RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

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

Held Auburn Township Administration Building February 17, 02025 Page 1 20

The regular meeting of the Auburn Township Board of Trustees was called to order at 7:00 p.m. by Trustee Vice Chairman Patrick J. Cavanagh. Also in attendance was Trustee Michael S. Troyan. Trustee Eugene T. McCune Jr. was absent.

The Pledge of Allegiance was led by resident Debbie Standley.

**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 February 3, 2025. VOTE: Cavanagh, yes; Troyan, yes. The motion PASSED.**

**SCHEDULED REPORTS:**

**Chief John Phillips, AVFD**, presented a Year-to-Date Statistics Report comparing 94 year-to-date Fire and EMS calls in January 2025 to 67 calls in 2024.

Chief Phillips reminded everyone about the Pancake Breakfast located at the Auburn Township Fire Department, hosted by Boy Scout Troop 101, which takes place on Sunday, February 23, 2025, from 8 am to noon.

Chief Phillps noted that they ran out of fuel on Sunday, February 16, 2024, and got fuel delivered the next day, February 17, 2025. There was an issue with the sensor for notification of a low fuel level. The low fuel sensor has been adjusted.

Chief Phillips said he will meet with the fuel company this week to review reports that will separate fuel usage between the road and fire department.

**Mr. Dan Matsko, Fiscal Officer,** presented the payment listing for payments processed since February 4, 2025 - listing 9 electronic payments processed for $43, 938.29, and 14 warrants processed for $12,118.53 totaling $56,056.82. Mr. Matsko said he completed the January 2025 bank reconciliation, and as of January 31, 2025, Auburn Township has a balance of $440,646.84 in the primary checking account and a balance of $2,190,921.86 in the Star Ohio account, with a total of $2,631,568.70.

Mr. Matsko was able to close the books for 2024 and gave the Trustees copies of the Financial Statements for the year ending December 31, 2024. A legal ad will appear in the Geauga Maple Leaf this week, announcing that the financial reports for Auburn Township will be available for viewing at the Township offices and will also be posted on the Auburn Township website for viewing.

Mr. Matsko said that he will begin working on permanent appropriations for 2025 once he receives the amended Certificate of Estimated Resources from the County Auditor.

Mr. Matsko noted that the prosecutor's office drafted a resolution for Auburn Township acknowledging certification of a clerical error for taxes erroneously collected for a road and bridge levy in 2021, 2022, and 2023. The Board of Trustees of Auburn Township acknowledges the amount collected in error, with interest, is estimated to be $751,041.72. Mr. Matsko read Resolution 2025-04

**Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh to adopt Resolution 2025-04, RESOLUTION TO ACKNOWLEDGE CERTIFICATION OF CLERICAL ERROR. VOTE: Cavanagh, yes; Troyan, yes. The motion PASSED.**

Mr. Cavanagh asked what the next steps would be. Mr. Matsko said the repayment would occur in the first half of this year and that the township had a carry-over of $1,014,000.00 in the Road and Bridge fund from last year and should have enough to cover the debt.

**Patrick J. Cavanagh** reported on multiple township road trucks in need of repair. He reported one truck is currently sitting in Painesville, waiting for a diagnosis of what they think is a blown engine. Mr. Cavanagh said there is also another truck out of service for electronics/transmission problems. Fortunately, they have a spare truck Cavanagh said but still need to order a replacement vehicle with reserve funds set aside for this purpose.

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



Held _____ 20 _____

**REPORTS (continued):**

Mr. Cavanagh presented a quote from Valley Freightliner for a cab and chassis. After some discussion, the Trustees decided to purchase the vehicle without the extended 5-year warranty.

**Motion by Patrick J Cavanagh and seconded by Michael S. Troyan to purchase a cab and chassis – Freightliner M2 106 Plus from Valley Freightliner, Inc., in the amount of $103,557.00 VOTE: Cavanagh, yes; Troyan, yes. The motion PASSED.**

**OLD BUSINESS:**

Patrick J. Cavanagh reported on the new streetlight request at Bartholomew Road and State Route 44 and said that it would probably be 6 months before an engineer would evaluate the site.

**NEW BUSINESS:**

Franchise fees received from Altice USA in the amount of $1357.88 for the period ending 12/2024.

**Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh to deposit the money into the Land Acquisition Improvement fund. VOTE: Cavanagh, yes; Troyan, yes. The motion passed.**

Quote from Waste Management – Mr. Cavanagh said he has not seen a new quote for service yet. The Township is also talking to Dumpster Bandit, who does not require a contract. Mr. Cavanagh said they should have two quotes to look at for the next meeting.

ODJFS – unemployment compensation. When the Township parted ways with a service department employee, it was specifically mentioned in the motion that the employee was unable to perform duties. The employee is applying for unemployment compensation. After some discussion, the Trustees decided to follow the advice of the attorney and appeal the unemployment benefits.

**Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh to accept the advice of the Auburn Township attorney and appeal the unemployment benefits. VOTE: Cavanagh, yes; Troyan, yes. The motion passed.**

**ADJOURNMENT:**

**Motion by Michael S. Troyan to and seconded by Patrick Cavanagh to adjourn the meeting. VOTE: Cavanagh, yes; Troyan, 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

MARCH 3, 2025
Date

AUBURN TOWNSHIP

# BOARD OF TRUSTEES MEETING AGENDA
## Monday, February 17, 2025

**7:00 PM - REGULAR MEETING CALL TO ORDER**
- Patrick J. Cavanagh., Vice Chairman




*AVFD Feb. 23rd 8:00am - Noon*

**PLEDGE OF ALLEGIANCE**

**GUESTS:**

**MINUTE APPROVAL:**
- Regular Meeting – February 10, 2025

**SCHEDULED REPORTS:**
- Chief John Phillips, AVFD

**TRUSTEE & FISCAL OFFICER REPORTS:**
- Michael S. Troyan
- Daniel J. Matsko, Fiscal Officer

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

**NEW BUSINESS:**
- Resolution 2025-04
- Franchise fees received/ Altice USA / $1,357.88 period ending 12/2024
- Quote received / Waste Management
- ODJFS – Vannoy / Determination of Benefit payment and unemployment compensation benefits.

**SAVE THE DATE:**

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
02/23/25 – PANCAKE BREAKFAST / AVFD / 8:00am - noon
02/27/25 - Zoning Commission / Administration Bldg. / 7:00pm
03/02/25 – Kenston Girl Scouts High Award Ceremony / Timmons School / 1:00pm
03/03/25 - Board of Trustees meeting / Auburn Administration Bldg. / 7:00pm
03/11/25 – BZA Meeting / Administration Bldg./ 7:00pm
03/13/25 - Zoning Commission / Administration Bldg. / 7:00pm
03/17/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm

# Auburn Township Board of Trustees
# Meeting Attendance Sheet

FEB 17 2025

AUBURN TOWNSHIP

*Please Sign In*

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

**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: February 9, 2025

RE: Auburn Fire YTD Statistics (2025 vs 2024)

| | **Jan 2025** | **Jan 2024** |
|---|---|---|
| EMS Calls | 56 | 35 |
| Fire Calls | 38 | 32 |
| **Total Calls** | **94** | **67** |
| | | |
| Mutual Aid Given | 28 | 10 |
| Mutual Aid Received | 5 | 5 |
| | | |
| Total Transports | 29 | 28 |
| Total Non-Transports | 32 | 11 |
| Total Transfer to other Agency | 1 | 0 |
| **Total Patients** | **62** | **39** |
| | | |
| **Percentage of Multiple Calls*** | **19.15%** | **29.85%** |

*****01/01/2025 to 01/31/2025*****
***see multiple calls report for details**

Sincerely,

Assistant Chief V. Valerio

| Month | Double | Triple | Quadruple | Quintuple | Septuplet | Monthly Total |
|---|---|---|---|---|---|---|
| January 2025 | 6 | 2 | | | | 8 |
| February 2025 | | | | | | |
| March 2025 | | | | | | |
| April 2025 | | | | | | |
| May 2025 | | | | | | |
| June 2025 | | | | | | |
| July 2025 | | | | | | |
| August 2025 | | | | | | |
| September 2025 | | | | | | |
| October 2025 | | | | | | |
| November 2025 | | | | | | |
| December 2025 | | | | | | |
| TOTAL | | | | | | 8 |

**YTD Occurrences: 8**

**Total # of Calls: 18 calls**
**Dept. Total YTD: 94 calls**

**Percentage of Multiple Calls- 19.15%**

***Report from 01/01/2025 to 01/31/2025***

# FISCAL OFFICER REPORT FEBRUARY 17, 2025

Fiscal officer Dan Matsko presented the payment listing for payments processed since FEBRUARY 4, 2025.

PAYMENT LISTING

| | |
|---|---|
| • 9 ELECTRONIC PAYMENTS PROCESSED: | $ 43,938.29 |
| • 14 WARRANTS PROCESSED: | $ 12,118.53 |
| TOTAL: | $ 56,056.82 |

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

SAVINGS ACCOUNTS AS OF JANUARY 31, 2024

| | |
|---|---|
| • PRIMARY CHECKING ACCOUNT BALANCE: | $ 440,646.84 |
| • STAR OHIO BALANCE: | $ 2,190,921.86 |
| TOTAL: | $ 2,631,568.70 |

Dan Matsko 2-17-25

Dan Matsko

# Payment Listing

2/4/2025 to 2/17/2025

| Payment Advice # | Post Date | Transaction Date | Type | Vendor / Payee | Amount | Status |
|---|---|---|---|---|---|---|
| 29-2025 | 02/04/2025 | 02/09/2025 | CH | BUREAU OF WORKERS COMPENSATION | $782.27 | O |
| 30-2025 | 02/05/2025 | 02/09/2025 | CH | SUN LIFE FINANCIAL | $207.05 | O |
| 31-2025 | 02/06/2025 | 02/09/2025 | CH | AHOLA CORPORATION | $18,647.66 | O |
| 32-2025 | 02/07/2025 | 02/09/2025 | CH | TREASURER OF STATE OF OHIO | $69.70 | O |
| 33-2025 | 02/10/2025 | 02/11/2025 | CH | DELTA DENTAL | $697.05 | O |
| 34-2025 | 02/10/2025 | 02/11/2025 | CH | ENBRIDGE GAS OHIO | $2,917.72 | O |
| 35-2025 | 02/10/2025 | 02/11/2025 | CH | MIDDLEFIELD BANKING COMPANY | $100.00 | O |
| 36-2025 | 02/10/2025 | 02/11/2025 | CH | OHIO DEFFERRED COMPENSATION | $1,300.00 | O |
| 37-2025 | 02/12/2025 | 02/16/2025 | CH | PUBLIC EMPLOYEES RETIREMENT SYSTE | $19,216.84 | O |
| 8664 | 02/17/2025 | 02/13/2025 | AW | DANIEL MATSKO | $370.00 | O |
| 8665 | 02/17/2025 | 02/13/2025 | AW | GEAUGA HIGHWAY CO | $1,040.00 | O |
| 8666 | 02/17/2025 | 02/13/2025 | AW | GEAUGA COUNTY DEPT OF WATER RESO | $151.34 | V |
| 8666 | 02/17/2025 | 02/13/2025 | AW | GEAUGA COUNTY DEPT OF WATER RESO | -$151.34 | V |
| 8667 | 02/17/2025 | 02/13/2025 | AW | GEAUGA COUNTY DEPT OF WATER RESO | $151.34 | O |
| 8668 | 02/17/2025 | 02/17/2025 | RW | KUHNLE MOTOR SPORTS | $300.00 | O |
| 8669 | 02/17/2025 | 02/17/2025 | AW | MATTHEW BLOWERS | $275.00 | O |
| 8670 | 02/17/2025 | 02/17/2025 | AW | F&S AUTOMOTIVE INC. | $1,170.00 | O |
| 8671 | 02/17/2025 | 02/17/2025 | AW | KINETICO QUALITY WATER SYSTEMS | $48.40 | O |
| 8672 | 02/17/2025 | 02/17/2025 | AW | SUNRISE SPRINGS WATER COMPANY | $116.00 | O |
| 8673 | 02/17/2025 | 02/17/2025 | AW | NANCY DOLEZAL | $211.59 | O |
| 8674 | 02/17/2025 | 02/17/2025 | AW | WASTE MANAGEMENT WESTERN RESER\ | $392.78 | O |
| 8675 | 02/17/2025 | 02/17/2025 | AW | CHARLES E. HARRIS & ASSOCIATES, INC | $625.00 | O |
| 8676 | 02/17/2025 | 02/17/2025 | AW | ASCENDANCE TRUCKS MIDWEST, LLC | $463.47 | O |
| 8677 | 02/17/2025 | 02/17/2025 | AW | BUCKLEY GROUP, LLC | $2,795.00 | O |
| 8678 | 02/17/2025 | 02/17/2025 | AW | ILLUMINATING CO. | $4,159.95 | O |
| | | | | Total Payments: | $56,056.82 | |
| | | | | Total Conversion Vouchers: | $0.00 | |
| | | | | Total Less Conversion Vouchers: | $56,056.82 | |

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
2-17-25