
MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
January 23, 2024 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO

Mayor Randy Winkler called the Carlisle, Ohio City Council Regular Meeting of Tuesday, January 23, 2024 to order in Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:00 p.m. with the Pledge of Allegiance.

Roll Call:

Mr. William Bicknell	present
Mr. Jason Faulkner	present
Mr. Tim Humphries	present
Mrs. Debbie Kemper	present
Mr. Michael Kilpatrick	present
Mr. Chris Stivers	present
Mayor Randy Winkler	present

Staff members present: City Manager, Chris Lohr
 Finance Director, Kristina Cooper

The work session meeting minutes of January 9, 2024 were presented to Council for review. Mr. Kilpatrick made a motion to approve the minutes, seconded by Mrs. Kemper.

Roll Call:

Mr. Kilpatrick	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Faulkner	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mayor Winkler	yes

The special meeting minutes of January 9, 2024 were approved as presented.

The regular meeting minutes of January 9, 2024 were presented to Council for review. Mr. Stivers made notice of a correction needed on page 3. He stated the minutes read “a neigh” and should be corrected to “a neighbor”. Mr. Stivers made a motion to approve the minutes with the correction, seconded by Mr. Faulkner.

Roll Call:

Mr. Stivers	yes
Mr. Faulkner	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mr. Kilpatrick	yes

Mayor Winkler yes

The regular meeting Minutes of January 9, 2024, were approved, with correction.

Public Forum:

No one in audience.

Mayor Winkler closed the public forum and moved on to the Council Reports.

Council Reports:

Mr. Faulkner

1. Nothing to report.

Mrs. Kemper

1. She wanted to send a thank you to our Service Department. During the bad weather last week, they did a great job of keeping our roads clear. She was home Friday and saw them working extra hours.
2. Last week she took time to visit the Wellness Urgent Center and talked to Jamie, who is an RN and Office Manager. Jamie told Mrs. Kemper they were happy to be in Carlisle. Mrs. Kemper inquired about the hours and services offered. Jamie said that they are open Monday through Friday from 8am to 8pm and Saturday and Sunday from 10am until 4pm. There is a nurse there, during opening hours. The center is owned by two doctors. They do all types of physicals. If kids need sports physicals, they are offered for \$45. They also offer pre-employment physicals, along with flu and COVID testing. Mrs. Kemper is happy to have them in the community. Mrs. Kemper said there will be a ribbon cutting with the chamber, sometime in March.
3. She wants to let residents know we have some boards and commissions that have open seats. This is your community, your town; try and get involved. There are two seats on the housing investment board, three seats on parks and recreation, two seats on the board of zoning appeals and one seat on the tax board. You can apply on our website to Elayna. She can get over any information to you. We need people on these boards for our community.

Mr. Bicknell

1. He attended the first meeting of the year for the JEMS Board. They welcomed Matt Jennings as the new township representative. Carlisle had 70 run calls for the month of December. There were 2189 calls that happened in the Franklin Township and Carlisle area in 2023. This is down from 2022. These numbers only count for the first ambulance that shows up on the scene. When there have been larger instances when two or more ambulances show up those are not counted. They are working on fixing that.
2. The new building is coming along. The dorm side has been completely dry walled, mudded, taped. The administration side is almost complete. They have added a captain and promoted a lieutenant.
3. He isn't sure if tonight's rain is going to turn into ice, but he knows that in other areas they have had sheets of ice. For our third shifters coming home and anyone out driving, please be safe on the roads.

Mr. Kilpatrick

1. He knows there are a lot of people who chat about things in the community online. He thinks it's great if you want to air your grievances, but it does not help. He knows there has been conversation about code and different ordinances, and if someone has questions, any of the Council are happy to chat and help. There is a better chance with ordinances through city staff since they handle and enforce those. A lot of things being enforced have been on the books for a long time. If someone is unhappy, Council is always open to looking at things that may need changed. Some of those are in place because of specific rules, but there may be tweaks that need made. If you want it brought before the Council, they are open to hear that.

Mrs. Stivers

1. He would like to expand on what Mr. Kilpatrick spoke about. When there are citizens who want to address the council, they may ask a random question about what the citizen is addressing, that doesn't mean they are ignoring the citizen. He thinks it can be dissuasive when a citizen comes in to address a grievance and not have anyone ask about it, or may leave feeling unheard. He wants to make sure everyone knows they are heard anytime they come in and want to address Council.
2. In terms of the snow the past couple of weeks - it is a good reminder when there is snowfall, try and park off the street, so the snowplows can come in and keep everyone safe.
3. In addition to the cold weather, check on your neighbors. If you have an elderly neighbor, you don't want them to go without heat. Be a good neighbor and check on everyone.

Mr. Humphries

1. He would like to talk about the school zones/districts. The only school zone we have is on Jamaica, and Fairview is no longer a 25 mile per hour (MPH) zone. He would like clarity between the school and city on where the school zone starts and stops. There are no signs or flashing lights. He would like the times posted, and if there aren't variable times, there should be simple times, like 6am-6pm.
2. He feels we need to do our due diligence, whether it is a person driving through the community or a citizen, if there is a situation and they're in need of tow services we should have a company that accepts other forms of payment outside of cash. The service police calls, only accepts cash. Other companies take cash, credit card, Venmo and cash app. If we have a service that we are going to make people take in Carlisle, this could change their life ten hours or another hundred dollars. He would like this to be taken into consideration.
3. Staff and Council received an email from Ron Schumaker. He has interesting points. Mr. Humphries said he is aware of some of the information, but not all of it. He appreciates a citizen understanding our government is a service to the people. We only act and do what we hope is in the best interests of the citizens. The only way we exist is because of funding from the citizens. He hopes the seven, plus two of them. Will do their best to understand that email and respond to Mr. Shumaker.

Mayor's Report:

1. Nothing to report.

Mayor Winkler closed the Mayor's Report and moved on to the City Manager's Report.

Manager's Report:

1. Mr. Lohr met with John Coffey, Chief Lane, and Shelby Ingle to discuss the traffic signal that is going in at Union/Central. The primary focus of the meeting was figuring out the preemption for JEMS and Carlisle Fire, so that it will be connected into the JEMS Station and have the override for fire and EMS service. We will be able to get this out for bid in February, toward the end of the month. The bid opening and award will be in March or April. Construction will not be completed before the JEMS building is completed, but once that is awarded, we will know how long it will take to finish the project. This will be completed this year unless there are significant delays. Mr. Kilpatrick asked if Mr. Lohr had an idea of what this will look like and what the cost will be. Mr. Lohr said it is around \$250,000 and can get him a definite number. This is the engineer's estimate. The appearance will be a span wire, a tension wire, two lights and a straightforward light. Mr. Lohr offered to send out the preliminary plans to those interested.
2. The extrication tools for the fire department are twenty-five years or older. Chief Lane is submitting a grant application to BWC for funding. It is a generous grant. He will be applying for \$40,000 from BWC and we will have to match \$10,000 in city funds and will get another \$7,000 to trade in for existing tools. With that we will get brand new extrication tools. The total is \$57,000. We do not currently have this in the fire budget. Mr. Lohr wanted to let Council know if we receive the grant, there will need to be a supplemental for the budget.
3. The council gave approval, last year, for Mr. Lohr to submit for the water and wastewater infrastructure grant for the lower Carlisle Road main extension project. He submitted it last week, with help from Ms. Ingle. If this gets awarded, we will receive another \$1.3 million for the project. We would not have to spend any city dollars on the project, if so. We have CDBG funds, American Resue Funds and we applied to cover the rest of the project with these water and wastewater infrastructure funds. He is excited, and it sounds promising. It will be great for the community.
4. Last Wednesday there was a residential fire, and it was isolated to the breaker box. Mr. Lohr wants to give kudos to staff, as well as Tad Stoll in Springboro. They were here after hours on Thursday trying to get the permit completed, along with inspections, so Duke had what they needed to get it back on. Alaina Geres, Chief Lane, and Tad Stoll put in the extra hours on this to make sure the residents had heat turned back on their house, so they did not have to worry about burst pipes. He appreciates the time and effort that was put into this. With Tad, this shows, again, why having the contract with Springboro is great.

With that the Mayor closed the City Manager's Report.

Committee Report:

None

Old Business:

None

New Business:

None

Mayor Winkler closed New Business and moved on to First Readings of Ordinances and Resolutions.

First Reading of Ordinances and Resolutions:

ORD. 2-24 AMENDING THE PERSONNEL POLICIES AND REGULATIONS (FIRST READING)

Mr. Lohr said they discussed the personnel manual last year. He cleaned up the language relating to discipline. Before, it was not clear Department Heads had responsibility to provide discipline to their employees. Department Heads can issue warnings or written reprimands, but anything that results in loss of pay or termination will need to be approved by the City Manager. The old language relating to previous officer schedules, talked about a pay period that was more than eighty hours. This was outdated and no longer applied. He updated the language for FMLA that was not in the manual. There was a requirement for employees to reapply for employment at the age of 70 and that was removed. The manual has a prohibition of smoking, but there was not a mention of vaping or chewing tobacco, and these were added. He is also added language about workplace violence and possession of weapons. He is updating language about military leave, so it meets with the Ohio Revised Code. He also worked with Mr. Ewing to update the drug and substance abuse. Previously, there was no language stating the city could do preemployment drug testing, reasonable suspicion testing or post-accident testing. This was added to make sure we can test employees when we need to. He also added some comprehensive language for employee communications and technology. Some of the previous language discussed beepers, and it is not something we use anymore. Now, we have things like social media we need to address that can become issues for employees. These are just the high points. Mr. Ewing and Mr. Lohr worked together to clean up this language, referencing the 'Village' or the 'Municipality' and addressing the 'City', making sure everything was clear and concise.

AN ORDINANCE AMENDING THE PERSONNEL RULES AND REGULATIONS MANUAL.

The second reading of Ordinance 2-24 will be on February 13, 2024.

ORD. 3-24 SUPPLEMENTAL APPROPRIATION (SINGLE READING)

Mr. Lohr asked Mrs. Cooper to give the details of this ordinance.

Mrs. Cooper said this is to correct the annual appropriations that were approved. When the appropriations were approved, there were some cells that did not get copied over and this is to correct those.

Mayor Winkler asked for a motion to suspend the rule requiring three readings, have one reading by title only. Mr. Bicknell made a motion, followed by Mrs. Kemper.

Roll Call:

Mr. Bickenll	yes
Mrs. Kemper	yes
Mr. Faulkner	yes
Mr. Humphries	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mayor Winkler	yes

The motion for single reading has been approved.

AN ORDINANCE TO MAKE REAPPROPRIATION/SUPPLEMENTAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF CARLISLE, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024, AMENDMENT NUMBER 1.

With no further discussion, Mayor Winkler asked for a motion to adopt. Mr. Faulkner made a motion, followed by Mrs. Kemper.

Roll Call:

Mr. Faulkner	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mayor Winkler	yes

Ordinance 3-24 has been adopted.

ORD. 4-24 AUTHORIZING FUND TRANSFER FROM THE 2024 BUDGET (FIRST READING)

Mr. Lohr asked Mrs. Cooper to give the details of this ordinance.

Mrs. Cooper said that the Ohio Revised Fund requires any fund transfers to be approved by legislation. This was part of the budget, all transfers were included, but this legislation is required to make the transfer.

AN ORDINANCE TO AUTHORIZE FUND TRANSFERS AS INCLUDED IN THE 2024 BUDGET.

The second reading of Ordinance 4-24 will be on February 13, 2024.

ORD. 5-24 AMENDING CHAPTER 1043 OF THE CITY OR CARLISLE CODIFIED ORDINANCES (FIRST READING)

Mr. Lohr said this is being put forth at the request of Franklin Regional Wastewater. They recently had a pretreatment audit, looking at everything in the collections system for sewer before it gets to the treatment plant. The Ohio EPA noticed that City of Carlisle code had not adopted what was needed for this chapter. This is something we need to do to be in compliant with the Ohio EPA.

AN ORDINANCE AMENDING CHAPTER 1043 OF THE CITY OR CARLISLE CODIFIED ORDINANCES

The second reading of Ordinance 5-24 will be on February 13, 2024.

RES NO 2-24: APPROVING A THEN-AND-NOW CERTIFICATE (SINGLE READING)

Mr. Lohr asked Mrs. Cooper to give the details of this resolution.

Mrs. Cooper said the purchase order was not opened prior to receiving the invoice. This is for an ongoing agreement we have. Mr. Faulkner asked, should this be happening; will this be a normal thing. He thought then-and-now certificates were not something you should have. Mrs. Cooper said that is correct and we are working toward not having them. Mr. Lohr said in this instance, this invoice was received while we were still in the process of inputting the 2024 budget, so we cannot issue a purchase order until we have the budget put in the system. This was a timing issue. The same is the case for the next one, as well. Mr. Kilpatrick asked what the storm and water do for us. Mr. Lohr said there are six different areas; they provide education to the community, they help us with our MS4 reporting, which deals with stormwater discharge. They also help us when we have issues with new construction and stormwater run offs with those plans. We have an annual contract we have with them.

Mayor Winkler asked for a motion to suspend the rule requiring three readings, have one reading by title only. Mr. Faulkner made a motion, followed by Mrs. Kemper.

Roll Call:

Mr. Faulkner	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mayor Winkler	yes

The motion for single reading has been approved.

A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$7,983.74 TO WARREN COUNTY SWCD FOR THE 2024 MS4 WORKING AGREEMENT.

Mr. Kilpatrick asked how they calculated the \$7,900. Is it per resident or mile? Mr. Lohr said he believes it is square miles in the community and can verify and get back to him.

With no further discussion, Mayor Winkler asked for a motion to adopt. Mr. Faulkner made a motion, followed by Mrs. Kemper.

Roll Call:

Mr. Faulkner	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mayor Winkler	yes

Resolution 2-24 has been adopted.

RES NO 3-24: APPROVING A THEN-AND-NOW CERTIFICATE (SINGLE READING)

Mr. Lohr asked if Mrs. Cooper had anything to add for this resolution.

Mrs. Cooper said this is the same situation as the previous resolution. Mr. Faulkner asked what a park impact fee is. Mr. Lohr said it is a fee designed to offset the increases in demand for our park services. It is a common thing communities charge for new developments. This will help as our demand for parks increase. Mr. Faulkner asked if this is a fee paid when you build a new house. Mr. Lohr confirmed, and it goes into the park improvement fund. Mr. Kilpatrick asked if this is based off square footage of the house. Mr. Lohr confirmed. Mr. Faulkner asked if there was an arrearage since it says December billing. Mr. Lohr said yes.

Mayor Winkler asked for a motion to suspend the rule requiring three readings, have one reading by title only. Mr. Kilpatrick made a motion, followed by Mr. Bicknell.

Roll Call:

Mr. Kilpatrick	yes
Mr. Bicknell	yes
Mr. Faulkner	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mr. Stivers	yes
Mayor Winkler	yes

The motion for single reading has been approved.

A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$10,403.42 TO CITY OF SPRINGBORO FOR THE DECEMBER BUILDING AND ZONING FEES.

Mr. Kilpatrick asked if we collect these fees, then pay them all to Springboro. Mr. Lohr confirmed we do pay a portion of it. Mr. Faulkner asked if Mr. Kilpatrick is asking if they keep a percentage, since we are outsourcing to them. Mr. Kilpatrick said yes, he is trying to understand all of it. Mr. Faulkner said it helps their parks, as much as it helps ours. Mr. Kilpatrick, we should use this as a negotiating chip when we do the contract with them. Mr. Faulkner said we should look for a way to keep more of that fee. Mr. Kilpatrick said we are looking at enough park impact fees by the end of the year to pay a full-time salary, probably \$40,000. Mr. Kilpatrick feels there is some revenue there.

With no further discussion, Mayor Winkler asked for a motion to adopt. Mr. Kilpatrick made a motion, followed by Mr. Faulkner.

Roll Call:

Mr. Kilpatrick	yes
Mr. Faulkner	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mr. Stivers	yes
Mayor Winkler	yes

Resolution 3-24 has been adopted.

Second and Third Readings of Ordinances and Resolutions:

ORD. 1-24 – AMENDING THE TAX CODE (SECOND READING)

AN ORDINANCE TO AMENDING CHAPTER 881 INCOME TAX OF THE CARLISLE CODIFIED ORDINANCES.

The third and final reading of Ordinance 5-24 will be on February 13, 2024.

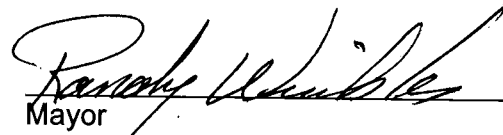
Mayor Winkler stated that is all they have on the agenda this evening and asked for a motion to adjourn. Mr. Bicknell made a motion to adjourn, seconded by Mr. Faulkner.

Roll Call:

Mr. Bicknell	yes
Mr. Faulkner	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mayor Winkler	yes

Meeting adjourned at 7:42 p.m.

Date: 2/13/24


Mayor

Attest: 
Clerk of Council

