
MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
SEPTEMBER 24, 2019 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, September 24, 2019 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:01 p.m. with the Pledge of Allegiance.

Roll Call:

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

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

Mayor Winkler explained that Mr. McIntosh was not in attendance this evening due to traveling for business. He also mentioned that Mr. Lamb had contacted him and earlier in the day that there was a death in his family and he would not be in attendance.

Mr. Bicknell made a motion to excuse both Mr. McIntosh and Mr. Lamb from tonight's meeting; seconded by Mr. Jewett.

Roll Call:

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

Mr. McIntosh and Mr. Lamb have been excused from tonight's meeting.

The Work Session minutes of September 10, 2019 were presented to Council for review. Ms. Tankersley made a motion to approve the minutes as presented, seconded by Mr. Jewett.

Roll Call:

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

The regular meeting minutes of September 10, 2019 were present to Council for review. Mr. Bicknell made a motion to approve the minutes as presented, seconded by Ms. Tankersley.

Roll Call:

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

Public Forum:

No one from the public approached Council.

Council Report:

Mr. Jewett has been asked by a resident for information regarding asphalt repairs to Eagle Ridge area. He knew this area was on the “watch” list for Mr. Casson but asked Mrs. Duffy for an update in an email whenever she had a moment to review it. Mrs. Duffy explained that she knew the original quote on these repairs was quite large. There is no guarantee that the repairs would be possible so they are looking at alternate methods to improve this area. She would email the exact information to Mr. Jewett.

Mr. Bicknell had no comments for this evening.

Ms. Tankersley had no comments for this evening.

Mr. Humphries requested a meeting with Mrs. Duffy and Mayor Winkler to go over his thoughts on refraining from the use of electronic devices during Council meetings. He attended a School Board meeting this week and a member’s phone was “buzzing” on the desk during the meeting. He felt this was very inconsiderate, unprofessional and created quite the disturbance. He would like to work with Council on drafting a pledge or something similar on this matter. Mayor Winkler would like to handle this in a Work Session and get everyone’s input on the situation. Mrs. Duffy explained that this would be something that could be added to Council Rules and that Council can make the determination of what those rules want to encompass. Mr. Humphries is also concerned that any communications on an electronic device during such meetings could be considered public record regardless of whether or not the conversation had intent upon the meeting. He feels having such a policy in place for Council would protect the Village from any type of public records request. Mrs. Duffy commented that she will research the actual Sunshine Laws on this topic to be sure what is considered public record.

Mayor’s Report:

Mayor Winkler congratulated the Carlisle High School football team and their win during Homecoming last week. He also congratulated the King and Queen on their crowning during the festivities. He also took a moment to remind citizens about leaves beginning to fall and the onset of cooler weather. He would like to encourage residents to clean-up their leaves properly and urged motorcycle riders to be cautious as leaves on the roadway can be dangerous.

Manager’s Report:

Mrs. Duffy continued the discussion of leaves and reminded citizens that there is not a local leaf removal process within the Village. If you are cleaning leaves from your yard, they need to be properly bagged or placed in a trash container for Rumpke to pick them up. She also reminded residents of the upcoming area code overlay addition. This new area code will only pertain to new phone numbers and will not change current numbers. However, when this overlay officially goes into service in March of 2020, all numbers will be required to have the area code dialed for proper connection. She urges everyone to update their contacts now by adding the area code to each number because after March 2020, all numbers must include an area code. The 2020 Census is quickly approaching. This will be very good for our community. The determination of grants funds and public funds are distributed to local communities and all of this begin with the Census counts. There will be people in town collecting demographics for the Census and all information is confidential. The Census is hiring and information is listed on their website. At Council's next meeting of October 8th, there will be a Finance Committee meeting to discuss the 2020 budget. This meeting will begin at 6:00pm prior to Council's meeting. Mrs. Duffy asked permission of Council to miss the October 8th meeting as her daughter will be playing her final home soccer game as a senior that evening. Mr. Rushing has offered to handle her duties that evening since he will already be in attendance for the Finance Committee meeting. All Council members were in agreement that she should be attending her daughter's last home soccer game.

Mr. Humphries asked if the apparatus grant for the Fire Department had been approved. Mrs. Duffy verified that the grant for Carlisle, Franklin and Franklin Township Fire Departments' breathing apparatuses was funded. Not every item that the joint partnership asked for was funded but the basic apparatuses and accompanying equipment was approved. The paperwork is being finalized and all three entities are very excited for this grant!

Committee Report:

None

Old Business:

None

New Business:

None

First Reading of Ordinances and Resolutions:

RES. 18-19 A RESOLUTION ACCEPTING THE 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. Rushing spoke about two resolutions in tandem. This is the final step in our tax budget. It is an annual process that is required by the Ohio Revised Code. Both the Warren County and Montgomery County Budget Commissions review our tax budget to be sure that we are not planning or budgeting a deficit, then they assess the various tax levies that we have. Inside millage is the "constitutional" millage or the millage we receive by a right of local government that is not voted upon. Outside millage is also referred to as voted millage which our communities do support. In Carlisle, we only have one

voted in millage which is a 2 mil continual levy for our volunteer fire department and brings in roughly \$150,000 each year. The Budget Commission returns their official estimate of our certificate of resources. By Council adopting this tonight, it certifies that we do want to collect the levies that the Budget Commissions have brought forward and that we agree to the tax rates. It also allows us to collect the government funded monies to be distributed by the state to the counties. This will be used as the starting point for our official 2020 budget. These limits for appropriations will be kept in mind while we are budgeting. The emergency language is included because Warren County mandates that we adopt this budget by no later than October 1st. By that we will also pass the Montgomery County resolution at the same time.

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

Roll Call:

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

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

Roll Call:

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

Resolution passed on this day will be entered into Resolution Record Book as Res. 18-19.

RES. 19-19 A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR AND DECLARING AN EMERGENCY.

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:

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

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

Roll Call:

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

Resolution passed on this day will be entered into Resolution Record Book as Res. 19-19.

RES. 20-19 A RESOLUTION AUTHORIZING THE VILLAGE MANAGER OR DESIGNEE TO SUBMIT AN APPLICATION FOR THE SAFETY INTERVENTION GRANT THROUGH THE OHIO BUREAU OF WORKERS' COMPENSATION, AND DECLARING AN EMERGENCY.

Mrs. Duffy explained that this resolution will authorize her or her designee to submit for a grant through the Ohio Bureau of Workers' Compensation. It is a safety intervention grant. The BWC has a pot of money and when it is gone, it is gone. This money can be used for items that help prevent injuries in safety sensitive categories. Our Fire Chief would like to replace our very old, and heavy, extraction equipment ("jaws of life"). This is a very important tool and they now make much lighter weight, battery operated model that we hope to use this money to upgrade to due to the safety aspect of the weight of our current tool and trip hazard of the cord. This grant is a 3/1 matching grant up to \$40,000. We believe the purchase price will be close to \$35,000. Because of some caveats to the program, if we are successful, our estimated share would be \$8,750. It is on as an emergency because we would like to apply for the funds while there is still money available in the pot.

Ms. Tankersley 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:

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

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

Roll Call:

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

Resolution passed on this day will be entered into Resolution Record Book as Res. 20-19.

RES. 21-19 A RESOLUTION AUTHORIZING THE VILLAGE MANAGER OR DESIGNEE TO SUBMIT AN APPLICATION FOR FIREFIGHTER EXPOSURE TO ENVIRONMENTAL ELEMENTS GRANT (FEEEG) PROGRAM THROUGH THE OHIO BUREAU OF WORKERS' COMPENSATION, AND DECLARING AN EMERGENCY.

Mrs. Duffy explained that this will be authorizing the application of a different grant through the Ohio Bureau of Workers' Compensation. We had applied for this last year and it was for the exposure to environmental hazards with the wish of it being a new capture exhaust system for when the trucks are in the bay for service. We were denied our first go around with this grant. Chief Holbrook has been in touch with OBWC and understands where in the grant application we failed. He is now optimistic that grant can be filled out correctly and believes that we will be successful in receiving this grant. It is a grant where you can get up to \$15,000 towards the purchase of allowable items such as the diesel exhaust extraction system. The estimated cost of this system is \$35,000 so \$15,000 would be paid for by grant money and the remaining \$20,000 would be paid from the department's reserve fund. Chief Holbrook has been a huge proponent of this to minimize exposure of chemicals to our firefighters while they are doing routine maintenance in the bays. It is on for an emergency so that we can obtain monies from the pot while they still exist. We want to get this application submitted as soon as possible to see if we can be successful this go around.

Mr. Jewett asked if this pot of money just recently became available. Mrs. Duffy explained that it is an ongoing pot of money and it is there until it is gone. Only certain types of projects can qualify for receiving it and the OBWC has had some difficulty having communities know about it and to apply for it. Mr. Jewett was just curious, since this was on an as an emergency, if the monies had just shown up. Mrs. Duffy explained that Chief Holbrook has been very proactive in trying to find any grants out there that we may qualify for and he dusted through the OBWC and found this safety intervention grant at the same time. He is asking for us to apply quickly only because the money is limited not because it is time sensitive in itself.

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

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

Roll Call:

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

Resolution passed on this day will be entered into Resolution Record Book as Res. 21-19.

ORD. 16-19 AN ORDINANCE AUTHORIZING THE TRANSFER OF \$200,000 FROM THE GENERAL FUND (101) TO THE CARLISLE BUSINESS PARK FUND – 302, AND IS ON AS A SINGLE READING.

Mr. Rushing explained that this another housekeeping item. The transfer of \$200,000 from the general fund to the Carlisle Business Park fund as well as the following item were both included in the appropriation ordinance that we passed last year. However, ORC requires that the actual transferring of the funds must also be passed by ordinance as well. For the first transfer to the Business Park Fund, he is recommending that we transfer additional monies from the General Fund to the Business Park Fund. This is good news because the General Fund balance is performing quite well. Year to date, we have received over 13% in income tax throughout the same period as last year. We are currently hovering around a 200% fund balance for our General Fund. In the government accounting world, whenever you get over 100% fund balance, you are getting to a point where we need to think about how to use those resources to the advantage of the community. In this case, being that the Business Park is supported solely by the General Fund, it makes good economic sense to pay off that debt early and save money for the community. By paying this note off early, we will save the Village approximately \$15,000. That savings will come from the annual interest payment that is between \$3,000 - \$6,000 per year. We will also save money in bond counsel, or the legal opinion that we have to obtain in order to issue any debt. Bond counsel ranges from \$1,000 - \$3,000 depending on the paperwork completed on our behalf to issue the debt. With that, you see on the Agenda, Ordinance 18-19 is the supplemental appropriations. This is to appropriate additional \$145,000 to cover paying off that debt. The second Ordinance, 17-19, is to cover \$123,000 of the Eagle Ridge TIF Fund to buy down the debt on the SR 123 road expansion. Again, this was included in the budget but we have to officially approve the transfer in order to move the monies from the Eagle Ridge TIF Fund to the SR 123 Funds to then reissue that debt and continue our buy down that note.

Mr. Jewett asked what our normal payment to this buy down has been. Mr. Rushing commented that the normal payment has been \$50,000. If we were to not pay it off, we would be estimating a buy off in approximately 2022. By paying this off now, we will save approximately \$20,000. Mr. Bicknell as Mr. Rushing if he feels 100% confident with where we are now to make this additional payment. Mr. Rushing commented "absolutely"! Mr. Jewett asked what percentage of overage we will have in the General Fund after this buy down payment is made. Mr. Rushing explained that we are currently sitting at 200% (\$2,000,000) and after the buy down payment, we will have approximately 186% fund balance.

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

Roll Call:

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

Mr. Jewett noted that the Ordinance states \$200,000 but the documentation states \$205,000. Mr. Rushing commented that the extra \$5,000 is the minimum fund balance. We do not have to transfer that amount because we do have a small amount already in the Business Park Fund.

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

Roll Call:

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 16-19.

ORD. 17-19 AN ORDINANCE AUTHORIZING THE TRANSFER OF \$123,000 FROM THE EAGLE RIDGE TIF FUND (210) TO SR 123 FUNDS 412, 413, 414, AND 415 AND IS ON AS A SINGLE READING.

Ms. Tankersley made a motion to suspend the rules requiring three readings, and have one reading by title only, seconded by Mr. Jewett.

Roll Call:

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

Mr. Jewett asked Mr. Rushing if he knew what the balance in this SR 123 Fund. Mr. Rushing commented he believes it to be approximately \$600,000 but he can send the actual number to Mr. Jewett tomorrow.

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

Roll Call:

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 17-19.

ORD. 18-19 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, 2019, AMENDING ORDINANCE 23-18, ORDINANCE 12-19, AMENDMENT NUMBER 2 AND IS ON AS A SINGLE READING.

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

Roll Call:

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

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

Roll Call:

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 18-19.

Second and Third Readings of Ordinances and Resolutions:

None

Mayor Winkler announced that Council would be entering into an Executive Session to discuss the employment of a public employee. There will be no action to follow.

With no further business, Mr. Jewett made a motion to adjourn into Executive Session, seconded by Mr. Bicknell.

Roll Call:

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

Council entered into Executive Session at 7:34 p.m.

Council reconvened into regular Session at 7:45 p.m.

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

Roll Call:

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

Meeting adjourned at 7:46 p.m.

Date: 10-8-19

Randy Winkler
Mayor

Attest: [Signature]
Clerk of Council