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 Tom Jones.

GUESTS:

There were no guests at the meeting.

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

SCHEDULED REPORTS:

Frank Kitko, Zoning Inspector submitted a Zoning report reflecting 9 applications submitted in the month of March 2025, with 2 applications being denied. Mr. Kitko noted that he and his staff have spent time with the requests of Mr. DiNardo for the property adjacent to the Route 422 westbound exit ramp and Route 44. The attorney for Mr. DiNardo and the attorney for Auburn Township, Kristen Rine, are working on the issues.

Mr. Michael Fenstermaker, Highway Superintendent, gave a report for March of 2025:

- The Road department wrapped up plowing and salting. They had five rounds of plowing and/or salting in March, which brought the Township to a total of 92 runs for the year. The total amount of salt used in March was 146 tons. The average for March over the last eighteen years was 164 tons. The total salt usage for this season was 2372 tons. The yearly average is 1709 tons per season. 300 tons of salt were delivered in March.
- Cold patching has begun on various roads in the township. The worst road has been Crackel, west of Munn. Also addressed was Stafford Road East of Munn to Snow Road, Thorpe Road, Morland and Derbyshire Lane.
- Repairs – Plow lights were replaced on Truck 15 and the hydraulic line that lubricates the hydraulic pump. Truck 14 had the transmission wiring harness repaired.
- Plow damage – Various areas in the township need to be repaired due to plow damage, which include Thorpe, Regal and Waterford Trail.
- Cemetery – had a full burial Saturday, March 8, 2025, and another full burial and Tuesday, March 11, 2025.
- Ditching – has occurred in various locations around the township. Some were resident requests, and some were already known by the Road Department.
- Sheriff call – they received an early morning call from the sheriff's department regarding a fallen tree in Auburn Lakes.
- ODOT – Mr. Fenstermaker had a conversation with ODOT in regard to a cross pipe on 44 at Stafford West. This project will most likely not happen until next year. They will be paving Route 44 from the county line to Washington Street in June.
- Resident requests – resident requests have been coming in slowly: a driveway pipe on Thorpe, and some ditching on Stafford Road.
- Beaver – There have been some issues with beavers on Crackel Road, West of Auburn and Valley Road about 1800 feet north of the boat ramp. A Wildlife Control Operator has been called to remove the beavers.

Mr. McCune Jr. reported they have a resolution authorizing participation in the ODOT road salt contracts awarded in 2025, which the Trustees need to sign. Mr. Dan Matsko, Fiscal Officer, said he received an email regarding the salt contracts, and that he and Mr. Fenstermaker will meet to answer the questions on the form and submit to ODOT.

RECORD OF PROCEEDINGS

Motion made by Michael S. Troyan that the Trustees agree to participate in the ODOT Road Salt Contracts per Resolution 2025-06, seconded by Patrick J. Cavanagh. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.

Resident Jeana Ianiro reported that a snowplow had gone off the side of the road and into their yard and ditch. It made a divet which collects water and makes it hard for her to mow. Mr. Fenstermaker said the Road department will look into it and fix it.

Resident Tom Jones asked if the amount of snow we received this year effected the price of road salt. Mr. Cavanagh explained that the Township locks in a certain amount of road salt at a certain price, and they haven't experienced an increase in the price of road salt for this year. Mr. Fenstermaker said he can order another 250 tons of road salt; he is allowed to go 15% over the amount that they contracted for and noted it has been approved by the Trustees.

TRUSTEE & FISCAL OFFICER REPORTS:

Mr. Michael S. Troyan had nothing to report.

Mr. Patrick J. Cavanagh said they received an email from a resident last week about a traffic study and the possibility of a traffic control sign at Taylor May Road and Munn Road. Mr. Troyan said this has been addressed and the Trustees can't do anything about it, as it is a county road and suggested that the email be forwarded to the county.

Mr. McCune Jr. reported that he spoke with Mr. Ludwig, Cemetery Sexton for Auburn Township today, and the Township has $23,200 left in the account for headstone repair and restoration, which will probably be finished in June or July. This would be the third and final phase of the project. Mr. Cavanagh noted that the money for this cemetery restoration was a gift from the sale of a church property after the church closed, in the amount of $75,000. Mr. Matsko noted that there was a requisition and purchase order approved for the restoration and repair of the headstones.

Mr. McCune Jr. shared some information about Ohio House Bill 315. One of the items in the bill was about AED Placement. A new law enacted in 2024 required Townships with a population of 5,000 or more to place Automated External Defibrillators (AED) at parks and recreational locations when a youth sporting event or practice is taking place. AFD Fire Chief John Phillips said he and the administrative assistant will meet to discuss the location of the AED.

Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since March 18, 2025 - listing 14 electronic payments processed for $74,204.30 and 14 warrants processed for $7,475.95 totaling $81,680.25.
Mr. Matsko also provided a copy of the bank reconciliation for the month of March 2025. As of March 31, 2025, the primary checking account balance was $940,871.07 and the balance in the Star Ohio account was $2,206,802.90 for a total of $3,147,673.97.

Mr. Matsko reported that he received an email from Kristen Rine, APA Geauga County, recommending Auburn Twp participate in the State Cooperative Purchasing Program. After some discussion the Board determined the township would not benefit from becoming a member. No action was taken, and Chairman McCune said the topic was tabled.

Mr. Matsko said that on December 2, 2024, the Board of Trustees voted to approve a quote from Cable Communications for a cell antenna booster for the service garage in the amount of $7058.74. Mr. Matsko said the vendor notified the township that they are ready to install the antenna. Road Superintendent Mike Fenstermaker said there may be a less expensive option being investigated. Mr. Cavanagh asked Mr. Matsko if the monies could be returned to the road and bridge fund. He said yes and will contact the vendor and explain they are going to try another option.

RECORD OF PROCEEDINGS

Minutes of AUBURN TOWNSHIP BOARD OF TRUSTEES—REGULAR Meeting

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

Held _____ 20 _____

Motion made by Patrick J. Cavanagh and seconded by Eugene T. McCune Jr., to rescind the December 2024 motion and cancel the purchase order with Cable Communications. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.

NEW BUSINESS:

Mr. McCune Jr. announced that on Saturday, April 26, 2025, was the annual Roadside Litter Pick-Up event at 8:00 a.m. Meet at the service garage for road assignments and supplies, return at noon for hot dogs, beverages and snacks.

ADJOURNMENT:

Motion made by Michael S. Troyan and seconded by Eugene McCune Jr., to adjourn the meeting. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED. The meeting was adjourned at 7:46 p.m.

Daniel J. Matsko, Fiscal Officer

Eugene T. McCune, Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

APRIL 21, 2025
Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, April 7, 2025

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

PLEDGE OF ALLEGIANCE

GUESTS:

MINUTE APPROVAL:
- Regular Meeting – March 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:

SAVE THE DATE:

04/07/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
04/09/25 - Geauga Township Association Dinner Meeting / Munson Twp.
04/10/25 - Zoning Commission / Administration Bldg. / 7:00pm
04/21/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
04/22/25 - Earth Day
04/24/25 - Zoning Commission / Administration Bldg. / 7:00pm
04/26/25 - Roadside Litter Pick-Up EVENT- 8:00am meet @ the service garage for road assignments and supplies; return @ NOON for hot dogs, beverages & snacks!
05/05/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
05/08/25 - BZA Meeting / Administration Bldg:/ 7:00pm
05/13/25 - Zoning Commission / Administration Bldg. / 7:00pm
05/19/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
05/25/25 - Memorial Ceremonies

AUBURN TOWNSHIP

Auburn Township Board of Trustees
Meeting Attendance Sheet

APR 07 2025

AUBURN TOWNSHIP

Please Sign In

	Print Name	Resident	Non-Resident
1.	CARL SCHNEIDER	✓	
2.	Diane Jones		
3.	Tom Jones		
4.	Vera Tanino	✓	
5.	Jo Brown	✓	
6.	DALE RYAN	✓	
7.	Chris Chaney	✓	
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Payment Listing

3/18/2025 to 4/7/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
66-2025	03/19/2025	03/22/2025	CH	WEX BANK	$448.12	C
67-2025	03/20/2025	03/22/2025	CH	AHOLA CORPORATION	$31,688.86	C
68-2025	03/21/2025	03/22/2025	CH	ILLUMINATING CO.	$101.06	C
69-2025	03/21/2025	03/22/2025	CH	MEDICAL MUTUAL OF OHIO	$18,699.07	C
70-2025	03/25/2025	03/30/2025	CH	OHIO DEFFERRED COMPENSATION	$30.00	C
71-2025	03/25/2025	03/30/2025	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	C
72-2025	03/27/2025	03/30/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$270.47	C
73-2025	03/31/2025	03/31/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$116.15	C
74-2025	03/31/2025	04/01/2025	CH	BURNHAM & FLOWER	$1,718.08	C
75-2025	04/02/2025	04/05/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$173.58	O
76-2025	04/02/2025	04/05/2025	CH	SUN LIFE FINANCIAL	$201.81	O
77-2025	04/02/2025	04/05/2025	CH	VISA	$1,034.88	O
78-2025	04/03/2025	04/05/2025	CH	AHOLA CORPORATION	$17,474.22	O
79-2025	04/04/2025	04/05/2025	CH	TREASURER OF STATE OF OHIO	$948.00	O
8723	04/07/2025	04/07/2025	RW	GEORGE STADTLANDER	$300.00	O
8724	04/07/2025	04/07/2025	AW	OHIO EDISON	$21.99	O
8725	04/07/2025	04/07/2025	AW	Green Vision Materials, Inc.	$25.00	O
8726	04/07/2025	04/07/2025	AW	CHAGRIN VALLEY TIMES	$57.50	O
8727	04/07/2025	04/07/2025	AW	SHI INTERNATIONAL CORP	$253.45	O
8728	04/07/2025	04/07/2025	AW	GEAUGA HIGHWAY CO	$1,040.00	O
8729	04/07/2025	04/07/2025	AW	MICHAEL S. TROYAN	$1,110.00	O
8730	04/07/2025	04/07/2025	AW	Buckeye Power Sales Co., Inc.	$540.14	O
8731	04/07/2025	04/07/2025	AW	GEAUGA COUNTY TOWNSHIP ASSOCIATI(	$420.00	O
8732	04/07/2025	04/07/2025	AW	NEWBURY AUTO PARTS,INC.	$63.55	O
8733	04/07/2025	04/07/2025	AW	COLOR YOUR WORLD	$3,250.00	O
8734	04/07/2025	04/07/2025	AW	GEAUGA COUNTY DEPT OF WATER RESO	$151.34	O
8735	04/07/2025	04/07/2025	AW	WASTE MANAGEMENT WESTERN RESER\	$194.58	O
8736	04/07/2025	04/07/2025	AW	KINETICO QUALITY WATER SYSTEMS	$48.40	O
				Total Payments:	$81,680.25	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$81,680.25	

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 4-7-25

FISCAL OFFICER REPORT APRIL 7, 2025

Fiscal officer Dan Matsko presented the payment listing for payments processed since MARCH 18, 2025.

PAYMENT LISTING

• 14 ELECTRONIC PAYMENTS PROCESSED:	$ 74,204.30
• 14 WARRANTS PROCESSED:	$ 7,475.95
TOTAL:	$ 81,680.25

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

SAVINGS ACCOUNTS AS OF MARCH 31, 2025

• PRIMARY CHECKING ACCOUNT BALANCE:	$ 940,871.07
• STAR OHIO BALANCE:	$ 2,206,802.90
TOTAL:	$ 3,147,673.97

Dan Matsko 4-7-25

Dan Matsko

Auburn Road Department Report April 2025

- Plow and salt – Began wrapping up plowing and salting the last month. We had five rounds or plowing and/or salting. This brings us to a total of 92 runs for the year. Total amount of salt used last month was 146 tons. The average for March over the last eighteen years is 164 tons. We used a little less than average. The total salt usage for this season was 2372 tons. The yearly average is 1709 tons per season. We did have 300 tons of salt delivered the past month.
- Cold patch – We have been cold patching various roads in the township. The worst road has been Crackel, west of Munn. We also addressed Stafford Road East of Munn to Snow Road, Thorpe Road, Morland and Derbyshire Lane.
- Repairs – Replaced plow lights on truck 15 and hydraulic line that lubricates hydraulic pump. Truck 14 had transmission wiring harness repaired.
- Plow damage – There were various areas in the township that need repairs due to plow damage. Thorpe, Regal and Waterford Trail.
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- ODOT – Had a conversation with ODOT in regard to a cross pipe on 44 at Stafford West. This project will most likely not happen until next year. They will be paving 44 from the county line to Washington Street in June.
- Resident requests – resident requests have been coming in slowly: a driveway pipe on Thorpe, and some ditching on Stafford Road.
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AUBURN TWP ZONING REPORT

MARCH 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										2
Comm Fence													
Comm New													
Comm Remodel													
Comm Sign													
Comm Sub Lease, Use Change													
Culvert/Ditching													
Dev Plan Review	2												2
Denial	2	1	2										5
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										6
Res Addition		1	1										2
Res Deck	1	1											2
Res Fences													
Res Interior Completion													
Res Other		1	1										2
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	1										2
Transient Vendor													
Variance/Cond Use/													
Voided Receipts/Copies/Other													
TOTAL PROCESSED	7	8	9										24

2025-06

RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2025

WHEREAS, the AUBURN TOWNSHIP, GEAUGA COUNTY (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon of award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and

b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and

c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees that each party hereto shall be responsible for liability associated with that party's own errors, actions, and failures to act.

d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

e. The Political Subdivision hereby agrees to purchase a minimum of 85% of its electronically **submitted** salt quantities from its awarded salt supplier during the contract's effective period; and

f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and

g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 2, **by 5:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

_____	(Authorized Signature)	4/7/25 Approval Date
_____	(Authorized Signature)	4/7/25 Approval Date
_____	(Authorized Signature)	4/7/25 Approval Date
_____ Fiscal Officer	(Authorized Signature)	4/7/25 Approval Date
_____	(Authorized Signature)	_____ Approval Date

THIS RESOLUTION MUST BE UPLOADED TO THE SALT PARTICIPATION WEBSITE BY NO LATER THAN MAY 2, 2025.

PLEASE NOTE: THE DEPARTMENT WILL NOT ACCEPT TYPED SIGNATURES. PARTICIPATION AGREEMENTS SUBMITTED WITH TYPED SIGNATURES WILL BE INVALID AND INELIGIBLE FOR APPROVAL. YOU CANNOT SUBMIT A WORD DOCUMENT VERSION OF THIS PARTICIPATION AGREEMENT. NO EXCEPTIONS.