

# 2021 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*

## **2021 CITY OFFICIALS**

**MAYOR**

**CHARLES LETNER**

**VICE MAYOR**

**JAMES ZIMMERLIN**

**CITY COUNCIL**

**STEPHEN CRANE**

**JD FOWLER**

**JEFFERY REQUARTH 8/10/2021-12/31/2021**

**CURT SCHREIER**

**MATTHEW SWABB 1/1/2021-6/15/2021**

**KIM WILDER**

**CLERK OF COUNCIL**

**KIMBERLY DUNCAN**

**CITY MANAGER**

**SONJA M. KEATON**

**DIRECTOR OF FINANCE**

**MICHELLE M. BRANDT**

**DIRECTOR OF FIRE**

**RONALD E. FLETCHER**

**DIRECTOR OF POLICE**

**DOUGLAS J. JEROME**

**DIRECTOR OF LAW**

**RODNEY L. STEPHAN**

**CONSULTING ENGINEER**

**CHOICE ONE ENGINEERING**

**PLANNING COMMISSION CHAIRPERSON**

**RYAN HENDERSON**

**PARK BOARD PRESIDENT**

**CAROLYN HANEY**

## 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 2021. This report is a requirement of the Municipal Charter but is primarily intended for review by the Mayor and Council, and any interested citizen of Brookville.

Respectfully Submitted,



Sonja M. Keaton  
City Manager

## **MANAGER'S STATEMENT 2021**

As we closed the door on 2020, all I can say is I have never been so ready to start a new year! The two preceding years have been devastating to say the least with the Memorial Day tornado in 2019, and the global pandemic, and the closure of two large employers in 2020, 2021 had to be a turnaround year. The city continued to hold Council and Planning Commission Meetings virtually in January and February due to the pandemic.

City Council started 2020 by filling positions on various boards and commissions. In January, the city and the Police Union entered into a new Agreement. The City entered into a five-year Lease Agreement, on the former fire station building at 401 Albert Road, with Production Service Management who has a five-year contract with GM to keep their manufacturing machinery operational at the new DMAX plant. A Work Session was held with City Council in January to discuss the City's revenue insufficiencies. City Council moved forward with placing a 3.85 mill five-year street levy and a .96 mill five-year park levy on the May Primary ballot. City Council and Planning Commission approved the Revised Meadows of Brookville, Section Five Preliminary Plan containing twelve lots.

February 2021 saw significant snowfall in Brookville. Service Department personnel worked long hours with snow removal and repairing watermain breaks. We learned two projects were approved by the Ohio Public Works Commission. These two projects, Walnut Street Waterline Replacement and Hay Avenue Roadway Improvements, Phase I will have lasting impacts, as both projects will replace old 4" waterlines with new 8" waterlines. The Hay Avenue Project will also see the installation of storm sewer, new sidewalks and curbs, and a new roadway. This project will commence in 2022.

In March, the city sold the former Fire Station #1 building, on the corner of Main and Mulberry Streets, for redevelopment of the building. Our Annual Park Cleanup was a tremendous success thanks to the 125-150 volunteers that assisted with cleanup. A sanitary sewer line was extended on Johnsville-Brookville Road.

In April, the city purchased a 2006 International dump truck on GovDeals at a purchase price of \$19,912.50 and sold our 2009 Pontiac G6 on GovDeals for \$4,350.

The city was awarded three Montgomery County Solid Waste Recycling Grants in May, which allowed the city to purchase a new brush chipper, a new waste oil tank, and new recycled content picnic tables and benches. A major setback was the defeat at the May 2021 ballot box of two proposed levies. The street levy would have provided \$474,500 annually to resume annual resurfacing of our streets, which we have not been able to do since 2017. The park levy would have provided \$118,304 annually to maintain our six city parks and to perform several capital projects within our parks that we are currently not able to do.

The City of Brookville and City of Dayton entered into a new 15-year Water Service Agreement in June. We also learned that Anthem renewed our health insurance plans with a zero-percent increase in premiums. Also in June, City Council adopted several ordinances that amended the rear yard setbacks in the R-1B and R-1C zoning districts, and amended the definition of building line, setback line and yard. City Council held a Work Session to discuss proposed cuts to services and/or events, currently provided to our citizenry. Discussion was held on increasing rates on various utilities and park rentals. City Council and Planning Commission approved the Final Plat for Meadows of Brookville, Section 7 containing twelve lots.

In July, City Council accepted the resignation of Council Member Swabb due to moving out of the City of Brookville. Council entered into a two-year agreement with Brookville Local Schools to continue with the School Resource Officer. Work began on the installation of the walking path in Golden Gate Park. This project was funded with Montgomery County Community Block Grant funds. City Council and Planning Commission held a lengthy Public Hearing to consider a Preliminary Planned Development Plan and proposed Ordinance No. 2021-04 that would rezone Parcel C05 00109 0020 to Planned Residential District. The 70<sup>th</sup> Annual Community Picnic was held in Golden Gate Park. City Council appointed Jeffrey Requarth to fill the unexpired term of Matthew Swabb through December 31, 2021. City Council authorized the Montgomery County Board of Elections to place on the November 2021 ballot the question of an additional property tax levy at the annual rate of 3.85 mills for a period of five years for streets.



It was announced at the August Council Meeting, that Pak-Rite is the new tenant in the building at 1 Collective Way, formerly the Payless building. The City received \$307,654 in American Rescue Plan Act (ARPA) funds that was signed into law by President Biden on March 11, 2021. The second tranche will be received in 2022. City Council adopted an Ordinance that rezones Parcel C05 00109 0020 and approved the Preliminary Development Plan for the same parcel. The 2020 Census figures were released which showed Brookville increased by 105 people since the 2010 Census. In August, City Council and Planning Commission accepted the Final Plat for Hunter's Run, Section 2 containing forty-seven lots.

In September, City Council adopted several Resolution's. The first Resolution directed the Board of Elections of Montgomery County to place on the November 2, 2021 Ballot a Referendum on Ordinance No. 2021-04. The second Resolution adopted an Ordinance to prohibit parking on city streets during a snow emergency, and the third Resolution adopted an Ordinance to provide regulations on feral cats. City Council allowed the Fire Chief to purchase a 2005 Pierce 1500 Pumper. City Council and Planning Commission approved the Final Plat for Meadows of Brookville, Section 8 containing eleven lots.

City Council and Planning Commission held a Public Hearing in October on the rezoning of part lot 2174, a 53.567-acre parcel located on West Campus Blvd. to promote future development of the property by General Motors. City Council adopted Resolutions that authorized the submittal of two Surface Transportation Resurfacing Projects through MVRPC. Police Officer John Hanson retired after 16 years with the Brookville Police Department.

In November, I had the pleasure of announcing Rodney Stephan was selected as our Development Specialist. Rod will oversee Community and Economic Development activities for the city. Jim Snedeker, Zoning and Property Maintenance Officer for the City for 16 years retired. We learned that the City of Englewood was donating their retired Englewood ladder truck. The 3.85 mill street levy that was on the November ballot was soundly defeated. Cuts will be implemented that were previously discussed with City Council. The Referendum on Ordinance No. 2021-04 was also defeated along with the Perry Township fire levy. The Veterans' Day lunch was an enormous success.

MetroNet began installation of their fiber in Brookville in December. City Council and Planning Commission approved the Brookville Retail & Industrial Campus, Section 3 Record Plan. Approval of this Record Plan allowed General Motors to exercise their option to purchase 53.566 acres adjacent to the existing DMAX building. The Christmas in the Park Event, sponsored by Brookville Park Board, was an enormous success! The city lost an unbelievably valuable team member of the City of Brookville, Dale Godsey. Dale was employed by the city for 28 years. City Council authorized an assignment of real property Purchase Agreement for purchase of Parcel C05 00109 0020.

I am enormously 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, 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. Staff will continue to market and support our businesses and industrial parks as much as we possibly can. Without them, the City of Brookville will not survive.

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.

Respectfully Submitted,

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 2021. 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 Principals (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 2021, the State Auditor's Office performed our audit for 2020, 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 2020. 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 \$33,091 in interest for 2021 in the General and Street M&R Funds. The brokered CD's that matured in the first half of 2021 were issued in the first half of 2018 or 2019, where interest rates ranged from 2.60% to 3.00% for two or three year CD's. As the year progressed, brokered CD's that matured in the last half of 2021, were issued in the last half of 2018, with an interest rate of 3.0% to 3.25% for three-year CD's. Star Ohio began the year with an interest rate of 0.09% and ended the year with an interest rate of 0.09%. StarPLUS began the year with an interest rate of 0.15%. StarPlus ended

up closing all their accounts in May of 2021 with a yield of 0.08% at the time of closing. Due to the continued effects of the COVID-19 pandemic, the City saw very low interest rates throughout all of 2021. The City continued to sell surplus items on GovDeals in 2021. 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 2021. These three departments are fully funded out of revenue that is receipted 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 \$440,000, or 9.52% 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 \$464,200, or 10.05% 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 31.4% and 23.4% of the General Fund expenditures are spent towards police and fire protection, respectively.

The goal for 2021, 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, 2019, and 2020 decline in our General Fund. This decrease in our carryover was attributed to our expenditures exceeding our revenues in the General Fund. Income tax receipts posted during 2021 totaled \$3,350,419, an increase of \$289,963 or 9.47% from the previous year postings. Even though we did see an increase in income tax when compared to 2020, we still received \$413,564 less than the income tax revenue we received during 2018. Income tax revenue amounted to 72.5% of the total General Fund revenue of \$4,620,732 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 2021, the Brookville Local School District received income tax revenue sharing payments from the City totaling \$19,912, due to the closure of Payless and Provimi.

Total receipts, in 2021, for all budgetary accounts consisting of 16 funds amounted to \$8,833,866 with transfers and advances deducted from the total, which is a decrease of \$358,227 from the previous year. This decrease is mainly attributed to a decrease in the amount of FEMA funding that was received in 2021. In 2020, we received \$323,653 from FEMA, but in 2021 the FEMA funds received dropped to \$109,454. The decrease is related to both the 2019 tornado repair project and demolition of a flood prone property project being completed. The remainder of the decrease can be attributed to the decrease we saw in funding related to the Covid-19 pandemic. In 2021, we saw less grant funds and BWC reimbursements related to the pandemic.

Total expenditures for all accounts came to \$8,933,831, with transfers and advances deducted from the total, which is a decrease of \$238,169 from the previous year. The decrease in expenditures can also be attributed to a reduction in the FEMA projects. Since FEMA works on a reimbursement basis, and in 2021 we were mainly wrapping up projects, the expense drop is consistent with the revenue decrease.

## **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 2021 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 2021 budget.

Even though we continued to see a slight increase in some revenues during 2021, 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,

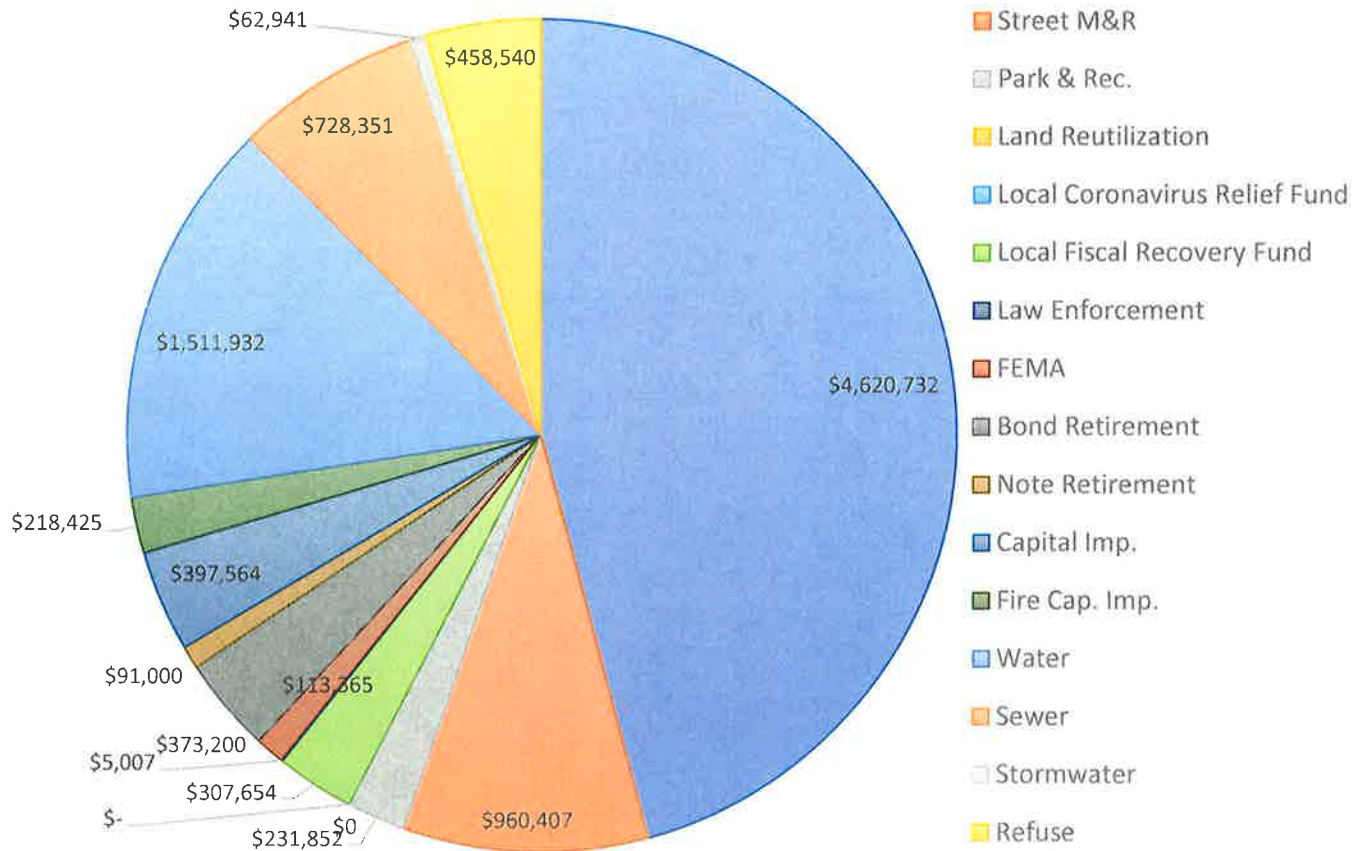


local income taxes and shared intergovernmental (state) revenue. In order to stabilize the impact of the fluctuations in these revenue streams, City Council continues to pursue economic development and job creation, in order to maintain the community's reputation for high public safety standards and 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.

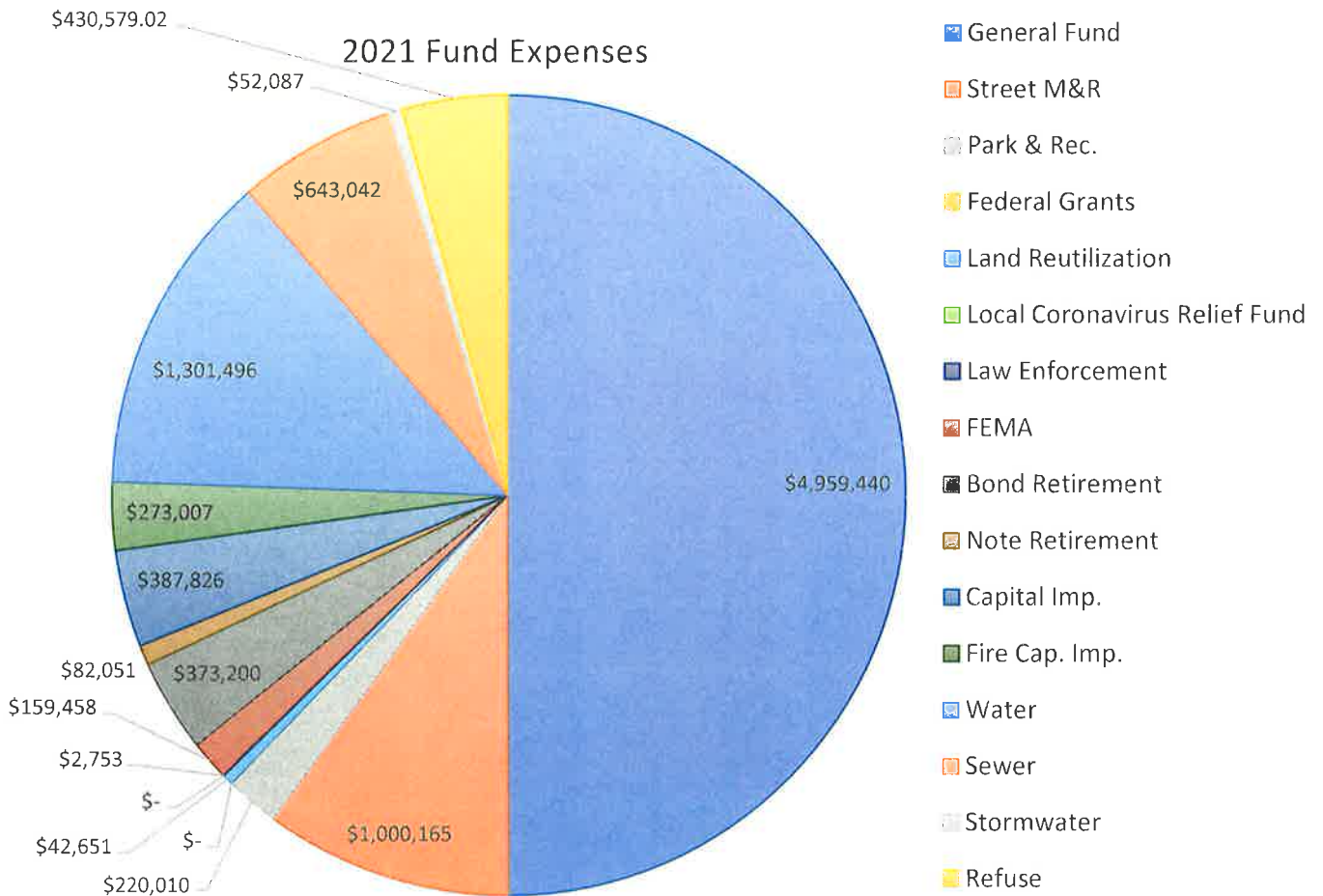
State Legislators continue to make changes to local income tax laws which makes it very difficult for municipalities to continue to grow their income tax receipts.

The following charts illustrate the various fund revenues and expenses for 2021 and the comparisons of interest investments and income tax revenues over a six-year period.

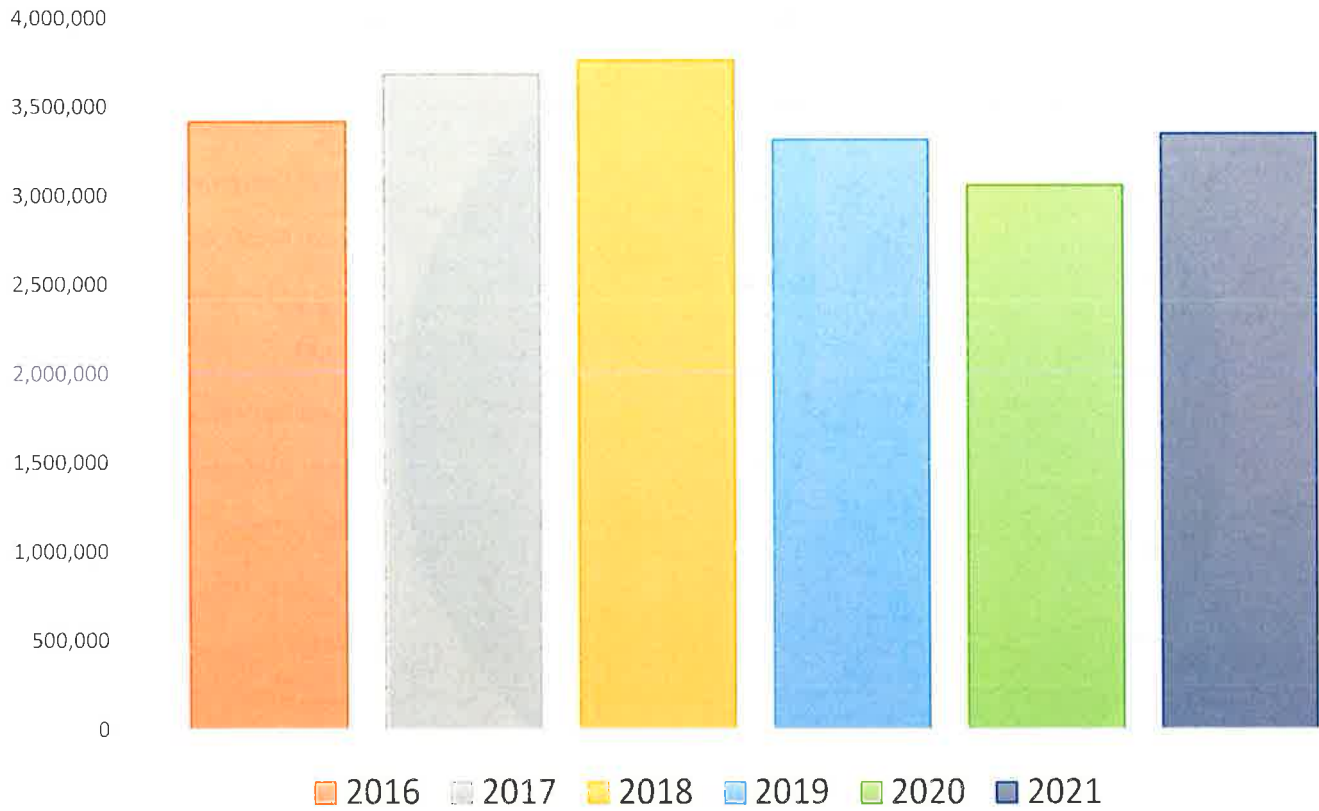
## 2021 Fund Revenues



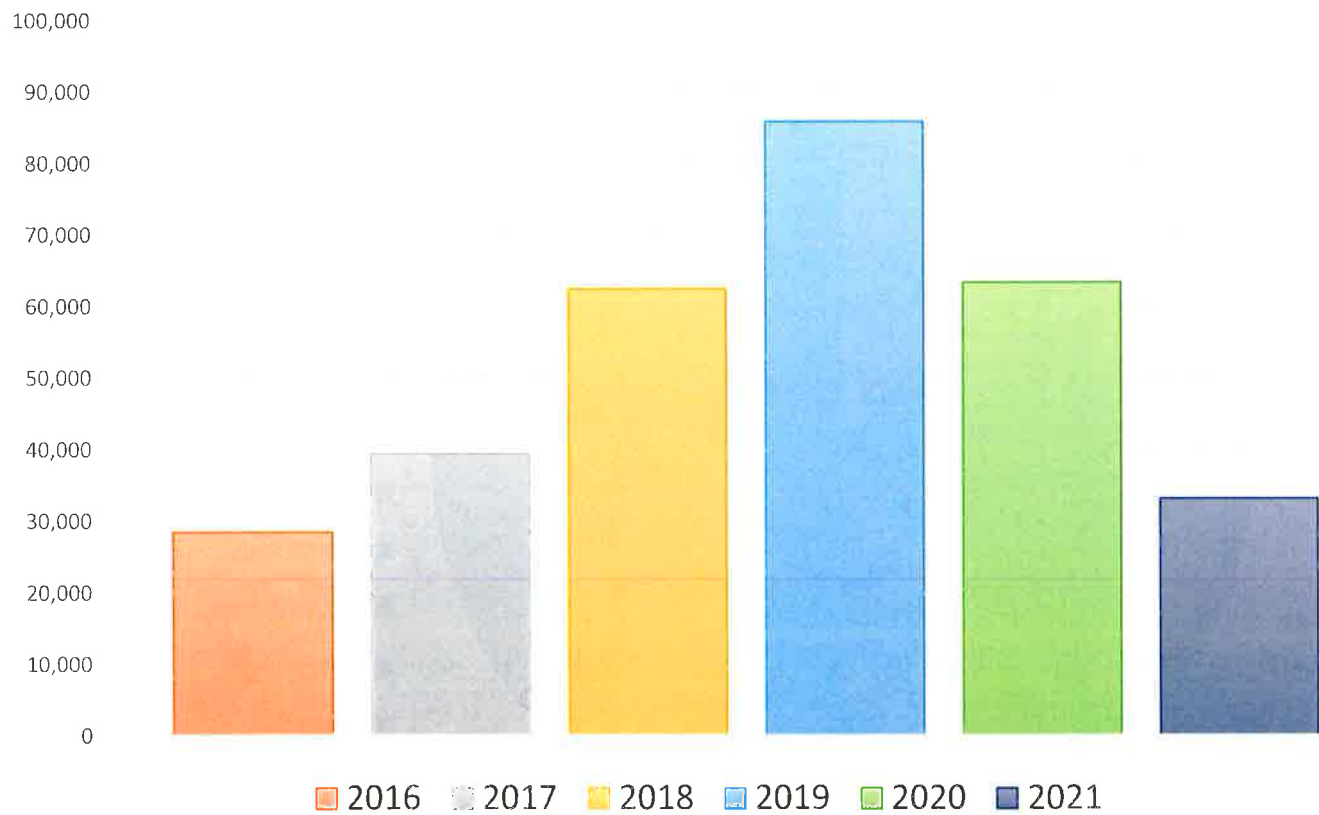
## 2021 Fund Expenses



Income Tax



General Fund Investment Interest



## **ENTERPRISE FUNDS**

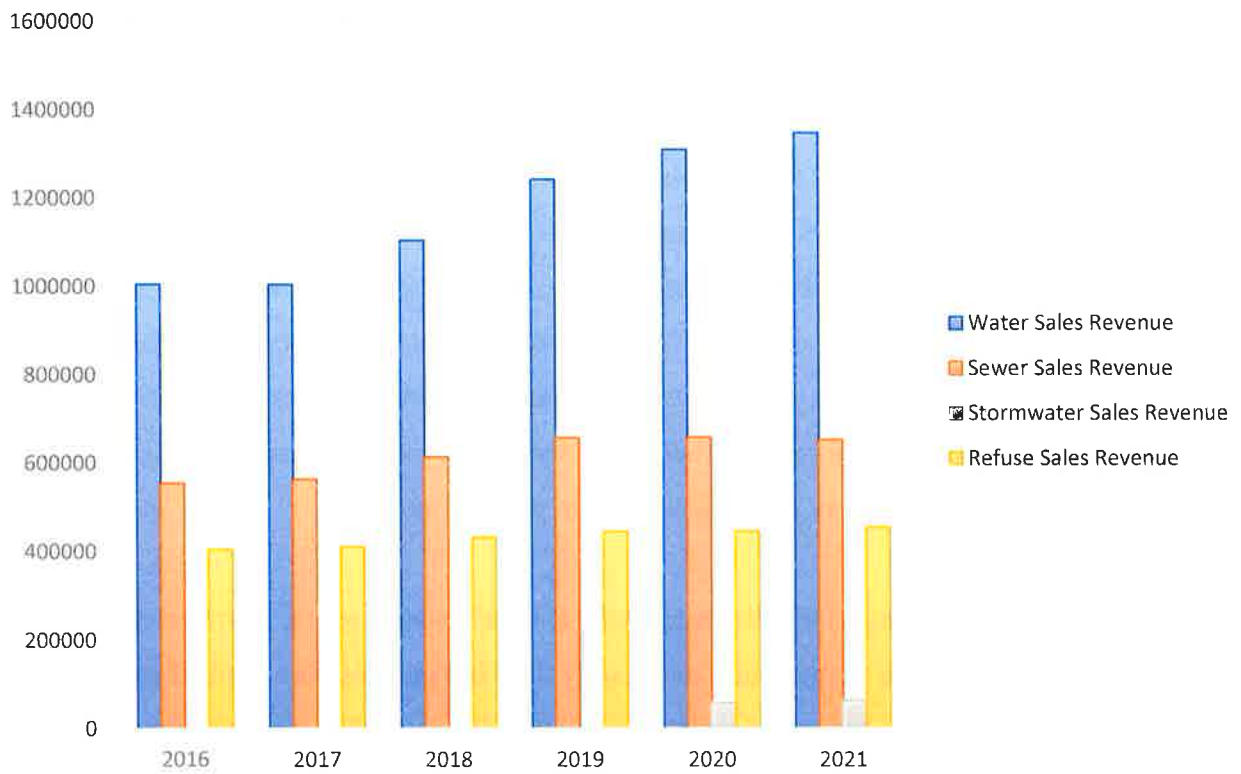
The Enterprise Funds (Utility) consist of the Water, Sewer, Stormwater, and Refuse Departments. Stormwater was a new Enterprise Fund added in 2020 to help build funds in order to maintain stormwater facilities, stormwater systems and storm sewers within the City. The billing and collections for these four departments amounted to \$1,347,753 for approximately 2,532 water accounts billed, \$653,207 for approximately 2,392 sewer accounts billed, \$62,928 for approximately 2,438 stormwater accounts billed, and \$454,714 for approximately 2,227 refuse accounts billed. There was a 1.5% rate increase for water and a 200% rate increase for stormwater rates both effective December 1, 2021. There were no other increases for utility services in 2021. 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 2021, 25 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 \$22,923 in principal on Ohio Public Works Commission water loans leaving a principal balance of \$1,094,331 for the Water Department as of December 31, 2021. We paid off a total of \$155,709 in principal on Ohio Public Works sewer loans in 2021, leaving a principal balance of \$1,468,283 for the Sewer Department as of December 31, 2021. 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 fourth year of a five-year Agreement with Rumpke in 2021.

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 happening in early 2021 and the property now being greenspace for the City.

The City applied for and received approval for two Ohio Public Works Commission (OPWC) projects. These projects will be funded with partial grant and loan funds. The first project is to replace old 4-inch cast iron water mains with larger 8-inch water mains and includes new valves, fire hydrants and restoration of water services and pavements on Walnut Street. The Walnut Street Project will be funded with \$99,993 in grant funding and \$99,994 in loan funding. The second project is for a full depth roadway reconstruction of part of Hay Ave which will include replacement of curb, sidewalk, driveway approaches and old 4-inch water mains with the larger 8-inch water mains. The Hay Avenue project will be funded by \$171,639 grant funds and \$514,919 loan funds.

The City applied for and received a Community Development Block Grant (CDBG) from Montgomery County in 2021. This grant was used to improve upon the walking path that weaves through Golden Gate Park. The project included removing the path that previously went through the park and putting in a new longer and wider asphalt path that is safer and more accessible to all. The City received \$64,237 in CDBG funding and the City contributed \$29,997.

The City applied for three individual Solid Waste Recycling Incentive Grants and received approval for all three grants. The first grant allowed the City to purchase one (1) 1,000-gallon double-wall fuel tank that was installed by our Service Department to store used oil that is then used in our three used oil furnaces. The second grant allowed the City to purchase recycled plastic picnic tables and benches to be placed in our parks. The third grant allowed the City to purchase a new brush chipper. We received \$58,742 in grant funds with the City contributing \$25,175.



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 will not be completed until 2022.

The City applied for and received a \$1,500 Walmart Foundation Grant in 2021 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 2021 and the Cash Position Report for the various funds as of December 31, 2021.

As I reflect on 2021, it was a busy, inspiring, and gratifying year. The nation continued to navigate through the COVID-19 pandemic. Provimi officially shut their Brookville Office doors to consolidate their business in Lewisburg, Ohio. Thankfully when one door closes another opens! The opening of Pak-Rite Industries happened at the end of 2021 in the old Payless building that had been vacant for several years. We were also able to rent the old Albert Street Fire Station to a third-party Duramax supplier, PSML. The Duramax factory became operational in 2021 having two shifts with plans to add a third shift in early 2022. In addition to these new businesses, we also saw an increase in residential construction during 2021. Several subdivision plats were reviewed and approved during the year with multiple single-family homes being fully constructed and moved into during 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**  
**"2021"**

**2006 INTERNATIONAL DUMP TRUCK** \$ 19,913

\$ 19,913 Local Street Capital Improvement Funds Purchased 2021

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**WALNUT STREET WATERLINE REPLACEMENT** \$ 107,742

\$ 99,993 OPWC Grant

\$ 7,749 OPWC Loan Started in 2021

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**1,000-GALLON USED OIL FURNACE** \$ 5,625

\$ 3,938 Montgomery County Solid Waste District Grant

\$ 1,687 Local Capital Improvement Fund Purchased 2021

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**BC1500 BRUSH CHIPPER** \$ 59,280

\$ 41,496 Montgomery County Solid Waste District Grant

\$ 17,784 Local Capital Improvement Fund Purchased 2021

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**BENCHES & PICNIC TABLES FOR PARKS** \$ 19,012

\$ 13,309 Montgomery County Solid Waste District Grant

\$ 5,703 Local Administration & Park Funds Purchased 2021

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**306-312 WOLF CREEK ST PROPERTY** \$ 141,271

\$ 123,612 FEMA Mitigation Grant

\$ 17,659 Local Capital Improvement Funds Completed 2021

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**2005 PIERCE 1500/1500 PUMPER TANKER TRUCK** \$ 158,300

\$ 158,300 Local Fire Capital Improvement Fund Purchased 2021

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**GOLDEN GATE WALKING PATH** \$ 94,234

\$ 64,237 CDBG Grant

\$ 29,997 Local Capital Improvement Funds Completed 2021

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**SEWER EXTENSION JOHNSVILLE-BROOKVILLE** \$ 69,245

\$ 69,245 Local Sewer Funds Completed 2021

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**BREATHING AIR COMPRESSOR & CASSCADE** \$ 31,031

\$ 31,031 Local Fire Capital Improvement Fund Purchased 2021

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**FAIRBANKS 15 HP PUMP** \$ 20,063

\$ 20,063 Local Sewer Funds Purchased 2021

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# City of Brookville

## Statement of Cash Position with MTD Totals

From: 1/1/2021 to 12/31/2021

Funds: A01 to E10

Include Inactive Accounts: No

Page Break on Fund: No

Fund	Description	Beginning Balance	Net Revenue MTD	Net Revenue YTD	Net Expenses MTD	Net Expenses YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
A01	GENERAL FUND	\$1,965,244.67	\$329,797.76	\$4,620,732.02	\$603,195.25	\$4,959,440.48	\$1,626,536.21	\$26,645.23	\$1,599,890.98
B01	STREET M. & R.	\$204,280.56	\$148,810.63	\$960,407.16	\$115,203.91	\$1,000,164.70	\$164,523.02	\$5,337.77	\$159,185.25
B04	PARK & RECREATION	\$53,178.70	\$3,001.16	\$231,851.59	\$17,566.05	\$220,010.40	\$65,019.89	\$9,687.81	\$55,332.08
B09	LAND REUTILIZATION	\$39,266.96	\$0.00	\$0.00	\$0.00	\$0.00	\$39,266.96	\$0.00	\$39,266.96
B11	LOCAL CORONAVIRUS RELIEF FUND	\$42,650.59	\$0.00	\$0.00	\$0.00	\$42,650.59	\$0.00	\$0.00	\$0.00
B12	LOCAL FISCAL RECOVERY FUND	\$0.00	\$0.00	\$307,653.86	\$0.00	\$0.00	\$307,653.86	\$0.00	\$307,653.86
B13	LAW ENFORCEMENT	\$8,595.77	\$125.00	\$5,007.45	\$0.00	\$2,753.47	\$10,849.75	\$0.00	\$10,849.75
B16	FEMA	\$46,092.87	\$0.00	\$113,365.22	\$2,493.75	\$159,458.09	\$0.00	\$0.00	\$0.00
C01	BOND RETIREMENT	\$5,293.28	\$0.00	\$373,200.00	\$0.00	\$373,200.00	\$5,293.28	\$0.00	\$5,293.28
C03	NOTE RETIRE-NORTHBROOK	\$8,980.79	\$0.00	\$91,000.00	\$76,147.51	\$82,051.43	\$17,929.36	\$0.00	\$17,929.36
D03	CAPITAL IMPROVEMENT	\$169,508.34	\$200,000.00	\$397,563.65	\$203,880.72	\$387,826.30	\$179,245.69	\$0.00	\$179,245.69
D04	FIRE CAPITAL IMPROVEMENT	\$239,278.93	\$8,964.93	\$218,425.09	\$31,677.38	\$273,006.92	\$184,697.10	\$0.00	\$184,697.10
E01	WATER	\$403,996.66	\$116,411.13	\$1,511,931.81	\$358,237.08	\$1,301,495.99	\$614,432.48	\$106,245.65	\$508,186.83
E02	SANITARY SEWER	\$730,036.66	\$3,445.73	\$728,351.36	\$51,006.52	\$643,041.70	\$815,346.32	\$23,611.47	\$791,734.85
E08	STORMWATER	\$20,981.54	\$382.42	\$62,941.10	\$1,822.50	\$52,087.37	\$31,835.27	\$2,870.57	\$28,964.70
E10	REFUSE	\$195,393.75	\$1,950.79	\$458,540.04	\$35,423.80	\$430,579.02	\$223,354.77	\$119.92	\$223,234.85
<b>Grand Total:</b>		<b>\$4,132,780.07</b>	<b>\$812,889.55</b>	<b>\$10,080,970.35</b>	<b>\$1,496,654.47</b>	<b>\$9,927,766.46</b>	<b>\$4,285,983.96</b>	<b>\$174,518.42</b>	<b>\$4,111,465.54</b>

## ECONOMIC DEVELOPMENT 2021

The City of Brookville had many positive economic development highlights in 2021.

DMAX, a joint venture of General Motors and Isuzu, opened its new 251,000 sq. ft. manufacturing facility on W. Campus Blvd. The facility provides engines for trucks being assembled at the DMAX facility in Moraine. Approximately 120 full time employees have been hired for this facility. In addition, in December 2021, General Motors purchased an additional 53 acres in the Brookville Retail & Industrial Park.

Pak-Rite Industries, a logistics firm providing distribution services for Ford Motor Co., occupied 600,000 sq. ft. in the former Payless building located at 1 Collective Way. By the end of 2021, they had hired approximately 140 employees, and they plan to hire additional employees in the next two years.

In January 2021, the City of Brookville entered into a lease with Production Services Management, Inc. for the former fire station building at 401 Albert Rd. Production Services Management provides services and parts for the DMAX facility in Brookville.

Freedom First Credit Union opened its new banking facility at 425 Rona Dr. in September 2021. This project occupied the site of the former Dayton-Montgomery County Public Library.

In April 2021, the City of Brookville sold the old fire station at Main and Mulberry St. to JB Wright Ventures, LLC for redevelopment as a cafe and restaurant. Work commenced on this project in 2021.

## Residential Housing Developments:

In January 2021, a revised subdivision plan for Meadows of Brookville was approved. This plan contained 43 lots for single family housing. Fischer Homes commenced building homes in Meadows of Brookville, and in 2021, 16 zoning permits were issued for new single-family homes in this subdivision.

In August 2021, Hunters Run Section 2 was approved. This plan contained 47 lots for single family housing. Installation of infrastructure commenced in the fall of 2021, and it is expected that single family house construction will commence in 2022. Fischer Homes will be building homes in this subdivision.

## Zoning Permits:

In 2021, 25 zoning permits for new single-family housing were issued.

In 2021, zoning permits for accessory uses included:

- 37 Fence Permits
- 12 Pool Permits
- 18 Shed Permits
- 4 Porch Permits
- 7 Deck Permits

## Zoning Code Revisions:

Planning Commission and City Council approved amendments to the zoning code for revisions to the side yard and rear yard setbacks, measurement of setbacks, and regulations regarding solar energy systems.

In November 2021, Jim Snedeker retired from the City of Brookville after many successful years as an economic development specialist and zoning code enforcement officer. Rod Stephan replaced Jim as the Community & Economic Development specialist for the City of Brookville.



**Meadows of Brookville, Section 5  
New Fischer Home on Westbrook Rd.**

**Meadows of Brookville  
Single Family Homes Sign**





**DMAX Facility**



**DMAX Facility**



**Pak-Rite Facility**

## **Public Service Department**

The Service Department consist of six (6) divisions: water distribution, wastewater, streets/garage, parks, stormwater, and refuse. The department employed eleven (11) full-time employees and one (1) part-time employee in 2021. The Service Department also utilizes seasonal employees during summer months. Providing a consistent level of quality work is the departments top priority. The department provides day-to-day services on a regular basis while responding to emergency situations.



**Removal of large amounts of snow from Market Street in February 2021. The snow accumulated over several days creating parking and walking access issues for the businesses.**



## 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 (2) water towers, and the booster pump on W. Campus Blvd. In the water distribution field, the Service Department's duties include:

- Obtain meter reads
- Perform 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



The above pictures show examples of a water main break. This occurs when the cast iron water main cracks under the roadway. These occur more commonly in the winter months when the ground freezes and thaws. Service crews will throttle the pressure down to make it safe to repair. After the repair is complete the pressure is returned to normal and the excavation is backfilled with gravel. When the gravel has had a few weeks to settle the crews will return to complete a permanent asphalt patch.

In 2021, the Service Department repaired four (4) fire hydrants, eleven (11) main line breaks, repaired thirteen (13) curb-stop valves, and two (2) 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 city equipment, locates the break, excavates, repairs, and restores the pavement with a temporary patch. Permanent pavement repairs are made during the summer months when the asphalt plants are open.



**Fire Hydrant replacement on Jefferson St.**



**Repairing a valve on Parkview Dr. North**



**The above picture shows a water service that was hit by a directional boring machine. Service crews removed the damaged section of copper and repaired the line.**



## **Wastewater**

Brookville has its own Wastewater Treatment Plant located on South Wolf Creek Street. The plant has a design 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 twenty-three (23) miles of underground piping and six (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



**The City of Brookville operates its own Wastewater Treatment Plant located on S. Wolfcreek St. The plant is operated by two licensed operators and staffed 40 hours a week.**





**The Service Department performs rehab work on the Urban Lane lift station, replacing the guide rails for the pumps.**

In 2021 the Service Department cleared four (4) sewer line stoppages within the collection system and repaired one (1) sanitary manhole. The Service Department repaired a break in the Sanitary line on Albert Rd. 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 Service crew repaired a sanitary manhole on Ankara Avenue, the concrete under the metal casting had failed.**

## Streets

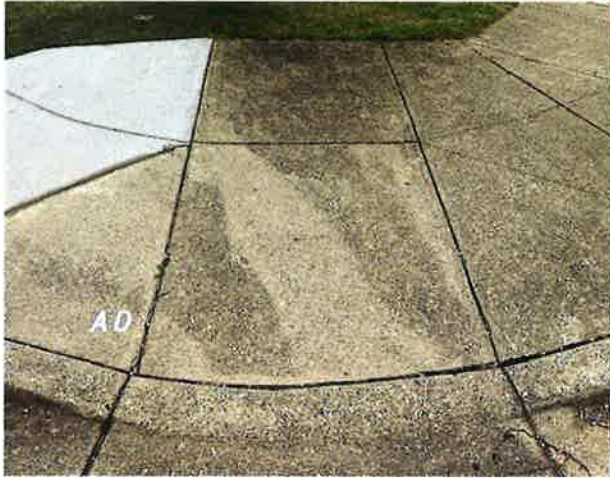
The Service Department performs routine and preventative maintenance on approximately thirty-four (34) miles of streets within the city. Street maintenance is an ongoing project involving multiple repair techniques over the course of the pavement's lifespan. Ohio winters are especially destructive to 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



The pictures above show the crews performing snow removal. Service crews plow and salt roadways when conditions become unsafe for driving.





**Market Street at Bikeway "Before"**



**Market Street at Bikeway "After"**



**N. Wolf Creek Street at Brookside "Before"**



**N. Wolf Creek Street at Brookside "After"**

**In 2021 contractors updated fifteen (15) curb ramps on N. Wolf Creek St. and Market St. to current ADA standards, per the STP grant funding requirements.**

In 2021, the Service Department performed asphalt repairs on severely damaged areas. Project areas are cut out, 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 usefull 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 furthur damage to the surrounding asphalt.





The associated pictures show asphalt repairs made after a utility repair. The asphalt patches are made after the gravel has had time to settle. The perimeter of the asphalt patch is sealed with crack sealer, to prevent moisture from penetrating the pavement.



In 2021, Service Department personnel made 25 street name signs and 20 street signs in our Sign Shop.



## Stormwater

In addition to Sanitary Sewer, the Service Department maintains the Storm Sewer. In 2020, the department replaced or repaired two (2) catch basins. The concrete on these structures have failed over time. Crews replace the existing basin or repair the damaged areas with new concrete.



Service crews repair damaged catch basins and mow detention/drainage ditches to maintain the stormwater system.



The above picture is a hole that developed in the side of a concrete manhole. Service crews made a repair on the manhole and restored the asphalt

## Parks

Brookville operates and maintains six (6) parks, Golden Gate Park, Westbrook Soccer Park, Ward Park, Gruenig Park, Powell Park, and Gateway Park, which provides 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. Listed below are various events that take place in our parks annually:

- Community Easter Egg Hunt
- Pumpkin Walk
- Annual Park Cleanup
- Community Picnic
- Annual Cross-Country Invitational
- Christmas in the Park
- Adult Softball Leagues
- BBC Baseball/Softball
- BSA Spring and Fall Soccer
- Adult Easter Egg Scramble
- Ghostly Night Out

In 2021 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
- Removed a section of concrete at Gruenig Park for a permanent Christmas tree
- Repainted wood park signs
- Installation of a new walking in Golden Gate Park
- New Gaga Ball pit





**Dead tree debris removal from city parks by the Service Department.**



**The Service Department removed the center concrete area at Gruenig Park for the installation of a Christmas tree.**



**The Service Department restored several of the wood park signs.**





**The Service Department edging, weeding the beds, applying weed preventative, and applying a fresh coat of mulch**



**In 2021, the walking path that connects Golden Gate Park and the Brookville Community Theater was completed thanks to a CDBG grant.**





**The Service Department assisted in the installation of a Gaga Ball pit near Shelter #4. Service crews outlined the area and removed the sod prior to an Eagle Scout completing this project.**



**In September 2021, the Service Department replaced a damaged crawl tube in the Castle Playground. The old tube had cracked, leaving dangerous sharp edges. The new tube was purchased by the Brookville Chamber of Commerce.**



## Refuse

In January 2018, Rumpke began trash pickup in Brookville. Rumpke collects all residential and some small commercial pickups, while the city maintains the parks and other municipal areas. During a normal working week, the Service Department empties park cans on a Monday, Wednesday, and Friday schedule.



The Service Department still provides refuse services for City facilities, parks, and common areas. The crews check 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 cans.

## 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 repairs 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 for this department due to unknowns such as major equipment breakdown.



The Service Mechanic installs a new battery box and a step on one of the department's large dump trucks.





The city received a Solid Waste grant for a new used oil tank in 2021. This tank has double-wall protection. The tank can hold 1,000 gallons of used oil for the waste oil furnace that heats the Service Garage. Personnel are installing the new used oil tank above.



The Service Department crews pour a concrete pad to hold the new secondary containment tank for our Calcium Chloride. The Calcium is applied to road salt when temperatures reach below 20 degrees.



**In Memory of Dale Godsey**

**A valuable team leader in our Service Department**

**7/28/1973 – 12/19/2021**

**2021  
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,

In 2021, we continued to navigate through the many challenges associated with the COVID-19 pandemic. Although the pandemic remains a threat to our health and prosperity, we truly appreciate the continued cooperation by the Citizens of Brookville throughout these unprecedented times. Our community is second to none and we take pride in serving with "Excellence in Service."

This past year, we were able to reinstate many of our community policing programs and events. Additionally, we felt extremely fortunate to have done so while experiencing staffing shortages and turnover which is consistent with a nationwide police staffing shortage. We will continue to seek and retain quality police officers who take pride in serving our community with the highest moral and ethical standards.

In closing, it remains a pleasure and honor to serve as your police chief. I will continue to meet and exceed the expectations of our community. I remain determined to seek and provide the men and women of the City of Brookville Police Department the tools and technology needed to perform their duties in a rapidly changing society.

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

# **2021 Officer of The Year**



**Officer Zachary Snell**



# **2021 Peer Nominated Officer of The Year**



**Officer Timothy Beaver**



# 2021

## Police Department Accomplishments

- The Police Department remained fiscally responsible and operated underbudget for the tenth year in a row.
- 2021 FBI Uniform Crime Reporting: Part I Crimes - Decreased by 6% (see page 17), Violent Crime - Decreased by 75% (see page 17), and Part II Crimes - Decreased by 6% (see page 18).
- We received several Federal and State grants this year through the Federal Bulletproof Vest Partnership (\$1,230.23) and the Ohio Law Enforcement Body Armor Program (\$1,371.22).
- We maintain Final Certification from the Ohio Collaborative Law Enforcement Agency in Groups 1-4 as well as the Re-Certification Group.
- We were able to replace three full-time police officers leaving our department with three new police officers, all of which are City of Brookville residents.
- Charity Events Through Donations – Shepherd's Hands and FISH Food Bank \$922.64 (Officers No Shave Beard Money), Adopted (7) Families for Christmas at \$2,201.09, IGA Secret Shopper (9) Families at \$568.00, and Traffic Stop Christmas Card Giveaway (6) Families at \$300.00.
- Completed Community Engagement Events: Veterans Day Lunch at Rob's, Good Night Lights at Dayton Children's Hospital, Trick-or-Treat Safety Presentations, Pink Ribbon Girls 5K Walk, Pink Ribbon Girls Cruiser Project, No Shave Charity Event for F.I.S.H & Shepherd's Hands Food Pantries, Ghostly Night Out Event, Coffee With A Cop, Bike Helmet Safety, Amvets Ride To The Wall Event, Baseball Parade, Soccer Parade, and Homecoming Parade, Community Picnic Crime Prevention Booth, and more. Brookville Local Schools: Walk to School, Master Reader Program, and Veterans Day Program.

# 2021 Criminal Justice Reform Accomplishments

- We maintained 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.
- We maintained a Proactive History of Criminal Justice Reform document which provides a transparent overview of our reform efforts dating back to 2000.
- We continue to update and modify Lexipol policies associated with criminal justice reform.
- We maintained Final Certification in Ohio Collaborative Standards - Groups 1-4 and the Re-Certification Group associated with criminal justice reform.



# 2021 Education and Training Accomplishments

- Officer Morgan remains enrolled in college and is pursuing his Associate Degree.
- Officer Beaver completed his Associate of Applied Science in Criminal Justice Degree at Eastern Gateway Community College.
- Firearms Training Sessions: State Qualifications, Hogan's Alley, Shoot House, and more.
- All officers were re-certified in Less Lethal Use of Force Options which includes Pepper Ball Guns and Shot Gun Bean Bag Rounds.
- 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 Intercede, Rescue Task Force Operations, CPR & AED, Supervisor Training, Risk Management for Public Safety, and 3,769 DTB's (Daily Training Bulletins). Overall, we completed 735 training hours.

# 2021 Firearms Training





# 2021 New Police Officers



**Officer Hudson**



**Officer Presson**



**Officer Mercado**



**Officer Cox**

# 2021 Police Officers Leaving Our Team



**Captain Jacobs**



**Officer Arthur**



**Officer Creager**



**Officer Cox**



# 2021 Retirement



**Officer  
John Hanson**



# **2021 New Prosecutors**



**Prosecutor  
Thomas R. Schiff**

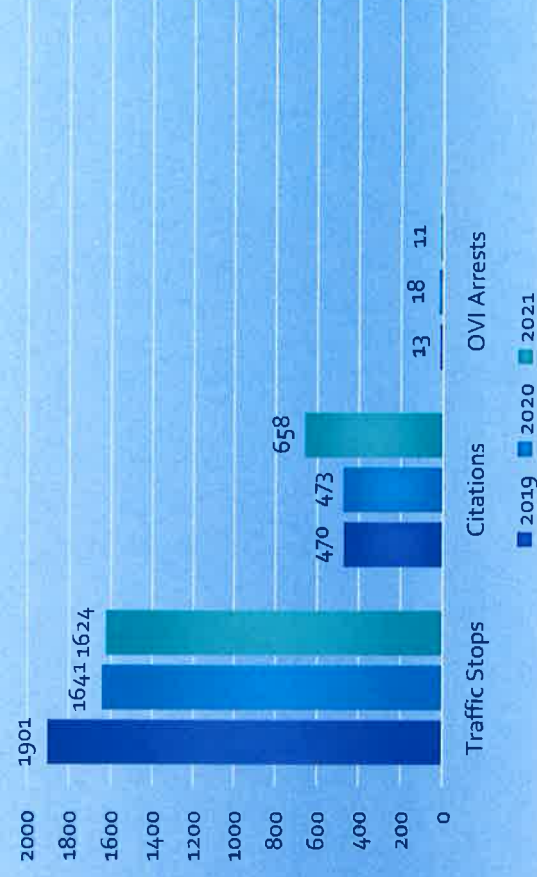


**Asst. Prosecutor  
Jack A. Pook**



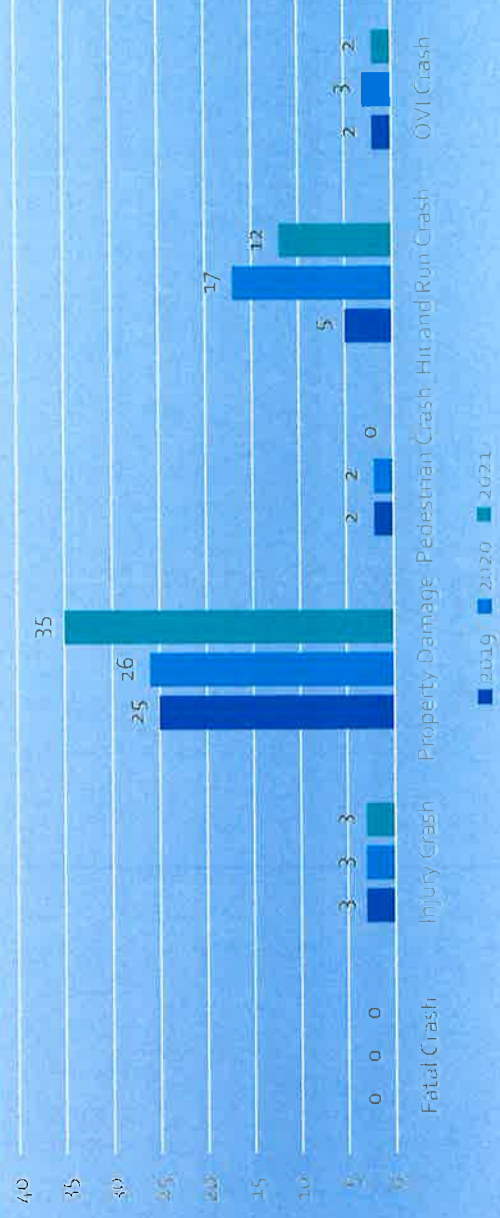
# 2021 Traffic Activity and Comparison

Item of Comparison	2019	2020	2021	3 Year Average	Difference Between 2020 & 2021
Traffic Stops	1901	1641	1624	1,722	-1%
Citations	470	473	658	534	39%
OVI Arrests	13	18	11	14	-39%



## 2021 Traffic Crashes and Comparison

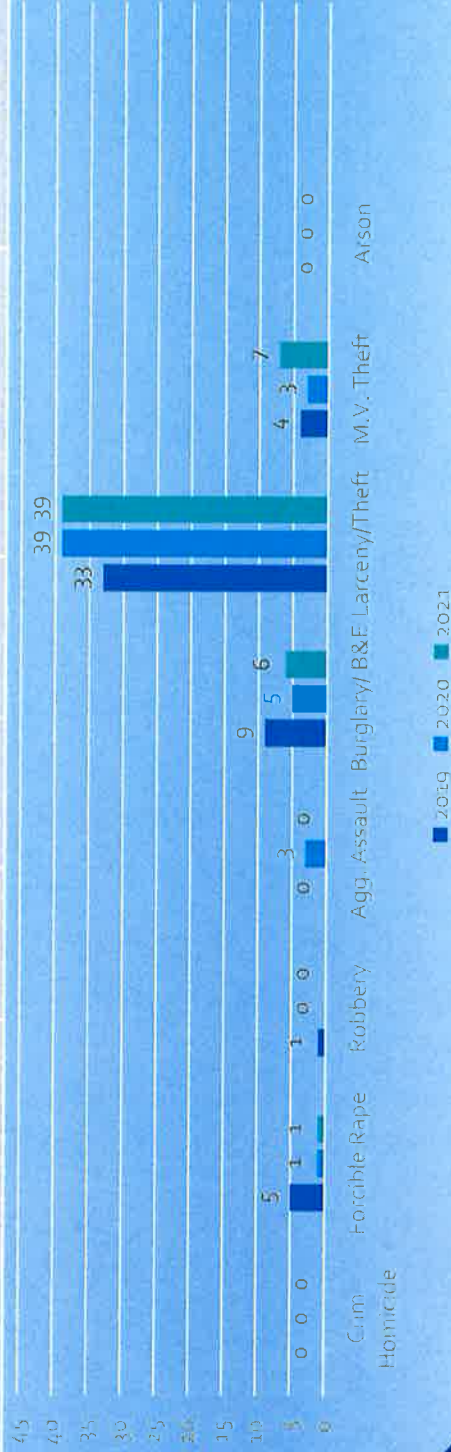
Item of Comparison	2019	2020	2021	3 Year Average	Difference Between 2020 & 2021
Fatal Crash	0	0	0	0	0%
Injury Crash	3	3	3	3	0%
Property Damage	25	26	35	29	35%
Pedestrian Crash	2	2	0	1	-100%
Hit and Run Crash	5	17	12	11	-29%
OVI Crash	2	3	2	2	-33%
<b>Total</b>	<b>37</b>	<b>51</b>	<b>52</b>	<b>47</b>	<b>2%</b>



# 2021 FBI Uniform Crime Reporting (UCR)

## Part I Offenses

Part 1 Offenses	2019	2020	2021	3 Year Average	Difference Between 2020 & 2021
Criminal Homicide	0	0	0	0	0%
Forcible Rape	5	1	1	2	0%
Robbery	1	0	0	0	0%
Aggravated Assault	0	3	0	1	-100%
<b>Total Violent Crime</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>-75%</b>
Burglary/Breaking and Entering	9	5	6	7	20%
Larceny/Theft	33	39	39	37	0%
Motor Vehicle Theft	4	3	7	5	133%
Arson	0	0	0	0	0%
<b>Total Property Crimes</b>	<b>46</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>0%</b>
<b>Total Part 1 Offense</b>	<b>52</b>	<b>51</b>	<b>48</b>	<b>50</b>	<b>-6%</b>





# 2021 FBI Uniform Crime Reporting (UCR)

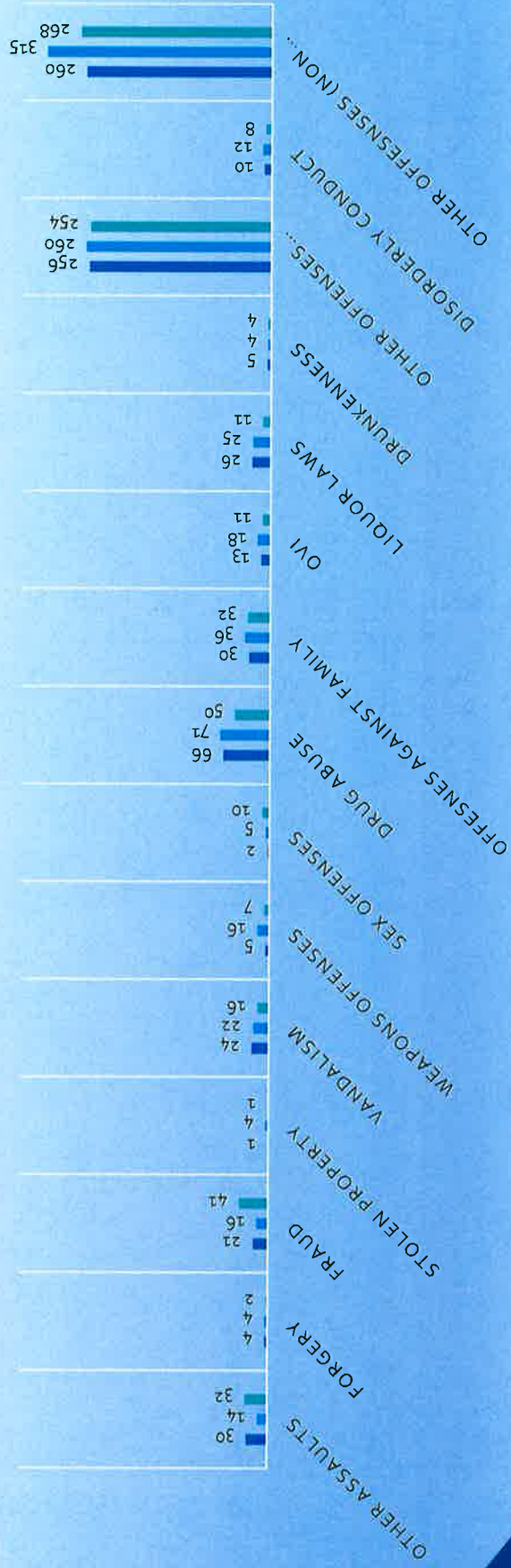
## Part II Offenses

Part 2 Offenses	2019	2020	2021	3 Year Average	Difference Between 2020 & 2021
Other Assaults	30	14	32	25	129%
Forgery	4	4	2	3	-50%
Fraud	21	16	41	26	156%
Stolen Property	1	4	1	2	-75%
Vandalism	24	22	16	21	-27%
Weapons Offenses	5	16	7	9	-56%
Sex Offenses	2	5	10	6	100%
Drug Abuse	66	71	50	62	-30%
Offenses Against Family	30	36	32	33	-11%
OVI	13	18	11	14	-39%
Liquor Laws	26	25	11	62	-56%
Drunkenness	5	4	4	4	0%
Other Offenses Excluding Traffic (UCR)	256	260	254	257	-2%
Disorderly Conduct	10	12	8	10	-33%
<b>Total Part II Offenses</b>	<b>493</b>	<b>507</b>	<b>479</b>	<b>493</b>	<b>-6%</b>
<b>Other Offenses (Non UCR)</b>	<b>260</b>	<b>315</b>	<b>268</b>	<b>281</b>	<b>-15%</b>

# 2021 FBI Uniform Crime Reporting (UCR)

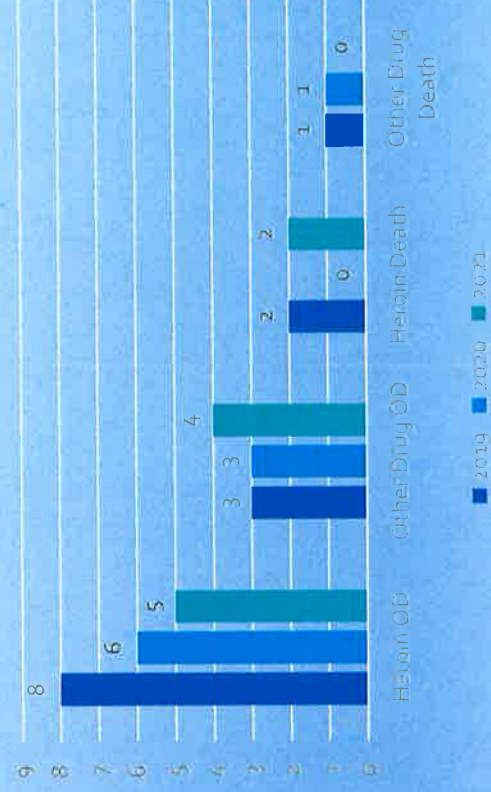
## PART II OFFENSES

■ 2019 ■ 2020 ■ 2021



## 2021 Drug Overdose Statistics

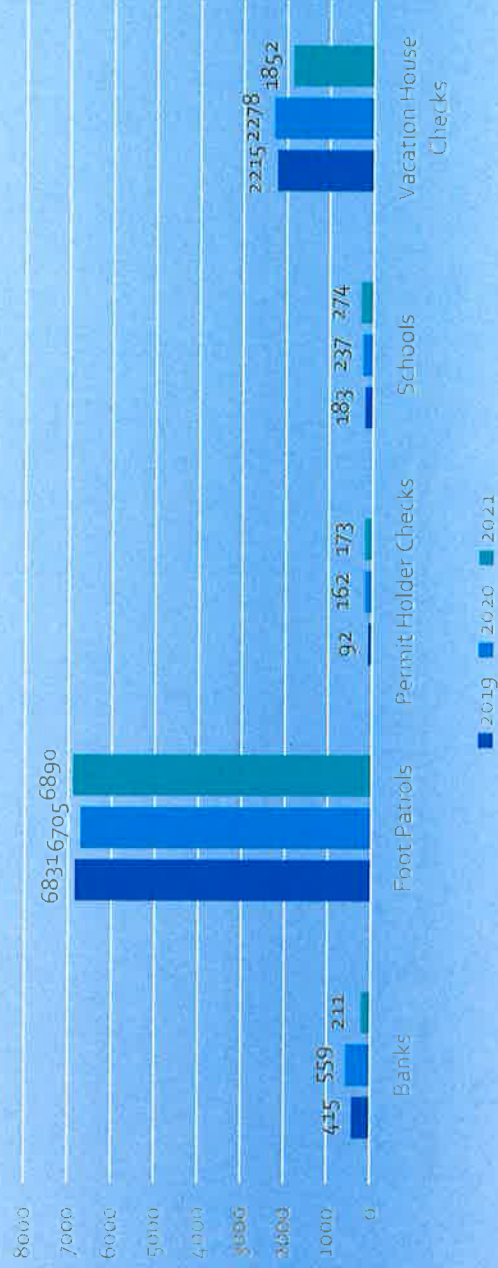
Item of Comparison	2019	2020	2021	3 Year Average	Difference Between 2020 & 2021
Heroin OD	8	6	5	6	-17%
Other Drug OD	3	3	4	3	33%
Heroin Death	2	0	2	1	200%
Other Drug Death	1	1	0	1	-100%
<b>Total</b>	<b>14</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>10%</b>





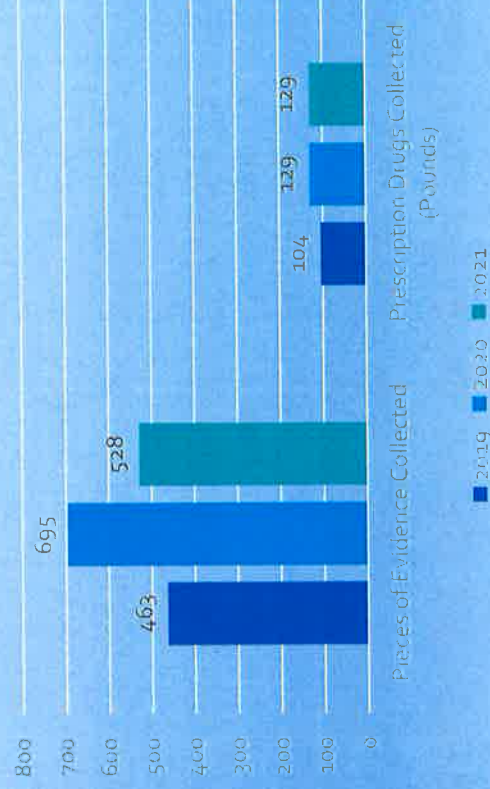
## 2021 Annual Foot Patrol Statistics

Item of Comparison	2019	2020	2021	3 Year Average	Difference Between 2020 & 2021
<b>Banks</b>	415	559	211	395	-62%
<b>Foot Patrols</b>	6831	6705	6890	6809	3%
<b>Permit Holder Checks</b>	92	162	173	142	7%
<b>Schools</b>	183	237	274	231	16%
<b>Vacation House Checks</b>	2215	2278	1852	2115	-19%
<b>Total</b>	9736	9941	9400	9692	-5%



# 2021 Property Room Overview

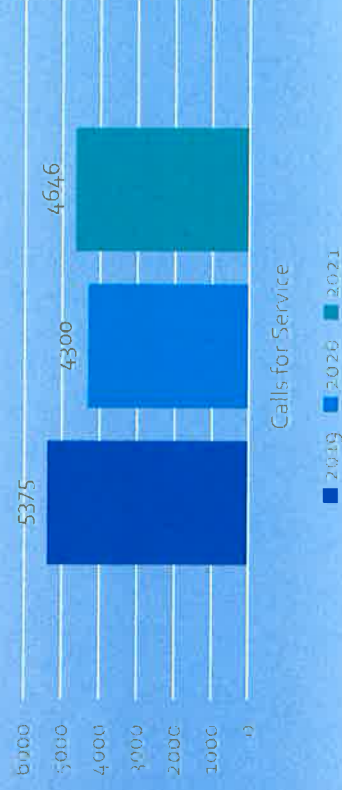
Item of Comparison	2019	2020	2021	3 Year Average	Difference Between 2020 & 2021
Pieces of Evidence Collected	463	695	528	562	-24%
Prescription Drugs Collected (Pounds)	104	129	129	121	0%



# 2021 Dispatched Calls for Service (Including Traffic Stops)

Item of Comparison	2019	2020	2021	3 Year Comparison	Difference Between 2020 & 2021
Calls for Service	5375	4300	4646	4,774	8%
Cost for Dispatch Services	\$70,074	\$59,857	\$66,297	\$65,409	11%
Budgeted Amount	\$75,000	\$76,000	\$75,000	\$75,333	-1%

Calls for Service



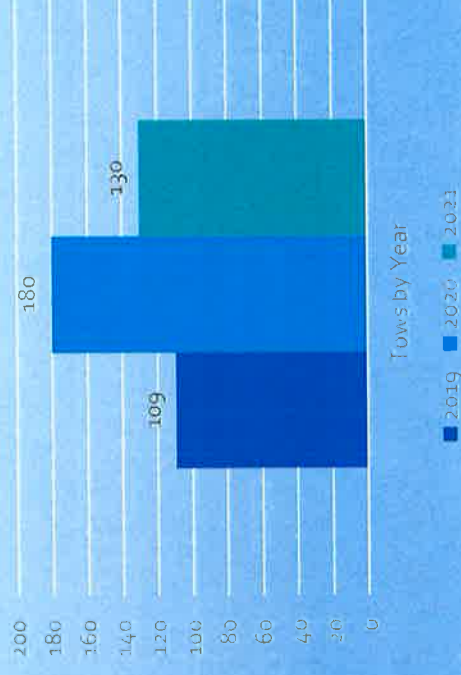


# 2021 Towing Services Overview

Item of Comparison	2019	2020	2021	3 Year Comparison	Difference Between 2020 and 2021
Tows	109	180	130	140	-28%

## Current Towing Companies

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



# **2021 Eagle Scout Board of Review**



**Eagle Scout  
Christian Seitz  
Boy Scout Troop #47**

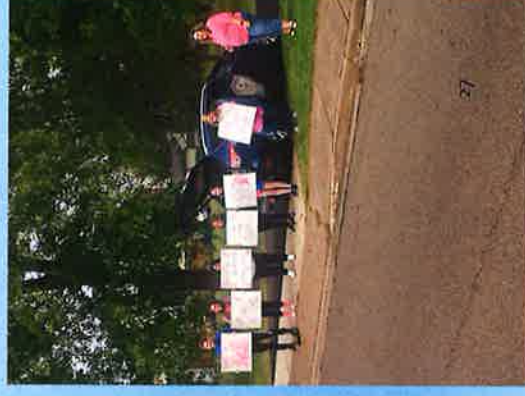


# 2021 Coffee With A Cop





# 2021 Pink Ribbon Girls 5K Walk

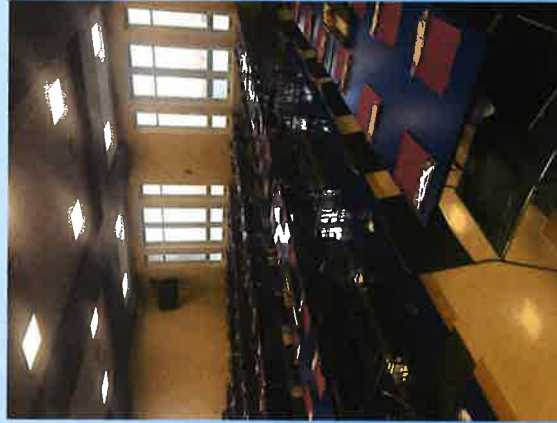


# 2021 Veterans Day Lunch





# 2021 Let's Eat Thanksgiving Lunch at BHS





# 2021 Brookville Local Schools Walk to School Event





# 2021 Brookville Elementary Master Reader Program





# 2021 Little Angels Daycare Bike Helmet Safety Event





# 2021 Amvets Ride To The Wall Event



# 2021 National First Responders Day Sponsored by Brookhaven Retirement Community





# 2021 Halloween & Trick or Treat Safety Education





# 2021 Ghostly Night Out Event





# 2021 Wild Hearts African Farm Ground - Breaking





## 2021 Honoring The Fallen





# 2021 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT

## **Purpose**

To inform police personnel, city administration, and school administration, on reported activities involving the Brookville Police Officer employed as the School Resource Officer (SRO) for the Brookville Local School District during the 2021 school year. This report defines activities and statistics involving Brookville students and the responsibilities of the SRO.

## **Current SRO Officer Zach Snell**

I have been a full-time police officer with the City of Brookville since November of 2012. In May of 2018, the City of Brookville and the Brookville Local School district entered into a 3-year contract, to have an SRO present full-time in the school. Shortly after, I was appointed to be the SRO and have been assigned to this position since. I was excited to be working in the school district that I graduated from in 2007. In August of 2018, I began my first year as being the SRO. I have worked extremely 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. It has been an extremely rewarding job and I strive each day to excel in this position.



## **Responsibilities of the SRO**

The primary responsibility is to provide immediate response to situations involving students 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 from 7:45 a.m. until 3:45 p.m. 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 and bullying prevention.



**POLICE DEPARTMENT**  
BROOKVILLE, OHIO

# 2021 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT

## Education, Programs and Training

**\*Due to COVID 19 the kindergarten ID program was suspended since the coordinator was unable to attend\***

**March 2021** – Spoke with 7<sup>th</sup> grade class on the consequences of cyber bullying and sexting.

**September 2021** – I taught the 4<sup>th</sup> Amendment to the AP government class and spoke with them about how the 4<sup>th</sup> Amendment is applied in law enforcement.

**October 2021** – Passed out Trick-or-Treat bags to the entire Brookville Elementary School. I also went over several safety tips with each class.

**October 2021** – Participated in the Brookville Elementary Career Day.

**December 2021** – 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 there in a dangerous situation.



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

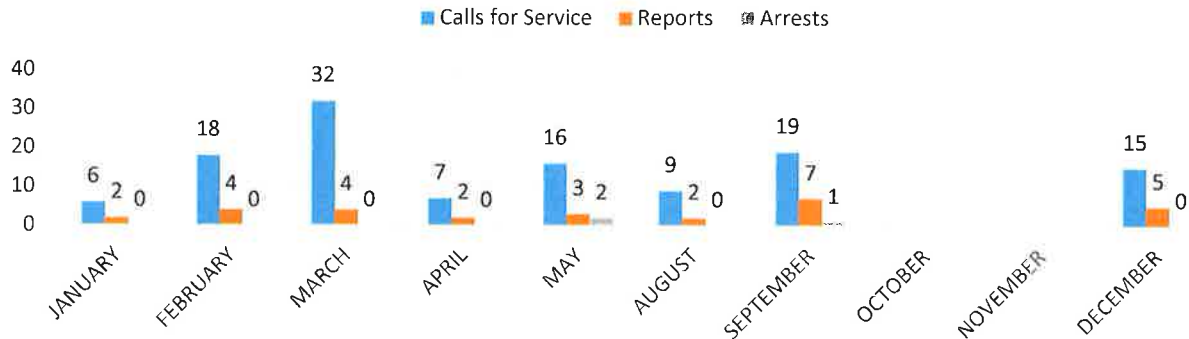


**POLICE DEPARTMENT**  
BROOKVILLE, OHIO

# 2021 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT

## Calls for Service, Reports and Arrest Statistics

### 2021 Statistics



**\*\*\*It should be noted that due to police department staffing levels for the months of October and November, I was not present inside of the school.\*\*\***

## Events/Activities

### January/February 2021

- No events due to COVID

### March 2021

- Raised \$500 towards the purchase of bicycles and helmets for the elementary Master Reading Program

### April 2021

- Raised over \$1,000 dollars for the high school for the purchase of senior signs from multiple businesses
- Attended Prom

### May 2021

- BES Walk to School Day
- Awarded bikes to winners of the Master Reader Program
- Attended Graduation

## Authentic Learning



HS Social Studies



**POLICE DEPARTMENT**  
BROOKVILLE, OHIO



# 2021 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT

## August 2021

- Attended open house at both schools
- Met with new staff hires
- Worked all football games

## September 2021

- Attended all football games
- Assisted with the homecoming parade

## October 2021

- Attended Homecoming
- Worked all football games

## December 2021

- Worked all home basketball games



## Other activities throughout the year

- Assist with lunch duties
- Assist with custodian duties when needed
- Assist office staff when they were busy
- Assist with several incidents while off duty
- Conducted several class presentations



## Positives with students and staff

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

I continue to have an exceptionally good working relationship with all the administration, as we work hand-in-hand together.



**POLICE DEPARTMENT**  
BROOKVILLE, OHIO

# 2021 BROOKVILLE SCHOOL RESOURCE OFFICER ANNUAL REPORT

The BES Principal, Shawn Thomas, passes out principal awards to students when they are being good or get good grades. Mrs. Thomas was having a difficult time getting businesses to donate items to hand out. I made a few phone calls and was able to get 150 free Happy Meal vouchers from McDonalds.

Ms. Thomas approached me one day and asked if I knew of any businesses that would donate \$400 towards the purchase of bicycles for the Master Reading program. I advised Ms. Thomas that I would look into it. Without hesitation, I reached out to one business who not only donated the money, but they also donated an additional \$100 toward the purchase of bike helmets. I could have stopped there, but I continued to participate and went to Walmart with Ms. Thomas to help pick out the bicycles and reward them to the winners of the program.



I was also approached by the high school administrators about the senior signs. Each sign has the students name and their senior picture, which are posted around town. I was advised that there was a lack of funds for the purchase of the senior signs, and I was asked if I could help with obtaining donations. I reached out to several businesses across the city and received more than \$1000 in donations.

## **Conclusion**

Overall, this has been an extremely rewarding position. These past three have proven to be extremely difficult with everything that has happened. Even though we have faced extreme difficulty, I continue to strive each day to make a positive impact on our community and our youth in this position.



**POLICE DEPARTMENT**  
BROOKVILLE, OHIO





# **2021 Annual Report**

Prepared by Ronald E. Fletcher, OFE, OFC  
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 then. 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 eight hundred 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: one**

**APPARTUS: 2 Pumpers; 1 Pumper/Tanker; 1 Heavy Rescue; 1 Aerial; 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 review the previous year and present information highlighting the accomplishments of the Brookville Fire Department.*

*The second year of the global Covid pandemic dominated much of our attention. Not only did we experience the surge of EMS activity treating and transporting those infected with the virus, we also dealt with the personal aspects of Covid as many of our personnel (either themselves or immediate family) weathered the illness. Fortunately, the effects of this year's Covid variants were less-debilitating, resulting in less sick time for employees. It was often a challenge, but we successfully maintained minimum staffing.*

*As we look forward to 2022, in addition to our usual challenges, we expect to place our first-ever aerial device into service, along with a new (to us) front-line pumper. We must also identify additional revenue for the Fire Department. Our call volume has increased significantly while revenue has remained relatively the same. Like most departments in our region, our needs boil down to money and people.*

*And as always, we appreciate the continued support from our Mayor, our City Council, our Township Trustees, and our City Administration.*

*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.*

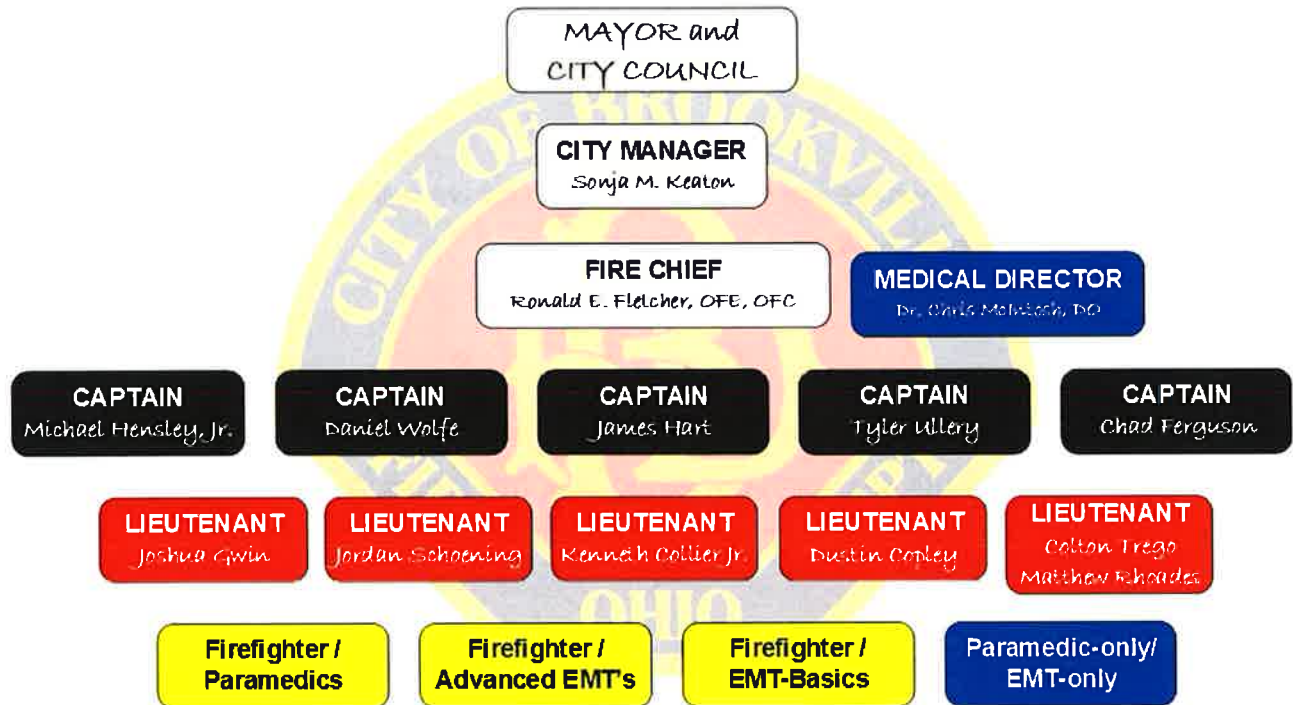
## WE SHOW RESPECT FOR ALL INDIVIDUALS

*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

## 2021 BROOKVILLE FIRE DEPARTMENT ORGANIZATIONAL CHART



Fifty-one different people were members of the Brookville Fire Department during 2021. The department had a full-time fire chief and maintained an average of forty-two part-time personnel during the year.

In addition to handling 1,967 calls for fire, EMS, and rescue services, we collectively completed 176 fire safety inspections and more than 3,500 hours of continuing education.

Maintaining adequate staffing has never been more challenging in our region than it has been over the past couple of years. Even career departments are struggling and the shortage of people willing to be employed post-Covid is certainly not helping matters.

# ACCOMPLISHMENTS & NOTEWORTHY ITEMS

- Nine personnel joined the Brookville Fire Department in 2021
  - EMT Mitch Simmons
  - FF Brayden Fisher
  - FF/EMT's Daniel Couch, Thomas Lee, Gavin McGriff, Matthew Mershad, and Ridge O'Daniel
  - FF/Advanced EMT's Jon Orzechowski and Mark Wysong Jr.
- 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.
- Matthew Rhoades was promoted to Lieutenant.
- Kaleb Broomhall, James Sager, Ryan Trottier, and Jennifer Zirkle earned Paramedic certification.
- Lieutenant Ken Collier and Lieutenant Dustin Copley completed Blue Card Incident Commander Certification.



FIREFIGHTER / PARAMEDIC  
KALEB BROOMHALL  
EMS Provider of the Year



FIREFIGHTER / EMT  
CRAIG WILSON  
Firefighter of the Year



LIEUTENANT / PARAMEDIC  
KEN COLLIER  
Officer of the Year



FLEET MECHANIC  
BLAIR MULLINS  
Fire Chief's Commendation for  
Outstanding Service



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



CAPTAIN / PARAMEDIC  
CHAD FERGUSON  
Fire Chief's Commendation for  
Outstanding Service



CAPTAIN / PARAMEDIC  
JIM HART  
Fire Chief's Commendation for  
Outstanding Service



- Lieutenant Ken Collier completed the Fire Officer 3 & 4 courses.
- Lieutenant Dustin Copley completed Fire Instructor certification.
- Daniel Couch, Gavin McGriff completed Firefighter 2 and EMT certification courses.
- Craig Wilson completed the Firefighter 2 certification course.
- Matt Mershad, Ridge O'Daniel, and Mitch Simmons completed the EMT certification course.
- James Sager earned certification as an EMS Continuing Education Instructor.
- Captain Daniel Wolfe earned certification as a Live Fire Instructor.
- Ryan Trottier, Megan Vaughn, and Justin Veverka became certified Fire Safety Inspectors.
- Chief Ronald Fletcher completed the credentialing process and was re-accredited with the Ohio Fire Chief Officer designation.



FIREFIGHTER/EMT  
NATALIE SCHOENING  
5 Year Service Award



LIEUTENANT  
JORDAN SCHOENING  
5 Year Service Award



CAPTAIN  
JAMES HART  
15 Year Service Award



CAPTAIN  
TYLER ULLERY  
15 Year Service Award



CAPTAIN  
DANIEL WOLFE  
15 Year Service Award



FIREFIGHTER/EMT  
CHAD WAKEFIELD  
20 Year Service Award



CAPTAIN  
MICHAEL HENSLEY  
30 Year Service Award

# CAPITAL IMPROVEMENTS

In late 2021, the City of Englewood decommissioned a 1997 E-One Spartan quint.

An aerial device was the "missing piece of the fleet" for the Brookville FD, but monies have just not been available. Englewood Manager Eric Smith and the Englewood Council recognized this and donated this aerial device to Brookville. As a result of this donation, BFD will be able to fix the minor problems it has and place it into service. This unit will be an excellent first ladder truck for the Brookville Fire Department.



**LADDER 98:** the former Englewood aerial device will go into service as Ladder 76 in 2022

A used, more capable pumper will be placed into service as the first-out pumper. This pumper comes to the BFD after serving a beach community volunteer fire department in New Jersey. The pumper has just over 17,000 miles on it and most importantly, it carries 1,500 gallons of water. This is five hundred more gallons of water than our previous first-due pumper, and that is extremely important to us, especially in the rural areas of Clay and Perry Townships, and the areas we help our neighbors with. As part of the deal to acquire this pumper, we were able to trade in our 1995 reserve engine.

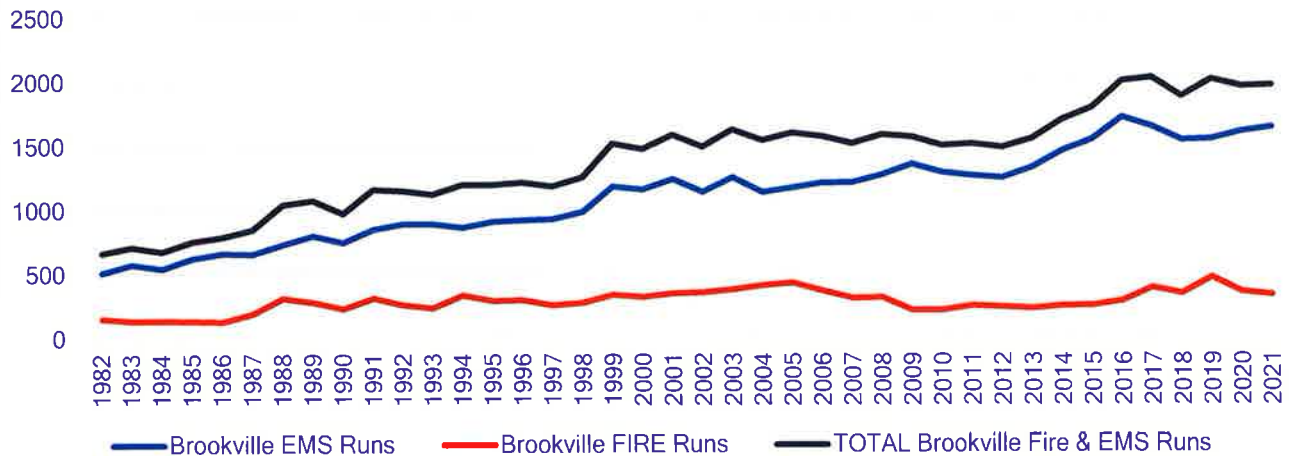


**2005 PIERCE ENFORCER:** this engine, formally serving in New Jersey and purchased in late 2021, will go into service as Engine 76 in 2022

# INCIDENTS BY YEAR & FIRE LOSS

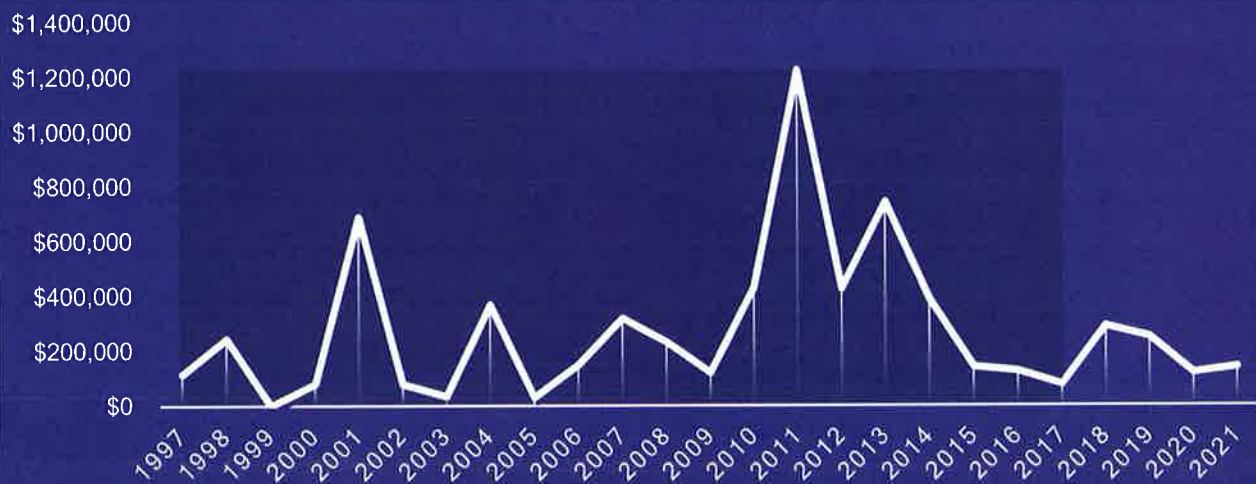
Calls-for-service have increased by almost 9% over the past ten years; more than 14% over the past twenty years; and 31% over the past forty years.

## Calls for Service 1982 - 2021



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 \$139,900 for the year.

## TOTAL DOLLAR LOSS FROM FIRE 1997 - 2021





# 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 managed **1,639 EMS** and **328 non-EMS** incidents in 2021. Over the past two decades, this represents a **17.52% increase in EMS responses**, and a **0.99% 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 **1,564 EMS calls**, **75 vehicle crashes**, **8 vehicle extrications**, and **3 other technical rescue incidents**.



**Perry Township: January 2021** Two people were seriously injured, and one was killed when this Jeep and another vehicle hit head-on along Diamond Mill Road. Drivers had to be cut out of both vehicles using heavy rescue tools.

Fire-related incidents (true fires) included **28 fires in buildings**, **6 vehicle fires**, **7 brush/grass/field fires**, **1 outside equipment fire**, and **5 trash fires**.

There were **48 Hazardous Condition** calls that included gas leak and chemical investigations, actual spills or leaks, electrical hazard investigations, and power lines down.

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

Good Intent calls included **6 calls where no incident was located, 11 smoke scares, 49 calls where our responding units were cancelled** prior to arrival, and **19 other** incidents related to a good intent report of a potential emergency.

There were **86 false alarms and false calls**. These were most often accidental activations or malfunctions of alarm devices and suppression systems.

There were **12 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: September 2021**  
Brookville Firefighters walked in the Annual Breast Cancer Walk in support of the Pink Ribbon Girls.



**Clay Township: July 2021** First-arriving Brookville Firefighters made a quick stop on this house fire on National Road. A typical rural fire, multiple units were required to respond to ensure adequate water and personnel. BFD was assisted by crews from Englewood, Lewisburg, Phillipsburg, and Verona.



# 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 consistent across the district.

The grid below shows 2021 compared to both 2020 and the 20-year average.

	<b>Change from '20</b>	<b>2021</b>	<b>2020</b>	<b>20 Year Avg</b>	<b>'21 Change from Average</b>
City of Brookville (Clay Twp) EMS Runs	5% decrease	1037	1088	895	13% increase
City of Brookville (Perry Twp) EMS Runs	5% decrease	120	127	111	7% increase
Clay Township EMS Runs	13% Increase	284	247	189	33% increase
Perry Township EMS Runs	23% Increase	146	112	118	19% increase
Out of District EMS Runs	39% Increase	54	33	38	30% increase
<b>Total EMS Runs</b>	<b>2% increase</b>	<b>1639</b>	<b>1607</b>	<b>1351</b>	<b>17% increase</b>
City of Brookville (Clay Twp) FIRE Runs	17% decrease	133	161	138	4% decrease
City of Brookville (Perry Twp) FIRE Runs	no change	19	19	31	38% decrease
Clay Township FIRE Runs	7% decrease	69	74	61	11% increase
Perry Township FIRE Runs	15% decrease	37	44	39	6% decrease
Out of District FIRE Runs	21% increase	70	55	55	21% increase
<b>Total FIRE Runs</b>	<b>7% decrease</b>	<b>328</b>	<b>353</b>	<b>324</b>	<b>1% increase</b>
City of Brookville (Clay Twp) Total CFS	6% decrease	1170	1249	1034	12% increase
City of Brookville (Perry Twp) Total CFS	5% decrease	139	146	142	2% decrease
Clay Township (Unincorporated) Total CFS	9% increase	353	321	250	29% increase
Perry Township (Unincorporated) Total CFS	15% increase	183	156	158	15% increase
Out of District Total CFS	28% increase	122	88	93	24% increase
<b>Total Calls for Service</b>	<b>0.36% increase</b>	<b>1967</b>	<b>1960</b>	<b>1677</b>	<b>15% increase</b>



**Perry Township: June 2021** Multiple Brookville FD units cut several trees from the roadways and identified hazards where tree limbs brought down power lines.



## MUTUAL AID

In 2021, BFD received mutual aid on **136 EMS** and **94 FIRE** incidents; this represents a **43% increase** in EMS mutual aid received and a **24% increase** in FIRE mutual aid received compared to 2020. The increase in fire mutual aid received relates to our continued need to utilize automatic mutual aid for structural fire responses. Our inability to maintain full staffing puts all at risk if adequate resources are not available at the onset of a fire. The increase in EMS mutual aid relates the automatic aid response we have with the Phillipsburg Fire Department for second medic calls and a second Rescue on crashes. Again, we do this ensure adequate staffing is available and maintained to the best of ability in these trying times.

The Brookville Fire Department provided mutual aid on **47 EMS** and **50 FIRE** incidents; this represents a **19% increase** in EMS mutual aid given and **no change** in FIRE mutual aid given compared to 2020. The majority of the EMS mutual aid relates to our Heavy Rescue responding automatically with Phillipsburg FD to vehicle crashes, a call type that is identified as an EMS call. However, this has left a shortage of available fire units, and thus fire mutual aid is up accordingly.

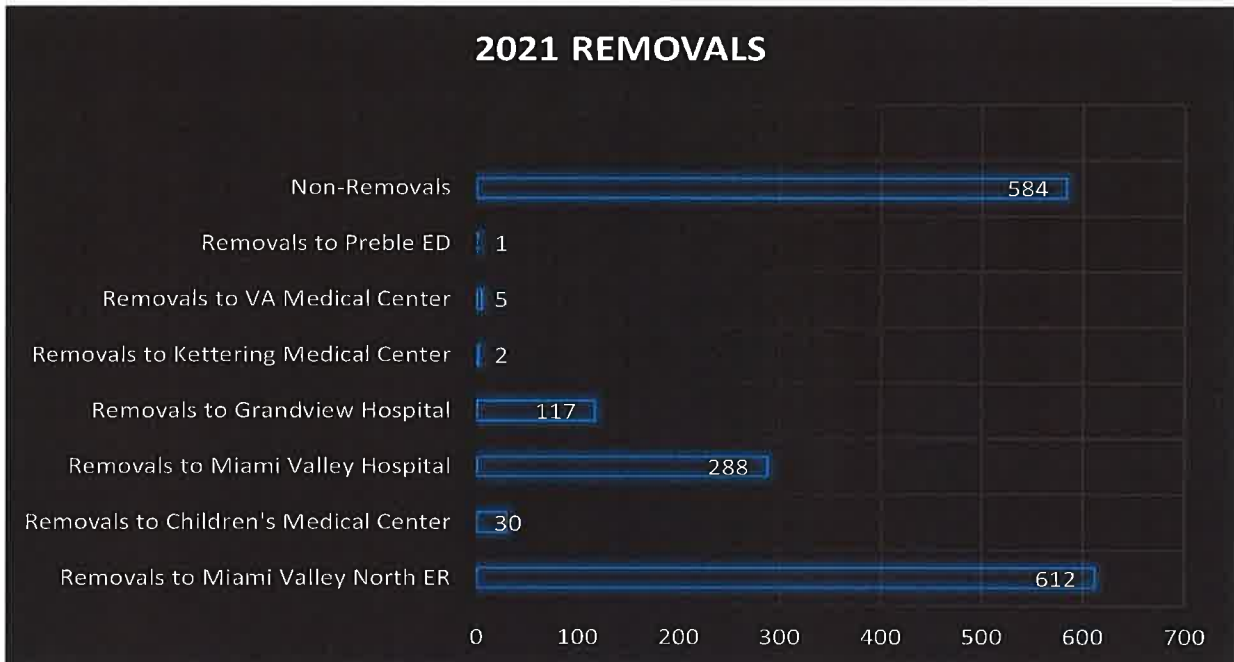


**Clay Township: July 2021**

Multiple area fire departments assisted Brookville Firefighters with a structure fire on National Road at Arlington Road. A young Preble County man lost his life after crashing into the building. Firefighters were successful in containing the fire to the section of the building where the fire originated, saving much of the business.

# EMS TRANSPORT DESTINATION

Brookville ambulances transported to area hospitals 1,055 times in 2021. More than half of all transports were made to Miami Valley North ER in 2021. The continued increase in capabilities at MVH-North has been positive as ambulances can return to service quicker. This is extremely important to our understaffed operation.



**Perry Township: August 2021** The driver of a Port-a-Jon truck escaped significant injury when he lost control of his vehicle and rolled over while traveling Brookville Pymont Road.

