

Chagrin Falls Township Trustees Meeting
Tuesday, March 23, 2010
Minutes

The meeting was called to order by Trustee Jeff Homans at 7:35 p.m. Those present included Trustee Mike Wise, Township Hall Rental Agent Kelly Hendricks, OTARMA Insurance Rep. Jim Zuccaro, and Fiscal Officer Elizabeth Boles.

MINUTES: The minutes from the last meeting were read. A motion was made, seconded and unanimously passed to accept the minutes as read.

FINANCIAL REPORT: The Trustees acknowledged receipt of the February financial report from F.O. Boles. The Trustees reviewed and initialed the February Key bank statement and the February Star Ohio statement.

OLD BUSINESS

OTARMA INSURANCE:

- Mr. Jim Zuccaro from Summit insurance who represents OTARMA, who insures the Township Hall, was in attendance to discuss Township Hall insurance. Currently the Hall is insured for \$662,000.00 with a \$500.00 deductible. The Trustees discussed increasing the insurance to \$1 million and the deductible to \$5,000.00.
- The Trustees thanked Mr. Zuccaro for coming to the meeting.
- A “contribution history” is attached to these minutes as well as a list of prices to increase the building coverage amount.

TOWNSHIP HALL RENOVATIONS:

- The Trustees discussed improving the basement for possible renters. A quote will be needed on renovating basement from Chambers, Murphy & Burge and to identify any fatal flaws in the structure.
- The Trustees will call Elizabeth Murphy to set up an appointment.

TOWNSHIP HALL GRANTS:

- The Trustees, to date, have received support letters for renovating the Township Hall from:
 1. Chagrin Valley Little Theatre for state and federal funds
 2. Village of Chagrin Falls Mayor Thomas Brick for state and federal funds
 3. Chagrin International Film Festival for state and federal funds
 4. Ms. Jeanette Brown of CFAC Board for state and federal funds
- The Trustees will continue seeking support letters from the community.

TOWNSHIP HALL RENTALS:

- THA Kelly Hendricks reported the Township Hall has been reserved as a back-up place in case of rain for the summer concerts in the park. The Trustees agreed the back-up rain dates for the summer concerts should be held firm (no one else

renting at that time) because the contract and security deposit has been submitted and accepted.

- Trustee Wise stressed how important it is to have all contracts signed and to be consistent.
- The Trustees agreed the Township Hall space can only be rented one year in advance and no more.
- The Trustees agreed Township Hall rentals will be easier when the rental calendar goes on the web site.
- The Trustees would like to finalize Ms. Hendricks' job description. They asked Ms. Hendricks to look over the current job description and to submit any revisions and/or additions.
- A motion was made, seconded and unanimously passed to designate President Tom Florkiewicz as the representative to speak to "Your Hometown" about their new rental contract.

TOWNSHIP WEB SITE:

- The Trustees discussed the quote for creating a whole new web site by Jessie Weinberger "Overnight Geek" for \$700.00.
- Bob Craig from WRIS will be asked if T.H.A. Hendricks and F.O. Boles would be able to upload items for the calendar and minutes, respectively, to the web site whenever needed, without charges.
- CMS (Contact Management System) is a type of software.
- Trustee Wise would like the calendar up and running by the end of April. Ms. Hendricks reported it will be up and running before April 15th.

TOWNSHIP HALL MAINTENANCE:

- Ms. Hendricks reported the last people who rented the Township Hall blew the fuses twice. The Trustees discussed the Hall's electrical issues.

TOWNSHIP HALL DUMPSTER:

- F.O. Boles will call Handy Carl to ask him to submit an estimate to the Trustees for enclosing the dumpster.

TOWNSHIP SEPTIC SYSTEM INSPECTIONS:

- The Cuyahoga County Board of Health is calling all households in the Village and Township who have not been tested in the last 3-5 years.
- The Cuyahoga County Board of Health will not go into houses but will ask residents to turn water off during inspection.
- The Trustees agreed to ask a representative from the County Board of Health to come speak to the Township residents along with a representative from Chagrin River Watershed Partners in the Fall, 2010.
- Trustees Homans said he will organize this meeting and will call Township resident John Lennon.

REGIONAL DISPATCH SERVICE:

- A motion was made, seconded and unanimously passed to send \$500.00 to Mayor Tom Brick for the new Regional Dispatch service.

NEW BUSINESS

BOARD OF ZONING APPEALS MEETING:

- There will be a BZA Meeting about a variance proposal for 559 North Main Street owned by Mark and Loretta Nasca on April 6, 2010.
- A Public Notice will be printed in the Chagrin Valley Times for two consecutive issues prior to the meeting.

TOWNSHIP HANDBOOK:

- The Trustees discussed collating a Township Handbook to cover all Township business.

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

Jeff Homans, Trustee

Elizabeth Boles, Fiscal Officer

These minutes were unanimously passed as read on 4-13-10.