

Chagrin Falls Township Trustees Meeting
Tuesday, December 11, 2018
Minutes

President Tom Florkiewicz called the meeting to order at 6:50 p.m. Those present were Trustee John Finley and Trustee Brian Paul.

EXECUTIVE SESSION:

- At 6:51 p.m., Trustee Finley made a Motion to go from Public Session into Executive Session to discuss the compensation of an employee. Trustee Paul seconded the Motion. The Motion passed unanimously.

At 6:55 p.m., Trustee Finley made a Motion to go from Executive Session back into Public Session. Trustee Paul seconded the Motion. The Motion passed unanimously.

COMPENSATION OF TOWNSHIP HALL RENTAL AGENT MACIVER:

- Trustee Finley made a Motion to increase the gross monthly compensation of Township Hall Rental Agent MacIver from \$325 to \$350 effective January 1, 2019. Trustee Paul seconded the Motion. The Motion passed unanimously.

The regular Township Meeting was called to order at 7:00 by President Tom Florkiewicz in the office of the Chagrin Valley Chamber of Commerce in Township Hall. Those present included Trustee John Finley, Trustees Brian Paul, Township Hall Rental Agent (THRA) Elizabeth MacIver and Fiscal Officer (FO) Elizabeth Boles.

MINUTES:

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

FINANCIAL REPORT:

- The Trustees acknowledged receipt of the October & November Financial Report from FO Boles.
- A copy of the report is attached to the hard copy of these minutes and a second copy is filed in the Financial Report notebook.

OLD BUSINESS

TOWNSHIP HALL RENTALS:

- THRA MacIver updated the Trustees on Hall rentals.
- The Trustees discussed the OTARMA Insurance Policy for the Township Hall.

TOWNSHIP OFFICE RENOVATION:

- A motion was made, seconded and unanimously passed to authorize Trustee Finley to purchase two fireproof file cabinets plus installation, not to exceed \$ 9,600.00.
- A motion was made, seconded and unanimously passed to pay Chriss Slabaugh the 10% still owed to him for all the office work. Mr. Slabaugh will install the window AC.

DOCUMENT RETENTION POLICY:

- President Florkiewicz reported he is working on a new draft.

NEW BUSINESS

RESOLUTION 2018-04:

- A motion was made, seconded and unanimously approved to participate in the 2019 Tax Rates.

APPROPRIATION RESOLUTION 2018-05:

- A motion was made, seconded and unanimously approved to adopt the Appropriation Resolution for the year ending December 31, 2018.

APPROPRIATION RESOLUTION 2018-06:

- A motion was made, seconded and unanimously approved to adopt the Appropriation Resolution for the year ending December 31, 2019.

GIFT CERTIFICATE FOR ROBIN SCHWIND:

- A motion was made, seconded and unanimously passed to authorize Trustee Finley to purchase a \$100.00 gift certificate to Starbucks for Mr. Schwind to thank him for all he does for the Township Hall.

MEETING DATES IN JANUARY:

- The Trustees agreed to hold meetings on Thursday, January 10, 2019 at 7:30 p.m. and on Monday, January 21, 2019 at 7:00 p.m.
- FO Boles will put these dates on the Chagrin Falls Township website.

The meeting was unanimously adjourned at 7:30 p.m.

Tom Florkiewicz, President

Elizabeth Boles, Fiscal Officer

These minutes were unanimously approved on January 7, 2019, as read.