

Record of Proceedings
Minutes of the Carlisle Township Board of Trustees
Regular Meeting
December 19, 2016

The Carlisle Township Board of Trustees met on December 19, 2016 at 7:00 PM. In attendance: Trustee James Wright, Trustee Berry Taylor, Trustee Jared Smith, Fiscal Officer Kimberly Fallon, Administrative Assistant / Zoning Inspector William Oliver, Acting Road Superintendent Martin Squire and Fire Chief Kevin Dembiec. Eight (8) people signed the attendance sheet.

Public Participation

Resident Dale Handley stated that he realizes that the Township is strapped for funds, but he questioned why money couldn't be spent elsewhere considering how much money the fire department is spending. He questioned the replacing of the fence at LaPorte Cemetery. Fiscal Officer Fallon stated that funds were available in the Cemetery Fund, \$15,000; however, there isn't enough to put up a fence. The range to replace the current fence is \$16,000 to \$33,000. The only way it could be accomplished would be for the General fund to support the balance required. She suggested waiting a year or two and collecting more funds into the Cemetery fund, it would be more feasible. Trustee Smith mentioned that the sign for the cemetery also needs to be replaced. Fiscal Officer Fallon stated that another opportunity to raise funds would be a fundraiser that could support Mr. Hildebrandt's memorial idea and the fencing.

Fiscal Officer Kimberly Fallons' Report

Minutes of November 21, 2016 Regular Board of Trustees Meeting and December 5, 2016 Regular Board of Trustees Meeting were submitted for approval. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

Purchase Order 56-2016 through 63-2016 were submitted for approval. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

Warrants 12442 through 12462 and EFT Payments (including payroll) 600-2016 through 630-2016 for a total of \$54,417.60 were submitted for approval. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

Administrative Assistant/Zoning Inspector William Olivers' Report

Trustee Taylor motioned to elect Trustee Wright as Chairman for 2017 and Trustee Smith as Vice Chairman, Trustee Wright seconded; roll call, all ayes, motion carried.

Trustee Wright and Acting Road Superintendent expressed interest in attending a Skillpath Management Class on February 10, 2017 in Cleveland with a cost of \$99 per person. Trustee Taylor motioned to approve the attendance and reimbursement for mileage and meals, seconded by Trustee Wright; roll call, all ayes, motion carried.

Zoning Inspector requested acceptance of two resignations on the Zoning Commission: Tom Mathes and Tim Hodge and accept the recommendation to appoint Michael Hagan and Brad Eubank to the vacated spots. Motion to accept by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

December 19, 2016

Acting Road Superintendent Report

Acting Road Superintendent Squire stated that the oil fired heater purchased in early 2016 is installed and working. An extension of the warranty was obtained through November 2017.

A 6 gallon electric water tank for washing hands with a cost of \$209 for the tank and \$140 for parts was installed.

Approval was requested to purchase a 55 gallon drum of oil and oil filters to maintain the fleet. He wasn't sure how much it would all cost for five trucks. Trustee Wright questioned if approval was required. Resident and past Fiscal Officer Linda Lowery stated that there is a \$250 limit that the road department can spend without approval. Motion to approve up to \$1,000 by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

Trustee Wright suggested increasing the amount that the road department can spend before approval by the Trustees is required. Fiscal Officer Fallon stated that if the amount is too high, there is a risk of going over budget. She mentioned a previous experience with the turbo costing over \$2,000 needing replaced just recently. Trustee Wright stated that he would have approved the purchase anyways as it was needed, without thinking of if the money was there or not. If there hadn't been funds remaining, she could have denied the payment. Trustee Wright stated the payment could not be denied because we need the turbo. Fiscal Officer Fallon stated that approval for a purchase of that amount would require the approval of two trustees. Having only one trustee's approval evaded protocol. She stated that at the beginning of the year, funds are put aside for normal operating and repairs and maintenance. The balance is what the road department has available for additional needs. Trustee Wright questioned if the road department knows how much they have from month to month. She went on to state that what Martin needs to do is to start a ledger with his balance on it. From there he would write down and subtract each purchase made as they occur. Her department focuses on actual invoices that arrive for payment; he makes numerous purchases that are not known by her until the invoice arrives. She stated that the same concept is applied with managing one's own checkbook. Trustee Taylor stated that checks and balances should be followed so that everyone is on the same page. He stated that when Martin calls the trustees, the trustees should call the fiscal office and make sure the funds are available and then Martin will be contacted. Mrs. Lowery stated that the Fiscal Officer was correct that she could refuse payment until proper protocols were followed. Trustee Taylor reiterated to Mr. Squire that he needs to get two trustees approval for a purchase over \$250. The Fire Chief agreed that the amount should be increased. He also stated that he normally contacts the fiscal officer so she can review before the trustees are contacted. Fiscal Officer Fallon stated that a limit is not meant to hinder; it is meant to hold everyone accountable for the purchases they make.

Approval was requested to repair the hoist on the 2003 International with a cost of \$2,875. Trustee Wright recommended using Standard Welding in Lorain. Motion to approve by Trustee Taylor, seconded by Trustee Wright; roll call, all ayes, motion carried.

Fire Chief Kevin Dembiecs' Report

The cab lift repair for Engine3 is not complete; the cab still won't rise. The Pager encoder replacement has been ordered.

The Fire Chief stated that is has been a difficult process coordinating seven entities for the Ohio Local Government Safety Capital Grant for radios. A copy of the Memorandum of Understanding (MOU) was submitted to the trustees for review. Assistant Prosecutor Jerry Innes reviewed the MOU and has some

issues with item #4 and inserted an additional statement. The other six entities have not put numbers on the spreadsheet yet. The fire chief stated that by Mr. Innes inserting a second MOU, the bid would be thrown out by the state. The state requires the MOU be secured and signed prior to submission of the application. There can't be an MOU to have an MOU. The fire chief needs to secure the match for the grant \$19,267, which would give the Township enough equipment for 3/5 of the system: base radios, officer's radios, and mobile radios would be covered, but the portables would not be covered. The Township can still use the existing radios. He is requesting approval to secure the match and accept the MOU as presented with the exception of item #4. He indicated that because of the holidays, time is shorter. Legal needs a couple more days to work out the language. Trustee Wright asked what the life expectancy was for the equipment. The fire chief thinks we should get 10 years life out of it. If not approved, a Special Meeting would be required. He also stated that if the trustees are good with the MOU in principal pending item #4, it would eliminate having a special meeting. The Fiscal Officer stated that in the past there was a trustee who stated that something that had not been finalized could not be approved prior to it being completed. If the current MOU is pending, it shouldn't be approved until all the legal issues are resolved. The fire chief suggests approving the acceptance of the match amount. It was decided to have a special meeting when the MOU is finalized.

The property at 1388 East Ave. /Grafton Rd. needs to be secured. He believes 4-5 sheets of plywood would be sufficient over the doors and windows on the main floor. Trustee Smith questioned if this has been done before by the Fire Department and wondered if a precedent was being set for the future. The Fire Chief stated that the Township could be held liable for lack of action.

The Fire Department is being desk top review of the 2014 Safer Grant. Chief Dembiec will be working with the Fiscal Officer to have it all submitted by the due date of January 10th.

There were 701 runs so far for 2016 with 59 being reported for November.

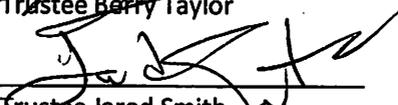
Additional Business & Announcements

1. Next regularly scheduled Trustees' Board Meeting is on Monday January 17, 2017 at 7PM.
2. Administrative Offices and the road department will be closed on December 26th and January 2, 2017. Have a Merry Christmas and a Happy New Year!
3. Keep up with Township events and contact information at carlisletownship.com.

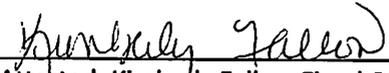
Adjournment

There being no further business to come before the Board, motion to adjourn was made by Trustee Tvalor, seconded by Trustee Wright, roll call: all ayes, meeting adjourned at 8:03PM.


Trustee Berry Taylor


Trustee Jared Smith


Trustee James Wright


Attested: Kimberly Fallon, Fiscal Officer

2/6/17
Date