
**MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
JANUARY 12, 2021 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, January 12, 2021 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:02 p.m. with the Pledge of Allegiance.

Roll Call:

Mrs. Debbie Kemper	present
Mr. Randal Jewett	present
Mr. William Bicknell	present
Mrs. Kim Bilbrey	absent
Mr. Chris Stivers	present
Mr. Tim Humphries	present
Mayor Randy Winkler	present

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

Mayor Winkler explained that Mrs. Bilbrey was not present this evening due to illness. Mrs. Kemper made a motion to excuse Mrs. Bilbrey; seconded by Mr. Jewett.

Roll Call:

Mr. Humphries	yes
Mr. Stivers	yes
Mr. Bicknell	yes
Mr. Jewett	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Mrs. Bilbrey has been excused from tonight's meeting.

The minutes of December 15, 2020 virtual meeting were presented to Council for review. Mr. Stivers made a motion to approve the minutes as presented, seconded by Mrs. Kemper.

Roll Call:

Mr. Jewett	yes
Mrs. Kemper	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mayor Winkler	yes

Minutes of the regular meeting held virtually on December 15, 2020 have been approved.

Public Forum:

No members of the public were in attendance.

Council Report:

Mr. Jewett wished everyone a Happy New Year as we head into 2021. He hopes for better times than those of 2020 and he looks forward to what this year will bring.

Mrs. Kemper wished everyone a Happy New Year and hopes that everyone had a great Holiday. She thanked all citizens of Carlisle for giving her the opportunity to serve on Council this past year. She has met so many new people and business owners in the community. She is very excited for 2021 and things to come. She thanked all the businesses that donated to the Holiday Decorating Contest. It was so nice to see so many homes decorated, and they had prize baskets filled with so many items from local stores. Donations were received from the County Peddler, Simply Brown, Gross Lumber, Dairy Queen, Carlisle Auto & Tire, Carlisle Barber Shop, People's Bank, Phil's Auto & Tire as well as Mark Neal, State Farm. She would like everyone to continue with the safety precautions and to have a good year ahead. She also offered prayers for our country.

Mr. Bicknell applauded the Carlisle Board of Education as well as the Athletic Department for the continuation of sports. Everything is being very well monitored with limited amounts of people in attendance. He knows it is important for the kids to have this normalcy and continue their athletics. He appreciates the District managing that so well. Local businesses continue to improve. Carlisle Self Storage has their new building completely framed, the road looks very nice and everything looks like a continuation of what was already there. He would like Council to begin thoughts for continuing the sidewalks along Fairview. This is a heavily traveled area for kids after school and he would like to explore possible grant options to complete the sidewalks from the school property to the Timber Ridge subdivision. The school system will continue to grow with the new subdivisions going in and he would like to have this safer path for children to travel.

Mr. Stivers wished everyone a Happy New Year. He is looking forward to the new opportunities of 2021. He reminded citizens that colder weather brings snow. In order to allow the snow plows ample access to roadways, he asked that all vehicles be moved from the streets when possible.

Mr. Humphries is giving a "Did You Know" message this evening. The Carlisle belongs to a Springboro/Franklin Library District which consists of City of Franklin, Franklin Township, Springboro, Clearcreek Township and Carlisle. Most Carlisle residents are unaware that they pay a tax (approximately \$30 per \$100,000 home) to this library district. The library buildings located in Springboro and Franklin are just as much our right to use as they are to the citizens of those other areas. Carlisle residents pay in equally to the other four areas. It is a great resource and, even with COVID, there are online resources available through the libraries. Going into 2021, he would like to focus on community cooperation as he feels we need to "step our game up" with the school and township administration as well as non-profits to begin better relationships to build a stronger Carlisle.

Mayor's Report:

Mayor Winkler wished everyone a Happy New Year. He hopes that 2021 brings prosperity to all and that the COVID issue begins to die out with the vaccines coming out. He has heard through news

channels that the mask and social distancing issues will most likely be in place for another year. He also thanked everyone in the community who reached out to his wife's family. Her father passed away on Christmas Day. He was very well known in the Carlisle community and the outpouring of care and sympathy was overwhelming. It meant a lot to his wife and her brothers to have so many contacts. He appreciates everyone's kindness and support through that difficult time.

Manager's Report:

Mrs. Duffy wished everyone a Happy New Year. She looks forward to what 2021 has in store. She congratulated a couple of Carlisle teachers that were nominated, and chosen, by the Area Progress Council as part of their annual Project Excellence. It is based on nominations from the community. Carlisle teachers that were honored are Christine Fryman and Leah Pulskamp, congratulations to each of them. We are lucky to have the educational system that we do as 179 teachers were nominated and two from our community received it. Looking ahead, the Village offices will be closed on Monday, January 18th in observance of Martin Luther King, Jr. Day. Our safety services never get a day off so any problems or emergencies can be relayed through Warren County Dispatch (937-425-2525) or through 9-1-1. As a general reminder, the Village does continue to sell dog licenses for Warren County. We request that citizens come in on Tuesday mornings from 9-12pm or Thursday afternoons from 1-4pm. Staff will try and make accommodations for other days/times but you will need to call for an appointment. All dog licenses are due to be renewed by January 31st regardless of what county you reside.

Committee Report:

None

Old Business:

None

New Business:

Mayor Winkler announced that Mr. Martin Neal has submitted his resignation to the Planning Commission.

Mr. Bicknell stated he appreciates Mr. Neal's giving of his personal time for many years on various boards throughout the years. He has been a crucial part of this community. He had the pleasure of working with Mr. Neal on Planning Commission as well as the Charter Review Committee. Mr. Neal is a very intelligent man who cares deeply for the Village of Carlisle. He thanked him for his tenure.

Mr. Stivers seconded Mr. Bicknell's words. He, too, has had the pleasure of working with Mr. Neal on Planning Commission and he is a very thoughtful person. Mr. Neal will be missed.

Mr. Stivers made a motion to accept Mr. Neal's resignation from Planning Commission; seconded by Mr. Jewett.

Roll Call:

Mr. Jewett	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mayor Winkler	yes

Mayor Winkler commented that Mr. Neal is a great friend of his and they have known each other for many, many years. They served on various boards and committees for the Village but they have also worked together. Mr. Neal will be greatly missed and he wishes him nothing but the best.

Reorganization of Council Committees and Citizen’s Boards and Commissions.

Mr. Humphries made a motion to nominate Mr. Will Bicknell as Deputy Mayor; seconded by Mr. Stivers.

Roll Call:

Mr. Jewett	yes
Mr. Stivers	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Mr. Bicknell has been appointed as Deputy Mayor for 2021. He thanked Council for the appointment.

Mr. Humphries began discussions of adding a Work Session to the end of each agenda for the first meeting of every month beginning in February. He feels it is easier to have a “placeholder” on the agenda than it is to add one last minute. Council discussed the timing of proposed Work Sessions being added to the agendas as well as times, dates and schedules. Mrs. Duffy explained that Council rules indicate that an annual meeting schedule must be set at the first meeting of the year. Adding this to the 2021 schedule becomes the official notification that this body will meet in Work Session on the first Tuesday of every month, therefore, the agenda items do not need to be specified as to exact topics. When a Work Session is added to an established meeting schedule or it differs from the approved meeting schedule, then it must have specific items as to why this body is meeting. Once a meeting schedule is approved, anything that differs from that will need to have special notification to the public. Mr. Bicknell asked for thoughts of changing the start of meetings to 6:00 p.m. versus 7:00 p.m. Discussions were made and some members had tight schedules. The group determined to leave the start of Council meetings at 7:00 p.m.

Mr. Humphries made a motion to add a Work Session to the end of each first meeting of the month beginning with February; seconded by Mr. Stivers.

Roll Call:

Mr. Jewett	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mayor Winkler	yes

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: Mr. Jewett as Chairman, Mrs. Kemper and Mr. Stivers as members.

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

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

Commissions and Boards:

Area Progress Council - representative is Mr. Humphries and alternate is Mrs. Kemper

Fireman’s Dependency Fund Board – appointments are Mr. Bicknell and Mr. Jewett; staff member is Interim Chief Roger Hurley. Mr. Douglas Lanier is the Resident Member and the Citizen Member is currently vacant. Mrs. Duffy stated she hopes to bring an appointee to Council at their next meeting for this citizen seat.

Housing Reinvestment 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 2021). Mrs. Duffy explained that citizens must live in particular areas of the Village to reside on this Board. She will bring back further information regarding this Board and what area it covers at Council’s next meeting.

JEMS Board – member is William Bicknell. Mrs. Duffy updated Council on the Fire Feasibility Study. The study is underway and representatives of the Ohio Fire Chiefs Commission have already been to our facility to begin their inventory intake assessment. She has a virtual meeting scheduled with them next week. She plans to keep Council updated but they are currently in the data collection phase.

Miami Valley Regional Planning Commission – elected official appointment is Mrs. Kemper and Mrs. Duffy (Village Manager) is the administrative alternate. This commission meets the first Thursday of each month at 9:00 a.m. near the University of Dayton.

Miami Valley Regional Planning Commission Tech Advisory – employee is Mr. Casson and the alternate is Mrs. Duffy.

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

Ohio Records Commission – Mr. Dan Casson is Chair; Jennifer Harover, Ryan Rushing and David Chicarelli are members. There is a resident vacancy on this Commission.

Parks and Recreation Committee – Mrs. Claudia Tufts is a member; Mr. Chad Cunningham would like to continue with this committee and there are three citizen vacancies on this committee.

Personnel Board – Mr. Dennis Patterson would like to continue with this Board. There are two citizen vacancies on this Board. Mrs. Duffy will be doing some research as to what, if any, changes occur with this Board when Carlisle moves to city status. Mrs. Duffy explained to Council that they will be receiving more information about this Board closer to summer. This will be an important Board to be established at the time that Carlisle obtains city status. She anticipates hearing about our status following the Census count. Historically, this would happen the summer following the count. She is not familiar with this Board ever meeting during her tenure. Looking at the regulations set forth by our Charter, this Board would need to meet to establish rules and then would meet as needed as it relates to employee or personnel matters.

Planning Commission – Council appointments are Mr. Bicknell and Mr. Stivers. Mr. Robert Hurt is the current Chair. Mr. Doug Adams would like to continue with the Commission. There are now three vacancies on this Commission. Discussions were made about posting for applicants as well as times for possible interviews. Mrs. Duffy explained that three seats expired at the end of 2020. Mr. Adams would like to continue. Mr. Nic Lamb and Mr. Woody Bowling have decided not to continue with the Commission. Mr. Bicknell asked how soon these seats could be applied for as he feels this is one of the boards that meets the most frequent. He knows that there are a couple of items in the works for 2021 that will require this group to meet. Mrs. Duffy commented that she has been approached by one member of the Zoning Board of Appeals who is willing to move over to Planning Commission if Council feels it necessary. At one time, Council thought this BZA member's credentials aligned more with that of Planning Commission but, when interviewed, there were no open seats on the Commission. In the past, Council has posted the vacancies requesting applications with a deadline and then post a specific interview schedule. Mr. Humphries stated that Mr. Ronald Schumaker was the individual being referred to and believes that four of the current Councilmembers were a part of that interview. He requested that staff reach out to Mr. Schumaker for a tentative interview with Council prior to their next meeting along with any other possible applicants.

Zoning Board of Appeals – Mr. Steven Kemper, Mr. James Jewett, Mr. Ron Schumaker and Mrs. Claudia Tufts are serving terms until 12/31/2023. Mr. Jason Faulkner and Mr. Chet Miles would like to continue to serve. There is one vacancy on this Board. If it was determined to move Mr. Schumaker to Planning Commission, the Board would have two vacancies with five members. They are required to have four members present for a quorum, four active votes for any variance but an active vote of five members is required for any administrative appeal. Five members would be enough to conduct business on the this Board in the interim until other members are appointed. With the required time notification for items to be discussed with the BZA, it is not feasible for a February meeting. This does give some time for the application process and hopefully get this group back up to seven members.

Mr. Humphries wanted to take a moment to thank Mr. Nic Lamb for serving on Planning Commission as well as his time spent on Council. He often joked with him and voted no for accepting his resignation from Council but he truly appreciates Mr. Lamb's time and efforts with the Village.

Mrs. Duffy discussed with Council members their thoughts on posting the openings on Planning Commission as well as BZA along with the tentative interview schedule. It was determined to post the vacancies with a deadline of submittals by January 22nd. This will allow them to schedule possible interviews prior to Council's next meeting on January 26th.

Property Maintenance Review Board – Mr. Dennis Patterson is a member of this Board and there are four citizen vacancies. This Board only meets as needed.

Recreation & Events Committee – appointments are Mrs. Bilbrey, Mr. Humphries and Mrs. Kemper. There are two citizen vacancies on this Committee.

Tax Incentive Review Enterprise Zone – appointments are Mr. Stivers and Mrs. Duffy. To the knowledge of Mrs. Duffy, the group has never met. She will bring further details about this group to Council at their next meeting.

Tax Review Board – Mr. William Boyle and Mr. Jerry Ellender are current members. There is one citizen vacancy on this Board. Mrs. Duffy explained that this board mirrors the requirements of the State. It is a group of three whom do not have to be residents. This group would hear any grievances with the local income tax administrator. She believes it has been about ten years since this group has had to meet.

Volunteer Police Dependents Board – appointments are Mr. Bicknell and Mrs. Kemper. New Police Chief Will Rogers and Jeff Piper are Police members. Mr. Douglas Lanier would like to remain on this Board as a citizen.

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

Warren County Municipal League – appointment is Mayor Winkler and alternate is Mr. Humphries.

Warren County Regional Planning Commission – Quarterly appointment is Mr. Casson and the alternate is Mrs. Duffy. (Executive) Monthly appointment is Mrs. Duffy and the alternate is Mr. Casson.

Wastewater Board – appointment is Mark Riley

Mrs. Duffy stated that Council will need to keep on their radar that of the Charter Committee. Within the next year, this committee will need to meet as it is required every five years. Their last meeting was in 2017 so they will need to meet again in 2022.

Mrs. Kemper made a motion to accept all of the aforementioned appointments to Council Committees, Commissions and Boards; seconded by Mr. Stivers.

Roll Call:

Mrs. Kemper	yes
Mr. Jewett	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mayor Winkler	yes

Reorganization of the Council Committees has been adopted.

First Reading of Ordinances and Resolutions:

None

Second and Third Readings of Ordinances and Resolutions:

None

Mrs. Kemper asked members if they were going to schedule a Council Retreat for this year. Mayor Winkler explained that his idea of a retreat is to have members leave their regular meeting environments and have a facilitator lead them through a process. Council discussed several issues and scenarios but no decision was finalized.

Mr. Jewett mentioned that an elderly citizen reached out to him recently about receiving a phone call from, what she believed to be, the Carlisle Police. She has 937-425-2525 programmed into her phone so it showed up on her caller id. She was confused as to why the Police Department was calling her to set-up her ride to her medical appointments. Chief Rogers explained that this could be one of two scenarios. It could be what is referred to as "ghosting" when a solicitor is using a local number to lead their phone call. It could also be an umbrella number being utilized by a company for all outgoing calls. The call coming from a Warren County department could be recognized under the 937-425-2525 number because it was an extension of that main number.

Mr. Stivers mentioned that he noticed on the Carlisle utility bill that online payment is coming soon. Mrs. Duffy explained that this is to be "soft" activated some time this week. There will then be a large notification push locally when it is ready for everyone. There is also a small issue with our current phone tree having additions made to it for this added benefit through utilities. She is currently working on either getting a direct line or a sub-line added for this. Once all of these components are ready, it will go "live" at the same time. This will provide a much safer payment process for all of our citizens while at the same time cause much confusion to those who feel they must speak directly with our utility clerk to make their payment. No online payments or telephone payments will happen within the department as they will be handled by a third party that is set-up to handle the information properly. This process has been in the works for two years. It is very detailed and everything needs to work in unison before it is released. At this point, it is only for utilities, but our next step will be to include the tax department as well as other departments.

Mr. Jewett made a motion to adjourn; seconded by Mrs. Kemper.

Roll Call:

Mr. Jewett	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mayor Winkler	yes

Meeting adjourned at 8:15 p.m.

Date: 1-26-21

Randy Winkler
Mayor

Attest: [Signature]
Clerk of Council