

Chagrin Falls Trustees Meeting
Monday, October 8, 2018
Minutes

The meeting was called to order by President Tom Florkiewicz at 7:10 p.m. in the Hall Courtyard. Those present included Trustee John Finley; Trustee Brian Paul; Township Hall Rental Agent (THRA) Elizabeth MacIver; and Fiscal Officer (FO) Elizabeth Boles.

MINUTES:

- Minutes from the last meeting were unanimously approved as read.

FINANCIAL REPORT:

- The Trustees acknowledged receipt of the Third Quarter 2018 Financial Report from FO Boles.
- A copy is attached to these minutes and a copy is in the Financial Notebook.

OLD BUSINESS

TOWNSHIP HALL RENTALS:

- THRA MacIver updated the Trustees on Hall rentals.
- The Trustees discussed updating the Township Hall Rental Cancellation Policy.

TOWNSHIP HALL MAINTENANCE:

- The Trustees discussed Asbestos Removal in Hall basement.
 1. President Florkiewicz will gather quotes for the job.
- The Trustees discussed the issue of the Hall air conditioner still needing to be repaired.

OFFICE RENOVATION:

- The Trustees discussed the purchase of Fireproof File Drawers.
- During the week of October 15th, the Hall office will be taken apart by Ingrid Porter's workmen.
- The Trustees and FO Boles will meet at the office on Sunday, Oct. 14 at 9:00 am to clean out all file cabinets and desk, to ready for the project to begin.
 1. President Florkiewicz will purchase storage boxes with handles to store the Township documents.
 2. The boxes will be stored in the Hall basement.
- Trustee Finley will ask Mr. Bruce Corson for his opinion on what kind of electronics will be needed in the office.

TOWNSHIP DOCUMENT RETENTION POLICY

- President Florkiewicz is still finalizing the updated policy, which will include an *Email Retention* section.

IMPLEMENTATION OF GARY GOTTFRIED'S PROPOSALS:

- The Trustees agreed they would like to go over the points in this proposal with Molly Gebler, Executive Director of Chagrin Valley Chamber of Commerce. She will be asked to the next Trustees meeting.

The meeting was unanimously adjourned at 7:45 p.m.

Tom Florkiewicz, President

Elizabeth Boles, Fiscal Officer

These minutes were unanimously approved on October 23, 2018, as read.