

Chagrin Falls Township Trustees Meeting
Tuesday, April 13, 2010
Minutes

The meeting was called to order by President Tom Florkiewicz at 7:40 p.m. Those present included Trustee Jeff Homans, Trustee Mike Wise, Village resident Jim Newell, CV Chamber of Commerce Director Darci Spilman, Mary Ann Ponce of the Chagrin Film Festival, and Fiscal Officer Elizabeth Boles.

CHAGRIN FILM FESTIVAL: Mary Ann Ponce videoed the Trustees and others present for an ad campaign to encourage attendance to the upcoming Film Festival this fall. The Trustees thanks Ms. Ponce for coming to the meeting.

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 March Financial Report. A copy is attached to these minutes and a copy is in the Financial Report notebook. The Trustees perused and initialed the March Key Bank statement and the March Star Ohio statement.

CHAGRIN VALLEY CHAMBER OF COMMERCE:

- Darci Spilman of CV Chamber of Commerce attended the meeting to ask the Trustees if brochure racks can be installed on the wall of the vestibule in Township Hall. In the racks would be leaflets of information about the Chagrin Valley for visitors to take.
- The Trustees suggested collaboration to Ms. Spilman with “Your Hometown” to staff the Visitors’ Center for longer hours especially in the coming summer evenings.
- Village resident Jim Newell suggested putting comfy furniture on the balcony of Township Hall and make the space open to the public.
- Ms. Darci Spilman will report back to the Trustees.
- The Trustees thanked Ms. Spilman for attending the meeting.

OLD BUSINESS

CHAGRIN FALLS TOWNSHIP HALL GRANTS/RENOVATIONS:

- The Grant application must be submitted before May 21, 2010.
- Trustee Homans will check into an “on-line” application for the America’s Treasures Grant.
- Elizabeth Murphy estimated it will cost \$8,300.00 for her firm to complete the application. A motion was made, seconded and unanimously passed to authorize up to \$5,000.00 for CMB to complete the application. Trustee Homans will contact Ms. Murphy.
- Trustee Wise would like to see a timeline of payments on the larger contract.

- The support letters received to date are as follows:
 1. Ms. Jeanette Brown – LaTourette and Patton
 2. Hamlet – LaTourette
 3. Chagrin Film Festival – LaTourette and Patton
 4. CFAC – LaTourette and Patton
 5. Mayor Tom Brick – LaTourette
 6. CVLT – LaTourette and Patton
- Trustee Homans reported he met with Mr. Arik Torosian of Thorson Baker (a firm teamed with Chambers, Murphy & Burge) on April 12, 2010 and walked through the basement. Mr. Torosian recommended replacing the piping in the basement and new wiring.
- The Trustees are waiting for the new proposal from Elizabeth Murphy which will include basement renovations and the County Prosecutor’s recommendations.

CHAGRIN FALLS TOWNSHIP HALL MAINTENANCE:

- Trustee Wise is looking into what N.J.S. Cleaning Service, Inc. does in the Township Hall for the Township and for the Village.

TOWNSHIP SEPTIC SYSTEM INSPECTIONS:

- Trustee Homans reported he has left a message with Township resident John Lennon.

CHAGRIN FALLS TOWNSHIP HALL RENTALS:

- The draft of the letter to the exercise classes is ready. Trustee Wise will put the letter on the Township letterhead and all the Trustees will sign. Kelly Hendricks will mail out copies. The original will be filed in the Township office.
- The Trustees agreed when re-locating classes, the teachers will be given a list of other places to go.
- The Lease Agreement is still being written.
- A rental group may ask to reserve a time in Township Hall as an “In case of Rain Reserve” place at no charge. If the Hall can be rented by a full-paying renter for the same time, the “rain date” reserve renter will be notified and asked to either pay for the day or to release the day.

TOWNSHIP HALL DUMPSTER:

- Handy Carl submitted an estimate of \$2,600.00 to build a containment fence for the dumpster. Along with his estimate, he submitted a sketch.
- President Florkiewicz will let Handy Carl know an anchoring system for the posts is needed.
- A motion was made, seconded and unanimously passed to approve Handy Carl’s estimate.

TOWNSHIP WEBSITE:

- WRIS has agreed to a \$700.00 fee to put a calendar and a map onto the web site. Carmen Fontana will instruct on how to upload events for the calendar and

upload minutes. A motion was made, seconded and unanimously passed to have WRIS continue to be the Township webmaster.

NEW BUSINESS

INTERN FOR TOWNSHIP:

- The Trustees discussed hiring an Intern this fall for the Township. A couple of the duties would be to attend Township meetings and help with any projects.

STATE AUDIT FOR 2008 AND 2009:

- Fiscal Officer Boles announced the State Auditor's office called to say it was time to audit the Township books for 2008 and 2009. This Audit will be a shortened version of the normal Audit for this year and again in two years with the regular Audit in four years. One of the reasons the Audits have been shortened is because the Township books have been balanced to the penny since 1992.
- The shortened Audit will begin on April 21 and run for two days and there will be a cost savings as well.

THANK YOU NOTE:

- A lovely thank you note was received from past Trustee Diana Nazelli for the Resolution the Trustees wrote commending Mrs. Nazelli for her years of dedication to the Township.

LIST OF TOWNSHIP HALL EXPENDITURES:

- Trustee Wise asked that there be a year-to-date list created of building expenditures including minor maintenance.

INTERGOVERNMENTAL MEETING:

- Trustee Homans reported he will attend the Intergovernmental Meeting at 9:00 am on May 22nd.

The meeting was unanimously adjourned at 9:15 p.m.

Tom Florkiewicz, President

Elizabeth Boles, Fiscal Officer

These minutes were unanimously passed as amended on 4-28-10.