
MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
JANUARY 11, 2022 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO

Mayor Randy Winkler called the Carlisle, Ohio City Council Regular Meeting of Tuesday, January 11, 2022 to order in Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:03 p.m. with the Pledge of Allegiance.

Roll Call:

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

Staff members present: City Manager Julie Duffy
 Clerk of Council Jennifer Harover

The minutes of December 14, 2021 were presented to Council for review. Mrs. Bilbrey made a motion to approve the minutes as presented, seconded by Mrs. Kemper.

Roll Call:

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

Minutes of December 14, 2021 were approved.

Public Forum:

Mr. Bill Orsborne of 517 Robert Simmons Drive, Carlisle approached Council. He was present during Council's December 14th meeting when the income tax issue was discussed. Since then he has been trying to think of a resolution. He supports the Police Department and believes they do a good job. He has looked over some of the fund numbers and noticed that the Utility fund seems very healthy. He wonders if the citizens would buy into some sort of reduction in the sewer fund to float a tax levy for the Police Department. He thought he would put that in Council's mind as a possible idea to consider.

Mayor Winkler and Council Members thanked Mr. Orsborne for coming this evening and giving them his thoughts.

With no other members of the public in the audience, Mayor Winkler closed the Public Forum.

Council Report:

Mr. Humphries thanked Congressman Steve Chabot for swearing him in for his Council seat. He feels honored to have a national person do that for him. He announced that an employee will be leaving at the end of the week - Rachel Butler, Clerk of Courts and Police Clerk. He wishes her the best as she moves on to other endeavors. The City does also have a new hire, Cathy Walton, who will serve as our Planning and Zoning Administrator. He was able to meet her on her first day as she was getting acclimated to our building. Staff seems well received with her and he wishes her the best. The centerpiece of this room is our City Seal that is over the Mayor's seat. It was recently repainted by Carlisle resident, Steve Lainhart. He has been a businessman here for over 35 years and close friend of his. Mr. Lainhart does exceptional work and it is nice to see someone local being able to provide us this service. This updated seal is a great addition to the updates staff has made to Town Hall.

Mr. Stivers wished everyone a Happy New Year. He hopes that everyone is able to begin the year with a clean slate and, regardless of issues from last year, hopes everyone can work together and do what is best for Carlisle. He welcomed Mr. Kilpatrick to Council. He also thinks the updated seal looks fantastic and it is a great representation of Carlisle as it is seen during every meeting.

Mr. Kilpatrick thanked the people of Carlisle for electing him. His goals are to help small businesses while getting more transparency in government while building community. He appreciates everyone's warm welcome. Staff did a great job with his onboarding and he looks forward to the next few years.

Mr. Bicknell stated that JEMS Board meetings have been changed. They will now be held on first and third Wednesdays of each month as opposed to the second and fourth. Chief Madden has sent out the year total runs as well as the month of December to Mrs. Duffy. It was a very good year even while working through the staffing issues with very little mutual aide received but a generous amount of mutual aide given. They should be hearing back soon as to the final report from the joint entity study. Progress is quickly advancing in regards to the new building process. Chief Madden has been working with Mrs. Duffy with the MOU as well as the closing details on the land. He is looking forward to really good and positive things coming from that. We are now in the midst of winter with extremely cold weather and he would like to remind residents that when snow hits, please keep your vehicles in driveways whenever possible. This will allow snow plow trucks to maneuver down your street and clear it as safely as possible.

Mrs. Kemper wished everyone a Happy New Year and she is looking forward to working with Council this year. She is excited for the City of Carlisle and what the new year will bring. She welcomed Mr. Kilpatrick. She also mentioned how wonderful the seal looks. She has seen many of Mr. Lainhart's projects and she is very thankful for him doing this for Carlisle. She reminded residents that the Chamber 45005 will be accepting new members during the month of January with 15% off of membership fees. More information is available through email at chamber45005@gmail.com. There first networking luncheon will be January 24th at A & G Pizza at 11:45am. She reminded dog owners that dog tags are available in the month of January. If you do not get one by January 31st, there will be a late fee applied. The information for dog tags in on our website. She thanked Congressman Steve Chabot for coming down and presenting us with a flag that flew over the Capital on October 21st when we became a city. She knows that during the holidays he is busier than normal and she truly appreciates him taking the time to come here to present the flag to us. She also congratulated Eddie

Crowe as the Carlisle gymnasium will be named after him. This presentation will take place on February 4th at 7:15pm. She knows that he has done a lot for Carlisle. She has heard so many great things about how he got the youth basketball program going for the community.

Mrs. Bilbrey extended a Happy New Year to all residents. She thanked Judge Tepe for swearing her in and appreciates Mayor Winkler and Mrs. Kemper being there. She thanked Mr. Lainhart for the beautiful seal. She thanked Mrs. Kemper and the Recreation & Events Committee for the Christmas lights and all of the help in getting baskets together. She appreciates all of the businesses that donated to that event. It is a great event for the community. She welcomed Mr. Kilpatrick and she is looking forward to working more with him. She thanked Mr. Orsborne for attending tonight's meeting and bringing his thoughts. She would like everyone to keep the schools in their thoughts right now. They are having a hard time with buses, staffing and getting subs. Some will be moving to remote learning beginning Thursday, she doesn't believe that Carlisle is doing that but she wants everyone to be kind to school staff as they are doing the best that they can. It is a very difficult time trying to process all of the issues. She has taken a position at the Franklin Food Pantry. Her first meeting was today as an official board member. She is very excited about the resources and programs that they offer. If residents need help with electric or water bills, medication or food they have ways to provide assistance. The cost of groceries are going up for everyone so it is really affecting people more drastically. She encourages everyone to utilize these resources if you need assistance. Carlisle residents may use this service and/or can reach out to her directly.

Mayor's Report:

Mayor Winkler wished everyone a Happy New Year and it is good to see everyone again. He welcomed Mr. Kilpatrick to Council. He is looking forward to working with him. Hearing Mr. Stivers speak about a new start, he recalls a quote by a football coach. When everyone works together, great things can happen and you can do wonderful things including even some of the best defenses. He believes it is important to work together. Even when they may not always agree, they are working together to try and make our community better.

Manager's Report:

Mrs. Duffy wished everyone a Happy New Year. She has a few updates for Council. Papers have been signed to accept the contract, on both sides, for the potential JEMS property. Typically, a closing will happen within 30 days of the signed contract. However, with so much going on right now, it may be a little longer. Staff is looking at some special language due to the unique relationship for the future of that property to possibly put our Carlisle Fire Department there so we want to make sure that JEMS has an opportunity to look over it. She has had multiple conversations with our Law Director as well as realtors. Our Law Director is working directly with the title agency to understand what the proper documents and mechanics will be. Whatever instrument is used, we need to be satisfied that both entities are comfortable for future relationships. Once that instrument is determined, she will present it to JEMS and Chief Madden for review before closing. She is hoping that by the first Council meeting in February that papers will be signed and JEMS will be underway with their plans.

She explained that the City's utility payment system had a glitch over the weekend. It was not an issue on the Carlisle computer system. The third party vendor that we utilize for payment security had the issue. From what we have gathered from our utility bill provider, something happened while the firewall

was being updated that created an error message when customers were paying their bills online on Sunday. The error occurred on both the telephone system as well as the online system. Carlisle is one of multiple jurisdictions that utilize this company for billing and payment services. This was not a Carlisle only issue, it was system wide. From what she understands, when a customer went to make a payment, it may not have been clear to them that their payment went through so customers inadvertently made multiple payments trying to get to that confirmation screen. The company's staff spent Monday going through approximately 2,000 system-wide duplicate payments and reversing them. Any duplicate payment made on Sunday has now been reversed and they are continuing to work through any continuing issues. Obviously, this system needs to be functional so until their staff is 100% sure that the glitch has been rectified, we will not be able to accept credit card or electronic payments toward utilities. Our Utility office will still accept cash and/or check as those payments are handled internally. Carlisle staff profusely apologies for the inconvenience as we go to a cashless society. When it works, it great but when it doesn't, the world seems to halt. We are doing our best to communicate status updates on our Facebook page as well as changing our phone message system. If someone did experience issues and you have not seen your credit go through or would like to have an update, please call our utility office. Our Utility Clerk is keeping track of everyone that was impacted and what the status is on getting everything corrected. She is a one-person office so she may not be immediately able to answer phone calls. Please try to stay calm as she does service a lot of utility customers on a daily basis. The direct line to the Utility office is 937-746-6312 or through the main telephone line 937-746-0555, her extension is 216. Updates will be available to customers as soon as you know more. Her understanding is that on weekends, a credit card payment does go into a pending status until the Monday following for the processing at your financial institution. None of the issues were compromising to any confidential information of customers. It was a glitch within their system that inadvertently charged multiple transactions. Deadlines for utility payments are always on the 10th of the month. When that falls on a weekend, it does get extended to the next workday. A month is not officially closed until all received payments have been entered so there is naturally a bit of a lag before processing the next month's bills. If a customer believes there is an error on their account, that is something that can be worked through with our Utility Clerk as that is something handled internally. Sometimes, errors are not caught until receiving that next month's bill.

As mentioned by Mr. Humphries, we do have an employee that will be leaving us. Rachel Butler is our current Mayor's Court/Police Clerk and has been here for just over two years. She has been a great addition to our family. She came to us from the medical field and has indicated to us that that is where her heart is and she will be the medical field and has indicated to us that that is where her heart is and she will be going back. In the meantime, staff will be taking over her duties so that everything continues to move forward. We will be evaluating this position to determine what roles/duties does this position offer to make sure it is advertised adequately in the job description. Our downstairs windows offer two customer service types, one for utilities and one for police/court. At this time, we will begin to look towards a more hybrid position where it will be accounts receivable in terms of dealing with money in different systems/departments. There may even be the addition of helping with simple tax returns allowing customers the opportunity to not have to go upstairs. For court cases, this could be more of a "one-stop shopping" experience. She has met with the Police Chief and Finance Director in order to work through the job description. It is hoped to be posted by the end of the week. It is very important for us to let the potential candidates know what their expected duties will be so that an accurate skill set may be matched to the position. Mr. Kilpatrick asked how approximately how many visits per day do

we have to City Hall for those departments. She explained that they have never done an official head count and it would depend on the day. Our average court case load in a year is around 700. Some cases could have multiple counts to it. Court is typically held every other week, generally twice a month. Court days are one of our most heavily trafficked days as well as utility payment due days. Throw in tax season and leads to a bit heavier traffic for that department. As we implement more automated systems, it does give people more options and will change foot patterns a bit.

Mrs. Duffy reminded citizens that dog tags are on sale at City Hall. We only sell Warren County dog tags and do not sell Montgomery County tags. The dog tag goes by the county in which you live. Those citizens who reside in Montgomery County will need to go to a different agent. All dogs tags are sold through that county's auditor's office. If you go to the respective county's website, there will be information about obtaining dog tags. They can be ordered online and there is a shipping/processing fee for mail orders. Warren County has additional options for dog tags through their offices such as unique shapes of the tags but City Hall will only sell the standard tag. Tags at City Hall are \$15 plus a \$.75 processing fee. As stated by Mrs. Kemper, late fees will be applied beginning February 1st. There are state rules as to what animals need to be tagged. If you are ever in doubt, please check the websites or call the county auditor's office. As a reminder, City Hall offices will be closed on Monday, January 17th for Martin Luther King Day. It is a recognized holiday for administrative offices. However, our public safety services will be operating as normal. If you need to speak to a member of our Police, Fire or Public Safety Department, you can reach them through Warren County dispatch at 937-425-2525. If you need emergency services, please dial 9-1-1. We have been seeing a natural uptick in emergency calls for fires related to heaters. Typically these are placed in garages and while it is cold outside, it is very easy to plug in a heater. Please follow the instructions associate with that particular heater as there are required space limitations and ventilation. There have been some recent significant fires caused by heaters and it is important to be cautious when using them.

Committee Report:

None

Old Business:

None

New Business:

Reorganization of Council Committees and Citizen's Boards and Commissions

Mrs. Duffy explained to councilmembers that she will reference each of the discussion points on the screens for easier viewing but the information is also in each member's binder. Typical action items for this reorganization are Deputy Mayor Appointment, Council's annual meeting schedule, and appointments to various committees, boards and commissions. If Council would want to decide to change either the date and/or time of regular Council meetings for 2022, this is when that should be determined based on the adopted Council rules in our codified ordinances. If Council would like to establish, keep and/or move a standing work session, it would also be determined tonight. Last year was the first year that Council determined a set work session for the first meeting of each month prior to Council's regular meeting. Council may determine this evening how they felt that worked for the group.

It is an advantage to have a standing work session as it gives public notification of when council routinely meets. Meetings are always open to the public so there is an expectation for them to be aware of when meetings will be happening well in advance. If it is a regularly scheduled, known work session, there is no requirement for a specific agenda item posted prior to the meeting. If it is a special meeting of either a Work Session or meeting of Council, the agenda would have to be posted with topics of discussion and Council must adhere to only those topics posted on that agenda. Establishing a regular work session schedule does commit them in terms of times and dates but does give them flexibility to talk about any and every public matter without adhering to a select list of items.

Mr. Humphries made a motion to appoint Mr. Will Bicknell as Deputy Mayor for 2022; seconded by Mrs. Kemper.

Roll Call:

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

Mr. Bicknell has been appointed as Deputy Mayor for 2022. He thanked Council for the appointment.

Mr. Stivers asked Mayor Winkler and Council Members about possibly changing meetings to 6:00pm versus the 7:00pm in 2021. He is thinking that evenings of work sessions, if they followed the regular session, they would not run the risk of running over time. Mayor Winkler stated that he doesn't have a problem starting meetings at 6:00pm but they had determined last year that having the work session first, allowed them to stay focused on topics. They can always resume after a regular meeting, if necessary. They also moved the work sessions first so that staff would not have to be here any longer than necessary when they have already completed a full work day before the meeting started. Discussions were made between all members as well as their individual work schedules. It was determined that regular meetings would be held on the 2nd and 4th Tuesday of each month with a 7:00pm start. This will also keep confusion down for citizens knowing when to expect meetings. Work sessions will be held at 6:00pm on the first meeting of each month. They will have a Work Session next Tuesday, January 28th at 6:00pm to begin discussions of the Police Fund and alternative revenue sources. The month of December has tentative meetings on the 13th and 27th. Members decided to change that month's meetings to the 2nd and 3rd Tuesdays which would be December 13th and December 20th.

Mrs. Duffy explained that this is the year for a required charter review. The Carlisle Charter does indicate that every five years thou shall have a charter review commission that meets and are compelled to look at a minimum of one issue which is council pay. Not that any member of council would be promoting that, it is simply stated as a requisite in the charter. Any item that does tend to be a charter change does have to go to a vote of the people. Council will need to compile a Charter Review Commission and have them in place to meet, review the items and have a recommendation back to Council in time to make a decision to move forward with a vote of the people. This will be a time-sensitive issue. Another time-sensitive issue is the potential moratorium on medical marijuana.

She believes that will happen within the first 5-6 months before the current moratorium expires. They would either need to extend the moratorium or come up with action language. If there is any type of action language to change and amend the code as a use or to put in any type of language in the Zoning Code, there is a natural two required public hearings, Planning Commission must review it and legislation be determined.

Council agreed to discuss each Board/Commission/Committee individually and then vote at the end as one final approval.

Council Committees:

Economic Development: Mr. Humphries as Chairman, Mayor Winkler and Mr. Stivers as members.

Finance & Legal: Mrs. Bilbrey as Chairman, Mr. Bicknell and Mayor Winkler as members.

Lands & Streets: Mrs. Kemper as Chairman, Mr. Stivers and Mr. Humphries as members.

Public Safety: Mr. Bicknell as Chairman, Mr. Humphries and Mayor Winkler as members.

Utilities Commission: Mayor Winkler as Chairman, Mr. Stivers and Mr. Kilpatrick as members.

Commissions and Boards:

Area Progress Council of Warren County - representative is Mr. Humphries and alternates are Mrs. Kemper and Mrs. Bilbrey. Meetings are spread out across the year with a breakfast, a luncheon and a dinner. Attendees would represent Carlisle but meetings are not exclusive to that member.

City Historian member was researched by Mrs. Duffy and this is not a position designated by either our Charter or Ordinance/Resolution. Looking back through minutes, she was not able to find a motion of Council. Without having any documentation on what role this historian would play, she does not see this position as necessary to have but would be at Council's discretion. If Council feels this member is necessary, she suggests that a role be determined as well as expected duties assigned before a member is selected. The City does have a Historical Society that staff turns to when necessary information is required. At this time, Council will remove City Historian from commissions and board utilizing the Historical Society for necessary purposes.

Fireman's Dependency Fund Board – appointments are Mr. Bicknell and Mr. Stivers; staff members are Fire Chief Jeremy Lane and Assistant Chief Jason Beckett. Mr. Douglas Lanier is the Resident Member. This Board is one that we hope never has to meet. We have no local adopted policies or procedures related to this. We are compelled by the Ohio Revised Code to have this as we do operate a volunteer firefighters fund. In terms of the ORC standards, the resident member is picked by the two Council appointments and two fire department appointments. It is not necessarily an elected position. In terms of the resident, it cannot be a public employee of the entity nor a member of the local fire department and must be resident within the service area. Each of these terms are for one year.

Housing Reinvestment Area #1 Board – appointments are Mr. Bicknell and Mrs. Kemper, Mayor's appointments are Mrs. Duffy and Mr. Casson - There are two citizen vacancies on this board as well as one Planning Commission Member vacancy (this will be filled during their first meeting of 2022). Mrs. Duffy explained that citizens must live in Area #1 of the city to reside on this Board. Resident members

of this Board must be from within Area #1 which is the area of Timber Ridge and Crescent and is a very limited area of residency. Historically, these resident positions have been vacant. This committee typically meets just once each year. They will need to meet to go over tax abatements currently in place and evaluate if those companies still meet the standards to receive the abatements. The committee will then form a report with a recommendation. Mrs. Duffy then, as a member of that group, will take the report on to the county where it goes before their Tax Incentive Review Council that is comprised of the auditor, treasurer, and other county employees. Once it has been reviewed and approved by the county, it will be filed with the State.

JEMS Board – member is Mr. Bicknell. This board will now be meeting on the first and third Wednesday of each month

Miami Valley Regional Planning Commission – elected official appointment is Mrs. Kemper and Mrs. Bilbrey is the alternate. Mrs. Duffy explained that the official appointment does need to be an elected member of Council while the alternate can be either an elected member of Council or a CEO, staff member equivalent has been Mrs. Duffy in the past. This Commission meets the first Thursday of each month at 9:30 a.m.

Miami Valley Regional Planning Commission Tech Advisory – employee is Mr. Casson and the alternate is Mrs. Duffy. The members of this commission are required to be staff. The Commission meets once a month.

National League of Cities – Mr. Humphries is delegate and Mrs. Bilbrey is the alternate.

Ohio Records Commission – Mr. Dan Casson is Chair; Jennifer Harover, Ryan Rushing and David Chicarelli are members. Douglas Lanier is the resident member. This Commission is dictated by the Ohio Revised Code in terms of the membership. One member is appointed by the Manager, one shall be a resident, one is the law director and one is the finance director. The secretary role defined by the ORC is appointed by the board so those duties could be performed by a member of the board or an individual person. The board has indicated that the council clerk will be the secretary.

Parks and Recreation Committee – Mr. Chad Cunningham and Mr. Tim Crowe are members. Mrs. Glenna Griffin, Mrs. Claudia Tufts and Mr. Matt Bishop would like to continue with this committee for an additional term.

Personnel Board – Mr. Dennis Patterson is a member of this board. There are two citizen vacancies on this Board. Mrs. Duffy explained that this is a Charter board and it is required now that we have regained city status. It is important to get this group together as there will most likely be issues for them to discuss. This Board is a three-member group appointed by Council for a three-year term. By Charter rules, members must be a registered voter and members cannot hold or be a candidate for any public office or be a municipal employee. The charter does not specify whether it is an elected candidate in terms of School Board Member/Council Member so it is assumed it means any elected official of the city would be prohibited. By our Charter, this board adopts rules for the determination of merit and fitness as the basis of employment and promotion for all classified employees of the city. The city does have a standard merit and fitness protocol that is utilized during the hiring of all classified employees. This board would be in charge of any potential changes or additions to that protocol. They would hear appeals from grievance procedures related to the suspension, reduction, or removal of

classified positions. If the city were ever wanting to get rid of specific position, this Board would have to review it. They have the power to subpoena and request records. This board meets as needed. These open positions have been posted on our website and Facebook. Interested applicants would submit a letter of interest to our Clerk of Council.

Planning Commission – Council appointments are Mr. Bicknell and Mr. Humphries. Mr. Robert Hurt is the current Chair. Mr. James Licklitter, Mr. Ron Schumaker, Mr. Doug Adams and Mr. James Rutherford are citizen members. There are no current vacancies.

The Property Maintenance Review Board was reviewed by Mrs. Duffy and this board was officially dissolved in September of 2021. The property maintenance code was amended placing the duties of this board to that of the Board of Zoning Appeals.

Recreation & Events Committee – Council Appointments are Mrs. Kemper, Mrs. Bilbrey and Mr. Kilpatrick. Citizen members are Mrs. Shawn McAtee and Mrs. Kaille Crowe. Mr. Bicknell made note that when this committee was originally formed by Mr. McIntosh it was due to the vacancies on the Parks and Recreation Committee. It was also assumed at that time that if or when the Parks and Recreation Committee came to full capacity, this committee would relinquish their duties/assignments to them. He was curious if Council now felt it was time to talk about the future of this committee. It was discussed and determined that both committees would remain for 2022 and work together due to the members of the Parks and Recreation Committee being new. Mrs. Duffy explained that the Charter does state a Parks and Recreation Committee must be in place. However, it does not state what the details or duties of this committee should be and she cannot find any previously adopted legislation that would dictate that. This would be a good time for Council to determine the duties/roles of these two individual committees and if they should be merged or remain separate.

Tax Incentive Review Enterprise Zone – Mrs. Duffy explained that her research leads her to believe this may be a duplicate of duties to that of the Housing Reinvestment Board. She is recommending that Council leave this group unfulfilled but not stricken from the record until their role has been officially determined. If there is an overlap between the two, Council may then determine how to proceed.

Tax Review Board – Mr. Matt Bishop is a current member. Mr. William Boyle and Mr. Jerry Ellender would like to continue to serve on this board for additional terms.

Veterans Memorial Committee – this was not added to Council's discussions for the evening as it was never an officially adopted group through Council. It is her understanding that this committee is an independent citizen committee that happens to have some members of Council. We keep record of who is currently serving with this committee only for reference. If Council would determine to make this an official council committee, they may do so in the future. She recommends that council discuss the duties/roles of this committee in a future work session and close that loop to make it official.

Volunteer Police Dependents Board – appointments are Mr. Bicknell and Mrs. Kemper. Police Chief Will Rogers and Jeff Piper are Police members. Mr. Douglas Lanier is a citizen on this Board. This Board is similar to the Firefighters Dependents board. We are required to have this board in place as we have reserve officers. If you employ reserve officers of part-time officers that are not part of a public retirement program, this board is a requirement. This board only meets as needed.

Warren County Health District Advisory Council – Elected Official is Mrs. Kemper and the Alternate is Mr. Bicknell.

Warren County Municipal League – appointment is Mrs. Kemper and alternate is Mr. Humphries. Mrs. Duffy explained that the municipal league meets as a group every other month. The board of municipal league members meet on the other, alternate months.

Warren County Regional Planning Commission – Quarterly appointment is Mr. Casson and the alternate is Mrs. Cathy Walton (Planning & Zoning Administrator). (Executive) Monthly appointment is Mrs. Walton and the alternate is Mr. Casson. The full board meets quarterly and the executive board meets once a month. This body serves as the county version of our local planning commission and play a different role than the Miami Valley Regional Planning Commission.

Wastewater Board – appointment is Mark Riley. This board is cooperation of which we are partial owners. It is compromised of City of Franklin, Germantown, Carlisle and Warren County. A part of the inter-governmental agreement that was created indicates the make-up of the board. There are five members and City of Franklin receives two seats as they house the treatment facility. The term of each seat is three years.

Zoning Board of Appeals – Mr. Steven Kemper, Mr. James Jewett, Mrs. Claudia Tufts, Mr. Jason Faulkner, Mr. Chet Miles, Mr. Andrew Hubbs and Mrs. Sheryl Kleckner are serving current terms.

The Charter Review Committee and Zoning Re-Write Committee are recorded only for historical purposes. Mr. Bicknell asked if anyone would have an issue with staff reaching out to the members of the recorded Charter Review Committee, or those that are still in the area, to see if any would be interested in serving again. This committee last met in 2017 and it will be necessary for them to meet in 2022. Mrs. Duffy explained that our Charter states that, beginning in January of 1992 and every five years after, at the first meeting in January, Council shall appoint a commission of nine electors of the municipality. It shall be the duty of this commission to review the existing charter and make such recommendations as it may see fit for revision. The commission shall submit its report to Council no later than the first of July of the same year. Thereupon, Council may take such actions as deemed warranted with respect to such recommendations. The Commission shall review the salary structure of the Council and shall make recommendations to the Council regarding salaries of the Mayor and Council members. The recommendations are not binding and shall be voted on and either accepted or rejected by Council pursuant to the same terms and conditions set forth. Mrs. Duffy will offer more information to Council on this matter in a detailed memo.

Mr. Bicknell made a motion to approve the reorganization of boards and committee as discussed this evening; seconded by Mr. Stivers.

Roll Call:

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

Reorganization of the Council Committees and Citizen Boards have been adopted.

First Reading of Ordinances and Resolutions:

None

Second and Third Readings of Ordinances and Resolutions:

None

Mayor Winkler stated this concludes the items on their agenda for the evening. Mr. Bicknell made a motion to adjourn; seconded by Mrs. Kemper.

Roll Call:

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

Meeting adjourned at 9:06 p.m.

Date: 1-25-22

Walter J. Winkler
Mayor

Attest: [Signature]
Clerk of Council