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 Fire Chief John Phillips.

GUESTS:

There were no guests scheduled.

MINUTE APPROVAL:

Motion by Michael S. Troyan, seconded by Patrick J. Cavanagh, to approve the minutes of the Regular Meeting of the Board of Trustees held on January 20, 2025. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion PASSED.

SCHEDULED REPORTS:

Mr. Frank Kitko, Zoning Inspector, submitted a Zoning report reflecting 7 applications submitted in the month of January 2025.

Mr. Kitko presented a proposed new fee schedule to the Trustees for Zoning Permit Application Fees, with some fees being increased. Mr. Cavanagh felt the fee for the Mobile Food Units – Location should be $50 instead of $100. The Trustees agreed.

Motion by Patrick J Cavanagh and seconded by Michael S. Troyan to approve the new Zoning Permit Application Fees, effective February 1, 2025, with the included changes and one modification for Mobile Food Units – Location fee is $50. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion PASSED.

Mike Fenstermaker, Auburn Township Highway Superintendent, presented the following report:

January was another busy month with several snow events requiring 36 rounds of plowing and or salting. The Road Department averaged 27 tons of salt per round.

In January 977 tons of deicing material were used making this January the heaviest salt usage in 18 years.

So far this season, 1550 tons of salt was used. The average amount of salt used in a season is 1709 tons. Auburn Township currently has 500 tons of salt remaining in the dome.

The Road Department will be focusing on using cold patch on various roads to repair holes that have developed this winter.

One new employee needs to acquire a CDL. A good budget number for the township to use would be $3000.00 which would include: the school in WV, hotel, and a food stipend. The township may want to think about having an agreement written up that would require the employee to stay for three years after acquiring the CDL. Mr. Cavanagh said they would have their legal team draw up a contract.

Mr. Fenstermaker noted the Road Department is functioning with one less person from the previous year and two new employees in training. He added they have not experienced any problems with keeping up the pace.

Mr. Fenstermaker reported they are in the early stages of ordering a new plow vehicle.

Fire Chief Phillips and Mr. Fenstermaker reported the installation of two new fuel tanks and delivery of fuel to be shared between the fire and road departments

Mr. Cavanagh thanked Mr. Fenstermaker and the road department for the outstanding job they did handling the snow and ice in January.

Michael S. Troyan reported that the EMS Rescue Squad vehicle was repaired and returned to the AVFD. After having discussions with the fire department, instead of selling the replacement EMS Squad vehicle that was purchased last year, they decided to keep it in the rotation. Mr. Troyan thanked AVFD Fire Chief John Phillips for his efforts with this decision. Chief Phillips noted that Mr. Keith Blaser, Secretary for the AVFD Board of Directors, should be thanked as he was the one who found the vehicle. Mr. Troyan thanked Mr. Blaser.

Patrick J. Cavanagh reported that he didn't have anything additional to report that wasn't already on the agenda.

Eugene T. McCune Jr. reported that they received information from the Geauga-Trumbull Solid Waste Management District regarding their long-range plans to increase recycling and reduce reliance of landfills. They would like public comments from residents of Auburn Township and Geauga County on the current draft of their updated plan, which is available to Auburn Township.

Mr. Cavanagh felt the scrap tire funding should continue; it has been very successful and has really helped the Township over the past 20 years. Auburn Township was one of the first applicants for that program, and the Township has made use of that.

Mr. McCune Jr. brought up the 250th Anniversary of America. The Governor and State of Ohio would like to celebrate this event 'Ohio style.' They want Auburn Township to become an official 'America – Ohio 250 community.' There will be grants available and giveaways to help celebrate this occasion. To be included, a Resolution is required for membership as an Ohio 250 Community

Mr. Cavanagh said he and Nancy Dolezal have had some discussions already about this. Mr. Troyan said he had no problem with it.

Mr. McCune Jr. read Resolution 2025–03, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH)

Motion by Patrick J Cavanagh and seconded by Michael S. Troyan to adopt Resolution 2025-03. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion PASSED.

Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since January 2, 2025 - listing 11 electronic payments processed for $45,211.55, and 18 warrants processed for $32,276.44 totaling $77,487.99.

Mr. Matsko reported receipt of $8,118.00 from the Ohio State Fire Marshal Marc's Grant. The grant was used to purchase 11 new pagers for the Auburn Fire Department.

Mr. Matsko attended the 2025 Ohio Township Association Winter Conference in Columbus and gave a brief report on items of interest to the township that he learned while attending various workshops.

1. Legislative updates:
   - House Bill 33 increased the competitive bidding threshold for townships to $75,000 from $50,000.
   - House Bill 33 requires Fraud Reporting and Training for all elected officials and any township employee who receives a W-2. The training is available on the Ohio Auditor of State website by viewing an eight minute on-demand video. The training is required once every four years.
   - House Bill 315 revises township law allowing Public Notice Requirements to be limited solely to the township's website and not including the local newspaper if desired. This takes effect April 3, 2025. Mr. Matsko will request clarification from the county prosecutors' office.
   - House Bill 315 also:
     - Grants townships the authority to establish Township Preservation Commissions to participate in the Certified Local Government programs and become eligible for federal grants.
     - Provides $1.5 million per fiscal year to townships looking to modernize their zoning regulations and processes.
     - Creates a township license plate to better identify township vehicles.

Mr. Matsko reported he received a call from a reporter with the Chagrin Valley Times today requesting comment and explanation for the Finding for Recovery against former Fiscal Officer Fred May for $11,247.60 resulting from the 2022-2023 Regular Audit. He

confirmed to the reporter the money represented late fees and penalties for various late payments to the IRS, OPERS and ODJFS. A claim was filed with the insurance company and Auburn Township was reimbursed in full. Mr. Matsko stated to the reporter that any such article would only cause additional grief to the former Fiscal Officer's family.

OLD BUSINESS:

Patrick J Cavanagh reported that paperwork for a streetlight at the intersection of Bartholomew Rd. and State Route 44 has been submitted. Future NOPEC grant money could fund such a project if LED lighting is used. Cost of project is approximately $3,200. Project could take as long as six months.

Eugene T. McCune Jr. reported the need to designate a Director and Alternate Director to represent Auburn Township for the Chagrin River Watershed Partners in 2025.

Motion by Michael S. Troyan and seconded by Eugene T. McCune Jr., to designate Patrick J Cavanagh as Director and Eugene T. McCune Jr. as Alternate Director to represent Auburn Township for the Chagrin River Watershed Partners in 2025. VOTE: McCune Jr., yes, Cavanagh, yes; Troyan, yes. The motion PASSED.

NEW BUSINESS:

Eugene T. McCune Jr. read the dates for future events including the Annual Pancake Breakfast on February 23, 2025, at the Auburn Fire Department.

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.

Daniel J. Matsko, Fiscal Officer

Eugene T. McCune Jr., Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

Feb. 17, 2025
Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, February 3, 2025

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

PLEDGE OF ALLEGIANCE

GUESTS:

MINUTE APPROVAL:
- Regular Meeting – January 20, 2025

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

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

OLD BUSINESS:
- New streetlight request / Bartholomew Rd. & SR44

NEW BUSINESS:
- Designate CRWP Director (PJ in 2024) & Alternate Director (McCune in 2024)
- RESOLUTION 2025-03 / America 250 membership
- 2025 Zoning Permit Application Fees

SAVE THE DATE:

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
02/14/25 – Valentines Day
02/17/25 - Board of Trustees meeting / Auburn Administration Bldg. / 7:00pm
02/17/25 - Presidents Day – Office Closed
02/19/25 – Effective Dates for ZC2025-02; ZC2025-03; ZC2025-04
02/27/25 - Zoning Commission / Administration Bldg. / 7:00pm



AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

FEB 03 2025

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	Deb Standley	✓	
2.	Christopher Chaney	✓	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

FISCAL OFFICER REPORT FEBRUARY 3, 2025

Fiscal officer Dan Matsko presented the payment listing for payments processed since JANUARY 21, 2025.

PAYMENT LISTING

• 11 ELECTRONIC PAYMENTS PROCESSED:	$ 45,211.55
• 18 WARRANTS PROCESSED:	$ 32,276.44
TOTAL:	$ 77,487.99

Dan Matsko 2-3-25

Dan Matsko

Payment Listing

1/21/2025 to 12/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
18-2025	01/23/2025	01/25/2025	CH	AHOLA CORPORATION	$31,931.87	O
19-2025	01/27/2025	01/28/2025	CH	TREASURER OF STATE OF OHIO	$205.00	O
20-2025	01/27/2025	01/28/2025	CH	WEX BANK	$4,992.88	O
21-2025	01/28/2025	02/01/2025	CH	OHIO DEFFERRED COMPENSATION	$30.00	O
22-2025	01/28/2025	02/01/2025	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	O
23-2025	01/30/2025	02/01/2025	CH	ILLUMINATING CO.	$85.29	O
24-2025	01/31/2025	02/01/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$110.76	O
25-2025	01/31/2025	02/01/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$173.58	O
26-2025	01/31/2025	02/01/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$270.48	O
27-2025	01/31/2025	02/01/2025	CH	VISA	$1,158.34	O
28-2025	01/31/2025	02/01/2025	CH	BURNHAM & FLOWER	$4,953.35	O
8645	01/21/2025	01/21/2025	AW	BAINBRIDGE CUB SCOUTS	$300.00	O
8646	02/03/2025	02/03/2025	AW	BURNHAM & FLOWER	$150.00	O
8647	02/03/2025	02/03/2025	AW	DANIEL MATSKO	$252.66	V
8647	02/03/2025	02/03/2025	AW	DANIEL MATSKO	-$252.66	V
8648	02/03/2025	02/03/2025	AW	DANIEL MATSKO	$252.66	O
8649	02/03/2025	02/03/2025	AW	EXPERT IT LLC	$2,592.00	O
8650	02/03/2025	02/03/2025	AW	CARGILL, INCORPORATED	$14,754.70	O
8651	02/03/2025	02/03/2025	AW	ASCENDANCE TRUCKS MIDWEST, LLC	$67.86	O
8652	02/03/2025	02/03/2025	AW	ULLMAN OIL CO,	$150.70	O
8653	02/03/2025	02/03/2025	AW	INDUSTRIAL CONNECTIONS	$149.70	O
8654	02/03/2025	02/03/2025	AW	OHIO EDISON	$21.87	O
8655	02/03/2025	02/03/2025	AW	HOME DEPOT	$392.55	O
8656	02/03/2025	02/03/2025	AW	QUADIENT	$156.85	O
8657	02/03/2025	02/03/2025	AW	ILLUMINATING CO.	$3,858.11	O
8658	02/03/2025	02/03/2025	AW	STAPLES ADVANTAGE	$179.64	O
8659	02/03/2025	02/03/2025	AW	Lisa M. Ludwig	$565.30	O
8660	02/03/2025	02/03/2025	AW	CASH	$250.00	O
8661	02/03/2025	02/03/2025	AW	DAVID BALLENTINE	$175.00	O
8662	02/03/2025	02/03/2025	AW	ARIS	$141.50	O
8663	02/03/2025	02/03/2025	AW	HUDSON COMMUNICATIONS LLC	$8,118.00	O
				Total Payments:	$77,487.99	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$77,487.99	

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.

D Matsko
2-3-25

RESOLUTION 2025-03

A RESOLUTION OF AUBURN TOWNSHIP, GEAUGA COUNTY, OHIO, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH)

WHEREAS, the Ohio legislature and the Governor created AMERICA250-OH in 2021 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Ohio's integral role in that event and the role of its people on the nation's past, present and future; and

WHEREAS, AMERICA250-OH hopes to engage ALL Ohioans and ALL 88 counties through their many signatures and officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Ohioans contributions to the nation over the last 250 years; and

WHEREAS, by adoption of AMERICA250-OH Resolution we hope to educate, preserve, innovate, and celebrate.

NOW, THEREFORE, BE IT RESOLVED, AND IT HEREBY RESOLVED, that the Township of AUBURN, Geauga County, hereby endorses AMERICA250-OH and their mission to educate, preserve, innovate and celebrate EVERY Ohioan in EVERY county; and

IT IS FURTHER RESOLVED that a copy of this resolution be sent to the Municipal legislative delegation and AMERICA250-OH Commission.

Voting thereon: **Vote:**

Eugene T. McCune — Trustee Eugene T. McCune Jr. — Yes

Patrick J. Cavanagh — Trustee Patrick J. Cavanagh — Yes

Trustee Michael S. Troyan — Yes

ADOPTED by the AUBURN TOWNSHIP BOARD OF TRUSTEES, of the County of GEAUGA, the state of Ohio, this 3rd day of February 2025.

ATTEST: Dan Matsko

Dan Matsko
Auburn Township Fiscal Officer

Feb 3, 2025
Date

Communities

COPY

WE WILL BE CELEBRATING THE 250TH ANNIVERSARY OF THE U.S. "OHIO-STYLE" AND YOU'RE

BECOME AN OFFICIAL AMERICA 250-OH COMMUNITY!

Our Bold Goal: To have at least 250 communities that will be designated as an official AM 250-OH Community, creating hundreds of exciting and engaging opportunities to celebrate and commemorate the 250th anniversary of the U.S. in 2026.

We are inviting all levels of communities (counties, cities, villages, and townships) from across the state to apply to be an official AM 250-OH Community. This special designation from the AM 250-OH Commission provides an opportunity for local leaders to network, partner, and exchange information with the state commission team.

Benefits of being an America 250-Ohio Community: Communities will receive access to resources like digital toolkits, an online community platform, and regular check-ins with other AM 250-OH Communities, recognition of your participation in AM250-OH celebrations and commemorations as well as the opportunity to develop and grow professionally and personally.

How it works: Each AM 250-OH Community should designate one to two (1-2) individuals from your governmental organization, plus one (1) member from a local civic, non-profit, or corporate organization to serve as liaisons with the America 250-Ohio staff. Once the entity becomes an AM 250-OH Community, you are encouraged to create a committee involving individuals that represent the different aspects of the community, to help plan activities to celebrate the anniversary.

The AM 250-OH local liaisons will work closely with the AM 250-OH staff through an assigned staff liaison who will provide information to the community or committee to help them plan and coordinate, make connections, and access resources.

Steps to Become an AM250-OH Community:

1. Designate one individual as the primary contact for the application.
2. **Apply** to be an official AM 250-OH Community.
3. Upon approval of the application, use the AM 250-OH Communities resolution template and present it to the appropriate approving authority for passage.
4. Pass, sign, and send a digital copy of the AM 250-OH Communities resolution to the AM 250-OH office.
5. Within 30 days of passing the resolution begin to form your committee – designate and send the names of (1-2) individuals from the appropriate governmental office and (1) local cultural, civic, or corporate partner who will serve as the AM 250-OH Community liaisons.
6. Begin to form your AM 250-OH committee – involve all types of organizations and begin the planning process.
7. An AM 250-OH staff liaison will work with you and your committee to provide information and resources to help you be successful.

AUBURN TWP ZONING REPORT

JANUARY 2025

COPY

	Ja	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Agr/Other Exmptions	1												1
Amendment													
Billboard													
Commercial Additions	1												1
Comm Fence													
Comm New													
Comm Remodel													
Comm Sign													
Comm Sub Lease, Use Change													
Culvert/Ditching													
Dev Plan Review	2												2
Denial	2												2
Duplex													
Ind Addition, Exist.Use													
Ind Use Change, SubLease													
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													
Res Addition													
Res Deck	1												1
Res Fences													
Res Interior Completion													
Res Other													
Res Patios													
Res Remodel													
Res Signs													
Res Signs Temp													
Res Signs Temp Bldg Const													
Res Signs S/D													
Single Family Dwelling													
Swim Pool Above Ground													
Swim Pool In Ground													
Transient Vendor													
Variance/Cond Use/													
Voided Receipts/Copies/Other													
TOTAL PROCESSED	7												7