

## **Minutes of the meeting of the Chesterland Master Plan Steering Committee**

held at Mayfield United Methodist Church  
at 7:00 p.m. on Monday, December 3, 2007

### **Committee Members:**

Present: Tom Basista  
Bruce Becker  
Ron Cotman  
Jack DeChellis  
Geraldine Fisco

Absent: Bill Laditka  
Joe Mazzurco  
Bob Somrak/Jeff Huntsberger  
Tim Todaro

### **Proceedings:**

The meeting was called to order at 7:10 p.m. by Ron Cotman (on behalf of Bill Laditka)

The meeting's agenda (see attached) was distributed and reviewed.

#### ***First agenda item:***

The draft minutes for the November 19, 2007 meeting were discussed. Referring to issue 1) under the first agenda item in the draft, the wording was corrected to read as follows: "In response to some Chesterland residents being concerned that the master plan will increase taxes, the committee may want to publicly emphasize more about its intention of researching and applying for grants to help pay for any future improvements. The Master Plan Steering Committee has no authority that can impact taxes."

Formal approval of the corrected minutes was deferred to the next committee meeting due to an opinion that a majority was not present. Post meeting note: Five members were present at this meeting which would constitute a majority given that the committee was set up to have nine members. One of the representatives from Chesterland Rotary is an alternate.

#### ***Second agenda item:***

Ron Cotman distributed and reviewed the Board of Trustees' September 27, 2007 memo to all Board appointed committees regarding minimum requirements to assure compliance with Ohio's Sunshine law. Given that the Steering Committee is a "public body" by virtue of its being established by the Board of Trustees, the requirements are as follows:

- All meetings must be open to the public; public notice giving the date, time and location must be made in a newspaper in advance of the meetings.
- Minutes of the meetings are to be prepared, filed and maintained at Town Hall.

- Copies of any written information that is presented, used or created at a meeting become public record and need to be submitted to Town Hall.
- All e-mails that are part of conducting business of the committee are to be copied to Chester's Administrative Assistant, Tina Straka (tstraka@adelphia.net).

Committee members discussed the implications for the volunteers who will be involved in doing research and gathering information on a variety of plan related subjects. There was a general consensus to have these individuals all belong to a single subcommittee responsible for data gathering. Members of this subcommittee would then individually or collaboratively research and collect information on assigned issue topics. In the event that a majority of this subcommittee would meet, then all Sunshine law related requirements listed above will need to be met.

It is anticipated that once the data gathering reaches a level of progress for reporting out, the volunteers would be invited to a public meeting of the Steering Committee with meeting minutes, advance public notice, etc.

***Third agenda item:***

Draft instructions for the following "Issue Team" topics were distributed (see attached):

- Parks and Recreation
- Form of Government
- Civic Facilities Analysis
- Past Studies

Steering committee members were asked to review these drafts and be ready to offer feedback at the next meeting. Also, anyone who had not yet completed their write-ups was requested to have them ready by the next meeting.

***Fourth agenda item:***

Jack DeChellis asked for help to locate the right-of-way (ROW) lines along County Line Road and Mayfield Road along the Hawken School property. His initiative to create a "gateway" into Chesterland includes installation of 3-rail, split rail fence in this area some three to five feet into private property. Trustee elect Clay Lawrence will arrange to have the corner and ROW lines be located.

Ron Cotman reported that Mitch Cooper, who is retained by the township for administering its web site, will post Steering Committee information during his Christmas Holiday school break. It will include information about the committee and its membership, meeting minutes, the Mission Statement and Cornerstone Principles, and the November 11 public presentation.

The meeting adjourned at 8:00 p.m.

Minutes submitted by Ron Cotman