

Brookville City Council  
Regular Meeting  
December 2, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on December 2, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Ledford, Piper, Schreier, Wilder; Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present. Manager Kuntz was absent.

Roll Call by Clerk Duncan.

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

Motion by Schreier, second by Wilder to accept the November 18, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

Clerk Duncan read the City Manager's report which commended Finance/HR Director Michelle Brandt for the budget presentation and each of the city departments for their hard work during the holiday season. Manager Kuntz stated he is very thankful for the entire team of dedicated public servants that help make Brookville such a great community to call home. Manager Kuntz encouraged the entire community to consider shopping small at local Brookville businesses for the holidays. Manager Kuntz provided a list of the Service Department's recent activities, which included the removal of pine and Bradford pear trees from Gateway Park, putting up the Christmas lights around town and installing the Christmas tree in Gruenig Park. Manager Kuntz encouraged the community to participate in the holiday activities in Brookville which include the Christmas Tree Lighting at Gruenig Park Wednesday, December 3 from 6:00 p.m. until 8:00 p.m. and the Christmas in the Park kick-off event at Golden Gate Park on Friday, December 5 at 6:00 p.m. The lights will be up throughout the holiday season for everyone to enjoy.

Finance Director Brandt requested Council approval of proposed pay Resolutions No. 25-16 and Resolution No. 25-17.

Motion by Fowler, second by Schreier to read proposed Resolution No. 25-16. All yeas, motion carried.

Motion by Piper, second by Wilder to accept the first reading of proposed Resolution No. 25-16. All yeas, motion carried.

Motion by Fowler, second by Piper to read proposed Resolution No. 25-17. All yeas, motion carried.

Motion by Wilder, second by Schreier to accept the first reading of proposed Resolution No. 25-16. All yeas, motion carried.

Fire Chief Fletcher reported the month of November was a typical month for 2025. The Fire Department received many calls for service during the recent snow event.

Police Chief Jerome reported the Police Department will be participating in the Christmas Tree Lighting and Christmas in the Park kick-off. The Police Department has also adopted eight families for Christmas and will provide gifts and a holiday meal for each of these families.

Law Director Stephan reported the Brookville Enterprises, Inc. dba Brookhaven, has filed an application for a Subdivision Record Plan approval. The Subdivision Record Plan will establish a 22.797-acre lot that will be the location of the Brookhaven Expansion Project. This record plan

and site plan were approved by Planning Commission at their November 20, 2025 meeting. City staff has recommended that a traffic impact study be conducted to review the intersection of Brookville Salem Road and One Country Lane and to make recommendations for any improvements that may be needed as a result of this expansion project. Law Director Stephan recommended that City Council approve the Brookhaven Expansion Phase One Subdivision Record Plan conditioned upon the completion of the traffic impact study and compliance with the recommendations of the traffic impact study by Brookhaven.

Motion by Fowler, second by Ledford to approve the Brookhaven Expansion Phase One Subdivision Record Plan, conditioned upon the completion of and compliance with the recommendations of the traffic impact study by Brookhaven. All yeas, motion carried.

Law Director Stephan advised proposed Ordinance No. 2025-16 is to adopt the new Comprehensive Land Use Plan for the City of Brookville. After this first reading, a joint Public Hearing with both City Council and Planning Commission will be held on January 20, 2026 to allow the public to comment on the new plan.

Motion by Piper, second by Schreier to read proposed Ordinance No. 2025-16. All yeas, motion carried.

Motion by Wilder, second by Fowler to accept the first reading of proposed Ordinance No. 2025-16. All yeas, motion carried.

Law Director Stephan advised proposed Resolution No. 25-18 is to declare the necessity of constructing street lighting and assessing the annual charges to the lots located in the Meadowlark Subdivision. Law Director Stephan stated this process is the same in all new developments within the city.

Motion by Fowler, second by Schreier to read proposed Resolution No. 25-18. All yeas, motion carried.

Motion by Piper, second by Fowler to accept the first reading of proposed Resolution No. 25-18. All yeas, motion carried.

Mayor Letner encouraged everyone to attend the tree lighting tomorrow and the Christmas in the Park kick-off event on Friday. Mayor Letner reported Small Business Saturday was a huge success in downtown Brookville and thanked everyone who shopped small during the event. Mayor Letner thanked the Service Department for the excellent job they did clearing the snow this morning.

Lucas Corder, 8923 National Road, encouraged Council to reconsider the installation of Flock cameras in Brookville as it is his opinion that the cameras are in violation of the protections afforded citizens under the 4<sup>th</sup> amendment.


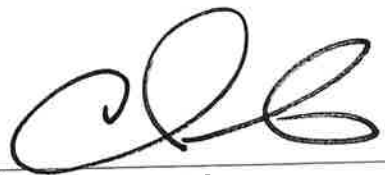
Member Piper commented that Eagle Scout Tim Moler, who installed the lights at the main stage in Golden Gate Park, did a phenomenal job. The project was funded by \$12,000 in donations and took 1,500 hours to complete. Member Piper stated the project shines a light on Tim's parents and his upbringing, as well as the scouting program and how it helps shape young men.

Member Fowler thanked Finance Director Brandt for the excellent budget presentation and advised the public that the presentation will be on the city website for anyone who wants to view it.

Member Ledford thanked Fire Chief Fletcher, Manager Kuntz, Finance Director Brandt for all of the extra hours put in to reach the new fire contract agreement with Perry Township.

Member Schreier thanked Envision Group for the outstanding job they did on the Comprehensive Land Use Plan Update.

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

  
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Kimberly Duncan, Clerk  
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Charles Letner, Mayor