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. Also in attendance were Trustees Patrick J. Cavanagh and Michael S. Troyan.

The Pledge of Allegiance was led by resident Diane Jones.

GUESTS:

Don Rice, Superintendent of the Metzenbaum Center (The Geauga County Board of Developmental Disabilities), spoke to the Trustees and audience and gave an update on the services they provide to Geauga County residents.

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 17, 2025. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., abstain. The motion PASSED.

SCHEDULED REPORTS:

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

Mr. Kitko spoke to the Trustees about two bills that are in the Ohio legislature. One would allow short term rentals in any Village, City, or Township. A registration fee of $20.00 would be required. Mr. Kitko felt the $20 fee would not even cover the cost to process an application, and initial inspection. Anyone would be able to open an Airbnb at their home. A discussion took place between Mr. Kitko and the Trustees regarding the viability of Airbnb's in Auburn Township. Mr. Cavanagh felt this would be commercial use in a residential district. Mr. Kitko stated the prosecutor's office suggested the Trustees draft a letter and send it to the local legislative representatives, stating they are not in favor of allowing Airbnb's in Auburn Township.

The second bill removes the ability for townships to restrict farm animals in subdivisions. Once a subdivision is 25% complete, agriculture uses are not permitted. Mr. Kitko stated that property with 5 acres or more is allowed agricultural uses.

Mr. Michael Fenstermaker, Highway Superintendent, reported that in February 2025:

- There were 27 rounds of plowing and or salting.
- The total amount of deicing material used was 676 tons. The average salt usage for February is 470 tons - making this month the third highest usage in the past 18 years. They used 139 tons of deicing material last year and have used 2226 tons of salt so far this season. The average amount of salt used in a season is 1709 tons.
- Repairs: Multiple trucks broke down due to multiple rounds of plowing. Truck 14 has an electrical issue with the factory wiring harness that is being investigated. Truck 16 had contaminated fuel that resulted in a tow. Truck 15B, the spare truck, needed an air fitting replaced. Truck 19 needed extensive plow repair.
- Cold patching: They have been out four times filling potholes with cold patch this month.
- Burials: February had two full burials.

Mr. Fenstermaker said the Service Department employees are all doing a great job under the circumstances. Fire Chief John Phillips and the Trustees agreed.

Auburn Fire Chief John Phillips thanked Mr. Fenstermaker for allowing use of the Road Department garage for storage of fire department vehicles during the recent Pancake Breakfast to help with parking availability. Resident Debbie Standley thanked the Fire Department and the Service Department for their help with the Pancake Breakfast. They fed about 546 people, which was about 50 less than last year. They also received some very generous donations.

TRUSTEE & FISCAL OFFICER REPORTS:

Michael S. Troyan wanted to thank the Boy Scouts for the tremendous job they did with the Pancake Breakfast. He felt they were organized and thanked the Fire Department and the Board for taking on this task.

Franchise fees received from Charter Communications totaling $4769.56.

Motion by Michael S. Troyan and seconded by Patrick J. Cavanagh to deposit $4769.56 into the Land Acquisition Improvement fund. VOTE: McCune Jr., yes; Cavanagh, yes; Troyan, yes. The motion passed.

Mr. Patrick J. Cavanagh reported quotes are being solicited for repainting the interior at Town Hall & Adam Hall.. He reported they found 10 gallons of unopened paint which they will be able to use.

Mr. McCune Jr. noted that the windows at the town hall need repair.
There was discussion among the Trustees about needed repairs to Adam Hall, the Museum and the Town Hall. The ice build-up this winter developed leaks at Adam Hall resulting in needed repairs to the ceiling.

Mr. Cavanagh noted that the newly installed fuel tanks for the road and fire department are in operation. There were some minor start-up issues that have since been resolved.

Chief Phillips stated Fiscal Officer Dan Matsko developed a spreadsheet separating Fire Department and the Road Department fuel usage. Auburn Township will pay the Melzer's fuel bill monthly and invoice the Fire Department for their share of the fuel. Mr. McCune was concerned in having checks and balances with the filling of vehicles. Chief Phillips and Road Superintendent Mike Fenstermaker noted that fuel usage is being monitored with the aid of an online program.

Eugene T. McCune Jr. reported that he represented Auburn Township at the Girl Scouts awards ceremony presentation at Timmons Elementary school on Sunday, March 2, 2025, and said it was an honor to do that. He gave a thank you on behalf of Auburn Township, and how proud they are of the Girl Scouts.

Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed from February 18, 2025 - listing 13 electronic payments processed for $51,194.08, and 20 warrants processed for $423,200.59 totaling $474,394.67. Mr. Matsko said he completed the February 2025 bank reconciliation, and as of February 28, 2025, they had $875,892.73 in the primary Middlefield checking account. In the Star Ohio account, they had $2,198,470.42 for a total of $3,074,363.16.

Mr. Matsko noted the county Budget Commission provided Auburn Township with a "Certificate of Estimated Resources", for the Fiscal Year beginning January 1, 2025. The carryover of funds from 2024, plus the anticipated revenues resulted in a total estimated resources of $7,110,957.29.

Mr. Matsko presented the permanent appropriations by fund and read Resolution number 2025-05 – Permanent Appropriations for Fiscal Year 2025.

Motion made by Patrick J. Cavanagh seconded by Michael S. Troyan to adopt Resolution 2025-05, RESOLUTION FOR PERMANENT APPROPRIATIONS FOR FISCAL YEAR 2025. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.

OLD BUSINESS:

None to report

NEW BUSINESS:

Mr. McCune Jr. said the Trustees could accept or reject the address assignment 18455 May Court from the County engineer's office for parcel 01 – 118304. There was some discussion among the Trustees, Mr. Kitko and Chief Phillps.

Motion by Michael S. Troyan and seconded by Patrick J Cavanagh to accept the address assignment of 18455 May Court for parcel number 01-118304. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. McCune Jr. spoke about the AED Display box and First Aid box for Auburn Community Park. There was discussion among the Trustees, Mr. Fenstermaker and Chief Phillps as to where to place these items, that should not be exposed to the elements. Mr. McCune believed they didn't have to have these up year-round, but mostly for sporting events.

Mr. McCune Jr. presented the contract agreement for $47,258.73 from J.F.D. Landscapes Inc. for 2025 & 2026. The contract is for property and bed planting maintenance for township properties. He noted there was a 6% price increase from last year. Mr. Cavanagh stated J.F.D. has done an outstanding job.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to accept the 2025-2026 Property Maintenance Agreement with J.F.D. Landscapes for Property Maintenance. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to accept the 2025-2026 Bed Maintenance Agreement with J.F.D. Landscapes for the Bed Maintenance. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. McCune Jr. asked the Trustees to set a date for the Roadside Litter Clean Up Day.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to accept the date of April 26, 2025, from 8:00 a.m. to noon, for the Roadside Litter Clean Up day. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.

Mr. McCune Jr. brought up the topic of changing trash haulers from Waste Management to Dumpster Bandit for dumpsters located at Adam Hall and the Service Garage. There was discussion as to the pros and cons of each company

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to hire Dumpster Bandit LLC for two 4yd dumpsters at Adam Hall and the Service Garage. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.

ADJOURNMENT:

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to adjourn the meeting. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED. The meeting was adjourned at 8:05 p.m.

Daniel J. Matsko, Fiscal Officer

Eugene T. McCune Jr., Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

MAR 17, 2025
Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, March 3, 2025

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

PLEDGE OF ALLEGIANCE

GUESTS: Don Rice, Superintendent Metzenbaum Center

MINUTE APPROVAL:
- Regular Meeting – February 17, 2025



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

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

OLD BUSINESS:

NEW BUSINESS:
- Accept/Reject address assignment (18455 May Court) from Geauga County Engineer's office for parcel 01-118304
- AED display box & first aid box Auburn Community Park
- JFD Bed Maintenance 2025-26 Agreement
- JFD Property Maintenance2025-26 Agreement
- Set date for Roadside Litter Clean Up Program (April 26, 2025)
- Franchise Fees received / Charter Communications / $4,769.56

SAVE THE DATE:

03/11/25 – BZA - No Meeting
03/13/25 - Zoning Commission / Administration Bldg. / 7:00pm
03/17/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
03/27/25 - Zoning Commission / Administration Bldg. / 7:00pm
04/07/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
04/09/25 - Geauga Township Association Dinner Meeting / Munson Twp.
04/08/25 - BZA Meeting / Administration Bldg./ 7:00pm
04/10/25 - Zoning Commission / Administration Bldg. / 7:00pm
04/21/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
04/24/25 - Zoning Commission / Administration Bldg. / 7:00pm

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

MAR 03 2025

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	Don Rice (Metzen Baum)		X
2.	Kaley Richard CVT		X
3.	Deb Standley	✓	
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Dolezal, Nancy

From: Reese, Charles <creese2@wm.com>
Sent: Wednesday, February 26, 2025 11:53 AM
To: Dolezal, Nancy
Cc: Auburn Admin; Dmatsko@aubumtownship.com
Subject: FW: 215-138294 AUBURN TOWNSHIP COMMUNITY / 215-186146 AUBURN TOWNSHIP SERVICE CENTER
Attachments: AUBURN TOWNSHIP SERVICE CENTER_3-12.PDF; AUBURN TOWNSHIP COMMUNITY CTR_3-12.PDF; WMTermination - Reese.docx.pdf

Attention: This is an external email and contains an attachment or image

Be cautious when opening attachments or clicking on images in this email. They may contain viruses or malware. Only open attachments from trusted sources and if you were expecting them.

- ADP Security Team

Attention: This is an external email and contains a link

Be cautious when clicking links in this email. They may direct you to potentially unsafe websites.

- ADP Security Team

Hi Nancy,

This email is to confirm I will close both your accounts on 4.16.25 and schedule the removal of the dumpsters for soon after (est. $350 EA).

I'm sorry we could not make this work out. You had mentioned on one of our calls that WM has never done anything for your community. I wanted to mention that I was able to come to an agreement with the Fire Dept. (I know a separate entity) to keep the WM service at that location. I also will provide (2) free months of service for the Fire Dept. if we were able to keep these two locations.

If anything changes, my quotes are still valid until the dumpsters are removed, and will still provide free service to the fire dept.

Thank You

Charles Reese
Account Associate

Charter
COMMUNICATIONS

February 20, 2025

OH2231
TOWNSHIP OF AUBURN
TOWNSHIP OF AUBURN-12
11010 E WASHINGTON ST

CHARGRIN FALLS, OH 44023

RECEIVED
MAR 03 2025
AUBURN TOWNSHIP

RE: Quarterly Franchise Fee Payment

Dear Sir or Madam:

Enclosed, please find our franchise fee remittance covering the period from October 1, 2024 to December 31, 2024, for Charter Communications ("Charter"). This franchise fee computation has been prepared in accordance with the terms and conditions of our local cable television franchise agreement, or if Charter is operating under a state issued franchise in your community, in accordance with the requirements of the state franchising law. This payment specifically complies with Charter's contractual and/or statutory duties, and includes the required percentage, flat rate, or per sub payment, and includes all required categories of revenue.

This payment was calculated as follows:

Franchise Fee Base	$96,223.14
Franchise Fee (as defined in Agreement):	5%
Fee Adjustment (see detail)	($41.60)
Fee Due	$4,769.56

We would also like to remind you of an alternative to US mail-delivered paper checks for franchise fee payments. You now have the option of signing up for an electronic direct payment process for franchise fees, assuring a more efficient and timely manner of receiving your funds. If you would like to pursue the electronic payment process, please contact your Government Relations representative for instructions. We believe this convenient method will be of significant value to you.

Charter Communications is proud to serve your community and our customers with cable television service. Please feel free to contact our office via email at svc_Corp_MM_franchise_fees@charter.com ** if any additional information is required.

Sincerely,

Steve Lottmann
Senior Director, Revenue Accounting
9590 - 1304OH - 6002736
**(Please note new email address)

Enclosure

ATTACHMENT CONTAINS TRADE SECRET INFORMATION AND IS CONFIDENTIAL & PROPRIETARY - NOT FOR PUBLIC DISCLOSURE

314.288.3103
www.charter.com
12405 Powerscourt Drive
St. Louis, Missouri 63131-3764

WASTE MANAGEMENT / DUMPSTER BANDIT

COMPANY	**2025 QUOTE**	**2026 QUOTE**	**2027 QUOTE**
For two 4yd dumpsters; 1 emptied weekly; 1 emptied every other week			
WASTE MANAGEMENT	$147.00 per month	$165 per month	$185 per month
DUMPSTER BANDIT	$219.00	NO CONTRACT	NO CONTRACT
CURRENTLY PAYING WM	**$392.78 per month**		

AUBURN TWP ZONING REPORT

FEBRUARY 2025

	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		3											3
Res Addition		1											1
Res Deck	1	1											2
Res Fences													
Res Interior Completion													
Res Other		1											1
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		1											
Transient Vendor													
Variance/Cond Use/													
Voided Receipts/Copies/Other													
TOTAL PROCESSED	7	8											15