RECORD OF PROCEEDINGS

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 Mr. Fred Bauer.

MINUTE APPROVAL:

Motion by Michael S. Troyan, seconded by Patrick J. Cavanagh, to approve the minutes of the Regular Meeting of the Auburn Township Board of Trustees held on April 21, 2025. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.

SCHEDULED REPORTS:

Mr. Frank Kitko, Zoning Inspector, submitted a Zoning report reflecting 14 applications submitted in the month of April of 2025.

Mr. Michael Fenstermaker, Road Superintendent, gave a report for April of 2025:

Resident requests:

- Replacement of driveway pipe on Thorpe
- Tree leaning on Taylor May near Quinn
- Ditching on Taylor May west of Thorpe
- Ditching on Taylor May near Route 44
- Tree down on Bartholomew Road, west of Auburn Road
- Berm repair on Chateau Trail
- Ditching on Stafford, East of Route 44
- Repair erosion in front of driveway on Stafford
- Cut down berms on Stafford

Facilities repair:

- Adjust the garage door opener and clean the ceiling fans with vertical lift the fire department had rented for one of their projects.
- Critters Be Gone trapped a total of 7 beavers between Valley and Crackel Rd.
- Ms. Nancy Dolezal, Administrative Assistant, and Mr. Fenstermaker worked on a letter to inform residents of the upcoming road improvement projects. The letters have been mailed out.
- The Road Department spread 22 tons of salt one day in April. The total salt usage for the year was approximately 2400 tons and a total of 93 runs. Mr. Matsko and Mr. Fenstermaker filled out the required ODOT forms to participate with their salt consortium with a total of 2100 tons.
- All the roads in Auburn Township were rated by Mr. Fenstermaker. Some roads did decline due to the heavy frost this year.
- There is another depression in the field at Auburn Community Park. J.F.D. Landscapes, Inc., have provided a quote for the repair.
- More potholes were filled (cold patch) on Crackel, West of Auburn Road, Crackel, west of Munn and on Valley Rd.
- The mini excavator went in to have the quick bucket connect repaired.
- The Road Department prepared for Earth Day/road cleanup day. The shop was cleaned, tables and chairs were set up for approximately 20 people who participated.

Mr. Cavanagh said that he and Mr. Fenstermaker are going to be setting up a meeting with the Trustees, Fiscal Officer, and Road Superintendent of Mantua Township, for the upcoming joint road project. Mr. Hajjar, Geauga County Engineer, recommended checking the available fund status of Mantua Township for the joint project.

Mr. Cavanagh brought up the joint road maintenance agreements with neighboring Mantua and Troy Townships. He reported that signed agreements extend back to 2018 and 2019. Mr. Cavanagh felt these agreements should be updated due to changes in elected officials.

Mr. Cavanagh reported that the bid opening for various road projects is Friday, May 9, 2025. The estimated cost for the project is $1,120,000.00; all of which will be funded by Auburn Township. Mr. Cavanagh said that he will go to the Geauga County Engineer's office on that day, as he would like to know the bid amount ASAP.

Mr. Cavanagh noted the reason for the salt dome being half full - the corner of the dome's foundation needs to be repaired, and they will be getting quotes to repair it.

TRUSTEE & FISCAL OFFICER REPORTS:

Mr. Michael S. Troyan reported he received a call from a constituent who was asking about the opt out for NOPEC. This means that all eligible customers in an aggregated community become part of the buying group unless they take specific action to opt-out of the aggregation. Residents should be receiving information this week or next, for the opt out on natural gas.

Mr. Patrick J. Cavanagh reported the Township does have a speaker for Memorial Day - Amy Bevan, the newly appointed County Administrator. Mr. Cavanagh also noted that they had secured a bagpiper, singers, a soloist and had traffic control taken care of.

Eugene T. McCune Jr. reported that a meeting was held last week with Mr. Matsko, Fiscal Officer, Mr. Fenstermaker, Ms. Dolezal, and AFD Chief John Phillips. They assessed every building owned by the Township – to include the Museum, Adam Hall, Town Hall, Administration Building, Fire Department, Road Garage and Auburn Community Park. They set budgets for repairs and improvements. He noted there were already some cosmetic repairs that were completed at Adam Hall, and in the future, a new roof would probably be needed. Mr. Matsko will review setting aside money in a Capital Improvement Reserve Fund.

Mr. McCune Jr. said that he spoke with Cemetery Sexton, Mike Ludwig, and as of today, Stonehugger Cemetery Restoration LLC, was in the cemetery finishing up the third and final phase of the headstone restoration project, which amounts to $23,280. The original gift amount for this project was $75,000 which was left to the Township for the cemetery restoration by Auburn Community Church.

Mr. McCune Jr. will be speaking at the Chagrin Valley Chamber of Commerce – every three to four years they have a public officials luncheon which is in June 2025.

Mr. Dan Matsko, Fiscal Officer, presented the payment listing for payments processed since April 21, 2025 - listing 11 electronic payments processed for $41,240.47 and 17 warrants were processed for $16,784.04 totaling $58,024.51. He also reconciled the bank accounts for April 2025. The balance in the primary checking account was $1,028,209.16, and in the Star Ohio account, there was a balance of $2,214,919.32 for a total of $3,243,128,48.

Mr. Matsko noted that the Township received a final bill from Waste Management, and they charged the Township a total of $689.22 for the removal of 2 dumpsters. Mr. Fenstermaker noted there were no problems with the new dumpsters from Dumpster Bandit.

Mr. Matsko reported that he attended the funeral for the Honorable Mary Jane Trapp today, and it was well represented by many elected officials from Geauga County.

Mr. Matsko noted that Election Day was tomorrow, May 6, 2025, with three issues on the ballot.

Mr. Cavanagh revisited the $75,000 donation given to Auburn Township by Auburn Community Church to be spent on improvements at the Museum. Mr. Cavanagh stated the Trustees previously talked about spending approximately $3000 to $5000 for door and window maintenance and trim work at the Museum. The church also wanted the Trustees to increase access to the Museum. Mr. McCune Jr. questioned why they would put money into that building, which is open once per year for 2 hours, and 10 people go through it. He thought perhaps in the future, when the budget is larger, maybe they would have enough money to move the building to Adam Hall, put a bathroom in it and open it up for events – and make it useful. Mr. Cavanagh noted it was a beautiful building and was in pretty good shape now.

Mr. McCune Jr. brought up the management agreement to borrow and use equipment from other Townships, and noted that he and Mr. Fenstermaker, and Mr. Troyan were not in favor of the agreement. Mr. Cavanagh said he would speak with other county members while at the Geauga County Engineer's office on Friday, May 9, 2025. Mr. Fenstermaker said they have not used the agreement, and Mr. McCune noted they already have agreements in place with other Townships.

Motion made by Michael S. Troyan and seconded by Patrick J. Cavanagh to decline participation in the Geauga County Resource Rental Program to borrow/lend equipment from other Townships. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion PASSED.

OLD BUSINESS:

No old business.

NEW BUSINESS:

Mr. McCune Jr. spoke about the quote from J.F.D. Landscapes, Inc., to fix the indentation at Auburn Community Park for $675.00.

Motion made by Michael S. Troyan and seconded by Patrick Cavanagh to approve the fee from J.F.D. Landscapes Inc., in the amount of $675.00 to fix the indentation at Auburn Community Park. VOTE: Cavanagh, yes; Troyan, yes; McCune Jr., yes. The motion PASSED.

Mr. Cavanagh reported on Resolution 2025-08, the approval of the Solid Waste Management Plan for the Geauga-Trumbull Solid Waste Management District. With the approval of this plan update, the rate is anticipated to increase to $7.50 ($2.00 increase) in 2027 to support new programming and the rising costs of existing programs. This will be the first increase since 2007. These fees are **not** taxes levied against residents, but rather monies remitted by waste haulers in support of required recycling and waste reduction programming. Mr. Matsko read Resolution 2025-08.

Motion made by Patrick J. Cavanagh and seconded by Michael S. Troyan to adopt Resolution Number 2025-008 – Approval of the Solid Waste Management

Plan for the Geauga-Trumbull Solid Waste Management District. VOTE: Troyan, yes, Cavanagh, yes; McCune Jr., yes. The motion passed.

Mr. McCune Jr. reported that a 2025 grant award has been approved by NOPEC for Auburn Township, for $14,124.00, which must be spent by November 30, 2027. The balance from 2023 is $13,298 (to be spent by November 30, 2025), and the amount of the 2024 balance is $13,761 (to be spent by November 30, 2026.) The total amount of the grants is $41,183.00.

Mr. Troyen asked Mr. Keith Blaser, Secretary for the Auburn Fire Department, if the Auburn Fire Department had ideas on how to use extra funds, if they were available. Mr. Blaser said they will need about $25,000 to $30,000 to replace their existing mobile data terminal computers (CAD system) to remain compatible with the Geauga County Dispatch system. The county is updating their systems by October 2025. Mr. Blaser said their department submitted a grant application for these computers and it will be a couple of months before they find out if their grant was accepted.

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 7:46 p.m.

Daniel J. Matsko, Fiscal Officer

Eugene T. McCune, Chairman

Patrick J. Cavanagh, Vice-Chairman

Michael S. Troyan, Trustee

MAY 19, 2025
Date

AUBURN TOWNSHIP

BOARD OF TRUSTEES MEETING AGENDA
Monday, May 5, 2025

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

PLEDGE OF ALLEGIANCE

GUESTS:

MINUTE APPROVAL:
- Regular Meeting – April 21, 2025

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

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

OLD BUSINESS:

NEW BUSINESS:
- JFD Quote / park $675
- Resolution 2025-08 Approval of the Solid Waste Management Plan for the Geauga-Trumbull Solid Waste Management District

SAVE THE DATE:

05/06/25 - BZA Meeting / Administration Bldg. / 7:00pm
05/08/25- Zoning Commission Meeting / Administration Bldg./ 7:00pm
05/09/25 - **BID DEADLINE / Asphalt Reconstruction of Various Roads / 10:00am GCE office**
05/13/25- BZA Meeting / Adam Hall Community Center / 7:00pm
05/19/25- Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
05/22/25 - Zoning Commission Meeting / Administration Bldg./ 7:00pm
05/25/25- Memorial Ceremonies / 8:45 Maple Shade; 9:00 Adam Hall; 10:00 Shadyside
06/02/25 - Board of Trustees Meeting / Auburn Administration Bldg. / 7:00pm
6/5 & 6/6- Senior Trash Pick Up EVENT (60yrs & older). Must **PRE-REGISTER** with the Dept. on Aging 440-279-2130. Limited pick-ups available.
06/07/25 - Large Item Trash Drop-Off EVENT @ Adam Hall – 8:00am – 1:00pm
06/10/25 – BZA Meeting / Administration Bldg. / 7:00pm
16/13/25- Zoning Commission Meeting / Administration Bldg./ 7:00pm
07/04/25 - Annual 4th of July Picnic & Parade – kicks off at 11:00am from The Meadows Subdivision (off Auburn Rd). and proceeds to the fire station. www.??????????

AUBURN TWP ZONING REPORT

APRIL 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	3									8
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				1									1
Res Acc Bldg Under 200													
Res Acc Bldg Over 200 sf		3	3	3									9
Res Addition		1	1	2									4
Res Deck	1	1											2
Res Fences				1									1
Res Interior Completion													
Res Other		1	1										2
Res Patios													
Res Remodel													
Res Signs													
Res Signs Temp													
Res Signs Temp Bldg Const				1									1
Res Signs S/D													
Single Family Dwelling				1									1
Swim Pool Above Ground				1									1
Swim Pool In Ground		1	1										2
Transient Vendor													
Variance/Cond Use/				1									1
Voided Receipts/Copies/Other													
TOTAL PROCESSED	7	8	9	14									38

Auburn Township Board of Trustees
Meeting Attendance Sheet

MAY 05 2025

AUBURN TOWNSHIP

Please Sign In

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

Payment Listing

4/22/2025 to 5/5/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93-2025	04/22/2025	04/26/2025	CH	OHIO DEFFERRED COMPENSATION	$30.00	C
94-2025	04/22/2025	04/26/2025	CH	VISA	$439.45	C
95-2025	04/22/2025	04/26/2025	CH	OHIO DEFFERRED COMPENSATION	$1,300.00	C
96-2025	04/23/2025	04/26/2025	CH	SAMS CLUB	$131.80	C
97-2025	04/23/2025	04/26/2025	CH	MEDICAL MUTUAL OF OHIO	$18,699.07	C
98-2025	04/30/2025	05/01/2025	CH	BURNHAM & FLOWER	$2,558.67	C
99-2025	05/01/2025	05/04/2025	CH	BURNHAM & FLOWER	$169.00	O
100-2025	05/01/2025	05/04/2025	CH	AHOLA CORPORATION	$17,434.06	O
101-2025	05/05/2025	05/05/2025	CH	SUN LIFE FINANCIAL	$188.61	O
102-2025	05/05/2025	05/05/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$173.59	O
103-2025	05/05/2025	05/05/2025	CH	WINDSTREAM WESTERN RESERVE INC.	$116.22	O
8749	04/22/2025	04/22/2025	AW	JOE TRENDE	$350.00	C
8750	05/05/2025	05/05/2025	AW	GEAUGA COUNTY MAPLE LEAF	$185.25	O
8751	05/05/2025	05/05/2025	AW	NANCY DOLEZAL	$7.88	O
8752	05/05/2025	05/05/2025	AW	Dumpster Bandit, LLC.	$498.16	O
8753	05/05/2025	05/05/2025	AW	ULLMAN OIL CO,	$1,183.05	O
8754	05/05/2025	05/05/2025	AW	QUADIENT	$56.85	O
8755	05/05/2025	05/05/2025	AW	SUNRISE SPRINGS WATER COMPANY	$107.25	O
8756	05/05/2025	05/05/2025	AW	ARIS	$124.50	O
8757	05/05/2025	05/05/2025	AW	OHIO EDISON	$21.55	O
8758	05/05/2025	05/05/2025	AW	GILLMORE SECURITY SYSTEMS,INC.	$117.50	O
8759	05/05/2025	05/05/2025	AW	CARGILL, INCORPORATED	$10,457.09	O
8760	05/05/2025	05/05/2025	AW	21st Century Media-Ohio	$104.25	O
8761	05/05/2025	05/05/2025	AW	WASTE MANAGEMENT WESTERN RESER\	$689.22	O
8762	05/05/2025	05/05/2025	AW	STAPLES ADVANTAGE	$235.37	O
8763	05/05/2025	05/05/2025	AW	QUADIENT	$133.95	O
8764	05/05/2025	05/05/2025	AW	LEPPO RENTS	$1,552.17	O
8765	05/05/2025	05/05/2025	AW	JOE THE ELECTRICIAN	$960.00	O
				Total Payments:	$58,024.51	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$58,024.51	

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 Mutsko
5/5/25

FISCAL OFFICER REPORT MAY 5, 2025

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

PAYMENT LISTING

• 11 ELECTRONIC PAYMENTS PROCESSED:	$ 41,240.47
• 17 WARRANTS PROCESSED:	$ 16,784.04
TOTAL:	$ 58,024.51

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

SAVINGS ACCOUNTS AS OF APRIL 30, 2025

• PRIMARY CHECKING ACCOUNT BALANCE:	$ 1,028,209.16
• STAR OHIO BALANCE:	$ 2,214,919.32
TOTAL:	$ 3,243,128.48

Dan Matsko 5/5/25

Dan Matsko

RESOLUTION NO. 2025-08

A RESOLUTION IN THE MATTER OF THE APPROVAL OF THE SOLID WASTE MANAGEMENT PLAN FOR THE GEAUGA-TRUMBULL SOLID WASTE MANAGEMENT DISTRICT.

WHEREAS, the Geauga-Trumbull Solid Waste Management District (the District), by its Policy Committee, has adopted a Solid Waste Management Plan for the District; and

WHEREAS, pursuant to Ohio Revised Code 3734.55(B), the Board of County Commissioners and the legislative authority of each municipal corporation or township under the jurisdiction of the District must approve or disapprove the Plan by ordinance or resolution;

WHEREAS, the Township of AUBURN in GEAUGA County, Ohio has reviewed the Plan and considered it a duly called meeting; and

WHEREAS, the Plan furthers the public interest; and

NOW, THEREFORE, BE IT ORDAINED, that the Solid Waste Management Plan for the Geauga-Trumbull Solid Waste Management District, adopted by the Solid Waste Policy Committee on April 2nd, 2025 is hereby approved;

AND BE IT FURTHER RESOLVED, that a copy of this Resolution of Approval shall promptly be delivered, or caused to be delivered, to the Solid Waste Policy Committee of the Geauga-Trumbull Solid Waste Management District.

Motion made by P.J Cavanagh, seconded by Mike Troyan

Upon Call of the following vote resulted:

Trustees	Yea	Nea
MICHAEL S. TROYAN	Y	N
PATRICK J. CAVANAGH	Y	N
EUGENE T. MC CUNE JR.	Y	N

Resolution duly adopted this 5TH day of MAY, 2025.

Chairman Eugene T. McCune Jr.

Fiscal Officer

Auburn Road Department Report May 2025

- **Resident requests:**
- Replacement of driveway pipe on Thorpe
- Tree leaning on Taylor May near Quinn
- Ditching on Taylor May west of Thorpe
- Ditching on Taylor May near Rt. 44
- Tree down on Bartholomew Road, west of Auburn Road
- Berm repair on Chateau Trail
- Ditching on Stafford, East of 44
- Repair erosion in front of driveway on Stafford
- Cut down berms on Stafford
- **Facilities repair:**
- Thanks to the fire department for allowing us to use the lift that they rented. We were able to adjust the garage door opener and clean the ceiling fans.

- Joe from Critters Be Gone trapped a total of 7 beavers between Valley and Crackel.
- Nancy and I worked on a letter to inform residents of the upcoming capital improvement projects.
- We did have one round of salt that totaled 22 tons. The total salt usage for the year was approximately 24 tons and a total of 93 runs. I did order the last 15% over the committed amount which totaled around 235 tons of salt. This gives us about 12 hundred tons of salt in the dome. Dan and I did fill out the ODOT forms to participate with their salt consortium with a total of 21 tons.
- We did rate all the roads. They were not as bad as expected, but some did decline due to the heavy frost this year.
- Trash is picking up at the park due to sporting events starting. There is another depression in the field that will need to be fixed. I met with JFD and they have quoted that repair.
- We filled more potholes on Crackel, West of Auburn Road, Crackel, west of Munn and on Valley.
- The mini excavator went in to have the quick bucket connect repaired.
- Prepared for Earth Day/road clean up day. Cleaned shop, set up tables and chairs for approximately 20 people that showed up to participate.

J.F.D. LANDSCAPES INC.
440-543-9644
www.jfdlandscapes.com

Mail to: P. O. Box 23007
Ship to: 9809 East Washington Street
Chagrin Falls, Ohio 44023

COPY

AGREEMENT

Auburn Township
Attn: Nancy Dolezal
Board of Trustees
11010 East Washington Street
Auburn Township, Ohio 44023

440-543-7028
admin@auburntownship.com

4-28-2025

We hereby submit specifications for providing labor and materials for the work to be completed at the above location, which includes:

Auburn Community Park Work

- Install necessary screened topsoil, seed, and shredded straw to drainage low spot as shown at meeting with Mike Fenstermaker on 4-16-25. Approximate low spots are highlighted in purple on site map below.

Total Investment: $ 675.74

Notes:

1. Layout in conjunction with client as needed.
2. This agreement is on site conditions being dry enough to support our equipment and proposed work.

Payment to be made as follows:
Balance upon completion of each section of project. 1.5% service charge on balance over 30 days. By signing this agreement client is acknowledging that they have received and read the "Terms & Conditions" document included with this agreement. **Please sign and return one copy. Thank you!**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature Ryan J. Drake

Ryan J. Drake, Vice President

Note: we may withdraw this agreement if not accepted within 10 days

ACCEPTANCE OF AGREEMENT - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance 4/30/25

Signature Eugene T. McCune

Signature EUGEN T. McCUNE JR.

Motion to Approve
YES

Creating and Maintaining Beautiful Landscapes since 1989!