

Chagrin Falls Township Trustees Meeting  
Wednesday, May 9, 2018  
Minutes

The meeting was called to order by President Tom Florkiewicz at 7:05 p.m. Those present included Trustee John Finley; Trustee Brian Paul; Gary R. Gottfried of Crosslink Marketing; new Township Zoning Inspector Edgar Boles; Township Hall Zoning Agent (THRA) Elizabeth MacIver, and Fiscal Officer (FO) Elizabeth Boles.

FINANCIAL SUPPORT/UNDERWRITING:

- Mr. Gottfried thanked the Trustees for the Township's participation in the April 21<sup>st</sup> event in Township Hall and the Chagrin Valley Little Theatre.
- Mr. Gottfried offered to help the Trustees raise community awareness of Township Hall through the web site and social media.
- He suggested:
  1. Establishing a Product
  2. Use Preferred vendors
  3. Discount to preferred renters
- The Trustees thanked Mr. Gottfried for attending the meeting.
- The Trustees agreed a concrete proposal is needed.

OATH OF OFFICE:

- Mr. Edgar Boles was sworn in as the new Township Zoning Inspector.
- He signed the Oath of Office document and Bond.
- Congratulations all around.

MINUTES:

- The minutes from the last meeting were unanimously approved, as read.

FINANCIAL REPORT:

- The Trustees acknowledged receipt of the First Quarter Financial Report for 2018.
- A hard copy of the report is attached to these minutes and another copy will be added to the Financial Report notebook.

**OLD BUSINESS**

TOWNSHIP HALL RENTALS:

- THRA MacIver updated the Trustees on Hall rentals
- The Trustees discussed advertising Hall rentals over Blossomtime and Blossom Run.

#### TOWNSHIP HALL MAINTENANCE:

- The Trustees discussed Hall maintenance issues such as burned out lightbulbs and interior front door fasteners.
- Power washing Hall tables and clean new chairs will take place at 1:00 p.m. on May 20<sup>th</sup>.
- Light above Township Hall Main Door: A motion was made, seconded and unanimously approved to accept Ken Roby's estimate to repair the Light.
- Railing on Township Steps: President Florkiewicz reported Hemlock Landscapes will trim the tree by railing.
- Ladders, old chairs under handicapped ramp: Trustee Paul will look into clearing all items and debris away from ramp.
- Lighting Work: The Trustees discussed Electrician Bob Halper doing electrical maintenance and updating in the Hall.
- The Trustee discussed Hall concrete driveway repair.

#### TOWNSHIP HALL OFFICE RENOVATION:

- The Trustees discussed purchasing fireproof file cabinets and non-fireproof file cabinets.

#### MCIMETRO OPTICAL CABLE:

- The Trustees discussed MCImetro Optical Cable's letter and Township easement.
- Cuyahoga County Prosecutor Dale Pelozy's letter was received and read by the Trustees.
- The Trustees agreed to ask Mr. Pohlod to the next meeting.

#### DOCUMENTS AND EMAIL RETENTION POLICIES:

- Trustee Finley reported he received a copy of the retention policy from Russell Township.
- The three Trustees unanimously agreed to serve as the *Document and Email Retention Policy Commission*.

### **NEW BUSINESS**

#### NORTH MAIN STREET REPAIRS:

- Trustee Finley reported the County will begin repairing the unincorporated Township's part of North Main Street later in the summer of 2018.

#### DOGWOOD VALLEY GARDEN CLUB (DVGC):

- The Trustees agreed to donate the same amount as last year to DVGC to go towards helping to underwrite the Village Hanging Baskets.

The meeting was unanimously adjourned at 9:05 p.m.

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Tom Florkiewicz, President

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Elizabeth Boles, Fiscal Officer

These minutes were unanimously approved on 5-22-18, as read.