

**Record of Proceedings**  
**Minutes of the Carlisle Township Board of Trustees**  
**Special Meeting**  
**October 13, 2017**

The Carlisle Township Board of Trustees met on October 13, 2017 at 8:00 AM for a Special Meeting for the purpose of hiring, firing, disciplining of road department personnel. In attendance: Trustee Berry Taylor, Trustee Jared Smith, Fiscal Officer Kimberly Fallon, Administrative Assistant / Zoning Inspector William Oliver, and Acting Road Superintendent Paul Sniezek.

At 8:02AM, Trustee Smith motioned to enter into executive session to discuss hiring, firing, and disciplining of road department personnel, Trustee Taylor seconded; roll call, all ayes, motion carried.

Regular session was entered at 8:45AM with both Trustees in attendance.

Trustee Smith stated that the acting road superintendent Paul Sniezek needs to comply with the following:

1. Time management – the Trustees would like to see a schedule of what the road department has planned for each day. A program, Microsoft Outlook, or similar, would be used to notify the Trustees of the road department schedule. This will be used to keep finances in line and minimize overtime. All elected officials and the administrative assistant will receive a copy of the schedule.
2. Communication –the road department needs to be in constant communication with Township officials. The Fiscal Officer and the Administrative Assistant have a wealth of knowledge.
3. Professionalism – Mr. Sniezek needs to instill in his subordinates that he is the boss of the road department and not anyone else.

Trustee Smith continued that these three highlights need to be memorialized, signed by Mr. Sniezek, discussed with his subordinates and placed in each personnel file in the Fiscal Officer's office.

Trustee Smith also stated that Mr. Sniezek needed to create a tentative schedule for leaf pick-up that is put on the website to let the residents know when their leaves will be picked up. Trustee Taylor stated that he has been asking for a schedule for years and it needs to be done. The road department needs to stop saying no and try something. Trustee Smith reminded everyone that last leaf pick-up season, one employee was left to work alone and that cannot happen again. He stated that Mr. Sniezek suggested a two truck shuttle: when one truck is filled, it will drop off leaves and return to relieve the other truck to drop off its leaves. Fallon stated that protocol in the past was the road superintendent hired out contracted labor from a local landscaping business. Hiring someone from the fire department or a temp service would not be a good idea since a CDL is required to drive the leaf trucks. Mr. Sniezek stated that the shuttle is what the road department is going to try. Leaves will be dropped off at the same location as last year.


**Adjournment**

There being no further business to come before the Board, motion to adjourn was made by Trustee Smith, seconded by Trustee Taylor, roll call: all ayes, meeting adjourned at 8:56AM.

  
Trustee James Wright

  
Trustee Jared Smith

  
Trustee Berry Taylor

  
Attested: Kimberly Fallon, Fiscal Officer

11/16/17  
Date