

Carlisle Township Board of Trustees

Regular Meeting Minutes - October 7, 2024

Present: Trustees Jared Smith (Chairman), Berry Taylor (Vice-Chairman) and Jim Wright (Trustee), Administrative Assistant Bill Oliver, Zoning Inspector Tim Erhke, Road Superintendent Paul Sniezak, Fire Chief Steve Higgins and thirteen (13) residents/guests.

Call to Order: The meeting was called to order at 7:00 PM by Trustee Smith.

Public Participation: Assistant County Prosecutor Dan Petticord was present and briefly spoke about his role as one of the township's attorneys. Resident John Carpenter presented a suggestion of how a gate could be used to close/access on Mardun Court. Resident Helen Woods informed the board that the Lorain-Medina Rural Electric office on Route 303 in LaGrange, in cooperation with the Red Cross, is accepting donations for the recent hurricane victims.

Trustee Comments:

Mardun Court: Trustee Smith stated that the board will take into consideration the suggestion of a gate to restrict traffic yet be able to be opened for emergency/road maintenance.

Carlisle Community Park: Trustee Smith detailed the board's efforts to secure a Memorandum of Understanding (MOU) with the Lorain County Metroparks as the township has been providing mowing and porta-potty service for several years. Now with Ohio HB 47's requirement of the provision of AED device on site and the availability of trained staff to administer the device, the township is not in the position to provide staffing. Assistant County Prosecutor Petticord suggested a letter to be drafted and sent to the Metroparks of the board's decision.

Personnel Manual: Discussion continued on hiring an outside firm to update and revise the township's Personnel Manual. At present the trustees have one (1) bid from a Columbus, Ohio law firm who authored the present manual and are awaiting the bid from a local law firm. The updated manual will be paid with ARPA funds. Assistant County Prosecutor Petticord also suggested that his office could assist at no cost to the township. The board will look into it.

WENS Contract: The board discussed the benefits of entering into a contract with the county on the WENS (Wireless Emergency Notification System) and approved the contract.

Fiscal Officer:

Bills/Purchase Orders:

The trustees approved payment on bills totaling \$263,007.85 for Checks/Warrants number(s) 15688 through 15707 totaling \$196,768.61 and Electronic payments numbers 529-2004 through 573-2024 totaling \$66,239.24. The following Purchase Orders and regular Blanket Certificates were approved: PO 49-2024 (street lighting) for \$2,500.00, PO 50-2024 (Fire Department Harris Radios) for \$160,000.00, PO 51-2024 (Chip/Seal Program) for \$12,500.00 and PO 52-2024 (Fire department Hose Dryer) for \$11,001.60.

The minutes from July 15th and September 3rd Regular Meeting minutes were reviewed and approved. OTARMA Grant information was given to the trustees for review.

Administrative Assistant: AA Bill Oliver presented the following resolutions and information for discussion:

Resolution 2024-10 concerning Marijuana Dispensaries was again discussed and tabled for inclusion of language specifying the board's desire to identify specific zoning classification where such a dispensary may be permitted. Assistant County Prosecutor Petticord suggested language that will be considered. The resolution was tabled.

Resolution 2024-20 concerning clarification of compensation guidelines for Chief Higgins was discussed and approved.

Resolution 2024-21 enacting the regulation and prohibition of Junk Motor Vehicles under R.C. 505.173 was discussed and approved.

Resolution 2024-01HR Resolution Implementing Home Rule Resolution No. 2024-01HR for Carlisle Township Regarding Property Maintenance Regulations was given its second (2nd) reading and was approved unanimously. The resolution will be made available for viewing at the Zoning Office and will be posted on the township website. The Fiscal Officer will have a summary of the resolution published for two (2) days in consecutive weeks in the Elyria Chronicle-Telegram and will secure documentation confirming its publication.

Resolution 2024-02HR Resolution Enacting and Codifying a Home Rule Resolution No. 2024-02HR For Carlisle Township Regulating Public Nuisances was given its second (2nd) reading and was approved unanimously. The resolution will be made available for viewing at the Zoning Office and will be posted on the township website. The Fiscal Officer will have a summary of the resolution published for two (2) days in consecutive weeks in the Elyria Chronicle-Telegram and will secure documentation confirming its publication.

RLCWA Hydrant Agreement: AA Bill Oliver reported that the signed and approved agreement between the township and the Rural Lorain County Water Association for fire hydrant services was accepted by the RLCWA.

City of Elyria Access Use/Easement Purchase: The request from the City of Elyria for the township to enter into an agreement concerning the development of an emergency access road from Brookdale Cemetery was discussed and approved.

Dumpster Day: Dumpster Day will be Saturday, October 12 from 8AM-12 PM. Residents should visit the township website for information what items are acceptable and those that are not.

Leaf Collection: leaf Collection begins October 28th with additional details on the township's website.

Zoning Inspector: For the period of September 16th thru October 3rd, twelve (12) permits were issued for a total of \$2,909.11.

Road Department: Superintendent Sniezak reported concerns of an illegal discharge at 10592 Dewhurst Road and no driveway permits on two (2) new driveways on Cooper Avenue. He reported an obstruction in the Right-of-Way on East River Road and drain damage on Slife Road due to LORCO's excavating work. There have been incidents of basketball hoops in roadways on Oakwood Street (repeat offender) and Ethel Road. The trustees recommended letters to be sent to the homeowner to remove the basketball hoops from the roadway.

Bids were submitted for multiple tree removals on Robert Lane. This action is being considered to open the tree canopy in order to expedite the drying of the roadway after rain events to minimize roadway surface damage/deterioration. Trustee Smith tabled the discussion so that he could get a better understanding of the roadway's conditions. The department's forklift is leaking hydraulic fluid and the cylinder is in need of either repair or replacement depending on an inspection of the unit. Finally, Superintendent Sniezak reported on the construction progress of the new storage unit for road department vehicles and equipment.

Fire Chief: Chief Higgins presented the Run Report for September. He reviewed the equipment the department has purchased using ARPA funding over the past year, what has been delivered and what is still to be delivered. This week is Fire Prevention Week and the Carlisle Township Fire Department is conducting demonstration and "touch-the-truck" events at day care and pre-school centers in the township.

Adjourned: The meeting was adjourned at 8:42 PM.

Jared Smith 

Berry Taylor 

Jim Wright 

Attest: 

Approved on: 11/18/24