

Brookville City Council
Regular Meeting
August 19, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on August 19, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Piper, Wilder; Manager Kuntz, Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher and Police Chief Jerome were present. Members Fowler, Schreier, Zimmerlin; Clerk Duncan were absent.

Roll Call by Clerk Duncan.

Motion by Piper, second by Crane to accept the Agenda as presented. All yeas, motion carried.

Motion by Wilder, second by Crane to accept the August 5, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

Fire Chief Fletcher announced FF/Paramedic Megan Vaughn is present to be pinned as the newest full-time Fire Department employee. Megan's mother, Becky Vaughn, had the honor of formally pinning her daughter as a full-time FF/Paramedic.

Manager Kuntz presented a Special Event Application for the annual Brookville Marching Band March-a-Thon on August 30, 2025 from 10:00 a.m. until 1:00 p.m.

Motion by Wilder, second by Piper to approve the Special Event Application for the annual Brookville Marching Band March-a-Thon on August 30, 2025 from 10:00 a.m. until 1:00 p.m. as presented. All yeas, motion carried.

Manager Kuntz reported the city's CDBG grant application for ADA upgrades to the restroom facilities at the Christena Leiber Center at Golden Gate Park has been awarded in the amount of \$50,000, with a \$10,000 local match from the city.

Manager Kuntz advised our Age Friendly Director, Ronda Dittrick, has been informed that the city's \$15,000 Dayton Foundation grant application for a new vehicle for the senior grocery assistance program was also approved. These grants coincide with two additional grants previously announced for the Leiber Center, which include \$10,000 grant from the Dayton Foundation to bring Wi-Fi out to the center and a \$50,000 CDBG Accelerated Grant from Montgomery County for the expansion and replacement of sidewalks in front of and around the Leiber Center. Manager Kuntz stated these projects will continue to support the city's efforts to expand the senior programming in the city. Manager Kuntz commended Ronda Dittrick, stating she has been a great advocate for the Age Friendly Program and has really pushed this program forward over the past 18 months. Manager Kuntz thanked Ronda for passion and hard work in moving Brookville toward becoming a leader in the region for being an Age Friendly City. Manager Kuntz also thanked the Dayton Foundation and Montgomery County for supporting Brookville's efforts.

Manager Kuntz reported proposed Resolution No. 25-11 authorizes the city to apply for an Ohio Public Works Commission (OPWC) grant for the Hay Avenue, Phase III project. The city is requesting total funding for this project in the amount of \$905,180 with a local match of \$75,000. The funding request is split between a grant and a 30 year, 0% loan.

Motion by Wilder, second by Piper to read proposed Resolution No. 25-11. All yeas, motion carried.

Motion by Wilder, second by Crane to accept the first reading of proposed Resolution No. 25-11. All yeas, motion carried.

Manager Kuntz requested Council authorization to extend the agreement with PSMi to lease the Station 2 building on Albert Road for an additional five years. PSMi has kept an employment level of approximately between 15-20 people for the past five years. PSMi is scheduled to move their core operations into the new DMAX facility starting in 2026 and will see a ramp up of their total employee level up to 200 employees over the next couple of years. They would like to maintain their presence at the Albert Road fire station location as a training facility for their new employees.

Motion by Piper, second by Crane to extend the agreement with PSMi to lease the Station 2 building at 401 Albert Road for an additional five years, ending in 2030. All yeas, motion carried.

Manager Kuntz advised the Service Department has been extremely busy and provided Council with a report of their activities over the past few weeks.

Manager Kuntz reported the camera testing is ongoing in the city's sanitary sewer system. The smoke testing was originally scheduled for the last week of August but is now scheduled for the first week of September. All property owners impacted by the smoke tests will receive an information mailer the week prior to testing.

Manager Kuntz encouraged everyone to attend the Market Street Connection's Third Thursday event on August 21 from 5:00 p.m. until 8:00 p.m. at Gruenig Park on Market Street. This event is a great opportunity to explore the new DORA district.

Manager Kuntz requested Council approval of a change order to the 2025 Street Resurfacing Program in the amount of \$14,240.00 for additional necessary work that was performed by the contractor during the project.

Motion by Piper, second by Wilder to approve the change order to the 2025 Street Resurfacing Program in the amount of \$14,240.00. All yeas, motion carried.

Manager Kuntz reported the gas aggregation program contracted cost per ccf with Archer Energy has been re-negotiated to 0.6625 per ccf.

Manager Kuntz encouraged the public to attend and give their input at the last Comprehensive Land Use Plan Update meeting on September 10 at 7:00 p.m. at the Brookville High School auditorium.

Manager Kuntz presented a request from the Charter Review Commission regarding how often Council would like to be updated on their progress.

The consensus was to have the Chairperson report to Council every other month.

Finance Director Brandt presented the Fund Balance of July 31, 2025.

Motion by Wilder, second by Piper to approve the Fund Balance of July 31, 2025 as presented. All yeas, motion carried.

Finance Director Brandt requested Council authorization to transfer \$200,000 from the General Fund to the Street Fund and \$150,000 from the General Fund to the Park Fund as appropriated.

Motion by Crane, second by Wilder to approve the transfer of \$200,000 from the General Fund to the Street Fund and \$150,000 from the General Fund to the Park Fund as appropriated. All yeas, motion carried.

Fire Chief Fletcher reported the number of calls for the month of July was below average.

Fire Chief Fletcher advised the Fire Department has taken receipt of their new medic and it is in the process of being marked and equipped for service.

Police Chief Jerome reported the first day of school went very well. The newly wrapped SRO vehicle was unveiled and well received. Police Chief Jerome thanked AmVets Post 1789 for donating the money for the project and citizens Bob and Kim Croft for their assistance designing the wrap.

Police Chief Jerome stated the 2025 cruiser is in and is waiting in line to be outfitted for service.

Police Chief Jerome reported our newest full-time Police Officer has been sworn in and has begun his training.


Law Director Stephan had no report.

Mayor Letner reported he recently had the honor of commending Brookville student Callihan Riley on his achievement of the rank of Eagle Scout.

Mayor Letner reported contractor Barton Mallow recently installed a 90-foot flagpole for an American flag to be displayed on the DMax site.

Member Piper commented the new SRO vehicle is something to be proud of and commended Police Chief Jerome and others who worked on the project.

Motion by Wilder, second by Piper to adjourn. All yeas, motion carried.



Kimberly Duncan, Clerk

Charles Letner, Mayor