

Chagrin Falls Township Trustees Meeting  
September 25, 2012  
Minutes

The meeting was called to order by President Tom Florkiewicz in the office of the Chagrin Valley Chamber of Commerce at 7:00 p.m. Those present included Trustee Mike Wise, Trustee John Finley, Township Hall Rental Agent (THRA) Kelly Hendricks and Fiscal Officer (F.O.) Elizabeth Boles.

MINUTES:

- The Trustees reported they read the minutes from the July 24<sup>th</sup> meeting. A motion was made, seconded and unanimously passed to accept the minutes as read.
- The Trustees reported they read the minutes from the September 11<sup>th</sup> meeting. A motion was made, seconded and unanimously passed to accept the minutes as read.

FINANCIAL REPORT:

- The Trustees acknowledged receipt of the July and August Financial Reports from F.O. Boles. A hard copy of these reports is attached to these minutes and another hard copy is filed in the Township Financial notebook.
- The Trustees acknowledged receipt of the Year-to-Date Township Hall financial report from F.O. Boles.
- The Trustees acknowledged receipt of the updated (August, 2012) Hall maintenance expense report from F.O. Boles.

**OLD BUSINESS**

TOWNSHIP HALL RENTALS:

- THRA Hendricks updated the Trustees on the Hall rentals.
- Rental rates were discussed.

CHAGRIN VALLEY DISPATCH COUNCIL:

- Trustee Finley reported the Council is still discussing locations.
- The next meeting will be held on September 27<sup>th</sup>.

ENERGY AUDIT:

- Trustee Wise reported copies of the two cancelled checks written in September towards payment of the Energy Audit are due by October 1<sup>st</sup>.
- F.O. Boles said she will check with Key Bank to see if the checks have been put through the system and are now cancelled. If they are, she will ask for copies to be sent to Trustee Wise.

WIKIPEDIA PAGE:

- Trustee Finley announced he has updated the Township's Wikipedia page.

**NEW BUSINESS**

TOWNSHIP HALL SECURITY:

- THRA Hendricks called the Trustees attention to the issue of the Hall front door being open all day with or without someone manning the front desk. This could possibly be a security issue.
- Trustee Wise said he would speak to Peter Balunek of Chamber about this concern.

ADOPT TAX RATES FOR 2012:

- A motion was made, seconded and unanimously passed to adopt the tax rates for 2012 for the General fund and the Fire District fund. Hard copies of these resolutions are attached to these minutes.

DOCUMENTARY FILM FESTIVAL:

- The Film Festival will be held from October 3-7 this year.

SEXUAL HARASSMENT POLICY:

- F.O. Boles presented a rough draft of the Township's Sexual Harassment Policy to the Trustees.
- F.O. Boles reported she received written Sexual Harassment Policy Guidelines from OTARMA.
- The Trustees tabled adopting the policy until all the Trustees could thoroughly read through the policy and discuss it.

The meeting was unanimously adjourned at 7:50 p.m.

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Tom Florkiewicz, President

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Elizabeth Boles, Fiscal Officer