

Brookville City Council
Regular Meeting
January 5, 2021

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on January 5, 2021. The meeting was held virtually using the Cisco Webex application. The Pledge of Allegiance was recited. Members Crane, Fowler, Schreier, Swabb, Wilder and Zimmerlin; Manager Keaton, Finance Director Brandt, Law Director Stephan, Clerk Duncan, Fire Chief Fletcher and Police Chief Jerome were present.

Roll Call by Clerk Duncan.

Motion by Swabb, second by Crane to approve the Agenda as presented. All yeas, motion carried.

Motion by Fowler, second by Schreier to approve the Regular Council Meeting Minutes of December 15, 2020. All yeas, motion carried.

Mayor Letner announced the January Citizen of the Month is Mr. Tim Hopkins. Mayor Letner stated it was a difficult choice as he received many worthy nominations. Mr. Hopkins was chosen for his dedication to the City, the school and the students.

Mr. Hopkins expressed his appreciation, stating he is honored to be chosen. Mr. Hopkins stated we are living in a time where we are surrounded by negativity, and this is a great incentive. Mr. Hopkins commented his support staff at the school is incredibly strong, and he is lucky to be surrounded by good kids, outstanding parents and a supportive community.

Mayor Letner stated Mr. Hopkins made a bold move at the beginning of the school year, giving students the option to be taught in person. Mayor Letner stated this made an impression on everyone, including the Governor. Mayor Letner read a proclamation honoring Mr. Hopkins as Citizen of the Month.

Manager Keaton reported we ended 2020, \$255,412 above where we began 2020 for all Funds. Most of the increase is attributed to the balance at year-end in the Local Coronavirus Relief Fund, FEMA Fund and Enterprise Funds, which are our Water, Sewer, Stormwater and Refuse Funds. In the General Fund, which is the general operating fund of the City, we saw a \$110,385 decrease in our Fund Balance.

Manager Keaton reported the City received a \$272,240 check from the Ohio Bureau of Workers' Comp in mid-December, which brought our yearly total to \$418,456 in dividend, or refund checks from the Bureau, of which \$310,176 was posted into our General Fund. Manager Keaton advised had we not received these refund checks, and had we not reimbursed \$129,804 of payroll costs from the CARES Act, our General Fund ending balance would have been \$1,525,265, a loss of \$550,365. Manager Keaton advised we will continue to monitor our budget throughout 2021, with the pending closure of Provimi in late summer, the opening of the DMAX plant, and all the unknowns related to the COVID-19 pandemic. Manager Keaton advised the chart in her report is from our Statement of Cash Position Report. The Ending Balance in the chart is the same as the Unexpended Balance on the Statement of Cash Position Report. Manager Keaton stated she was elated to see we exceeded \$3M on our income tax receipts in 2020, as she was not expecting it. In 2019, we receipted \$3M in November.

DESCRIPTION	BEGINNING BALANCE	ENDING BALANCE	DIFFERENCE
GENERAL FUND	\$2,075,629.55	\$1,965,244.67	(\$110,384.88)
STREET M. & R.	\$229,719.67	\$204,280.56	(\$25,439.11)
PARK & RECREATION	\$47,982.54	\$53,178.70	\$5,196.16
FEDERAL GRANTS	\$0.00	\$0.00	\$0.00
LAND REUTILIZATION	\$39,266.96	\$39,266.96	\$0.00
LOCAL CORONAVIRUS RELIEF FUND	\$0.00	\$42,650.59	\$42,650.59

LAW ENFORCEMENT	\$11,864.56	\$8,595.77	(\$3,268.79)
FEMA	\$0.00	\$46,092.87	\$46,092.87
BOND RETIREMENT	\$4,893.28	\$5,293.28	\$400.00
NOTE RETIRE-NORTHBROOK	\$2,473.50	\$8,980.79	\$6,507.29
CAPITAL IMPROVEMENT	\$165,398.38	\$169,508.34	\$4,109.96
FIRE CAPITAL IMPROVEMENT	\$220,810.91	\$239,278.93	\$18,468.02
WATER	\$381,847.61	\$403,996.66	\$22,149.05
SANITARY SEWER	\$535,153.66	\$730,036.66	\$194,883.00
STORMWATER	\$0.00	\$20,981.54	\$20,981.54
REFUSE	\$162,327.38	\$195,393.75	\$33,066.37
GRAND TOTAL	\$3,877,368.00	\$4,132,780.07	\$255,412.07

Manager Keaton advised she would like to revisit the request from the Brookville Historical Society. They requested any consideration for financial assistance that can be granted to them in 2021. Manager Keaton provided Council with updated revenue and expenditure lists from January 1, 2020 through December 28, 2020. In December, the Brookville Historical Society had a large, unexpected plumbing/heating expense for the Spitler House that totaled \$1,741. Manager Keaton reported funds were included in the 2021 Budget for the Brookville Historical Society.

Motion by Crane, second by Swabb to approve a \$7,500 grant for the Brookville Historical Society for operating expenses in 2021. All yeas, motion carried.

Manager Keaton reported the OPWC application review meeting is scheduled for January 14, 2021. The City submitted two projects, Hay Avenue Roadway Improvements, Phase I and Walnut Street Waterline Replacement. Manager Keaton advised she will provide results of that meeting at the next Council Meeting.

Manager Keaton reported as part of the Municipal Separate Storm Sewer System, otherwise known as MS4, inspections with Montgomery County Soil & Water, the Service Department performed the following during 2020:

- Collected approximately 3,500 gallons of waste oil
- Applied 220 tons of road salt
- Applied 22½ gallons T-zone weed killer and 6 jugs of Roundup concentrate
- Applied 2,000 lbs. of fertilizer
- Collected approximately 7 tons of debris from sweeping our streets
- Performed ditch maintenance on 1,009' of roadways
- Repaired one catch basin on E. Westbrook and installed a new catch basin on E. Westbrook
- Collected 224 cubic yards (approximately 34 tons) of leaves

Manager Keaton reported the City received one letter of interest for the open Planning Commission seat and one letter of interest on the open position on the Local Board of Tax Review. Manager Keaton recommended that Council appoint Jeff Requarth to Planning Commission to fill the unexpired term of Brent Boose, and to appoint Shari Fowler to the open seat on the Local Board of Tax Review with her term expiring on December 31, 2022.

Motion by Wilder, second by Fowler to appoint Jeff Requarth to Planning Commission to fill the unexpired term of Brent Boose. All yeas, motion carried.

Motion by Schreier, second by Zimmerlin to appoint Shari Fowler to the open seat on the Local Board of Tax Review with her term expiring on December 31, 2022. Wilder yea, Fowler abstain, Crane yea, Swabb yea, Zimmerlin yea, Schreier yea, Letner yea. Motion carried with 6 yeas and one abstention.

Manager Keaton requested Council authorization to accept the tentative Agreement negotiated between the City and the Ohio Patrolmen's Benevolent Association and to authorize Manager

Keaton to sign the Agreement between the City of Brookville and the Ohio Patrolmen's Benevolent Association for SERB Case No. 2020-MED-10-1182 effective January 1, 2021.

Motion by Zimmerlin, second by Swabb to authorize Manager Keaton to enter into an Agreement between the City of Brookville and the Ohio Patrolmen's Benevolent Association for SERB Case No. 2020-MED-10-1182 effective January 1, 2021. All yeas, motion carried.

Manager Keaton reported over the last few weeks, the Service Department straightened the tornado siren pole at the high school, applied salt during three snow events, corrected a water tower sensor issue, picked up the new VLR shaft and epoxy coated it, repaired a water main break on New Year's Eve day on Sycamore Street, removed Christmas lights on Market Street, Gateway and Golden Gate Parks, and added grindings to an alley.

Member Zimmerlin inquired when the Safe Routes to School project is supposed to kick off?

Manager Keaton replied that project will begin in 2022. Manager Keaton advised in late summer we entered into a contract with O.R. Colon Associates to work on our right-of-way acquisitions. Manager Keaton stated she received an adopted Resolution from the school where they are donating their right of way to us. The firm is still working with the homeowners along there to finalize the right of way acquisitions.

Manager Keaton stated she just received our updated property values and requested to schedule a Work Session.

The consensus was to schedule a Work Session for Tuesday, January 12, 2021 at 6:00 p.m.

Finance Director presented the December 31, 2020 Fund Balance.

Motion by Swabb, second by Wilder to accept the December 31, 2020 Fund Balance as presented. All yeas, motion carried.

Finance Director Brandt requested approval for the City's membership with the Miami Valley Regional Planning Commission (MVRPC) for 2021, and to appoint Manager Keaton as a Member and Zoning Officer Snedeker as an Alternate to the MVRPC Board; and Zoning Officer Snedeker as Member and Manager Keaton as Alternate to the Technical Advisory Committee for 2021. The dues are \$2,706.64 and are based on the 2010 census population figures and are computed at forty-six cents per capita. A copy of the 2019 Benefits Report for the City of Brookville is attached. This report show Brookville received a \$104,127 or 173% return on investment.

Motion by Wilder, second by Fowler to approve our membership with the Miami Valley Regional Planning Commission (MVRPC) for 2021, and to appoint Manager Keaton as a Member and Zoning Officer Snedeker as an Alternate to the MVRPC Board; and Zoning Officer Snedeker as Member and Manager Keaton as Alternate to the Technical Advisory Committee for 2021. All yeas, motion carried.

Finance Director Brandt reported the City received a \$272,239.53 premium refund check from the BWC.

Member Schreier asked if our BWC rates went down for 2021?

Finance Director Brandt replied our 2021 rate went down 10%.

Fire Chief Fletcher requested Council authorization for a .2% increase in EMS billing for the different types of medic transports, which is the ambulance inflation factor calculated for Medicare and Medicaid. Fire Chief Fletcher stated this is the amount the City will be reimbursed if we bill Medicare and Medicaid.

Motion by Zimmerlin, second by Fowler to approve a .2% rate increase in EMS billing. All yeas, motion carried.

Fire Chief Fletcher reported the Fire Department had a busy December. Both November and December were much busier than typical years. The year ended with 1,960 calls and 81.5% of those were EMS. Incidents involving auto accidents were down 20% due to the COVID-19 lockdown. Fire losses for 2021 totaled \$117,850 which is a third less than typical years. Fire Chief Fletcher reported they are still getting overdoses and drug related incidents which will be broken out in the annual report.

Fire Chief Fletcher recognized the following Fire Department Members who received awards for their service in 2020: Craig Wilson as EMS Provider of the Year, Kyle Sewert as Firefighter of the Year and Captain Michael Hensley as Officer of the Year. Travis Lovely, Matt Rhoades and David Schmitt received the Fire Chief's Commendation for Outstanding Service. Fire Chief Fletcher reported Lieutenant Jordan Schoening a 5-Year Service Award, Captain James Hart, Captain Dan Wolfe and Captain Tyler Ullery received 15-Year Service Awards and Captain Mike Hensley received a 30-Year Service Award.

Mayor Letner stated he knows each of these men personally and he is amazed by the dedication that they have to the City of Brookville.

Police Chief Jerome reported he and his staff are currently compiling the Annual Report and will have this information to Council soon.

Police Chief Jerome agreed with the selection of Mr. Tim Hopkins as Citizen of the Month, stating he has done a terrific job during the pandemic and he is proud to call him a friend and colleague.

Police Chief Jerome reported the Police Department recently served a search warrant in the 400 block of Market Street which yielded approximately ten times the bulk amount of meth. Police Chief Jerome reported this is an ongoing investigation and arrest warrants will be issued soon.

Police Chief Jerome reported the Police Department has taken eleven reports in 2021 and five have been drug related. Seven of the twelve arrests in the December monthly report are drug related. The Police Department continues to be vigilant and he is very proud of them. Police Chief Jerome reported investigations are on-going and he will have some exciting news in the near future.

Police Chief Jerome commended Officer Taylor Arthur on completing her Associates Degree and stated he is very proud of her.

Police Chief Jerome commended Officer Creager for participating in Operation Santa Sleigh in conjunction with Children's Hospital on December 23, 2020.

Police Chief Jerome reported Officer Moore and Morgan, along with Major Simon recently responded to a reported burglary, which turned out to be a destructive, large raccoon, who had ransacked the home. The complainant was very appreciative of the Officers who were able to capture and remove the raccoon.

Law Director Stephan requested Council approval of a Lease Agreement for 401 Albert Road with Production Service Management, Inc. for \$19,000 per year.

Mayor Letner inquired about the utilities that are included in the lease, stating he is not concerned about the water and sewer, but does have concerns about the gas utilities and how much the average cost is for that building.

Manager Keaton reported when the building was operated as Station 2, the average gas bill in the winter months was \$125-\$175 per month, and minimal in the spring and summer months.

Motion Fowler, second by Wilder to authorize the City Manager to enter into a Lease Agreement with Production Service Management, Inc. for the lease of the building at 401 Albert Road in the amount of \$19,000 per year for five years. All yeas, motion carried.

Mayor Letner reported he was happy to kick 2020 to the curb and is looking forward to a prosperous 2021.

Mayor Letner thanked everyone who submitted nominations for the Citizen of the Month. Mayor Letner stated it is amazing some of the things our citizens are doing and it is heartening to see what is going on in our community.

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

Motion by Schreier, second by Zimmerlin to accept the third reading and adopt Resolution No. 20-25 entitled "A RESOLUTION AUTHORIZING THE REQUEST FOR AN ADVANCE OF TAXES COLLECTED IN 2021 FOR THE TAX YEAR 2020". All yeas, motion carried.

Motion by Zimmerlin, second by Wilder to read proposed Resolution No. 21-01. All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to accept the first reading of proposed Resolution No. 21-01. All yeas, motion carried.

Member Fowler, Park Board Liaison, reported clean-up has been taking place at Golden Gate Park as the Christmas light displays are being removed.

Member Schreier, Planning Commission Liaison, reported Planning Commission met on December 17, 2021. An updated Site Plan for the Latchkey and Further Education facility at 533 Western Avenue was approved and Vice Chairperson Brent Boose was recognized for serving on Planning Commission for 18 years.

Manager Keaton requested Council designate one of its members to Planning Commission, per Section 7.01(A) of the Charter. Section 7.01(A) of the Charter states "On or before the first day of February of each year, the Council shall designate, by a motion adopted by a majority vote of its members, one of its members to serve as a full voting member of the Planning Commission, and such person shall serve so long as he or she is a member of Council and until a successor is designated by Council." Manager Keaton recommended that Council designate Member Schreier to continue as the designated Council representative if he is still willing to serve.

Member Schreier stated he is willing to continue as the Planning Commission Liaison.


Motion by Zimmerlin, second by Wilder to designate Member Schreier as the designated Council representative on Planning Commission for 2021. Zimmerlin yea, Schreier abstain, Crane yea, Fowler yea, Wilder yea, Swabb yea, Letner yea. Motion carried with six yeas and one abstention.

Manager Keaton advised Council should also designate one of its members as Liaison to the Board of Park Trustees and asked if Member Fowler is still willing to serve as the Park Liaison.

Member Fowler indicated he is willing to continue to serve as Park Liaison.

Motion by Schreier, second by Zimmerlin to designate Member Fowler as the Park Board Liaison for 2021. Schreier yea, Crane yea, Fowler abstain, Wilder yea, Swabb yea, Zimmerlin yea, Letner yea. Motion carried with six yeas and one abstention.

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



Kimberly Duncan, Clerk

Charles Letner, Mayor