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**CITY OF CARLISLE COUNCIL MINUTES  
REGULAR MEETING OF COUNCIL  
OCTOBER 11, 2022 – 7:00 P.M.  
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio City Council Regular Meeting of Tuesday, October 11, 2022 to order in Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:03 p.m. with the Pledge of Allegiance.

**Roll Call:**

Mr. Jason Faulkner	present
Mrs. Debbie Kemper	present
Mr. William Bicknell	present
Mr. Michael Kilpatrick	present
Mr. Chris Stivers	present
Mr. Tim Humphries	present
Mayor Randy Winkler	present

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

The special meeting minutes of September 27, 2022 were presented to Council for review. Mrs. Kemper made a motion to approve the minutes as presented, seconded by Mr. Kilpatrick.

**Roll Call:**

Mr. Stivers	yes
Mr. Kilpatrick	yes
Mrs. Kemper	yes
Mr. Faulkner	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mayor Winkler	yes

Special meeting minutes of September 27, 2022 have been adopted.

The regular meeting minutes of September 27, 2022 were presented to Council for review. Mr. Kilpatrick made a motion to approve the minutes as presented, seconded by Mrs. Kemper.

**Roll Call:**

Mr. Kilpatrick	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mr. Faulkner	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Regular meeting minutes of September 27, 2022 have been adopted.

**Public Forum:**

No members of the public were present.

**Council Report:**

Mr. Faulkner expressed his appreciation to Council for allowing him this opportunity. He is excited to get more involved in the community. He questioned staff about the recent recordings of Council meetings on social media and is concerned about the audio quality. Staff informed him that the system was recalibrated on Monday and should be drastically improved beginning with tonight's video. He realizes there are several vacancies on Council committees, and he is particular interested in being involved in Finance. He is also willing to fulfill all of the appointments left by Mrs. Bilbrey if that would make it easier for everyone until reorganization in January. Mayor Winkler stated he believed that would be acceptable by everyone. Mrs. Duffy explained that current openings are Finance Committee (chair), Area Progress Council (alternate), Miami Valley Regional Planning Commission (alternate), National League of Cities Voting Delegate (alternate), and Recreation & Events Committee (chair). Mr. Faulkner stated that he is fine with any of those and/or all of them based on Council's opinion.

Mr. Stivers made a motion to appoint Mr. Faulkner to all of the committee vacancies left by Mrs. Bilbrey, seconded by Mrs. Kemper.

**Roll Call:**

Mr. Bicknell	yes
Mr. Faulkner	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Mr. Faulkner has been appointed to each of the committee vacancies left by Mrs. Bilbrey.

Mrs. Duffy explained there is in the process of scheduling a meeting of the Finance Committee on October 20<sup>th</sup>. The time is still being determined but will most likely be early evening.

Mrs. Kemper welcomed Mr. Faulkner and thanked him for his interest in joining Council. She is sure that he will help out and do a lot for the community. She thanked those of the community who came out this evening for Council's Work Session. She appreciates all the information received regarding chickens and Council will be looking into all of those opinions and suggestions. She congratulated the Business of the Month, Showtime Dance Studio. The owner is Carol Clendenin and she has been in business for 39 years here in Carlisle. Carol's daughter, Olivia, is now helping to take-over. They had some of there dancers there during the presentation and it was honor to meet all of them. As a reminder, Trick or Treat will be on Monday, October 31<sup>st</sup> from 6pm – 8pm.

Mr. Bicknell thanked the public for joining them during their Work Session. Regarding trash pick-up, schedules have been later the past few weeks in most of the area. If you have large items to set out for the trash, please reach out to Rumpke's 800 number and get them scheduled. There are some rules to follow and restrictions as to what Rumpke can pick up and how they can pick them up. Any type of

refrigerator must have the freon drained from it before Rumpke can pick it up. There is also a special sticker that must be placed on it when it has been removed properly that will allow the trash person to pick it up. The customer service is great at Rumpke so they will be able to help you with any type of question you may have.

Mr. Kilpatrick welcomed Mr. Faulkner. He has been a great resource for him, and he appreciates now having him here to help move Carlisle forward. He believes the Work Session was great and public feedback was appreciated during this decision-making process.

Mr. Stivers reminded the public that early voting begins tomorrow. Absentee voting forms were mailed out. Citizens can call the Board of Elections with any questions or for more information.

Mr. Humphries welcomed Mr. Faulkner. He recently had the opportunity to attend a Pee Wee football game for 1<sup>st</sup> grade athletes. He has no children, but it is a great sight to go to these types of events and watch the kids and parents. This team went undefeated, and he is sure they will be moving into some sort of play-off. If you ever have a chance to get out and support the various athletic events occurring at the school, he would highly recommend it. The kids, and parents, have put in a lot of time and effort and they would appreciate having everyone to come watch them. He commends the amount of time and effort it takes to be involved in all the school sports and activities.

**Mayor's Report:**

Mayor Winkler welcomed Mr. Faulkner to Council. He also thanked the citizens who attended the Work Session this evening. He appreciates both the pro and con opinions that were given. This will help Council make the best decision for the community.

**Manager's Report:**

Mrs. Duffy commented that at the end of the month, October 29<sup>th</sup>, will be the fall Drug Take Back Day. This will take place at the Carlisle Police Department at 474 Fairview Drive from 10am – 2pm. This has been a great event over the years. Franklin, Springboro and other neighboring communities also participate in this national effort to safely dispose of unwanted or unneeded drugs both prescription and over the counter. These are items that don't mix well with our sewer systems or our landfills. There will be an officer on site so you can simply roll down your window and hand them your bag to be put into a locked container for proper disposal. She had an opportunity to attend a meeting at Warren County where the Commissioners have partnered with 4-C for Children, a non-profit agency to help bring more affordable family-centered childcare options to the region. Commission Jones and other Commissioners have been very concerned about those trying to get back to work and childcare is a very central issue that many face. The Commissioners will be working with 4-C to find those interested in having an at-home daycare environment get through all the steps to get started. They will help with resources as well as business training and marketing to help with their licensure. At-home daycare providers can be licensed, and they get rated on a star system rating which helps to protect our youth and increase the value of each service. As she gets more information, she will help to spread the word on this important program. If you know of someone who is interested in starting an at-home daycare center, please forward them to Warren County. There will be future meetings to complete and refine the marketing of this program.

**Committee Report:**

None

**Old Business:**

None

**New Business:**

Accept resignation of Jason Faulkner from the Zoning Board of Appeals.

Mrs. Kemper made a motion to accept Mr. Jason Faulkner’s resignation, seconded by Mr. Stivers.

**Roll Call:**

Mr. Bicknell	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mr. Faulkner	yes
Mrs. Kemper	yes
Mr. Kilpatrick	yes
Mayor Winkler	yes

Mr. Faulkner’s resignation from the Zoning Board of Appeals has been approved.

Mr. Humphries commented that Mr. Terrill, who recently interviewed for the Council seat, may be interested in this Zoning Board of Appeals opening. Mayor Winkler stated that he has spoken with another citizen who may be turning in a letter of interest as well. Clerk of Council commented that a letter of interest from Mrs. Denise Eagle is in Council’s binder for review for the Parks & Recreation Board.

**First Reading of Ordinances and Resolutions:**

**RES. 15-22 A RESOLUTION APPOINTING THE DESIGNEE OF THE CITY OF CARLISLE, OHIO UNDER OHIO REVISED CODE SECTIONS 149.43 AND 109.43 AND RATIFYING PRIOR ACTION OF COUNCIL AND IS ON AS A SINGLE READING.**

Mrs. Duffy explained this legislation is a bit of housecleaning. Ohio Revised Code does require any elected official or appointed official that serves in an elected capacity to fulfill a minimum three-hour training session regarding the Ohio Public Records Act (“Sunshine Law”). Within the code, it also provides the ability for the public body to appoint an official designee that will complete that training on the entity’s behalf. Many years ago, Carlisle decided this would be the route they take to make sure that everyone in the group met this requirement. This does not mean that by not personally attending the training make you immune from complying with the State law. The training is three hours per term of office so in our terms it would be once every four years. As we have a new member of Council, we realized this list had not been updated when the new terms began in January. The legislation does provide a list of each current member of Council, indicates their term ending and appoints Mrs. Harover as the designee as she serves as the general Public Records Clerk on behalf of the city. This is on as a single reading as we have time for the training to be completed inside of each term. She will be one designee on behalf of the entire body. By appointing her as the official designee, an individual member cannot say they do not want her to serve on their behalf and do the training themselves. She must be the designee for the entire group or nothing.

Mr. Kilpatrick asked if the Public Record Policy was part of the Charter or handbook. Mrs. Duffy explained that it is its own document listing each of the individual departments as well as the records that each currently maintains. It lists retention period for each record and is approved by the Ohio History Connection. When it is updated, it must gain their approval. Mrs. Harover added that when the schedules are approved, the Ohio History Connection will make which items they believe to be historical records and can not be destroyed. Mrs. Harover will send a copy of the current Record Retention Schedules to Council.

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

**Roll Call:**

Mr. Humphries	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Kilpatrick	yes
Mr. Faulkner	yes
Mr. Stivers	yes
Mayor Winkler	yes

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

**Roll Call:**

Mr. Faulkner	yes
Mr. Kilpatrick	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mr. Stivers	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Resolution passed on this day will be entered into Resolution Record Book as Res. 15-22.

**RES. 16-22 A RESOLUTION AUTHORIZING THE CITY MANAGER OF THE CITY OF CARLISLE TO SIGN AN AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE PROVISION OF BRIDGE INSPECTION SERVICES AND DECLARING AN EMERGENCY.**

Mrs. Duffy explained that within the City of Carlisle, there are six bridges that are over designated waterways that are required to have routine inspections by state law. She showed Council a listing of those bridges. Any bridge that is on a State Highway, by the ORC is automatically under the purview of the Director of Transportation or "ODOT" for the inspections. The bridge on State Route 123 inspections would fall under ODOT even though we are now a city. Any bridges outside of a designated state route is the requirement of that local jurisdiction to perform annual and routine inspections. That financial burden does fall upon the city. Up until 2014, the City paid a special contract with our Engineer to perform those required inspections and submit the appropriate paperwork on behalf of the city. The state had designated some money to help communities with populations of 50,000 or less to enter into an agreement with them where ODOT would provide the service free of

charge for the inspections. Any repairs or maintenance issues would be the responsibility of the municipality. Our current agreement was a three-year agreement that expires at the end of this year. The city was contacted by ODOT indicating that they had obtained funding to further this inspection program for one additional year. It does require the adoption of legislation tonight to do that and they would perform the inspections next year. They are hoping they will acquire additional funding to be able to a new three-year program some time next year. Adopting tonight’s legislation would authorize her to sign on behalf of the city to enter into a one-year agreement with ODOT to perform the inspections of the identified bridges. The last time that the city paid for inspection services, it was \$1,750 in 2013. In speaking with our Engineer, today’s costs would be approximately \$2,500. ODOT has asked that the legislation be presented and adopted as emergency so that they can get a finalized list of municipalities participating in this program to set their 2023 schedules.

Mr. Kilpatrick 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
- Mr. Faulkner            yes
- Mr. Stivers            yes
- Mr. Kilpatrick            yes
- Mr. Humphries            yes
- Mrs. Kemper            yes
- Mayor Winkler            yes

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

**Roll Call:**

- Mr. Stivers            yes
- Mr. Kilpatrick            yes
- Mr. Humphries            yes
- Mr. Faulkner            yes
- Mrs. Kemper            yes
- Mr. Bicknell            yes
- Mayor Winkler            yes

Resolution passed on this day will be entered into Resolution Record Book as Res. 16-22.

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

None

Mayor Winkler stated that this concludes the business items on their agenda. Council will be moving into Executive Session following ORC 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, and/or compensation of a public employee or official, and/or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual. There will be no action to follow.

Mrs. Kemper made a motion to enter into Executive Session, seconded by Mr. Bicknell.

**Roll Call:**

Mr. Stivers	yes
Mr. Faulkner	yes
Mrs. Kemper	yes
Mr. Kilpatrick	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mayor Winkler	yes

Council entered Executive Session at 7:33 p.m.

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

**Roll Call:**

Mr. Bicknell	yes
Mrs. Kemper	yes
Mr. Humphries	yes
Mr. Kilpatrick	yes
Mr. Faulkner	yes
Mr. Stivers	yes
Mayor Winkler	yes

Council entered into Regular Session at 8:53 p.m.

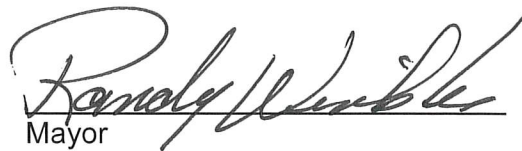
With no further business, Mr. Faulkner made a motion to adjourn, seconded by Mrs. Kemper.

**Roll Call:**

Mr. Kilpatrick	yes
Mr. Faulkner	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mayor Winkler	yes

Meeting adjourned at 8:58 p.m.

Date: 10-25-22

  
 Mayor

Attest:   
 Clerk of Council