
**MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
SEPTEMBER 22, 2020 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, September 22, 2020 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting opened at 7:04 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 September 8, 2020 were presented to Council for review. Mr. Stivers made a motion to approve the minutes as presented, seconded by Mrs. Kemper.

Roll Call:

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

Public Forum:

No members of the public were present.

Council Report:

Mr. Bicknell thanked everyone who attended Council's Work Session prior to tonight's meeting to discuss future potential happenings in the Village. He reminded citizens that today is National Voter Registration Day and the last day to register to vote is October 5th. He encourages everyone to register and to vote. It is your constitutional right to be sure that your voice is heard and every vote counts.

Mrs. Kemper also reminded citizens of Voter Registration. If you are a resident of Warren County, you can register at <https://vote.warrencountyohio.gov/> If you do not have access to the internet, you can call the Board of Elections at (513) 695-1358 and they will help you with all election questions. She

thanked the Fire Department members who attended the Work Session, they were very knowledgeable and helpful. She reminded citizens that this Thursday will be the last Food Truck night from 5pm – 8pm. If anyone has not yet seen the sunflower field at Farm on Central, it is a great place to take some pictures. She thanked Michael and Savannah Kilpatrick for making it such a fun place, there is even a tractor for the kids and the picture opportunities are incredible.

Mr. Jewett thanked Council for excusing him from the meeting on September 8th. He had a work conflict and was not able to attend the meeting.

Mrs. Bilbrey thanked Council for excusing her from the meeting on September 8th. She had a final event as President of a non-profit. She thanked Dan Casson, the Service Department and Village Manager for sprucing up Town Hall. She appreciates all of the hard work. She thanked Valley Real Estate for all of the work they have done to allow the Food Truck event each week. It has been such a great way to get to know others in the community. There is the possibility of one last event in October and she will keep everyone posted. She asked that everyone please give teachers and students some slack in the first few weeks of school. She has great empathy for them. They are in a new building with new schedules, new requirements and new guidelines and they are doing the best they can. This is all new territory for them. She attended a sneak preview night at The Farm on Central and she thanked the Kilpatricks. She appreciates them opening this area for community members and or being so loving and accommodating to Carlisle and surrounding community members.

Mr. Stivers thanked all entities who attended the Work Session earlier this evening.

Mr. Humphries also commented on the voting registration process. The Warren County Board of Elections is needing poll workers. Due to the COVID restrictions, many of the older population will not be able to work at the polls this year. You can sign-up through Warren County Board of Elections if you are able to offer support. The Census is very important to our community. The difference of being over or under 5,000 is the difference between Carlisle becoming a City or remaining a Village. He has concerns where Poinciana and Marty Lee Lane intersect as there is neither a stop sign nor a yield sign. He would like staff to evaluate that area. He also thanked Clerk of Council, Jennifer Harover, for getting the meetings online and available within 24 hours. It is refreshing and he appreciates those efforts.

Mayor's Report:

Mayor Winkler thanked everyone who came to the Work Session this evening. It was very informative and he looks forward to working together to see what the future looks like for our fire and EMS. He also spoke about the teachers and how they are going through difficult times as schools reopen. They are trying to adjust to a new building with new regulations. It is a very difficult and trying time for them as well as the students. He asks that everyone be patient and work together to make it a great year.

Manager's Report:

Julie Duffy reminded Council that they approved a paving plan for this fall and she has some "firm" dates for that to begin. Paving will encompass a large portion of Fairview Drive from the Union Road intersection to Dayton-Oxford as well as Industry Drive from State Route 123 to the bridge at Refresco. The portion of Industry Drive will be widened as well as resurfaced and is set to begin on October 1st. Traffic will be reduced to one lane but will be maintained. As with any paving project, the process itself

is not a pleasant one but the end result is worth it. Fairview Drive will begin shortly following the Industry Drive paving project based on weather conditions. Our Facebook and Village website will have more information as we move closer to these dates. Warren County will be hosting its annual shredding event but in a different manner. This event will be held Saturday, October 10th from 10 a.m. to 1 p.m. at the administration building in Lebanon. COVID-19 restrictions have given this event and new structure. Community members will remain in their vehicles and are asked to have their items to be shredded in boxes. Staff will remove the boxes from vehicles, place the items in a secured recycling truck, return the boxes to the vehicle and then the trucks will go offsite for shredding. It is a great service to rid yourself of some paperwork. Our Facebook page and website will have more information for this event. Warren County will also begin a media push for the distribution of N-95 masks to help protect our most vulnerable citizens in the County. They will be offering masks to all jurisdictions in order to help distribute. Each community will have their own dates, times and locations. Carlisle will be distributing masks each Monday in October here at Town Hall from 10 a.m. until noon. If residents' schedules do not work for that, we will be able to find ways of getting those masks to them. We are not sure of the quantities to be available but we will give them out until they are gone. Both Warren County and Montgomery County are participating in Dolly Parton's Imagination Library. This is a great way to obtain free books for any child, birth to five years old. www.imaginationlibrary.org Register on the website and the child will receive a free book every month up to their fifth birthday. Having books available is critical to a child's development and family bonding.

Committee Report:

None

Old Business:

None

New Business:

Mayor Winkler commented that there was a Work Session prior to tonight's Council meeting.

Mr. Bicknell made a motion to allow Mrs. Duffy to get in contact with JEMS allowing them to reach out to the Ohio Firefighters Association to begin working on pricing of a potential study to be done for a possible joint fire district, second by Mr. Stivers.

Roll Call:

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

Mayor Winkler asked Mrs. Duffy to initiate this contact for Council.

First Reading of Ordinances and Resolutions:

RES. 20-20 A RESOLUTION ESTABLISHING 6:00PM TO 8:00PM ON OCTOBER 31ST AS BEGGAR’S NIGHT IN THE VILLAGE OF CARLISLE FOR THE YEARS 2020 THROUGH 2024, AND IS ON AS A SINGLE READING.

Mrs. Kemper 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. Stivers 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. 20-20.

Mr. Bicknell commented that he hopes that everyone has respect this Beggar’s Night for the freedom to participate or not participate based on their feelings of safety. Please respect each household as this is the first of something that is normally very well attended in the community for adults and children.

Mrs. Kemper commented that she spoke today with parents of younger children and they are looking forward to Beggar’s Night for their kids after being held up for so long. You do not have to be involved if you don’t want to and others should respect that decision. Mrs. Bilbrey stated that there are homes that do not participate each year. If you are not participating, turn off your porch light so that others can respect your decision. There is no reason to be negative towards those that participate or those that choose not to participate. We should all make the best of the situation we are in this year.

Mr. Humphries reiterated that the passage of this Resolution in no way mandates participation in the event. This is simply setting aside a date and time on the calendar for the next five years for the future schedules of Beggar’s Night.

RES. 21-20 A RESOLUTION AUTHORIZING THE MANAGER TO SIGN CHANGE ORDER NUMBER ONE WITH BARRETT PAVING FOR IMPROVEMENTS TO THE PARKING LOTS OF TOWN HALL AN DPOLICE AND SERVICE FACILITIES, AND DECLARING AN EMERGENCY.

Mrs. Duffy explained that the emergency language is necessary due to a time-sensitive issue related to the project. This legislation would authorize the paving of the parking area at Town Hall as well as the two parking areas at the Police and Service departments. The parking area at the Police Department has not been paved in the twenty years that Mrs. Duffy has been with the Village. It is in much need of maintenance to keep the area safe for not only staff but also citizens. This project will also include the installation of a dry well to help accommodate the appropriate run-off. This has been on staff’s wishlist for some time and we now have the opportunity with our current paving provider for them to complete that service while they are in town. The parking area at Town Hall received a “layer” some time ago but it is well utilized, public facility so it is important for us to maintain. If approved, Barrett Paving would tentatively begin at the Police Department on October 5th and then tentative dates for Town Hall would be October 8th for mill work and then paving on October 10th all being weather dependent. Schedules are being worked around for Court, Church and residents at the end of the drive. Total price for this project is \$83,057.75 including mill work, paving and the dry well. This would be a Change Order to our already authorized paving contract. If adopted, there will be a supplemental appropriation on later tonight that will authorize this unbudgeted expense. The breakdown for the projects is Town Hall being \$23,500 and Police/Service Department being \$59,500.

Mr. Humphries asked if the parking area sizes will remain approximately the same. Mrs. Duffy’s understanding is that they will remain the same size but she will get clarification.

Mrs. Bilbrey 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:

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

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

Roll Call:

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

Resolution passed on this day will be entered into Resolution Record Book as Res. 21-20.

RES. 22-20 A RESOLUTION ACCEPTING THE FISCAL YEAR 2021 AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND THE AUTHORIZING OF THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR, AND DECLARING AN EMERGENCY.

Mr. Ryan Rushing spoke to Council about Res. 22-20 as well as Res. 23-20. The Village is in both Warren County and Montgomery County which requires two separate resolutions. This is a process of the Ohio budgetary law that is required every year. Earlier in the year, Council approved the tax budget for 2021. The budgetary process is described by State law and must be submitted to both Warren and Montgomery County Budget Commissions. Every county has a County Budget Commission that is comprised of the County Auditor, the County Treasurer and the County Prosecutor. Every jurisdiction within the county must submit a tax budget to the County Budget Commission. The tax budget estimates what the end fund balance will be for 2020 then it estimates the amount of revenues believed to be received for 2021. Total available resources will be the legal maximum that Council is able to appropriate to for the year. An appropriation of funds is the legal authority for staff to make necessary expenditures. By State law, we are not able to appropriate a deficit, every budget proposed has to balance. Staff submitted this to Council and Council approved it earlier in the year. The Budget Commission has reviewed it and has authorized it. These two resolutions authorizes him to sign the amounts and rates for Warren County and Montgomery County. The resolution also authorizes the property tax levies. There is only one voted in levy which is a 2 mil levy to support the volunteer fire department and brings in roughly \$150,000 annually to the Village. There is also inside millage is granted to us as a right by the Constitution. There is a 10 mil limit to which every overlapping political jurisdiction has to share. For example, a resident of Carlisle would fall into the levy shared with the Village, the township, the county, the school district, a possible library district, etc. that would all share that inside millage. Inside millage is not voted upon. By authorizing this resolution, it confirms that we do want our share of that millage as a taxing jurisdiction and certifies that we want to continue to collect the outside millage that was voted on by our residents for our volunteer fire department. Warren County requires a tax budget while Montgomery County waives the requirement. Ohio Revised Code does not prescribe counties to mandate tax budgets and if the County Budget Commission desires, they can waive the tax budget requirement. We still need to certify with Montgomery County that we want the inside millage and that we want to continue the outside millage as well. These two resolutions are on as emergency readings because Warren County prescribes that this be in effect no later than October 1st and Montgomery County prescribes that it be in effect no later than November 2nd.

Mr. Jewett asked how far in advance the deadlines given to the Village. Mr. Rushing stated that he got the information approximately two weeks ago. Mr. Jewett is curious as to why we use the term "emergency" versus a single reading. Mr. Rushing explained that an emergency reading means it goes into full force and effect immediately while a single reading requires a 30-day waiting period. Because the Warren County resolution has to be in full force and effect by October 1st, we don't have the ability to wait the 30 days.

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. Bilbrey.

Roll Call:

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

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

Roll Call:

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

Resolution passed on this day will be entered into Resolution Record Book as Res. 22-20.

RES. 23-20 A RESOLUTION ACCEPTING THE FISCAL YEAR 2021 AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND THE AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR AND DECLARING AN 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 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

With no further discussion, Mr. Bicknell made a motion to adopt, 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

Resolution passed on this day will be entered into Resolution Record Book as Res. 23-20.

ORD. 22-20 AN ORDINANCE ACCEPTING THE REVISED FINAL PLAT OF WATERBURY, SECTION TWO AND CONFIRMING THE DEDICATION OF EASEMENTS (1ST READING).

Mrs. Duffy explained that previously Council adopted the final plat of Waterbury Subdivision, Section Two. This is a section of the subdivision that will connect Marty Lee Lane to Franklin-Trenton Road and the property is being developed by Cristo Homes, Inc. Staff was contacted by Cristo Homes as they wanted to modify some of the drainage systems in the plat to better meet the needs of the community so in order to do that, they needed to modify the easements. Planning Commission has met on this twice and at their September 3rd meeting, they reviewed the plans and made a recommendation that the final plat be approved. Since the final plat was revised, Council will need to accept the final plat for Waterbury, Section Two with revisions in order for it to be properly recorded with the County and show the revised easements. This is one for a first reading and two members of Council were a part of Planning Commission discussions.

Mr. Humphries stated the he drove around this area earlier in the week and it is quite impressive. If anyone has not seen the changes, he encourages them to drive down Marty Lee Lane and look at all of the earth that has been moved in preparation of this new plat.

This will be on for a second reading at Council's October 13th meeting.

ORD. 23-20 AN ORDINANCE TO MAKE REAPPROPRIATIONS/SUPPLEMENTAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EPXENDITURES FOR THE MUNICIPALITY OF CARLISLE, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020, AMENDMENT NUMBER 5, AND IS ON AS A SINGLE READING.

Mr. Rushing commented that Council just approved the Change Order for Barrett Paving and, as Mrs. Duffy stated, we now need to supplement the appropriations. At the August 25th Council meeting, the Finance Committee and staff informed Council of its desire to add the road and parking lot in front of Town Hall to the paving program as well as the much needed improvements to the shared lot at the Police and Service Departments. The 2020 budget did appropriate \$200,000 for our local paving program. The initial bid for Barrett Paving was \$155,734.10 and leave \$44,265.90 in appropriations which is more than efficient to cover the expenditures at Town Hall. Reappropriations for the Police

and Service Departments will total \$59,545.75 and will be appropriated from the General Fund under Lands & Buildings. Also, one of the three air conditioning units went out at Town Hall. The unit for the second floor was replaced approximately ten years ago, the other two units are about 15-20 years old. One of these older units did expire and we utilized a local vendor to replace the unit. The cost to replace this unit was \$6,750 and this will need to be appropriated under the General Fund. Staff is aiming to add the same amount to the 2021 budget in anticipation of replacing the third unit as it is the same year, make and model as the one recently replaced. This will be a proactive measure to make sure it does not expire in the peak of the season. The final appropriation is to support the Council room audio/video project. In the 2020 budget, monies were appropriated for this purpose and recently we did lose our Technology person that handled our audio/video needs which has exacerbated the issue of making sure that we have the equipment, tools and staff to produce the applicable video/audio for Council. It is also Council's desire that we stream meetings and post them in a timely manner as well as explore other options for streaming live videos. Staff also utilizes a portable projector and screen for presentations during Council meetings, Planning Commission and Board of Zoning Appeals. There is no dedicated area where staff or outside vendors can plug-in a laptop for a professional video. Staff is requesting that the same vendor, Ovis, who installed the security cameras, is utilized as they also specialize in video/audio equipment. Staff is requesting an additional \$7,500 in appropriations to support this project.

Mrs. Bilbrey asked how soon this audio/video project could be completed. Mr. Rushing is hoping that this project will be completed within ninety days. The CARES Act monies can be utilized as well as this project supports social distancing as well as distance learning. Vendors such as Ovis, Spectrum, Cincinnati Bell and IT companies are extremely busy right now with entities utilizing the CARES Act funds. We have very strong relationship with Ovis and our projector manager is aware that we would like to have this project completed by the end of 2020.

Mr. Stivers asked Mrs. Duffy if the Village is planning on replacing our IT position. Mrs. Duffy explained that it is still in discussions as part of the 2021 budget. At this point, she does believe that this will be included in that budget plan. Mr. Rushing added that it is their intention that the equipment going in will be benign so that current staff who regularly attends Council meetings will be able to completely operate the system. He would not recommend equipment to Council that would be contingent upon a specific operator. He is wanting the equipment to be "user-friendly" for all so that anyone can operate the system.

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 Mr. Kemper.

Roll Call:

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 23-20.

Second and Third Readings of Ordinances and Resolutions:

None

Mayor Winkler commented that this concludes the agenda items for tonight’s meeting.

Mrs. Duffy had a comment to Mr. Humphries’ earlier parking lot question. She did get clarification from Dan Casson, Service Director in regards to the paving at the Police Department. The paving will not be edge-to-edge of the current gravel area but the area currently being used as parking now will be paved.

Mr. Humphries asked to have a work session at Council’s next meeting to discuss the State Route 123 corridor Historical District. Mrs. Duffy reminded Council that there was already previous discussions to have a work session for the new resident/welcome letter. Mr. Jewett commented that he will not be available for the next meeting due to a work conflict. Mr. Rushing explained that there is already a Finance Committee meeting prior to next Council meeting to discuss the 2021 budget. Council discussed timing and items of discussions. It was determined that Council would have a work session following the new meeting to discuss to separate items. Mr. Bicknell also asked that Council begin to look forward to their December schedule as their second scheduled meeting is set for December 22nd. This close to the Holiday, Mr. Bicknell would like to have this meeting rescheduled to earlier in the month if everyone is in favor. Council will look at personal schedules then discuss this option at their next meeting.

With no further business, Mr. Bicknell 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 8:02 p.m.

Date: 10/13/2020

Walter P...
Mayor
Deputy Mayor

Attest: [Signature]
Clerk of Council