

Brookville City Council  
Regular Meeting  
December 16, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on December 16, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Ledford, Piper, Schreier, Wilder; Manager Kuntz, Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present.

Roll Call by Clerk Duncan.

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

Motion by Piper, second by Ledford to accept the December 2, 2025 Budget Work Session Minutes as presented. All yeas, motion carried.

Motion by Fowler, second by Schreier to accept the December 2, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

Manager Kuntz requested authorization to enter into a new three-year agreement with Perry Township for fire and EMS services for the same boundaries under the previous agreement. The terms of this agreement are similar to the previous agreement, with the addition of an annual percentage increase for the cost of services provided. The agreement also includes a provision which permits Perry Township to void the third year of the agreement, if they provide written notice by the end of July in 2027. If this clause is used, per the terms of this agreement, Perry Township and Brookville will enter into good faith negotiations for a new agreement at that time. Manager Kuntz advised staff believes this agreement is in the best interests of both the city of Brookville and Perry Township.

Motion by Piper, second by Wilder to authorize the city manager to enter into a new three-year agreement with Perry Township for Fire and EMS services as presented. All yeas, motion carried.

Manager Kuntz requested City Council approve the proposed Cyber Security Policy as presented and authorize the city manager to adjust the language in the future as new best practices are recommended by the city's IT provider.

Motion by Schreier, second by Fowler to approve the Cyber Security Policy as presented and authorize the city manager to adjust the language in the future as new best practices are recommended by the city's IT provider. All yeas, motion carried.

Manager Kuntz inquired whether City Council would like to hold interviews for potential Planning Commission, Park Board and Board of Zoning Appeals members or simply select candidates based on the review of those letters of interest.

The consensus of Council is to hold a Special Council Meeting on January 6, 2025 at 6:00 p.m. to interview the interested candidates.

Manager Kuntz reported the last day of leaf pick-up in the city will be December 19.

Manager Kuntz provided a quick update on a couple of infrastructure grant projects that will occur in 2026. The McKinley Street Bridge Repair Project is scheduled to go out to bid in the next few weeks. This project, once awarded by City Council, is currently scheduled to occur in the first half

of 2026. The Westbrook Resurfacing Project is scheduled to go out to bid after the first of the year and is currently scheduled to occur in the middle of 2026.

Manager Kuntz congratulated Finance/HR Director Brandt and the finance team, which includes Clerk Duncan and Clerk Weiss, for the Auditor of State Award, which recognizes excellence in financial reporting. This is the fifth time Finance/HR Director Brandt and her team have received this award during her tenure with the city.

Manager Kuntz announced the city offices will be closed on December 24 and 25 for the Christmas holiday as well as December 31 and January 1, 2026 for the New Year holiday. Trash and recycling services will be delayed by one day for both Christmas Day and New Year's Day. Manager Kuntz wished everyone a safe and joyous holiday season!

Manager Kuntz expressed his appreciation to Member Wilder and Member Schreier for all the time and effort spent on Council for the past 8 years, stating their dedication to the City of Brookville is not only commendable, but inspiring. Manager Kuntz thanked both members for the support they have provided to staff over these years and to him personally over his first two years in Brookville. Manager Kuntz wished them both the best of luck in future endeavors and stated he looks forward to continuing to see them at city events in the future.

Finance Director Brandt presented the November 30, 2025 Fund Balance for Council review and approval.

Motion by Fowler, second by Piper to accept the November 30, 2025 Fund Balance as presented. All yeas, motion carried.

Finance Director Brandt requested Council approval to transfer \$100,000 transfer from the General Fund to the Park Fund and a \$100,000 transfer from the General Fund to the Street Fund. Both are partial transfers for the total amount budgeted in 2025.

Motion by Schreier, second by Fowler to approve the transfer of \$100,000 from the General Fund to the Park Fund and \$100,000 from the General Fund to the Street Fund as requested by Finance Director Brandt. All yeas, motion carried.

Finance Director Brandt requested Council authorization to receipt 85% of the revenue from EMS Billing into the General Fund for operations of the Fire Department and 15% of the revenue from EMS Billing into the Fire Capital Improvement Fund for 2026, which pushes 5% more into these funds than in 2025.

Motion by Piper, second by Wilder to authorize Finance Director Brandt to receipt 85% of the revenue from EMS Billing into the General Fund for operations of the Fire Department and 15% of the revenue from EMS Billing into the Fire Capital Improvement Fund for 2026. All yeas, motion carried.

Finance Director Brandt requested Council authorization to receipt 70% of the revenue received from Fire Contracts into the General Fund for operations of the Fire Department and 30% of the revenue from Fire Contracts into the Fire Capital Improvement Fund for 2026. This is the same as what was done in 2025.

Motion by Fowler, second by Wilder to authorize Finance Director Brandt to receipt 70% of the revenue received from Fire Contracts into the General Fund for operations of the Fire Department and 30% of the revenue from Fire Contracts into the Fire Capital Improvement Fund for 2026. All yeas, motion carried.

Finance Director Brandt requested Council approval to set the labor rate for the Service Department Mechanic at \$50 per hour for 2026, for work performed on the city fleet. This is the same rate as in 2025.

Motion by Ledford, second by Schreier to set the labor rate for the Service Department Mechanic at \$50 per hour for 2026, for work performed on the city fleet. All yeas, motion carried.

Finance Director Brandt requested Council approval to redistribute the fund ratio at which service department employees are paid from to the following: Street Fund: 42%, Park Fund: 12%, Water Fund: 20%, Sewer Fund: 20%, Stormwater Fund: 4%, Refuse Fund: 2%.

Motion by Schreier, second by Ledford to approve the revised ratio at which service department employees are paid out as follows: Street Fund: 42%, Park Fund: 12%, Water Fund: 20%, Sewer Fund: 20%, Stormwater Fund: 4%, Refuse Fund: 2%. All yeas, motion carried.

Finance Director Brandt requested Council accept the first reading and dispense with the second and third reading to adopt proposed Resolution No. 25-19, which sets the 2026 Appropriations as provided for in 4.07(A)(1) of the Charter of the City.

Motion by Piper, second by Schreier to read proposed Resolution No. 25-19. All yeas, motion carried.

Motion by Fowler, second by Schreier to accept the first reading, dispense with the second and third reading and adopt Resolution No. 25-19 entitled "A RESOLUTION TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF BROOKVILLE, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026. All yeas, motion carried.

Finance Director Brandt requested Council accept the first reading and dispense with the second and third reading to adopt proposed Resolution No. 25-20, which amends the 2025 Appropriations and Estimated Resources. This Resolution shall take effect immediately after passage of this Resolution as provided in 4.07(A)(1) of the Charter of the City.

Motion by Schreier, second by Wilder to read proposed Resolution No. 25-20. All yeas, motion carried.

Motion by Piper, second by Fowler to accept the first reading, dispense with the second and third reading and adopt Resolution No. 25-20 entitled "A RESOLUTION AMENDING THE 2025 APPROPRIATIONS, AS SET FORTH BELOW, PURSUANT TO SECTION 5705.40 OF THE OHIO REVISED CODE, AND SECTION 12.35 OF THE OHIO ADMINISTRATIVE CODE AND APPROVING THE AMENDMENT TO THE CERTIFICATE OF ESTIMATED RESOURCES, AS SET FORTH BELOW. All yeas, motion carried.

Finance Director Brandt reported the Attorney General's office has collected delinquent Brookville city income taxes in the amount of \$57,000 year to date.

Member Wilder congratulated Finance Director Brandt on her Auditor of State Award.

Fire Chief Fletcher reported the November Operations Report reflects another busy month, hitting a new high mark average of seven calls per day.

Police Chief Jerome reported the Police Department participated in the gingerbread house building event at Brookville Schools, Chamber of Commerce Christmas Tree Lighting and the Christmas in the Park event. Police Chief Jerome thanked Thrush and sons for donating pretzels to the tree lighting event. The Police Department will participate in the annual Operation Santa Sleigh event on December 23, 2025.

Law Director Stephan thanked Members Schreier and Wilder for their years of service, stating they both have done an excellent job for the city.

Mayor Letner reported he and Vice Mayor Piper recently participated in the Wreaths Across America event and thanked Troop 47 for assisting the Daughters of the American Revolution, Daniel Cooper Chapter, with laying over 900 wreaths. Mayor Letner reported the new Goodwill store opened today. The building interior has been completely remodeled and the staff seems excited to be here in Brookville.

Mayor Letner recognized outgoing Members Schreier and Wilder for their eight years of Council service and for their dedication to the citizens of Brookville. Mayor Letner thanked each member and their families for the sacrifices they made in service to the city.

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

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

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

Motion by Wilder, second by Schreier to accept the second reading of proposed Resolution No. 25-17. All yeas, motion carried.

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

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

Member Fowler requested that a representative of the flock camera company come to a future meeting to address Council.

Police Chief Jerome stated he would be happy to bring in a representative to help the police department educate the public on the flock camera system.

Ayden Chandler, 517 Sterling Meadows, requested that Council consider creating a Brookville Young Professional and Youth Advisory Council for residents age 18-25. This would give this age group a stronger voice in local decisions on housing, recreation and business development.

Mayor Letner commented a bill was recently introduced at the state level for this exact thing.

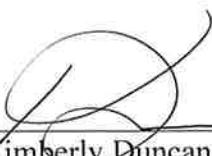
Elizabeth O'Neal of 353 Baker Street, Lucas Corder of 8923 National Road and Adrian Angel of 8 Larry Court raised concerns related to Flock safety cameras. Comments included warrantless surveillance violates constitutional protections and erodes community trust; AI systems can misidentify vehicles, leading to dangerous encounters and costly settlements; surveillance data can be accessed by various agencies without local authority knowledge or consent; cybersecurity vulnerabilities in the system pose risks to sensitive location data of residents and public safety relies on trust; invasive surveillance undermines liberties and privacy.

Member Schreier thanked fellow Council members, staff and citizens for their support while on Council, stating he is proud of everything accomplished during his tenure. Member Schreier extended his best wishes to the incoming Council members.

Member Piper wished everyone Happy Holidays and stated it has been an honor to serve with Members Schreier and Wilder.

Member Wilder thanked God, fellow Council Members, staff, citizens and family for supporting her in her role on City Council. Member Wilder noted many accomplishments during her tenure, and encouraged community members, especially women, to consider running for Council or participating in local government.

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