

**Record of Proceedings  
Minutes of the Carlisle Township Board of Trustees  
Regular Meeting  
November 21, 2016**

The Carlisle Township Board of Trustees met on November 21, 2016 at 7:00 PM. In attendance: Trustee Berry Taylor, Trustee James Wright, Trustee Jared Smith, Fiscal Officer Kimberly Fallon, Administrative Assistant / Zoning Inspector William Oliver, Acting Road Superintendent Martin Squire and Fire Chief Kevin Dembiec. Ten (10) people signed the attendance sheet.

**Public Participation**

Resident Dale Handley questioned if the fence could be replaced at LaPorte Cemetery. Fiscal Officer Fallon stated that funds were available in the Cemetery Fund and she would review how much money there is. Acting Road Superintendent Squire was directed to obtain quotes.

Resident Ron Smith stated that the Hope Court widening project and drainage improvement was well done. He said it was a big improvement and it improved drainage.

Historian and Resident Jan Brooks questioned if Mr. Oliver had a list of Veterans that had been given to Lynda Jacobs a few years back. He stated he would look.

Resident Helen Knopp wished everyone a Happy Thanksgiving!

Resident Holly Banjoff questioned if the intersection of Butternut and Indian Hollow could be a four way stop. Mr. Oliver will research what can be done, but Indian Hollow is a County Road.

Lorain County Sheriff Deputy Bungard stated that there are many fraud phone calls and to ask many questions and do not offer up information.

**Fiscal Officer Kimberly Fallons' Report**

Minutes of September 19, 2016 Regular Board of Trustees Meeting was submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, Trustee Taylor abstained, motion carried.

Minutes of November 7, 2016 Regular Board of Trustees Meeting were submitted for approval. Motion to approve by Trustee Taylor, seconded by Trustee Smith; roll call, Trustee Wright abstained, motion carried.

Resolution 2016-23 Fiscal Officer Line Slides was submitted for approval. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

Warrants 12401 through 12425 and EFT Payments (including payroll) 557-2016 through 573-2016 for a total of \$35,963.14 were submitted for approval. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

Purchase Order 54-2016 was submitted for approval. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

**October Financial Statements were submitted for approval. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.**

**The 2017 Medical / Hospitalization Plan B rates were submitted to the Trustees for approval. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.**

**The Lorain County Administration has given the Township a three month holiday on Medical/Hospitalization premiums for 2017. Fiscal Officer Fallon questioned if the Trustees would like to extend the holiday to the employees. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.**

**The Volunteer Fire Fighter Dependents Roster was submitted for acceptance. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.**

**An amended 2016 Employee wages sheet was submitted for approval. During the audit, it came into question as to why the Volunteer Fire Fighters had rates that were not listed on the wage sheet. It was directed that the wage fluctuation was at the discretion of the Fire Chief. The Auditor suggested changing the wage sheet to include the range to avoid future issues. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.**

**The American Tower Cell Lease was submitted for discussion. Fiscal Officer Fallon stated it should be tabled for further investigation as the letter came from a vendor of American Tower and not American Tower itself. She has consulted with Assistant Prosecutor Jerry Imes, but wants to investigate further. Issue was tabled.**

**Fallon questioned if the new furnace was installed at the road department that had been purchased in March 2016. Fallon stated that the warranty is going to be running out and would there be a possibility of hiring a contractor to install it. Mr. Squire stated it had not. Trustee Taylor questioned how long we have had the furnace and what the road department was using for heat. They are using Columbia Gas. He then asked if they had collected oil for the new furnace; they had and were not using it. Trustee Taylor asked how long it would take to install the furnace. Mr. Squire stated a couple of days. Fallon stated that if a contractor was hired to install the furnace, it would relieve the Road Department from it interfering with leaf collection. Trustee Wright stated that in order to save money, the road department should install the furnace by mid-December. He also stated that since there would be a savings having the road department install the furnace, he would like to use funds to purchase a new hot water tank for the garage that there was never one there. Currently, they use cold water to wash their hands. Mr. Squire stated it would be done. Trustee Wright is not concerned with the amount of gas the department will have to use in the interim. Mr. McDonald suggested contacted LMRE, but the road department needs a gas water tank.**

**An error was discovered on the January 16, 2016 approved minutes that Fallon is requested approval to amend with a notation guiding the reader to this meeting for clarification. The incorrect Volunteer Fire Fighter was listed as resigning. It should be Ron Jones and not Ron Novak. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.**

Fallon stated the Township had received \$33,991 from FEMA for the Volunteer Fire Fighter Recruitment Grant and questioned if more would be expected and what was rejected by FEMA. The Fire Chief stated that there were Safer ineligible expenses; everything Safer eligible has been submitted.

Trustee Wright questioned if the Township had received a grant for LED light equipment. Administrative Assistant Oliver stated that the NOPEC grant is in progress. It is being reviewed and expanded to include the fire department along with the road department. He stated that unfortunately, the grant does not cover everything the Township needs; there are installation costs that will burden the Township. He indicated that in multiple discussions with a NOPEC representative that NOPEC expects the Township to purchase \$7,500 of light bulbs. The Township needs fixtures with the lightbulbs.

Executive Session was requested to discuss the hiring, firing, disciplining, and /or promotion of a public employee.

**Administrative Assistant/Zoning Inspector William Oliver's Report**

Administrative Assistant Oliver stated that the SWMD Community Incentive Grant was submitted for approval. The new digital sign was received but has not been installed.

Mr. Oliver researched viable options for the residents should the Trustees decide to eliminate the brush pile. One source is the Elyria Regional Compost Facility ran by Barnes Nursery. He reminded the residents that yard waste can be placed in the blue bins from Republic Services. Leaf collection is EPA mandated, so it cannot be eliminated. The fence at the road department is near completion; fencing fabric is being waited on and one gate to install, which should prevent theft of Township property and illegal dumping. Currently the brush pile has been misused by resident businesses that are illegally dumping into the brush pile. Clearing of numerous trees from a property and dumping them in the Township brush pile is considered illegal dumping defeating the real purpose of the pile. The brush pile is for residents to use after heavy storms that take down tree limbs and the like. Illegal dumping costs the residents thousands of dollars to have removed, which is why it should be closed. Mr. Oliver will place a couple news releases of the closing of the brush pile and the alternative. Mrs. Brooks questioned if some of the compost was available to the residents, if Trustees approve. Trustee Wright stated that some of the leaves collected were retained at the Township for the residents to take. The Trustees will think about it and discuss it further at the next meeting.

The Trustees were reminded of the LOCA Roundtable Summit on December 2, 2016 at 8:30AM.

Mr. Oliver logging and registration is all secured 2017 OTA Conference.

Due to the change in electric supplier, NOPEC will be sending out Opt-out notices for residents. Keep an eye on the mail. Fiscal Officer Fallon stated to mail it to NOPEC, fax it to them, and then call them because she mailed hers in and NOPEC put her on their electric and gas despite the Opt out notice being mailed. Mr. Oliver continued that because the Trustees signed the contract with NOPEC, the residents will have to continue to send the Opt-out notices in regardless.

Zoning Inspector Oliver stated that Zoning Resolution Article III Section 306.04 Sludge, Waste Retention Ponds, and Lagoons was created and submitted to Assistant Prosecutor Jerry Innes for review and was approved. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

An anonymous letter was received regarding tilling in a field in Lagrange Township. Mr. Oliver stated that regardless of the location, it is agricultural; therefore it is exempt from zoning.

**Acting Road Superintendent Report**

Acting Road Superintendent Squire stated that he is looking into a temporary place to dump leaves.

Trustee Wright stated that normally there would be two trucks running with four men. In the past an independent contractor through Jay's Landscaping was used to help man a truck and suggested hiring him again. Mr. Squire stated it was too late in the season and would be considered for next year as he gave them too short of notice. One of the residents questioned if a high school student could be used. Fiscal Officer Fallon stated that it wouldn't be wise as the person normally used is contracted out and covered under his company's workers compensation if he should be hurt.

Executive Session was requested to discuss Road Personnel.

**Fire Chief Kevin Demiers' Report**

The Fire Chief reported that the recoupling of hoses resulted in \$900 of hose being recovered. Trustee Smith questioned what happens when a recoupling fails and if there is a warranty. The Fire Chief stated that once a hose is recoupled, it has to be pressure tested. If it fails it goes back to be recoupled again.

The fire alarm/sprinkler system has been tested and approved. All vehicles have passed the pump tests with the exception of Engine 4 which had a vacuum issue.

The Fire Chief discussed the local government regional digital radio grant he is applying for on behalf of the Township as being in progress. He stated that the total grant amount is \$500,000 with the most one community can receive is \$100,000. There is a 20% match due from the Township in the amount of \$19,200 - \$27,400. Fallon stated that the most the match could be is \$20,000 with the balance being an upgrade and should be distinguished as such or it is a misrepresentation of what the grant will cost the residents. The Trustees intent must be given in order to turn in by January 6, 2017. Trustee Wright questioned if all the radios and equipment are near being obsolete currently. The Fire Chief stated yes. Maintenance includes a \$20 per quarter per radio fee. According to the fire chief, the radios and equipment must be MARCS eligible, but none of the townships want to move forward with MARCS. Trustee Wright stated that the Trustees need to consider if it is worth spending \$20,000 on something will be obsolete next year.

Firefighter Lauer is now a certified fire inspector.

The Fire Chief will be applying for the MARCS radio grant again this year; last year the Township wasn't awarded anything. He stated "groups" were the main beneficiaries of the funds. Application for an ODR Grant for wild clothing for brush fires will be submitted soon. There is a 1/3 match that the Township will have to pay. The State Fire Marshall Grant has not opened yet for equipment.

Executive Session was requested to discuss the hiring, firing, disciplining, and/or promotion of a public employee.

Trustee Taylor mentioned a letter that was received from a resident's daughter regarding missing money after a fire at her mom's house. Trustee Taylor wondered why it had taken the daughter so long

to report the money missing as the fire happened in August and it is now November. Fiscal Officer Fallon stated that in the letter the daughter stated her mother did not want to say anything. Now that the mother is deceased, the daughter wanted it brought to the attention of the Trustees. From the letter, it didn't appear to her that the daughter was looking for compensation; she just wanted someone to be aware of it. The Fire Chief stated he remembers the call and remembers nothing happening and does not recall if a student was on the scene. He also stated he didn't receive it until recently even though the letter was received at the beginning of the month and addressed to him. A police report should have been filed and an investigation should have been started. Trustee Wright stated how can you prove money was there in the first place to prove that there was a theft. It would be a shame if it did happen. Trustee Taylor stated to do an investigation.

Trustee Taylor motioned to enter into executive session at 8:28PM to discuss hiring, firing, promotion and discipline of a public employee as requested by the Fiscal Officer, Acting Road Superintendent and Fire Chief, seconded by Trustee Smith; roll call, all ayes, motion carried.

At 10:10PM, regular session was reentered with all Trustees in attendance.

**Additional Business & Announcements**

1. Next regularly scheduled Trustees' Board Meeting is on Monday December 5, 2016 at 7PM.
2. November 24<sup>th</sup> and 25<sup>th</sup>, 2016 is Thanksgiving. Administrative Offices and the Road Department will be closed.
3. Keep up with Township events and contact information at [carlisle-township.com](http://carlisle-township.com).

**Adjournment**

There being no further business to come before the Board, motion to adjourn was made by Trustee Taylor, seconded by Trustee Wright, roll call: all ayes, meeting adjourned at 10:10PM.

  
Trustee Terry Taylor

  
Trustee Jared Smith

  
Trustee James Wright

  
Attested: Kimberly Fallon, Fiscal Officer

12/19/16  
Date