

# Carlisle Township Board of Trustees

## Regular Meeting August 19, 2024 7:00 PM

The Carlisle Township Board of Trustees met on August 15th, 2024 at 7:00 PM. In attendance: Trustee, James Wright, Trustee, Berry Taylor, Trustee, Jared Smith, Fiscal Officer, Kelsey Sizemore, Administrative Assistant, William Oliver, Zoning Inspector, Tim Ehrke, Road Superintendent, Paul Sniezek, and Fire Chief, Steve Higgins. Fourteen (14) people signed the attendance sheet.

- **7:00 PM Regular Meeting / Call to Order - Pledge of Allegiance**

- **Public Participation:**

- **Trustee Comments:**

- Mardun Survey Results

Survey has been completed and stacked out, Paul Sniezek, gave the packet of information to the Trustees.

Trustee Smith asked if there was enough room for a runaround, Paul said yes. It would be a "T" shape at the N. W. Corner of Indian Hollow Road & Mardun. One of the residents at the end of Mardun has a concern with losing some parking near her driveway. Residents also expressed their concern about how wide it needs to be. Paul said it must be within the right-of-way. Residents further expressed concerned about a turn around and having a firetruck have room to turn around. Chief Higgins exclaimed that he will check out road with Paul.

- Albers & Albers Law Firm / Home Rule Resolutions

Trustee Smith exclaimed that Albers & Albers will drafting our Home Rule Resolutions. This is the Law that the township hired months ago to help the township with Home Rule. Trustee Wright commented various examples on how properties are not taken care of or become neglected by the owner and the series of said events that the Township endures because of it. This is something that needs to be addressed.

Tonight, during the meeting, Trustee Smith read all the resolutions aloud that the Attorney drafted and stated that these will be read again. As a Home Rule Township, the resolutions need to read out loud twice. There will be two types of publications one in the paper, and one online; 1<sup>st</sup> Resolution Trustee Smith read aloud. Once finished, he read the second and third one. Once Trustee Smith finished reading these aloud, he stated that we will be getting these published to paper and, also onto our website for all residents to read.

- Clemans-Nelson Law Firm / Personnel Manual

Trustees received a cost between \$5,300 - \$6,300 to update our Personnel Manual, which could reach a total cost of somewhere between \$8,300 - \$9,300 with a retainer.

Trustee Smith asked Trustee Wright also agreed to reach out to Matt Dulley to get a cost because we need to

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do this quickly because we will be using our ARP money towards this.

- ARP (American Rescue Plan) Money

- **Fiscal Officer**

- Need motion to approve the bills including warrants & EFT's totaling: \$98,981.14. Including warrant total of: \$35,163.56, Trustee Smith made motioned to approve. Trustee Wright seconded; roll call, all ayes, motion carried.
- EFT totaling: \$64,817.15 Trustee Smith made motioned to approve. Trustee Wright seconded; roll call, all ayes, motion carried.
- Renewal for Lighting Districts, Resolutions, 2024-11 – 2024-17. Trustee Smith made motioned to approve. Trustee Wright seconded; roll call, all ayes, motion carried.
- Need motion to approve purchase order, 45-2024, \$30,075.14 for Road Repairs, Trustee Smith made motioned to approve. Trustee Wright seconded; roll call, all ayes, motion carried.
- April Minutes
- May Minutes

Trustee Smith made motioned to approve the minutes. Trustee Wright seconded; roll call, all ayes, motion carried.

- **Administrative Assistant**

ARP (American Rescue Plan) Money / Fence Quotes to redo the two cemeteries. Bill Oliver had suggested going with Elyria Fence, and just doing LaPorte Cemetery. The Trustees deliberated between the quotes Trustee Smith made motion to approve the quote from Elyria fence totaling, \$22,885.00. Trustee Wright seconded; roll call, all ayes, motion carried.

- NOPEC Grant / Fire Station Renovation – Replace Door Entrance / Door Quotes. Action Door Quote & Young Security quote, within \$1,500.00 of each other. Bill Oliver said we can hopefully use this NOPEC grant towards these doors. Trustee Wright made motioned to approve the quote from Action Door. Trustee Wright seconded; roll call, all ayes, motion carried.
- Bill Oliver request executive session to for personal compensation.

- **Zoning Inspector Report**

- For the period of 7-15-2024 through 8-19-2024, 13 permits \$995.50. Three properties in the township that are owned by the same individual rundown animal infested and disabled/abandoned vehicles. properties. This has been addressed to Lorain County Public Health and the owner was cited by the

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Lorain County Public Health for all three properties. This individual was to appear to the board of Lorain County Public Health on August 14<sup>th</sup>. We have not received anything yet on how the meeting has transpired.

### • Road Department

- Road Repairs Update, have been doing asphalt work in various locations throughout the township. Opening next Wednesday to start the chip seal for Carlisle Township.
- Auger for #5 "V" Box would like to make the purchase from Henderson for \$1,546.00, quote supplied to, Trustee Smith made motioned to approve. Trustee Wright seconded; roll call, all ayes, motion carried.
- 40549 Banks Rd. Fence Update – send a certified letter to resident on the status of the fence repair.
- 9715 Abbe Rd. Request. – the right away is not ours. The homeowner is part of the township but surrounded by Elyria. Trustee Smith made the remarks that he will contact our Attorney on this.
- Mardun Rd Survey Complete
- Proposed Cold Storage Building Quotes, received 5 different bids total. Yost Bid was tabled
- Tree Removal on E. River Road, had two quotes presented to the Trustees. Trustee Smith made motioned to approve to the bid from Triple R Tree Service \$1,800.00. Trustee Wright seconded; roll call, all ayes, motion carried.
- Executive Session for Hiring of Personnel

### • Fire

- July Run Report – 73 calls total for July.
- LC Fair Duty for this Friday, August 23<sup>rd</sup> from 10 a.m. – 5 p.m.
- Aug 6<sup>th</sup> Storm Damage which was able to cleared by our personnel.
- Tire Replacement T2, needs new rear tires like to go with Bob's Tire Service for \$3,701.88. Trustee Smith made motioned to approve. Trustee Wright seconded; roll call, all ayes, motion carried.
- There being no further business to come before the Board, at 8:43 p.m., motion to go into Executive Session for hiring for the road department & discuss personal compensation was made by Trustee Smith, seconded by Trustee Wright, roll call: all ayes.

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- Additional Business & Announcements

*Mark your calendars:*

- Next Regularly Scheduled Trustees' Board Meeting Tuesday September 03, 2024
  - Keep up with Township events and contact information at [www.CarlisleTownship.com](http://www.CarlisleTownship.com)
- Back from Executive Session at 9:00 p.m. Making motion for our Zoning Clerk, Tim Ehrke for a pay compensation to \$20.00. There being no further business to come before the Board, motion to adjourn was made by Trustee Smith, seconded by Trustee Wright, roll call: all ayes, meeting adjourned at 9:12 PM.

  
Trustee Jared Smith

  
Attested: Kelsey Sizemore  
Fiscal Officer

  
Trustee Berry Taylor

  
Trustee James Wright