

Brookville City Council
Regular Meeting
December 17, 2019

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on December 17, 2019 in the Brookville Council Chambers. The Pledge of Allegiance was recited. Members Fowler, Schreier, Swabb, Wilder and Zimmerlin; Manager Keaton, Finance Director Brandt, Law Director Stephan, Clerk Wheeler, Fire Chief Fletcher, Police Chief Jerome and Service Superintendent Homan were present. Member Crane was absent.

Mayor Letner informed Member Crane has been excused from tonight's Meeting.

Roll Call by Clerk Wheeler.

Manager Keaton requested proposed Resolution No. 19-37 be added to tonight's Agenda. She informed proposed Resolution No. 19-37 authorizes the Mayor to sign the State-Local Grant Agreement and designates the City Manager as the Project Manager for the Hazard Mitigation Grant for Wolf Creek.

Motion by Zimmerlin, second by Fowler to approve the Agenda as amended. All yeas, motion carried.

Motion by Zimmerlin, second by Schreier to approve the Regular Council Meeting Minutes of December 3, 2019. All yeas, motion carried.

Mayor Letner informed there are four Board Members listed on tonight's Agenda for re-appointment. He informed the following Members are up for re-appointment: Zach Music - Park Board; Jessi Sievers - Planning Commission; Joseph Tobias - Records Commission; Brett Hart - Local Board of Tax Review.

Motion by Fowler, second by Swabb to re-appoint Zach Music to the Brookville Park Board; Jessi Sievers to the Brookville Planning Commission; Joseph Tobias to the Brookville Records Commission and Brett Hart to the Brookville Local Board of Tax Review. All yeas, motion carried.

Motion by Schreier, second by Zimmerlin to appoint Christopher Marshal to the Brookville Board of Zoning and Appeals. All yeas, motion carried.

Manager Keaton informed she received notice that the ED/GE Committee recommended Provimi receive a \$40,000 ED/GE Grant. She informed the Montgomery County Commissioners will vote on the Committee's recommendations at their December 17 Commission Meeting. She informed City Staff will have a meeting with Provimi in the near future to discuss.

Manager Keaton informed every ten years, the U.S. Census Bureau is responsible for conducting the nationwide census. She described the next census will be taken in 2020, and the Census Bureau is recruiting to fill important positions. People can apply for the 2020 Census work if they are at least 18 years old, a U.S. Citizen, and if they have a valid Social Security number and email address.

Manager Keaton provided Council Members with an updated spreadsheet of the homes damaged in the Memorial Day tornado. She explained to date, 27 homes have been demolished, two have been completed and 13 homes are under construction.

Manager Keaton informed she and Service Superintendent Homan recently met with our FEMA rep on December 10 and have another follow up meeting later this week on our public assistance costs in cleaning up debris from the Memorial Day tornado.

Manager Keaton reported the recent Christmas in the Park Event had a great turnout. She thanked Park Board Members and all the volunteers who helped with this event.

Member Zimmerlin asked if there is a reason why the new water tower is not lit up? He stated when he recently drove by at night, he noticed it was pitch black.

Service Superintendent Homan informed there have been a few issues with the lighting. He informed he recently contacted Pheonix Fabricators, who built the tower and it is still under warranty. He stated they are aware the obstruction light on top is not working and the electrician was just out to look at it and should be getting back to him soon. He stated he will check on the other existing lights at the tower to ensure they are working properly.

Finance Director Brandt requested Council approval to receipt 90% of the revenue 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 2020, the same as in 2019.

Motion by Zimmerlin, second by Fowler to authorize the Finance Director to receipt 90% of the revenue 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 2020, the same as in 2019. 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 2020, for work performed on the City fleet.

Motion by Schreier, second by Zimmerlin to set the labor rate for the Service Department Mechanic at \$45 per hour for 2020, for work performed on the City fleet. All yeas, motion carried.

Finance Director Brandt requested Council approval to allow her to issue Super Blanket Purchase Order Certificates for 2020 for recurring monthly and quarterly expenditures.

Motion by Zimmerlin, second by Fowler to allow the Finance Director to issue Super Blanket Purchase Order Certificates for 2020 for recurring monthly and quarterly expenditures. All yeas, motion carried.

Finance Director Brandt requested Council approval to make a payment of \$46,245.45 to Brookville City Schools for income tax sharing, per the City's Agreement with the School District.

Motion by Fowler, second by Zimmerlin to allow the Finance Director to make a payment of \$46,245.45 to Brookville City Schools for income tax sharing, per the City's Agreement with the School District. All yeas, motion carried.

Fire Chief Fletcher thanked Council Members who were able to attend the Fire Department's Annual Christmas Dinner. He stated it was very well received and appreciated by personnel.

Fire Chief Fletcher informed Captain Ullery received an award at the Christmas dinner for his 35 years of service to the Brookville Fire Department and he will be retiring at the end of the year. Chief Fletcher stated Captain Ullery will step down as Captain, but may continue on as a pump operator. He explained one of the Lieutenants will move up to Captain. Chief Fletcher reported he will also have a 25 year veteran who will be retiring at the end of the year as well. He stated he will have both in before Council soon for recognition.

Fire Chief Fletcher reported the Fire Department is working with something related to the GM Project almost every day. He described things are going well on site and GM has a very good team assembled.

Police Chief Jerome reported the Brookville Police Department handled 646 Incidents year-to-date, compared to 703 during this same time last year. Police Chief Jerome reported Citations were down a total of 104 Citations year-to-date, for a total of 435 Citations issued year-to-date. There were 170 Traffic Stops for November compared to 198 during November 2018.

Police Chief Jerome reported his Department is wrapping up the year compiling information and pictures for their upcoming Annual Report.

Police Chief Jerome informed he received a letter from the Director of Shepherd's Hand Food Pantry on behalf of the Police Department's recent donations. He described the letter stated there are 256 students in Brookville Local Schools who participate in the free lunch program, which means 25% of students in Brookville Schools are on the assisted lunch program. He stated there may be a lot of people doing well in Brookville, but there are also a lot of people who aren't. He informed the Police Department is still working on Toys for Tots and with the schools on what they still need for the holidays. He stated if anyone knows of anyone in the community that is in need of anything for the holidays to please let him know.

Law Director Stephan had no report.

Mayor Letner thanked Park Board for Christmas in the Park, it was a great event. He informed he attended the dress rehearsal for the Christmas play at the Community Theatre and was very impressed.

Mayor Letner stated change is constant in life and in 2019 there was a lot of change in Brookville. He thanked everyone for being a part of the team because there is a great team here who make things happen. He stated Brookville is a resilient community and everyone should be proud to be a part of this town. He wished everyone a Merry Christmas. Mayor Letner reminded the Mayor's Prayer Breakfast is scheduled for January 9, 2020 at the Board of Education Building at 75 June Place. He stated he knows in the past, the Mayor's Prayer Breakfasts have been political, but he would like to see more residents and business owners attend this year.

Mayor Letner thanked Service Superintendent Homan for all the hard work from the Service Department on the recent snowy weather and keeping the roads cleared.

Member Swabb stated he usually gets into town late from work and this past Sunday night, he arrived in town around 11:30 p.m. and the roads looked great for the amount of snow that had been received.

In Old Business,

Motion by Zimmerlin, second by Swabb to read proposed Resolution No. 19-24. All yeas, motion carried.

Motion by Fowler, second by Schreier to accept the third reading and adopt Resolution No. 19-24 entitled, "A RESOLUTION AUTHORIZING THE REQUEST FOR AN ADVANCE OF TAXES COLLECTED IN 2020 FOR TAX YEAR 2019." All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to read proposed Resolution No. 19-26. All yeas, motion carried.

Motion by Fowler, second by Swabb to accept the second reading of proposed Resolution No. 19-26 entitled, "A RESOLUTION AUTHORIZING A TEN-YEAR PARTICIPATION AGREEMENT WITH THE MONTGOMERY COUNTY ECONOMIC DEVELOPMENT/GOVERNMENT EQUITY (ED/GE) PROGRAM." All yeas, motion carried.

Manager Keaton requested Council accept the second reading, dispense with the third reading and adopt Resolution No. 19-27, as provided in Section 4.07 (A)(1) of the Charter of the City. She stated there are no amendments, additions, or deletions to our 2020 Appropriation Resolution since presented at the recent Budget Work Session.

Motion by Zimmerlin, second by Schreier to read proposed Resolution No. 19-27. All yeas, motion carried.

Motion by Fowler, second by Swabb to accept the second reading, dispense with the third reading and adopt Resolution No. 19-27 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, 2020." All yeas, motion carried.

In New Business,

Mayor Letner asked Law Director Stephan if Resolution Nos. 19-28 through 19-35 can all be read at once as in the past?

Law Director Stephan advised yes, if no one on Council has any objections.

Motion by Schreier, second by Zimmerlin to read proposed Resolution Nos. 19-28; 19-29; 19-30; 19-31; 19-32; 19-33; 19-34; and 19-35. All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to accept the first reading of proposed Resolution No. 19-28 entitled, "A RESOLUTION ESTABLISHING A NEW WAGE SCALE FOR FULL-TIME HOURLY EMPLOYEES." Resolution No. 19-29 entitled, "A RESOLUTION ESTABLISHING A NEW WAGE SCALE FOR PART-TIME HOURLY EMPLOYEES." Resolution No. 19-30 entitled, "A RESOLUTION ESTABLISHING THE COMPENSATION OF THE CLERK OF COUNCIL." Resolution No. 19-31 entitled, "A RESOLUTION ESTABLISHING THE COMPENSATION OF THE CITY MANAGER." Resolution No. 19-32 entitled, "A RESOLUTION ESTABLISHING THE COMPENSATION OF THE DIRECTOR OF FINANCE." Resolution No. 19-33 entitled, "A RESOLUTION ESTABLISHING THE COMPENSATION OF THE DIRECTOR OF FIRE." Resolution No. 19-34 entitled, "A RESOLUTION ESTABLISHING THE COMPENSATION OF THE DIRECTOR OF POLICE." Resolution No. 19-35 entitled, "A RESOLUTION ESTABLISHING THE COMPENSATION OF THE DIRECTOR OF LAW." 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. 19-36 that amends the 2019 Appropriations and Estimated Resources. She stated 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 Fowler, second by Zimmerlin to read proposed Resolution No. 19-36. All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to accept the first reading, dispense with the second and third reading and adopt Resolution No. 19-36 entitled, "A RESOLUTION AMENDING THE 2019 APPROPRIATIONS 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." All yeas, motion carried.

Manager Keaton requested Council accept the first reading, dispense with the second and third reading and adopt proposed Ordinance No. 2019-07, which amends the Pension definition and adds the Retirement Benefit Plan definition in Chapter 194, Municipal Income Tax, of our Codified Ordinances. She explained the State of Ohio passed HB 166 this past summer and we

are required to implement these definitions in our income tax Ordinance beginning January 1, 2020.

Motion by Schreier, second by Zimmerlin to read proposed Ordinance No. 2019-07. All yeas, motion carried.

Motion by Zimmerlin, second by Swabb to accept the first reading, dispense with the second and third reading and adopt Ordinance No. 2019-07 entitled, "AN ORDINANCE TO AMEND CERTAIN PROVISIONS IN CHAPTER 194 OF THE CITY OF BROOKVILLE CODIFIED ORDINANCES BEING THE CITY INCOME TAX CODE TO INCORPORATE CHANGES IN THE TAX LAW REQUIRED BY THE STATE OF OHIO." All yeas, motion carried.

Manager Keaton requested Council accept the first reading of proposed Ordinance No. 2019-08. She explained the rates and charges for water are not increasing with this Ordinance, we are adding the 8", 10" and 12" water meters to our existing Ordinance, as our current Ordinance only addresses meters up to 6". She informed there will be three separate readings on this Ordinance.

Motion by Zimmerlin, second by Fowler to read proposed Ordinance No. 2019-08. All yeas, motion carried.

Motion by Fowler, second by Swabb to accept the first reading of proposed Ordinance No. 2019-08 entitled, "AN ORDINANCE AMENDING THE CODE OF ORDINANCES PART 9, TITLE 3, SECTION 931.20 (A) FIXING THE RATES AND CHARGES TO ALL WATER CUSTOMERS AND SECTION 931.22 (A) FIXING THE FIRE LINE SERVICE CHARGES IN THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Motion by Swabb, second by Zimmerlin to read proposed Resolution No. 19-37. All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to accept the first reading, dispense with the second and third reading and adopt Resolution No. 19-37 entitled, "A RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE STATE-LOCAL GRANT AGREEMENT AND DESIGNATING SONJA KEATON AS THE PROJECT MANAGER AND PERSON RESPONSIBLE FOR IMPLEMENTING THE FEMA HAZARD MITIGATION GRANT PROGRAM ON BEHALF OF THE CITY OF BROOKVILLE, OHIO AND DECLARING IT AN EMERGENCY." All yeas, motion carried.

JD Fowler, Park Board Liaison, reported the last Park Board Meeting was all about plans for the Christmas in the Park Event. He informed the event was very successful and went very well. He stated there were a lot of great volunteers and a big crowd for the event.

Bonnie Cordes, of the Brookville Park Board, thanked Council Members Fowler and Swabb for their help with the event. She thanked Police Chief Jerome for sending an Officer and Chief Fletcher for sending a fire truck. She thanked the Service Department for all of the support and help decorating for the event. She thanked Mayor Letner and the City for all of their support.

Member Schreier stated Planning Commission has not had a recent Meeting.

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


Meghan Wheeler, Clerk


Charles Letner, Mayor