
**MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
MARCH 10, 2020 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, March 10, 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
Mr. Brad McIntosh	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 February 25, 2020 were presented to Council for review. Mr. Stivers made a motion to approve the minutes as presented, seconded by Mr. Bicknell.

Roll Call:

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

Minutes of February 25, 2020 have been approved.

Public Forum:

Mayor Winkler welcomed members of the audience to address Council with any comments for the evening. No public approached Council.

Council Report:

Mrs. Kemper commented that on March 3rd she attended the Warren County Health District Advisory meeting. It was a very interesting meeting as the Director of Environmental Health discussed the tire recycling event that will take place in Waynesville on April 25th from 10:00 a.m. to 2:00 p.m. This event will be for anyone living in Warren County. There was also mention of the Warren County Shred It Day that will be on April 11th from 10:00 a.m. to 1:00 p.m. on Justice Drive in Lebanon. As of this meeting on Tuesday, there were no reported cases of COVID-19 in the county. A flyer was distributed to all

attendees about how to stop the spread of germs. A website is also available where more information can be found. www.cdc.gov/covid19. She also attended the Lions Club Pancake Breakfast on Saturday and it was very good. They had a great turnout and there were plenty of raffle baskets donated by various local businesses. The primary election will be held next Tuesday, March 17th. There are also some State and County level issues on the ballot. Warren County Board of Elections website does have a sample ballot to view the different issues. Warren County Board of Elections also released today that there may be some polling stations relocated due to the virus.

Mr. Jewett had no comments.

Mr. Bicknell congratulated the 2nd-6th grade rec leagues. The 3rd and 4th grade girls were runner up in their tournament while the 5th grade girls won their tournament. He also commented that with the warmer weather, we will begin to see animals that have gotten loose and are running through the neighborhoods. If you are a pet owner, please be sure and check your fences and/or enclosures for any possible holes or areas that need repair.

Mr. McIntosh congratulated the High School Theater Arts Department. His wife attended a production of "Newsies" and said that it was phenomenal. The kids have put in a tremendous amount of work and effort for this production. The level of talent in our school district is unbelievable. Friday, March 13th, the High School baseball team is having their quarter auction fundraiser in the High School commons. He encouraged everyone to get out and vote on Tuesday, March 17th. Voting is one of our biggest privileges in this country and everyone should exercise that right. He also commended the High School pep band. They have been selected to play at the tournament at the University of Dayton on behalf of other schools that cannot bring their own bands. This will be a great experience for each of them as well as a lot of work.

Mr. Stivers reminded everyone that COVID-19 has reached Ohio so be sure you are washing your hands regularly.

Mr. Humphries commented that he has made several phone calls this past week of citizens flying tattered American flags. He thanked those people that he reached out to for replacing those flags or taking them down until a new flag can be obtained. He believes it is proper etiquette to have an empty pole versus one flying a worn flag. The Fire Department is looking for volunteers. Information can be found on their Facebook page at Carlisle Fire & Rescue Station 11 or call Town Hall and leave a message for the Fire Chief at (937) 746-0555.

Mayor's Report:

Mayor Winkler thanked the Lions Club for all of their hard work for the Pancake Breakfast. He also attended and it seemed as though they had a very good turnout. They work hard to make money for the community and it is nice to see the community coming out to support them. He did not have the opportunity to attend the High School play this weekend but those that he talked to were raving about it. He would like to acknowledge Quentin Hammock. He is very involved with the Theater group and assists with everything from putting up scaffolding to production. He works very hard and he has been with Village for about ten years recording meetings and multiple other assignments. Quentin is an outstanding young man and our community is very lucky to have him.

Manager’s Report:

Mrs. Duffy had the opportunity of seeing “Newies” at the high school. She feels it was a great way to end the Carlisle Theater Arts Department at the Chamberlain Middle School auditorium. She believes it was one of the largest cast productions they have had since the productions came back. On behalf of Quentin, she will say that the work is not something that can be done solo and wants to acknowledge the support of School, the School Board, citizens, volunteers, Mrs. Lee and her daughter, Quentin’s sister and mother. On April 5th, the cast of “Newsies” will be performing at Downtown Disney in Orlando, Florida. It is time for people to begin “spring cleaning” so as a reminder, please check with our Utility Department if you have questions about what you can put out at the curb for trash pick-up. As a general reminder, large items can be picked up with caveats. If you have items that will not fit within your standard trash container, please call our Utility Department for standard do’s and don’ts. Items such as refrigerators, couches, sofas or mattress will have restrictions. There was a lost dog found in the middle of Jamaica Road that was brought to our Police Station by a concerned citizen. A picture was posted on our Facebook page and hopefully its owner was able to locate it.

Committee Report:

Recreation & Events Committee – Mr. Humphries explained that this Committee should be five members but is currently only three. There are two citizen vacancies on this Committee. If you are interested in helping out on this Committee, please send a letter of interest and resume to Clerk of Council at Town Hall. This Committee met to come up with an annual calendar that would include non-profit organization’s activities as well as that of the Village. They have a good base but will be continually adding to it. Another meeting will most likely be scheduled within the next month.

Old Business:

None

New Business:

Mr. Humphries made a motion to appoint Mr. Ron Schumaker to the Board of Zoning Appeals; seconded by Mr. Stivers.

Roll Call:

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

Ron Schumaker has been appointed to the Board of Zoning Appeals.

Mr. Jewett made a motion to appoint Mr. Steve Kemper to the Board of Zoning Appeals; seconded by Mr. Bicknell.

Roll Call:

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

Mr. Steve Kemper has been appointed to the Board of Zoning Appeals.

First Reading of Ordinances and Resolutions:

RES. 7-20 A RESOLUTION DECLARING IT NECESSARY TO PROVIDE FOR THE LIGHTING OF THE STREETS, LANES AND OTHER PUBLIC WAYS IN THE MUNICIPALITY OF CARLISLE, OHIO WITH ELECTRIC LIGHTING DURING THE YEAR 2019 AND AUTHORIZING THE ASSESSMENTS FOR THE COST AND EXPENSE THEREOF UPON ALL LOTS AND LANDS LYING AND BEING WITHIN THE CORPORATE LIMITS OF SAID MUNICIPALITY.

Mr. Ryan Rushing approached Council. This will be the first step among three steps of our annual street light assessments. This has been a very successful program that has lasted for decades in the Village so this is keeping business as usual. Total operational costs are assessed to property owners as well as any capital expenditures for street lighting. Assessed valuation is broken out in the memo found in Council's packet. The total amount for operations in 2019 was \$51,132.65. This is step one so once this has been approved by Council, steps 2 and 3 will be read concurrently as they have in the past.

With no further discussions, this legislation will be on the March 24th agenda for a second reading.

ORD. 2-20 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, AMENDING ORDINANCE 21-10, AMENDMENT NUMBER 1, AND IS ON AS A SINGLE READING.

Mr. Ryan Rushing approached Council. With the passage of Res. 4-20 at the last Council meeting, the Village now contracts MS4 permitting with Warren and Montgomery Counties. This project has a total budgetary amount of just over \$9,700 between the two counties. As this item was not budgeted for, it will need appropriations to be supported. Due to audit standards, this project will be budgeted under the general fund of lands and buildings. Most municipalities do have a storm water management fee that is placed on the utility bill of anywhere from \$3-\$10 per month. This fee normally goes to support maintenance and improvements due to storm water. To offset having any type of taxpayer subsidy, it is common for municipalities to assess the storm water management fee and staff is exploring this option.

This Ordinance will appropriate the additional \$9,700 for that project. Also included in the additional appropriations is the replacement/upgrade of the security camera system for all of the buildings. Staff did receive two quotes on this replacement. During those quotes, it was found that from the Fire Department to Town Hall, where the server is located, would contain too much data for a communication line to handle. At the recommendation of our IT company, another recording device should be added at the Fire Department. This was not budgeted for so the additional \$2,500 needs to be appropriated. To be proactive and so that the additional camera at the Fire Department does not overload the system from Service and Police departments to Town Hall, this will allow a device at the Fire Department to record and keep their information backed up there. Additionally, the Finance Department uses several Excel spreadsheets to compile the budget. Some budgeted items were not captured in the actual appropriation ordinance although they were included on the line by line detail that Council reviewed. To fix this error, this will appropriate those particular items now into the appropriation ordinance for documentation.

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

Roll Call:

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

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

Roll Call:

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 2-20.

ORD 3-20 AN ORDINANCE PROVIDING FOR THE ISSUANCE OF \$650,000 RENEWAL BOND ANTICIPATION NOTES, FOR THE PURPOSE OF PAYING A PORTION OF THE COST OF MAKING ROAD IMPROVEMENTS IN THE MUNICIPALITY, AND IS ON AS A SINGLE READING.

Mr. Rushing approached Council. This is our annual buy-down of the bond anticipation note for the road improvements at Union Road and Fairview Drive. This was issued in 2015 for purposes of

improvements to Union Road and Fairview Drive. It does represent a reduction of \$175,000 to that note as the previous issuance was for \$825,000. The new issuance will be for \$650,000. This is financed through the Timber Ridge TIF fund which was established for the sole purpose of public improvements to that district and those funds can only be used based on an approved list. The anticipated interest rate is not greater than 3%; however, the Ordinance does read to not exceed 5% in case market conditions were to change in the near future. This note was appropriated for and adopted in the 2020 budget. The estimated payoff date, if we continue with this aggressive schedule, is April 2026. This could change if any future projects are financed through the Timber Ridge TIF. So that Bank, Staff and Bond Council have the time to execute this issuance, this Ordinance is on as a single reading per Sections 5.03 and 5.04 of the Carlisle Charter.

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

Roll Call:

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

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

Roll Call:

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 3-20.

ORD. 4-20 AN ORDINANCE PROVIDING FOR THE ISSUANCE OF \$555,000 OF BOND ANTICIPATION NOTES BY THE MUNICIPALITY OF CARLISLE, OHIO TO PROVIDE FUNDS TO RENEW BOND ANTICIPATION NOTES ORIGINALLY ISSUED FOR THE PURPOSE OF MAKING ROAD IMPRVEMENTS IN THE MUNICIPALITY AND IS ON AS A SINGLE READING.

Mr. Ryan Rushing approached Council. This Ordinance is the anticipated buy-down of the Bond Anticipation Note for road improvements of State Route 123. The fund that services this debt is the Eagle Ridge TIF. The Eagle Ridge TIF fund has been utilized since 2012 for the road improvements of State Route 123. This note is being bought down by \$100,000 with a renewal amount of \$555,000.

This was budgeted for and adopted in the 2020 budget and appropriation Ordinance. As of now, the interest rates are fairly good for us in terms of issuing this debt but the Ordinance does have “not to exceed” language within the interest. The anticipated payoff date, with the current schedule and if no additional projects are added, will be May of 2026. To allow for the Bank, Bond Counsel and Staff to have accurate time to execute the issuance, this Ordinance is on as a single reading.

Mr. McIntosh asked how far ahead of schedule is the estimated expiration. Mr. Rushing stated the TIFs are on the books until 2035 so at this point, it is nine years before the TIF expires. The citizens that live within a TIF district pay the same tax rate as those that live elsewhere. It diverts all incremental tax revenue to a separate fund that can only be used for improvements within that district. If we were ever to put a levy on the ballot, we would not collect that increased tax value because it has been diverted into this TIF fund. The majority of our property valuation that is accruing has been in areas of the TIF, Eagle Ridge and Timber Ridge.

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

Roll Call:

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

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

Roll Call:

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 4-20.

Second and Third Readings of Ordinances and Resolutions:

RES. 3-20 A RESOLUTION APPROPRIATING MUNICIPAL OWNED PROPERTY AND DEDICATING IT AS A PARK. (2nd Reading)

With no further discussion, this Ordinance will be on for a third and final reading on March 24th.

Mayor Winkler announced that is all of the business items on the agenda for this evening. They will have an Executive Session as well as a Work Session immediately following tonight's meeting. The Work Session is open to the public and it will be to discuss the Zoning Code review with no action to follow.

Mr. McIntosh announced that he has submitted a letter of resignation for his seat on Council effective March 31, 2020. He will make additional comments in upcoming meetings. In order for Council to move forward on filling his seat, he is asking for Council to accept his resignation.

Mayor Winkler stated that he is sad to see Mr. McIntosh leave Council. He has thoroughly enjoyed working with him and feels that he brought a lot of good points and ideas to the table. He is going to miss him but he certainly understands that sometimes life gets in the way of other things and you have to do what is best for yourself and your family.

Mr. Stivers made a motion to accept Mr. McIntosh's resignation as of March 31, 2020; seconded, with deep regret, by Mr. Jewett.

Roll Call:

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

Council has accepted Mr. McIntosh's resignation effective March 31, 2020.

Mrs. Duffy asked for Council's direction on filling the Council vacancy. Mr. Humphries would like go by the proposed timeline suggested in Mrs. Duffy's email to Council. Posting of the vacancy will happen as soon as possible to accept letters of interest and resumes with a deadline of Friday, April 3, 2020 at 4:00 p.m. Staff would then provide submittals to Council for review. At that time, Council can decide on whether or not to hold a special meeting to conduct interviews or conduct interviews during a regularly scheduled meeting in Executive Session. There is time for this process as the timeline to fill a vacancy is 60 days. By a voice vote, all Council members were in agreement with this time schedule.

Mr. Bicknell made a motion to enter into Executive Session to discuss the possible sale or purchase of property, seconded by Mrs. Kemper.

Roll Call:

Mr. McIntosh	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 7:41 p.m.

Mr. Jewett made a motion to enter back into regular session; seconded by Mr. Bicknell.

Roll Call:

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

Council entered back into regular session at 8:15 p.m.

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

Roll Call:

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

Meeting adjourned at 8:15 p.m.

Date: 4-14-20

Randy Winkler
Mayor

Attest: [Signature]
Clerk of Council