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**MUNICIPALITY OF CARLISLE COUNCIL MINUTES**  
**SPECIAL MEETING OF COUNCIL**  
**MARCH 17, 2020 – 6:00 P.M.**  
**760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Special Meeting of Tuesday, March 17, 2020 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 6:01 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

**New Business:**

**Council Resignation** (with possible action)

Mrs. Duffy explained that this discussion item was placed on the agenda due to some discussion initiated by Mr. McIntosh that he may, given the current COVID-19 circumstances, consider delaying his resignation for a bit of time. His resignation was submitted and accepted at the last Council meeting. It will need Council action to consider altering his resignation date.

Mr. McIntosh explained that he would be willing to alter his resignation date so that Council would be in full force during the current health crisis. He would like to alter his resignation date to April 30, 2020. This would allow Staff to continue with the current vacancy posting. Mrs. Duffy asked Council if they are also wanting to alter the deadline date for receiving applications. Council suggested that the application submittal date be moved to April 30, 2020.

Mrs. Kemper made a motion to alter the resignation date of Mr. McIntosh to April 30, 2020; seconded by Mr. Jewett.

***Roll Call:***

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

Mayor Winkler thanked Mr. McIntosh for his willingness to stay with Council during this chaotic time.

Discussion of Municipal Operations Related to COVID-19

Mrs. Duffy explained that Council has in their packets a copy of a Press Release that will be going out tonight. We are in a very unique time in our history related to the coronavirus or COVID-19. It is a bit of uncharted territory when it comes to this type of public health crisis. Staff is going to be following the recommendations of our Governor to help minimize the exposure to the public by limiting public interaction, keeping a safe distance as well as continuing the essential services to the Village. Effective tomorrow morning, March 18<sup>th</sup>, all Village offices and building facilities will be closed to public access until further notice. This means that access to all of our public buildings will be restricted to authorized personnel only. There will be no visitors, no public access and no face-to-face meetings. The Village will remain fully staffed and operational for basic services. We will continue to communicate and take care of our public's interests but in a different manner than what we are accustomed. We will be accepting communication by telephone, email, regular mail and faxes. We will continue to accept and process payments for our various services including the utilities, income tax and Mayor's Court. The only difference is that there will not be any face-to-face transactions. Payments can be submitted by telephone if paying by credit card, regular mail and by utilizing our drop box. Because we anticipate an increase in the amount of people who will be utilizing our drop box, it will be checked several times a day by staff. We will also be requesting for those utilizing the drop box that all information be placed in a sealed envelope with the appropriate department noted on the outside. Zoning permits will still be accepted as well as building permits. However, there will not be any face-to-face transactions with either plan review or plans being dropped off/picked up. Staff is exercising caution as there are no confirmed cases yet in Warren County. This is strictly about keeping our community as safe as possible. Parks will remain open to the general public but restrooms will be closed. Shelter rentals will be suspended until further notice. If someone still wants to utilize a shelter, they can do so as long as it is during Park hours. Tax season is upon us and our City Income Tax deadline follows that of the IRS. There are rumors and speculations that the IRS deadline will be changed but, as of this moment, it continues to be April 15<sup>th</sup>. Our tax office will be busy helping customers but it will just be in a different manner. Staff recognizes that there will be unique situations especially when it comes to commercial or large plan reviews where drawings cannot fit in our drop box and/or are too large for electronic submission. Anything that will require personal contact at our buildings will need to be made by appointment only. Our current developers have already been contacted and they are aware of this policy and change. We will continue to work with the public in the best manner that we can in order to keep everyone safe. Emergency services will continue as normal. Our Police Chief has instructed his officers to maintain safe distances and practices when assisting our citizens. The only change known from a Fire perspective is that our department had been being dispatched with every JEMS call just in case their service is needed at the scene. That protocol has been tightened up with JEMS that our Department will only be dispatched if they are truly needed to be at the scene. We expect as the Governor continues to evaluate the situation that further modifications to our services will be needed. The best way for us to communicate that to the public will be through our website and Facebook page. When it comes to information about the virus, we do not claim to be knowledgeable and rely on those that are so we direct citizens to the Warren County Health District's website. They are the point of contact for information to our county. We will take their information and try to communicate that

information when necessary but for the most part we will continue to direct citizens to that website for accurate and precise information.

Mayor Winkler commented that this something that we all need to get use to for the time being. He encourages our citizens to work with us and try to understand that we are following the protocols of the State and County. He knows this has not been easy and is hoping that things will be back to normal soon. All we can do now is work together the best that we can.

**Discussion of Council Meeting Schedule (possible action)**

Mayor Winkler stated that this special meeting does meet the requirement of the second meeting for the month. If Council would like to cancel the regularly scheduled meeting of March 24<sup>th</sup>, he would like to discuss that option with them. Under the current circumstances, he does not see the need to have the meeting on the 24<sup>th</sup>. Mrs. Duffy commented that from a Staff perspective, they are not aware of any legislation that would need to action prior to the regular meetings in April. Staff is operating as if the April 14<sup>th</sup> meeting is the next one. Should the need arise as in any time during the year, Council can invoke a special meeting with proper public notice.

Mr. McIntosh and Mr. Stivers voiced their approval of cancelling the March 24<sup>th</sup> meeting. Mayor Winkler commented that even with the April 14<sup>th</sup> meeting, unless there is legislation that needs discussed and/or the limitations are still set in communities, he would think that they may even have to cancel that meeting. However, that will be a decision to look at as they get closer. Mrs. Duffy explained that staff is also getting recommendations of alternative ways to conduct meetings such as live streaming of meetings to the public. There is time between now and April 14<sup>th</sup> to view restrictions and recommendations on how to move forward in possibly a unique manner.

Mr. Bicknell made a motion to cancel the March 24<sup>th</sup> meeting and plan on meeting on April 14<sup>th</sup>; seconded by Mr. Stivers.

**Roll Call:**

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

The regular meeting for March 24<sup>th</sup> has been cancelled and Council will reconvene on April 14<sup>th</sup>.

**Second and Third Readings 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.

With no further discussion, this Resolution will be on the agenda for a third and final reading at Council's next meeting.

RES. 3-20 A RESOLUTION APPROPRIATING MUNICIPAL OWNED PROPERTY AND DEDICATING IT AS A PARK – (3<sup>rd</sup> Reading).

Mrs. Duffy explained that because this piece of legislation is a Resolution and not an Ordinance, it will not be law. It is to declare a piece of property in town to be a public park. It is not a time-sensitive issue and there is no need for it to be adopted tonight. Knowing that tonight is a special meeting and public access may be limited due to the health crisis and announcements of small gatherings, she would recommend that Council table this issue until their regularly scheduled meeting. If Council so chooses to table this piece of legislation, they will need a motion, second and majority vote.

Mr. McIntosh made a motion to table this legislation until further notice; seconded by Mr. Bicknell.

**Roll Call:**

- Mr. Bicknell            yes
- Mr. McIntosh         yes
- Mr. Humphries        yes
- Mr. Stivers            yes
- Mr. Jewett            yes
- Ms. Kemper            yes
- Mayor Winkler        yes

Resolution 3-20 has been tabled until further notice.

Mr. Humphries would like the community to focus on the elderly and those without transportation. He knows that the school is offering a sack meal that is being offered at multiple drop locations within the Village. The School website has a listing of those locations. He believes that now is a time to be resilient as a community and to help care for each other.

Mrs. Kemper would like to stress that if you are not feeling well, you should stay home. Please keep in touch with family members especially the elderly by telephone as often as you can. Carlisle Talk is also listing anyone who is in need of a meal or supplies. We will get through this rough period but we will all need to learn a different lifestyle for a while.

Mayor Winkler asked that everyone be considerate of everyone else. The people that are running out and hoarding food and supplies are not helping the situation. We all have to get through this together so everyone needs to think of others during this time. Stores have begun to put limits on items so that people do not hoard supplies for themselves.

Mr. Bicknell added that Dollar General, Kroger and Wal-Mart have established an hour each morning before they open to the general public for the elderly only so that they can shop right after shelves have been stocked. In general, he has witnessed some of the mayhem that is going on and he urges people to ban together across the entire nation in order to get this over quickly. Be considerate in stores, in vehicles, in parking lots and in your own home. Hopefully we will be back to some type of normalcy sooner than later.

Mr. Stivers also added that the policies being made by both State and Federal are to keep people safe based on the best medical evidence that they have now. They are trying to take the proper precautions to keep everyone safe. While the younger populations may not show symptoms, they may still be a carrier. Because of that, we are restricted from public gatherings, it is not personal, it is simply for safety.

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

**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 6:27 p.m.

Date: 4-14-20

  
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Mayor

Attest:   
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Clerk of Council