

Chagrin Falls Township Trustees Meeting
October 21, 2014
Minutes

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

MINUTES:

- The minutes from the September 29, 2014 meeting were approved as amended.

FINANCIAL REPORT:

- The Trustees acknowledged receipt of the 3rd quarter Financial Report. A copy is attached to these minutes and in the Financial Report notebook.
- The Trustees acknowledged receipt of the Year-to-Date Township Hall expenses & Income Report.
- The Trustees acknowledged receipt of the ongoing maintenance report of Township Hall.

OLD BUSINESS

TOWNSHIP HALL RENTALS:

- THRA MacIver updated the Trustees on Hall Rentals.

FRIENDS OF TOWNSHIP HALL:

- Over \$31,000.00 has been raised for Hall Renovations.
- Air Conditioning Installation will be completed by Friday.
- Trustees discussed fundraising letter to 44022 & 44023 residents
- The Trustees and Engelina Koberna reached an agreement about marketing Township Hall rentals.
 1. A motion was made, seconded and unanimously passed to pay Ms. Koberna 10% of what she brings in through November 30, 2014. This is a verbal agreement between the Trustees & Ms. Koberna.
 2. Ms. Koberna will invoice the Township 10% of the rentals fees she brings in. A motion will be made after the Trustees receive a contract from her.
 3. Ms. Koberna will do no formal marketing for the Township.

NEW TOWNSHIP HALL SOCIAL MEDIA/MARKETING REPRESENTATIVE:

- Molly Gebler, of CV Chamber of Commerce, will handle all the PR/Marketing/Social Media for Township Hall.
- A motion was made, seconded and unanimously passed to accept Ms. Gebler's compensation proposal of \$650.00 up front plus \$150.00 a month for her services. She will also receive \$15.00/hr. for anything outside of her job description. Ms. Gebler submitted her job description with her proposal. A copy of her job description is attached to these minutes and a copy is in the Township files.
- The Trustees agreed Ms. Gebler's performance will be reviewed on a quarterly basis.
- One of Ms. Gebler's first actions was offering to have the inside of the Hall painted for free by finding volunteers to donate the paint and do the painting. The Trustees agreed to let her go ahead with this project and President Florkiewicz will discuss with her how the walls should be prepped.
- Another Hall improvement idea by Ms. Gebler is to hang art on walls from local artists. The Trustees discussed this possibility and concluded that due to Hall Policy no holes should be put in the Hall walls and Hall renters may not want artwork on the walls.

TOWNSHIP WEBSITE:

- President Florkiewicz and THRA MacIver met with Township Webmaster Bob Craig to learn how to use the web site calendar and enter items, such as new Hall Rental Contracts, onto the web site.
- FO Boles will be meeting with Webmaster Craig to learn how to enter approved minutes on the website and upcoming Township Trustees meetings in the near future.

NEW BUSINESS

TOWNSHIP LOT SPLITS:

- Trustee Wise reported he spoke with Gregory Huth from the Cuyahoga County Prosecutor's Office about Lot Split procedure.
 1. Mr. Huth explained lot split approval is not done by Cuyahoga County if the lots are five-acre lots.
 2. Lot Split Approval of five-acres is made by the Township Zoning Agent.
 3. This is based on Cuyahoga County Land Development Regulations which apply.
- There was also a conference call about Township Lot Splits between President Florkiewicz, Trustee Finley, Trustee Wise, Township BZA Chairman Jeff Homans, Township Zoning Agent Malcolm Donley.

POTENTIAL DONATION OF KITCHEN EQUIPMENT:

- Trustee Finley announced two Chagrin Falls restaurant owners are interested in donating kitchen equipment to Township Hall to make the downstairs kitchen area a functional kitchen again.

MEETING DATES IN NOVEMBER:

- The Trustees agreed the Township Trustees meetings will be held:
 1. November 3 at 7:00 p.m
 2. November 18 at 7:00 p.m.
 3. In the CV Chamber of Commerce office.

The meeting was unanimously adjourned at 8:30 p.m.

Tom Florkiewicz, President

Elizabeth Boles, Fiscal Officer

These minutes were unanimously approved on 11-18-14 as read.