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**MUNICIPALITY OF CARLISLE COUNCIL MINUTES**  
**REGULAR MEETING OF COUNCIL**  
**JANUARY 8, 2019 – 7:00 P.M.**  
**760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, January 8, 2019 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:00 p.m. with the Pledge of Allegiance.

**Roll Call:**

Mr. Nic Lamb	present
Mr. Randal Jewett	present
Mr. William Bicknell	present
Mr. Brad McIntosh	present
Ms. Barb Tankersley	present
Mr. Tim Humphries	present
Mayor Randy Winkler	present

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

The minutes of December 11, 2018 were presented to Council for review. Ms. Tankersley made a motion to suspend the clerk from reading the minutes, seconded by Mr. Lamb.

**Roll Call:**

Ms. Tankersley	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mr. Lamb	yes
Mr. McIntosh	yes
Mr. Jewett	yes
Mayor Winkler	yes

Mr. Bicknell made a motion to approve the minutes as presented, seconded by Ms. Tankersley.

**Roll Call:**

Mr. McIntosh	yes
Mr. Jewett	yes
Ms. Tankersley	yes
Mr. Lamb	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mayor Winkler	yes

The minutes of the second meeting of December 11, 2018 (originally scheduled for December 25, 2018) were presented to Council for review. Mr. McIntosh made a motion to approve the minutes as presented, seconded by Mr. Lamb.

**Roll Call:**

Mr. Jewett	yes
Ms. Tankersley	yes
Mr. McIntosh	yes
Mr. Lamb	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mayor Winkler	yes

**Public Forum:**

No one from the audience approached Council.

**Council Report:**

Mr. Lamb hopes that everyone had a nice Holiday. During the break, he was driving around town and noticed a couple of areas that were holding water and some places were running across the roadways. One of these areas was at the intersection of John and Park while the other location was Dayton-Oxford and Willard. He is wondering if there are catch basins in these areas and, if so, if our service department could check them out for possible clogs. He is concerned that with colder weather approaching, these areas could cause icing of roadways. Mr. Humphries explained that he was actually with Dan Casson, Service Director, earlier today and they spoke of the area of John and Park. Mr. Casson has been waiting for several months for crews to show up from Columbus to clear out this area. They have worked on it and went down approximately 25 feet, unclogging the catch basin. Mrs. Duffy added that she had not spoken to Mr. Casson today but knew that he had been waiting for those crews. Mayor Winkler added that he believes there is a second basin on John Street with similar issues. Mr. Humphries explained that Mark Riley, Assistant Service Director, had spoken about that area also being on the list for crews to resolve.

Mr. Jewett has no comments.

Mr. Bicknell hopes that everyone had a good Holiday. He commented that there was a great turn-out for the Christmas Light Contest. He thanked everyone who participated.

Mr. McIntosh thanked everyone who entered the contest or who nominated someone for the decorating contest. There were 22 entries and the First Place, Grand Champion was 1092 Marty Lee Lane. If you had the opportunity to check it out, it was a wonderfully done display. Second place was 345 Ethelrob and third place went to 904 Timothy. Congratulations to those three homes and thank you to everyone who participated. He would like to get some conversation going in the next week or so through email suggesting possible retreat dates and topics. He would like to narrow down an agenda for that ahead of time. He knows that Council Rules has been a possible item before and would like to hear from council members of other possible topics.

Ms. Tankersley has no comments.

Mr. Humphries wanted to extend a special thank you to those put in extra time and efforts to display Christmas lights. He went with two other citizens of Carlisle and traveled every linear mile of the

Village. Other than the 22 entries in the display contest, there were approximately 72 other homes that had decorated their homes for the Holidays outside of just changing a porch light. The home on Marty Lee Lane was exceptional and we would like to commend them for their decorating. He wanted to start the year out by saying that he feels we currently have the best team that he can remember from elected officials and department heads to Village staff. With the new school coming in and new homes being built, he thinks it is time to take it a step up and be more aggressive in retention and recruitment of businesses. He had a discussion with someone today about something that could change the dynamics of the community. If we want exciting things to happen, we are going to have to outreach, be involved and network. Nothing is going to just come in and fall in our laps but if we step our game up a little bit, good and better things could happen.

**Mayor's Report:**

Mayor Winkler thanked everyone who participated in the Christmas lights. Driving through town, there were many homes that were decorated very well and it is always nice to see those lights during the holidays. It is an enjoyable time of the year and he hopes that everyone had a safe and happy new year. He hopes that everyone can prosper during this New Year.

**Manager's Report:**

Mrs. Duffy announced that JEMS will continue their free CPR classes this year. This is a great opportunity as a refresher or to begin knowledge of CPR. These dates will be posted on our Facebook page. The first class offered will be on February 16<sup>th</sup> and they are 3 hour classes. These are hosted by the Franklin Fire Department and are free to all residents of Franklin Township and the Village of Carlisle. It is a group collaborative effort between the City of Franklin Fire Department and Franklin Township. If you are interested you can contact JEMS at 937-746-3471. Next Thursday, January 17<sup>th</sup> at 7:00PM, Carlisle Theater Arts Program will be hosting a fundraiser show to showcase some of our local talent as they prepare for the big spring musical "Footloose" in March. The show is called "Stages" and will be held at the High School choir room. The arts program does have a website where you can stay up to date on all of these dates: [www.chstheaterarts.org](http://www.chstheaterarts.org)

Mr. Humphries made one more announcement thanking Mr. Nic Lamb for supporting the Spaghetti Dinner. He also thanked Mayor Winkler and Mr. McIntosh for their financial support as well.

**Committee Report:**

None

**Old Business:**

None

**New Business:**

**Reorganization of Council Committees and Citizen's Boards and Commissions.**

Mayor Winkler suggested that discussions be made for each Council appointment and then they will make one motion/approval at the end, all members were in agreement.

**Council Committees:**

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

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

Lands & Streets: Mr. Jewett as Chairman, Mr. Lamb and Ms. Tankersley as members.

Public Safety: Mr. Bicknell as Chairman, Ms. Tankersley and Mr. Humphries as members.

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

**Commissions and Boards:**

Area Progress Council - representative is Mr. Humphries and alternate is Mr. Lamb

Fireman's Dependency Fund Board – appointments are Mr. Bicknell and Ms. Tankersley; staff members are Joel Holbrook and Roger Hurley. Citizen Member is currently vacant. Mr. Douglas Lanier is in the audience this evening and would like to be the Citizen Member.

Housing Reinvestment Board – appointments are Ms. Tankersley and Mr. McIntosh, Mayor's appointments are Mrs. Duffy and Mr. Casson - There are two Citizen vacancies on this board as well as a Planning Commission Member vacancy. The Citizen members on this board must live in the Housing Reinvestment area. This is normally one meeting per year. Their main point is to look at tax abatement of those businesses that are within our tax abatement area. Once a year, business verification must be done and that is when this board meets.

JEMS Board – member is William Bicknell.

Miami Valley Regional Planning Commission – elected official appointment is Mr. Bicknell and Mr. Ryan Rushing (Finance Director) is the administrative alternate. This commission meets the first Thursday of each month at 9:00AM.

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.

Parks and Recreation Committee – Mr. Chad Cunningham would like to continue on this committee. Mrs. Claudia Tufts and Ms. Brandie Peets are serving terms until 12/31/2019. There are three citizen vacancies on this committee.

Personnel Board – Mr. Dennis Patterson is serving a term until 12/31/2019 and there are two citizen vacancies on this Board.

Planning Commission – appointments are Mr. Bicknell and Mr. Lamb. Mr. Robert Hurt and Mr. Martin Neal would like to continue on this Commission. Mr. Chris Stivers, Mr. Doug Adams and Mr. Paul Beardsley are serving terms until 12/31/2020.

Property Maintenance Review Board – Mr. Dennis Patterson is currently serving a term until 12/31/2019 and there are four citizen vacancies. Mrs. Duffy suggested that this Board be placed on their topics of discussion for the Council retreat. This would give clear understanding of the roles for this Board.

Recreation & Events Committee – appointments are Mr. McIntosh, Mr. Humphries and Mr. Lamb. Ms. Deanna Stewart is currently serving on this Committee. There is one citizen vacancy on this Committee. Mrs. Duffy would also like to discuss at Council’s retreat the terms of this Committee as it is a new one.

Tax Incentive Review Enterprise Zone – appointments are Mr. McIntosh and Mrs. Duffy.

Tax Review Board – Mr. William Boyle and Mr. Jerry Ellender are serving terms until 12/31/2019. There is one citizen vacancy on this Board.

Volunteer Police Dependents Board – appointments are Mr. Bicknell and Mr. Lamb. Chief Michael Bruck and Jeff Piper would like to remain on this Board. Mr. Douglas Lanier would also like to remain on this Board as a citizen.

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

Warren County Municipal League – appointment is Mayor Winkler and alternate is Ms. Tankersley.

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

Zoning Board of Appeals – Mr. Greg Minge is serving a term until 12/31/2020. Mr. Gene Cramer, Mr. James Jewett and Ms. Claudia Tufts are serving terms until 12/31/2019. There are three vacancies on this Board.

Mr. Bicknell made a motion to accept all of the aforementioned appointments to Council Committees, Commissions and Boards; seconded by Ms. Tankersley.

**Roll Call:**

Ms. Tankersley	yes
Mr. Jewett	yes
Mr. Lamb	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mr. McIntosh	yes
Mayor Winkler	yes

**First Reading of Ordinances and Resolutions:**

**ORD. 1-19 AN ORDINANCE TO ADOPT POLICIES RELATED TO THE CUSTODY, USEAGE, AND RECORDKEEPING OF MUNICIPAL OWNED CREDIT CARDS AND DEBIT CARDS IN ACCORDANCE WITH OHIO HOUSE BILL 312, AND AMENDING CHAPTER 236 DEPARTMENT OF FINANCE BY ADDING A NEW SECTION 236.11 CREDIT CARD AND DEBIT CARD POLICY AND IS ON AS A SINGLE READING**

Mr. Ryan Rushing approached Council. The need for this Ordinance came about due to Ohio House Bill 312 which was passed by the Ohio General Assembly and also signed by the Governor of Ohio. This Bill mandates the State of Ohio to formally adopt a policy in regards to debit cards and credit cards. Most of this policy was already past practice in our Finance Department. By adopting this ordinance, we will just be codifying and officially adopting a formal policy to reflect practices that we have already been completing. House Bill 312 was championed by the State Auditor to add another check and balance to avoid fraud or misuse of credit cards. More and more banks are going online and credit cards are being used more frequently. A lot of vendors do prefer to use some sort of electronic device for payment as opposed to a "live" check. A couple of highlights within the ordinance are the two different models that House Bill 312 sets out. We are adopting the "Custody and Control" model of credit card and debit card usage. This places Mr. Rushing, Chief Fiscal Officer for the Municipality, in charge of all credit cards as well as all debit cards. The caveat with debit cards is that House Bill 312 did outlaw all debit cards except for the use of law enforcement or for the use of any grants. We don't have debit cards in the Municipality. The Bill authorizes two positions to hold a credit card, Mr. Rushing as the Finance Director and Mrs. Duffy as Village Manager. Another employee is authorized to sign-out a credit card if they need to use it but custody of the credit card can only be with the Finance Director or Village Manager. Mr. Rushing will continue to reconcile and audit monthly credit card statements. The policy does state that we are not permitted to carry a balance on our credit card incurring interest. Not that we ever have or would, but some entities smaller than ours have been known for running balances from month to month, paying only the minimum payment and incurring monthly interest charges. This is something that the Municipality does not do. If there is ever a dispute against charges on our credit card, the balance may be carried over until the dispute is rectified. In addition, the policy lays out the penalties of misuse of a credit card by a municipality and this is all dictated by the State. We do have a monthly transaction limit of \$7,000. It does prohibit any cash or ATM usage. In compliance with State law, it does prohibit the purchase of automobiles and prohibits the purchases of alcohol, tobacco or any other illicit substances. This is on a single reading. The necessity is that House Bill 312 states the policy must be adopted by February 2, 2019. Although it would still be within the referendum period by Council adopting it tonight, it would conform to this requirement.

Mr. Jewett 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. Humphries	yes
Ms. Tankersley	yes
Mr. Bicknell	yes
Mr. Jewett	yes
Mr. Lamb	yes
Mr. McIntosh	yes
Mayor Winkler	yes

With no further discussion, Ms. Tankersley made a motion to adopt, seconded by Mr. Jewett.

**Roll Call:**

Mr. Jewett	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mr. Lamb	yes
Ms. Tankersley	yes
Mr. McIntosh	yes
Mayor Winkler	yes

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 1-19.

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

**ORD. 25-18 AN ORDINANCE ACCEPTING THE DEDICATION OF STREETS IN THE EAGLE RIDGE SUBDIVISION, SECTION SIX - (2<sup>nd</sup> Reading)**

Ord. 25-18 will be on for a third and final reading on Tuesday, January 22, 2019.

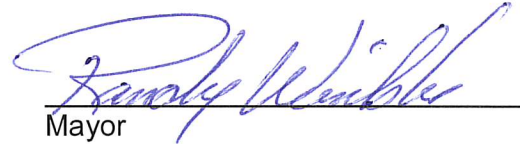
With no further business, Mr. Bicknell made a motion to adjourn, seconded by Mr. McIntosh.

**Roll Call:**

Mr. Jewett	yes
Mr. McIntosh	yes
Ms. Tankersley	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Lamb	yes
Mayor Winkler	yes

Meeting adjourned at 7:36 p.m.

Date: 1-22-19

  
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Mayor

Attest:   
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Clerk of Council