

Brookville City Council
Regular Meeting
December 15, 2020

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on December 15, 2020. The meeting was held virtually using the Cisco Webex application. The Pledge of Allegiance was recited. Members Crane, Fowler, Schreier, Swabb, Wilder and Zimmerlin; Manager Keaton, Finance Director Brandt, Law Director Stephan, Clerk Duncan, Fire Chief Fletcher and Police Chief Jerome were present.

Roll Call by Clerk Duncan.

Motion by Zimmerlin, second by Swabb to approve the Agenda as presented. All yeas, motion carried.

Motion by Swabb, second by Schreier to approve the Regular Council Meeting Minutes of December 1, 2020. All yeas, motion carried.

Motion by Fowler, second by Swabb to approve the Budget Work Session Minutes of December 3, 2020. All yeas, motion carried.

Manager Keaton reported on December 3, the Montgomery County CDBG Committee approved all 20 applications that were submitted this year. Based on the size of the project requests and available funding, which included prior year unspent funds, the Committee's recommendation was to approve all projects at their requested amount, which rarely happens. The funding request will be submitted to the Montgomery County Commissioners for their approval. The City submitted two projects, Golden Gate Park Walking Path, Phase I, and Brookville Demolition Project.

Manager Keaton stated she is pleased to report that our final engineering invoice for our 500,000-gallon water tank project came in \$13,842.50 below the proposal that Council approved back in April and July. Manager Keaton requested Council approve Change Order #1 that decreases the contract with Dixon Engineering by \$13,842.50. The decrease represents deductions for the pre-bid meeting, for additional full-time inspection services that were not needed and removal of the warranty inspection this year. The warranty inspection will be performed in 2021 with 2021 funds. Manager Keaton stated overall, she is very pleased that we chose to move forward with the interior and exterior painting of the water tower this year. Manager Keaton stated the contractor did an excellent job.

Motion by Schreier, second by Fowler to approve Change Order #1 that decreases the contract with Dixon Engineering by \$13,842.50. All yeas, motion carried.

Manager Keaton reported following the December 1, 2020 Council Meeting, she contacted Rumpke about the concerns raised with their refuse and recycling pickup following Thanksgiving. She was informed the issues we encountered were unacceptable to Rumpke and they would investigate further. During the discussion, she also learned that our refuse driver quit for personal reasons on the Friday following Thanksgiving and that is why some refuse was not picked up. All missed refuse was picked up the following Monday morning.

Manager Keaton reported back in August she informed Council that Brookville showed an increase of 6% in property values and overall, for Montgomery County, residential values increased 7.4% and commercial values increased 4.0%. Manager Keaton reported she and Finance Director Brandt attended the Montgomery County Annual Update via Zoom on December 10. Brookville's tentative values have now increased to 15.58%. This new proposed value must still be approved by the State. If approved, the City will see a 15.58% increase in our property tax receipts as the increase affects inside millage, which is all we currently receive. This property value increase does not necessarily mean real estate taxes are going up by 15.58%. Property owners will see reduction factors on voted levies, so they bring in the same amount as when they were voted in.

Manager Keaton reported over the last two weeks, the Service Department applied salt to roadways, removed a tree stump on Walnut Street, replaced a shaft bearing at the WWTP, repaired

a water service and a sanitary line repair on Walnut Street and jetted a sewer blockage on N. Wolf Creek Street. They also completed asphalt repairs on all temporary patches, cut ornamental grass on City lots, completed sign repairs on the W. Upper Lewisburg-Salem sign on Arlington Road and repaired a water main break on Madrid this past Friday evening.

Manager Keaton reported the kickoff of the Christmas in the Park lighting display was a huge success! There were a lot of cars that drove through the park that evening. All 200 goody bags were distributed by 6:28 p.m.

Manager Keaton advised the deadline to submit a local question or issue for the May 4, 2021 Primary to the Board of Elections is February 3, 2021 by 4:00 p.m. Manager Keaton stated she hoped to have our new values to provide levy options for Council consideration this evening. This information will be shared with Council once she receives our new values. Manager Keaton advised we will have three regular Council Meetings prior to the February 3 date. We can also schedule a Work Session in early January to consider our options.

Manager Keaton wished everyone a very Merry Christmas and a safe and Happy New Year!

Member Schreier inquired what residents should do if Rumpke damages a self-purchased trash receptacle?

Manager Keaton advised residents should contact the City Office and we will contact Rumpke for a replacement.

Finance Director Brandt requested Council authorization to receipt 90% of the revenue received from EMS Billing into the General Fund for operations of the Fire Department and 10% of the revenue from EMS Billing into the Fire Capital Improvement Fund for 2021. This is the same as what was done in 2020.

Motion by Zimmerlin, second by Swabb to authorize Finance Director Brandt to receipt 90% of the revenue received from EMS Billing into the General Fund for operations of the Fire Department and 10% of the revenue from EMS Billing into the Fire Capital Improvement Fund for 2021. All yeas, motion carried.

Finance Director Brandt requested Council approval to set the labor rate for the Service Department Mechanic at \$45 per hour for 2021, for work performed on the City fleet.

Motion by Zimmerlin, second by Schreier to set the labor rate for the Service Department Mechanic at \$45 per hour for 2021, for work performed on the City fleet. All yeas, motion carried.

Finance Director Brandt requested Council approval to issue Super Blanket Purchase Order Certificates in 2021, for recurring monthly and quarterly expenditures.

Motion by Fowler, second by Swabb to authorize Finance Director Brandt to issue Super Blanket Purchase Order Certificates in 2021, for recurring monthly and quarterly expenditures. All yeas, motion carried.

Member Zimmerlin asked what the difference is between a Super Blanket Purchase Order versus a Blanket Purchase Order?

Finance Director Brandt replied she cannot recall the exact definition in the Ohio Revised Code but she believes a Super Blanket Purchase Order covers multiple reoccurring expenses throughout the year and a Blanket Purchase Order just covers one or two expenditures. Finance Director Brandt asked Manager Keaton if she could elaborate on this?

Manager Keaton advised the Super Blanket can be issued for a particular vendor for the entire year and is then closed at the end of the year. A Blanket Purchase Order is for a certain purpose and can go on beyond the year issued.

Finance Director Brandt requested Council approve a payment of \$4,594.56 to the Treasurer of State for our Public Water System License; a payment of \$12,857.71 to Thrush & Son for the Repair of the BBC & Pee Wee Roof Repair due to wind damage; and FEMA Mitigation Grant Relocation Assistance Payments of \$3,844.87 to Ora Mae Peer, \$7,200.00 to Betty Peterson and \$3348.93 to Cherie Kuhn.

Member Zimmerlin inquired if the Thrush and Son payment was an insurance claim?

Finance Director Brand replied that is correct. We have received payment from our insurance company for this expenditure.

Member Fowler asked if Thrush re-roofed the whole building?

Mayor Letner replied that is correct.

Motion by Zimmerlin, second by Fowler to authorize a payment of \$4,594.56 to the Treasurer of State for our Public Water System License and a payment of \$12,857.71 to Thrush & Son for the Repair of the BBC & Pee Wee Roof Repair due to wind damage. All yeas, motion carried.

Motion by Fowler, second by Zimmerlin to authorize FEMA Mitigation Grant Relocation Assistance Payments of \$3,844.87 to Ora Mae Peer, \$7,200.00 to Betty Peterson and \$3,348.93 to Cherie Kuhn. All yeas, motion carried.

Finance Director Brandt requested Council accept the first reading and dispense with the second and third reading to adopt proposed Resolution No. 20-28 as provided in 4.07(A)(1) of the Charter of the City. Finance Director Brandt noted she disencumbered funds from the 2020 Budget and increased the 2021 Sewer expenses to cover the Johnsville Brookville Sewer Extension Project and added the re-payment of the FEMA Mitigation Grant payments.

Finance Director Brandt also noted that Section 19 of proposed Resolution No. 20-28 refers to the Fund Balance policy, noting that we are not in compliance and what our plans are to come into compliance.

Motion by Swabb, second by Schreier to read proposed Resolution No. 20-28. All yeas, motion carried.

Motion by Zimmerlin, second by Wilder to accept the first reading, dispense with the second and third reading and adopt Resolution No. 20-28 entitled "A RESOLUTION TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF BROOKVILLE, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021." All yeas, motion carried.

Finance Director Brandt requested Council accept the first reading and dispense with the second and third reading to adopt proposed Resolution No. 20-29 which amends the 2020 Appropriations and Estimated Resources. This Resolution shall take effect immediately after passage of this Resolution as provided in 4.07(A)(1) of the Charter of the City.

Motion by Zimmerlin, second by Schreier to read proposed Resolution No. 20-29. All yeas, motion carried.

Motion by Swabb, second by Zimmerlin to accept the first reading, dispense with the second and third reading and adopt Resolution No. 20-29 entitled "A RESOLUTION AMENDING THE 2020 APPROPRIATIONS, AS SET FORTH BELOW, PURSUANT TO SECTION 5705.40 OF THE OHIO REVISED CODE, AND SECTION 12.35 OF THE OHIO ADMINISTRATIVE CODE AND APPROVING THE AMENDMENT TO THE CERTIFICATE OF ESTIMATED RESOURCES, AS SET FORTH BELOW." All yeas, motion carried.

Fire Chief Fletcher reported COVID continues to keep the Fire Department busy, as well as seasonal calls relating to auxiliary heating appliances. The Fire Department also responded to a double overdose yesterday.

Fire Chief Fletcher reported our advanced staff who are authorized to give intermuscular injections are taking necessary training to provide COVID-19 vaccinations if asked to do so. Fire Chief Fletcher stated he has discussed with Manager Keaton the possibility of our Fire Department being a regional location for immunization of public safety personnel as well as a location where our community can receive immunizations. Our trained staff can also go out into the community for those who cannot come to the Fire Station.

Police Chief Jerome reported the Police Department has been busy. They have some ongoing investigations that he is looking forward to sharing with Council when completed.

Police Chief Jerome reported the Toys for Tots program ended last Friday. Due to COVID restrictions, we were responsible for getting the toys collected to the Dayton Mall. Police Chief Jerome advised Brookville Schools generously allowed us to use a van to take all the toys to the collection point.

Police Chief Jerome reported the new car has been delivered to K.E. Rose to have it built. It should be ready to be on the road in January.

Police Chief Jerome reported he was alerted to a Facebook post showing Officer Blake Creager helping an elderly gentleman with his trash can after he noticed he was using a walker and struggling to take the trash can back to the house. Police Chief Jerome stated he is proud of Officer Creager for stopping to help, as it was the right thing to do.

Police Chief Jerome reported that he, Manager Keaton and Finance Director Brandt will have a meeting with the Police Union and the mediator tomorrow.

Police Chief Jerome introduced the new City Prosecutor Tom Schiff, who starts on January 1, 2021.

Mr. Schiff thanked Council for letting him represent the City. Mr. Schiff stated he has been practicing law for almost 33 years and has served as a prosecutor with both Montgomery County and the City of Germantown. He is currently the Law Director for Germantown. Mr. Schiff stated he is looking forward to working with the Chief and the Police Department and encouraged Council to call him anytime.

Mayor Letner and Council welcomed Mr. Schiff, stating they are glad to have him aboard.

Mayor Letner advised he received several nominations for the Citizen of the Month Award, which begins in January of 2021. Mayor Letner encouraged everyone to participate if they know someone they would like to nominate.

Law Director Stephan reported staff has been working on an easement for the sanitary sewer on the Freedom First Credit Union project. Law Director Stephan advised the easement has been executed and recorded in the office of the Montgomery County Recorder, which allows us to move another step forward on that project.


Motion by Fowler, second by Schreier to read proposed Resolution No. 20-25. All yeas, motion carried.


Motion by Swabb, second by Fowler to accept the second reading of proposed Resolution No. 20-25. All yeas, motion carried.

Member Fowler reported the Christmas in the Park kick-off was a huge success. The light display will stay up for the remainder of the month and he encouraged everyone to drive through Golden Gate Park to see it.

Member Schreier had no report. Planning Commission will meet this Thursday on one agenda item.

Motion by Zimmerlin, second by Fowler to adjourn. All yeas, motion carried.



Kimberly Duncan, Clerk

Charles Letner, Mayor