

**Carlisle Township Board of Trustees**

**Special Meeting Minutes – March 27, 2025**

Attending: Trustees Berry Taylor, Jim Wright and Jared Smith

Call To Order: Berry Taylor called the meeting to order at 8:00 am.

Executive Session: At 8:00 am Trustee Taylor motion for an executive session to address legal concerns. Trustee Smith seconded the motion which was approved unanimously. At 8:20 am Trust Taylor motioned that the trustees are out of executive session.

Personnel Manual: Trustee Smith led the proof reading of the personnel manual draft authored by Attorney Matt Dooley. All three trustees offered suggestions and changes in numerous chapters including; Chapter 3-Employment, Chapter 4-Compensation and Benefits, Chapter 5-Absences and Leaves, Chapter 6-Employee Conduct, Chapter 7-Employment Separation and Chapter 8-Forms. Trustee Smith will contact Attorney Dooley to inquire how he would like the changes to be communicated back (hand written notes on pages or electronically).

Prosecutor’s Contract: The trustees agreed in principle to continue receiving legal services from the Lorain County Prosecutor’s office and will formally approve the contract at the next trustee meeting.

Township Hall: Trustee Smith led a discussion on the need to remodel the township hall to address the future needs of the township and will present his ideas at the next trustee meeting.

Adjourn: Trustee Taylor made the motion to adjourn at 9:45 am which was seconded by Trustee Wright. The motion was approved unanimously.

Approved: \_\_\_\_\_

  
Trustee Berry Taylor

  
Trustee Jim Wright

  
Trustee Jared Smith