

Chagrin Falls Township Trustees Meeting
Tuesday, March 27, 2018
Minutes

The meeting was called to order by Trustee John Finley at 7:00 p.m. in the Chagrin Valley of Commerce office in Township Hall. Those present included Trustee Brian Paul; Trustee President Tom Florkiewicz (via phone); Dave Dillon of First Energy; Township Hall Rental Agent (THRA) Elizabeth MacIver; and Fiscal Officer (FO) Elizabeth Boles.

FIRST ENERGY:

- Dave Dillon was in attendance to give the Trustees updates and tips on First Energy.
- The Trustees thanked Mr. Dillon for the information and for coming to the meeting.

MINUTES:

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

FINANCIAL REPORT:

- The Trustees acknowledged receipt of the January 2018 and February 2018 Financial Reports from FO Boles.
- Copies of this report can be found in the Township Financial Report notebook and attached to the hard copy of these minutes.
- FO Boles announced the Township books for 2016 & 2017 are currently being audited by the State of Ohio Auditors.

OLD BUSINESS

TOWNSHIP HALL RENTALS:

- THRA MacIver updated the Trustees on Hall Rentals.

OHIO CHECKBOOK:

- Trustee Finley reported the first half of 2017 is finished and the second half of 2017 is currently being worked on.

TOWNSHIP HALL OFFICE RENOVATION:

- Trustee Finley reported he has inventoried the files being kept at FO Boles' residence. He plans to take an inventory of the files at the Township office. These inventories will determine how many fire-proof filing cabinets will be needed in the office.

- *Document Retention Policy*: FO Boles sent copies of the current Township Document Retention Policy to the Trustees. The Trustees agreed to see if this policy needs to be updated.

LIST OF PAST TRUSTEES AND FISCAL OFFICERS/CLERKS:

- FO Boles reported she looked at the list that was sent to her and the list of Fiscal Officers/Clerks was not included.
- FO Boles also noticed the *1980 On* Trustees List was not entirely accurate. She will go over the *recent history* list for corrections and updates.

NEW BUSINESS

WASTE MANAGEMENT MONTHLY FEES FOR HALL BINS:

- After some discussion, FO Boles will compare First Quarter of 2017 fees to First Quarter of 2018 fees.

OHIO TOWNSHIP LAWS:

- Trustee Paul reported he has been researching relevant Ohio Township Laws, as it pertains to Chagrin Falls Township.
- These current new laws are attached to the hard copy of these minutes.

MCIMETRO FIBER CONSTRUCTION IN CHAGRIN FALLS TOWNSHIP:

- Trustee Finley reported he received a letter of notice from MCImetro Fiber Construction stating they are in the planning stages to construct fiber network in/through Chagrin Falls Unincorporated Township. They are "reaching out to get details on permitting in Chagrin Falls Township for underground construction in the Right-of-Way".
- Concerns were discussed including the fact the Unincorporated portion of the Township is all private property, no public property.
- The Trustees agreed the Cuyahoga County Prosecutor's Office should be contacted for their opinion and advice in this matter. Trustee Finley will send a letter/email.

TOWNSHIP ZONING INSPECTOR:

- Trustee Finley announced Mr. Tom Turner will be stepping down as the Township Zoning Inspector. Mr. Turner and his wife will be moving into the Village of Chagrin Falls.
- The Trustees will be looking for his replacement.

TOWNSHIP TRUSTEES MEETING IN APRIL:

- The Trustees agreed the meetings in April will be held at 7:00 p.m. on Monday, April 16th and Tuesday, April 24th.

The meeting was unanimously adjourned at 8:00 p.m.

John Finley, Trustee

Elizabeth Boles, Fiscal Officer

These minutes were unanimously approved on 4/16/2018, as read.