

Brookville City Council
Regular Meeting
May 16, 2023

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on May 16, 2023. The meeting was held in the City Council Chambers and virtually using the Cisco Webex application. The Pledge of Allegiance was recited. Members Crane, Fowler, Requarth, Wilder and Zimmerlin; Manager Keaton, Finance Director Brandt, Law Director Stephan, Police Chief Jerome, Captain Ferguson and Clerk Duncan were present. Member Schreier and Fire Chief Fletcher were 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 Fowler to approve the May 2, 2023 Special Meeting Minutes. All yeas, motion carried.

Motion by Zimmerlin, second by Wilder to approve the May 2, 2023 Regular Meeting Minutes. All yeas, motion carried.

Manager Keaton stated she is pleased to report that voters overwhelmingly approved both of the aggregation issues on the May 2 ballot. Now that the issues passed, we are required to hold two public hearings on the aggregation programs as required by law. The public hearings are scheduled for June 6 in the Council Chambers, with the first hearing to be held at 3:00 p.m. and the second hearing to be held at 6:30 p.m. prior to our Regular Council Meeting. Palmer Energy will be presenting detail on how the programs will operate, and the rules and regulations adopted by the board of directors of the Miami Valley Communications Council. Manager Keaton stated residents are encouraged to attend one of the public hearings. These hearings will also be broadcast live via Webex for those citizens and business owners who are not able to attend a meeting in person.

Manager Keaton reported the Miami Valley Regional Planning Commission recently selected Michael Baker International out of Columbus, Ohio to administer the Electric Vehicle Charging Station projects that were approved last December. We had a virtual kickoff meeting on May 1. During the kickoff meeting, we learned the Federal Highway Administration released new minimum requirements in February that went into effect in March of 2023 that modified any time charging stations are installed, it is a four-port minimum requirement. This afternoon we learned MVRPC's project received federal authorization before the new regulations took effect on March 30, so we are moving forward with the installation of a single level II charger with two ports. We have a site meeting scheduled for this Thursday afternoon. The current schedule shows construction to begin on the electric vehicle charging stations in April of 2024.

Manager Keaton requested Council authorization to approve Change Order #1 on the East Westbrook Resurfacing Project at an additional cost of \$8,156.60. Change Order #1 is for additional milling, tack coat, and asphalt surface course to transition the new asphalt to the existing asphalt on Westbrook at Albert, Wolf Creek, Sycamore and Maple Streets, and the south edge of Westbrook Road. The original contract price was \$100,327.70 and with Change Order #1 the new contract price is \$108,484.30. Manager Keaton stated with our March 2023 Permissive Tax allocation, we have a balance of \$138,539.95, so we have enough Permissive Tax funds to cover the original bid and the Change Order.

Motion by Requarth, second by Fowler to approve Change Order #1 on the E. Westbrook Resurfacing Project for additional milling, tack coat, and asphalt surface course to transition the new asphalt to the existing asphalt at an additional cost of \$8,156.60. All yeas, motion carried.

Manager Keaton requested Council appoint Bonnie Bertelson to an open seat on our Civil Service Commission for a five-year term. Ms. Bertelson submitted her letter of interest for that position.

Motion by Fowler, second by Zimmerlin to appoint Bonnie Bertelson to an open seat on our Civil Service Commission for a five-year term. All yeas, motion carried.

Manager Keaton requested Council authorization to use ARPA funds for engineering costs, estimated at \$63,800, for the Market Street Sanitary Sewer Extension project. Choice One Engineering would begin surveying and preparing the construction plans for the sanitary sewer to be extended from Baker Street to East Upper Lewisburg-Salem Road. This is the project we nominated last August to Ohio EPA, and our project was included in the approved list that was released in January 2023. When we nominated our project, we requested an estimated award date of July 2023, so engineering needs to begin on this project. The balance in the ARPA Fund is \$216,669.

Motion by Requarth, second by Wilder to authorize to authorize the use of ARPA funds for engineering costs, estimated at \$63,800, for the Market Street Sanitary Sewer Extension project. All yeas, motion carried.

Manager Keaton reported we received 305 Developing Brookville's Blueprint surveys in our office. The surveys are currently being analyzed by Wright State as part of our AARP grant that we received last year.

Member Requarth inquired whether the asphalt cut when driving west on Westbrook Road to turn onto Wolf Creek will be repaired?

Manager Keaton replied Ritter Plumbing did some work there over the winter. She will reach out to them to see when they are scheduling the asphalt repair.

Member Fowler inquired whether Manager Keaton has had anyone look at the sidewalk issue in front of O'Reilly Auto Parts?

Manager Keaton replied she did, and we will be sending a notice to advise the owner that the sidewalk is in need of repair.

Member Zimmerlin observed IGA has repaved most of their lot and asked if they plan to pave the remainder?

Manager Keaton responded McMaken's is repaving their lot in sections. Eye Docs owns the parking lot that abuts McMaken's lot. They are removing the old CVS drive-thru and will repave the new layout for their lot when they are done with their remodeling project.

Member Zimmerlin inquired whether we have an anticipated opening date from the owners of the Mexican restaurant that is going into the old K's building?

Law Director Stephan stated they are still working on-site and working with State Liquor Control to get their alcohol permit.

Manager Keaton responded she will request that Council waive the right to a hearing for this liquor permit at the next Council meeting, as we just received the notice in the mail.

Finance Director Brandt had no report.

Captain Ferguson reported the Fire Department will be participating in the Brookville High School Career Day tomorrow.

Police Chief Jerome reported calls have been increasing, some due to mental illness. Police Chief Jerome advised the rules are changing as to who can be pink slipped for an emergency admittance due to a mental health crisis. Judge Brannon from Probate Court will be attending the Chief's Association meeting to explain the new rules and his goals to area Chiefs.

Police Chief Jerome reported he has met with the new Perry Township Police Chief Barga and is looking forward to working with her and the department. The goal is always to have good public relations with other departments.

Police Chief Jerome reported the Ride to the Wall will come to Brookville on May 24, 2023 between 4:30 and 5:30 p.m., followed by the Senior Parade at 6:30 p.m.

Police Chief Jerome reported the Police Department will be presenting an Active Shooter Training and Fraud Prevention Program, hosted by the Brookville Chamber of Commerce, at the Brookville Fire Station on May 18, 2023 from 9:00 a.m. until 12:00 p.m.

Law Director Stephan had no report.

Mayor Letner thanked the Optimists for having their waffle trailer at McMakens last week.

Mayor Letner reported the Optimists will be putting the flags out this week. Mayor Letner encouraged everyone to become a part of the flag program as it makes the city look beautiful.

Manager Keaton reported that AES has approved the military banner application she applied for. She will meet with VFW representative Barry Goforth about installing the banners as soon as possible.

Motion by Requarth, second by Fowler to read proposed Resolution Nos. 23-09, 23-10, 23-11, 23-12, 23-13, 23-14, 23-15 and 23-16. All yeas, motion carried.


Motion by Requarth, second by Fowler to accept the second reading of proposed Resolution Nos. 23-09, 23-10, 23-11, 23-12, 23-13, 23-14, 23-15 and 23-16. All yeas, motion carried.

Member Fowler, Park Liaison, reported Park permits are up more than \$2,000 and shelters are booked through the month of June. Jack McMaken would like to add a grove at Golden Gate Park. Member Fowler thanked Brookville Schools for donating 18 metal picnic tables to the City for use at the parks.

Mayor Letner commented an additional donor has pledged the remaining \$2,500 needed for the Community Picnic fireworks display. Mayor Letner reminded everyone that the City participates in the Community Picnic, but it is a Chamber of Commerce event. Mayor Letner thanked Members Fowler, Requarth, Crane, Wilder and Zimmerlin, who pooled their resources to make the fireworks happen.

Damian Kristof, Branch Manager of Dayton Metro Library, reported the upcoming Block Party and Craft Fair at the library has over 60 booths registered and four food trucks coming. Mr. Kristof encouraged the community to attend the event on June 17 from 10 a.m. until 4:00 p.m.

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


Kimberly Duncan, Clerk


Charles Letner, Mayor