The meeting was called to order by President Tom Florkiewicz at 7:00 p.m.
in the Chagrin Valley Chamber of Commerce office. Those present included
Trustee John Finley, Trustee 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 2018 Fourth Quarter
  Financial Report from FO Boles. A hard copy is attached to these
  minutes and another copy is in the Financial Report notebook.
- The revised copy of the 2018-06 Appropriation Resolution was
  unanimously adopted.

OLD BUSINESS

TOWNSHIP HALL RENTALS:
- THRA MacIver updated the Trustees on Hall rentals and discussion
  followed.
- Renters’ Insurance: The Trustees discussed certificates of insurance
  from renters.
- New keys for A/V Cabinet have been disbursed. Cabinet is now
  functional.

OHIO OPEN CHECKBOOK:
- FO Boles has given Trustee Finley all the check stubs for 2018. He will
  get them ready for the high school students to enter into Ohio
  Checkbook.

OFFICE RENOVATION:
- Ingrid Porter will have the furniture delivered after February 1st.
- FO Boles is in charge of purchasing the outdoor mat.
- Fire-proof file cabinets are being leveled right now.

TOWNSHIP RETENTION POLICY:
- FO Boles will send the final copy to the Ohio Historical Society.
NEW BUSINESS

2019 ENCUMBRANCES:
• FO Boles passed around a list of Encumbrances for 2019. A motion was made, seconded and unanimously passed to adopt these encumbrances.
• A hard copy is attached to these minutes.

SOLID WASTE MANAGEMENT DISTRICT RESOLUTION:
• A motion was made, seconded and unanimously passed to adopt this Resolution 2019-01.

WESTLAND AIR CONDITIONING/HEATING:
• A motion was made, seconded, and unanimously passed to pay the $854.86 invoice.

MEETINGS IN FEBRUARY:
• The Trustees agreed the two meetings in February will be Tuesday, Feb. 5th at 7:00 p.m. and Tuesday, Feb. 26th at 7:00 p.m.

The meeting was unanimously adjourned at 8:25 p.m.

_________________________________________  _____________________________
John Finley, Trustee                             Elizabeth Boles, Fiscal Officer

These minutes were unanimously approved on 2-5-2019, as read.