

Carlisle Township Board of Trustees
Regular Meeting Minutes – September 15, 2025

SCANNED
2025-10-06
minutes

Attending: Trustees Jared Smith and Jim Wright, Administrative Assistant Bill Oliver, Fire Chief Steve Higgins, Road Department Paul Snizek, Zoning Inspector Tim Ehrke, Fiscal Officer Josh Hutchison and six (6) residents

The meeting was called to order at 7:00 PM by Trustee Wright

Public Participation:

None

Trustee Comments:

None

Fiscal Officer:

Requested approval to pay bills totaling \$83,888.66 which includes EFT's 512-2025 through 546-2025 and Checks 16063 through 16075. Trustee Wright made motion to approve and Trustee Smith seconded. Motion carried

Received invoice from Lorain County Emergency Management for Code Red and will be discussed later

A letter was received from Westfield for invoice received from Carlisle Fire Department and they are refusing to pay

Received an invoice from Public Utilities Commission for Damage Prevention in the amount of \$35. Discussion was had on the issue and Josh Hutchison will contact them

Resolution 2025-23 for OPWC State Capital Improvement for Butternut Ridge Road widening needs approval. Trustee Wright made motion to approve and Trustee Smith seconded. Motion carried

Approval has been received from Ohio Deferred Compensation regarding the ROTH IRA

Trustee Wright spoke on the MOU (Memorandum of Understanding) from Lorain County Emergency Management for Code Red. Discussion was had and the prior WENS System was changed to Code Red. The rate is .04 per resident for a total of \$284.96 and the County is spending approximately \$35,000. Trustee Wright made motion to approve and Trustee Smith seconded. Motion carried

Administrative Assistant:

Resolution 2025-22 Revise Personnel Manual for approval. Trustee Smith stated when the final draft was sent the Attorney missed one (1) piece to it, instead of it reading 40 hours of accrued vacation and it should have been 80 hours of accrued vacation. Trustee Wright made motion to approve and Trustee Smith seconded. Motion carried

Trustee Smith provided the Department Heads with new pages for the employees

Approval needed of the 9/2/2025 Regular Trustee Meeting Minutes. Trustee Wright made motion to approve with the correction to spelling of names and Trustee Smith seconded. Motion carried

Approval needed for the corrected 7/21/25 Regular Trustee Meeting Minutes. Trustee Wright made motion and Trustee Smith seconded. Motion carried

Signatures needed for the MOU Code Red Alert System, Trustee Wright and Trustee Smith signed

Trustee Smith read a memo from the Lorain County Commissioner's regarding a virtual meeting to take place 10/1/25 pertaining to Cyber Security. Trustee Smith nominated Trustee Taylor to attend this meeting

Zoning Inspector:

Tim Ehrke stated eight (8) permits were issued totaling \$7,846 for the period of 9/1/2025 through 9/15/2025

A permit was issued to the City of Elyria for the Southeast interceptor sewer Phase 3

Tim Ehrke has not heard anything pertaining to the Summons

Bill Oliver asked if email was received from the Budget Commission of Lorain County and Trustee Wright said he received

Road Department:

Paul Sniezek reported 26 miles of Chip Seal has been completed. He was asked if the gouges on Calann could be touched up and said he would take the patcher next time they get oil to fill it in. Discussion was had on the issue

The County Engineer provided an estimate to resurface Robert Lane which is considered Mill and Fill in the amount of \$88,070. A proposal was received from Cross Roads at a cost of \$84,600 which is over the threshold of \$75,000 and would have to go out for bid. Another was received from Hart Asphalt at the cost of \$72,500 which is under the threshold. Trustee Smith asked if there would be any financial assistance for this project and Paul Sniezek said no. Trustee Wright made a motion to approve Hart Asphalt and Trustee Smith seconded. Motion carried

Someone asked who owns a Cemetery Lot due to not having paperwork and another wanted to purchase a Cemetery Lot. The individual wants to pay with a credit card and the Fiscal Officer said Township does not accept credit cards. Discussion was had on who handles the deeds to the Cemetery Lots and the Trustees will find out who will be handling this with the SIMS program. Bill Oliver asked if the SIMS program is compatible with Windows 11 and Paul Sniezek will check into this

Requested Executive Session to discuss Hiring of Personnel

Trustee Smith stated he received a call from a resident on Robert Lane asking when seeding will the lawns due to the tree work and Paul stated he talked to her and assured her they would be taking care of that soon

Fire Department:

Chief Higgins requested purchasing a 14" K12 Cut Off Saw \$2,085, Shark Vent Saw \$1,940 and 445 Chain Saw \$399 all Husqvarna for a total cost of \$4,424. Trustee Wright made motion to approve and Trustee Smith seconded. Motion carried

Chief requested approval of the Volunteer Fire Fighters pay increases retro to beginning of this quarter. Trustee Wright made a motion for the following increases and Trustee Smith seconded. Motion carried
Assistant Chief from \$18/Hour to \$21/Hour

Captain from \$17/Hour to \$19/Hour

Lieutenant from \$16/Hour to \$18/Hour

Fire Fighter 1 and 2 from \$15/Hour to \$16/Hour

Fire Fighter 36 from \$14/Hour to \$15/Hour

Drill Hours from \$12/Hour to \$14/Hour

Trustee Wright made a motion at 7:40 pm to enter into Executive Session to discuss Hiring of Personnel on the Road Department and Trustee Smith seconded. Motion carried

Trustee Wright made a motion to return to Regular Session from Executive Session at 8:20 pm and Trustee Smith seconded. Motion carried

Trustee Wright made motion to adjourn at 8:20 pm and Trustee Smith seconded. Motion carried

Approved by:

Berry Taylor

Jared Smith

James Wright

Attested:

Date: 10/6/25