

Brookville City Council  
Regular Meeting  
June 17, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on June 17, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Piper, Schreier, Wilder and Zimmerlin; Manager Kuntz, Law Director Stephan, Finance Director Brandt, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present.

Roll Call by Clerk Duncan.

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

Motion by Zimmerlin, second by Schreier to accept the June 3, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

Jeff Davidson was presented a Citizen Citation Award, and a Proclamation was read commending him for his assistance with his help in identifying a suspect in the school break-ins, which led to an arrest and conviction.

Manager Kuntz reported Wagner Paving is getting ready to begin the city's Street Resurfacing program in late June/early July. Maple Street, Osage Road and Upper-Lewisburg Salem Road by the entrance to Golden Gate Park will be milled and resurfaced this year. Staff will post the timeframe when it's officially scheduled on the city's website and social media platforms.

Manager Kuntz reminded everyone of the Third Thursday event scheduled for June 19 from 8:00 p.m. until 8:00 p.m. at Gruenig Park on Market Street. This is a great opportunity for the community to support small and local vendors and artisans.

Manager Kuntz congratulated the Brookville Boys Track and Field team for winning the Division II State Championship on June 7.

Manager Kuntz reported the owners of Brookside Plaza are working to get the awnings repaired.

Manager Kuntz reminded everyone the city offices will be closed on Thursday, June 19 in observance of the Juneteenth holiday.

Manager Kuntz reported the Service Department is extremely busy with seasonal work, including park maintenance and mowing.

Manager Kuntz reported he received a citizen complaint regarding dog waste on the sidewalks of the Market Street extension.

Discussion followed. The consensus is to have staff post on social media regarding cleaning up dog waste rather than posting signage.

Manager Kuntz announced he will be out of the office from June 24 through July 4. Police Chief Jerome will be the Acting City Manager in his absence.

Finance Director Brandt presented the May 31, 2025 Fund Balance for Council review and approval.

Motion by Fowler, second by Schreier to approve the May 31, 2025 Fund Balance as presented. All yeas, motion carried.

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

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

Finance Director requested Council dispense with the second and third reading and approve proposed Resolution No. 25-09, which updates the full-time employees pay scale.

Motion by Zimmerlin, second by Fowler to read proposed Resolution No. 25-09. All yeas, motion carried.

Motion by Fowler, second by Piper to accept the first reading, dispense with the second and third reading and adopt Resolution No. 25-09 entitled "A RESOLUTION ESTABLISHING A NEW WAGE SCALE FOR FULL-TIME HOURLY EMPLOYEES." All yeas, motion carried.

Fire Chief Fletcher had no report.

Police Chief Jerome reported upcoming community policing events are Cocoa with a Cop on June 18 at the library, Walk the Block with a Cop in the Harper Creek development on June 21 and Cones with Cops on June 29 at What's the Scoop.

Police Chief Jerome reminded everyone to lock their vehicles at night and not to leave car keys in the vehicle.

Law Director Stephan reported Oakes Tree Development has filed a final subdivision application for The Orchard Section One. This subdivision will be located on Hill Street, Lot Number 2543, County Auditor Parcel C05 00627 0001. This property is the site where the Brookville High School and Middle School were previously located and is now currently vacant. The Orchard-Section One subdivision record plan establishes fourteen (14) lots for single family housing. The property is zoned R-1 C. Single family housing is a permitted use in this zoning district. The R-1 C standards require lots with 70 feet of frontage, and a minimum square footage of 1400 sq. ft. The proposed subdivision meets the R-1 C standards. Law Director Stephan provided historical context about the site, which was initially filed in 1869, and was previously occupied by Brookville Schools. This final subdivision application was approved by Planning Commission at the June 12, 2025 meeting.

Motion by Zimmerlin, second by Schreier to approve the final subdivision application for The Orchard Section One, as presented. All yeas, motion carried.

Law Director Stephan recommended Council approval of the third and final reading of proposed Ordinance No. 2025-13, which establishes a Charter Review Commission. Law Director Stephan requested Council also appoint the seven candidates listed on the agenda to the commission, and advised their terms should commence in thirty days when the ordinance goes into effect.

Mayor Letner reported the Block Party and Craft fair at the library last weekend was a great event, and thanked Damian Kristof for his hard work in organizing the event.

Mayor Letner reported Barton Mallow donated their time to install 28 yards of concrete for a new playground at Brookville Schools. This project was paid for by an individual who inherited a trust fund from her parents and came together by companies and individuals reducing the cost of materials and labor.

Motion by Zimmerlin, second by Wilder to read proposed Ordinance No. 2025-13. All yeas, motion carried.

Motion by Fowler, second by Piper to accept the third reading of Ordinance No. 2025-13 entitled "AN ORDINANCE ESTABLISHING A CHARTER REVIEW COMMISSION IN THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Member Fowler inquired whether the city is still considering installing FLOCK cameras?

Manager Kuntz replied this is something we are continuing to look at, however, the cameras and ongoing fees are cost prohibitive, and we must continue to be fiscally responsible.


Motion by Schreier, second by Fowler to appoint the members of the Charter Review Commission as follows: Tim Colston, Sonja Keaton, Ralf Mohr, Rob Rutherford, Anne Vandercook, Jo Wilder and John Wright; with a term to begin thirty days from today's date. All yeas, motion carried.

Damian Kristof, 120 Blue Pride Drive, thanked the city for their assistance and all who participated in the Block Party and Craft fair at the library last weekend.

Mark Haworth, 10352 Upper Lewisburg Salem Road, thanked staff and Council for taking his concerns seriously about dog waste on the Market Street extension sidewalk.

Bruce Garber, 434 Sycamore Street, requested Council extend the moratorium on annexations due to ongoing development in the city.

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

  
Kimberly Duncan, Clerk  
Charles Letner, Mayor