



CITY COUNCIL & SOCIAL SERVICES COMMISSION JOINT SPECIAL MEETING AGENDA

September 22, 2025 @ 6:00pm Heritage Hall in Smith Park

1. Call to Order: Mayor Bill Cook
2. Roll Call: Clerk of Council
3. Invocation:
4. Pledge of Allegiance:
5. Action on Minutes: None
6. Communications:
7. City Manager Report:
8. Committee Reports:
9. Comments from Members of the Public: *Comments limited to 5 minutes or less

10. RESOLUTIONS: None

11. ORDINANCES: None

12. OTHER BUSINESS:

- Additional City Business:
 - Appoint Social Service Commission Members
 - Swear in Members
 - Social Service Commission Organization
 - Elect President
 - Elect Vice President
 - Elect Secretary
 - City Council Expectations of Social Service Commission
 - Bylaws Discussion-Parks and Rec Sample Attached
 - Set Monthly Meeting Day/Time
 - Open for Discussion on City Related Business

13. Executive Session:

14. Return to Regular Session:

15. Adjournment

Intergovernmental Meeting is Monday, September 29, 2025 @ THS 6:30 PM
Next Regular Council Meeting is Monday, October 6, 2025 @ Heritage Hall in Smith Park. 6:00PM



BOARD OR COMMISSION
MEMBERSHIP
APPLICATION

To serve, you must be a registered voter and a citizen of the City of New Carlisle.

Name: Gus Stefanow Date: 25 Jun 2025

Home Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Board or Commission of interest: Social Services Commission

Why do you wish to serve on this Board or Commission?

I am one very blessed and want to share that with others. I'm retired and can donate time now for such service. My parents were community minded and passed that to me. We can keep New Carlisle great by loving and serving one another. Thank you!

Gus Stefanow 25 Jun 2025

Please return this application to the City Building, located at 331 S. Church St., or submit online to general@newcarlisleohio.gov



BOARD OR COMMISSION
MEMBERSHIP
APPLICATION



To serve, you must be a registered voter and a citizen of the City of New Carlisle.

Name: Courtney Casto Date: July 24th 2025

Home Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Board or Commission of interest: Social Services Commission

Why do you wish to serve on this Board or Commission?

I am eager to serve on the Social Services Committee because I have a deep and unwavering desire to support those in

need within our community. My experience as a caregiver for my husband's father, who has alzheimer's, has been profoundly impactful. Witnessing the daily challenges faced by him and other vulnerable individuals has ignited a passion to advocate for and assist those who may not be able to help themselves. I am committed to ensuring that everyone has access to the resources and support they need to live with dignity and security. I am also inspired by the example of my grandmother who was a true pillar in her community and always gave back generously. Her selfless dedication to service instilled in me a sense of responsibility to contribute to the well being of others. I believe that her legacy of compassion and action should be carried forward, and I am determined to do my part. Furthermore, my involvement as Vice President of the Tecumseh Middle School PTO board has shown me the immense power of community engagement and the tangible impact that dedicated volunteers can make. This experience has not only motivated me to seek out additional opportunities to serve, but it has also reinforced my belief that collective action can create meaningful change.

I am confident that the Social Services Committee would be an ideal platform for me to channel my passion, energy, and skills into making a positive and lasting difference in the lives of those who need it most. I am genuinely excited about the opportunity to contribute my time and

efforts to this important cause. Please return this application to the City Building, located at 331 S Church St., or submit online to general@newcarlisleohio.gov



**BOARD OR COMMISSION
MEMBERSHIP
APPLICATION**

To serve, you must be a registered voter and a citizen of the City of New Carlisle.

Name: Patricia L. Krabacher Date: 6-26-25

Home Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Board or Commission of interest: SOCIAL SERVICES Commission

Why do you wish to serve on this Board or Commission?

New Carlisle is a rural, isolated community that has many senior residents. We have no public transportation. We are a food desert. These facts and more create many challenges to all residents, especially immigrants, seniors, and the homeless. Church membership has fallen off and youth struggle with chronic health issues. I bring a background in psychology, rehabilitation and have been an active volunteer with the Red Cross in child care + international travel to Nigeria + Haiti, since retiring in 2014 as an AF Contracting Officer. Life experiences shape our ability to vision a future of New Carlisle "neighbor helping neighbor". I have been writing grants for the past 12 years and am a researcher to find useful information to this Commission. Working together the Commission can help the vulnerable thrive in N.C.

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**BOARD OR COMMISSION
MEMBERSHIP
APPLICATION**

To serve, you must be a registered voter and a citizen of the City of New Carlisle.

Name: John Krabacher Date: 6/27/25

Home Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Board or Commission of interest: Social Service

Why do you wish to serve on this Board or Commission?

For the true definition of Neighbor helping Neighbor, In the beginning of Bible Cain came back to comfort God saying "Am I my brother's keeper." The answer is yes we are to help each other. This Commission purpose as I understand it to help citizens that can not help themselves. If I can put joy into their life by doing, calling and listening then I have been a help by helping my neighbor.

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**BOARD OR COMMISSION
MEMBERSHIP
APPLICATION**

To serve, you must be a registered voter and a citizen of the City of New Carlisle.

Name: Michael Barclay Date: 8/4/25

Home Address: _____

Phone: _____ Email: _____

Board or Commission of interest: Social Service Commission

Why do you wish to serve on this Board or Commission?

Thank you for considering my application for this commission. I am excited to be applying to help neighbors help neighbors.

The need for a team of motivated and competent individuals to address the temporal and spiritual needs of those in crisis living in New Carlisle has been made clear by our first responders and city manager.

I wish to serve on this team to offer my time and experience to those neighbors of mine that are most in need. Drawing on my experience as an international missionary and owner-operator of a home remodeling and renovation company I will compassionately and systematically alleviate and demonstrate the value in all of the pain and suffering I encounter.

If selected I will be a catalysing agent to synergize the efforts existing within New Carlisle so that the team can quickly begin to make lasting change for the citizens we meet.

Ultimately I wish to join the team to help those who we serve to understand that especially in their profound suffering they can draw out deep meaning and see growth in their life. "You did it to me."
-Matthew 25

Please do not hesitate to reach out for any clarification or further questions.

Peace,
Michael Barclay

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**BOARD OR COMMISSION
MEMBERSHIP
APPLICATION**



To serve, you must be a registered voter and a citizen of the City of New Carlisle.

Name: Kelly Dupuis

Date: 06/30/2025

Home Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Board or Commission of interest: the New Strategic Social Services Commission

Why do you wish to serve on this Board or Commission?

I have a huge desire in my heart to help significantly improve our community. I absolutely love New Carlisle. I want to help transform our community by fostering a model where local resources, both already existing & those as a team ^{we} create / adopt & localize, are maximized and accessible to every individual within our city. We have a great need for localized essential resources that are not only needing to be widely promoted but also those that allows equitable access for all residents. I would love to serve on this commission to both, use my skills, knowledge, ^{experience, trials, lessons, & more} gifts that I've gained through ^{that would be greatly utilized in this capacity} and also gain experience, wisdom, & insight that will better help our community through my own degree of social work I am now studying @ Grand Canyon University.

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**BOARD OR COMMISSION
MEMBERSHIP
APPLICATION**

To serve, you must be a registered voter and a citizen of the City of New Carlisle.

Name: Raymond Lewis Elgm, Jr. Date: 7/29/2025

Home Address: _____

Phone: _____

Email: _____

Board or Commission of interest: Strategic Social Services Commission

Why do you wish to serve on this Board or Commission?

I have been a citizen of new Carlisle for nearly 3 years and I have been apart of the Bethel Township community when I attended Tecumseh Local Schools. I am a social work student with a background in substance use counseling as well as case management. I graduated from Clark State College with an associates in Social Services and just recently graduated from the University of Cincinnati with a bachelors in Social work. I have the ideas, skills and knowledge to bring our city desperately needed resources and can bring great insight to our leaders.

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CHAPTER 278

Parks and Recreation Board

- 278.01 Board mission.
- 278.02 Vision statement.
- 278.03 Diversity and inclusion statement.
- 278.04 Name and authorization.
- 278.05 Purpose.
- 278.06 Responsibilities.
- 278.07 Eligibility.
- 278.08 Membership.
- 278.09 Terms of office.
- 278.10 Vacancies.
- 278.11 Officers.
- 278.12 Officer duties.
- 278.13 Removal.
- 278.14 Meetings.
- 278.15 Reports at City Council meetings.
- 278.16 Parliamentary authority.
- 278.17 Bylaw creation and amendments.

278.01 BOARD MISSION

The City of New Carlisle Parks and Recreation Board shall permanently preserve, protect, maintain, improve, and enhance its natural resources, parklands, and recreational opportunities for all current and future generations. The City of New Carlisle Parks and Recreation Board exists to provide places and recreational opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, community, and the environment.

(Ord. 19-13. Passed 7-1-19.)

278.02 VISION STATEMENT

By providing high-quality parks and recreation facilities, programs, services, and natural areas that meet the diverse needs of the community, we will enhance healthy and active lifestyles while connecting more people to parks, programs, and events.

(Ord. 19-13. Passed 7-1-19.)

278.03 DIVERSITY AND INCLUSION STATEMENT

The New Carlisle Parks and Recreation Board will provide all individuals the opportunity to play, learn, grow, and explore by removing all barriers to participation, fostering an inclusive culture, and offering programs that celebrate our community's diverse population.

(Ord. 19-13. Passed 7-1-19.)

278.04 NAME AND AUTHORIZATION

- (a) The name of this board shall be the New Carlisle Parks and Recreation Board, herein after referred to as the "Board."
- (b) The Board exists through official action taken by the City of New Carlisle City Council and shall only be modified or abolished by action of the City Council.

(Ord. 19-13. Passed 7-1-19.)

278.05 PURPOSE

The purpose of the Board is to advise the City Council and the City Manager regarding:

- (a) The acquisition, development, improvement, equipment, and maintenance of City parks and public playgrounds;
- (b) The future development of City parks, playgrounds, and recreational facilities, and the purchase of additional land for those purposes;
- (c) Improvements in the maintenance, operation, and general welfare of the City's parks, playgrounds, and recreational facilities and their use by the public;
- (d) Planning and development of programs, activities, and events for the public.

(Ord. 19-13. Passed 7-1-19.)

278.06 RESPONSIBILITIES.

It is essential that Board member shall represent and advocate for what is best for the City of New Carlisle as a whole, putting aside personal or special interests, complying at all times with Ohio Ethics Law, the City of New Carlisle Charter, and all federal, state and local laws in carrying out the Board member's duties. The responsibilities of the Board:

- (a) To assess at all times the safety and security of site locations and physical facility standards;
- (b) To advise the initiation, planning, design and to recommend a system of parks, facilities, etc., that will accommodate the public's need for parks and recreation activities;
- (c) To assist with the preparation and development of rules and regulations by which parks and recreation programs may operate;
- (d) To monitor and evaluate the effectiveness of parks and recreation programs;
- (e) To advise and recommend ways and means by which parks and recreation programs may be improved or strengthened;
- (f) To support new parks, programs, and activities as public need may dictate;
- (g) To identify alternate sources of funding to parks and recreation such as grants, gifts, endowments, etc;
- (h) To adopt bylaws and other rules of procedure to achieve its purposes and functions;
- (i) To serve as a forum in which the public can communicate or air feedback, ideas, and concerns to grow and maintain community involvement with parks and recreation programs;
- (j) To evaluate programs and activities which are offered from year to year;
- (k) To perform other duties and responsibilities as may be conferred by the City of New Carlisle City Manager from time to time;
- (l) Discuss all projects and events with the City Manager to determine, if any, potential collective bargaining agreement infractions, which must be avoided;
- (m) To review and recommend rules and regulations for public parks and recreation facilities in the community;
- (n) To promote a wide range of programs that will contribute to the meaningful use of leisure time;
- (o) To review and recommend a comprehensive plan for recreation and programs;
- (p) To review annual budget, goals and objectives for the City and provide oversight with regard to parks and recreation;
- (q) To review and update the bylaws annually or as needed.

(Ord. 19-13. Passed 7-1-19.)

278.07 ELIGIBILITY.

Members of the Board shall be City of New Carlisle residents.

(Ord. 19-13. Passed 7-1-19.)

278.08 MEMBERSHIP.

(a) The Board shall be comprised of five members appointed by the City Council. Board members will be selected based on the following factors:

- (1) Residency: must be a legal resident of the City of New Carlisle;
- (2) Age: must be at least 18 years of age;
- (3) Qualifications: must demonstrate qualifications through a resume and interview;
- (4) Willingness to serve: must have adequate time to donate to Board service.

(b) Members will be selected without regard to race, creed, national origin, age, sex, sexual orientation, gender identity or expression, the presence of a disability or any other class protected by state or federal law.

(Ord. 19-13. Passed 7-1-19.) (Ord. 2022-08. Passed 02-02-2022.)

278.09 TERMS OF OFFICE.

Board members shall serve four-year terms. At the completion of a member's four-year term, they may submit a request to the City Manager to continue serving on the Board or may vacate their position, at which time applications will be accepted and a new member will be appointed by Council among the applications submitted.

(Ord. 19-13. Passed 7-1-19.)

278.10 VACANCIES.

(a) A member's position shall become vacant when:

- (1) A member accumulates three (3) unexcused absences from regular Board meetings within any twelve (12) month period. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences;
- (2) When a member no longer meets the membership requirements; or
- (3) When a member resigns.

- (b) A member who seeks to resign from the Board shall submit a written resignation to the chair of the Board or the City Manager. If possible, the resignation should allow for a thirty-day notice to allow City Council reasonable time to appoint a replacement.
- (c) The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Manager.

(Ord. 19-13. Passed 7-1-19.) (Ord. 2022-08. Passed 02-02-2022.)

278.11 OFFICERS

- (a) The Board shall elect from its members a Chair and Vice Chair.
- (b) Officers shall be elected annually by a majority vote of the Board at the first regular meeting after January 1st.
- (c) In the case of death, resignation or removal of the Chair or Vice Chair, an election of a successor by majority vote shall be held no later than the second next regular Board meeting.
- (d) The term of office shall be one year, beginning February 1st and ending January 31st. An officer may continue to serve until a successor is elected or at the Board's discretion.

(Ord. 19-13. Passed 7-1-19.)

278.12 OFFICER DUTIES

- (a) The Chair shall preside at Board meetings and shall generally manage business of the Board. The Chair will also appoint all committees, represent the Board, and approve of each final meeting agenda. The Chair shall also record and maintain the minutes of each meeting, as well as any other Board records.
- (b) The Vice-Chair shall perform these duties in the absence of the Chair.
- (c) In the event of the absence of both the Chair and Vice-Chair at a scheduled Board meeting, the Board shall, by motion, elect one of its members in attendance to serve as presiding officer for that meeting only.

(Ord. 19-13. Passed 7-1-19.)

278.13 REMOVAL

When an officer or member has failed or refused to perform the duties of that position, the Chair of the Board shall initiate the procedure to remove that officer or member by City Council at a regular City Council meeting. The Chair shall present relevant evidence for the basis of removal as described in Section 278.10. Following the request for removal, City Council shall vote whether to declare the officer's or member's position forfeited and vacant, with five (5) affirmative votes necessary for such declaration.

(Ord. 19-13. Passed 7-1-19.)

278.14 MEETINGS

- (a) Regular meetings of the Board shall occur monthly. In January of each year, the Board shall adopt a schedule of the meetings for the year.
- (b) The location of the meetings will be Smith Park Shelter House unless otherwise posted.
- (c) Regular, scheduled meetings will begin at a time determined in January when the Board adopts a schedule of meetings for the year.
- (d) The meeting schedule will be posted at the City Building and on the City's Web Page.
- (e) All meetings are open to the public.
- (f) A quorum shall consist of the majority of the members.
- (g) Where a regular meeting is going to be cancelled for lack of quorum, notice shall be posted of the cancellation as soon as it is known in the City Building and on the City website.
- (h) Agenda packets for regular meetings will be provided to Board members seventy-two hours in advance of the scheduled meeting. Agenda packets will contain the posted agenda and written minutes of the last meeting. The agenda packet will also be posted at the City Building and available for download on the City website.

(Ord. 19-13. Passed 7-1-19.)

278.15 REPORTS AT CITY COUNCIL MEETINGS.

- (a) Upon request by the City Council or City Manager, the Board Chair shall provide a Parks and Recreation Board report at a regularly scheduled Council meeting.
- (b) The City Council and the City Manager shall address only the Board Chair during City Council meetings.

(Ord. 19-13. Passed 7-1-19.)

278.16 PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the Board may adopt.

(Ord. 19-13. Passed 7-1-19.)

278.17 BYLAW CREATION AND AMENDMENTS.

- (a) These bylaws shall become effective upon adoption by City Council.
- (b) Any proposed changes to the bylaws by the board must be reviewed and approved by majority vote of the Board members at any regular meeting of the Board before being submitted to City Council. The Board's proposed amendments to the bylaws must be approved by City Council after the Board's approval to be effective.

(Ord. 19-13. Passed 7-1-19.) (Ord. 2022-08. Passed 02-02-2022.)