

Chagrin Falls Township Trustees Meeting
July 8, 2024
Minutes

The meeting was called to order by Chairperson Tom Florkiewicz at 5:10 p.m. in the North Courtyard of Township Hall. Those present included Trustee John Finley, Trustee Jennifer McKee, Township Hall Rental Agent (THRA) Elizabeth MacIver, and Fiscal Officer (FO) Elizabeth Boles.

MINUTES:

- The minutes from the last meeting were unanimously approved as read, and will be posted on the website.

FINANCIAL REVIEW:

- 2025 BUDGET: The Trustees reviewed the 2025 Budget presented by FO Boles. A motion was made, seconded, and unanimously passed to adopt the 2025 Budget. FO Boles will scan and sent to Cuy. Co. Budget Commission.
- April/May Financial Report: The Trustees acknowledged receipt of the April/May Financial report from FO Boles. FO Boles will file report.
- Capital Projects Fund (CPF): The Trustees acknowledged receipt of the updated CPF Financial Report from FO Boles. FO Boles will file report.

OLD BUSINESS

TOWNSHIP HALL RENTALS:

- The Trustees and THRA MacIver discussed old & future rentals and classes held in Hall.

MAIN STREET BRIDGE CLOSURE:

- The Main Street Bridge will now be closed on July 10th for repairs.

TOWNSHIP HALL IMPROVEMENTS/MAINTENANCE/REPAIRS:

- The Trustees discussed repairs and continuing maintenance to the Hall.
- Old Cans of Paint in Hall Basement: The Trustees discussed disposal of all the old paint cans in a basement room so that room can be used for storage by Commercial Clean Sweep. "We've Got Junk" company will be contacted.
- Electric Meter in Chamber Office: Kennington Electric repaired meter.
- Patio Lights in North Courtyard: Kennington Electric will repair outdoor courtyard lights.
- Snaking pipes in Women's Bathroom: Trustee Finley talked about getting the pipes in the women's bathroom snaked out.

- Seven Township Hall Projects:
 - The seven Hall projects are: 1. Re-do cracked concrete driveway
 - 2. Replace and install large wooden door on side of building
 - 3. Install new steel plate for bottom of front door;
 - 4. Repair the cupola;
 - 5. Install a Lock Box for keys for the Fire Dept. to have access to the Hall and Office **DONE and F.D. has the Township Hall keys**;
 - 6. Put a lock on the outdoor mailbox **DONE**.
 - 7. Painting or staining of the wood floor on the outside second floor balcony/porch, connected to the Chamber's office.
 - Mr. Hershberger has begun working on these projects.

NOPEC ON THE BALLOT:

- FO Boles is in the process of sending the signed forms into the Cuyahoga County Board of Elections. She must certify the signatures before the resolutions are sent in. It is a two-step electronic process.

NEW BUSINESS

OHIO FRAUD REPORTING SYSTEM AND TRAINING:

- Trustee Finley reported there is a mandatory Fraud training webinar that all must attend, as per Auditor of State Bulletin 2024-005, by Sept. 28, 2024. Trustee Finley will send the link. Please email all certificates of attendance to FO Boles.

AUDIT ENGAGEMENT LETTER SIGNED:

- FO Boles reported the Auditor of State is ready to begin the 2022-2023 Audit of the Township. Chairperson Florkiewicz and FO Boles have signed the Engagement Letter. FO Boles will scan and send to Auditor Matthew Goldman.

The meeting was unanimously adjourned at 5:35 p.m.

Tom Florkiewicz, Chairperson

Elizabeth Boles, Fiscal Officer

These minutes were unanimously approved on 7/24/2024, as read.

