

MINUTES

City of Willoughby Hills, Ohio Records Commission

September 22, 1995

Convene: 9:00 a.m.

Present: Mayor John J. Zur, Jr., Law Director Patrick T. Ryan, Director of Finance Steven Toth, Frank J. Cihula, Secretary Susan Biello.

MOTION BY PATRICK RYAN, seconded by Frank Cihula, to approve the minutes of the meeting of August 15, 1995.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY JOHN ZUR, seconded by Steven Toth, to reconsider documents approved for destruction.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY FRANK CIHULA, seconded by Patrick Ryan, to remove from the documents previously approved for destruction: 1) all vouchers for payment to Steven Toth for monthly compensation; 2) all vouchers for payment to Steven Toth for hospitalization for 1981-1987, July 1 inclusive; and 3) vouchers for payment to John Ponn for 1986-1988.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY STEVEN TOTH, seconded by John Zur, to reconsider the method of destruction and date of disposal as stated on the Certificates of Records Disposal dated August 11, 1995.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY STEVEN TOTH, seconded by Patrick Ryan, to use Shredding Solutions on Harper Road in Solon, Ohio to shred documents previously approved for destruction on Certificates of Records Disposal dated August 11, 1995 due to the inability to find a facility to destroy by burning.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY FRANK CIHULA, seconded by Patrick Ryan, to appoint Steve Toth, Frank Cihula and John Zur to witness the destruction of the records.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY STEVEN TOTH, seconded by Frank Cihula, to adjourn the meeting.

Voice Vote: Ayes unanimous. MOTION PASSES.

Adjourned: 9:45 a.m.

Approved: _____

Date: _____

