

**Record of Proceedings  
Minutes of the Carlisle Township Board of Trustees  
Regular Meeting  
August 21, 2017**

The Carlisle Township Board of Trustees met on August 21, 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. Nine (9) people signed the attendance sheet.

**Public Participation**

Resident Holly Banjof questioned if there was any progress on getting the railroad crossing repaired on Butternut Ridge Road. Mr. Oliver has not heard back from CSX.

Residents from Carrington Point were in attendance to hear the discussion on the swale issue.

An Indian Hollow resident questioned about an issue on Indian Hollow. He stated the engineers directed him to the Township. The Trustees stated that Indian Hollow is a county road which is maintained by the County. They directed the Acting Road Superintendent to contact the engineers on the resident's behalf.

**Fiscal Officer Kimberly Fallons' Report**

Minutes of the June 19, 2017 Regular Board of Trustees meeting, Minutes of the July 17, 2017 Regular Board of Trustees meeting, and Minutes of the August 14, 2017 Special Board of Trustees meeting (regarding road side mower) were submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

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

Purchase Order 52-2017 and 53-2017 and Blanket Certificates 36-2017 and 37-2017 were submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Fallon requested the Trustees purchase a cemetery plot in LaPorte for \$50.00 back from a resident who was buried elsewhere. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Resolution 2017-34 A Resolution Necessary For Reconstruction Of River Ridge Road And Assessment To Real Estate: R.C. 5571.15, 5373.01, 5373.07 was submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Resolution 2017-35 A Resolution To Transfer Funds was submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Resolution 2017-36 A Resolution To Submit Application To Participate In The Ohio Public Works Commission State Capital Improvement And/Or Local Transportation Improvement Programs for proposed Slife Road Widening project was submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Resolution 2017-37 Establishment Of Veterans Memorial Fund was submitted for approval. Once approved, the resolution and a letter will be sent to the State Auditors for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Policy change recommendations were submitted to the Trustees for discussion and approval. Fallon stated that she had been cleaning up the Personnel Policy and came across a couple items that need to be tightened up and brought to date. The first policy recommendation was to add the hours of 8:00AM-4:30PM as the normal hours of attendance for Non-Fire Department Employees. She stated that it had recently come to her attention that the actual hours being worked by the Road Department was 8:00AM-4:00PM; once a lunch is taken and breaks, the road department is essentially only working 7 hours or less. Trustee Wright stated that he thought the road department hours were 8:00AM-4:00PM and was curious as to why the time had been set to that before and believed it was worth investigating before a decision is made. Trustee Taylor disagreed. He stated that it didn't matter why it was and it is now time to make the change and move forward with the changes. Trustee Smith motioned to approve, Trustee Taylor seconded; roll call, all ayes, motion carried.

The second recommendation was to Section 7.3 Lunch Periods to add Rest Breaks. This policy change expounds on what constitutes a lunch break (unpaid) and rest breaks (paid). The lunch break and rest breaks cannot be combined to leave early, have an hour lunch, or to accumulate overtime. There was much discussion on when rest breaks would have to be taken and how. Trustee Wright stated that the road department could be out on a job and has to stay on site to eat their lunch. Fallon argued that they are still taking a lunch, which shuts the entire job down. More often than not, the road department is not out working roadside. Trustee Wright questioned Mr. Oliver's hours and lunch time. Mr. Oliver stated most days he works 8:00AM-4:30PM; however, he can leave at 4:00PM if he eats lunch at his desk while continuing to work. Mr. Sniezek stated that he eats at his desk as well which has paperwork on it too thus should be considered working during lunch. Fallon stated that it was highly unlikely. Trustee Smith stated that the policy change is both feasible and beneficial. Many of the residents were in agreement that the policy changes need to be approved otherwise there will be a grave misuse of Township time and funds. Trustee Smith motioned to approve, Trustee Taylor seconded; roll call, all ayes, motion carried.

Final recommendation was to add "Time Clock" and stipulations to Section 7.1 Attendance (Non Fire Department Employees). The road department would have a time clock, whether it is card swipe or biometric, located at the garage. Fallon submitted three proposals of time clocks. She recommended the swipe cards. She stated that the swipe cards, which are like credit cards, would be used to clock in and out for starting and ending work as well as for lunch break. The other options available would be web based and biometric. The range of cost is \$300-\$500. She discouraged the web based as the road department has trouble with computers (the two-year-old computer is currently being replaced) and it is the costliest, having a yearly licensing fee. Trustee Wright stated the biometric would be the best way to go. Biometric would be the finger print scan which would eliminate employees clocking in for each other. Trustee Taylor motioned to approve the policy change recommendation as well as the purchase of a biometric time card system, Trustee Smith seconded; roll call, all ayes, motion carried.

Adopted Personnel Policy language is available with these minutes in a separate document.

Executive session was requested for road department personnel compensation and pending potential litigation.

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

Administrative Assistant Oliver requested Resolution 2017-24 A Resolution To Adopt No Parking Within 100 Feet Of And Within The Turnaround on Hope Court In Carlisle Township, Lorain County be rescinded and Resolution 2017-26 A Resolution To Adopt No Parking Within 100 Feet Of And With The Turnarounds On All Cul De Sacs In Carlisle Township, Lorain County, Ohio (per ORC 505.17) be approved to replace. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Dumpster Days will occur on October 7, 2017 9AM-3PM.

Mr. Oliver stated that for the Lorain County incentive Grant, he would like to have two picnic shelters installed at the Community Park. The shelters would be covered, 13' x 21' and hold two picnic tables. The cost of the concrete pads is \$1,400 each and he does not think it would be covered under the grant, so he was requesting approval. Trustee Smith motioned to approve the concrete pads at \$1,400 each if not approved for the grant, Trustee Taylor seconded; roll call, all ayes, motion carried.

Resolution 2017-27 through Resolution 2017-32 Resolutions To Authorize And Compel The Lorain County Prosecutor To Take Legal Action To Compel Zoning Compliances were submitted for approval. Properties with various forms of violations included are: 1404 East Ave., 40152 Butternut Ridge Rd., 38896 Butternut Ridge Rd., 2108 Grafton Rd., 9778 East River Rd., and 45 Edgewood Dr. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

The zoning report for July 2017 included 2 accessory buildings, 2 new single family dwellings, 3 pools, 1 razing, and 2 conditional use permit renewals.

**Acting Road Superintendent Report**

The Acting Road Superintendent stated that the buffer zone for the OUPS program has been changed to eliminate calls that are not in the Township.

Mr. Sniezek submitted three proposals for a new computer for the road department ranging from \$400-\$550. He is recommending and asking for approval to spend up to \$483.87 for an HP computer from Computers Unlimited. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Street signs on Hastings, Squires, and Greenview have been stolen and will be replaced at a cost of \$32.09 each. Road repairs have been performed on Parsons and Robson Roads.

Mr. Sniezek stated that there is a potential problem with the swales, or lack of, at Carrington Point and Alexis Drive. He stated that the residents have filled in their swale which will create the substructure of the road to be compromised. He stated that Resolution 2001-26 states, among other things, that the swale must be 18". One resident of Carrington Point stated that none of the residents were notified that a swale was required on their property until the road department came and threatened to put an assessment on their property if a swale was not put in. She stated that there aren't any water issues on the road, so why is this an issue now. Another resident stated his refusal to add a big hole to the front of his home after all the lawn costs he has incurred to get it to where it is.

A resident stated that there is a swale on his property and was there when he purchased the land and built his house; he has not filled it in. He also stated he has no issue with standing water. Mr. Sniezek stated that his property was on his list. Trustee Wright commented that the Township cannot go onto private property, but the roads need to be protected and acknowledged there weren't any drainage issues. Mr. Sniezek stated that a resident had called and complained.

Mr. Oliver stated that the previous owner of the land went under and the bank took over. The bank has not enforced the original plans which include the swale. Trustee Wright questioned how this can be changed for the future without disrupting the current resident properties. Mr. Sniezek did not have an answer. Trustee Wright stated that nothing should be done at the moment. Mr. Sniezek stated he didn't think it was fair to the resident who kept their swale. Trustee Wright directed Mr. Sniezek to contact the Lorain County Engineers. A Special Meeting would be needed to keep the residents informed.

Signs need to be ordered for the no parking on cul de sac's. Mr. Sniezek submitted choices to the Trustees for approval. No Parking with an arrow to the right and no parking to the left were chosen by the Trustees.

The roof on Town Hall was completed on July 19<sup>th</sup>.

Some items from the road department were sold bringing in a total of \$4,450. Brine equipment still needs to be uploaded to Govdeals.com.

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

There were 57 runs in July with 285 year to date.

The fire chief is applying for a diesel fume extraction exhaust from the Bureau of Workers Compensation.

Resolution 2017-33 A Resolution Authorizing And Implementing A Program To Charge Mitigation Rates For Fire And Rescue Services, Ambulance Services, And Emergency Medical Services provided/Rendered For Residents and Non- Residents was submitted for approval. This would allow the Fire Chief to send unfunded claims of Non-Residents to Fire Recovery USA. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

A letter authorizing the Fire Chief to defer collections of unpaid accounts to Fire Recovery USA was submitted for approval. Motion to approve by Trustee Wright, seconded by Trustee Smith; roll call, all ayes, motion carried.

Approval was requested to send new Volunteer Fire Fighter Nick Reed to Fire Fighter I class in September with a cost of \$825. Motion to approve by Trustee Taylor, seconded by Trustee Smith; roll call, all ayes, motion carried.

Hydrant flushing continues with the loss of one stem on a hydrant and a bonnet needs repaired to prevent leakage.

Pump testing was completed with three of the four vehicles passing. The fourth vehicle needs some repair and maintenance and possibly a new sensor.

Executive Session was requested to discuss fire department compensation and discipline.

At 9:15PM Trustee Wright motioned to enter into executive session to discuss road department personnel and compensation, pending potential litigation, and fire department compensation and discipline, Trustee Smith seconded; roll call, all ayes, motion carried.

Regular session was re-entered at 9:55PM with all Trustees in attendance.

**Additional Business & Announcements**

1. Next regularly summer scheduled Trustees' Board Meeting is on Tuesday September 5, 2017 at 7PM.
2. September 4<sup>th</sup> is Labor Day; Offices are closed.
3. Keep up with Township events and contact information at [carlisletownship.com](http://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 9:55PM.

  
Trustee James Wright

  
Trustee Jared Smith

  
Trustee Berry Taylor

  
Attested: Kimberly Fallon, Fiscal Officer

  
Date