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**MUNICIPALITY OF CARLISLE COUNCIL MINUTES  
REGULAR MEETING OF COUNCIL  
AUGUST 24, 2021 – 7:00 P.M.  
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, August 24, 2021 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting opened at 7:03 p.m. with the Pledge of Allegiance.

**Roll Call:**

Mrs. Debbie Kemper	present
Mr. Randal Jewett	absent
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  
Finance Director Ryan Rushing  
Clerk of Council Jennifer Harover

Mayor Winkler explained that Mr. Jewett would not be in attendance this evening and asked for Council to excuse him. Mrs. Kemper made a motion to excuse Mr. Jewett from tonight's meeting, seconded by Mrs. Bilbrey.

**Roll Call:**

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

Mr. Jewett has been excused from tonight's meeting.

The minutes of August 10, 2021, regular meeting were presented to Council for review. Mr. Bicknell made a motion to approve the minutes as presented, seconded by Mrs. Bilbrey.

**Roll Call:**

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

Minutes of August 10, 2021 were approved.

The minutes of August 10, 2021 work session were presented to Council for review. Mrs. Kemper made a motion to approve the minutes as presented, seconded by Mr. Bicknell.

***Roll Call:***

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

Work session minutes of August 10, 2021 were approved.

**Public Forum:**

Traci Stivers of Franklin Township addressed Council on the upcoming Franklin Township Senior Services levy that will be on the November ballot. This will be a renewal of Issue 8. She appreciates Mrs. Duffy inviting her here to speak with Council. In the last century, the number of people age 65 or over has gone from 3 million to 38.9 million. This means that there are more seniors in our communities than ever before. The Administration on Aging estimates that by the year 2030, 1 in 5 people will be over the age of 65. As a result of aging, many of those will be homebound. She gave Council statistics from two studies of medical history on those homebound versus those who were not. Those aging seniors were worse off being immobile than those that can get out and be active in the community. Being active is an asset as we age. The 2020 Census explains that we have just over 30,000 people within the 45005 zip code and 40% of them are over the age of 55. Being able to provide services for those older age groups is very important to see them continue to be mobile and active. The levy is 2.5 mils and will generate approximately \$131,000 each year. This will cost the owner of a \$100,000 home roughly \$6.51. The levy will provide various key services such as transportation. Franklin Township currently has senior services transportation for those residents over 60 or who are disabled. This service is free and provides many residents with transportation to medical appointments, therapy sessions, grocery shopping and/or jobs that they most likely would not be able to get elsewhere. During the pandemic, it became quite clear that these services were lifesaving to many residents. Warren County also has a transportation service but there is a fee of \$3 per one-way trip. Franklin Township transportation service is free for anyone residing within the zip code of 45005. The riders become like family to the drivers and vice versa. To schedule transportation, residents can call (937) 743-8100 which is the Deardoff Senior Center. They have more volunteers on staff during the day and they take care of the scheduling. There are two part-time drivers as well as a substitute driver. This allows them to keep costs down without providing benefits which, in turn, keeps them from having to charge a fee. This service is operated as economically as possible. All vehicles are obtained through grants and allows them to get vehicles for less than \$7,000. All vehicles are handicap accessible with wheelchair lifts. Before the pandemic, they were providing approximately 5,000 trips per year. In 2020, there were 2,900 trips but then COVID hit and no one wanted to go anywhere. Another service provided by this levy is the Walter and Audrey Deardoff Center. The Deardoffs were

snowbirds but when they came home to Franklin, they realized there were no opportunities for elderly activities here in Ohio. They left a trust and the Deardoff Center was established through that. There is \$90,000 provided each year for that Center. Many activities are offered such as chair yoga and chair volleyball which can help with depression, anxiety and improve mood. Puzzles, crafts and a book club is also offered to help with mental improvement. This gives the seniors that live alone a chance to get out one or twice a week for conversation, companionship and social interaction. They also offer experiences as well. Some of their residents can become members of the center for a cost of \$15/year for anyone over the age of 50 while non-residents is \$30/year. Membership is not required to come to the Center but in order to take part in some activities or experiences, they do need the membership. They also offer a travel advisory for their members where they plan an annual trip. Previous trips have been to Washington D.C., New York City, and Branson, Missouri. This gives members the ability to still get out and enjoy life without doing it alone. She thanked Council for their support over the years and encouraged them to support the Senior Services levy. This is a service that everyone can feel good about. This is Issue 8 that will be on the November ballot. It will not raise taxes as it is a renewal. The Ohio Revised Code does not allow mental health or senior services levies to be continuing so they must be renewed every five years.

Mayor Winkler thanked Mrs. Stivers for coming this evening. He knows many people here in town that he will be giving this number out to for the bus service. He is not sure if they know about the Deardoff Center or not but he is going to make sure that they do. Mrs. Stivers stated that she believes many people assume the bus only takes people to and from the Deardoff Center. She did the math during the last levy renewal and only 9% of their trips are to the Deardoff Center. Most of their trips are to medical appointments but they can take them just about anywhere. Their transportation service is something that is really beneficial to seniors especially if they are no longer able to drive and/or own a vehicle. The Deardoff Center is located at 605 S. River Street, Franklin and sits right along the river. Most of Carlisle and all of Franklin sits within the Township so anyone with a 45005 zip code is eligible. Mrs. Kemper stated that she knows of some residents that utilize the transportation service and they are very appreciative of it. When family members are not local, it is very helpful to have a service like this for the elderly. Mr. Humphries commented that being a part of the Lions Club, he always enjoyed the Ding-A-Lings when they would come to events during Christmas. Mrs. Stivers explained that the Ding-A-Lings is a choir put together at the Deardoff Center and they go around the community singing for different places.

**Council Report:**

Mrs. Kemper thanked Mrs. Stivers for coming and explaining all about Issue 8. It will be on the ballot November 2<sup>nd</sup>. She thanked Brian Morris and everyone who was on the Railroad Day committee for doing such an amazing job. It was a very hot weekend but there were a lot of people that turned out for it. She congratulated The Country Peddler on being the Business of the Month. If you are ever looking for a great gift or good smelling candle, stop in and Karen can hook you up. There are quite a bit of fall decorations making their way into the shop. She announced that Carlisle will be becoming a City as our population is now 5,501. She believes it will be official on September 30<sup>th</sup>. Mrs. Duffy offered some clarification to this topic. The Census has indicated the population of Carlisle to be 5,501 as of April 1, 2020. She is putting a bit of an asterisk by that as the information is quick facts coming from the Census Bureau as city status is up to individual states to determine status. In the State of Ohio, one of the methods they use to determine city status is populations over 5,000 based upon the ten-year

census. However, it is not official until the Secretary of State issues a proclamation indicating that they have confirmed and accepted the count. Based on that acceptance of the count, would be our new declared status. September 30<sup>th</sup> is the deadline for the toolkit to the State for the reapportionment. She is not sure if there is a deadline or timeline for the Secretary of State to make their proclamation. She will be waiting until the official proclamation is received before announcing our status. Our Charter does indicate that we are legally a municipality up until the time that the State certifies us as a city with a dated proclamation. She knows there has been a lot of talk and conversation and she assumes that we will be declared a city but officially, we will not be a city until the State certifies that we are. Mrs. Kemper also wanted let know that Warren County will be having a 9/11 twentieth anniversary candlelight vigil in Lebanon. It will be held from 7:30pm until 8:15pm on Justice Drive. On the morning of September 11<sup>th</sup>, they will have a Standing of the Guards Remembrance at 8:45am until 10:15am.

Mr. Bicknell congratulated the school on completing their first full week of classes. He knows that his daughter was happy to be back in school without having to wear masks and being able to move freely throughout the classrooms. It was an almost normal routine for the kids. He asked Council have their next work session on September 14<sup>th</sup> to be after the regular meeting versus prior. This would give them more time to discuss their financial capacities with Mr. Rushing. If there are no scheduling conflicts for that, he would like to move this upcoming work session to after their regular session that evening. All present members were in favor of changing the work session of September 14<sup>th</sup>.

Mrs. Bilbrey gave her condolences to the family of Shane Estep. She is not familiar with this family but was sent a text message from a friend that Mr. Estep passed away earlier today. He is the Curriculum Director for Carlisle Schools and understands that his passing was possibly due to COVID. She offered all of the sports teams luck this week. She sees them all out practicing and prays that they are staying safe and taking extra precautions in the heat right now. She wishes all of the athletes a safe fall season. She asks that all residents check on elderly family members, neighbors and pets during this heat. She congratulated Karen with The Country Peddler on earning the Business of the Month. She has a beautiful shop with some wonderful items in it. She also congratulated Brian Morris and Andrea Porter and all of their volunteers for the wonderful Railroad Days event and parade. She loved that the parade had so many participants and that the town came out to support them. She thanked the community for coming out. She thanked Ryan Rushing for the Finance Committee meeting that took place prior to tonight's meeting. He is always diligent on getting great information to them and keeping the Village in a good financial position.

Mr. Stivers reminded everyone that school is now in full session. As you are traveling in the community at times of school buses, please be cognizant of not passing buses during their stops. If their lights are flashing, please give them the courtesy and patience of allowing the children to safely board or exit the bus. Please obey all traffic laws to keep our students safe. In agreement with Mr. Bicknell's statement, his son goes to the new school building and they pick him up each afternoon. He has noticed since school began that traffic is rather heavy during dismissal often backing up along Jamaica Road. He asked Mrs. Duffy if our Police Department could look into this situation in the hopes of making it a safer scenario for all vehicles. Mrs. Duffy explained that she will turn the information over to Chief Rogers and have him get with the appropriate entities to work on correcting that issue. He stated that the Mayor of Franklin, Brent Centers, is going to be primary Congressman Steve Chabot during this next election cycle. He and his wife will be hosting a coffee with the candidate that will allow residents to ask any type of question regarding policies to Mr. Chabot. This issue affects all of us even when it is on

a federal level. This will be your chance to ask a candidate any political question. This will be on September 7<sup>th</sup> but the time is yet to be determined. If anyone would like more information, please reach out to him on Facebook and he will give updates on the event as it comes out.

Mr. Humphries explained that the price of postage stamps will be going up at the end of this month. If you will be needed extra stamps for the upcoming Holidays, it may be worth purchasing them now to avoid that increase. As of September 1<sup>st</sup>, a Forever postage stamp will be \$.58. He has received information from some residents that the crosswalk on Jamaica Road going from the school to Eagle Ridge subdivision does not yet have proper line designation. Drivers do need to know that pedestrians have the right of way but pedestrians also need to understand that they cannot simply walk out into oncoming traffic. This will need to be an area of working together to have a safe crosswalk. He explained that he is a close acquaintance with the Estep family. Shane was 44 years old and did pass away this morning from multiple complications. He was the Curriculum Director but has also been a coach and community mentor. He will definitely be missed.

**Mayor's Report:**

Mayor Winkler was saddened to hear about the passing of Shane Estep. He was the same age as his son and, years ago, Shane would be at his home to gather sports equipment. He has known Shane since he was a young boy and he sends his condolences to his family.

Mayor read in the paper about the Move Over Law. It appears that drivers are not giving space to emergency break-downs or flashing lights on the side of the road. All fifty states have a Move Over Law and you can be ticketed for not moving over and giving these vehicles/individuals space. Any time that you see emergency lights whether it be a police officer, fire truck or a wrecker, you are required to move over and give them space. This also pertains to construction workers or someone with a flat tire. He would like to bring this to everyone's attention because you can be ticketed for not moving over. Those individuals on the side of the road doing their work most definitely want to make it home safely to their families. He attended the Warren County Municipal League last week where Senator Steve Wilson and State Representative Scott Lipps spoke. These men are amazing and are great representatives for Warren County. He thanked them for taking the time to come to the WCML meeting to talk to them and answer questions.

**Manager's Report:**

Mrs. Duffy expressed her condolences to the Estep family. This has been a hard hit to her this evening and she cannot imagine the impact to his family and friends. His oldest daughter and her oldest daughter graduated from high school together so this really hits home. She updated Council on the feasibility study for the fire department with JEMS and Franklin Township. She had a conversation earlier today with Stan Crosley of the OFCA who is conducting the study. Her understanding is that Mr. Crosley had a conversation with Mrs. Stivers prior to her and they are 98.5% completed. He hopes to have information by the end of this week or first of next to give both Mrs. Stivers and her a draft report. As asked, they have looked at different options. Some they went in-depth while others were more high level in terms of options for entity's fire/EMS service. She is interested to see the report to begin looking at action plans both internally and with the district to make safety services better. Council had indicated their interest in conversation once Carlisle regained City status about the intersection at Union Road and SR 123. It appears that is getting closer although not yet official. There is a traffic study that

was done by our engineering firm back in 2016. Those numbers are now five years and considered "stale". This study was also done at the time that Union Road cut-through was completed. There has now been time to get a better understanding of what the actual traffic patterns are at this intersection. They were planning on conducting that traffic count study either today or tomorrow as there are several rules about when you can complete it. If the rubber strips appear in this area, that is why. They indicated that it will take them approximately one month to go through the data, analyze it and give us an updated report. As soon as she receives that information, she will come back to Council with that information. This will give Council options as to what they can do moving forward to improve that intersection. Last year, the Village reached out to ODOT about another traffic issue targeted at safety in the curve of SR 123 by Chamberlain Road. She has seen a draft report of that study where we can make comments. Our Engineers have been a part of this discussion and have responded as well. Once that report and analysis is complete, she will also bring that information to Council as to what ODOT feels is appropriate and warranted at that curve. We were hoping for this information to be available while we are still "Village" status because once we become a "city", we will inherit the maintenance of SR 123. Mr. Humphries asked if there were any landmarks in this area to help people understand where on SR 123 this curve is located. Mrs. Duffy explained that this is the curve close to the spaceships. This study would encompass both directions of the curve coming into Carlisle as well as going into Montgomery County. As a general reminder, administrative offices will be closed in observance of Labor Day which is Monday, September 6<sup>th</sup>. Our safety services will operate as normal being available 24/7. If you have an emergency, please call 9-1-1 and any non-emergency call can be made to Warren County Dispatch at (937) 425-2525. Moving into October, the 2<sup>nd</sup> is Warren County's fall community shred and electronics recycling day. It will be held in their administrative parking lot on Justice Drive from 10:00am – 1:00pm. This gives everyone more than a month to go through their stuff and have it ready. Shredding will be on a first-come/first-serve basis and this is a very popular event so do not wait until the last minute. There is a five box maximum when it comes to shredding and the actual shredding will be completed off site. Items to be shredded will be placed in secured boxes and taken elsewhere to be shredded. There will be staff on hand to assist with emptying of boxes and electronics. They are asking for donations for the electronics recycling but it is not required. There will be more information posted on our website to help get the word out to our residents. We are already receiving questions about Beggar's Night. Council did pass a Resolution that for a five year period, Beggar's Night would be observed on October 31<sup>st</sup> from 6:00pm to 8:00pm, no matter what day of the week it falls on. This was in compliance with other Dayton communities to their executive board for the Dayton Area Mayor and Manager's to make it a static date to help with consistency across the area.

Mrs. Bilbrey asked Mrs. Duffy if during their work session in October, she could bring information to them from the realtor about the land on Industry Drive. Mrs. Duffy explained that she received a flyer from the realtors so she can put together a memo about what information was provided and Council can discuss it. She also mentioned that in Council's binders, under the Committees tab, there are two letters of interest that have been received for the vacancies on the Parks & Recreation Board. One has been here for awhile as Council asked us to reach back out to him to verify his interest. The second one is new. If Council can review this information and then let us if and when you would want to set-up interviews.

**Committee Report:**

Mr. Bicknell reported that the Finance Committee met this evening just prior to regular session. Mr. Rushing gave them information on current finances. The Village is doing very well in most areas. There was a brief analysis given that brought up his reasoning for asking for Council's next work session to be held after regular session rather than before. He would like to discuss the possibilities of generating more funds for the Village as they continue to grow. As it sits right now, income tax revenue currently compared to last year is virtually the same. Income taxes are not growing but, as everyone knows, there were still 50-60 houses built in the Village over the past year. The Finance Committee would like to look at ways to grow funds to provide the services needed to keep the town running as it should. Highlight of the meeting was that the Jamaica Road waterline debt was completely paid off and is no longer on our books. They are also looking at the Public Funds Budgetary Act to give the ability to have all financial institutes available to offer the best option for potential opportunities.

**Old Business:**

None

**New Business:**

None

**First Reading of Ordinances and Resolutions:**

**ORD. 17-21 AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF CARLISLE, OHIO, AND DECLARING AN EMERGENCY.**

Mrs. Duffy approached Council. This legislation is a housekeeping issue that gets brought to Council a couple of times each year. The Village contracts out with American Legal Services for our codification. Part of that service involves keeping track of and publishing any locally adopted ordinances that would be pertinent to our codified book of ordinances as well as any State regulations that need to be adopted locally to be compliant with safety services, fire, police or general offenses. Council's packets include all sections of our code that have been changed at a State level. All relate to traffic general offenses and fire prevention codes and any local adoptions. It is on for an emergency as it is important for us to keep our local laws as timely as possible especially when it comes to these important issues. She is asking Council to waive the three readings and thirty day requirement and pass the issue by emergency.

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

**Roll Call:**

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

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

**Roll Call:**

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 17-21.

**ORD. 18-21 AN ORDINANCE ACCEPTING THE FINAL PLAT OF EAGLE RIDGE, SECTION NINE AND CONFIRMING THE DEDICATION OF EASEMENTS, AND IS ON AS A SINGLE READING.**

Mrs. Duffy explained that this legislation is for a Final Plat of Eagle Ridge, Section Nine. Planning Commission reviewed and approved this at their last meeting of August 4, 2021. This plat is a bit different from others. This subdivision as an existing infiltration system basin that is located along SR 123 as you travel west out of the Village. Council is aware that at times of heavy rain this basin is not able to handle the quantity of water in an efficient way and it has been breaching the basin from time to time. The Developer has recognized this and contracted out with their engineering services and have decided that an expanded basin is appropriate. Our engineer has reviewed this and she showed a map of the proposed expansion. The lot for the existing basin is approximately 0.5 acres and the area for the new expansion is just over 4 acres. They have decided that this will be the best and most efficient way to handle the quantity of run-off water for the area. In order to achieve this, the Developer will have to acquire additional acreage from the adjacent property. She showed Council an overview of the adjacent property that begins roughly at 148 Wolf Creek and ends at the basin (the last home before the basin is 160 Wolf Creek). She showed a proposed design of what that basin will look like at completion. It will be similar to what is in front of the school on Jamaica Road. There will be natural greenery in it as well as appropriate rock in various sizes. The Developer will have to acquire the acreage which will require a lot split of just over 4 acres from the adjacent property. This can actually be approved at the Manager's level by our current regulations as a minor lot split. Approval tonight from Council is what Planning Commission has already approved at their level. Warren County has been contacted and reviewed it for meeting requirements of proper recording. The County has indicated that they would like this split to be its own section of the subdivision. This will be Section Nine and will only be the basin being merged into the existing lot that contains the current basin. There will be no roads, no homes and no other development within this Section. This lot will be recorded as open



space with storm water areas as well as easements along SR 123. This is what will require Council's approval. It is important to understand that a basin only works as well as it is designed, constructed and maintained. Maintenance is a very important component to this basin. This particular document has been reviewed by our Law Director and he is comfortable with the language that will place the burden of ownership and responsibility initially with the Developer. They will have a one-year period after construction and then it will shift to the responsibility of the Eagle Ridge Homeowner's Association which matches the existing basin's maintenance currently. It is important for us to make sure that the documents are there to not only split the land lawfully, record it properly as well as make sure that it is maintained appropriately. It is on as a single reading because the Developer would like to begin construction as soon as possible in order to get it operable well in advance of the spring rain season. They have asked Council to waive the three readings, if they would, so they can begin construction sooner than later.

Mr. Humphries asked if this area was the same as what was having soil core samples to check the quality below ground level. Mrs. Duffy explained that soil borings were completed in this area to make sure the appropriate depth. Council may not be aware that where Town Hall is located, as well as Pizza Hotline across the street, is where the ground begins to shift from gravel to a clay base. It is important to understand in our area what the infiltration rate of water on a particular area to be sure that it dissipates properly. Obviously, in a more gravel based area, the water will dissipate quicker than in an area of clay. Mr. Humphries questioned if that is how they determine the appropriate size of the basin. Mrs. Duffy stated that was correct that it is based on infiltration and the capacity of water flow that comes in to that area.

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

**Roll Call:**

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

With no further discussion, Mrs. Bilbrey made a motion to adopt, seconded by Mr. Stivers.

**Roll Call:**

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 18-21.

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

None

Mayor Winkler concluded the agenda items for tonight's meeting.

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

**Roll Call:**

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

Meeting adjourned at 7:56 p.m.

Date: 9-14-21

Ronald Winkler  
Mayor

Attest: [Signature]  
Clerk of Council