

**Record of Proceedings**  
**Minutes of the Carlisle Township Board of Trustees**  
**Town Hall – Tuesday March 17, 2014**

The Carlisle Township Board of Trustees met on March 17, 2014 at 7:00 p.m. In attendance: Trustee James Wright, Trustee Berry Taylor, Trustee Robert White, Fiscal Officer Kimberly Fallon, Administrative Assistant / Zoning Inspector William Oliver, and Fire Chief Kevin Dembiec. Nine (9) people signed the attendance sheet. Chairman Wright called the meeting to order with the Pledge of Allegiance.

**Audience Participation (Public Comment)**

None

**Fiscal Officer Kimberly Fallons' Report**

Warrants 10919 through 10961 and EFT payments (including payroll) 88-2014 to 107-2014 for a total of \$115,041.61 were submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Wright; roll call, all ayes, motion carried.

Regular Purchase Orders 39-2014 through 41-2014 were submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee White; roll call, all ayes, motion carried.

February 2014 Financial Statements were submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee White; roll call, all ayes, motion carried.

Resolution 2014-08 A Resolution to Submit Application to Participate in the OTARMA 2014 MORE Grant Program was submitted for approval. Motion to approve by Trustee White, seconded by Trustee Wright; roll call, all ayes, motion carried.

The OTARMA MORE Grant is a reimbursement of the Ohio Township Association Conference Fees. The balance of the \$500, Fiscal Officer Fallon requested approval to purchase a Fire proof two drawer Filing Cabinet. The can be used to store the Township's checks, payroll files, and Cemetery Deeds. Motion to approve the purchase of the fire proof filing cabinet by Trustee Wright , seconded by Trustee White; roll call, all ayes, motion carried.

Trustee White revisited the desire to have the Township become paperless. He suggested the Administrative Assistant, Fiscal Officer, and the Fire Chief have scanners. The scanned materials would be then saved to a server. This would work in conjunction with the Record Retention Policy that Fiscal Officer Fallon is working on.

The employee new credit cards were handed out and the Credit Card Policy was signed by each.

**Administrative Assistant / Zoning Inspector William Olivers' Report**

Resolution 2014-07 A Resolution to Authorize Participation in ODOT Cooperative Purchasing Program for the Purchase of Road Salt for the 2014-2015 Winter Season was submitted for approval. Motion to approve by Trustee White, seconded by Trustee Wright; roll call, all ayes, motion carried.

Administrative Assistant Oliver requested approval on Saturday May 10, 2014 from 9:00 AM – 4:00 PM for the Township's Dumpster Days and October 29, 2014 through November 26, 2014 for the Township

Leaf Collection. Motion to approve by Trustee White, seconded by Trustee Wright; roll call, all ayes, motion carried.

The next meeting for the Straw Haag Ditch will be held on March 18, 2014; Mr. Oliver will be in attendance.

Mr. Oliver gave an update on East Carlisle. Contractors will not do an environmental survey on a project they would bid on due to conflict of interest. What is required would be someone to provide an environmental abatement, which includes sampling and giving the Township percentages of harmful materials that need to be removed. Then a bidding process can be entered. Quotes will be submitted to Trustees' as they come in.

Zoning Inspector Oliver came across another street that is in the process of having addresses changed due to errors in the numbering system from the past.

Keith Jordan's letter of resignation was accepted.

#### **Road Superintendent Robert Schworers' Report**

Not in attendance.

#### **Fire Chief Kevin Dembiecs' Report**

Chief Dembiec set a tentative date for a Community Meeting with speakers from the Lorain County Sheriff and the EPA to discuss the Township's Burning Regulations and Illegal Dumping.

Executive session was requested by Chief Dembiec to discuss Fire Department Personnel.

Motion by Trustee Wright to move into executive session to discuss firefighter personnel at 7:56 pm, seconded by Trustee White, roll call; all ayes, motion carried.

At 8:29 pm motion by Trustee Wright to move back into regular session, seconded by Trustee Taylor, roll call; all ayes, motion carried.

Trustee Wright mentioned he visited the Novak's on Butternut Ridge Rd. to see the trash that is littering their lake and yard. He mentioned that the Zoning Board needs to look at what the Township has in its books to aid in the near future if the Landfill moves into Carlisle Township. Trustee White said he spoke with Jerry Innes who will be visiting the Novak's and see what can be done.

#### **Additional Business and Announcements**

Next regularly scheduled Trustees' Board Meeting is Tuesday March 17, 2014 at 7:00 p.m. at Town Hall.

1. Stay in touch with your Township – visit [www.carlisletownship.com](http://www.carlisletownship.com) regularly.
2. Don't Trash It – **RECYCLE!!!**

**Adjournment**

There being no further business to come before the Board, motion to adjourn was made by Trustee Wright, seconded by Trustee White, roll call: all ayes, meeting adjourned at 8:30 p.m.

~~COPY~~  
Trustee Berry Taylor

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Trustee Robert White

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Trustee James Wright

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Attested: Kimberly Fallon, Fiscal Officer

04.07.14  
Date