

Brookville City Council  
Regular Meeting  
February 7, 2023

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on January 17, 2023. The meeting was held in the City Council Chambers and virtually using the Cisco Webex application. The Pledge of Allegiance was recited. Members Fowler, Requarth, Schreier, Wilder and Zimmerlin; Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present. Manager Keaton was present on Webex. Member Crane was absent.

Roll Call by Clerk Duncan.

Motion by Fowler, second by Zimmerlin to adopt the Agenda as presented. All yeas, motion carried.

Motion by Zimmerlin, second by Requarth to approve the January 17, 2023 Regular Meeting Minutes. All yeas, motion carried.

Manager Keaton reported we received notification that our Westbrook Road STP Resurfacing, Phase 1 and Phase 2 projects will be recommended for funding. The MVRPC Board of Directors will vote on projects at their March Meeting. Manager Keaton advised Council has been provided a spreadsheet that displays the 2022 STP Resurfacing Project Evaluation results. The projects in green font are recommended for funding.

Phase 1 – From Arlington to June Place will take place in 2026, estimated local share \$134,285 (30%)

Phase 2 – From June Place to Wolf Creek will take place in 2027, estimated local share \$120,005 (30%)

Manager Keaton requested Council authorization to order an E42 R2-Series Bobcat Compact Excavator, under Sourcewell Contract #040319-CEC, that was included in our 2023 Budget. The price of the excavator is \$71,406.72 and will take approximately three months to build. In the meantime, we can place our current excavator on GovDeals and set a reserve, and if we don't sell it on GovDeals, we can trade it in for \$32,500.

Member Zimmerlin asked how old our current excavator is?

Manager Keaton replied she believes it was purchased in 2015 or 2016. The current excavator is undersized and we struggle with the hydraulics on it when we need to dig deeper.

Mayor Letner commented it is used frequently and takes the place of our backhoe in many situations.

Manager Keaton advised we are getting a good trade-in value on the current excavator and may sell it for more than the trade-in value of \$32,500 on GovDeals.

Motion by Requarth, second by Wilder to authorize the purchase of an E42 R2-Series Bobcat Compact Excavator, under Sourcewell Contract #040319-CEC. All yeas, motion carried.

Manager Keaton reported Brookville appears on the recently released Ohio EPA Water Pollution Control Loan Fund, Program Year 2023 Final Program Management Plan, Intended Project list for 2023. We nominated ourselves for the Market Street Sanitary Sewer Extension project last August. Manager Keaton provided Council with a copy of the spreadsheet where we appear and attached a copy of the Memorandum that she provided Council last September on this project. It appears our project will receive a 1% hardship interest rate loan. Manager Keaton advised she will keep Council updated once she receives official notification from Ohio EPA.

Manager Keaton reported the Brookville Area Chamber of Commerce is inquiring if the City would be a contributor toward the fireworks display or become a Picnic Sponsor for the 2023 Community Picnic. Council should have a copy of the 2023 Community Picnic Sponsorship Packet. Manager Keaton opened the floor for discussion.

Member Schreier asked if we have done this before?

Mayor Letner replied the City has sponsored the fireworks in the past.

The consensus was to table the discussion until the next meeting to give Council time to review the sponsorship packet provided.

Manager Keaton reported over the last two weeks, the Service Department applied eight tons of cold mix to patch roadways where we had watermain breaks and patched potholes. Manager Keaton reported the Service Department has applied 54 tons of salt to date for the 2022-2023 winter season. We took delivery of 144 tons of road salt last Monday. We also received 580 gallons of used oil to fuel our used oil furnaces. Manager Keaton advised the Service Department also installed new LED lighting throughout the city building.

Finance Director Brandt presented the January 31, 2023 Fund Balance.

Motion by Schreier, second by Fowler to approve the January 31, 2023 Fund Balance as presented. All yeas, motion carried.

Fire Chief Fletcher presented the Fire Operations Report for the month of January, stating it was a much quieter month than the last few months of 2022. Personnel have been focused on recertifications for EMS skills and protocols and for fit testing on breathing apparatus.

Mayor Letner inquired about the correct way to dispose of an expired fire extinguisher?

Fire Chief Fletcher advised the public can drop off fire extinguishers at the firehouse and they will be used for training if they are pressurized. The containers will be scrapped if they are metal and disposed of properly if they are plastic.

Police Chief Jerome reported the Police Department has received a Provisional Certification from the Ohio Collaborative, which includes law enforcement response to Mass Protests/Demonstrations and Agency Wellness Standards. Our Police Officers now have the Wellness App installed on their phones, which provides a wealth of resources for our officers.

Police Chief Jerome reported Major Simon will be attending the FBI Academy from April 3 through June 8, which is the ultimate leadership school for police executives. Captain Morgan will be attending a 12-week Command Staff course in Cincinnati, beginning in August.

Member Zimmerlin asked if any other Brookville Officers have attended the FBI Academy?

Police Chief Jerome replied Chief Preston went to the FBI Academy in the early 90's, and former Chief Papanek also attended prior to his employment for the City of Brookville.

Law Director Stephan reported proposed Ordinance No. 2023-05, which is on the Agenda for a first reading, will establish zoning classifications for the newly annexed area on Brookville Phillipsburg Road and Upper Lewisburg Salem Road. The proposed zoning classifications are approximately 23.4 acres of General Business and the remaining 35.5 acres would be R-1B Urban Residential District for single-family housing. Planning Commission has discussed the proposed Zoning Ordinance and recommended it to Council for the first reading. A Public Hearing will be held on March 7, 2023 at 8:00 p.m., during the City Council meeting.

Motion by Requarth, second by Fowler to read proposed Ordinance No. 2023-05. All yeas, motion carried.

Motion by Fowler, second by Wilder to accept the first reading of proposed Ordinance No. 2023-05. All yeas, motion carried.

Mayor Letner had no report.

Motion by Zimmerlin, second by Fowler to read proposed Ordinance No. 2023-02. All yeas, motion carried.

Motion by Schreier, second by Fowler to accept the third reading and adopt Ordinance No. 2023-02 entitled "AN ORDINANCE AMENDING THE CODE OF ORDINANCES PART 9, SECTION 957.06(a), AND PART 9, TITLE 5. SECTION 957.06(e), FIXING THE USER FEES TO ALL REFUSE CUSTOMERS IN THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Member Requarth asked Finance Director Brandt to state for the record what the increase is for our refuse customers.

Finance Director Brandt replied refuse rates will increase from \$45.00 per quarter to \$60.00 per quarter. This will be effective on the next quarterly billing.

Motion by Zimmerlin, second by Fowler to read proposed Ordinance No. 2023-04. All yeas, motion carried.

Motion by Fowler, second by Requarth to accept the third reading and adopt Ordinance No. 2023-04 entitled "AN ORDINANCE AMENDING THE CODE OF ORDINANCES PART 9, TITLE 3, SECTION 935.14(c)(1), FIXING THE USER FEES TO ALL SEWER CUSTOMERS IN THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Finance Director Brandt stated the sewer rates will increase 5%, effective on the next quarterly billing.

Motion by Fowler, second by Wilder to read proposed Resolution No. 23-02. All yeas, motion carried.

Motion by Requarth, second by Zimmerlin to accept the second reading of proposed Resolution No. 23-02. All yeas, motion carried.

Member Fowler, Park Board Liaison, reported Council and staff have been invited to participate in the judging for the Cub Scouts Pinewood Derby this Friday night from 8:00 until 8:30 p.m.

Member Schreier, Planning Commission Liaison, reported Planning Commission met on January 18, 2023 and discussed the zoning classifications in proposed Ordinance No. 2023-05.

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



Kimberly Duncan, Clerk



Charles Letner, Mayor