

Brookville City Council
Regular Meeting
January 16, 2024

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on January 16, 2024. 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, Piper, Wilder and Zimmerlin; Manager Keaton, Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present. Member Schreier was absent.

Roll Call by Clerk Duncan.

Manager Keaton requested an addition to the Agenda to add Damian Kristof from Dayton Metro Library, Brookville Branch. Mr. Kristof has submitted a Special Event Permit Application for the second annual Brookville Block Party and Craft Fair event.

Motion by Zimmerlin, second by Wilder to accept the Agenda with an addition. All yeas, motion carried.

Motion by Fowler, second by Piper to accept the January 2, 2024 Regular Meeting Minutes as presented. All yeas, motion carried.

Damian Kristof, of Dayton Metro Library, Brookville Branch, presented a request to hold the second annual Brookville Block Party and Craft Fair event on June 15, 2024 from 10:00 a.m. until 4:00 p.m. Mr. Kristof stated they would like to move the event to the other side of the property along Brookville Johnsville Road, and use the turning lane that goes to Blue Pride Drive for the event.

Discussion followed about possibly closing off that block of the roadway from Western to Blue Pride Drive.

Motion by Fowler, second by Wilder to approve the Special Event Permit for the Brookville Block Party and Craft Fair event, with the exact set-up location to be determined and approved by the Police and Fire Chiefs. All yeas, motion carried.

Manager Keaton reported she recently received notification that Constellation New Energy withdrew their offer to supply natural gas aggregation for Miami Valley Communications Council. Unfortunately, the natural gas aggregation program has been postponed for now.

Manager Keaton reported the City recently received a refund of \$9,504.15 for the Safe Routes to School Project. We received Change Order paperwork on this project last June that reduced the overall project costs. The \$9,504.15 payment will be posted in the Street M&R Fund, as we paid our share for that project from that Fund.

Manager Keaton reported that Clerk Duncan received two letters of interest for the open Planning Commission seats.

A Special Meeting was set for February 6 at 6:45 p.m. to conduct interviews for the Planning Commission seats prior to the Council meeting.

Manager Keaton requested Council authorization to purchase a 2024 F-350 4x4 Regular Cab pickup truck for the Service Department at a cost of \$49,985 through Ricart Ford. Ricart Ford is Ohio's largest volume Ford dealership, so they have stock on hand. The 2024 Budget includes a pickup truck at a cost of \$65,000, so we are below our budgeted amount by \$15,000. Manager Keaton advised we have been pricing pickup trucks for several months now. This truck is below

State of Ohio pricing, and we do not have to wait for the truck to be built. Manager Keaton advised last year we included a service truck in our budget and did not move forward with that purchase. Our lift gate truck was taken out of service in December due to its deteriorating condition. We are converting our 2013 pickup truck into a lift gate truck, so we need to add a pickup truck to our Service Department fleet.

Motion by Fowler, second by Zimmerlin to authorize Manager Keaton to purchase a 2024 F-350 4x4 Regular Cab pickup truck for the Service Department at a cost of \$49,985 through Ricart Ford. All yeas, motion carried.

Manager Keaton requested Council approval for our membership with the Miami Valley Regional Planning Commission (MVRPC) for 2024, and to appoint Mayor Letner as Member and soon to be City Manager Kuntz as Alternate to the MVRPC Board; and soon to be City Manager Kuntz as Member and Law Director Stepan as Alternate to the Technical Advisory Committee for 2024. The dues are \$3,174.17 and are based on the population figures from the 2020 census and are computed at fifty-three cents per capita. Manager Keaton provided Council with a copy of the 2022 Benefits Report for the City of Brookville. This report shows Brookville received a \$19,079 or 605% return on investment.

Motion by Fowler, second by Piper to authorize Manager Keaton to renew our membership with the Miami Valley Regional Planning Commission (MVRPC) for 2024, and to appoint Mayor Letner as Member and soon to be City Manager Kuntz as Alternate to the MVRPC Board; and soon to be City Manager Kuntz as Member and Law Director Stephan as Alternate to the Technical Advisory Committee for 2024. All yeas, motion carried.

Finance Director Keaton presented the December 31, 2023 Fund Balance Report.

Motion by Zimmerlin, second by Fowler to accept the December 31, 2023 Fund Balance Report as presented. All yeas, motion carried.

Member Fowler asked where our money is invested?

Finance Director Brandt replied we have funds in the money market and in certificates of deposit.

Finance Director Brandt requested Council authorization to transfer the following funds from the General Fund: \$200,000 to the Street Fund, \$92,000 to the Note Retirement Fund and \$375,800 to the Bond Retirement Fund. Finance Director Brandt advised all transfers except for the Bond Retirement Fund are only a portion of the full amount appropriated.

Motion by Zimmerlin, second by Wilder to authorize the transfer of \$200,000 to the Street Fund, \$92,000 to the Note Retirement Fund and \$375,800 to the Bond Retirement Fund from the General Fund as appropriated. All yeas, motion carried.

Fire Chief Fletcher reported our Fleet Mechanic Dave Schmidt recently repaired one of our ambulances, using the new lift system. The ability to do this repair in-house saved us thousands of dollars.

Mayor Letner commented the cost savings for this repair has almost covered the cost of the lift and commended Fleet Mechanic Dave Schmidt for his ability to repair the ambulance in-house.

Police Chief Jerome reported the new cruiser should be completed and in service soon, which is good because we have had transmission problems with several cruisers recently.

Police Chief Jerome reported we received a reimbursement check today for \$10,905.27 from the State for CPT (Certified Professional Training) for our Police Officers, who are required to take 24 hours of CPT training per year.

Member Fowler commented he recently had the privilege of attending a Neighborhood Watch Seminar for the Meadows of Brookville and commended Officer Wilson for his presentation. Member Fowler reported almost half of the subdivision residents were in attendance, either in-person or virtually.

Police Chief Jerome reminded everyone to lock their vehicles to prevent theft. A citizen was issued a \$5 ticket today for leaving her car running with the keys in it. The Police Department is trying to encourage the public to be proactive in preventing car theft.

Law Director Stephan advised proposed Ordinance No. 2024-01 is on the agenda to accept the annexation of 85.611 acres from Clay Township to the City of Brookville. The property is located on Upper Lewisburg-Salem Road. A map of the annexed territory has been provided. The Montgomery County Board of County Commissioners approved this annexation on October 31, 2023. Sixty days from the date of delivery of the record of annexation proceedings to the City Clerk has now expired, and City Council can now act to accept the annexation. Law Director Stephan requested that the Ordinance be passed in emergency to provide for the immediate delivery of city services to the annexed territory.

Member Fowler inquired if there have been any citizen comments on this annexation?

Law Director Stephan replied there have been no citizen comments.

Motion by Zimmerlin, second by Fowler to read proposed Ordinance No. 2024-01. All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to accept the first reading, dispense with the second and third reading and adopt Ordinance No. 2024-01 entitled "AN ORDINANCE ACCEPTING THE ANNEXATION OF 85.611 ACRES, MORE OR LESS, IN CLAY TOWNSHIP, MONTGOMERY COUNTY, OHIO TO THE CITY OF BROOKVILLE, OHIO AND DECLARING IT AN EMERGENCY". All yeas, motion carried.

Mayor Letner thanked everyone who attended the Community Prayer Breakfast. It was well-attended, with good food and camaraderie. Mayor Letner also thanked Angie Dull from the Brookville Chamber of Commerce and Brave Church for their help with the event.

Motion by Zimmerlin, second by Wilder to read proposed Resolution No. 24-01. All yeas, motion carried.

Motion by Piper, second by Wilder to accept the second reading of proposed Resolution No. 24-01. All yeas, motion carried.

Motion by Zimmerlin, second by Piper to read proposed Resolution No. 23-42. All yeas, motion carried.

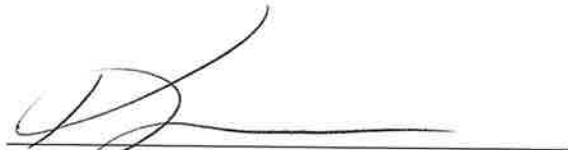
Motion by Fowler, second by Piper to accept the third reading and adopt Resolution No. 23-42 entitled "A RESOLUTION ENACTING LEGISLATION PROPOSING COOPERATION WITH THE DIRECTOR OF TRANSPORTATION ON THE WOLF CREEK STP RESURFACING PROJECT". All yeas, motion carried.

Member Fowler, Park Board Liaison, reported the Brookville library will be sponsoring a story time in the park. A \$500 donation for the Christmas in the Park event was received from Metronet. Park Board approved the Brookville Optimists Easter Egg Hunt on March 30, the Adult Egg Scramble on March 9 and the Pumpkin Walk on November 2. The annual Park Clean-up Day was scheduled for March 23.

Bruce Garber, 434 of Sycamore Street, congratulated Manager Keaton on her upcoming retirement. Mr. Garber stated he wanted to thank her publicly and personally for her years of service and dedication to the City of Brookville, both as Finance Director and City Manager. Mr. Garber said Manager Keaton is an example of what it is like to be dedicated and to put your whole heart and soul into your work. Mr. Garber stated when he was on Council he never asked a question that Manager Keaton had not already thought through and had the answer to. Mr. Garber wished her many happy years of retirement.

Mayor Letner thanked Mr. Garber for his comments.

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


Kimberly Duncan, Clerk
Charles Letner, Mayor