

Record of the Proceedings
Carlisle Township Board of Trustees Special Meeting
Tuesday, January 21, 2014 at 6:00 PM

The January 21, 2014 Special Meeting of the Carlisle Township Board of Trustees was called to order at 6:00 p.m. by Chairman James Wright at the Carlisle Township Town Hall.

In attendance were Trustee James Wright, Trustee Berry Taylor, Trustee Robert White, Fiscal Officer Kimberly Fallon, Administrative Assistant William Oliver, and Fire Chief Kevin Dembiec, and Building Official Thomas Horseman.

The Trustees and Building Official Thomas Horseman met to clear up issues with the pending contract with Mr. Horseman as Commercial Building Official for Carlisle Township.

Chief Dembiec started the meeting by suggesting that the Township have a contract with only the Building Official and not the Coordinator. All were in agreement.

Chief Dembiec also suggested that the payment of permits and inspectors only be paid to the Building Official upon being collected by the Township. Fiscal Officer Fallon indicated that if fees have not been collected, but Mr. Horseman invoices for them, Mr. Horseman is notified and the invoice is adjusted. Building Official is only paid for services rendered upon collection by the Fiscal Officer.

Mr. Horseman clarified that if someone has not paid for the permits and inspection fees, he has the authority to shut down the project however he sees fit, including calling the Sheriff. If a person submits an application and the fees, the person cannot proceed until the plans are reviewed and up to code.

A person who applies and pays for permits has up to eighteen (18) months to complete the project. If the Building Officials sees no activity in the first six months, a notice is sent stating the permit will expire at six months.

Chief Dembiec stated that the wording "The Trustees are interested only in the results" needs changing. His perspective of the statement is that the Trustees don't care how the results are achieved. Trustee White commented that the statement is in reference to the Independent Contractors (IC) hired by the Building Official. The Township is not overseeing the IC's; the IC's are not employees of the Township.

Fiscal Officer Fallon questioned who "contact entities" were in respect to the issuing of Form 1099. It was clarified that Form 1099 is only send to the Building Official and it is his responsibility to send Form 1099s to the IC's. Language would need to be changed to remove the suggestion that it was the Townships obligation to send Form 1099s to IC's. All was in agreement with the clarification. However, the language regarding OPERS Independent Contractor/Worker Acknowledgement forms would have to remain in the contract.

Lastly, Chief Dembiec indicated that having only a week to review plans would not be a

sufficient time frame for him. Mr. Horseman stated that according to the State of Ohio, he has to have everything reviewed and processed in thirty days. The thirty day period starts when the plans are dropped off to Administrative Assistant Oliver, which will be time stamped.

Trustee White stated that the contract will be cleaned up in accordance to this meeting and will be available for signing at the February 3rd Regular Trustees' Meeting at 7:00 PM. Everyone was in agreement.

Mr. Horseman mentioned that he would be interested in working on Residential, if the Township was interested. Trustee White stated that the Township is in an Alliance with several other Townships and has contracted with Zwick and Associates for Residential permits.

Mr. Horseman stated he would also like to revise some of the building fees for miscellaneous items, as the State has the cost set high. He will submit the revisions to the Trustees for approval.

Trustee Wright moved to adjourn at 6:28 PM, seconded by Trustee White, roll call: all ayes, motion carried.

Trustee Berry A Taylor

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Trustee Robert C White

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Trustee James L Wright

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Attested: Kimberly Fallon
Fiscal Officer: 02.03.14