

Chagrin Falls Township Trustees Meeting
Tuesday, January 10, 2012
Minutes

The meeting was called to order by President Tom Florkiewicz at 7:05 p.m. Those present included Trustee Mike Wise; Trustee John Finley; Town Hall Rental Agent Kelly Hendricks; Village Councilwoman Janis Evans; Unincorporated Township residents Tom Weidenkopf, Susan E. Finley, Lexy Johnson, Lisa Hollyer, Christy Bittenbender, Fred Clarke, Molly Clarke, Craig Roeper, Loyal Wilson, Edgar Boles, John Lennon, Ilene McMullen, Helen Stanley, Mark Nasca, Daniel Lee; and Fiscal Officer Elizabeth Boles.

OATH OF OFFICE: Trustee John Finley was given a second Oath of Office (first Oath of Office was performed on January 2, 2012 in Councilwoman Evans' home) by Village Councilwoman Janis Evans. Trustee Finley was congratulated by all present.

MINUTES: The Trustees tabled approval of the minutes from the last meeting (12-21-11) until the next meeting on 1-23-12.

OLD BUSINESS

VILLAGE/TOWNSHIP AGREEMENT: No report.

TOWNSHIP WEB SITE:

- Kelly Hendricks updated the progress of the new Township Web Site on which she has been working.
- A Township Map will also be added to the Web site
- The Trustees thanked Mrs. Hendricks for all her hard work.

TOWNSHIP HALL RENTALS:

- THRA Hendricks reported all Hall classes are running again after Holly Hall.
- THRA Hendricks reported she has called all 2012 potential renters.
- The electrical meter for the office of the Chagrin Valley Chamber of Commerce has been installed. The Township will invoice the Chamber for its electrical use.

TOWNSHIP HALL MAINTENANCE:

- President Florkiewicz announced Hemlock Landscaping has been asked to plow the Hall driveway again for this year and Handy Carl will continue to keep the Hall steps shoveled as required.

- Future exterior repairs to Hall: John Wamelink has given the Trustees a list of suggested future exterior repairs to Township Hall.
- Old Lighting Fixtures: Old lighting fixtures have been found during the recent Hall basement clean-out. The Trustees will decide what to do with them.

DOCUMENT RETENTION POLICY:

- F.O. Boles reported she has a draft of the policy ready to be perused by the Trustees. Copies of the draft will be sent to the Trustees. The next step will be to send the policy draft to the Ohio Historical Society for approval.

ANTI-POACHING POLICY:

- The Trustees are waiting for the revised agreement to be finished and approved.

NEW BUSINESS

CHAGRIN RIVER WATERSHED PARTNERS (CRWP):

- The CRWP is in the process of developing a recommendation to unincorporated Township resident Tom Weidenkopf in regards to the flooding issue on his land.
- President Florkiewicz reported he has spoken with Christina at CRWP. The Trustees announced Trustee Finley will oversee this issue.
- Other unincorporated residents present reported flooding issues on their properties as well.
- CRWP will be notified about the other concerned homeowners.

TOWNSHIP MEETING PROCEDURAL ITEMS:

- Trustee Finley reported he has put together two motions about timelines/rules for the Trustees Meetings to be voted on by the Trustees. They concern:
 1. Meeting agendas
 2. Scheduling Meetings
- Both motions were unanimously passed.
- A copy of the motions presented by Trustee Finley is attached to these minutes.

FIRE DISTRICT FUND APPROPRIATIONS RESOLUTIONS FOR 2011 & 2012:

- Both Appropriation Resolutions were adopted.

ASSISTANT FISCAL OFFICER:

- F.O. Boles announced she has appointed an Assistant Fiscal Officer. Unincorporated Township resident Lexy Johnson has agreed to take the position.
- F.O. Boles reported the Assistant Fiscal Officer has to be bonded. The Trustees asked how much the Bond will be and for how many years the bond lasts. F.O. Boles said she would have the answers at the next meeting.

ASSIGNMENTS TO VARIOUS ORGANIZATIONS:

- President Florkiewicz announced Trustee Finley agreed to take over the organizational assignments held by retired Trustee Jeff Homans such as delegate to the Intergovernmental Council and CRWP.

ANNOUNCEMENT OF MEETING SCHEDULE FOR 2012:

- F.O. Boles announced the Township Trustees Meetings will be held every 2nd and 4th Tuesday of each month at 7:00 p.m. unless there is a conflict with one or more of the Trustees or the Fiscal Officer. Change of date will be posted on the Township web site. There will be no meetings in August.

The meeting was unanimously adjourned at 8:20 p.m.

Tom Florkiewicz, President

Elizabeth Boles, Fiscal Officer

Attachment

The two Motions made by Trustee Finley under the "Township Meeting Procedural Items" were unanimously approved by Trustee Wise and Trustee Florkiewicz are as follows:

1. Meeting Agenda:

I move that the President of the Township Trustees, or his designee, send a proposed agenda to the other two Township Trustees and the Township fiscal Officer at least seven days prior to the next meeting of the Township Trustees.

I further move that the other Township Trustees and the Township Fiscal Officer send the President of the Township Trustees, or his designee, proposed additions and other

changes to the proposed agenda at least five days before the next meeting of the Township Trustees.

I further move that the President of the Trustees, or his designee, post the final agenda on the Township website at least three days before the next meeting of the Township Trustees.

2. Scheduled Meetings

I move that the regularly scheduled meetings of the Township Trustees will begin at 7 p.m. on the second and fourth Tuesday of each month in Township Hall, except that there will be no meetings in the month of August.

I further move that if it is necessary to change the date, time, or location of the regularly scheduled meetings for the next month, then the Trustees will make that change at the last meeting of the month, except that changes to the meetings for the month of September will be made at the last meeting in July.

I further move that the dates, times, and locations of the meetings for the next month be posted on the Township website at least three days after the last meeting of a month, except that the dates, times, and locations of the meetings for the month of September will be posted on the Township website at least three days after the last meeting in July.

I further move that the Township Trustees and Township Fiscal Officer make every effort not to change the date, time or location of a meeting once it is posted on the Township website. However, if there are circumstances which cause the date, time or location of a meeting to be changed, then that change be posted on the Township website as soon as possible.

The original copy is attached to the hard copy minutes.