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 AVFD Fire Chief John Phillips.

**GUESTS:**

Bill Amour, Auburn Township resident who lives on Whisper Woods Circle reported that the gaps between the concrete slabs in their road have widened and need filled in. Some discussion ensued among the trustees and Mr. Amour regarding the type of repair needed. Trustee Patrick Cavanagh said they will investigate the situation and fill in the joints with asphalt as they do every year. Mr. Cavanagh later pointed out that 12 years have passed since any major repairs were done to the road. Trustee Eugene McCune commented that the township has had to adjust the five-year road plan due to escalating costs and availability of funds.

**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 March 3, 2025. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.**

**SCHEDULED REPORTS:**

**Auburn Fire Department Chief John Phillips** presented the monthly detailed report for the Auburn Fire Department. He presented a Year-to-Date Statistics Report comparing 162 year-to-date total calls in 2025 to 144 total calls in 2024. The percentage of multiple calls was 17.28% for January-February 2025 compared to 29.86% in 2024.

**TRUSTEE & FISCAL OFFICER REPORTS:**

**Mr. Michael S. Troyan** had nothing to report.

**Mr. Patrick J. Cavanagh** had nothing to report that was not on the agenda.

**Eugene T. McCune Jr**. reported that he attended a recent meeting of the Geauga County Board of Health. Two people were picked to fill a two-year term concluding in March 2027, and a five-year term concluding in March 2030. Five people applied for the job and were interviewed by the Board. Lynn Roman was selected for the two-year term, and Christine Sutter for the five-year term.

Mr. McCune Jr. also reported a snapshot of vital statistics in Geauga County, in a one-year period.

Birth certificates issued: 2283
Death certificates issued: 4759
Dog bites reported: 96

**Mr. Dan Matsko, Fiscal Officer,** presented the payment listing for payments processed since March 4, 2025 - listing 10 electronic payments processed for $44,475.14, and 24 warrants processed for $77,216.57 totaling $121,691.71.

Mr. Matsko reported he, along with other Township Fiscal Officers attended a quarterly meeting where Geauga County Treasurer, Christopher Hitchcock presented historical financial data beneficial to township fiscal officers in preparing the 2026 budget. The budget is scheduled to be presented to the Geauga County Budget Commission in August of 2025.

Mr. Matsko said that Auburn Township received the first half real estate tax settlement from the Geauga County auditor. As predicted, $752, 041.72 was withheld to refund the township residents for funds collected in error on a 2005 1Mill R&B Levy.

RECORD OF PROCEEDINGS



Mr. Matsko shared a request from Jonathan Tiber – president of The Geauga County Township Association. Mr. Tiber is asking Geauga County Townships to consider sponsoring a high school student from their township entering their Junior or Senior year during the 2025-2026 academic year within their local school district. Cost is $300 per student. Mr. Matsko asked the Board of Trustees if they were interested in sponsoring one or two students from Auburn Township. There was discussion among the Trustees and some questions arose about the legalities of this sponsorship.
Mr. McCune Jr. suggested they talk with the Geauga County Prosecutor and Janice Sugarman, Fiscal Officer for Bainbridge Township. Mr. Matsko said he would do that and report back to the Trustees at the next meeting.

**OLD BUSINESS:**

**Mr. McCune Jr.** read aloud the two letters written to The Honorable Andrew O. Brenner, Ohio State Senator for District 19 and The Honorable Kristina D. Roegner, who is the Ohio State Senator for District 27. The letters expressed the Trustees perspective to opposing S.B. 104, as introduced. The legislation, as currently written, prohibits a township Board from adopting a ban on short-term rental properties or using zoning laws to prohibit or restrict short-term rentals in residential areas. Mr. McCune Jr. said that Mr. Cavanagh summed this up perfectly at the last Trustees meeting – that you are allowing someone to run a commercial business in a residential area.

**NEW BUSINESS:**

**Mr. McCune Jr.** said they received a quote from 'Color Your World' for painting Town Hall ($1500) and Adam Hall ($2250). It was noted that the Township already has the paint for Adam Hall. Mr. Matsko reported that they have a $500 check for the deposit that will go out tomorrow.

**Motion by Michael S. Troyan and seconded by Patrick J Cavanagh to hire Color Your World to paint Adam Hall for $2250 and Town Hall for $1500.**
**VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

**Mr. McCune Jr** said that they received a letter from Geauga Trumbull Gotta Go Green, stating that Auburn Township has been funded $4,409 for the scrap tire grant, and enclosed a reimbursement request form. Mr. Cavanagh noted that the money comes after clean up day. Mr. McCune read that the reimbursement can be submitted from April 1 through November 30, 2025. The Trustees said the administrative assistant will submit the form.

McCune Jr. said they must appoint an OTARMA (Ohio Township Association Risk Management Authority) representative and alternate. It was the understanding of Mr. McCune Jr. that the Chairman of the Board of Trustees and the Fiscal Officer fill those positions. Mr. Matsko read the form aloud, requiring the members to appoint representatives.

**Motion made by Patrick J. Cavanagh and seconded by Eugene T. McCune Jr., to list Fiscal Officer Daniel Matsko as the OTARMA representative and Eugene T. McCune Jr., Chairman of the Board of Trustees, as the alternate. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.**

**Mr. Matsko** said that he was meeting with the Auburn Fire Department on May 7, 2025, to go over their budget, as well as their fiscal needs for 2026 and beyond.

Mr. Matsko noted at the last Trustee meeting, there was discussion of needed repairs to many of the Township buildings. Mr. Matsko asked the building liaison (Mr. McCune Jr.) if he could identify what repairs are needed and provide an estimated cost for the upcoming budget. Mr. McCune said he would have the information available sometime in April 2025.

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Held _____ 20 _____

Resident Dale Ryan reported to the board of a tree down across the path in Auburn Community Park on the west side the field. Mr. Ryan also asked the Trustees if anything could be done about removing grapevines in the woods that could potentially harm the trees. Mr. Cavanagh said they would have to ask the Western Reserve Land Conservancy. Mr. McCune Jr. stated the Township cannot cut anything, unless they go through the land conservancy. Mr. McCune said the next time they do their walk with the Western Reserve Land Conservancy, he would ask.

**ADJOURNMENT:**

**Motion made by Michael S. Troyan and seconded by Patrick Cavanagh to adjourn the meeting. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED. The meeting was adjourned at 7:38 p.m.**

Daniel J. Matsko, Fiscal Officer

Eugene T. McCune Jr., Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

APRIL 7, 2025

Date

# BOARD OF TRUSTEES MEETING AGENDA

**Monday, March 17, 2025**




**7:00 PM - REGULAR MEETING CALL TO ORDER**

- Eugene T. McCune Jr., Chairman

**PLEDGE OF ALLEGIANCE**

**GUESTS:** Bill Amour, Whisper Wood Circle resident

**MINUTE APPROVAL:**

- Regular Meeting – March 3, 2025

**SCHEDULED REPORTS:**

- Chief John Phillips, AVFD

**TRUSTEE & FISCAL OFFICER REPORTS:**

- Michael S. Troyan
- Patrick J. Cavanagh
- Dan Matsko, Fiscal Officer

**OLD BUSINESS:**

- Opposition letters to Senators for S.B. 104

**NEW BUSINESS:**

- Painting quote received / Color My World / Adam Hall - $2,250.00 / Town Hall - $1,500.00
- Appoint OTARMA representative and alternate

**SAVE THE DATE:**

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
04/26/25 - Roadside Litter Pick-Up Event / Meet at Service Garage @ 8:00am (lunch @ noon)



AUBURN TOWNSHIP

# Auburn Township Board of Trustees
# Meeting Attendance Sheet

MAR 17 2025

AUBURN TOWNSHIP

*Please Sign In*

| | Print Name | Resident | Non-Resident |
|---|---|---|---|
| 1. | CARL SCHNEIDER | ✓ | |
| 2. | BILL AMOR | ✓ | |
| 3. | DALE RYAN | | |
| 4. | Deb Standley | ✓ | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
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| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |

# FISCAL OFFICER REPORT MARCH 17, 2025

Fiscal Officer Dan Matsko presented the payment listing for payments processed since MARCH 4, 2025.

PAYMENT LISTING

| | |
|---|---|
| • 10 ELECTRONIC PAYMENTS PROCESSED: | $ 44,475.14 |
| • 24 WARRANTS PROCESSED: | $ 77,216.57 |
| TOTAL: | $ 121,691.71 |

Dan Matsko 3/17/25

# Payment Listing

3/4/2025 to 3/17/2025

| Payment Advice # | Post Date | Transaction Date | Type | Vendor / Payee | Amount | Status |
|---|---|---|---|---|---|---|
| 51-2025 | 03/04/2025 | 03/09/2025 | CH | SUN LIFE FINANCIAL | $206.62 | O |
| 52-2025 | 03/05/2025 | 03/09/2025 | CH | WINDSTREAM WESTERN RESERVE INC. | $116.15 | O |
| 53-2025 | 03/05/2025 | 03/09/2025 | CH | WINDSTREAM WESTERN RESERVE INC. | $173.58 | O |
| 54-2025 | 03/06/2025 | 03/09/2025 | CH | AHOLA CORPORATION | $21,854.45 | O |
| 55-2025 | 03/12/2025 | 03/11/2025 | CH | OHIO DEFFERRED COMPENSATION | $1,300.00 | O |
| 56-2025 | 03/10/2025 | 03/11/2025 | CH | DELTA DENTAL | $800.50 | O |
| 57-2025 | 03/11/2025 | 03/11/2025 | CH | ENBRIDGE GAS OHIO | $2,464.54 | O |
| 58-2025 | 03/10/2025 | 03/15/2025 | CH | MIDDLEFIELD BANKING COMPANY | $100.00 | O |
| 59-2025 | 03/12/2025 | 03/15/2025 | CH | BESTCO HARTFORD | $3,161.85 | O |
| 60-2025 | 03/12/2025 | 03/15/2025 | CH | PUBLIC EMPLOYEES RETIREMENT SYSTE | $14,297.45 | O |
| 8699 | 03/17/2025 | 03/17/2025 | AW | ANDY THORTON | $300.00 | O |
| 8700 | 03/17/2025 | 03/17/2025 | AW | CARGILL, INCORPORATED | $31,700.10 | O |
| 8701 | 03/17/2025 | 03/17/2025 | AW | NEWBURY AUTO PARTS,INC. | $117.00 | O |
| 8702 | 03/17/2025 | 03/17/2025 | AW | ARIS | $141.50 | O |
| 8703 | 03/17/2025 | 03/17/2025 | AW | GILLMORE SECURITY SYSTEMS,INC. | $1,496.40 | O |
| 8704 | 03/17/2025 | 03/17/2025 | AW | Dumpster Bandit, LLC. | $300.00 | O |
| 8705 | 03/17/2025 | 03/17/2025 | AW | MATTHEW BLOWERS | $865.00 | O |
| 8706 | 03/17/2025 | 03/17/2025 | AW | WASTE MANAGEMENT WESTERN RESER\ | $390.91 | O |
| 8707 | 03/17/2025 | 03/17/2025 | AW | J.F.D. LANDSCAPES | $23,629.37 | O |
| 8708 | 03/17/2025 | 03/17/2025 | AW | SAFETY-KLEEN SYSTEMS, INC. | $1,659.58 | O |
| 8709 | 03/17/2025 | 03/17/2025 | AW | GARY KAUFMAN'S SEPTIC TANK CLEANIN | $1,540.00 | O |
| 8710 | 03/17/2025 | 03/17/2025 | AW | DANIEL MATSKO | $370.00 | O |
| 8711 | 03/17/2025 | 03/17/2025 | AW | JOHN PHILLIPS | $777.00 | O |
| 8712 | 03/17/2025 | 03/17/2025 | AW | BUCKEYE POWER SUPPLIES | $575.00 | O |
| 8713 | 03/17/2025 | 03/17/2025 | AW | W.W.WILLIAMS | $2,051.00 | O |
| 8714 | 03/17/2025 | 03/17/2025 | AW | SEDGWICK | $2,095.00 | O |
| 8715 | 03/17/2025 | 03/17/2025 | AW | KINETICO QUALITY WATER SYSTEMS | $48.40 | O |
| 8716 | 03/17/2025 | 03/17/2025 | AW | NEWBURY TIRE | $932.89 | O |
| 8717 | 03/17/2025 | 03/17/2025 | AW | ACQUIRE FIRE PROTECTION | $729.36 | O |
| 8718 | 03/17/2025 | 03/17/2025 | AW | MELZER'S FUEL SERVICE CO. | $1,544.00 | O |
| 8719 | 03/17/2025 | 03/17/2025 | AW | COLOR YOUR WORLD | $500.00 | O |
| 8720 | 03/17/2025 | 03/17/2025 | AW | AUBURN BOY SCOUTS TROOP 101 | $365.00 | O |
| 8721 | 03/17/2025 | 03/17/2025 | AW | Dex Imaging, LLC | $426.54 | O |
| 8722 | 03/17/2025 | 03/17/2025 | AW | ILLUMINATING CO. | $4,662.52 | O |
| | | | | Total Payments: | $121,691.71 | |
| | | | | Total Conversion Vouchers: | $0.00 | |
| | | | | Total Less Conversion Vouchers: | $121,691.71 | |

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

Don Mutsko
3/17/25