
MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
AUGUST 25, 2020 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, August 25, 2020 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:03 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 the Work Session on August 25, 2020 were presented to Council for review. Mr. Bicknell made a motion to approve the minutes as presented, seconded by Mrs. Bilbrey.

Roll Call:

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

The minutes the regular meeting of August 25, 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. Stivers	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mrs. Bilbrey	yes
Mr. Bicknell	yes
Mr. Jewett	yes
Mayor Winkler	yes

Public Forum:

No members of the public were present at tonight's meeting.

Council Report:

Mr. Humphries commented that he attended the Warren County Municipal League meeting which was the first one since the pandemic. He was able to speak with representatives from Mason and Monroe about community size, police, annexation and COVID-19. The guest speaker for the event was Sheriff Sims with the Warren County Sheriff's Department. He spoke about current events taking place within Warren County. Mr. Humphries shared a story about a new resident in Carlisle who was shown the act of kindness and community when the tractor he was unloaded from his truck fell on him. Neighbors and police quickly came to his aide. He is proud of our community and how they are always getting involved when needed. The Carlisle School System will be having a ribbon cutting ceremony on Monday, August 31st at 7:00pm. He believes it is a very positive thing happening right now in our community.

Mr. Stivers congratulated the Lions Club for once again having a very successful Big T Sale this past weekend. They completely sold out of their tenderloins which was approximately 900. He also reminded everyone that Railroad Days will be happening this weekend, August 28th and 29th.

Mrs. Bilbrey commented on the Warren County Municipal League dinner as it was her first time attending. She highly encourages everyone to take the chance to hear Sheriff Sims speak. He is very knowledgeable and inspirational about the current happenings in Warren County. She was happy to be in attendance to learn more about her county. She thanked local businesses in Carlisle for allowing she and Mrs. Kemper into their areas for introduction. Businesses were very welcoming, smiling and friendly and she appreciates them. She appreciates everyone giving her the opportunity to serve her community and is always there to help anyone when they need it.

Mr. Bicknell congratulated the Lions Club on another sell-out of their Big T Sale. He also commented on the new sign at Phil's Auto. It is nice, clean and very noticeable. Phil's has been a long-time business here in Carlisle and he is happy to see them continuing with their service to the community. He also reminded citizens to continue with social distancing and kindness.

Mrs. Kemper also attended the Warren County Municipal League dinner and it was very nice to meet with other Warren County councilmembers. It was a nice event where everyone was able to social distance yet still communicate. It was a very nice dinner and Sheriff Sims is very knowledgeable and does a great service to our county. She and Mrs. Bilbrey attend the Franklin Chamber of Commerce's networking for women held at the Atrium. It was a great event with women from Franklin and Carlisle that were able to network and talk about opportunities. She also complimented the Service Department on their work on Central Avenue. She appreciates their hard work when they are short-staffed and trying to cover a large area. She recently had a business owner that came to her about concerns of visibility around decorative grasses. She spoke with Dan Casson, Service Director, about the concerns and the grasses were removed immediately in order to help that business owner. She also reminded citizens of Railroad Days this weekend on Friday from 5pm to 10pm and Saturday from 12pm to 10pm with a parade Saturday morning at 9am. It is a great event to get out with your families and enjoy the community.

Mr. Jewett commented that also enjoyed listening to Sheriff Sims. He is a great speaker and is very knowledgeable and capable in his position with the Warren County Sheriff's Department. He should be commended for his job as it is definitely a rough one.

Mayor's Report:

Mayor Winkler commented that he believes the attendance at the Warren County Municipal League dinner was one of the largest in quite some time. He appreciates everyone being there. With Railroad Days this weekend, the hurricane in the gulf will be making some weather difficulties. It is forecasted to be in our area on Friday evening. To that, the entertainment scheduled for Friday evening has already cancelled. Hopefully, everything else will go on as scheduled.

Manager's Report:

Mrs. Duffy reminded everyone that 2020 will be known for a lot of different things but the most important is the Census. She urged all citizens to have their voice heard and complete the Census. This count does help with our schools and social services and our local communities rely on these numbers for appropriate grant opportunities and financial assistance. It is very important for everyone to be counted. Residents can go to 2020Census.gov and it takes less than three minutes to complete. This coming Saturday is going to be a busy day within the Village and may a bit soggy with forecasted weather approaching us. The Railroad Days parade will begin at 9:00am. The line-up is around 8:15am and if you want to be in the parade, please contact Brian Morris. The parade will begin at Roscoe Roof Park and will follow the traditional parade route to ball fields. The Lions Club Tractor Run will also be taking place on Saturday. Staging in the Business Park will begin at 8:00am with an estimated start of 9:00am. They will travel out of town towards Dayton-Oxford and will not interfere with parade traffic.

Committee Report:

Finance & Legal Committee met prior to Council's meeting this evening. Mr. Bicknell is the new Chairman for this Committee. Mr. Bicknell commented that second quarter numbers did not look well but Mr. Rushing did explain to the Committee that looking at the end of July, numbers are back on track for 2020. The portfolio is performing above the current Fed rate. Our payment withholdings are actually up 10.71% from this same point in 2019. Even with the pandemic, we are right on track with our budget expectations with no concerns for the remainder of 2020.

Old Business:

None

New Business:

None

First Reading of Ordinances and Resolutions:

RES. 17-20 A RESOLUTION AUTHORIZING THE VILLAGE MANAGER OF THE MUNICIPALIT OF CARLISLE TO SIGN AN AGTEEMENT WITH THE CITY OF SPRINGBORO FOR THE PROVISION OF BUILDING INSPECTION SERVICES AND DECLARING AN EMERGENCY.

Mrs. Duffy explained that the Village contracts out our building inspection services through the City of Springboro. This relationship has been ongoing since 2011. These services have always been contracted as we do not have a certified building inspector on our staff. The contract with the City of Springboro does expire on September 10, 2020 which necessitates entering into a new contract for the emergency language. The City of Springboro has been very receptive to our needs as well as very receptive to our financial restrictions for permit/inspection fees. Prior to 2011, the agency we were contracted with gave us a 90/10 split meaning they received 90% of our fees and we received 10%. Working with the City of Springboro has allowed us to have not only local knowledge of contractors and construction but our financial agreement allows us to keep 30% of the fees. Staff is recommending the continuation of this relationship. The City of Springboro drafted the contract so they are also agreeing with the continuation. The terms would be the same as the previous. The effective date would be a period of three years for the base and two additional three-year renewal periods. This contract could be in effective for nine years; however, there is carve-out language that gives us the ability terminate this contract as well. This Resolution would give Mrs. Duffy the authority to sign the contract and the emergency language would allow it to be in full force and effect before the September 10th deadline date.

Mr. Bicknell 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. 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. Bilbrey.

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. 17-20.

RES. 18-20 A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH BARRETT PAVING FOR FAIRVIEW DRIVE AND INDUSTRY DRIVE IMPROVEMENTS AND DECLARING AN EMERGENCY.

Mrs. Duffy explained that this resolution will be to allow her to award the contract for the Village’s 2020 paving project. On June 9, 2020, the Street Committee met to discuss the paving program for 2020. This year, budgeted appropriations will be used for a significant portion of Fairview Drive (from 395 to Dayton-Oxford) as well as Industry Drive (State Route 123 up to the bridge at Dry Run by Refresco). The stretch of Industry Drive will be resurfaced as well as widened by two feet on both sides. Two bids were received for paving services; one from John R. Jurgensen and one from Barrett Paving. Our Engineer has reviewed both bids and has determined that the best and lowest price is with Barrett Paving. This particular bid was under our Engineer’s estimate as well as under our appropriations. The bid will be awarded to Barrett Paving, based upon Council’s decision this evening, in the amount of \$155,734.10. The Village will determine when paving will start as soon as the contract has been signed. The public will be informed with a paving schedule. Roads during paving will be open to traffic but will be maintained to one lane.

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. Stivers made a motion to adopt, seconded by Mrs. Kemper.

Roll Call:

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

Resolution passed on this day will be entered into Resolution Record Book as Res. 18-20.

ORD. 20-20 AN ORDINANCE TO MAKE REAPPROPRIATION/SUPPLEMENTAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE MUNICIPALITY OF CARLISLE, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020, AMENDMENT NUMBER 4 AND IS ON AS A SINGLE READING.

Mr. Rushing explained that at Council's Work Session, it was discussed to add a Planning and Zoning Administrator. It was initially decided to move forward on this for 2021 budget but after discussions with staff and looking at the remaining time in 2020, it was determined that starting this sooner than later would be best. Staff is recommending to hire a full-time Planning and Zoning Administrator. In order to do this, there are two ordinances that will need to be approved by Council. This is the first piece of legislation that will add supplemental appropriations to the 2020 budget. This position will come out of the General Fund under the Planning and Zoning department and will be out of the fund balance. The General Fund balance is very sufficient and is able to absorb this request. This will not adversely affect the budget in any way. This will be an addition to our services for the community and will be a large benefit to staff. This ordinance will give the legal authority to make these expenditures. For planning purposes, he estimates that this position will be filled for all of the Fourth Quarter (Oct. – Dec.). The job description has been drafted for this position so they are ready to move forward as soon as approval is given.

Mr. Stivers asked if this position would also include economic development. Mr. Rushing explained that it is an additional duty of this position but will not be the core focus.

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

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, Mr. Stivers 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

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

ORD. 21-20 AN ORDINANCE TO AMEND THE PAY PLAN OF THE MUNICIPALITY OF CARLISLE AND IS ON AS A SINGLE READING.

Mr. Rushing explained that all positions within the Village are on a pay plan with positions being classified on a pay range. We now need to add the position of Planning and Zoning Administrator to a pay range. This position will be viewed as a Department Head so the position is being placed on that pay range. The Department Head pay range is classified as "D – unclassified" as a salary exempt position with a biweekly pay range of \$2,600 - \$3,392. This pay range equates to \$67,600 - \$88,212. The appropriations were adopted for this pay range.

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:

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 Mr. Stivers.

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. 21-20.

Second and Third Readings of Ordinances and Resolutions:

ORD. 19-20 AN ORDINANCE TO AMEND THE CARLISLE ZONING CODE TO ADD SECTION 1274.08 – MOBILE FOOD VENDING (2ND READING)

Mrs. Bilbrey believes we are setting the stage for other communities as neighboring areas introduce food trucks as well. Middletown, Springboro and Miamisburg have all started food truck opportunities.

The Village has begun a trend and she is thankful that Council and the Village Manager have allowed this for our community. She applauds everyone for coming out each week and she is proud that Carlisle has started a positive thing in Warren County.

With no further discussion, this legislation will be on for a third and final reading on Council's September 8th meeting.

With no further business, Mr. Stivers 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 7:34 p.m.

Date: 9-8-20

Randy Winkler
Mayor

Attest: [Signature]
Clerk of Council