

Chagrin Falls Township Trustees
Special Meeting
Thursday, July 2, 2020
Minutes

A special meeting was called to order, via ZOOM, by Chairperson Tom Florkiewicz at 7:00 p.m. Those present included Trustee John Finley; Trustee Jennifer McKee; Township Hall Rental Agent (THRA) Elizabeth MacIver and Fiscal Officer (FO) Elizabeth Boles.

RESOLUTION 2020-02, CREATING A CORONAVIRUS RELIEF FUND:

- A motion was made, seconded and unanimously passed to adopt Resolution 2020-02, which creates a new Township Fund called the Coronavirus Relief Fund (CRF).
- FO Boles will send a scan of this newly adopted Resolution into the Cuyahoga County Budget Commission.

FINANCIAL REVIEW:

- FO Boles announced the Township's portion of the County's Coronavirus Relief Fund has been received.

OLD BUSINESS

TOWNSHIP HALL RENTALS:

- The Trustees and THRA MacIver discussed future rentals; ongoing rental groups; and keeping the Hall clean. They also discussed rental fees; possible extra charges; bathroom use while renting the Hall; Hall signage; and hard copy standard Hall procedures for renters.
- Chagrin Documentary Film Fest (CDFF): As per CDFF Director Mary Ann Ponce's request, the Trustees discussed CDFF using the Hall this Autumn as a place to view its films. The Trustees agreed the Township Hall can be a CDFF venue, in a very limited capacity and if CDFF complies with State of Ohio rules.

KEEPING THE TOWNSHIP HALL SANITIZED:

- A motion was made, seconded and unanimously passed to ask *Commercial Clean Sweep, Inc.* to increase the Hall cleaning to every Monday, in lieu of every other Monday, and to wet-mop the Hall floor once a month. Clean Sweep will provide the sanitizing supplies including wipes, etc.
- A motion was made, seconded and unanimously passed to hire *Jan-Pro of Greater Cleveland* to sanitize the Hall and Hall's tables & chairs and to keep the Hall disinfected with their special techniques which includes an *Enviro-shield Endure Spray*.

TOWNSHIP HALL UPDATES/IMPROVEMENTS/REPAIRS:

- Men's Downstairs Bathroom:
 - Next week, the Chagrin Valley Jaycees will be sending their part of the cost of renovating the Men's Bathroom.
 - A motion was made, seconded and unanimously passed to begin the renovation of the men's bathroom as soon as the check is received.
- Front Outside Stair Removal:
 - The Village of Chagrin Falls Architectural Review Board (CFARB) meeting will be held on Tuesday, July 7th.
 - July 8th there will be a meeting with the Trustees, Contractor David Novak, and RSA Architects LLC to discuss the Stair Removal and the Men's Bathroom.
 - The stair removal is still in the planning stages.
 1. The stair removal must be approved by the CFARB
 2. The stair removal then must be approved by the state of Ohio.

TOWNSHIP HALL'S KATHY WATTERSON GARDEN (KW GARDEN):

- Chairperson Florkiewicz reported he received an email from Janine Bauman of the Village Beautification Committee asking about the day-to-day watering and maintenance of the garden.
- Mr. Florkiewicz responded by asking Ms. Bauman if anyone on the Village Beautification would like to be hired to do this job.
- Ms. Bauman found two interested workers who will be paid by the hour by the Township, through the Kathy Watterson Garden Maintenance Fund.
- Chairperson Florkiewicz reported he bought a new hose and hose reel for the job.

OHIO OPEN CHECKBOOK:

- Chairperson Florkiewicz reported he sent copies of the Township's 2019 check stubs, via snail mail, to Open Ohio Checkbook a couple of months ago. He reported he recently received an email from the State Treasurer's office saying those copies had been lost and all future communication only be done via the Internet.

NEW BUSINESS

CORONAVIRUS RELIEF FUND (CRF):

- A motion was made, seconded and unanimously passed to pay Jan-Pro for professionally sanitizing the Hall, with money out of the CRF.

REVISED MEETING DATES IN JULY:

- The Trustees unanimously agreed the two meetings in July will be held on Tuesday, July 14th and Wednesday, July 22nd.
- FO Boles will put the revised dates on the CF TWP Website.

The meeting was unanimously adjourned at 8:35 p.m.

Tom Florkiewicz, Chairperson

Elizabeth Boles, Fiscal Officer

These minutes were unanimously approved on 7/14/2020, as read.