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**MUNICIPALITY OF CARLISLE COUNCIL MINUTES**  
**REGULAR MEETING OF COUNCIL**  
**JANUARY 26, 2021 – 7:00 P.M.**  
**760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, January 26, 2021 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting opened at 7:12 p.m. with the Pledge of Allegiance.

***Roll Call:***

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

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

The minutes of January 12, 2021 were presented to Council for review. Mr. Bicknell made a motion to approve the minutes as presented, seconded by Mrs. Kemper.

***Roll Call:***

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

**Public Forum:**

No members of the public were present.

**Council Report:**

Mr. Humphries congratulated the Oakley family on taking ownership of the land on Business Parkway. He attended the School Board meeting last night. They are our largest employer in the Village. He announced that this coming Saturday is Customer Appreciate Day at Dairy Queen. This will be January 30<sup>th</sup> and menu items are half-priced. Plan to get there early as the line tends to be very long. The inside area will not be open to patrons. You can call 937-743-2700 where they are accepting pre-orders until Friday, January 29<sup>th</sup>, for Saturday pickup. Otherwise, every sale will be conducted through the drive thru.

Mr. Bicknell thanked the citizens that came in and met with Council earlier this evening regarding the vacancies on various Boards and Committees. The Village is always looking for citizens who would like to contribute and help make our Village (soon to be City) great. If you are interested in any of these vacancies, please reach out to Town Hall or find more information on our website. He congratulated the Carlisle Varsity Wrestling team for winning the grudge match this past weekend. He believes it is referred to as "the Barrel" as that is what they brought back. He congratulated those boys for their hard work.

Mrs. Kemper thanked the Service Department for doing an awesome job Sunday morning with road conditions. They were out very early getting the roads cleared. She reminded everyone of the speed on Fairview Drive as it is 25 mph up to the first railroad track. Because of this roadway being in front of the School, with plenty of pedestrians, the limit is 25 mph. She thanked everyone in the Utility Department for getting the online bill pay. She knows that there were a lot of people involved in rolling this out and she greatly appreciates it for our citizens. She attended the Franklin Area Chamber virtual meeting yesterday and there was a great guest speaker who focused on social media. She enjoyed being able to finally put names with faces of many businesses around the area. She also reminded citizens of the various vacancies on Village Boards and Committees. She urged residents to get involved with the community by filling some of the openings. Our website will have all vacancies posted later this week.

Mr. Stivers thanked the citizens who were interviewed for coming in and meeting with Council. He also thanked Franklin Township for providing some Wi-Fi hotspots around Carlisle. One is at the Township building at the corner of Union Road and Fairview Drive. There are no logins or passwords required. The other is located at Baptist Tabernacle Church on Dubois Road. The Township will re-evaluate the program in May and, based on its popularity, may do away with it or expand it.

Mrs. Bilbrey thanked everyone for excusing her from Council's last two meetings. The last meeting in December was rescheduled and she already had prior commitments with a charity event while the second absence was due to personal reasons. She thanked Mrs. Duffy and staff for all of the upgrades in the Council Room as well as for making accommodations this evening.

Mr. Jewett thanked Mr. Rushing, Mrs. Duffy and all involved staff for getting the online bill pay up and running. He also thanked the Police Chief for all the watchful eyes out and about in the Village keeping everyone safe.

**Mayor's Report:**

Mayor Winkler congratulated the Varsity Wrestling team. He understands that winning "the Barrel" was a very close call that came down to the very last match. For the people that had the opportunity to watch it in person, he is sure it was a very exciting event. He also thanked Mrs. Duffy and staff for the upgrades in the Council Room. It definite helps with meetings that happen here in the Council chambers. He also reminded residents to be cautious in the mornings as with cold weather comes black ice and slick roadways.

**Manager's Report:**

Julie Duffy reminded citizens that winter weather is here and with that comes the prioritizing of when and where to plow snow and/or salt roadways. The Village is always assessed with each weather event with the higher traffic areas getting attention first. Each driver has an assigned route that they

are familiar with and know all of the nuances of each street. With the location of the Village being across two counties, having subdivisions built in different time periods as well as roadways being made of different materials, the temperature of roadways also differs. It is not uncommon to be driving from one section of roadway to another and the condition of the road changes. It could be snow covered in one area and two houses down be completely clear. Just a couple of degrees different for asphalt can make all the difference as to the condition of the road. For example, the turn in Dubois Road just before the apartments, has a lot of trees in this area which causes this area to take longer to thaw out or melt snow due to the shade areas. Generally, approximately 2 inches of snow is the “magic” number before our crews head out for plowing. There does need to be enough snow on the ground to warrant the traction needed to plow. In most cases, leaving some snow on the roadway, based on the ground temperature and its interaction with the salt, is a better scenario for driving. As roadways are being assessed, it is not just based on snowfall but also on temperature and future forecasts. She thanked Council for all of the positive comments on the upgraded utility system. It has been in the works for over two years. Our Finance Director has been guiding that process through software upgrades and sharp training curves. She encourages everyone to check out even if you don’t plan on utilizing the online capabilities. It is a great resource for history of utility statements as well as online receipt of billing statements versus paper copies. This new system also adds a new level of security for all credit card payments. There is a convenience fee associated with online credit card payments in order to have that added security. We will continue to accept check and cash payments at Town Hall. There will be further information coming out in mailed utility bills. When making payments with over the phone or through the online bill pay, it is important to have your utility account number. If you do not know that account number, please call our office and we can look it up for you.

**Committee Report:**

None

**Old Business:**

None

**New Business:**

None

**First Reading of Ordinances and Resolutions:**

**RES. 1-21 A RESOLUTION AUTHORIZING THE MANAGER TO ENTER INTO A CONTRACT WITH WARREN ENGINEER’S OFFICE FOR PURCHASE OF ROAD SALT AND ON AS A SINGLE READING.**

Mrs. Duffy explained that this legislation would allow Carlisle to participate with a collaborative effort to purchase salt in bulk with members of other jurisdictions in Warren County. The Village has been a part of this for many years to maximize our salt purchase power in order to get the best per ton price. It is on for a single reading as to participate the County will need to know no later than February 26<sup>th</sup>. A single reading would allow that thirty-day enactment period to remain in effect but still allows us to notify

the County in a timely manner. On average, the Village purchases approximately 600 tons of salt in a season.

Mr. Stivers made a motion to suspend the rules requiring three readings, and have one reading by title only, seconded by Mrs. Bilbrey.

**Roll Call:**

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

With no further discussion, Mr. Jewett made a motion to adopt, seconded by Mrs. Kemper.

**Roll Call:**

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

Resolution passed on this day will be entered into Resolution Record Book as Res.1-21.

**RES. 2-21 A RESOLUTION AUTHORIZING A VARIANCE OF SECTION 1282.05 EXTERIOR LIGHTING PLAN REGARDING MINIMM LIGHT LEVELS FOR AN ACCESS DRIVE LOCATED ON THE CARLISLE LOCAL SCHOOL PARCEL (1<sup>ST</sup> Reading).**

Mrs. Duffy explained that this resolution comes from a recommendation of Carlisle Planning Commission. Based on the Zoning Code, the Planning Commission does review various development plans. One recently reviewed was that of the School building project. In addition to constructing the PK-12 building, it also included the demolition of existing buildings and other levels of infrastructure. One item that was originally presented to be removed was that of the access drive west of the tennis courts. The approved development plans showed this drive to be removed but the School has reconsidered and would now like to leave that access drive in place. Because it was a change to what was originally approved, they did have to go back to Planning Commission for approval of the revision. This is now before Council because one of the elements required by Code is the installation of minimal light levels when it is related to vehicular or pedestrian paths. When Chamberlain School was standing, there were exterior lights mounted on the building that did give illumination to this access drive area. Now that the building has been removed there are no sources of external lighting near the tennis

courts. This does not comply with the minimal regulations of our Code. There are some elements of our Code that Planning Commission does have the authority to consider or waive and other elements where they can only recommend to Council for consideration. Lighting is not one of those elements that can be considered or waived solely by Planning Commission. So it is before Council tonight for their consideration. The School had to present a hardship letter outlining the reasons why they are needing to waive these minimal lighting levels. Planning Commission reviewed this issue at their December 17<sup>th</sup> virtual meeting and, after lengthy discussions, have recommended that the issue come before Council for them to formally waive the section of Code that requires lighting in this area. Minimal lighting standards are 0.5 foot candles of illumination. Our Village Engineer explained this to be roughly the amount of light from a full moon on a clear night. If Council would approve this variance, the School would be lawfully compliant with leaving the access drive as is but does not mean that they could not, at a future date, add lighting to this area. The School did not submit a lighting plan for this area so, at a staff level, we do not know how many light poles would be needed to meet the minimum standard. Our Code does indicate, that if adopted by Council, a resolution would remain in their zoning file to show that they were compliant in non-performing the lighting of this area.

Mr. Bicknell added that in the conversations with the School, it was stated that they would be willing to reassess the area if it ever becomes a hazard due to the issue of no lighting and work with the Village if future action is required. Mr. Stivers asked how that would be enforceable if that did occur. Mr. Bicknell explained that this is nothing that would be forced or put in writing, just a simple understanding that, if the School did end up having any issues of safety with the low lighting in this area, they could come back to the Village at that time for assistance. Mr. Humphries commented that he understood the discussion to include the possibility of displaying a sign in the area that it would be closed between specific hours, like that of our current park areas. Mr. Bicknell confirmed that the sign had been in those discussions between the Schools and Planning Commission.

With no further discussion, Resolution 2-21 will be on for a second reading at Council's next meeting.

ORD. 1-21 AN ORDINANCE TO AMEND SECTION 618.01 DOGS AND OTHER ANIMALS RUNNING AT LARGE; DANGEROUS AND VICIOUS DOGS (1<sup>ST</sup> Reading).

Mrs. Duffy explained that this ordinance is staff initiated by our Police Chief. In reviewing Ordinances, Chief noticed that our local adopted law (618.01) defines behavior, as well as breed, when deemed as vicious. Our Code does not currently prohibit any dog within the Village that would meet this definition. However, there are additional requirements that a dog owner would need to comply with in order to keep a "vicious" dog in the Municipality such as a minimum amount of liability insurance as well as confinement measures to keep the community safe. This current Section of Code states "a breed commonly known as a pit bull is automatically defined as a vicious dog" regardless of that dog's actions at any time. This is out of compliance with the most recent Ohio Revised Code. A few years ago, State Legislators looked at this issue and determined that a vicious dog should be declared solely by the actions of any such animal and not the breed. Our County Dog Warden also follows the Ohio Revised Code and they do not automatically declare a dog to be vicious based on the breed. This legislation will update our Code to be compliant with the State's view as well as the County Dog Warden. This will lessen any confusion between our local regulations and County/State regulations.

With no further discussion, Ordinance 1-21 will be on for a second reading at Council's next meeting.

**ORD. 2-21 AN ORDINANCE ACCEPTING THE FINAL PLATS OF WATERBURY, SECTIONS THREE AND FOUR AND CONFIRMING THE DEDICATION OF EASEMENTS (1<sup>ST</sup> Reading)**

Mrs. Duffy explained that this is the final plat of the last two phases of the revamped Waterbury Village subdivision. These are being presented as one formal piece of legislation as they were presented to our Planning Commission together. Planning Commission reviewed the plats on December 17<sup>th</sup> during their virtual meeting. An overview of the location of this subdivision was shown to Council for reference. Section Three has 39 single-family lots on two cul-de-sacs and Section Four has 21 single-family lots on one cul-de-sac that is closest to the large pond in this subdivision. A record plat does legally subdivide the original larger parcel into individual lots as well as records the necessary easements which in this case are utility and drainage easements. Phase Two of this subdivision is currently under construction and the road connectivity from Phase One through Phase Two to Franklin-Trenton Road is expected to be completed when the asphalts plants reopen in the spring. The Village has been working very closely with the Developer on his time frame as to completion dates and, so far, everything has been going as planned. The Developer is continuing to work with Warren County on the connectivity to Franklin-Trenton Road as it belongs to the County and not the Village.

With no further discussion, Ordinance 2-21 will be on for a second reading at Council's next meeting.

**Second and Third Readings of Ordinances and Resolutions:**

None

Mayor Winkler announced that this concludes their general business items on their agenda. They will be entering into an Executive Session to further discuss the candidates that were interviewed earlier this evening for vacancies on Planning Commission and Zoning Board of Appeals. There will be possible action to follow.

Mr. Bicknell made a motion to enter into Executive Session, seconded by Mrs. Kemper.

**Roll Call:**

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

Council entered into Executive Session at 7:42 p.m.

Mr. Stivers made a motion to re-enter Regular Session, seconded by Mrs. Bilbrey.

**Roll Call:**

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

Council re-entered into Regular Session at 7:51 p.m.

Mayor Winkler explained that earlier this evening, Council interviewed several candidates for the vacancies on the Planning Commission and Zoning Board of Appeals.

Mr. Jewett made a motion to appoint Mr. Ronald Schumaker on Planning Commission in the vacant seat expiring on 12/31/24 and Mr. James Licklitter in the vacant seat expiring on 12/31/22, seconded by Mr. Bicknell.

**Roll Call:**

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

Mr. Schumaker and Mr. Licklitter have been appointed to Planning Commission.

Mr. Jewett made a motion to appoint Mr. Andrew Hubbs to the Board of Zoning Appeals in the vacant seat expiring on 12/31/24 and Mrs. Sheryl Kleckner to the vacant seat expiring on 12/31/23, seconded by Mr. Stivers.

**Roll Call:**

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

Mr. Hubbs and Mrs. Kleckner have been appointed to the Board of Zoning Appeals.

With no further business, Mrs. Bilbrey made a motion to adjourn, seconded by Mrs. Kemper.

**Roll Call:**

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

Meeting adjourned at 7:54 p.m.

Date: 2-9-21

Randy Winkler  
Mayor

Attest: [Signature]  
Clerk of Council