RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

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 7:00 p.m. by Trustee Chairman Eugene T McCune Jr.. All three Trustees were present.

The Pledge of Allegiance was led by resident Jena Ianiro.

GUESTS:

There were no guests scheduled.

MINUTE APPROVAL:

Motion by Patrick J. Cavanagh, seconded by Michael S. Troyan, to approve the minutes of the Regular and Organizational Meetings of the Board of Trustees held on January 6, 2025. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.

Motion by Patrick J. Cavanagh, seconded by Michael S. Troyan, to approve the minutes of the Public Hearing on Proposed Zoning Amendment ZC2024-02 Family Cemeteries of the Board of Trustees held on January 13, 2025. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.

Motion by Michael S. Troyan, seconded by Patrick J. Cavanagh, to approve the minutes of the Public Hearing on Proposed Zoning Amendment ZC2024-03 Mobile Food Units of the Board of Trustees held on January 13, 2025. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.

Motion by Michael S. Troyan, seconded by Patrick J. Cavanagh, to approve the minutes of the Public Hearing on Proposed Zoning Amendment ZC2024-04 Accessory Building Height of the Board of Trustees held on January 13, 2025. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.

SCHEDULED REPORTS:

Chief John Phillips, Auburn Fire Department, presented a Year-to-Date Fire and EMS Statistics Report comparing 1053 Total Calls in 2024 to 894 calls in 2023. An increase of 159 calls. The total number of EMS patients were 700 in 2024. An increase of 162 from the previous year.

Frank Kitko Auburn, Township Zoning Inspector, presented a Zoning Report for December 2024. Mr. Kitko pointed out that 12 applications for Single Family Dwellings were received in 2024 and 35 applications for Residential Accessory Buildings over 200 square feet.

Keith Blaser, Secretary, Auburn Fire Department, requested to discuss the appointments of the final three members to the Volunteer Firefighters Dependency Board. Two members of the fire department have already been appointed.

Motion by Eugene T. McCune Jr., seconded by Michael S. Troyan, to appoint Eugene McCune Jr., Patrick J. Cavanagh, and resident Carl Schneider to the Volunteer Firefighters Dependency Board. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.

TRUSTEE & FISCAL OFFICER REPORTS:

Michael S. Troyan had nothing to report.

Patrick J. Cavanagh reported that 1,500 tons of salt have been used so far this winter. Mr. Cavanagh made a quick inspection of the Auburn Township Museum and reported that he noticed no apparent damage.

TRUSTEE & FISCAL OFFICER REPORTS: (continued):

Eugene T. McCune mentioned that at the Geauga County Township Quarterly Dinner Meeting the Geauga Park District reported that Beartown Lakes Reservation established 10 years ago is scheduled to undergo some improvements in 2025. New restrooms, playgrounds, a lake overlook, and a shelter upgrade are some of the changes mentioned.

Daniel J. Matsko, Fiscal Officer, presented the payment listing for payments processed since January 6, 2025 - 15 electronic payments processed for $65,507.56, and 18 warrants processed for $14,900.52 totaling $80,408.08.

Mr. Matsko reported on receiving a quote from the Geauga County ADP that indicated the townships Microsoft 365 annual user license fees were increasing significantly due to security concerns. He has asked the county for additional information needed to further review the quote.

Mr. Matsko reported that the Fund Status report as of January 1, 2025, showed that the township is carrying over $2,655,193.45 into this year. Most noticeably is the $1,014,639.35 in the Road and Bridge Fund. He indicated that Road Department liaison Patrick Cavanagh and the past and current road superintendents have done a remarkable job managing costs in anticipation of a significant road project scheduled for this year. Mr. Cavanagh concurred that had been the plan over the past few years.

OLD BUSINESS:

Chairman Eugene McCune reported on status of the notice from the Ohio Division of Liquor Control regarding the request to waive a hearing for the renewal of a liquor license to The Original Sandwich King.

Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh, to waive the request to hold a hearing for the renewal of a liquor license to The Original Sandwich King. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.

Vote taken to either Accept, Deny or Modify proposed zoning amendment ZC-2024-02 Family Cemeteries.

Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh, to ACCEPT proposed Zoning Amendment ZC-2024-02 Family Cemeteries. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Vote taken to either Accept, Deny or Modify proposed zoning amendment ZC-2024-04 Accessory Building Height. Mr. Cavanagh thanked Chief Phillips for explaining the safety aspect of the amendment at the hearing.

Motion by Patrick J. Cavanagh and seconded by Michael S. Troyan, to ACCEPT proposed Zoning Amendment ZC-2024-04 Accessory Building Height. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Vote taken to either Accept, Deny or Modify proposed zoning amendment ZC-2024-03 Mobile Food Units. A discussion ensued regarding modifications to the amendment. It was deemed not necessary.

Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh, to ACCEPT proposed Zoning Amendment ZC-2024-03 Mobile Food Units. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

NEW BUSINESS:

Eugene T. McCune Jr. reported on a request for a streetlight at the intersection of Bartholomew Rd. and State Route 44. A discussion ensued regarding the need for a

NEW BUSINESS (continued):

streetlight at the intersection. It was agreed that a streetlight is needed and future NOPEC grant money could fund such a project.

Motion by Patrick J Cavanagh seconded by Michael S. Troyan to begin the process with the electric company for installing a streetlight at the intersection of Bartholomew Rd. and State Route 44. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Eugene T. McCune Jr. presented RESOLUTION 2025-02: A RESOLUTION AUTHORIZING ALL ACTIONS NECESSARY TO ACCEPT NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) 2025 ENERGIZED COMMUNITY GRANT. Auburn Township's award for 2025 is $14,124.

Motion by Michael S. Troyan seconded by Patrick J Cavanagh to ADOPT RESOLUTION 2025-02. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED.

PUBLIC COMMENT:

No public comment.

ADJOURNMENT:

Motion by Michael S. Troyan seconded by Patrick J Cavanagh to adjourn the meeting. VOTE: Troyan, yes; Cavanagh, yes; McCune Jr., yes. The motion PASSED. The meeting was adjourned at 7:30 p.m.

Daniel J. Matsko, Fiscal Officer

Eugene T. McCune Jr., Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

Feb 3, 2025
Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, January 20, 2025



7:00 PM - REGULAR MEETING CALL TO ORDER
- Eugene T. McCune Jr., Chairman

PLEDGE OF ALLEGIANCE

GUESTS:

MINUTE APPROVAL:
- Regular/Organizational Meeting – January 6, 2025
- Public Hearing ZC2024-02– January 13, 2025
- Public Hearing ZC2024-03– January 13, 2025
- Public Hearing ZC2024-04– January 13, 2025
-

SCHEDULED REPORTS:
- Frank Kitko, Zoning Inspector
- Chief John Phillips, AVFD

TRUSTEE & FISCAL OFFICER REPORTS:
- Patrick J. Cavanagh, Vice Chairman
- Michael S. Troyan
- Daniel J. Matsko, Fiscal Officer

OLD BUSINESS:
- Division of Liquor Control / hearing request / The Original Sandwich King
- Proposed Zoning Amendments:
  - ZC-2024-02 Family Cemeteries
  - ZC-2024-03 Mobile Food Units
  - ZC-2024-04 Accessory Building Height

NEW BUSINESS:
- New streetlight request / Bartholomew Rd. & SR44
- **RESOLUTION 2025-02** / NOPEC Energizing Grant Award / $14,124

SAVE THE DATE:

01/20/25 - Martin Luther King Jr. Day
01/20/25 - Board of Trustees meeting / Auburn Administration Bldg. / 7:00pm
02/03/25 - Board of Trustees meeting / Auburn Administration Bldg. / 7:00pm
02/11/25 - BZA / Auburn Administration Bldg. / 7:00pm
02/13/25 – Zoning Commission / Administration Bldg. / 7:00pm
02/17/25 - Board of Trustees meeting / Auburn Administration Bldg. / 7:00pm
02/17/25 - Presidents Day – Office Closed
02/27/25 - Zoning Commission / Administration Bldg. / 7:00pm

Auburn Township Board of Trustees
Meeting Attendance Sheet

JAN 20 2025

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	Jena Ianiro	✓	
2.	Dale Ryan	↘	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

FISCAL OFFICER REPORT JANUARY 20, 2025

Fiscal officer Dan Matsko presented the payment listing for payments processed since JANUARY 6, 2025.

PAYMENT LISTING

• 15 ELECTRONIC PAYMENTS PROCESSED:	$ 65,507.56
• 18 WARRANTS PROCESSED:	$ 14,900.52
TOTAL:	$ 80,408.08

Dan Matsko 1/20/25

Dan Matsko

Payment Listing

1/7/2025 to 1/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
3-2025	01/08/2025	01/09/2025	CH	WEX BANK	$2,059.16	O
4-2025	01/09/2025	01/12/2025	CH	AHOLA CORPORATION	$19,621.35	O
5-2025	01/09/2025	01/12/2025	CH	ENBRIDGE GAS OHIO	$1,762.65	O
6-2025	01/10/2025	01/12/2025	CH	MIDDLEFIELD BANKING COMPANY	$100.00	O
7-2025	01/13/2025	01/19/2025	CH	DELTA DENTAL	$800.50	O
8-2025	01/14/2025	01/19/2025	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
9-2025	01/15/2025	01/19/2025	CH	BUREAU OF WORKERS COMPENSATION	$409.00	O
10-2025	01/15/2025	01/19/2025	CH	PUBLIC EMPLOYEES RETIREMENT SYSTE	$12,650.54	O
11-2025	01/15/2025	01/19/2025	CH	MEDICAL MUTUAL OF OHIO	$22,245.86	O
12-2025	01/16/2025	01/19/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$84.92	O
13-2025	01/16/2025	01/19/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$113.62	O
14-2025	01/16/2025	01/19/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$199.11	O
15-2025	01/16/2025	01/19/2025	CH	VISION SERVICE PLAN - (OH)	$238.43	O
16-2025	01/17/2025	01/19/2025	CH	BUREAU OF WORKERS COMPENSATION	$782.27	O
17-2025	01/17/2025	01/19/2025	CH	BESTCO HARTFORD	$3,140.15	O
8627	01/20/2025	01/20/2025	AW	BUCKLEY GROUP, LLC	$1,125.00	O
8628	01/20/2025	01/20/2025	AW	O.K. BRUGMANN JR. & SONS INC.	$450.00	O
8629	01/20/2025	01/20/2025	AW	KINETICO QUALITY WATER SYSTEMS	$48.40	O
8630	01/20/2025	01/20/2025	AW	NAPA AUTO PARTS	$142.52	O
8631	01/20/2025	01/20/2025	AW	CHAGRIN RIVER WATERSHED PARTNERS	$1,356.00	O
8632	01/20/2025	01/20/2025	AW	NEWBURY AUTO PARTS,INC.	$234.00	O
8633	01/20/2025	01/20/2025	AW	NEWBURY TIRE	$3,209.28	O
8634	01/20/2025	01/20/2025	AW	WEAVER TREE	$1,100.00	O
8635	01/20/2025	01/20/2025	AW	NATALIE DOLEZAL	$395.00	O
8636	01/20/2025	01/20/2025	AW	MATTHEW BLOWERS	$705.00	O
8637	01/20/2025	01/20/2025	AW	DANIEL MATSKO	$370.00	O
8638	01/20/2025	01/20/2025	AW	MINUTEMAN PRESS	$479.00	O
8639	01/20/2025	01/20/2025	AW	ACTIVE PLUMBING SUPPLY CO.	$576.31	O
8640	01/20/2025	01/20/2025	AW	MARK STURM	$194.81	O
8641	01/20/2025	01/20/2025	AW	RUTH CAVANAGH	$1,048.20	O
8642	01/20/2025	01/20/2025	AW	JOE THE ELECTRICIAN	$1,340.00	O
8643	01/20/2025	01/20/2025	AW	JOHN PHILLIPS	$777.00	O
8644	01/20/2025	01/20/2025	AW	FIVE STAR PLUMBING & HEATING	$1,350.00	O
				Total Payments:	$80,408.08	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$80,408.08	

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.

DJ Matcho 1/20/25

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 V. Valerio

DATE: January 11, 2025

RE: Auburn Fire YTD Statistics (2024 vs 2023)

	Dec 2024	**Dec 2023**
EMS Calls	669	499
Fire Calls	384	395
Total Calls	**1053**	**894**
Mutual Aid Given	231	197
Mutual Aid Received	77	63
Total Transports	422	357
Total Non-Transports	276	180
Total Transfer to other Agency	2	1
Total Patients	**700**	**538**
Percentage of Multiple Calls*	**21.65%**	**24.04%**

*****01/01/2024 to 12/31/2024*****
***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	6					6
December 2024	9					9
TOTAL	85	12	1			107

YTD Occurrences: 107

Total # of Calls: 228 calls
Dept. Total YTD: 1053 calls

Percentage of Multiple Calls- 21.65%

Report from 01/01/2024 to 12/31/2024

AUBURN TWP ZONING REPORT

DECEMBER 2024

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions	1			2	1					1	3	3	11
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	1	1	35
Res Addition				2			1				2		5
Res Deck, Solar Panel		2		1	1	2		1				1	8
Res Fences			1	1		1	4		1	1	1	3	13
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	1	1	12
Swim Pool Above Ground								1					1
Swim Pool In Ground				2				1		1	1		5
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	9	9	141

NOTICE TO LEGISLATIVE AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

7466240 PERMIT NUMBER	TRFO TYPE	ROYAL SANDWICH KING LLC 9899 E WASHINGTON ST UNIT B AUBURN TWP CHAGRIN FALLS OH 44022
10 01 2024 ISSUE DATE		
12 26 2024 FILING DATE		
D1 D2 D3 PERMIT CLASSES		
28 TAX DISTRICT	904 C F32657 RECEIPT NO.	

RECEIVED
JAN 10 2025
AUBURN TOWNSHIP

FROM 12/30/2024

8680080 PERMIT NUMBER	TYPE	T F SUGLIA PROPERTIES LLC DBA THE ORIGINAL SANDWICH KING 9899 E WASHINGTON ST UNIT B AUBURN TWP CHAGRIN FALLS OH 44022
10 01 2024 ISSUE DATE		
12 26 2024 FILING DATE		
D1 D2 D3 PERMIT CLASSES		
28 904 TAX DISTRICT	RECEIPT NO.	

MAILED 12/30/2024 RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/30/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES C TRFO 7466240
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☒
DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Daniel J Matzko 01/06/2025
(Signature) (Date)

(Title)- ☐ Clerk of County Commissioner
☐ Clerk of City Council
☒ Township Fiscal Officer

AUBURN TOWNSHIP TRUSTEES
ATTN TOWNSHIP FISCAL OFFICER
11010 E WASHINGTON ST
CHAGRIN FALLS OHIO 44023

AUBURN TOWNSHIP, GEAUGA COUNTY, OH

NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) ENERGIZED COMMUNITY GRANT PROGRAM (2025 NEC GRANT(S))

RESOLUTION 2025-02

A RESOLUTION AUTHORIZING ALL ACTIONS NECESSARY TO ACCEPT NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) 2025 ENERGIZED COMMUNITY GRANT

WHEREAS, the Township of AUBURN, Ohio (the "GRANTEE") is a member of the Northeast Ohio Public Energy Council ("NOPEC") and is eligible for one or more NOPEC Energized Community Grant(s) for 2025 ("NEC Grant(s)") as provided for in the NEC Grant Program guidelines; and

WHEREAS, the GRANTEE wishes to enter into a Grant Agreement with NOPEC, Inc. in substantially the form presented to this Board of Trustees to receive one or more NEC Grant(s); and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF AUBURN TOWNSHIP, COUNTY OF GEAUGA, AND STATE OF OHIO, THAT:

SECTION 1. This Board of Trustees of the GRANTEE (the "Board") finds and determines that it is in the best interest of the GRANTEE to enter into the Grant Agreement to accept the NEC Grant(s) for 2025, and authorizes the CHAIRMAN OF THE BOARD to execute the Grant Agreement to accept the NEC Grant(s) funds.

SECTION 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 3. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the GRANTEE; wherefore, this Resolution shall be in full force and effect immediately upon its adoption and approval by the President of the Board of Trustees of the GRANTEE.

DATE ADOPTED: JANUARY 20, 2025

Eugene T. McCune, Chairman

Submitted to the Board for
Approval on this 20th day of January , 2025

ATTEST:

Daniel J Matsko
Fiscal Officer of the Board of Trustees

I, Daniel J Matsko, as Fiscal Officer of the Board of Trustees of Auburn Township, County of Geauga, State of Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2025-02 adopted by the Board of Trustees of said Township on the 20 day of Jan 2025