

Record of Proceedings
Minutes of the Carlisle Township Board of Trustees
Regular Meeting
June 19, 2017

The Carlisle Township Board of Trustees met on June 19, 2017 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 Paul Sniezek and Fire Chief Kevin Dembiec. Sixteen (16) people signed the attendance sheet.

William Oliver was sworn in as Administrative Assistant and Zoning Inspector by Chairman Wright.

Public Participation

Resident William Purnell was in attendance to see if bids for the Whitehead Road Culvert replacement project were going to be read at the meeting. There was mild confusion as the project is through Lorain County which would normally bid out projects for this kind of grant. The Fiscal Officer stated that normal process would have been advertising to accept bids followed by a bid opening in a separate meeting. Mr. Sniezek stated he did what he was told: called contractors to submit bids. He handed two bids to Mr. Oliver. The situation will be looked into.

Resident Dale Handley stated the Town Hall front steps look really good.

Resident Mr. Jones was in attendance to question the status on a Veterans Memorial. He stated that the Board was making progress, but no actual plans have been submitted for viewing. Trustee Taylor stated that the project would now be Trustee initiated. The current Veteran Board would be a subcommittee, but all choices and decisions are to be submitted to the Trustees for approval before moving forward. The Trustees are in control of the project. Trustee Smith stated that a project plan needed to be submitted along with a list of board members with contact information. Trustee Taylor stated that the committee has to submit a design and a project plan to the Trustees. The committee would collect all the donations and have fundraisers and submit funds to the Fiscal Officer. Fallon questioned what if bills are submitted for payment, but no money has been received. It was agreed that no money would be spent without it being approved by the Trustees first and no debt is to be incurred prior to any donations being collected. Trustee Taylor confirmed. Mr. Jones stated he would like to have a big budget. He is hopeful that a plan will be submitted in the next month or so, but at this point they have no idea. He understood that if they need to pay \$1,000, they can't pay it until \$1,000 is received. He stated that JVS has volunteered to lay brick. He requested confirmation that he needed approval from the Trustees before putting something out for the people to donate. If they do not have approval, they cannot move forward. Fallon reiterated that the committee cannot incur debt and that purchase orders would have to be made out for any large purchases. Mr. Jones agreed. Trustee Taylor motioned for the Board to initiate the Veteran Memorial and there would be a subcommittee that answers to the Board. Trustee Smith seconded; roll call, all ayes, motion carried.

LaGrange Township Trustee Gary Burnett submitted a proposal for the two Townships to work together on Parson's Road widening and resurfacing; from Whitehead to Diagonal. He submitted an estimate for Parson's Road resurfacing and widening of \$260,000. He stated that LaGrange Township would take care of all paperwork. They are proposing requesting approximately \$190,000 in grant with the balance in loan and cash; anything can be asked for in loan. Trustee Burnett stated that if you ask for a loan, it gives more

points and puts you higher on the list. He also indicated that the ditches would need to be moved in which each Township would take care of its own side of the road. Fallon stated that she would recommend Carlisle's portion be loan only; the road department cannot afford to deplete the funds. Trustee Burnett submitted a Resolution to be passed if the Trustees agreed. Fallon stated it appeared to be more of a Memorandum of Understanding and should be redone as such with Carlisle producing its own formatted Resolution.

Fiscal Officer Kimberly Fallons' Report

Minutes of May 15, 2017 Regular Board of Trustees Meeting, May 25, 2017 Special Board of Trustees Meeting, and June 12, 2017 Special Board of Trustees Meeting were submitted for approval. Motion to approve by Trustee Wright as amended, seconded by Trustee Smith; roll call, all ayes, motion carried.

Purchase Order 48-2017 and 49-2017 and Blanket Certificate 34-2017 and 35-2017 were submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Warrants 12652 through 12707 and EFT Payments 275-2017 through 326-2017 for a total of \$102,780.31 were submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Resolution 2017-12 BWC Safety Intervention Grant Participation was submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Resolution 2017-13 Resolution Of Necessity For Reconstruction Of River Ridge Road And Assessments To Real Estate: R.C. 5571.15, 5373.01, 5373.07 Rescinding Resolution 2017-08 was submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Resolution 2017-22 (A) A Resolution To Proceed With The Placement Of A Tax Levy Consisting of A 1.5 mill Renewal, which would keep the current levy at \$261,204; Resolution 2017-22 (B) A Resolution To Proceed With The Placement Of A Tax Levy Consisting of A 1.5 mill Replacement, which would increase the amount to today's valuation of \$262,554; and Resolution 2017-22 (C) A Resolution To Proceed With The Placement Of A Tax Levy Consisting of A 1.75 mill Replacement and Increase, which would increase funds to \$306,313. Volunteer Captain Blair stated that the Fire Chief has recommended a renewal with no increases. Motion to approve Resolution 2017-22 (A) as amended to include "Fire and EMS" by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Resident Jerry Hune questioned how much the Township was paying for paramedic services. The Township is not charged for Life Care; only the people who use the service pay. He stated that the Township needs to get its own ambulance instead of just being first responders and having to wait until Life Care arrives. Trustee Taylor commented that it was too costly to get started and we would have to have EMT's on staff all the time. It isn't cost effective; Trustee Wright agreed. Mr. Blair stated that cost recovery nowhere near covers the cost of the equipment and employment to make it a profitable venture.

Resident Linda Lowery requested the opinion of the Fiscal Officer on the budget for the fire department and the levy. Fallon stated that the fire department budget is healthy and she recommends a renewal without any increase.

Volunteer Fire Fighter Rick Willard stated that the fire department needs to replace some of the current trucks. Fallon questioned how many fire trucks the fire department had. He stated it didn't matter how many we had, it's the ages that matter. She questioned how many go out at once. Mr. Willard stated that four of the trucks were at the scene of the fire on Slife Road just not too long ago. Trustee Taylor questioned if funds could be set aside for fire trucks. Fallon stated that funds have to stay in the fire department fund in the account for machinery, equipment and vehicles. However, the amount is still in the budget; as that account increase, decreases must be made elsewhere to keep the fund in the black. For example, the account had \$100,000 was in that account five years ago, but a lot of equipment has been purchased and it was reduced.

A resident questioned what the what the current ISO rating was for the Township. Mr. Blair stated that the ISO rating has come down in the past year; currently, he believes it is at 7 or a 9 depending on where you live in the community. If hydrants are available, your rating is lower. The lower the number, the better the rating.

Resolution 2017-23 Fiscal Officer Line Slides was submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Fallon stated that she would like to recommend a new computer for the road department. Mr. Sniezek had stated that the current computer is not capable of running the program used for OUPS mapping system. Submitted were three proposals ranging from \$400 -\$500 but without office programs. It was decided to research what the free "free office clone" software was.

Administrative Assistant/Zoning Inspector William Olivers' Report

Resolution 2017-21 A Resolution For The Sale Of Property At Internet Auction R.C. 505.10 (D) was submitted for approval for the road department to sell obsolete and unused equipment. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Pride Day was a success! There were 9 volunteers who helped plant flowers at the fire department and the park was cleaned up. John McDonald and Helen Knopp donated flowers.

The updating of the lights at the fire and road department has been completed; the check is in the mail from NOPEC for the Powering Our Community Grant.

Legal confirmation has been received for 1388 East Avenue to the Landbank.

Twenty-five (25) permits were issued for June.

Mr. Oliver met with Mr. Holstein from the Lorain County Soil and Water Conservation regarding a resident complaint that his neighbor had diverted water to his property. It is a considered a civil matter.

The Zoning Commission will be meeting on June 21, 2017.

The bid opening situation from the previous meeting was looked into. Normally, the County would advertise and open bids for culvert projects, but according to the Memorandum of Understanding it was put on the Township for this particular project. However, because the amount is less than the \$50,000 require to bid, the project could be granted without a bid opening. There was also two issues that went unnoticed on the MOU that he has requested Legal review as well as Mr. Romancek.

Acting Road Superintendent Report

The Overlook Drive drainage project has been cleaned up and reseeded. The East River catch basin project that was approved two years ago, was completed.

The berm on Butternut Ridge Road was washed out over Memorial Day weekend. This will be addressed when the road is closed for another project. Signs will be placed notifying the residents of the road closure. The Town Hall front steps were completed with the rails being sandblasted for free. Special thanks to Klins Rural Truck.

East Carlisle was broken into and several items were stolen. Fallon questioned if a police report was filed. Mr. Sniezek stated yes. Fallon stated she would need that report in order to file with insurance regarding the items stolen.

Town Hall roof estimates were submitted for approval. Pumphrey Construction submitted the lowest and best bid of \$4,800 for the north and south sections of the roof with dimensional shingles. Motion to approve by Trustee Smith seconded by Trustee Taylor; roll call, all ayes, motion carried.

The 1988 dump truck, three trailers, and the brine equipment are ready to sell. The pot hole filler that was being considered in Illinois fell through.

Mr. Sniezek will be looking into the cistern by Town Hall; it needs to be filled in and sealed for safety issues. The road department has plenty of fill; the only cost would be asphalt or concrete to cover. Discussions went to the wells on the fire department corner. Mr. Purnell stated that a certified contractor would be required to fill wells in; they cannot just be filled in by anyone by law.

Mr. Sniezek was questioned on obtaining peddler signs. He stated that the signs cost \$25.00 each; fifteen (15) were ordered.

Fire Chief Kevin Dembiecs' Report

Volunteer Captain Kurt Blair was in attendance on behalf of the fire chief who was on vacation. There were 63 runs in May.

Volunteer Fire Fighter Joshua Herring submitted his resignation. Motion to accept the resignation by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Approval to repair tank take valve in the amount of \$400 was requested. Motion to approve by Trustee Smith, seconded by Trustee Taylor; roll call, all ayes, motion carried.

Approval was requested to renew the National Fire Code for the amount of \$1,495. Motion to approve by Trustee Taylor, seconded by Trustee Smith; roll call, all ayes, motion carried.

Mr. Blair recommended the appointment of Nicholas Reid as a volunteer fire fighter contingent on passing the physical. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Approval was requested to renew the Fire House program with a cost of \$795. Motion to approve by Trustee Smith, seconded by Trustee Taylor; roll call, all ayes, motion carried.

Additional Business & Announcements

1. Next regularly summer scheduled Trustees' Board Meeting is on Monday July 17, 2017 at 7PM.
2. July 4, 2017 Fourth of July administrative offices will be closed.
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 Wright, seconded by Trustee Smith, roll call: all ayes, meeting adjourned at 8:54PM.


Trustee James Wright


Trustee Jared Smith


Trustee Berry Taylor


Attested: Kimberly Fallon, Fiscal Officer

8/21/17
Date