by voters on: November 3, 2020 not to exceed Continuing years	1.80	$497,857.00
Road and Bridge Fund 2024 levy authorized by voters on: November 5, 2024 not to exceed 5 years	0.65	$256,313.12
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of the Resolution to the County Auditor of said County.

M PATRICK J CAVANAGH *seconded the Resolution and the roll being called upon its adoption*

the vote resulted as follows:

M	EUGENE T. MC CUNE JR.	YES
M	PATRICK J. CAVANAGH	YES
M	MICHAEL S. TROYAN	YES

Adopted the 18th *day of* NOVEMBER, 2024

Attest:

Fiscal Officer of DANIEL MATSKO,

Auburn Township

Geauga County, Ohio

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio Geauga County, ss.

I, DANIEL MATSKO, Clerk of the AUBURN Board of Township Trustees within and for said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original now on file with said Board, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 18 *day of* November 2024

Daniel J Matsko

Fiscal Officer/Clerk of Board of Township Trustees of Auburn Township
Geauga County, Ohio

1A copy of this Resolution must be certified to the County Auditor before the first day of October, or at such a later date as may be approved by the Department of Taxation of Ohio

No. 2024-27

BOARD OF TOWNSHIP TRUSTEES,
Auburn Township

Geauga County, Ohio

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

(Board of Township Trustees)

Adopted Nov 18, 2024

DANIEL J MATSKO
Fiscal Officer

Filed _____

_____
County Auditor

By _____
Deputy Auditor