



## **2020 ANNUAL REPORT**

**CITY OF BROOKVILLE**

**301 SYCAMORE STREET  
BROOKVILLE, OHIO 45309**

**[www.brookvilleohio.com](http://www.brookvilleohio.com)**

**937-833-2135**

***A PROUD AND PROGRESSIVE  
COMMUNITY***



## INTRODUCTION

The following report is the Annual Report of the City of Brookville, Ohio. It will cover all aspects of the City's functions and activities for 2020. This report is a requirement of the Municipal Charter, but is primarily intended for review by the Mayor and Council, or any interested citizen of Brookville.

Respectfully Submitted,

*Sonja M. Keaton*

Sonja M. Keaton  
City Manager



## MANAGER'S STATEMENT 2020

Remember 2019? Not a very good year with the Memorial Day tornado and the closure of two large employers, Payless ShoeSource and IMI Norgren. Well guess what, 2020 was worse! Two thousand and twenty was a year that will be remembered for the COVID-19 worldwide pandemic, temporary and/or permanent business closures, sharp decline in income tax receipts due to these closures and the receipt of CARES Act funds that assisted the City in purchasing Personal Protective Equipment (PPE) to protect our employees from this unknown pandemic. The extent of the economic downturn due to COVID-19 is yet to be fully known, but the impact on Brookville is already significant.

On March 18, we closed all city buildings to the public to reduce exposure to personnel and the public. Our offices remained open; we conducted business via telephone or by email. Fire, Police and Service Department employees continued to respond to emergency calls. Our city parks were shut down for two months. COVID-19 mandates made certain day-to-day activities and projects increasingly difficult. Daily temperature checks of our employees became the new norm.

Financially, we are still surviving, although we experienced a 7.74% decline in our income tax revenue collections in 2020. This is the second straight year that we saw a sharp decline in our income tax receipts. Income taxes are the primary revenue source for the City.

One major disappointment, in my opinion, was the defeat at the November 2020 ballot box of two proposed levies. The street levy would have provided \$500,000 annually to resume annual resurfacing of our streets, which we have not been able to do since 2017. The park levy would have provided \$125,000 annually to maintain our six city parks and to perform several capital projects within our parks that we are currently not able to do.

Enough with the bad news, there was some good news. We received several grants that allowed us to purchase a double-wall fuel tank for the Service Department, park benches and a Message Center that was installed on Market Street that displays the location of our downtown businesses. We received a FEMA grant to acquire and demolish a residential structure that experienced flooding on several occasions. The Brookville Fire Department received grants to purchase a mechanical CPR device and for personnel to attend firefighter training courses at Sinclair.

The following is a list of the more evident and significant accomplishments in 2020. All are described in more detail later in this report.

- Front Office Renovation Project
- Repainted the exterior and interior of the Wolf Creek water tower
- Purchased a 2019 Horton Medic
- Purchased a 2020 Police Ford Interceptor w/in-car camera



- Purchased a 2020 Tahoe for the Fire Department
- Replaced a lift station pump on Mosier Parkway
- Purchased three UV sanitation light carts
- Received Surface Transportation Program (STP) funds for the Arlington and Triggs intersection
- The large side of the Christena Leiber Center was repainted, new lighting was installed, ceiling tiles and electrical fixtures were replaced
- The SK8 Park ramps and jumps received a fresh coat of primer and paint
- Police Department received grants for the Federal Bulletproof Vest Partnership and the Ohio Law Enforcement Body Armor Program
- In 2020, the Finance Department was awarded an Ohio Auditor of State Award for exemplary reporting in 2019
- Issued 95 residential and 9 commercial zoning permits
- Three new businesses opened on Market Street
- Less Lethal Weapons were added to the Police Department

I am very proud of the job that our administrative employees do here in the City of Brookville. On many occasions, the result of their efforts is not viewed as reasonable by residents who are affected, whether it be a police matter, zoning issue, property maintenance, high utility bills, water main breaks, or sewer stoppages. Keep in mind that they are only doing their jobs, and in my opinion, do them quite well.

Our goal is to provide a high quality of residential living and vibrant business opportunities. Economic development is vital to our city since it provides the major source of revenue to our General Fund, but more importantly, it offers job opportunities for our citizens. Providing basic safety and service functions daily to our residents remains our number one priority. My staff and I, along with the cooperation of all city employees and volunteers, will do whatever it takes to make this City successful.

As always, I wish to extend my personal appreciation to the Mayor and Council, City Staff, Volunteers, and citizens of Brookville for their cooperation and support.

Sincerely,

*Sonja M. Keaton*

Sonja M. Keaton  
City Manager

## **FINANCE & ADMINISTRATION**

The Finance and Administration Department is responsible for collection of all revenue and recording of all expenditures of City funds. The complete budgetary and accounting system consisted of handling 10 separate departments within 16 funds during 2020. This office conducts a central purchasing system; generates all invoicing needed, including quarterly utility billing; maintains all personnel records and municipal payrolls for all departments. The office handles permits' and/or applications for zoning changes and compliance, park rentals, water and sewer taps. Any assessments to property owners not paid are calculated and certified to the County Auditor for collection. Typing and general office work, as needed for the Manager, Mayor, Council, various Departments, Boards and Commissions are handled in this office, as well as all necessary record keeping.

The Director of Finance, along with the City Manager, prepares the appropriation each year for Council's approval. The Director of Finance administers the City's risk management, health insurance and Workers' Compensation program and is also responsible for audit coordination. The City of Brookville contracted with Julian and Grube, Inc. to prepare our annual general-purpose financial statements on Generally Accepted Accounting Principles (GAAP), or modified accrual basis. The GAAP financial report is required to be filed by May 31 of each year with the State Auditor. In 2020, the State Auditor's Office performed our audit for 2019, in which the City received an excellent audit. The City was awarded an Ohio Auditor of State Award for exemplary reporting in accordance with Generally Accepted Accounting Principles, or GAAP, for the year 2019. A copy of the audited Basic Financial Statements is available for review in the City Office. Many other necessary reports and surveys are submitted to various agencies during each year as required.

The Director of Finance is responsible for investing City funds, which earned \$63,435 in interest for 2020 in the General and Street M&R Funds. The brokered CD's that matured in the first half of 2020 were issued in the first half of 2018, where interest rates ranged from 2.40% to 2.75% for two-year CD's. As the year progressed, brokered CD's that matured in the last half of 2020, were issued in the last half of 2018, with an interest rate of 3.0% and from CD's that were issued in late 2019 and early 2020 and called in 2020 with an interest rate of 1.70%-2.10%. Star Ohio began the year with an interest rate of 1.79% and ended the year with an interest rate of 0.12%. StarPLUS

began the year with an interest rate of 1.75% and ended the year with an interest rate of 0.15%. Due to the effects of the COVID-19 pandemic, the City saw a sharp decline in interest rates as a whole. The City continued to sell surplus items on GovDeals in 2020. GovDeals provides services to various government agencies that allow them to sell surplus and confiscated items via the Internet.

The General Fund consisted of the Administrative, Fire and Police Departments in 2020. These three departments are fully funded out of revenue that is received to the General Fund, such as Real Estate Tax, Income Tax, Local Government, Motel Tax, Investment Interest, Franchise Fees and a portion of the Fire Protection Contracts and EMS Billing just to name a few. Funds, totaling \$525,000, or 11.19% of the General Fund receipts, were transferred to the Street M&R and Park & Recreation Funds for necessary operating and/or improvements that are above their department's limited revenue. Funds, totaling \$464,000, or 9.89% of the General Fund receipts, were also transferred to the Bond Retirement Fund and Note Retirement-NorthBrook Fund toward payment of a 29-year Fire Station Bond and a 16 to 20-year NorthBrook Bond respectively.

The City continues to spend its valuable resources on public safety. The City's dedication to public safety is evident in the fact that 32.8% and 20.1% of the General Fund expenditures are spent towards police and fire protection, respectively.

The goal for 2020, as it is every year, is to maintain or increase our General Fund reserve or carryover, which we were not able to accomplish. This follows suit with the 2018 and 2019 decline in our General Fund. This decrease in our carryover was attributed to our expenditures exceeding our revenues and a sharp decline in our income tax receipts. Income tax receipts posted during 2020 totaled \$3,060,456, a loss of \$256,815 or 7.74% from the previous year postings. Income tax revenue amounted to 65.3% of the total General Fund revenue of \$4,690,123 so it remains the major source of revenue for the City.

The City entered into an Income Tax Revenue Sharing Agreement with the Brookville Local School District in 2008. This Agreement allows the City to share its income tax withholding receipts for the Payless ShoeSource Distribution Center Project, Wolverine, ODW Logistics and Provimi (Cargill), in exchange for granting a 15-year 100% CRA (Community Reinvestment Area) tax abatement for the value of improvements for each of these three projects. In 2020, the

Brookville Local School District received income tax revenue sharing payments from the City totaling \$77,892.

Total receipts, in 2020, for all budgetary accounts consisting of 16 funds amounted to \$9,192,093 with transfers and advances deducted from the total, which is an increase of \$1,075,040 from the previous year. This increase is attributed to several factors. One main factor in 2020 was COVID-19 and the global pandemic. Due to the pandemic the federal government passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the City received \$339,887 in funds. Also related to the pandemic, the Ohio Bureau of Workman's Comp issued several premium refunds which totaled \$403,831 to the City. The next main factor in revenues were related to the 2019 tornado. Continued repair from the tornado damage led the City to receive \$344,260 in insurance proceeds. The City also received \$217,041 in FEMA Emergency Grant Funds for all the man hours related to tornado protection and clean-up efforts.

Total expenditures for all accounts came to \$8,933,831, with transfers and advances deducted from the total, which is an increase of \$692,582 from the previous year. The increase in expenditures is largely due to the repair of items at the Wastewater Treatment Plant damaged during the 2019 tornado. The repainting and repairs of one of the City's water towers and purchase of a new medic also added to this increase.

## **ECONOMIC CONDITIONS AND OUTLOOK**

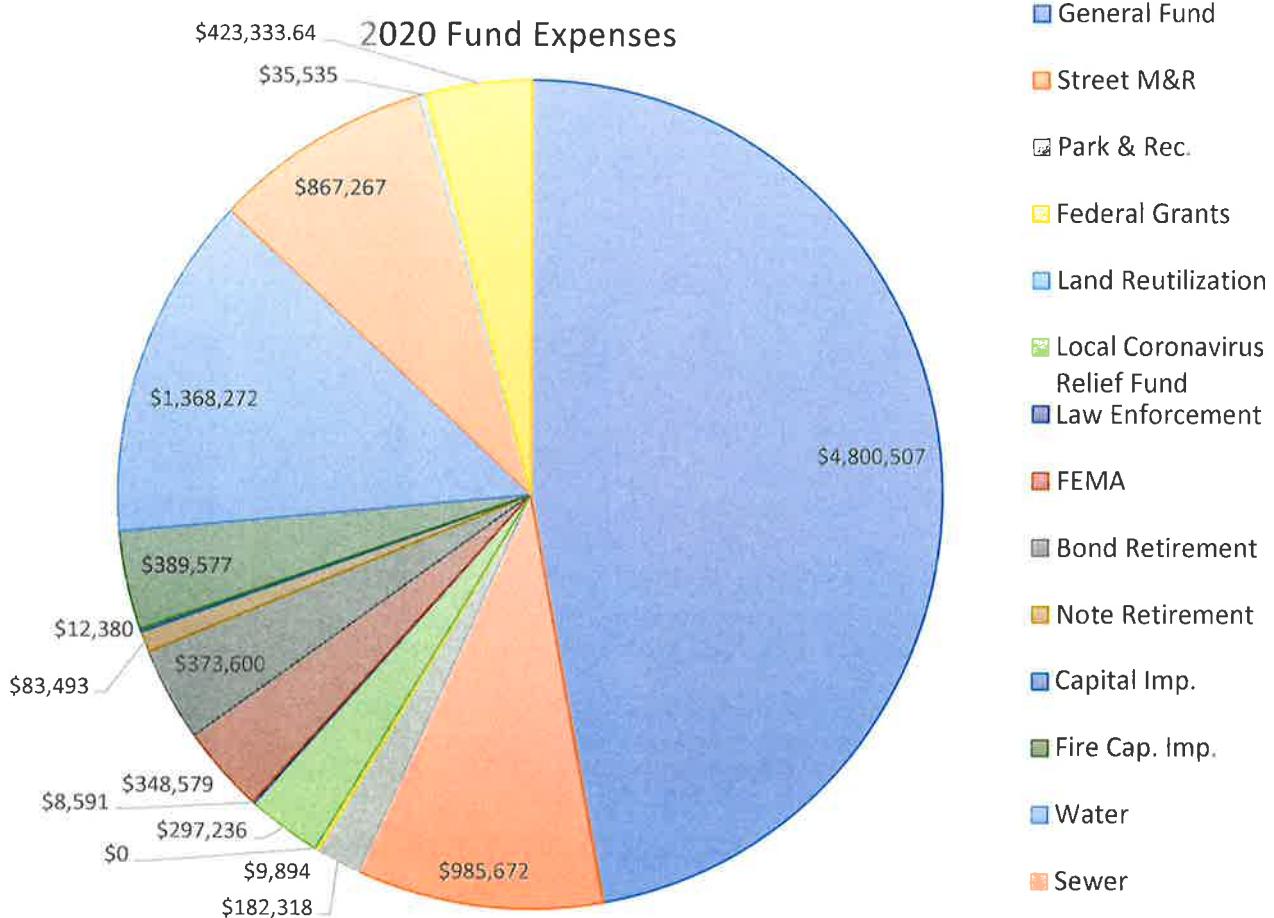
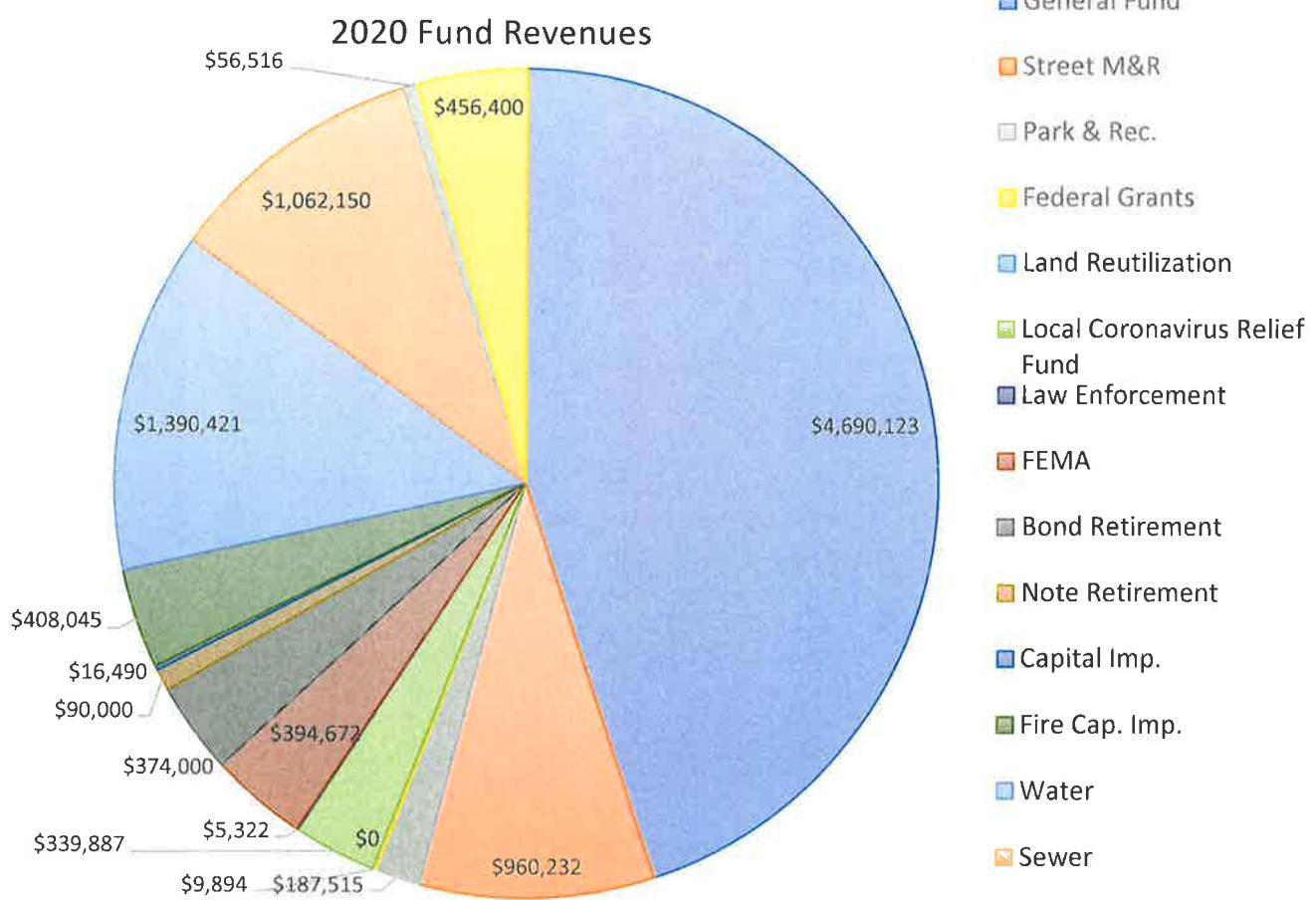
The City's Administration considers the impact of various economic factors when establishing the fiscal year budget and the compilation of the 2020 budget was no exception. The continued challenges of the cuts the state handed down to municipalities over the years yielded significant influence on the objectives established in our 2020 budget.

Even though we continued to see a slight increase in some revenues during 2020, we still experienced a successful year relative to what we were able to accomplish. Service levels were maintained, and the City completed several capital improvement projects which has a lasting impact on the City for years to come. Several of the projects received grant fund assistance.

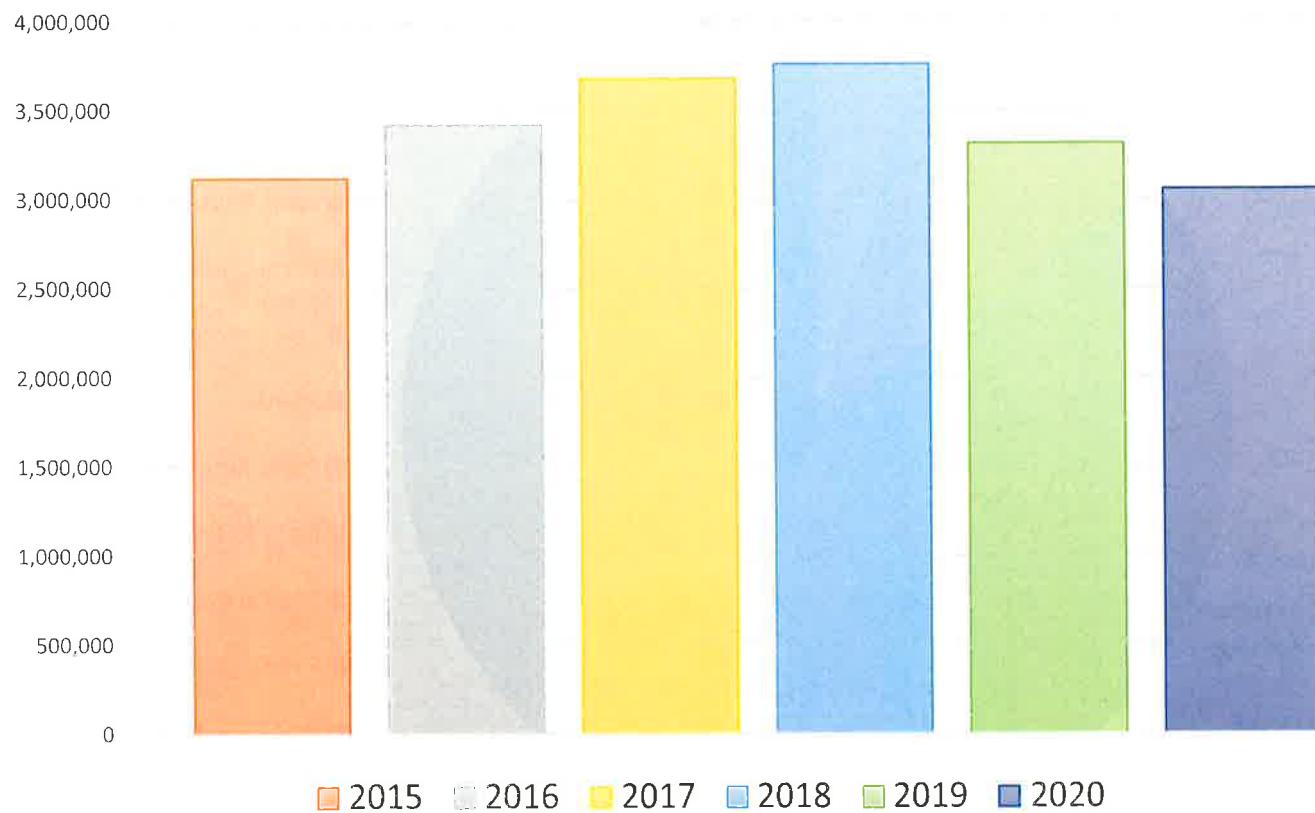
The City continues to see employment growth with some businesses, despite the uncertainty still surrounding the economy, the City continues to carefully monitor two primary sources of revenue, local income taxes and shared intergovernmental (state) revenue. In order to stabilize the impact of the fluctuations in these revenue streams, City Council continues to pursue economic development and job creation, in order to maintain the community's reputation for high public safety standards and adoption of a budget designed to promote long-term fiscal stability. A strong and sound economy is vital to maintaining and improving the quality of life in the City.

State Legislators continue to make changes to local income tax laws which makes it very difficult for municipalities to continue to grow their income tax receipts.

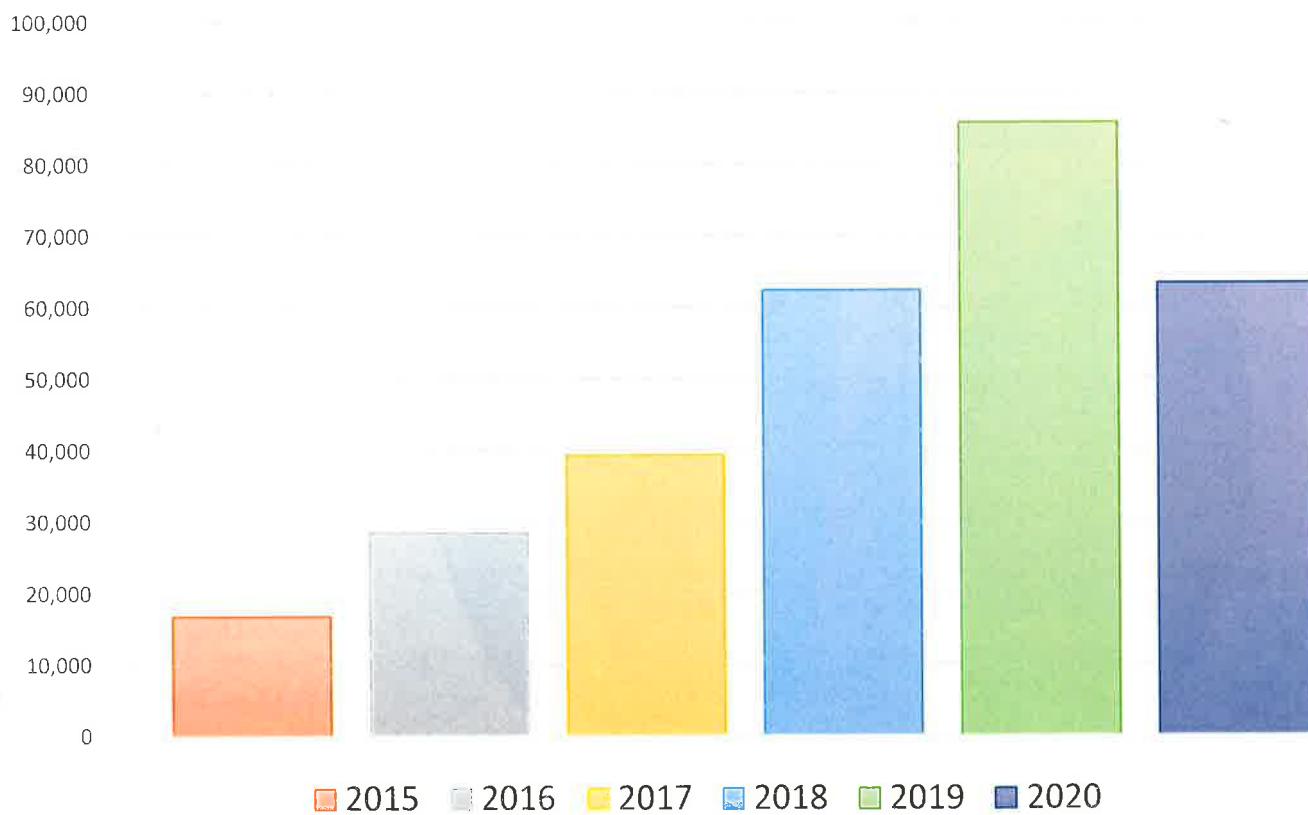
The following charts illustrate the various fund revenues and expenses for 2020 and the comparisons of interest investments and income tax revenues over a six-year period.



### Income Tax



### General Fund Investment Interest



## **ENTERPRISE FUNDS**

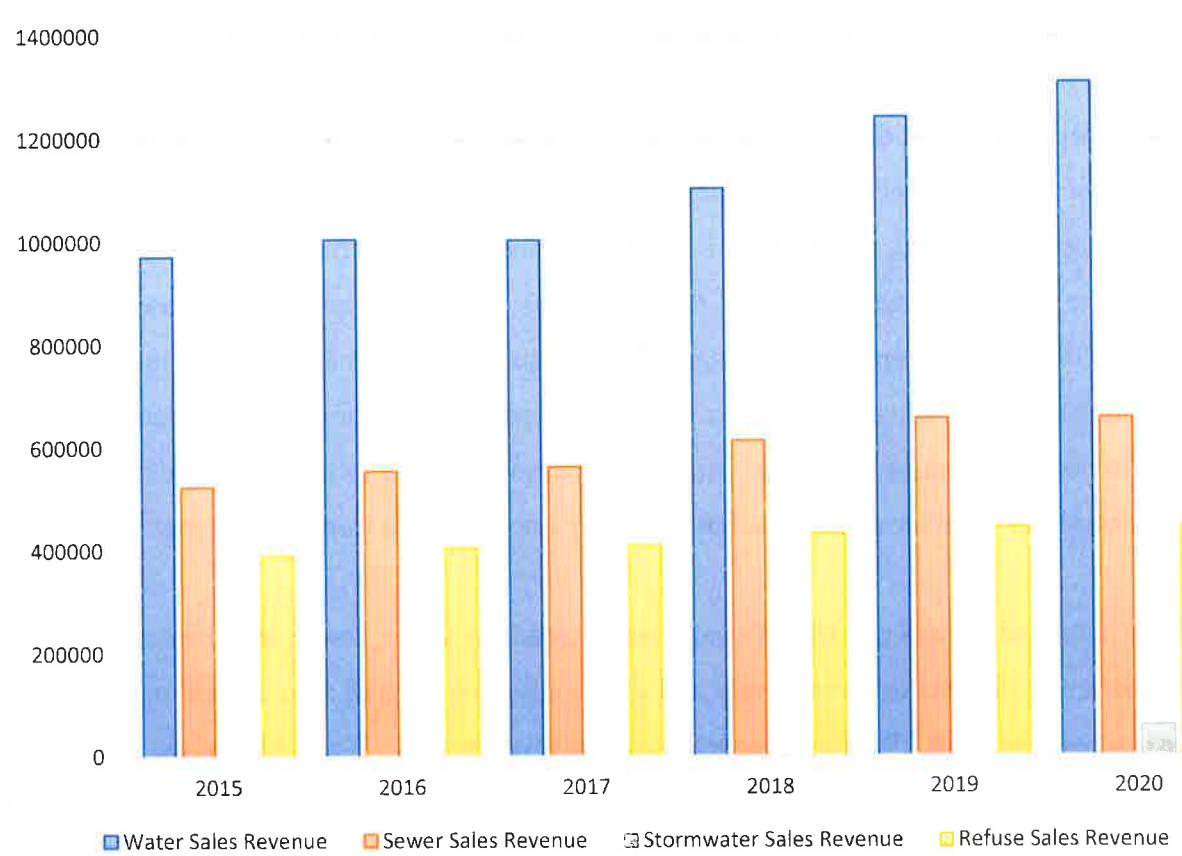
The Enterprise Funds (Utility) consist of the Water, Sewer, Stormwater, and Refuse Departments. Stormwater was a new Enterprise Fund added in 2020 to help build funds in order to maintain storm water facilities, systems and storm sewers within the City. The billing and collections for these four departments amounted to \$1,310,323 for approximately 2,473 water accounts billed, \$658,173 for approximately 2,359 sewer accounts billed, \$56,516 for approximately 2,392 stormwater accounts billed, and \$446,091 for approximately 2,196 refuse accounts billed. There was a 5% rate increase for water effective March 1, 2020. There were no other increases for utility services in 2020. It is imperative that we closely monitor utility funds annually due to the need to replace outdated and undersized lines, to maintain proper balance for our loan commitments in addition to normal operating expenses. Most of the revenue that we receive from water and sewer sales is dictated by weather conditions, which is very unpredictable from year to year.

The City continued providing a 10% discount on the quarterly water, sewer, stormwater and refuse billing for senior citizens or permanently and totally disabled citizens who applied and qualified for the discount. In 2020, 29 utility accounts received this discount. We continued the availability of credit card payments for utility bills through Invoice Cloud and iPay Technologies. Consumers can now view their utility bills online. They can also create an account to go paperless, schedule online payments and pay by text. Payments can be made with a credit card and/or EFT.

We paid off a total of \$15,282 in principal on Ohio Public Works Commission water loans leaving a principal balance of \$1,117,254 for the Water Department as of December 31, 2020. We paid off a total of \$103,806 in principal on Ohio Public Works sewer loans in 2020, leaving a principal balance of \$1,623,992 for the Sewer Department as of December 31, 2020. All our Ohio Public Works Commission (OPWC) loans are for 20-years at zero percent interest.

Rumpke continues to pick up residential refuse and recycling on a weekly basis. We entered our third year of a five-year Agreement with Rumpke in 2020.

**The following chart illustrates comparisons of water, sewer, stormwater and refuse sales over a six-year period.**



## GRANTS

The City applied for and received approval for a Federal Emergency Management Agency (FEMA) Mitigation Grant. These grant funds allow the City to eliminate the risk of repetitive flood damage to buildings within the City. The funds are received on a reimbursement basis with the City paying 12.5% of the project costs and the remaining 87.5% being picked up by the state and federal government. The grant allowed for the acquisition of the property at 306-312 S. Wolf Creek St in 2020 with the demolition of the property planned in early 2021. After the demolition, this plot will become greenspace for the City.

The City applied for three individual Solid Waste Recycling Incentive Grants and received approval for two grants. The first grant allowed the City to purchase one (1) 2,000-gallon double-wall fuel tank that was installed by our Service Garage to store used oil that is then used in our three used oil furnaces. The second grant allowed the City to purchase a recycled plastic kiosk to put along the bike path as well as six recycled plastic benches for our Westbrook Park Soccer Complex. We received \$10,070 in grant funds with the City contributing \$4,830.

In the Fall of 2018, the City applied for a \$500,000 Montgomery County ED/GE Grant for Project Nora, along with two other entities. In December 2018, Project Nora was awarded a \$400,000 ED/GE Grant. In August 2019, the City was approached by representatives of Project Nora. We later learned that Project Nora was the project name for the General Motors DMAX Manufacturing Project that chose Brookville as their new Ohio manufacturing site. This ED/GE Project was scheduled to be completed in 2020, but due to delays in construction of the building caused by the global pandemic this project has been pushed back to 2021.

In 2020, the Brookville Fire Department applied for two grants. The first grant was the Ohio Fire Training Reimbursement Grant. The funds from this grant totaled \$2,049 and helped to reimburse the costs with sending two of our Firefighter's to attend Level II Firefighter courses at Sinclair in 2019. The City also received \$4,232 from an EMS Training and Equipment Grant for 2020/2021. The funds for this grant are also done on a reimbursement basis and go towards training and equipment purchases that qualify for reimbursement. This grant allowed us to purchase a mechanical CPR device.

The City applied for and received a \$750 Walmart Foundation Grant in 2020 to assist the Park with their Christmas in the Park event that was held in December.

Attached with this annual report are some of the Projects and Purchases for 2020 and the Cash Position Report for the various funds as of December 31, 2020.

As I reflect on 2020, it was a busy, inspiring, devastating and gratifying year. Just as the City started to finish rebuilding from the 2019 Memorial Day Tornado, the nation was hit with COVID-19 and so began a global pandemic. The City saw many of their business shut down as they learned how to navigate working conditions and adapt to strict state mandated pandemic guidelines. The City continued to see a decline in income tax due to these company shutdowns as well as the loss of IMI Norgren. During 2020, the City was notified that Provimi would be leaving their Brookville offices to consolidate their business in Lewisburg, Ohio. The building of the Duramax factory, though delayed, began in 2020 and they are slated to start bringing in employees in April 2021, with hopes to be fully operational by November 2021.

As always, I wish to extend my personal appreciation and thanks to Mayor and Council, Boards and Commissions, City Manager, Fire Chief, Police Chief, city employees and the residents of Brookville for their continued support and cooperation throughout the year. Our success depends on your dedication.

Respectfully Submitted,

Michelle Brandt  
Director of Finance

**Projects & Purchases**  
**“2020”**

<b><u>2019 HORTON MEDIC – FORD</u></b>	\$ 245,117
\$ 245,117      Local Fire Capital Improvement Funds	Purchased 2020
*****	*****
<b><u>FRONT OFFICE RENOVATION</u></b>	\$ 63,262
\$ 36,890      CARES Act Grant	
\$ 26,372      Local Administration Funds	Completed 2020
*****	*****
<b><u>2,000-GALLON USED OIL FURNACE</u></b>	\$ 7,700
\$ 5,390      Montgomery County Solid Waste District Grant	
\$ 2,310      Local Capital Improvement Fund	Purchased 2020
*****	*****
<b><u>RESURFACE TERRACE PARK STREETS 2020</u></b>	\$ 86,500
\$ 86,500      FEMA Emergency Grant Funds	Completed 2020
*****	*****
<b><u>BIKE PATH KIOSK &amp; BENCHES FOR WESTBROOK PARK</u></b>	\$ 7,200
\$ 4,680      Montgomery County Solid Waste District Grant	
\$ 2,520      Local Administration & Park Funds	Purchased 2020
*****	*****
<b><u>306-312 WOLF CREEK ST PROPERTY</u></b>	\$ 141,271
\$ 123,612      FEMA Mitigation Grant	
\$ 17,659      Local Capital Improvement Funds	Purchased 2020
*****	*****
<b><u>TWO MECHANICAL CPR DEVICES</u></b>	\$ 21,660
\$ 21,660      Local Fire Capital Improvement Fund	Purchased 2020
*****	*****
<b><u>2020 POLICE FORD INTERCEPTOR CRUISER W/ IN-CAR CAMERA</u></b>	\$ 46,509
\$ 46,509      Local Police Capital Improvement Fund	Purchased 2020
*****	*****
<b><u>REPAINT WATER TOWER &amp; REPAIR MUD VALVE</u></b>	\$ 252,603
\$ 252,603      Local Water Funds	Completed 2020
*****	*****
<b><u>2020 FIRE CHEVROLET TAHOE</u></b>	\$ 38,871
\$ 38,871      Local Fire Capital Improvement Fund	Purchased 2020
*****	*****
<b><u>THREE UV DISINFECTING LIGHTS</u></b>	\$ 27,033
\$ 27,033      CARES Act Grant	Purchased 2020
*****	*****
<b><u>MOSIER LIFT STATION PUMP</u></b>	\$ 9,377
\$ 9,377      Local Sewer Capital Improvement Fund	Purchased 2020

# ANNUAL REPORT 2020



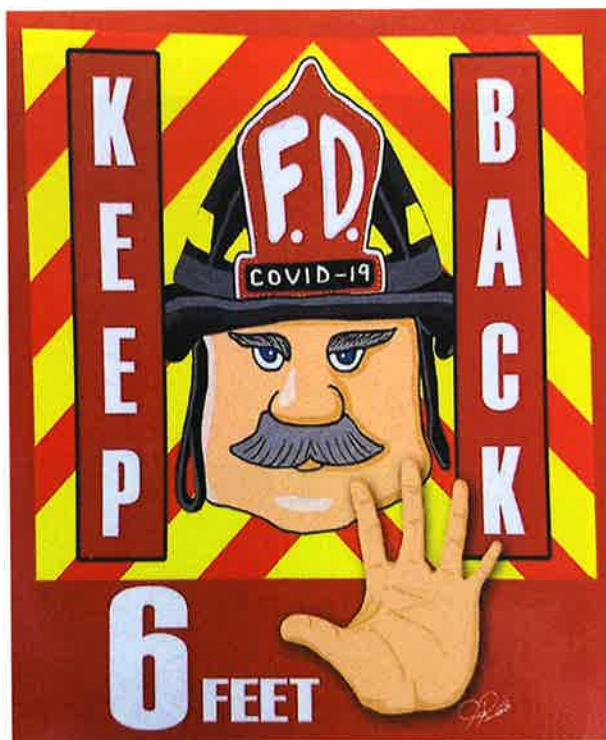
## 2020 Annual Report

Prepared by Ronald E. Fletcher  
Fire Chief / Director of Fire



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# BACKGROUND STATEMENT

First used to detail the background of the Brookville Fire Department in the 2012 Annual Report, the following is still as true today as it was seven years ago. This will be the *Background Statement* of the Brookville Fire Department until it is no longer an accurate description.

*Established in 1883, the Brookville Fire Department served the Village of Brookville with an estimated population of approximately 800 people.*

*Over the past many decades, hundreds of people have been members of the Brookville Fire Department and have proudly served the citizens of Brookville, Clay Township, and Perry Township.*

*Today's members of the Brookville Fire Department are no different. They are truly examples of "Professionals in Volunteer Service". They work hard every day to be the best they can be.*

*The past members have earned the Brookville Fire Department a wonderful reputation within the community. This is not lost on today's department. We strive every day to protect that reputation and take our service to the next level.*

## **TOTAL SERVICE AREA:**

*Approximately 36 square miles*

*City: approximately 4.25 square miles*

*Unincorporated Clay Twp: 14.75 square miles*

*Unincorporated Perry Twp: 17 square miles*

## **TOTAL SERVICE POPULATION:**

*9561 (2010 Census)*

*City: 5884*

*Contract Area - Clay Twp: 1894*

*Contract Area - Perry Twp: 1784*

## **ACTIVE STATIONS: 1**

**APPARTUS:** 2 Pumpers; 1 Pumper/Tanker; 1 Heavy Rescue; 1 Brush;  
3 Advanced Life Support Medics; 2 Utility Vehicles; 1 Chief's Vehicle

## MISSION / MESSAGE FROM THE CHIEF



The mission of the Brookville Fire Department is to protect lives and property in the City of Brookville and surrounding areas from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values the best traditions of the American fire service.

### MESSAGE FROM THE CHIEF

*Once again, I appreciate the opportunity to present information highlighting the accomplishments of the Brookville Fire Department.*

*We optimistically entered 2020 believing that the 2019 tornado was behind us, and that we could make up for lost time as we constantly work to take our service to the next level. The global pandemic that struck early in the year set the tone for what we did and how we did it. And it will continue to do so well into 2021.*

*Our personnel not only honor the great traditions of the Brookville Fire Department, but they continue to learn, train, and operate at a high level. Our personnel continue to proudly serve our community and do so with professionalism and compassion. We do this with continued support from our Mayor, our City Council, and our City Administration.*

*Please explore the 2020 Annual Report and learn more about our outstanding team of men and women and how they are truly the backbone of our organization.*

*Respectfully,*

*Ronald E. Fletcher, Fire Chief*

# PHILOSOPHY AND GOALS

## OUR GOAL

To instill a passion for the Fire Service and all it stands for; serving man in his time of need while striving to achieve organizational excellence.

## LEADERSHIP

We have a clear vision of where we are going and what we will accomplish. We focus our resources to achieve objectives and strategies.

## OWNERSHIP

We accept personal responsibility for meeting the community's needs, improving our system, and helping others in their time of need. We all act like owners, treating the Department's assets as our own and behaving with the Department's long-term success in mind.

## INTEGRITY

We always try to do the right thing. We are honest and straightforward and operate within the letter and spirit of the law. We uphold the values and principals of the Fire Service in every action and decision.

## PASSION FOR PROFESSIONALISM

We are determined to be the best at doing what matters most. We have a healthy dissatisfaction with the status quo. We have a compelling desire to improve and to be the best at what we do.

## TRUST

We respect our Fire Service colleagues and customers and treat them as we want to be treated. We have confidence in each other's capabilities and intentions. We believe that people perform best when there is a foundation of trust.

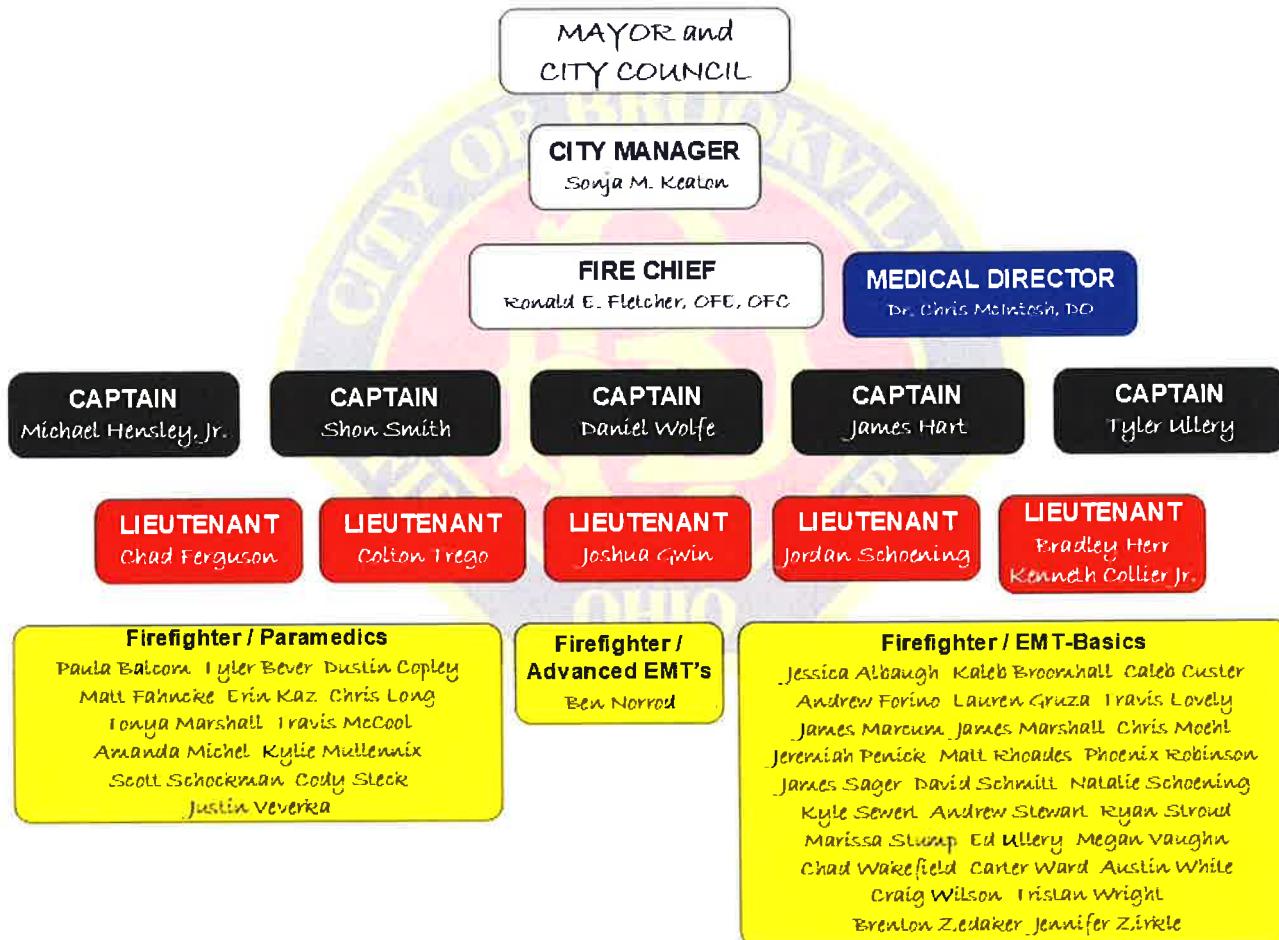
## WE SHOW RESPECT FOR ALL INDIVIDUALS

We believe that all individuals can and want to contribute to their fullest potential. We value differences. We inspire and enable people to achieve high expectations, standards, and challenging goals. We are honest with people about their performance.

**LEADERSHIP OWNERSHIP INTEGRITY PASSION TRUST RESPECT**

# ORGANIZATIONAL STRUCTURE

## 2020 BROOKVILLE FIRE DEPARTMENT ORGANIZATIONAL CHART



Fifty-five different people were members of the Brookville Fire Department during 2020. The department had a full-time fire chief and maintained an average of 39 part-time personnel during the year.

In addition to handling 1,960 calls for fire, EMS, and rescue services, they collectively completed 153 fire safety inspections and more than 3,600 hours of continuing education.

# ACCOMPLISHMENTS & NOTEWORTHY ITEMS

- Thirteen personnel joined the Brookville Fire Department in 2020
  - EMT's Travis Lovely and Carter Ward
  - Paramedic Amanda Michel
  - FF/EMT's Phoenix Robinson, Megan Vaughn, James Marcum, Jeremiah Penick, Jennifer Zirkle, Ryan Stroud, Lauren Gruza, and Andrew Forino
  - FF/Advanced EMT Benjamin Norrod
  - FF/Paramedic Christopher Long
- "In-person" community education programs were suspended during most of 2020. We were able to partner with Brookville Police to participate in more than a dozen "birthday drive-by visits" and escorted the Easter Bunny around town, allowing us to have a little non-emergency visibility in the community.
- We continued to assist residents with our smoke detector and carbon monoxide detector campaign; all made possible by donations from the American Red Cross, the Ridge Church, and Firefighters & Company Federal Credit Union.
- The Fire Department spearheaded a major upgrade of automatic defibrillators available throughout the City.

Utilizing CARES Act Funding, all AED's in police vehicles and City buildings are new and compatible with equipment used by Brookville EMT's and Paramedics.

- Lieutenant Tyler Ullery promoted to Captain in March 2020.
- FF/Paramedic Jordan Schoening promoted to Lieutenant in July 2020.
- FF/Paramedic Ken Collier Jr. promoted to Lieutenant in July 2020.



CAPTAIN TYLER ULLERY



LIEUTENANT JORDAN SCHOENING



LIEUTENANT KEN COLLIER JR.

- EMT Craig Wilson was recognized as the EMS Provider of the Year; FF/EMT Kyle Sewert was recognized as the Firefighter of the Year; Captain Michael Hensley Jr. was recognized as the Officer of the Year.
- EMT Travis Lovely, FF/EMT Matthew Rhoades, and FF/EMT David Schmitt received Fire Chief's Commendations for outstanding service during the year.



EMT-BASIC  
CRAIG WILSON  
EMS Provider of the Year



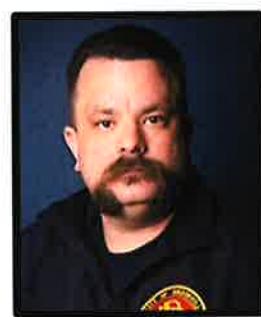
FIREFIGHTER / EMT  
KYLE SEWERT  
Firefighter of the Year



CAPTAIN / ADV. EMT  
MICHAEL HENSLEY  
Officer of the Year



EMT-BASIC  
TRAVIS LOVELY  
Fire Chief's Commendation for  
Outstanding Service



FIREFIGHTER / EMT  
MATT RHOADES  
Fire Chief's Commendation for  
Outstanding Service



FIREFIGHTER / EMT  
DAVID SCHMITT  
Fire Chief's Commendation for  
Outstanding Service



LIEUTENANT  
JORDAN SCHOENING  
5 Year Service Award



CAPTAIN  
JAMES HART  
15 Year Service Award



CAPTAIN  
MICHAEL HENSLEY  
30 Year Service Award



CAPTAIN  
DANIEL WOLFE  
15 Year Service Award

- Lieutenant Jordan Schoening was recognized for five years of service; Captains Daniel Wolfe, James Hart, and Tyler Ullery were each recognized for fifteen years of service; and Captain Michael Hensley Jr. was recognized for thirty years of service.

CAPTAIN  
TYLER ULLERY  
15 Year Service Award

# CAPITAL IMPROVEMENTS

- A new Ford/Horton F-550 medic replaced a 2007 Ford/Horton E-450. The 2007 unit was traded in after serving us for several years as the second-out "Medic 78".
  - "Medic 76" is a 2017 Ford/Horton F-550 and "Medic 77" is the new 2020 Ford/Horton F-550. These units rotate (typically quarterly) between front-line and reserve status.
  - "Medic 78" is now the 2015 Chevrolet/Horton 4500HD. This unit is the second-out medic.



MEDIC 77: 2020 Ford/Horton F-550

- A new Chevrolet Tahoe went into service as the "Chief 76".
  - A 2009 Ford Expedition being used as "Utility 77" was sold via GovDeals.
  - The 2012 Chevrolet pickup that was previously used as "Chief 76" rotated to "Utility 77".
  - Much of the "upfit work" (installation of emergency equipment) was completed in-house by Fleet Mechanic Blair Mullins.



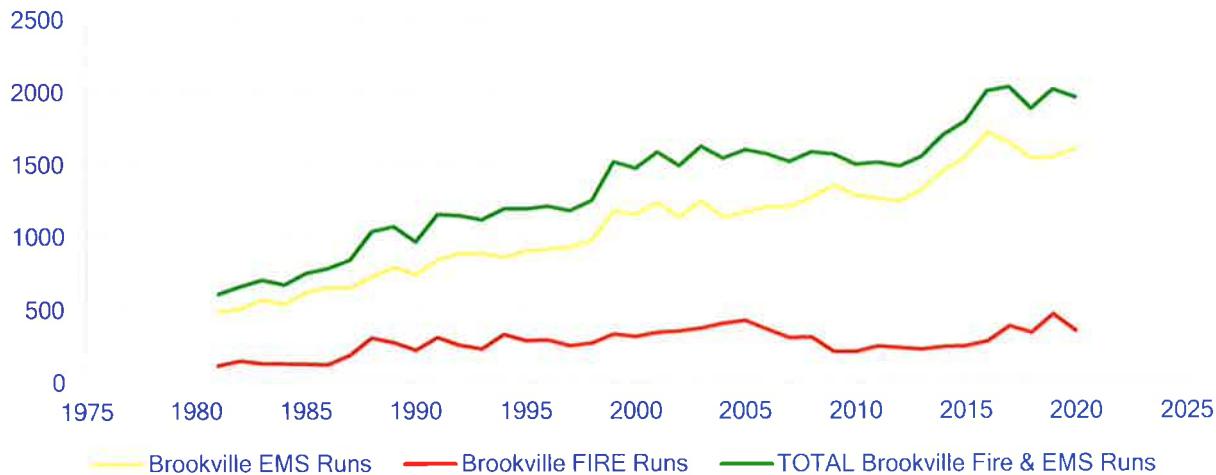
CHIEF 76: 2020 Chevrolet Tahoe

- Two new ROSC-U mechanical CPR devices were placed into service. This purchase completed a multi-year project.
  - Each Advanced Life Support Medic and the first-responder vehicle "Utility 76" have one of these devices.
  - It frees up one caregiver during management of a cardiac arrest.

# INCIDENTS BY YEAR & FIRE LOSS

Calls-for-service have increased by 24.38% over the past ten years; 35.91% over the past twenty years; and 68.72% over the past forty years.

Calls for Service 1981 - 2020



We continue to be fortunate enough to arrive quickly at true fires and successful in minimizing loss. There was a total estimated dollar loss of \$118,600 for the year.

Total Dollar Loss from Fire 1997 - 2020



# INCIDENT SUMMARY BY TYPE

Although we are the fire department, 78% of our calls-for-service relate to emergency medical services (EMS). This is consistent among fire departments across the nation; departments that provide EMS tend to find that EMS comprises 80% or more of their call load.

The Brookville Fire Department handled 1,607 EMS and 353 non-EMS incidents in 2020. Over the past two decades, this represents a 38.77% increase in EMS responses, and a 22.95% increase in non-EMS responses.

Emergency medical / rescue incidents encompass all sorts of medical emergency calls and vehicle crashes, and technical rescue responses, such as vehicle and machine entrapments, lost person search, water, above and below grade, excavation, and building collapse emergencies. There were 1,535 EMS calls, 62 vehicle crashes, 6 vehicle extrications, and 4 other technical rescue incidents.



**Lewisburg: October 24, 2020**      Multiple units from the Brookville FD assisted Lewisburg with a fire in a large home in a rural area of Preble County.

Fire-related incidents (true fires) included 29 fires in buildings, 16 vehicle fires, 14 brush/grass/field fires, 1 outside equipment fire, and 6 trash fires.

There were **52 Hazardous Condition** calls that included gas leak and chemical investigations, actual spills or leaks, electrical hazard investigations, and power lines down.

**36 Service Calls** included water problems within buildings, smoke removal, animal rescues, and other general assistance to the public calls.

Good Intent calls included **3 calls where no incident was located, 17 smoke scares, 45 calls where our responding units were cancelled** prior to arrival, and **10 other** incidents related to a good intent report of a potential emergency.

There were **101 false alarms and false calls**.

These were most often accidental activations or malfunctions of alarm devices and suppression systems.

There were **19 Severe Weather responses** during the year. This only reflects damage assessments. Numerous investigation calls categorized as Hazardous Condition calls were created by several high wind and heavy rain events during the year.



**Brookville: March 4, 2020**

Firefighters and

Company Federal Credit Union once again included the Brookville Fire Department in their Carbon Monoxide Detector Program. We offer these free of charge and assist residents with their installation.



**New Lebanon: July 15, 2020**

Engine Tanker 77 pumps water several hundred feet back a lane for a residential fire on West Main Street in New Lebanon.

# INCIDENT SUMMARY BY DISTRICT

The Brookville Fire Department Fire and EMS Response District is comprised of portions of both Clay and Perry Townships – unincorporated areas and incorporated areas within the City of Brookville.

Although calls have increased significantly over the years, distribution of these calls has stayed rather consistent across the district.



**Brookville: February 2, 2020** A woman suffered non-life-threatening injuries after flipping her vehicle on Terrace Park Blvd. She was trapped for a short time.

	<b>Change from '19</b>	<b>2020</b>	<b>2019</b>	<b>20 Year Avg</b>	<b>'20 Change from Average</b>
City of Brookville (Clay Twp) EMS Runs	<i>11.30% increase</i>	1088	976	935.65	<i>14.01% increase</i>
City of Brookville (Perry Twp) EMS Runs	<i>16.64% increase</i>	127	106	116.10	<i>8.59% decrease</i>
Clay Township EMS Runs	<i>16.28% decrease</i>	247	295	196.00	<i>20.65% increase</i>
Perry Township EMS Runs	<i>7.44% decrease</i>	112	121	123.05	<i>8.99% decrease</i>
Out of District EMS Runs	<i>34.00% decrease</i>	33	50	39.05	<i>15.49% decrease</i>
<b>Total EMS Runs</b>	<b><i>3.68% increase</i></b>	<b>1607</b>	<b>1548</b>	<b>1409.85</b>	<b><i>12.27% increase</i></b>
City of Brookville (Clay Twp) FIRE Runs	<i>19.88% increase</i>	161	129	145.80	<i>9.45% increase</i>
City of Brookville (Perry Twp) FIRE Runs	<i>87.82% decrease</i>	19	156	31.20	<i>39.11% decrease</i>
Clay Township FIRE Runs	<i>13.52% increase</i>	74	64	65.45	<i>11.56% increase</i>
Perry Township FIRE Runs	<i>34.33% decrease</i>	44	67	41.75	<i>5.12% increase</i>
Out of District FIRE Runs	<i>7.28% increase</i>	55	51	56.85	<i>3.26% decrease</i>
<b>Total FIRE Runs</b>	<b><i>24.42% decrease</i></b>	<b>353</b>	<b>467</b>	<b>341.05</b>	<b><i>3.39% increase</i></b>
City of Brookville (Clay Twp) Total CFS	<i>11.53% increase</i>	1249	1105	1081.45	<i>13.42% increase</i>
City of Brookville (Perry Twp) Total CFS	<i>44.28% decrease</i>	146	262	147.30	<i>0.89% decrease</i>
Clay Township (Unincorporated) Total CFS	<i>10.59% decrease</i>	321	359	261.45	<i>18.56% increase</i>
Perry Township (Unincorporated) Total CFS	<i>17.03% decrease</i>	156	188	164.80	<i>5.34% increase</i>
Out of District Total CFS	<i>12.88% decrease</i>	88	101	95.90	<i>8.24% decrease</i>
<b>Total Calls for Service</b>	<b><i>2.73% decrease</i></b>	<b>1960</b>	<b>2015</b>	<b>1750.90</b>	<b><i>10.67% increase</i></b>

# MUTUAL AID

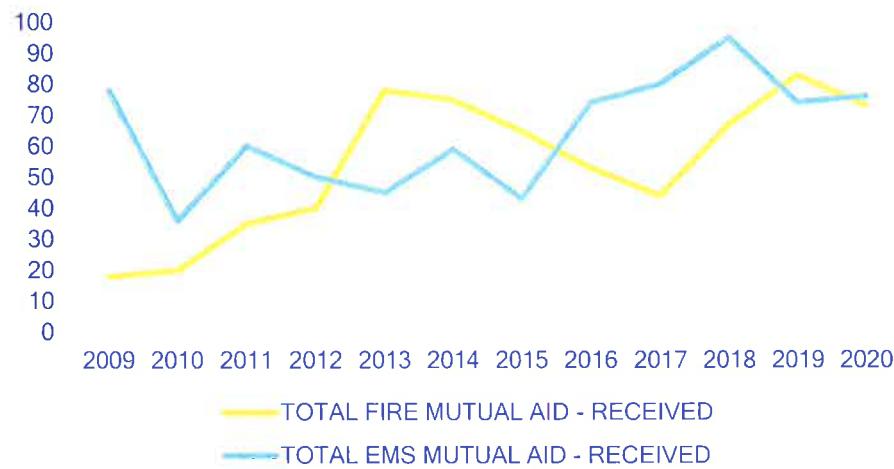
At some point all departments in our region depend on mutual aid, as none of the departments are large enough to handle all emergencies on their own. We are fortunate in the Miami Valley to have very strong mutual aid agreements with all departments – this means adequate assistance should be available, even during simultaneous emergencies.

A review of mutual aid (both given and received) over the years can be misleading. Mutual aid is up when compared to many years ago. This is not because the requesting department is unable to handle calls; rather, the fire service in general has become more pro-active than in the past.

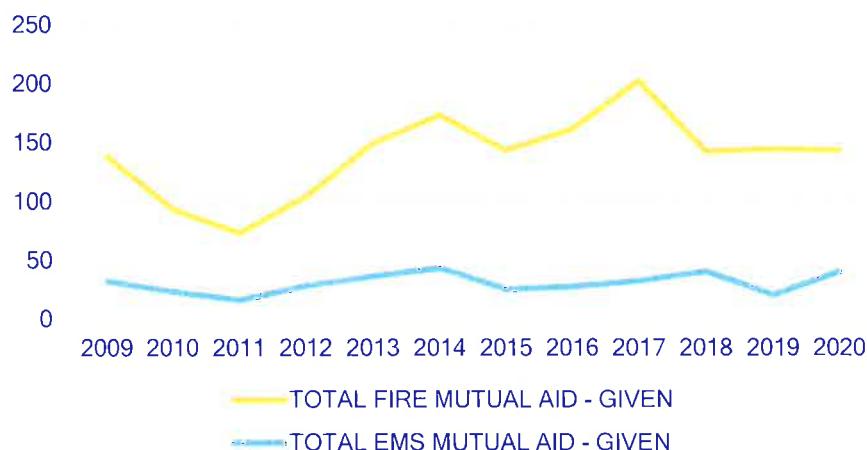
Automatic mutual aid responses (AMAR) are called to certain types of emergencies. Years ago, mutual aid was not typically called until there was a confirmation that help would be

needed. We have found it to be safer to call for assistance earlier and send it back if not needed. This also minimizes dollar loss – help is minutes closer on working fires, thus our ability to stop loss is greater as a result.

## TOTAL MUTUAL AID - RECEIVED

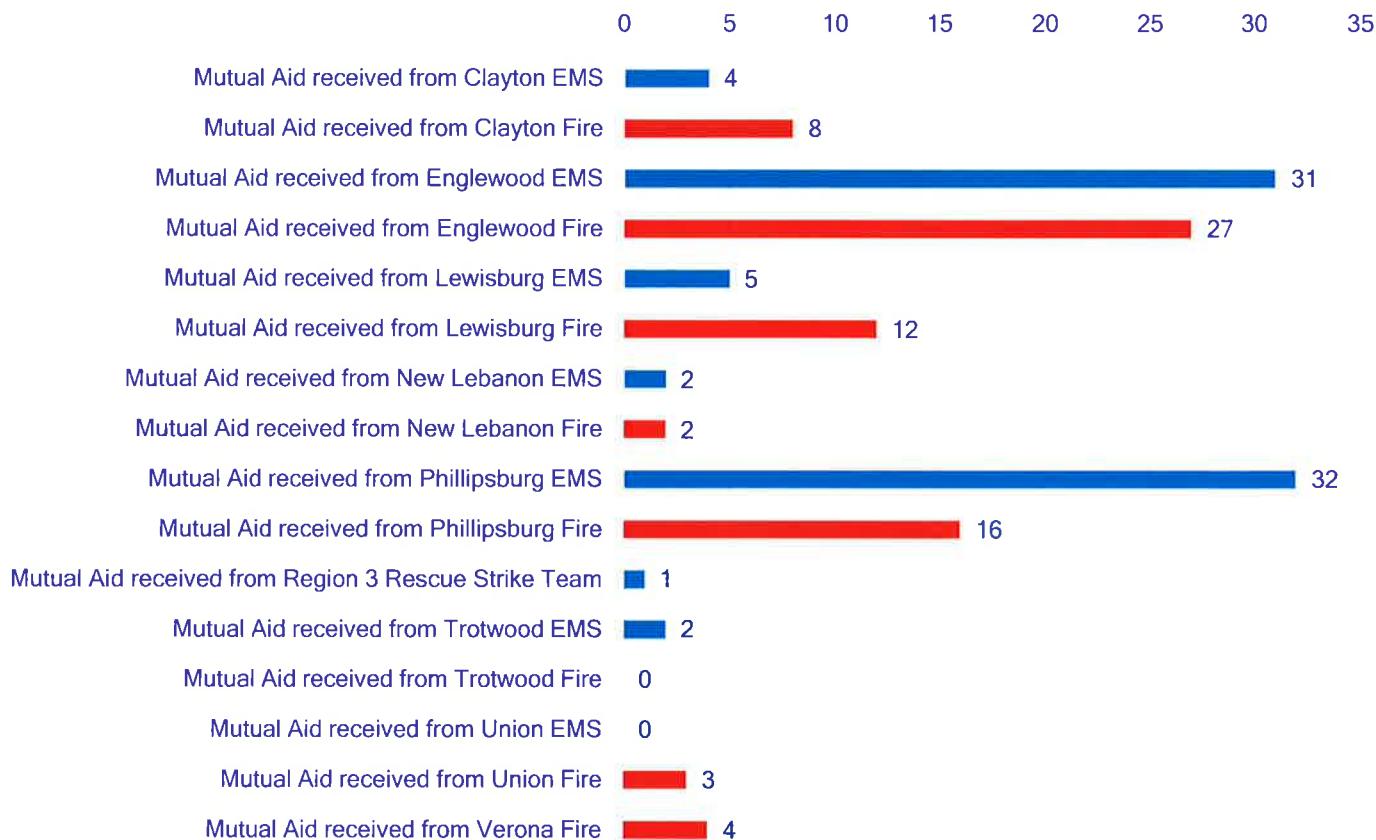


## TOTAL MUTUAL AID - GIVEN



In 2020, BFD received mutual aid on **77 EMS** and **72 FIRE** incidents; this represents a **21.43% decrease** in EMS mutual aid received and a **18.06% increase** in FIRE mutual aid received compared to 2019. The increase in fire mutual aid received relates to the addition of an additional engine company on the report of a structure fire. The decrease in EMS mutual aid relates to the technical rescue incidents experienced in 2019 during the Memorial Day tornado. Technical Rescue incidents are categorized as EMS incidents.

## 2020 MUTUAL AID RECEIVED



**Perry Township: October 7, 2020** A woman was trapped in her vehicle and suffered significant injuries in a crash at Airhill Road at Johnsville Brookville Road. Several others also received minor injuries requiring the response of two Brookville medics and four mutual aid medics.

The Brookville Fire Department provided mutual aid on **38 EMS** and **50 FIRE** incidents; this represents a **47.95% decrease** in EMS mutual aid given and a **48.00% increase** in FIRE mutual aid given compared to 2019. These represent major fluctuations from year to year but are easily explained. Neighbors that have called for more EMS mutual aid in years past have adjusted to keep their medics in service more. However, this has left a shortage of available fire units, and thus fire mutual aid is up accordingly.

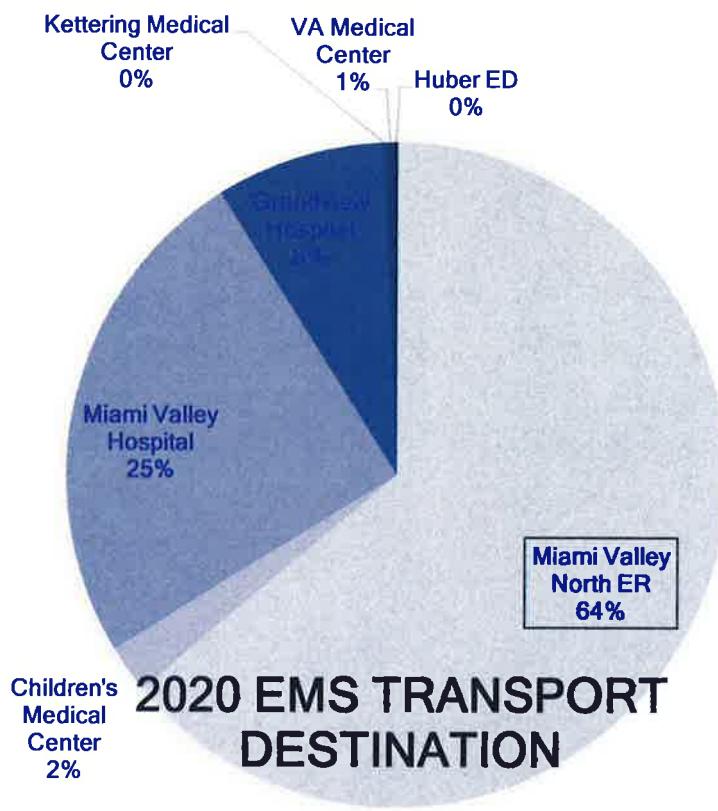


**New Lebanon: April 11, 2020**      With one Brookville crew already committed to a barn fire response near Farmerville, a secondary group of Brookville firefighters responded to a working fire on E Street in New Lebanon.



# EMS TRANSPORT DESTINATION

Brookville ambulances transported to area hospitals 1,032 times in 2020. More than half of all transports were made to Miami Valley North ER in 2020. The continued increase in capabilities at MVH-North has been very positive as ambulances can return to service quicker. This is extremely important to our understaffed operation.



**Brookville: March 2020** COVID-19 forced EMS personnel to change the way we do business. In addition to our personnel wearing N-95 masks on every EMS call, patients receive a mask as well. Medic interiors have been covered to minimize exposure to surfaces, and vehicles are decontaminated after every removal to a hospital.

# TRAINING & CONTINUING EDUCATION

Our training emphasis is opposite of our call-type percentages – we strive to address preparedness for types of calls we run the least by completing additional training.

We are proud of the fact that we train above and beyond the expectations of the State of Ohio. EMS Continuing Education (CE) addressed a variety of topics during the year.

Personnel completed more than 1165 hours of EMS CE. Some of the training topics included:

- EMS Operating Protocol
- Advanced Cardiac Life Support
- Cardiac Emergencies & Cardiac Case Review
- CPR Recertification
- 12-lead Electrocardiogram
- Acute Coronary Syndrome
- Anaphylaxis
- Abdominal Emergencies and Trauma
- Agricultural Hazmat: EMS Response
- Airway Care
- Air Medical Transports
- Assault Victim Care
- Assessment: Medical Patient
- Asthma
- Back Injury Prevention for EMS
- Bariatric Patients: Care & Transport
- Behavioral Emergencies
- Bloodborne Pathogens
- Blunt Chest Trauma
- Bomb Blast Injuries
- Burn Injuries
- Capnography
- Carbon Monoxide Emergencies
- Code and Crew Management
- Combat Related TBI
- Critical Decision Making
- Crush Injuries
- Deaf and Hard of Hearing Awareness
- Domestic Violence
- Electrical Injuries
- Emergency Driving
- Entrapped Patients, Extrication, & Packaging
- Facial Injuries
- Geriatrics: Assessments, Falls, Challenges
- Geriatrics: Respiratory Emergencies
- Geriatrics: Hip Injuries
- Heart Failure
- Human Trafficking
- Lifting and Moving
- Opioid Epidemic: Response for EMS
- Pain Management
- Pediatric Assessment, Fevers & Seizures
- Pediatric Behavioral Emergencies: Autism
- Pediatric Emergencies: Burns
- Pediatric Poisoning
- Pediatric Respiratory Emergencies
- Scene Safety: EMS
- Scene Safety: Meth Labs
- Street Drugs
- Sudden Cardiac Arrest
- Summer Emergencies
- Tourniquets & Hemorrhage Control
- Trauma Assessment
- Workplace Stress

Fire and Technical Rescue Continuing Education (CE) addressed a variety of topics during the year as well. Personnel completed more than 2607 hours during 2020. Some of the training topics included:

- Guidelines, Policies, and Procedures
- Apparatus Driver/Operator
- Incident Command System
- Firefighter Safety and Health
- Fire Behavior
- Building Construction
- Rescue and Extrication
- Forcible Entry
- Ground Ladders
- Ventilation
- Fire Hose
- Fire Control
- Detection, Alarms, and Suppression Systems
- Loss Control
- Communications
- Prevention and Public Education
- Hazardous Materials Rope Rescue
- Vehicle Rescue
- Machine Rescue
- Traffic Incident Management



**Brookville: September 22, 2020** Brookville EMT's and Paramedics train with the Brookville High School Athletic Trainer on the proper removal of football protective equipment. Scenarios practiced included a player with a neck injury and a player not breathing.



**Brookville: March 25, 2020**

Firefighters practice pulling and advancing attack lines.



**Brookville: May 6, 2020** Little Blake Sewert (son of our own Kyle Sewert) was thrilled to see the police cars and fire trucks driving by his house on his second birthday. With visits to the fire station restricted due to COVID-19, the fire department participated in the Birthday Drive-by's whenever possible.



**New Lebanon: October 13, 2020** Brush 77 and several other brush fire units handled a standing corn field fire near Clayton Road in New Lebanon. The fire was started by children setting discarded combustibles on fire.



**Brookville: July 13, 2020** An impaired driver struck a tanker truck on Interstate 70 at the Arlington Road exit. Fortunately, injuries were minor and there was not a leak or after-fire involving the contents of the trailer.



**Perry Township: February 5, 2020**

One person was killed and two other suffered serious injuries when a Jeep and an SUV hit head-on along Diamond Mill Road just north of Wolfcreek Pike. Patients had to be cut out of both vehicles.



**Clay Township: September 5, 2020**

Two people were killed, and two others were seriously injured when a car crossed the median and struck another head-on on Interstate 70. Both fatalities were in a vehicle that burned after the high-speed crash.

**2020  
Annual Report**

**City of Brookville  
Police Department**

**Douglas Jerome  
Chief of Police**

**301 Sycamore Street  
Brookville, Ohio 45309  
(937) 833-2001**

**[www.brookvilleohio.com](http://www.brookvilleohio.com)**

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# Chief's Message

Dear Citizens of Brookville,

I would like to take this opportunity to acknowledge, it remains an honor and pleasure to serve as your police chief and to present our 2020 Annual Report. The men and women of the City of Brookville Police Department take pride in providing ethical and professional police services to our community. As we continue to face unforeseen challenges, obstacles, and a pandemic; we remain vigilant and take pride in serving our communities public safety needs.

In 2020, the World Health Organization (WHO) declared the COVID-19 outbreak a pandemic. Consequently, we continued to face challenges associated with guidelines, protocols, mandates, stay at home orders and more from the State of Ohio and Montgomery County. Although the pandemic presented many challenges for our community, we would like to acknowledge and express our sincere appreciation for the continued cooperation by the Citizens of Brookville throughout these unprecedented times.

Additionally, we would like to express our sincere thanks to everyone who provided overwhelming support, thoughts, and prayers for our staff in 2020 during the COVID-19 pandemic.

Enthusiastically,

Douglas J. Jerome, M.S., MPA  
Chief of Police



### MISSION STATEMENT

The City of Brookville Police Department is in partnership with its citizens, businesses, schools, churches, and service organizations. We provide impartial, ethical, and professional law enforcement service to our community. We strive to maintain the trust and confidence of our citizens while working to improve the quality of life in our community.

### VISION STATEMENT

The City of Brookville is recognized as a “Proud and Progressive Community.” As members of the police department, our vision and commitment to the community and its visitors will be to:

1. Protect life and property.
2. Prevent and repress crime.
3. Detect criminal activity and apprehend offenders.
4. Facilitate the safe movement of people and vehicles within our community.
5. Assist those in danger or in need of assistance.
6. Protect individual constitutional rights.
7. Improve public confidence.
8. Promote personal and professional growth of our employees.
9. Enhance customer service.
10. Maximize efficiency.

We are committed to this vision and are confident that our community will recognize and be proud of our performance.

### CORE VALUES

Excellence	Professionalism
Honesty	Integrity
Respect	Service
	Leadership

**2020**  
**Officer of The Year**

**Officer Mark Miller**



**2020**  
**Peer Nominated**  
**Officers of The Year**



Major  
Tom Simon  
and  
Officer  
Blake Creager



# 2020 Police Department Accomplishments

- The Police Department remained fiscally responsible and operated underbudget for the nineth year in a row (2012-2020).
- We received several Federal and State grants this year through the Federal Bulletproof Vest Partnership (\$674.42) and the Ohio Law Enforcement Body Armor Program (\$615.11).
- We maintain Final Certification from the Ohio Collaborative Law Enforcement Agency in ALL categories which include: Safe Policing for Safe Communities in accordance to Presidential Executive Order No. 13929.
- Community Engagement Events: Veterans Day Lunch at VFW (Rob's Catering), Good Night Lights at Dayton Children's Hospital, Trick-or-Treat (Drive-Thru w/BFD) & In Person, Pink Ribbon Girls 5K Walk, Pink Ribbon Girls Cruiser Project, Chili Cookoff Judging at AMVETS, and No Shave Charity Event for F.I.S.H & Shepherd's Hands Food Pantries.
- The Police Department added additional Less Lethal Weapon options to our inventory (e.g. Pepper Ball projectiles and shotgun bean bag rounds).
- We added cloud services and a video library to our Watch Guard in-car camera systems.
- We used 55% less sick time in 2020 than 2019. This decrease included all working members of the Police Department throughout the entire year.
- We worked with Brookville City Council to pass Ordinance 2020-07 – An ordinance adopting Chapter 343 regulating the use of Golf Carts within the City of Brookville.
- We adopted a NEW tow agreement for our three towing companies which include: Alpha Omega Towing (Brookville, Ohio), Englewood Towing and Recovery (Clayton, Ohio), and New Lebanon Body & Frame (New Lebanon, Ohio).

# 2020

## Criminal Justice Reform

### Accomplishments

- We developed a working document of transparency for our community titled **An Organization of Accountability** which is a comprehensive look at the Brookville Police Department's use-of-force policies. This document can be found on our website.
- We developed a **Proactive History of Criminal Justice Reform** document which provides a transparent overview of our reform efforts dating back to 2000.
- We contracted with Randy Means & Associates to provide our police officers with **Verbal De-Escalation Training** aka The IMPACT Project. This self guided training provided our officers with 30 interactive scenarios which included 300 plus training junctures.
- All police officers attended De-Escalation Voter Training & Laws provide by Ohio Secretary of State Frank LaRose.
- We worked with the Dayton Unit NACP on their Criminal Justice Reform & Police Accountability 8-Point Strategy.
- We continued to update and modify Lexipol policies associated with criminal justice reform.
- We received Final Certification on Ohio Collaborative Standards associated with criminal justice reform.

# 2020 Criminal Justice Reform



# 2020

## Education and Training Accomplishments

- Chief Jerome continues to pursue his PhD in Public Policy & Administration and Public Management & Leadership at Walden University. In 2020, Chief Jerome received his Dissertation Prospectus approval and is working on his Dissertation Proposal Chapter 2 of 5.
- Major Simon's Bachelor of Science in Criminal Justice Administration was conferred on January 23, 2020.
- Officer Arthur completed her Associate Degree in Criminal Justice and is waiting for it to be conferred.
- Captain Jacobs, Officer Beaver, Officer Creager, and Officer Morgan remain enrolled in college and are pursuing their Associate Degrees.
- Officers Taylor, Westerheide, and Creager all completed an 80-hour Evidence Technician Certification Course at the Miami Valley Regional Crime Laboratory.
- Major Simon and Officer Snell were certified as Less Lethal Pepper Ball Instructors/Armorers.
- Major Simon was certified as a Less Lethal Instructor through Safariland.
- Captain Jacobs completed the NIMS Incident Command Systems (ICS) ICS 300 and ICS 400 courses.
- Firearms Training Sessions: State Qualifications, Hogan's Alley, Shoot House, and more.
- All officers were certified in Less Lethal Use of Force Options e.g. Pepper Ball Guns and Shot Gun Bean Bag Rounds.
- All officers received the following training components: Use of Force, Taser Refresher, De-Escalating Mental Health Crisis, Ethics and Professionalism, Communication Disability Law Training, Duty to Intervene, Verbal De-Escalation, Election Day Refresher for Law Enforcement and 4,906 DTB's (Daily Training Bulletins). Overall, we completed 802 training hours.

# 2020 Firearms Training





**2020**  
**New Police Officer**  
**Miss Jessica Moore**



**2020**  
**Police Officers**  
**Leaving Our Team**

# 2020 Retirements

Chief of Police  
Douglas J. Jerome  
Years of Service

September 1995- November 2020  
Rehired November 2020





# 2020 Retirements

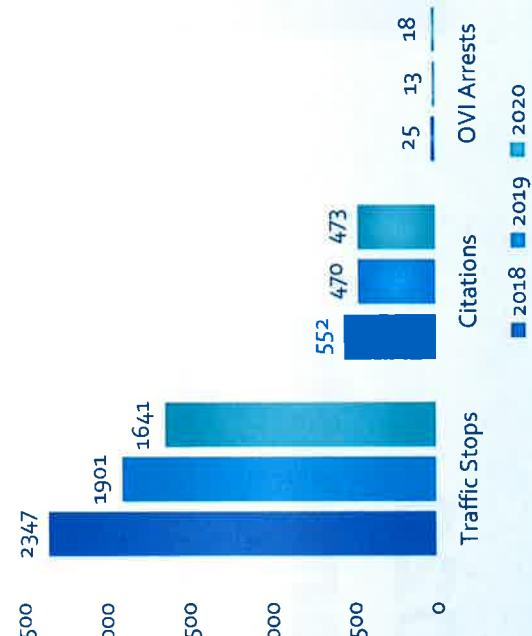
City Prosecutor  
Jeffrey P. Startzman  
Years of Service

1991-2005

2010-2020

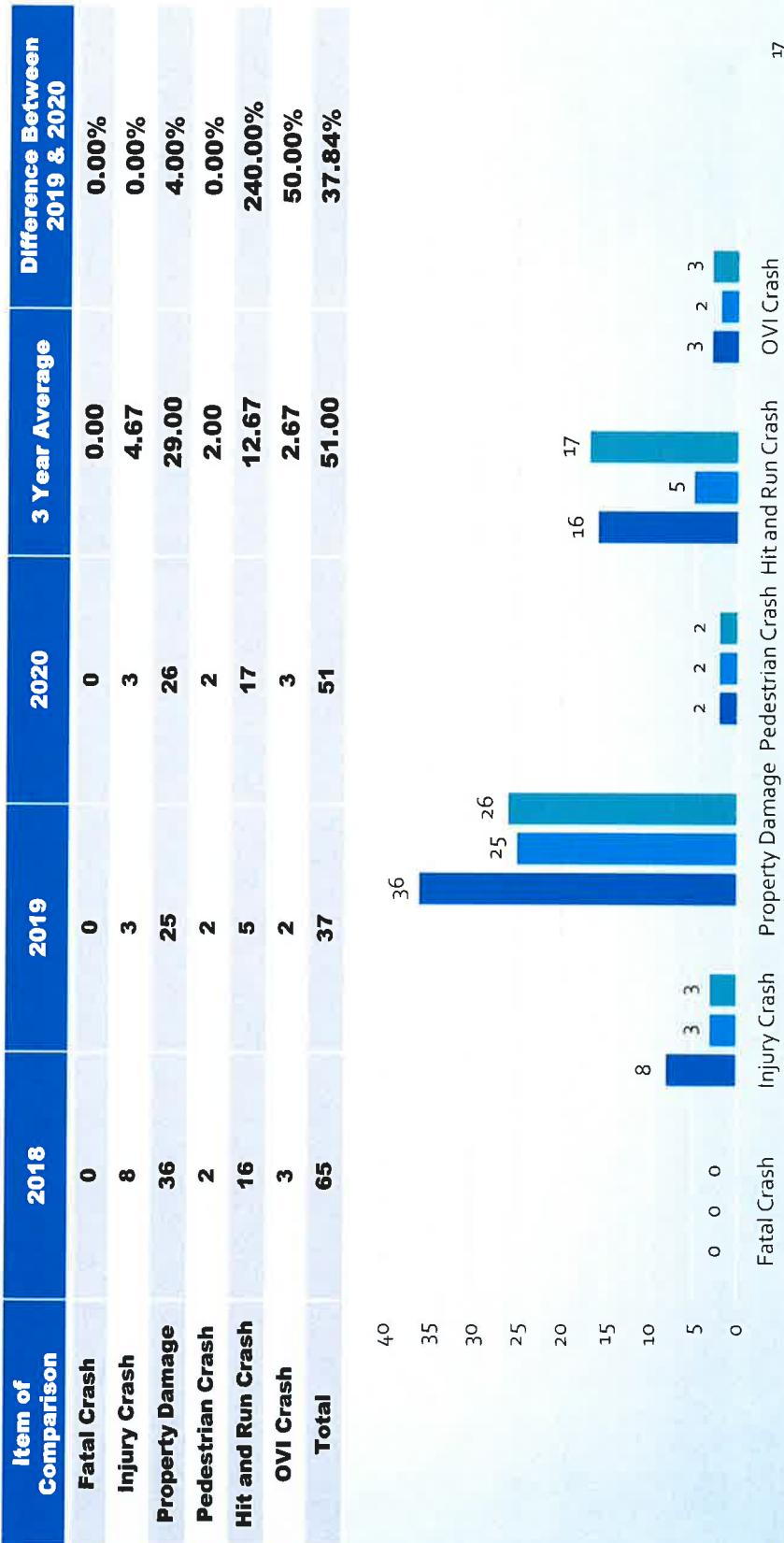
# 2020 Traffic Activity and Comparison

Item of Comparison	2018	2019	2020	3 Year Average	Difference Between 2019 & 2020
Traffic Stops	2347	1901	1641	1963.00	-13.68%
Citations	552	470	473	498.33	0.64%
OWI Arrests	25	13	18	18.67	38.46%



# 2020

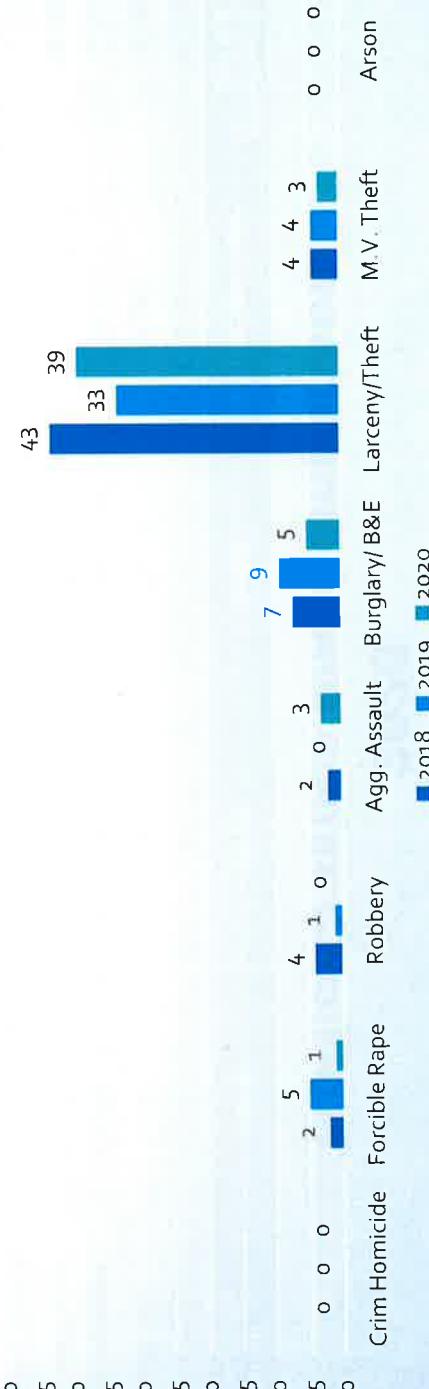
## Traffic Crashes and Comparison



# 2020 FBI Uniform Crime Reporting (UCR)

## Part I Offenses

Part 1 Offenses	2018			2019			2020			3 Year Average			Difference Between 2019 & 2020
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	
<b>Criminal Homicide</b>	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Forcible Rape</b>	2	5	1	1	0	1	2.67	2.67	2.67	-80.00%	-80.00%	-80.00%	-80.00%
<b>Robbery</b>	4	1	0	0	0	0	1.67	1.67	1.67	-100.00%	-100.00%	-100.00%	-100.00%
<b>Aggravated Assault</b>	2	0	3	0	3	3	1.67	1.67	1.67	0.00%	0.00%	0.00%	0.00%
<b>Total Violent Crime</b>	8	6	4	6	4	4	6.00	6.00	6.00	-33.33%	-33.33%	-33.33%	-33.33%
<b>Burglary/Breaking and Entering</b>	7	9	5	7	9	5	7.00	7.00	7.00	-44.44%	-44.44%	-44.44%	-44.44%
<b>Larceny/Theft</b>	43	33	39	33	39	39	38.33	38.33	38.33	18.18%	18.18%	18.18%	18.18%
<b>Motor Vehicle Theft</b>	4	4	3	4	4	3	3.67	3.67	3.67	-25.00%	-25.00%	-25.00%	-25.00%
<b>Arson</b>	0	0	0	0	0	0	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00%
<b>Total Property Crimes</b>	54	46	47	46	47	47	49.00	49.00	49.00	2.17%	2.17%	2.17%	2.17%
<b>Total Part 1 Offense</b>	62	52	51	52	51	51	55.00	55.00	55.00	-1.92%	-1.92%	-1.92%	-1.92%



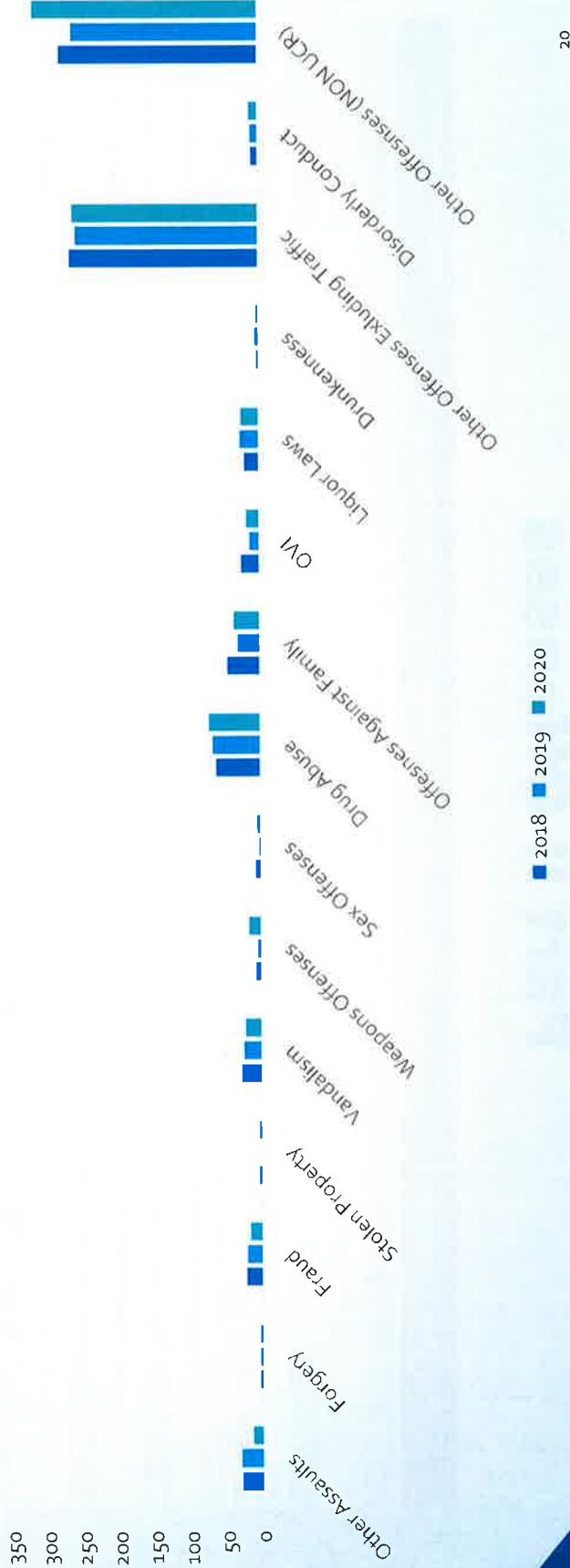
# 2020 FBI Uniform Crime Reporting (UCR)

## Part II Offenses

Part 2 Offenses	2018	2019	2020	3 Year Average	Difference Between 2019 & 2020
<b>Other Assaults</b>	<b>29</b>	<b>30</b>	<b>14</b>	<b>24.33</b>	<b>-53.33%</b>
<b>Forgery</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4.00</b>	<b>0.00%</b>
<b>Fraud</b>	<b>22</b>	<b>21</b>	<b>16</b>	<b>19.67</b>	<b>-23.81%</b>
<b>Stolen Property</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>3.00</b>	<b>300.00%</b>
<b>Vandalism</b>	<b>27</b>	<b>24</b>	<b>22</b>	<b>24.33</b>	<b>-8.33%</b>
<b>Weapons Offenses</b>	<b>7</b>	<b>5</b>	<b>16</b>	<b>9.33</b>	<b>220.00%</b>
<b>Sex Offenses</b>	<b>7</b>	<b>2</b>	<b>5</b>	<b>4.67</b>	<b>150.00%</b>
<b>Drug Abuse</b>	<b>61</b>	<b>66</b>	<b>71</b>	<b>66.00</b>	<b>7.58%</b>
<b>Offenses Against Family</b>	<b>45</b>	<b>30</b>	<b>36</b>	<b>37.00</b>	<b>20.00%</b>
<b>OVI</b>	<b>25</b>	<b>13</b>	<b>18</b>	<b>18.67</b>	<b>38.46%</b>
<b>Liquor Laws</b>	<b>20</b>	<b>26</b>	<b>25</b>	<b>23.67</b>	<b>-3.85%</b>
<b>Drunkenness</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>4.00</b>	<b>-20.00%</b>
<b>Other Offenses Excluding Traffic (UCR)</b>	<b>264</b>	<b>256</b>	<b>260</b>	<b>260.00</b>	<b>1.56%</b>
<b>Disorderly Conduct</b>	<b>9</b>	<b>10</b>	<b>12</b>	<b>10.33</b>	<b>20.00%</b>
<b>Total Part II Offenses</b>	<b>527</b>	<b>493</b>	<b>507</b>	<b>509.00</b>	<b>2.84%</b>
<b>Other Offenses (Non UCR)</b>	<b>278</b>	<b>260</b>	<b>315</b>	<b>284.33</b>	<b>21.15%</b>

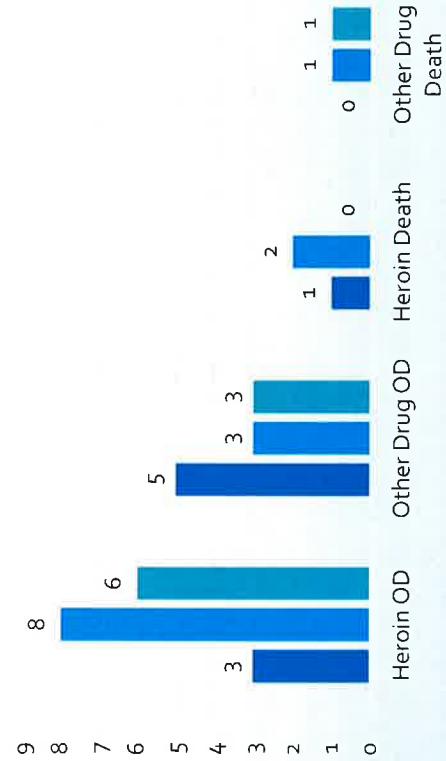
# 2020 FBI Uniform Crime Reporting (UCR)

## PART II OFFENSES



# 2020 Drug Overdose Statistics

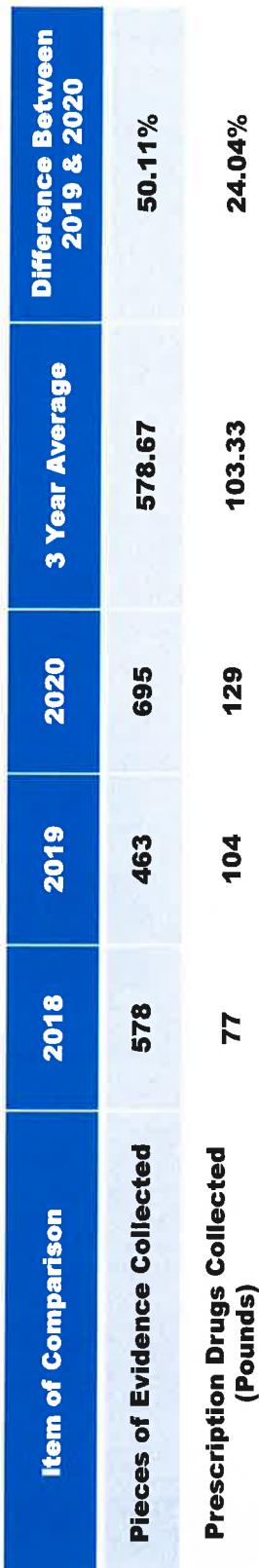
Item of Comparison	2018	2019	2020	3 Year Average	Difference Between 2019 & 2020
<b>Heroin OD</b>	3	8	6	5.67	-25.00%
<b>Other Drug OD</b>	5	3	3	3.67	0.00%
<b>Heroin Death</b>	1	2	0	1.00	-100.00%
<b>Other Drug Death</b>	0	1	1	0.67	0.00%
<b>Total</b>	<b>9</b>	<b>14</b>	<b>10</b>	<b>11.00</b>	<b>-28.57%</b>



# 2020 Annual Foot Patrol Statistics



# 2020 Property Room Overview



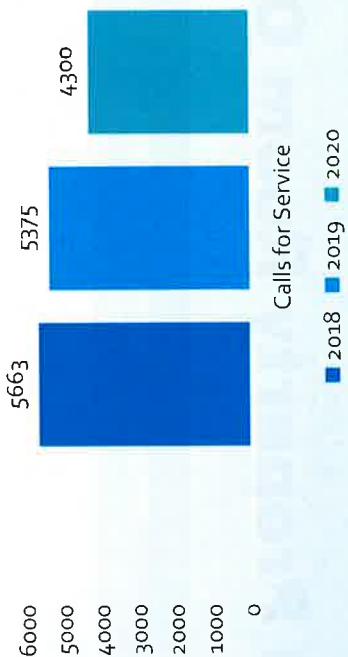
Prescription Drugs Collected (Pounds)

2018 2019 2020

# 2020 Dispatched Calls for Service (Including Traffic Stops)

Item of Comparison	2018	2019	2020	3 Year Comparison	Difference Between 2019 & 2020
Calls for Service	5663	5375	4300	5112.67	-20.00%
Cost for Dispatch Services	\$72,273.78	\$70,073.93	\$59,857.16	\$67,401.62	-14.58%
Budgeted Amount	\$71,500	\$75,000	\$76,000	\$74,166.67	1.33%

## Calls for Service



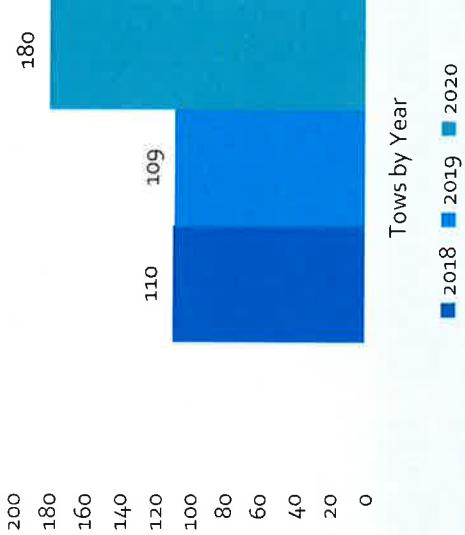
# 2020 Towing Services Overview

Item of Comparison	2018	2019	2020	3 Year Comparison	Difference Between 2019 and 2020
Tows	110	109	180	133.00	65.14%

## Current Towing Companies

- Alpha Omega Towing
- Englewood Truck Towing & Recovery
- New Lebanon Body, Frame and Tech

**All Towing Companies Signed New Contracts as of November 2020**



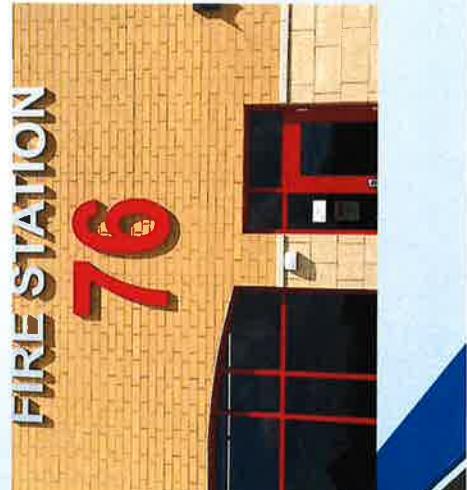
# COVID-19

## How It Changed Our Operations

In 2020, we experienced many local operational changes due to the COVID-19 Global Pandemic which include but are not limited to:

- State of Ohio Stay at Home Order
- State of Ohio Curfew Order
- State of Ohio Bureau of Motor Vehicles
- City of Brookville Temporary Operational Guidelines and Protocols
- City of Brookville Police Department Temporary Operational Changes
- Operational Changes at the Montgomery County Common Pleas Court, Montgomery County Prosecutors Office, Montgomery County Jail, Montgomery County Municipal Court Western Division, and more.
- Brookville Local Schools Remote Learning Protocols
- State of Ohio and Montgomery County Mask Guidelines and Protocols
- City of Brookville Local Sporting Event Protocols – Football, Soccer, Softball, and Baseball Leagues
- Virtual Council Meetings, Virtual Meetings & Programs, Remote Training Sessions, and more.

# How It Changed Our Operations COVID-19





FOR IMMEDIATE RELEASE  
Contact: James L. Lund, Litigation Services, Inc.  
Phone: 937-658-3322

**Liberty Services, Inc. Demonstrates Decon Division**  
**Sanitizes City of Brookville Offices and, Police and Fire Departments**

**Brookville, OH (April 17, 2020) –** Liberty Services Decom Division sanitizes the City of Brookville offices, as well as Police and Fire Departments with OneTouchView by Bio-Clade International which is registered as a disinfectant for a variety of pathogens, bacteria, fungi, and viruses, including: MRSA, HEP C, SARS, and Coronaviruses.

According to City Manager Dennis Kauzin, the City of Haileyville is committed to keeping our employees safe as possible during these unprecedented times. We will already begin following the practices set forth by Alabama's Services Director. During the surface cleaning, we will do what is necessary to accommodate a stay at home order.

organization asks us to decontaminate. The first thing we do is educate them about the OikosBioVest® process we use. They receive the MSDS Sheet and a Frequently Asked Questions document prior to our arrival.

Once on scene, contained Lubber, "we do proper Personal Protection Equipment for our safety and to help eliminate cross-contamination. Because our product is delivered via a forging process, re-entry can

"Liberty Services Decon has a very professional crew," said Kinel Doug Jerome of the Police Department. "We knew exactly what to expect. They wore PPE suits, cleared out the buildings, and went to work. When we re-entered, there was no residue on anything and almost no odor. We were able to

List N: Disinfectants for Use Against SARS-CoV-2  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control/disinfectants-use-against-sars-cov-2.html>



# COVID-19 How It Changed Our Operations



Mask Wearing  
&  
Social  
Distancing



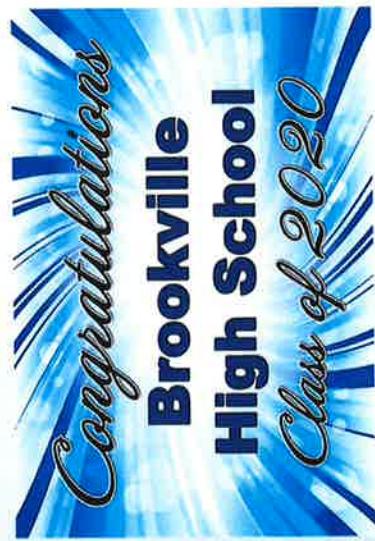
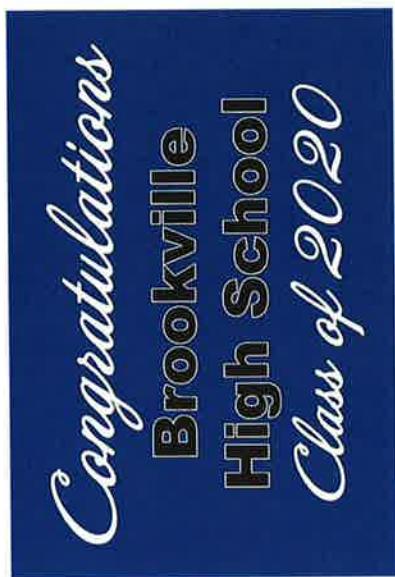
# COVID-19 & **Cancelled Community Events**

- ▲ Officer Down 5K Run
- ▲ Annual Police Officer Memorial Ceremony (Dayton)
- ▲ Brookville High School - Prom Related Activities
- ▲ Annual Walk to School
- ▲ Halloween Safety Presentations
- ▲ Annual Ghostly Night Out Event
- ▲ Let's Eat – Thanksgiving Lunch
- ▲ Veterans Day Lunch at Rob's (Event was relocated to VFW Post 8233).
- ▲ Regional Law Enforcement Training Classes
- ▲ Coffee With A Cop
- ▲ Donuts with Mom and Dad at Brookville Local Schools
- ▲ AMVETS – National Veterans Awareness Ride (NVAR) aka Ride to The Wall Event
- ▲ Breakfast with Santa – Brookville Elementary
- ▲ Community Picnic
- ▲ Community Pre-School Trike-A-Thon
- ▲ In-Person - Mayors Prayer Breakfast

# COVID-19

## Community Outreach

### Brookville Class of 2020



# COVID-19

## Community Outreach

### Brookville Class of 2020



**COVID-19**  
**Community Outreach**  
**Brookville Class of 2020 Senior Parade**



# **COVID-19**

## **Community Outreach**

### **Brookville Elementary Mobile Third Grade Clap-Out**



# COVID-19 Community Outreach Birthday Surprise



# COVID-19 Community Outreach



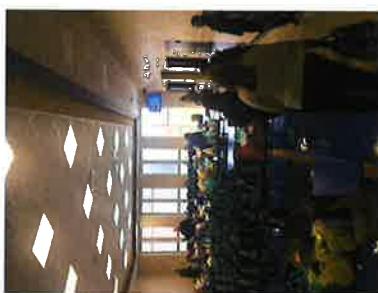
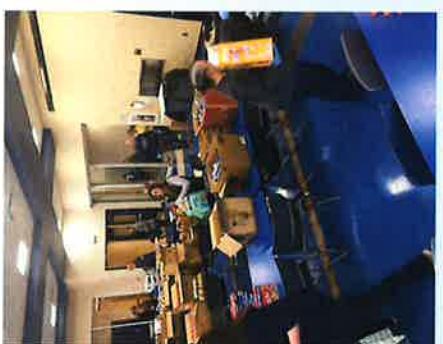
Brookhaven  
Retirement Community



# COVID-19 Community Outreach Birthday Drive-By Events



**2020**  
**Community Engagement**  
**Helping Brookville Local Schools Prepare Take Home**  
**Lunches**



# COVID-19

## Community Outreach

### Health Care Appreciation – Miami Valley North



**2020**  
**Community Engagement**  
**Pink Ribbon Girls 5K Walk**



**2020**  
**Community Engagement**  
**Veterans Day Lunch**



**2020**

**Community Engagement**

**Barton Malow Donation**

**FISH and Shepherd's Hands**



# 2020 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT

## Purpose of an SRO

I have three major roles as a School Resource Officer: I am a Police Officer, law related counselor and a law related educator. I work in collaboration with the school and community as a resource. I assist the school administration in maintaining a safe and secure environment. I am highly visible and deter crime within the school district. I am able to use my training, knowledge, and experience in assisting administration with a wide variety of situations.

I am responsible for investigating violations of criminal law, but I do not allow this to interfere with my ability of being a positive role model. Through this, students have a better understanding of what a professional police officer does. I am not a school disciplinarian and I am not involved with investigating school rule violations.

## Current SRO Officer Zach Snell

I have been a full-time police officer with the City of Brookville since November 2012. In May 2018, the City of Brookville and the Brookville Local School district entered a 3-year contract, to have an SRO present fulltime in the school. Shortly after, I was appointed to be the SRO. I was very excited to be working in the school district that I graduated from in 2007. In July of 2018, I completed my state mandated training to be an SRO. In August of 2018, I began my first year as being the SRO. I have worked very hard to build rapport with as many students, staff and parents as possible. I enjoy being around the students and helping/mentoring them each day. Even though we have had two difficult years with the Memorial Day Tornado's and COVID-19 pandemic, I continue to strive towards making a difference in our student's lives. It has been an extremely rewarding job and I strive each day to excel in this position.



**POLICE DEPARTMENT**  
BROOKVILLE, OHIO

# 2020 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT

## Responsibilities of the SRO

The primary responsibility is to provide proactive measures to prevent crime and violent situations. I also provide immediate response to situations involving students and staff at Brookville Local Schools. Some of the situations include but are not limited to; emergencies of any type, active shooter training/response, liaison between the school, the Police Department and school district, education, mentorship and participating in all emergency drills (lock down drill, fire drills and tornado drills). Brookville High School, Brookville Intermediate School and Brookville Elementary School are equally protected and I carry the same responsibilities in all three schools.

I am present at the school district Monday through Friday when students are present. I also provide presence at after school activities such as athletic events, academic events and public open houses, at the request of school administration.

I also monitor the parking lots every morning and afternoon where buses and students arrive/depart. This provides protection from potential predators, unwanted persons, prevention of assaults, bullying prevention and other crime prevention purposes.

With the COVID-19 pandemic, I have other responsibilities such as making sure the students are socially distancing and also wearing their mask properly. I also took on a few other responsibilities by my choice, which includes assisting paraprofessionals in the lunchroom (as they eat in two separate locations). Throughout the year I have helped provide assistance to the secretaries with getting kids passes to class and answering phone calls. I also assist custodians in the lunchroom when needed.

I have all of these responsibilities, all while taking the necessary steps to stay healthy and prevent myself from contracting COVID-19.

## Education, Programs and Training

**February 2020** – Kindergarten and new student ID program. Montgomery County Sheriff Community Resource Officer Larry Lane and I made ID's to be given to the students' parents or caregivers. The ID's have the student's picture, fingerprints, and other identifying items on it. These ID's can be used if there is ever an emergency involving the student.



**September 2020** - Kindergarten and new student ID program.



**POLICE DEPARTMENT**  
BROOKVILLE, OHIO

# 2020 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT

**October 2020** – 1<sup>st</sup> grade Eddie the Eagle gun safety course. I met with the entire 1<sup>st</sup> grade class and educated them on gun safety and what to do if they are in a dangerous situation.

**October 2020** – Passed out Trick-or-Treat bags to the entire Brookville Elementary School. I also went over several safety tips with each class.

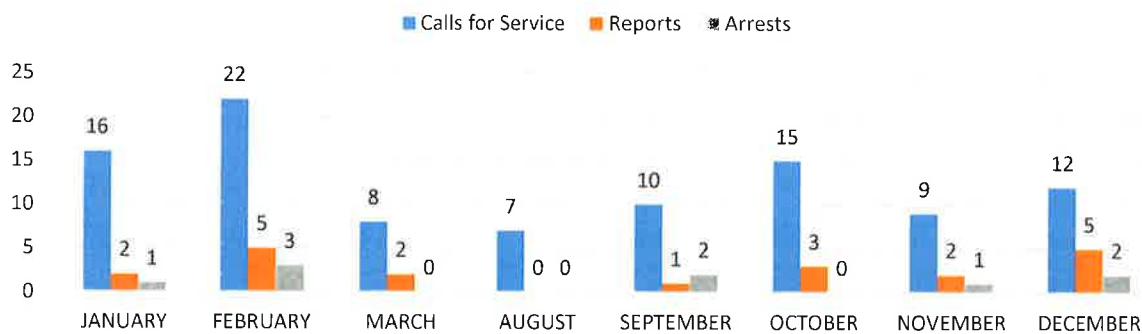
Throughout the year – participated in monthly lockdown, fire and tornado drills



**\*\*\*Due to COVID-19 shutting down our schools for several months, I had to postpone some of my other classes due to academic requirements. \*\*\***

## Calls for Service, Reports and Arrest Statistics

### 2020 Statistics



**\*\*\*Due to COVID-19 our schools had to shut down in March for the remainder of the calendar school year. Overall calls have been down in the school since August due to the fact a portion of the student body is either doing home school or remote learning.**



**POLICE DEPARTMENT**  
BROOKVILLE, OHIO

# 2020 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT

## Events/Activities

### January 2020

- Worked HS basketball games

### February 2020

- Worked HS basketball games
- Worked the state dual wrestling meet
- Worked Gallery night

### August 2020

- Worked football games

### September 2020

- Worked football games

### October 2020

- Worked football games
- Attended viewing for a staff member who had a death in the family.

### November 2020

### Other activities throughout the year

- Assist with lunch duties
- Assist with custodian duties when needed
- Assist office staff when they were busy
- Assist students on class projects
- Assist with several incidents while off duty

***\*\*\*It should be noted that a lot of events I have attended in the past were cancelled due to the COVID-19 restrictions in place\*\*\****



**POLICE DEPARTMENT**  
BROOKVILLE, OHIO

# 2020 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT



## Positives with students and staff

I continue to build relationships with all the staff members and students.

I continue to have a very good working relationship with all the administration, as we work together as a team.

The Brookville Elementary School Principal, Mrs. Shawn Thomas passes out principal awards to students when they are caught being good or for academic accomplishments. This year Mrs. Thomas was having a difficult time getting businesses to donate things to give out. I made a few phone calls and was able to secure 150 free Happy Meals vouchers to McDonalds. I was also able to get Wendy's to donate vouchers as well.

At the beginning of the year, I faced a challenging issue with a Kindergarten student who always threw a fit when she came to school. She would run away from her mother and had a habit of punching/kicking her. This was causing her mother to be late to work. After a few weeks of this happening, I was asked by a staff member if I could assist. I knew this would be a challenging task, as the student was extremely young. After a few minutes of talking to the student and mentioning the school offered breakfast, I was able to walk her into the building without issue. I continue to monitor this student and developed a rapport with her. I am glad to say there hasn't been any further issues. Every time the student sees me in the hallway, she makes sure to tell me that she came to school with no issues and asks if I will go to breakfast with her.

## Conclusion

Overall this continues to be a very rewarding position. These past two years have proven to be extremely difficult with everything that has happened. Even though we have faced some extreme challenges, I continue to serve the Brookville Local School District and our community as a positive role model and mentor while delivering professional police services.



**POLICE DEPARTMENT**  
BROOKVILLE, OHIO

## **Public Service Department**

The Service Department consist of six different categories: water distribution, wastewater, streets/garage, parks, stormwater, and refuse. The department employs eleven full-time employees, one part-time, and utilizes seasonal employees through summer months. Providing a consistent level of quality work is the departments top priority. The department provides day-to-day services while responding to emergency situations on a regular basis.

Twenty-twenty presented the Department with additional challenges. COVID-19 mandates made certain projects increasingly difficult. Masks and social distancing made physically demanding projects even more difficult than they already were. Throughout the year several employees would require quarantining, placing additional stress on staffing levels. Despite the additional hurdles that the year had placed on us, the Service Department, remained very productive.

### **Water Distribution**

The City of Brookville purchases its water supply from the City of Dayton. The Service Department is still responsible for maintaining the distribution system within the city limits that provides service to the community. The distribution system includes all water main lines, service lines up to the curb, fire hydrants, two water towers, and the booster pump on W. Campus Blvd. In the water distribution field, the service department's duties include:

- Obtain meter reads
- Performs routine maintenance on the distribution system
- Perform service turn on and turn off requests
- Obtain water quality samples for EPA compliance
- Repair main line breaks
- Inspect the installation of new services
- Replace or repair broken shut off valves and valve boxes
- Flush fire hydrants
- Replace or repair out-of-service fire hydrant

In 2020, the Service Department replaced a fire hydrant that was out of service on Terrace Park Blvd. Last year the department repaired 14 main line breaks, repaired 9 curb-stop valves, and 4 main line valves. The age and condition of many of the water main lines within the city leads to water line breaks. These breaks often occur during the winter months when the ground freezes and thaws, shifting and applying pressure to the mains. When a break occurs, the Department mobilizes the city equipment, locates the break, excavates, repairs, and restores the pavement with temporary patch. Permanent pavement repairs are made during the summer months when the asphalt plants are open.



**Water Main Repair**



**Water Main Repair**



The Arlington Rd. Water Tower is the City's oldest tower. Built in 1996, the tower holds 500,000 gallons of water. In 2020 the City contracted with Dixon Engineering and LC United to have the water tower reconditioned. The Service Department coordinated a shutdown of this tower with the City of Dayton, to drain the tower for the contractors. LC United pressure washed the exterior, sand blasted and primed the rusted areas, and repainted the exterior of the tower. The interior was also blasted, primed, and repainted with an epoxy coating.

## **Wastewater**

Brookville has its own Wastewater Treatment Plant located on South Wolf Creek St. The plant has a designed capacity of 1.2 million gallons per day and currently operates at an average of 700,000 gallons per day. The wastewater collection system leading to the plant consists of 23 miles of underground piping and 6 vertical lift stations. In the wastewater field the Service Department duties include:

- Clearing line stoppages with a high-pressure sewer jet
- Inspecting and maintaining lift station pumps
- Taking effluent samples for EPA compliance
- Hauling compressed sludge waste to landfill
- Inspect the installation of new services
- Repairing sources of inflow and infiltration
- Replace or repair damaged manholes



**Repairing sanitary manholes on the corner of June Place and March Avenue**

In 2020 the Service Department cleared six sewer line stoppages within the collection system and repaired two sanitary manholes. The city also continued its preventative efforts for invasive root control by contracting Duke's Root Control service. This contractor applies a chemical treatment within the sanitary lines that prevents invasive root growth, preventing potential blockages.



The Wastewater Treatment Plant uses a Vertical Loop Reactor (VLR) to help airate the wastewater, supporting the growth of aerobic bacteria. The Service Department had to replace a broken shaft on one of the VLR's in 2020. A crane was used to help reset the shaft after the turning vanes were transferred to the replacement shaft.

## Streets

The Service Department performs routine and preventative maintenance on approximately 34 miles of streets within the city. Street maintenance is an ongoing project involving multiple repair techniques over the course of the pavement's lifespan. Ohio winters are especially destructive to the pavement and require constant preventative measures to reduce pavement degradation. The street responsibilities of the department include:

- Crack sealing
- Pothole patching
- Pavement restoration after water and sewer repairs
- Street sweeping
- Minor curb, sidewalk, and catch basin repair
- Pavement striping, parking spaces, crosswalks, stop bars
- Sign maintenance, replacement, and repair
- Inspect paving and concrete work performed by contractors within the city

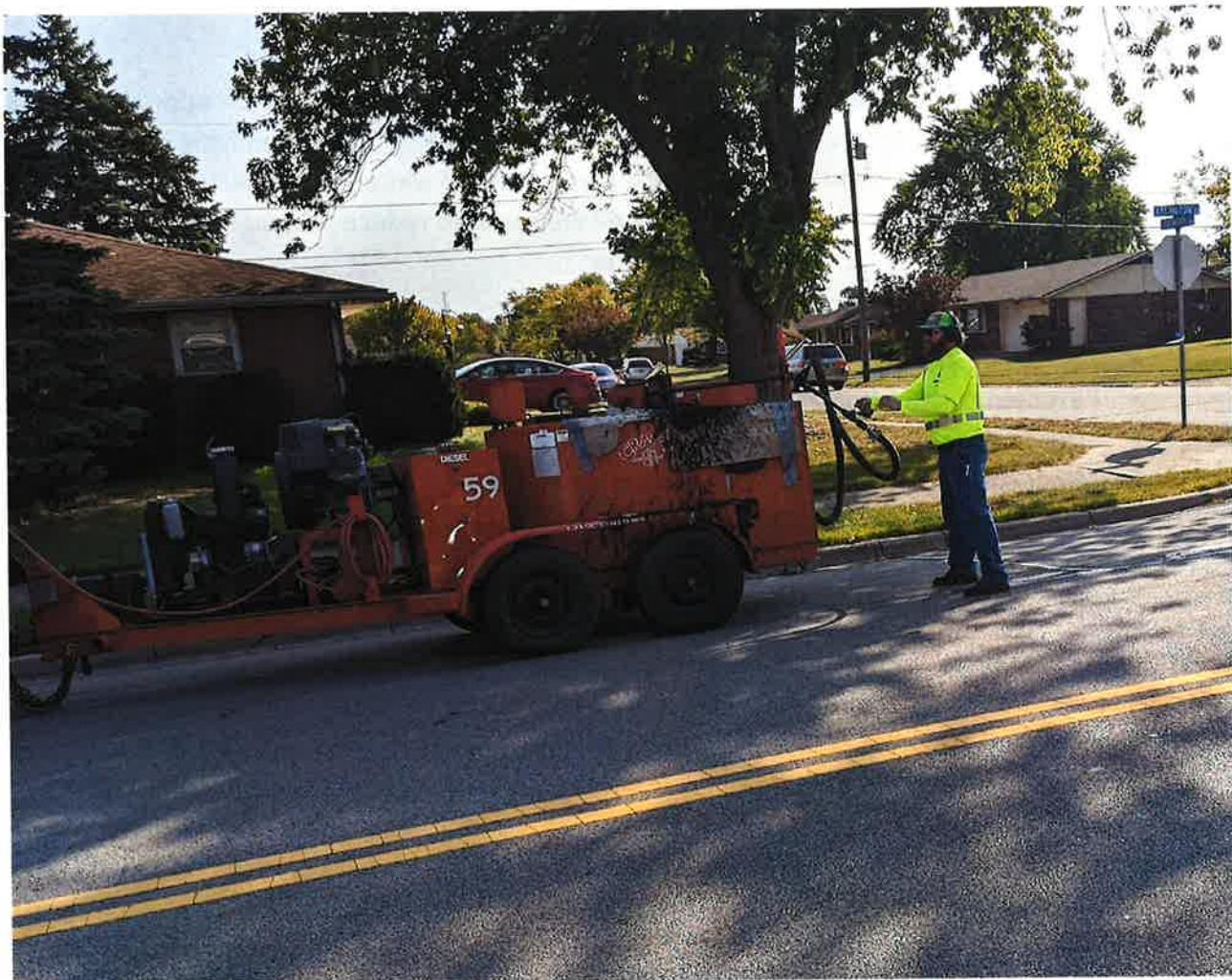
In 2020 the Service Department performed asphalt repairs on severely damaged areas. The tornado restoration work in Terrace Park was completed by Wagner Paving. The intersection of Arlington Rd. and Triggs Rd. was resurfaced by Wagner Paving as part of a STP grant. Project areas are ground and resurfaced with hot asphalt; the repairs are then sealed to prevent water from penetrating the asphalt repair. This repair is more durable than previous cold patch repairs, extending the useful life of the pavement. Asphalt repairs are made to areas of failing pavement, or restoration of utility work. The asphalt patches are later sealed to prevent water from causing further damage to the surrounding asphalt.



The leaf wagon is cleaned at the end of each season



Asphalt patch on Blue Pride Drive



The Service Department crack sealed several areas in 2020, including Arlington Rd., Beechwood Ave., Brookwoode Ave., Plymouth Ave., Poplar Run., and Villa Dr. Cracksealing prevents moisture from penetrating the subgrade, extending the life of the pavement by preventing freeze and thaw damage. Crack sealing is usually done in the fall when temperatures are cooler, allowing the crack seal to cure faster.

## Stormwater

In addition to the Sanitary Sewer the Service Department maintains the Storm Sewer. In 2020 the department replaced or repaired two catch basins. The concrete on these structures have failed over time. Crews replace the existing basin or repair the damaged areas with new concrete.



The picture above shows a new catch basin set in place and the curb restored to match the existing. After the concrete cures, the Service Department will remove the forms, reset the cast iron lid, and patch the asphalt.



**Before**

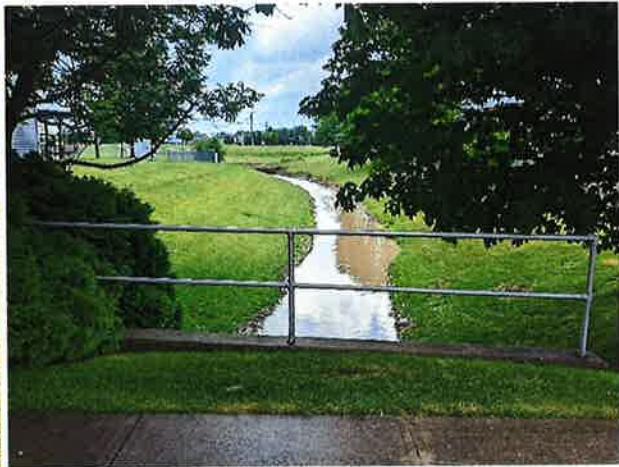
**After**

As part of the storm water management program, the Service Department cleaned several area ditches, keeping the ditch open to allow for proper drainage. Ditches were cleaned along Arlington Rd.

Ditch maintenance is an important part of stormwater management. The amount of water a ditch can remove can be reduced significantly by obstructions. A consistent flow line allows the water to maintain movement and avoid pooling.



**Before**



**After**

The above picture shows a stormwater ditch line that was cleaned in the Meadows of Brookville. The ditch had accumulated several years of sediment, blocking the flow, and allowing cattails to grow in the flow line.



**Before**



**After**

Trees had grown in other sections of the ditch line, further blocking flow, and making stagnant pools of water. Once the trees were removed the bank was graded to a more maintainable slope.

## Parks

Brookville operates and maintains six parks that provide the city with beautiful places to relax and enjoy the outdoors. The parks include areas for various sports activities, cookouts, shelters for events, fishing, dog walking, and other outdoor activities. The department maintains these areas by performing the following:

- Grass mowing
- Limb pickup
- Litter pickup
- Lawn fertilizing
- Spraying for weed control
- Removal of dead trees
- Inspection and repair of playground equipment

The city parks are a host to multiple events throughout the year, the list of events is always increasing. The Service Department's involvement with the events can vary depending on the requests of the event's organizers. With the COVID-19 restrictions, many events for 2020 were canceled. Listed below are various events that take place in Golden Gate Park annually:

- Community Easter Egg Hunt
- Pumpkin Walk
- Annual Car Show
- Annual Park Cleanup
- Community Picnic
- Annual Cross-Country Invitational
- Christmas in the Park
- BBC Opening Day
- Adult Easter Egg Scramble
- Ghostly Night Out

In 2020 there were several improvements in the parks system; some were performed by the Service Department and some were completed by outside contractors. A list of the improvements includes:

- Dead tree removal
- Planting of additional trees
- A new roof was installed on the Pee Wee Football Announcer's Booth
- A new roof was installed on the BBC Concession Stand
- The SK8 Park ramps were sanded, primed, and repainted
- Repairs were made to the concrete fence at Golden Gate Park
- New City message board was installed on Sycamore and Market Streets
- New benches with new concrete pads were installed at Westbrook Soccer Park
- Painted the Leiber Center, installed new lights, and electrical fixtures



Dead trees were removed from Ward Park. The trees were very large and required an outside contractor to drop the trees. The Service Dept. then cut the trees to smaller pieces for removal.



The picture above shows a new message board that was installed on Market St. This message Board shows the location of area businesses in Downtown Brookville

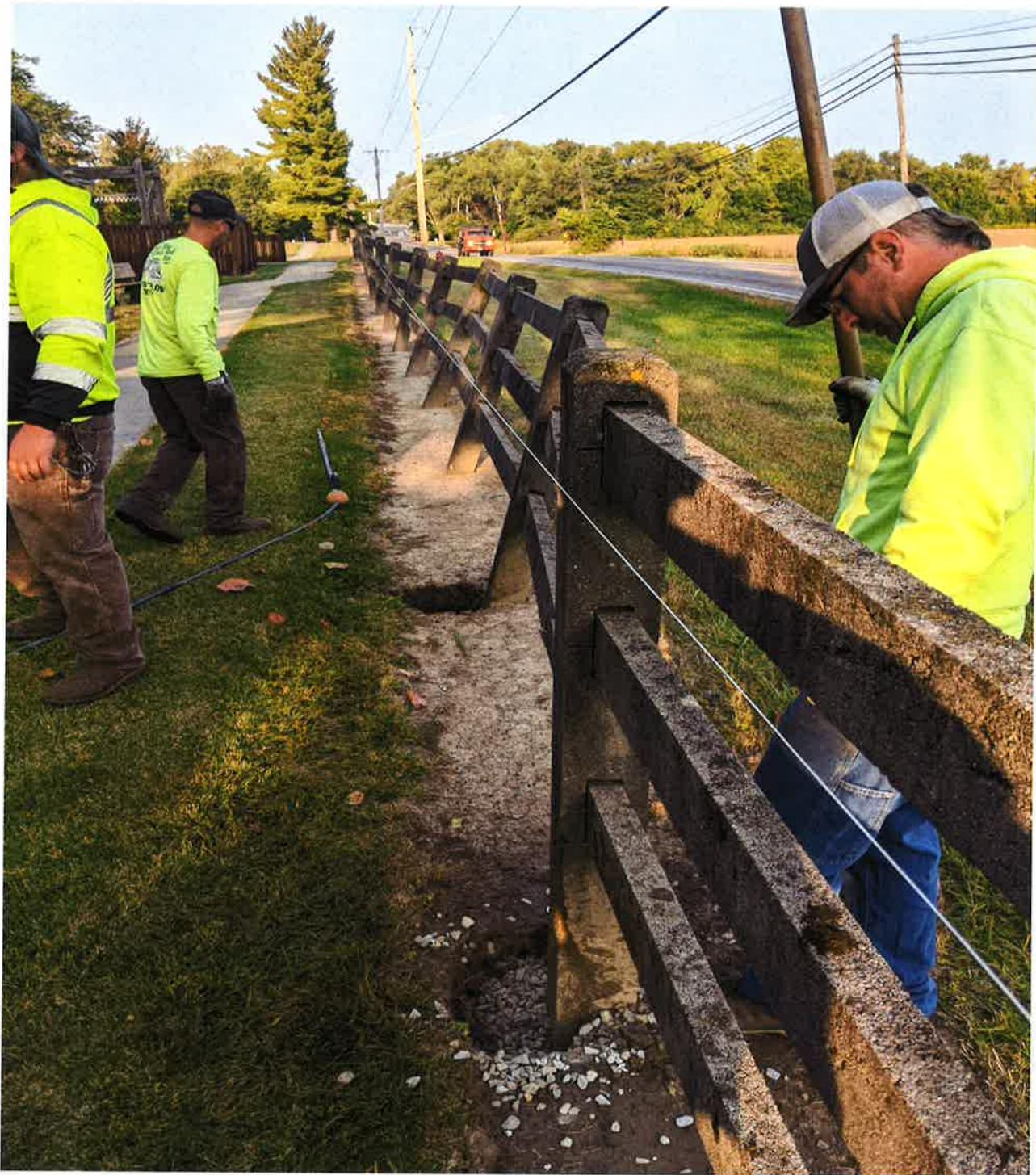


**Before**



**After**

In 2020, the Service Department pressure washed and stripped the exterior fence around the Golden Gate Castle Playground. The fence had not been treated for several years and the wood had become exposed to the weather. A volunteer group from Barton Malow Construction, the Park Board, City Council, and a few volunteers spent several hours reapplying new stain protectant to the fence. The Service Department has plans to continue the restoration project in 2021, working on sections of the playground equipment.



Over the years, the concrete fence at Golden Gate Park had settled and leaned. The Village of New Lebanon's Service Department assisted the Brookville Service Department with repairs to the fence with their hydro excavating unit. Material was excavated from around the existing fence posts, the posts were realigned, and backfilled with gravel. Several sections of cracked fencing were also replaced.



**Before**

**After**

The Skate Park ramps had become scratched and weathered over time, a fresh coat of primer and paint made the ramps look like new.



The Service Department weeding the beds and applying a fresh coat of mulch to the Grove seating area under the two Burr Oak trees in Golden Gate Park.

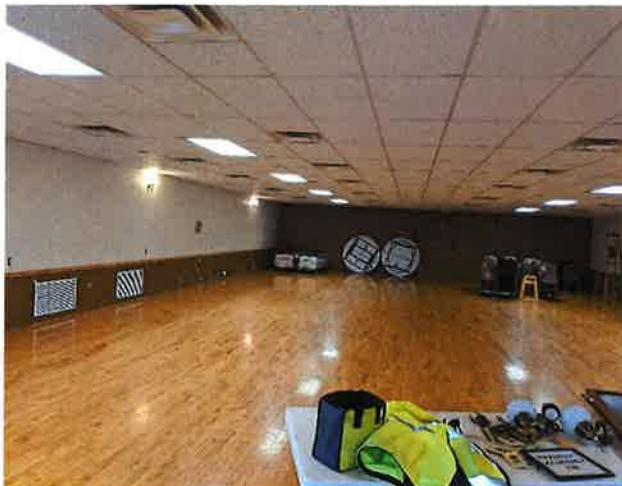


**Before**



**After**

The wood benches at the Brookville Soccer park have become weathered and rotted. The benches were replaced with recycled plastic benches and new concrete pads were poured.



**Before**

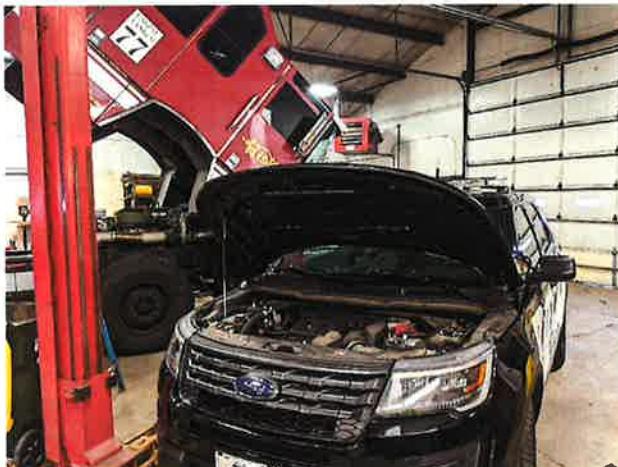


**After**

The Service Department repainted the large side of the Leiber Center, installed new lighting, replaced all ceiling tiles, and installed new electrical fixtures. The new LED lighting and paint was a great improvement, the City has received several compliments on the update.

## Fleet Mechanic

The responsibility for maintenance, preparation, and repair of every piece of equipment and rolling stock owned by the City-over 150 units-lies with the Service Department Fleet Mechanic. Due to our highly skilled personnel, we maintain, refurbish and complete more than 95% of all repair in-house. This allows us to enlarge our fleet and make our existing fleet last longer, thus saving the City money. It is rather difficult to budget this department due to unknowns such as major equipment breakdown.



Cruiser Repair



Engine Tanker 77 Repair



The Service Department received a grant for a new used oil tank in 2020. This tank has double-wall protection. The tank can hold 1,400 gallons of used oil for the waste oil furnace that heats the Service Garage. Personnel are installing the new used oil tank above.

## Refuse

In January 2018, Rumpke began trash pickup in Brookville. Rumpke collects all residential and some small commercial pickups, while the city will maintain the parks and other municipal areas.



The Service Department checks the waste cans three days a week during the busy season. If the waste cans are not emptied frequently, the squirrels like to pull the refuse out of the can.

The Service Department had an extremely productive year, despite the challenges of COVID-19. The department looks forward to additional projects and infrastructure repairs next year.

Meanwhile, the City of Brookville continues to work closely with the Montgomery County Economic Development team and the Dayton Development Coalition/Jobs Ohio on R&E visits (Retention & Expansion) when possible. A total of 18 site visits were conducted in 2020.

After the initial shock of COVID, local companies started preparing their workplace. Social distancing, temperature checks, and supplying PPE to their employees, businesses were able to open back up. However, Cargill/Provimi decided to keep a lot of their employees working from home. We learned in late 2020 that Cargill/Provimi will vacate the property at 10 Collective Way sometime in the summer of 2021.

In January 2020, the City of Brookville experienced some promising events when it came to Economic Development. DMAX was on schedule, Freedom 1<sup>st</sup> Credit Union was approved, and a well-known retail company contacted the City for available land. Once COVID struck the area, all the businesses in the City were faced with difficult decisions. Green Tokai Co. had to shut down for 30 days to get their plant COVID ready with PPE. Freedom 1<sup>st</sup> had to redesign their lobby to make it safe with social distancing. Restaurants had to go to carry-out only, beauty salons and barber shops had to close. Cargill/Provimi had to leave their desks and work from home and we all learned how to do Zoom Meetings. Companies like Flow Dry, McGregor and Hefacker Precision Machining were considered essential allowing them to keep their doors open.

## Economic Development 2020



1 Collective Way (former Payless building) continues to attract the attention of companies looking to relocate or expand. In 2020 the site was presented to four (4) different prospective companies.

MAX continues to move forward on construction and to prepare to ramp up manufacturing despite COVID. Like every other company, COVID has slowed them down from making their initial deadlines.

Green Tokai Co. has ramped back up and hiring continues.

New Business openings in 2020 include:

What's the Scoop Ice Cream Shop located at 230 Market Street. They serve hand scooped ice cream along with Sundays and other ice cream delights.

State Farm Insurance located at 234 Market Street. Tom Skinner use to be the State Farm agent at 215 Market Street but decided to go as an independent agent on his own leaving the City of Brookville without a State Farm agent. State Farm Insurance Agency decided to open a new office.

Apparel Retail Shop located at 222 Market Street. Retail shop selling clothes and apparel.

We are looking forward to 2021 with COVID under control and our businesses back in production.

Jim Snedeker Zoning Officer

Zoning & Property Maintenance Officer  
Jim Snedeker

Respectfully submitted,

Numerous advertising garage sale signs along with political signs were removed from the right-of-way and disposed of in a proper manner. Numerous signs were also removed from utility poles.

A total of 258 violations were issued. Out of that number only one court summon was issued to the property owner refusing to comply.

In the Zoning and Building Department, 14 violations were issued to property owners who failed to obtain proper Building and/or Zoning Permits. Also, included in this number were violations to realtors and politicians who were a little too eager to put up their signs.

Violations for illegal parking of recreation vehicles (RV's) totaled 15. This was mostly due to the fact the vehicle was parked in the drive longer than the permitted 72 hours or parked in the grass.

Vehicle violations for abandoned, junk, inoperable, unlicensed or license expired totaled 20.

Grass violations totaled 59 which is down from 2019.

In 2020, the City was confronted with violations on junk, refuse, debris, and/or garbage left on the property. This resulted in 150 Nuisance Abatement violations in the City's Property Maintenance Ordinance under Nuisance Abatement.

The City's Zoning Enforcement Officer's main concern has been property value throughout the City of Brookville. If the Zoning Officer comes across a violation by routine field inspections, then a violation is submitted to the property owner on file with the Montgomery County Auditor's Office. Once the violation is issued, the property owner has 14 days to appeal the violation, or simply take care of the situation. Any person may file a complaint to the Zoning Enforcement Officer in writing stating fully the cause and basis of their complaint. The Enforcement Officer shall investigate the issue to see if it is a violation that is addressed in the city's Codified Ordinance Manual, or a neighbor dispute.



## **RESIDENTIAL DEVELOPMENT FOR 2020**

Another responsibility from the Zoning Office is working with new developers and residential builders to promote growth in the City of Brookville. In 2020, 10 new single family residential building permits were issued. This tops the most single-family homes since 2007.

In 2020, the City realized that inventory on vacant lots were getting low. Wenger Woods located on Charlie Court off Johnsville Brookville Road was completed. Arlington Woods Development has three lots left for sale. Golden Gate Estates is down to only two lots for sale. Hunters Run Development was completed in 2019.

Meadows of Brookville has 12 available lots for residential construction. Fisher Homes approached the City of Brookville with some new designs and ideas for the development. A zero-lot line residential joined home concept was reviewed by Planning Commission and a public hearing was held. After citizens voiced their concerns, the project was voted down. Since then, Fisher Homes brought back a single-family project to fill the remaining lots. Fisher Homes will have 7 models for customers to choose from to complete the Meadow of Brookville Subdivision.

Bruns Development added 4 new 4-family units on Meadow Glen Ave. in 2020. They have 3 lots left in R-3 along Meadow Glen Avenue for future development.

## **ZONING PERMITS FOR 2020**

### **Residential Zoning Permits:**

95 Residential Zoning Permits were issued as follows:

\*Please note that multiple items may be on one permit.

In 2020, 10 Zoning Permits were issued for new residential construction which is the most since 2007.

10 Single Family Dwellings	3 Room Additions	7 Cover Porches
16 Permanent Pools	7 Decks	26 Accessory Structures
31 Fence Permits	2 Minor Subdivisions	2 Variance Request
1 Major Subdivision	7 Special Use	1 Demo

### **Commercial Zoning Permits:**

9 Commercial Zoning Permits were issued as following:

1 New Construction   4 Certificate of Occupancy for New Business  
4 Signs

There was a total of 104 Zoning Permits issued for 2020; some of these permits were in conjunction with residential & commercial building permits. Please note that Montgomery County Building Department handles all building permits for the City of Brookville.



## **ARLINGTON WOODS**

**DEVELOPER: ARLINGTON WOODS DEVELOPMENT CORPORATION**

**LOCATION: WEST OF ARLINGTON ROAD AND NORTH OF WESTBROOK ROAD**

**ZONING: R-1A & R-1B**

**MINIMUM LOT SIZE: 12,500 SQUARE FEET**

**MINIMUM FLOOR AREA: R-1A 1,800 SQUARE FEET  
R-1B 1,600 SQUARE FEET**

**TOTAL NUMBER OF AVAILABLE LOTS FROM START: 86**

**AVAILABLE LOTS: 3**

**SECTION ONE: 0**

**SECTION TWO: 1**

**SECTION THREE: 2**

**RESTRICTIONS & CONVENTIONS: YES**

**HOMEOWNERS ASSOCIATION: YES**



**MEADOW GLEN  
BRUNS MULTI FAMILY**

DEVELOPER: JEFF BRUNS C/O OF B&B RENTALS

LOCATION: NORTH ON MEADOW GLEN NEAR WEST UPPER LEWISBURG  
SALEM ROAD.

ZONING: R-3 MULTI-FAMILY

MINIMUM LOT SIZE: 5,600 SQUARE FEET PER DWELLING UNIT

MINIMUM FLOOR AREA FOR MULTI-FAMILY UNITS:

1 BEDROOM	700 SQUARE FEET
2 BEDROOM	900 SQUARE FEET
3 BEDROOM	1,200 SQUARE FEET
4 BEDROOM	1,500 SQUARE FEET

TOTAL NUMBER OF LOTS AVAILABLE FROM START: 17

AVAILABLE LOTS TO DATE: 3

RESTRICTIONS & CONVENTIONS: YES

HOMEOWNERS ASSOCIATION: NO

Residential Contact:	Jeff Bruns	419-678-4198
Rental Contact:	Dale Evers	937-339-0010



## **GOLDEN GATE ESTATES SINGLE FAMILY AND CONDOS**

**DEVELOPER: HLS SURVEYORS & ENGINEERS**

**LOCATION: EAST UPPER LEWISBURG-SALEM ROAD ADJACENT TO GOLDEN GATE PARK**

**ZONING: R-1B**

**MINIMUM LOT SIZE: 10,000 SQUARE FEET**

**MINIMUM FLOOR AREA: 1,600 SQUARE FEET**

**TOTAL NUMBER OF AVAILABLE LOTS FROM THE START: 53**

**AVAILABLE LOTS: 1**

**SECTION ONE: 0**

**SECTION TWO: 0**

**SECTION THREE: 1**

**RESTRICTIONS & CONVENTIONS: YES**

**HOMEOWNERS ASSOCIATION: YES, BOTH THE SINGLE FAMILY AND CONDO DEVELOPMENTS.**



## **HUNTERS RUN DEVELOPMENT**

**DEVELOPER: JIM MYERS BUILDING BY DESIGN**

**LOCATION: WEST ON EAST UPPER LEWISBURG-SALEM ROAD NEAR GOLDEN GATE PARK**

**ZONING: R-1B**

**MINIMUM LOT SIZE: 10,000 SQUARE FEET**

**MINIMUM FLOOR AREA: 1,600 SQUARE FEET**

**TOTAL NUMBER OF AVAILABLE LOTS FROM START: 44**

**AVAILABLE LOTS: 0**

**SECTION ONE: 0**

**SECTION TWO: PROPOSED 69 ADDITIONAL LOTS TO BE DEVELOPED**

**RESTRICTIONS & CONVENTIONS: YES**

**HOMEOWNERS ASSOCIATION:**

**Contacts: Frank Harlow of Harlow Builders 937-339-9944**



## **MEADOWS OF BROOKVILLE**

DEVELOPER: TIM TAYLOR

LOCATION: EAST WESTBROOK AND HECKATHORN ROAD

ZONING: R-1C and R-3

MINIMUM LOT SIZE: 8,400 SQUARE FEET & R-3 8,400 SQUARE FEET

MINIMUM FLOOR AREA: R-1C 1,400 SQUARE FEET

R-3 1,200 SQUARE FEET FOR SINGLE FAMILY  
1,000 SQUARE FEET FOR TWO-FAMILY

AVAILABLE LOTS: 12

SECTION ONE: 0

SECTION TWO: 0

SECTION THREE: 0

SECTION FOUR: 0 Lots in R-3 0 Lot R-1C

SECTION FIVE: 12

RESTRICTIONS & CONVENTIONS: YES

HOMEOWNERS ASSOCIATION: NO