

Chagrin Falls Township Trustees Meeting  
Tuesday, January 25, 2022  
Minutes

The meeting was called to order by Chairperson Tom Florkiewicz, via ZOOM, at 7:05 p.m. Those present included Trustee John Finley; Trustee Jennifer McKee; Township Hall Rental Agent (THRA) Elizabeth MacIver; and Fiscal Officer (FO) Elizabeth Boles.

MINUTES:

The following minutes were approved:

- 12/28/2021 Minutes: These minutes were unanimously approved, as amended.
- 1/1/2022 Oath of Office Minutes: These minutes were unanimously approved, as read.
- 1/11/2022 Minutes: These minutes were unanimously approved, as read.

FINANCIAL REVIEW:

- 4<sup>th</sup> Quarter 2021 Financial Report: The Trustees acknowledged receipt of the 2021 4<sup>th</sup> Quarter Financial Report from FO Boles.
  1. A hard copy is filed in the Minutes & Financial Report notebooks.
  2. A scanned copy is filed in Documents.
- Resolution #2022-01: A motion was made, seconded and unanimously passed to adopt 1/11/2022 Resolution # 2022-01.
  1. The signed hard copy is in the Minutes notebook and has been scanned and filed in Documents.
- 2022 Encumbrances: A motion was made, seconded and unanimously passed to adopt the 2022 Encumbrances.
  1. A hard copy is filed in the Minutes notebook. It also can be found under Documents in the computer.

**OLD BUSINESS**

TOWNSHIP HALL RENTALS:

- THRA MacIver and the Trustees discussed Hall rentals; Hall renters; and Hall rental cancellations due to COVID.

TOWNSHIP OFFICE:

- FO Boles will contact the organizing company, *Organizing 4 U* owned by Helen Raymond, to help organize the Township office.

CFTWP ZONING REGULATIONS/RESOLUTIONS:

- The Trustees discussed the *Final Comments* meeting, which will be held on 2/17/2022.

OTARMA REVIEW:

- One of the review items is the "Hall inspected annually". The Trustees discussed who should do the Hall Inspection and if there is an inspection checklist. FO Boles will ask Amy Stewart at OTARMA.

SUNSHINE LAW TRAINING:

- Trustee Finley reported that he has signed up for Sunshine Law Training on Thursday, April 21. Chairperson Florkiewicz, Trustee McKee and Fiscal Officer Boles are designees and will receive credit for Sunshine Law Training for their current term of office.

**NEW BUSINESS**

BOARD OF ZONING APPEALS (BZA) Meeting:

- FO Boles announced there will be a BZA Zoom meeting on Thursday, January 27<sup>th</sup> at 7:15 p.m. to discuss a Township resident's variance request.
- The Public Notice has been put in the Chagrin Valley Times twice.

MEETING DATES IN FEBRUARY:

- The Trustees agreed meetings in February will be held on Tuesday, February 8<sup>th</sup> and Tuesday, February 22<sup>nd</sup>, both at 7:00 p.m. and both Zoom meetings.

The meeting was unanimously adjourned at 7:30 p.m.

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Tom Florkiewicz, Chairperson

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Elizabeth Boles, Fiscal Officer

