

Carlisle Township Board of Trustees
Regular Meeting Minutes – September 2, 2025

Attending: Trustees Jared Smith, Berry Taylor, Jim Wright, Administrative Assistant Bill Oliver, Fire Chief Steve Higgins, Road Department Paul Sniezak, Zoning Inspector Tim Erhke, Fiscal Officer Josh Hutchison and five (5) residents

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

Public Participation:

Resident wanted to inform the Trustees there is a meeting tomorrow at 5p in New Russia Township regarding the Micro Chip Facilities and spoke about the Clear Water Sewer Project that would go along with the new Facilities

Trustee Comments:

Trustee Smith stated the Fall Newsletter is at the printers and the Fire Department will be featured due to the upcoming Levy, along with additional information

Fiscal Officer:

Approval needed for EFT's 490-2025 through 518-2025 and checks 16028 through 16062 totaling \$57,236.70. Trustee Taylor made motion to approve and Trustee Wright seconded. Motion carried

Resolution needed for Deferred Compensation Roth IRAs for employees to buy in, this is approved by the Attorney General. There is no cost to the Township. Trustee Taylor made motion to approve Resolution and Trustee Wright seconded. Motion carried

The Road Department has requested approval to apply for a Grant for Butternut Ridge Road widening. Trustee Taylor asked where and Paul Sniezak stated it would be at the intersection of West Ridge Road and Butternut Ridge Road. A quote in the amount of \$96,020 was received from the Lorain County Engineer with 20% being funded by the Township. Discussion was had on this and Trustee Taylor approved and Trustee Wright seconded. Motion carried

Administrative Assistant:

Approval needed of the 7/21/25 Regular Trustee Meeting Minutes that were tabled. Trustee Taylor made motion to approve with corrections and Trustee Wright seconded. Motion carried

Approval needed of the 8/18/25 Regular Trustee Meeting Minutes. Trustee Wight made motion to approve and Trustee Smith seconded. Trustee Taylor abstained. Motion carried

The contract for Holland Computers to perform upgrade to Windows 11 needs signed along with a check for 50% downpayment. Trustees signed the contract

Oberlin will be holding Shred Day on 9/6/25 at 9a through 12p at 505 Hill Creek Drive. This is for residential only and they will also have a glass drop

Zoning Inspector:

Tim Erhke stated a total of 10 permits have been issued totaling \$5,547

Three (3) applications for Conditional Use Permits and received and approved by the BZA. One (1) for Sewer Installation, one (1) for an Accessory Building and one (1) from BFI for Accessory Building over the Square Footage

On 8/28/25 a Summons was delivered to the Sheriff Department pertaining to the Carter Property and have not received a Court date yet but is in the works

The issue pertaining the tall grass reported by Trustee Taylor has been addressed

Discussion was had on other properties: Spooner property and Indian Hollow Road. A draft of a Summons will be done. Other properties were also discussed

Road Department:

~~Paul Sniezak~~ stated the asphalt work is complete. There was an issue with the Grader, the wheel fell off and they are accessing the issue

Chip Seal will begin soon on the following roads:

Summerset, Edgehill, Midvale, Greenview, Woodside, Carlisle Avenue, Getz, east end of Slife, Riverwood, Prospect (LaPorte) and Calann

The OPWC Round 40 Application was discussed earlier and thanked the Trustees

Quote received from Gateway Tire for six (6) tires for #5 Plow Truck in the amount of \$2,568 which includes mount and balancing the tires. Bob's Tire provided a quote for Firestone Tires in the amount of \$3,310.74. Discussion was had and Trustee Taylor made a motion to approve Bob's Tire and Trustee Wright seconded. Motion carried

Requested the purchase of a variety of sign post lengths, 10 of each totaling 280' for a grand total of \$1,078. Trustee Taylor made a motion to approve and Trustee Wright seconded. Motion carried

Requested Executive Session to discuss Hiring/Firing of Personnel

Trustee Smith asked if there was any headway on the grant money availability for Carol and Penny Lane storm sewers. Paul Sniezak stated they have been short staffed and has not had time to look into this

Trustee Wright asked if a permit was given to the City Engineer for the sewers and Tim Erhke stated they are working on it

Fire Department:

Total of 62 calls for the month of August

Fire Chief Steve Higgins stated during August they worked on Ladder and Driver's Training

They worked at the Lorain County Fair on 8/22/25 and on 8/18/25 Keystone's Cross Country Meet

Metro Life Flight will be at the Fire Department Open House on 10/4/25 from 1p through 2p and are waiting for the State Patrol and Sheriff Office to get back with him. They will be doing some painting this week

Approval needed of Resolution 2025-21 for hiring additional part-time staff. Trustee Taylor made motion to approve and Trustee Wright seconded. Motion carried

Trustee Taylor made a motion at 7:32 pm to go into Executive Session to discuss the Hiring/Firing of Road Department Personnel and Trustee Wright seconded. Motion carried

Trustee Taylor stated return to Regular Session at 8:10 pm from Executive Session and Trustee Wright seconded. Motion carried

Trustee Taylor made motion to Adjourn at 8:10 pm and Trustee Wright seconded. Motion carried

Approved by:

Berry Taylor

Jared Smith

James Wright

Attested:

Date:

9/15/25