
MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
OCTOBER 27, 2020 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, October 27, 2020 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:

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 October 13, 2020 were presented to Council for review. Mrs. Bicknell made a motion to approve the minutes as presented, seconded by Mrs. Kemper.

Roll Call:

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

The minutes of October 13, 2020 regular session have been adopted.

The Work Session minutes of October 13, 2020 were presented to Council for review. Mrs. Kemper made a motion to approve the minutes as presented, seconded by Mrs. Bilbrey.

Roll Call:

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

The minutes of October 13, 2020 work session have been adopted.

Public Forum:

There were no members of the public present.

Council Report:

Mr. Bicknell thanked the Lions Club for their Big "T" sale this past weekend. He was unable to attend but he heard they had a great turnout. As anyone who has had a Big "T" knows, they are the best around. Early voting is ongoing at the Board of Elections. Warren County has a very good system set-up and it is running very smooth allowing you to be in and out quickly. This weekend is Trick or Treat in Carlisle. Please be patient and, if you are participating, be respectful of others. Drivers need to be extra cautious of pedestrians during this time.

Mrs. Kemper reminded everyone that Trick or Treat will be this Saturday. If you plan on participating, please turn on your porch light. She hopes that everyone has a good time as the weather is supposed to be great. She attended the Warren County Municipal League dinner last week at Shaker Run Golf Club as well as Mayor Winkler, Mr. Stivers and Mr. Humphries. Matt Nolan, Warren County Auditor, was the guest speaker. He spoke about growing cities around the county with Carlisle and Morrow being mentioned. He mentioned that if you are in the market to sell your home, now is the time as there is an increase in selling. He reported that Warren County offices are among the few that have not had to shut-down due to COVID. Mrs. Kemper thanked Julie Duffy and Jennie Harover for updating the Village's Facebook page with a new picture of Town Hall. She also thanked Dan Casson and the Service Department for all of the great fall decorations.

Mr. Jewett thanked Council for excusing him from the last meeting as he was out of town. He commented on the paving projects around the Village – Industry Drive and Fairview Drive as well as the parking areas of Town Hall, the Service Department and Police Station. Early voting hours have been extended in Warren County until 7:00pm each evening.

Mrs. Bilbrey announced that Trunk or Treat will be happening on Saturday from 4pm until 6pm at 767 Central Avenue. They have approximately 30-40 trunks available from local businesses and individuals. There will also be a costume contest. She thanked all of the businesses and individuals that are helping as well as Valley Real Estate Services for putting this together for the Village. Today is the last day for Farmers to Families Food Box pick-up. It is open until 8pm if you can make it there before it closes.

Mr. Stivers commented that Chad Powell, CHS alumni, is wanting to help a Carlisle family during the Christmas holiday. Former Carlisle resident, Bill Sexton, has a group that organizes this type of help each year through www.littlemiraclesofhope.org If you would like to help families in need this Holiday season, please check out this website. Carlisle Youth wrestling sign-ups will be on November 10th and 12th from 6:00pm – 7:30pm in the school cafeteria. Coach Chris Eckhart can be contacted for questions through Facebook or email at carlislepeewewrestling@aol.com. Wrestling is a great outlet for boys and girls that teaches great values, discipline, hard work and ethics. He also reminded everyone to get out and vote. This is an important election and he encourages everyone to get out.

Mr. Humphries commended the Service Department on all of the great street improvements. Our Service Department has done all of the striping for these areas. Dan Casson, Service Director, takes

such good care of the Village's equipment that you would swear this striping machine, that is ten years old, was brand new. He treats the equipment as if it were his own and it shows as we always have increased value in our equipment. He asked if the Village's speed sign could be set up on Jamaica Road during school hours. This past Thursday evening, there was a burglary with forced entry and possible firearm. He thanked all of the support that our Police received from Franklin, Springboro, Warren County, State troopers and JEMS. He appreciates having communities that work and support each other. It is comforting to know that our Village is supported in times of need.

Mayor's Report:

Mayor Winkler thanked Council for excusing him from the last meeting. He was feeling under the weather and his work sent him home to be tested for COVID. Thankfully the test was negative. This past Friday, he was able to meet with Congressman Steve Chabot for about 30 minutes. It was a great meeting and he appreciates him taking the time in his busy schedule to meet with us. Congressman Chabot then met with our Police Chief and officers. He was able to deliver the good news to our Police Chief that they have been awarded a grant to fund a new police vest and his office is going to help in grant funding for an extra officer. Congressman Chabot saw the age of our current fire trucks. We have a 1996 model and a 1998 model. One is in need of repairs and has been out of service for a short time. Congressman Chabot is going to look into some funding/grant writing opportunities to replace a truck. Overall it was a very positive meeting. After the meeting, Congressman Chabot provided pizza for the Police, Service and Fire employees. Our first responder employees are always at the top of his list and he wanted to thank them for their service. Mayor Winkler took a moment and thanked those employees as well for their service to our community. Mr. Casson and his department treats the Village equipment as their own. They are washed, waxed and serviced very well which provides the Village with an increased value in resale and trade-ins.

Manager's Report:

Mrs. Duffy thanked Dan Casson and his department. All of our employees treat the Village as their home and take great pride in their work. They are happy to be here and to help our community. Some times their service is easy to take for granted because we are so used to the good job that they do. Our Service Department spent several days on the Council Room painting, removing pictures, filling holes and patching walls to where you cannot even tell that any work was every done. The amount of attention to detail that they put into their work is fantastic. The Village did receive some face masks to distribute to our citizens on behalf of the Warren County Commissioners. We participated in the event called "Mask Monday" and Police Chief Rogers was our main point of contact in distributing the masks. Each Monday in October from 10:00 a.m. until 12:00 p.m. was our assigned time but we were able to distribute them whenever our community needed them. We do still have a collection of masks available and we would like to get those out to our most vulnerable citizens. If you know of anyone that needs a mask, please have them call Town Hall for more information. Trick or Treat will be on Saturday from 6:00 p.m. until 8:00 p.m. Sunday will be the time change and we will be setting clocks back one hour. This is a good reminder for all of us to replace the batteries in our smoke detectors as well as carbon monoxide detectors. With this being an even decade, it is also a good time to replace smoke detectors as their life span is on average ten years. If you can't remember the last time that you changed batteries or replaced your units, now is a great time to do that. As a reminder to Council, there are a few meetings left in the year that fall very close to Holidays. If there is any reason that Council would want to reschedule any of these dates, they should be looking at their calendars now so there is time to vote on a reschedule before the Holidays are upon us.

Committee Report:

None

Old Business:

None

New Business:

None

First Reading of Ordinances and Resolutions:

RES. 24-20 A RESOLUTION AUTHORIZING THE MANAGER TO ENTER INTO AN AGREEMENT WITH THE OHIO FIRE CHIEFS ASSOCIATION FOR AN OPERATIONAL EVALUATION AND FEASIBILITY STUDY WITH FRANKLIN TOWNSHIP AND JEMS 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 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

Mrs. Duffy explained that Council has had a few work session meetings about the possibility of a feasibility study, partnering with JEMS and Franklin Township. Carlisle would be an active partner in such study and would financially contribute one-third of the cost for that study. Carlisle’s portion would be approximately \$6,000. The study would look at the operation of the Carlisle Fire Department and the feasibility of options for us, the Township and JEMS to be able to provide the best level of service possible. The information would be a valuable tool for each entity to make decisions on long-term planning. This is on for an emergency because staff would like to begin the data collection process as well as the study as soon as possible knowing that it will take several months in order for the Ohio Fire Chiefs Association to gather and comply what is collected.

With no further discussion, Mr. Bicknell 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. 24-20.

ORD. 24-20 AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE MUNICIPALITY OF CARLISLE OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021.

Mr. Ryan Rushing approached Council in regards to the 2021 Budget. He gave Council a brief synopsis of how the budget is put together. Each year, by law, they are required to submit to the County Budget Commission various information. A County Budget Commission is comprised of the County Auditor, County Treasurer and the County Prosecutor and all 88 counties in the State of Ohio have a Budget Commission. Each County Budget Commission establishes their rules in terms of how to develop the Total Available Certificate of Resources. In Ohio, it is against the law to budget for a deficit, meaning you cannot budget more expenditures than what you anticipate to have available. In June of each year, he works on predicting the ending fund balance for each fund at the end of the year. From that, he then estimates the expectation of revenue for the following year. The formula is Fund Balance + Estimated Annual Revenue = Total Available Resources. As long as appropriations are not above that Total Available Resources, there will be a balanced budget as well as meet statutory legal requirements for budgeting within the State of Ohio. From that, he submitted a tax budget, Council adopted the tax budget and the Budget Commission has returned an Estimated Certificate of Resources which was submitted to Council several months ago and it was adopted. Next, he takes those estimates and determines the maximum for each fund in order to complete the budget. After that, he determined where he thought the Village would end completing 2020. He then worked with Department Heads on determining an appropriate level of service. Each year, that level of service is to be reached and, if possible, increased to provide more serviced to our community. The budget is then compiled based on several policies such as the Rollout Schedule which is pivotal to the budget for all capital items. The Village takes great pride in their vehicles and capital items so when they are surplus, we are able to recuperate much of the spent dollars for that item. They must also look at spacing items on the Rollout Schedule so that items don't reach their maximum useful life all at the same time. The Village also has a newly adopted Pay Plan policy for employees that focuses on longevity and merit but also allows for forecasting of personnel costs. All Department Heads meet with Mr. Rushing to go over, line by line, the entire budget to be sure that nothing was missed and all forecasts were captured. The Finance Committee meets prior to Council where the budget is initially reviewed.

Mr. Rushing mentioned that there is a different approach to this budget as far as how they view indirect costs. These are costs that each department incurs which are not for their direct mission ("overhead"). For example, a Police Department's mission is not to have utilities but, in order to operate, they must

have them so they are considered “indirect”. Instituted into this budget for the first time is the Indirect Cost Allocation policy which is in the first few pages of the budget. This policy establishes a uniform method to allocate personnel and capital items that are shared by multiple funds to be able to understand what it truly costs to operate each department. For example, as Finance Director, he services the entire Village. If his salary was only showing in the General Fund, it would not give a clear cost of his services rendered throughout each of the funds. Another new item being implemented with this budget is the combining all Police budgets into one fund. In years past, it was two funds with a portion falling under the General Fund and another under the Police Department. The General Fund does subsidize a large portion of the Police Department’s budget so it will now show as a transfer line from the General Fund to the Police fund so that all budgetary items are found in one fund. Before a study could be done to necessitate the addition of an officer, they must be able to know the true cost of operating the department and what it would truly cost the Village if that service were to increase.

Mr. Rushing had given copies of the proposed 2021 Budget to each Councilmember in their meeting packets. He went through the entire budget with Council and presented highlights while also accepting any questions that Council had during the presentation. Department Heads were also present to assist with any questions or concerns from Council regarding their individual departments.

Ordinance 24-20 will be on for a second reading on November 10, 2020.

Second and Third Readings of Ordinances and Resolutions:

ORD. 22-20 AN ORDINANCE ACCEPTING THE REVISED FINAL PLAT OF WATERBURY, SECTION TWO AND CONFIRMING THE DEDICATION OF EASEMENTS – 3rd Reading

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

Roll Call:

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 22-20.

Mayor Winkler commented that Council has an Executive Session tonight to discuss the possible purchase or sale of property. There may be possible action to follow. Public will be permitted to rejoin Council when they reconvene into regular session.

Mr. Stivers made a motion to move into Executive Session, seconded by Mrs. Bilbrey.

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 8:48 p.m.

Mr. Bicknell made a motion to enter back into Regular Session, 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

Council re-entered Regular Session at 10:10 p.m.

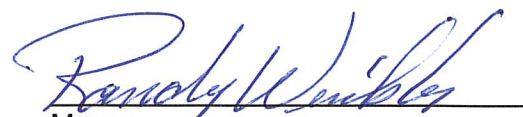
With no further business, Mr. Bicknell made a motion to adjourn, seconded by Mrs. Kemper.

Roll Call:

Mr. Jewett	yes
Mrs. Bilbrey	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	no
Mr. Stivers	yes
Mayor Winkler	yes

Meeting adjourned at 10:11 p.m.

Date: 11-10-20



Mayor

Attest: 

Clerk of Council