

Brookville City Council
Regular Meeting
October 1, 2019

The Regular Meeting of the Brookville City Council was called to order by Vice-Mayor Zimmerlin at 7:30 p.m. on October 1, 2019 in the Brookville Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Schreier, Swabb and Wilder; City Manager/Interim Finance Director Keaton, Law Director Stephan, Clerk Wheeler, Fire Chief Fletcher and Police Chief Jerome were present. Mayor Letner was absent.

Roll Call by Clerk Wheeler.

City Manager/Interim Finance Director Keaton requested an amendment to the Agenda to add the approval of the September 30, 2019 Fund Balance.

Motion by Wilder, second by Fowler to approve the Agenda as amended. All yeas, motion carried.

Motion by Crane, second by Swabb to approve the Regular Council Meeting Minutes of September 17, 2019 and the Special Meeting Minutes of September 17, 2019. All yeas, motion carried.

City Manager/Interim Finance Director Keaton reported our Annual Information Filing for fiscal year 2018 for our Fire Station Bonds, Series 2016 was filed with the Electronic Municipal Market Access (EMMA) on September 17, 2019. She informed we are required to annually provide financial information and operating data under our Continuing Disclosure Agreement entered into at the time of the primary offering for our Bonds.

City Manager/Interim Finance Director Keaton informed she and Service Superintendent Homan recently met with a representative of the Natural Resources Conservation Service regarding financial assistance for the cleanup of the tree debris in Wolf Creek, adjacent to the Wastewater Treatment Plant. She informed the Natural Resources Conservation Service is currently reviewing the three estimates that we were required to provide and if our project is awarded, we could be reimbursed for up to 75% of the cleanup costs.

City Manager/Interim Finance Director Keaton informed the Service Department will be repairing the damaged storm line on Sycamore Street this week. She informed Sycamore Street will be closed from Lisa Court to Oak Street beginning tomorrow morning until the work is completed.

City Manager/Interim Finance Director Keaton reported we took delivery of 347 tons of road salt this week.

City Manager/Interim Finance Director Keaton informed J&A Construction, out of Greenville, completed crack sealing on Arlington Road from Triggs Road to Wolf Creek Street, Patricia Faye Court, Elk Court, Flanders Avenue from Mound Street to Westbrook Road, Ashmark Court, and Meadow Glen from Mound Street to the dead end. She informed J&A completed all of the work in one day because they have the employees and equipment needed for more than one crew compared to us doing the work and taking more time to complete.

Vice-Mayor Zimmerlin asked how long does crack sealing extend the life of the road?

Service Superintendent Homan explained on average it increases it two to five years. He stated we have some streets that haven't had anything done for six or seven years. He stated they are trying to catchup up and get a routine system set in place. He stated some streets should be resurfaced, but we are trying to extend the life, so they will be crack sealed. He informed we are no longer doing yearly resurfacing projects so we are trying to submit for different grants and

STP Projects to help with funding. He stated they are trying to increase the life of the roads with increased maintenance activity.

City Manager/Interim Finance Director Keaton informed a Purchase Order was issued to Fryman and Kuck for equipment repairs at the Wastewater Treatment Plant totaling \$188,668 for miscellaneous valves, probes, blower, screw conveyor and VLR hoods that were damaged as a result of the tornado.

City Manager/Interim Finance Director Keaton informed Council Members received a copy of an Income Tax Revenue Survey of 18 cities and 2 Joint Economic Developments Districts (JEDD's) that was completed earlier this year by the Dayton Area Mayors and Managers Association.

City Manager/Interim Finance Director Keaton reported we received our Ohio Workers Compensation rebate check yesterday, which totaled \$34,793.44 and the check was receipted back into the funds originally dispersed from.

City Manager/Interim Finance Director Keaton requested Council accept Change Order #4 on the 200,000-gallon Elevated Tank Project. She informed the Change Order reduces the contract total by \$32,500 and adjusts the completion date to August 30, 2019. She stated the approval of this Change Order will complete the project with a final project total of \$933,304.

Motion by Schreier, second by Swabb to approve Change Order #4 on the 200,000-gallon Elevated Tank Project. All yeas, motion carried.

City Manager/Interim Finance Director Keaton presented the September 30, 2019 Fund Balance.

Member Schreier asked if we have to accept the lowest bid for the Natural Resources Conservation Service project?

City Manager/Interim Finance Director Keaton informed we received a few estimates and at this time they are being reviewed. She stated she is unsure of the criteria they will use to make a determination.

Service Superintendent Homan explained the Natural Resources Conservation Service wanted to have three estimates from applicants in order to know how much federal funding to request. He stated if the project is approved, there may be a requirement to re-bid. He informed he explained this to the contractors who provided estimates that just because they were the lowest bidder would not mean they would be awarded the project, that the estimates were a generalization for what kind of formal funding to apply for.

City Manager/Interim Finance Director Keaton informed the same day they visited us they also visited Clayton, Trotwood and Perry Township.

Member Schreier asked if the tornado related repairs at the WWTP are part of the FEMA reimbursements?

City Manager/Interim Finance Director Keaton informed the repairs at the WWTP will be reimbursed by our insurance. She informed she was just notified of a potential delay on the electrical work due at the WWTP.

Service Superintendent Homan explained there is a significant amount of lead time on a lot of the materials needing to be replaced, most are special made or custom order. He stated every contractor is very busy right now and most are booked up the remainder of the year. He stated the WWTP is up and running though and has never stopped. He informed the siding, gutters and soffit should be completed within the next two weeks and the electrical contractor should start next week with repairs on the conduit.

Service Superintendent Homan stated what is needed for these repairs are not ordinary materials for most electricians and have to be custom ordered. He stated they are trying to get all of the repairs buttoned up before winter.

Motion by Wilder, second by Swabb to approve the September 30, 2019 Fund Balance as presented. All yeas, motion carried.

Vice-Mayor Zimmerlin asked for an update on hiring a Finance Director?

City Manager/Interim Finance Director Keaton informed the process didn't start off well, but she does have a promising candidate she will be interviewing this week and hopes to have more information to provide at the next Council Meeting.

Vice-Mayor Zimmerlin asked when leaf pickup will begin?

Service Superintendent Homan informed the Service Department did the first run of leaf pickup last week. He informed they had noticed a few piles and received a few calls, so they went ahead and made the first lap around town last week. He informed it will be done on a weekly basis until the need gets heavy enough for multiple times a week. He informed if it is too dry, they will try to wait until after a little rain has fallen because it is easier to shred the leaves when they are a little wet.

Vice-Mayor Zimmerlin asked if the emblems have been replaced on the service vehicles yet?

City Manager/Interim Finance Director Keaton informed it is being worked on. She stated that is typically a rainy day project. She stated the City was put behind six weeks due to storm clean up. She informed the stickers are in stock and it is being worked on.

Fire Chief Fletcher presented the September Operations Report.

Fire Chief Fletcher reported there has been an increase in calls at Brookhaven. He informed historically, calls from Brookhaven only make up approximately 25% of their activity per year. He informed he does keep an eye on this number. He informed there have been a lot of calls related to falls from Brookhaven. He informed this is an example of why they are looking at not only fire prevention, but EMS prevention. He described the Brookville Fire Department now has a fire fighter/paramedic who has a primary assignment of community paramedicine. He explained her primary initiative is keeping an eye on why people are calling for ambulances and trying to match up residents with a need with known resources. He stated the first area of this project is falls because a tremendous amount of EMS calls are fall related. He stated for every EMS call we can prevent, there is an ambulance available for a heart attack, crash or other illness much harder to prevent.

Fire Chief Fletcher reminded the Fire Prevention Parade is tomorrow, Wednesday, October 2 at 6:30 p.m. He informed he has been working with various teachers on groups of students who would like to participate in the parade. He encouraged everyone to come out and informed the parade will end at the Fire Station with an open house including hot dogs and activities.

Police Chief Jerome reported the Brookville Police Department handled 520 Incidents year-to-date, compared to 526 during this same time last year. Police Chief Jerome reported Citations were down a total of 107 Citations year-to-date, for a total of 333 Citations issued year-to-date. There were 138 Traffic Stops for August compared to 224 during August 2018.

Police Chief Jerome informed last weekend's Pink Ribbon Girls 5K was great. He stated it was a safe successful event and it was great to be able to hold it at the school again.

Police Chief Jerome reminded Ghostly Night Out is coming up on October 26. He informed they are busy planning for the event.

Police Chief Jerome requested Council determine the date and time for Trick or Treat. He suggested Thursday, October 31. He stated the Police Department as well as the front office will begin getting phone calls soon asking about Trick or Treat.

Motion by Fowler, second by Crane to approve Trick or Treat for Thursday, October 31 from 6:00 to 7:30 p.m. All yeas, motion carried.

Police Chief Jerome informed the two newest full-time Officers are out on the road on their own and it is nice to be back up to full staff.

Law Director Stephan had no report.

Vice-Mayor Zimmerlin informed Mayor Letner asked him to recognize Gale Colston for another successful Breast Cancer Walk last weekend. He also wanted to thank both Chiefs for their support as well as School Superintendent Tim Hopkins for the use of the school facilities to support the event.

Member Schreier stated the Brookville Pink Ribbon Girls 5K is one of the biggest fundraising walks in the state of Ohio.

In Old Business,

Motion by Swabb, second by Fowler to read proposed Resolution No. 19-19. All yeas, motion carried.

Motion by Fowler, second by Swabb to accept the second reading of proposed Resolution No. 19-19 entitled, "A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR." All yeas, motion carried.

Motion by Swabb, second by Schreier to read proposed Resolution No. 19-20. All yeas, motion carried.

Motion by Swabb, second by Fowler to accept the second reading of proposed Resolution No. 19-20 entitled, "A RESOLUTION ESTABLISHING THE COMPENSATION OF THE CLERK OF COUNCIL." All yeas, motion carried.

In New Business,

City Manager/Interim Finance Director Keaton informed on September 5, 2019, the Miami Valley Regional Planning Commission (MVRPC) Board formally authorized MVRPC Staff to solicit qualified member jurisdictions for new transportation projects using MVRPC regionally controlled federal funds (STP or TA). She informed funding for the STP resurfacing program is only available in SFY2021 and SFY2022. She described the proposed project would resurface Westbrook Road from our western city limits to just east of Mosier Parkway and would coincide with the Safe Routes to School Grant that was approved earlier this year for SFY2022, which begins July 1, 2021. She stated the project would consist of resurfacing 2.25 total miles of roadway, which will provide consistent paving from our western limits to the east. She informed in this 2.25 miles of roadway, there are three sections of Westbrook Road that Montgomery County is responsible for maintaining. She informed she recently met with representatives of Montgomery County Engineering, and they have verbally agreed to pay their portion on this project, which total's \$75,000. She informed Montgomery County is preparing a Resolution for their share of the project.

City Manager/Interim Finance Director Keaton provided Council with a page from the STP application which showed the estimated total project cost of \$722,925, with the City providing 30% or \$259,402 of the project cost and federal funds totaling \$463,523 or 70% of the project cost. She informed the local share would be reduced by \$75,000 for Montgomery County's portion, leaving a local share of \$184,402. She informed we could further reduce our local share by applying for Permissive Tax Funding. She reported we currently have a \$23,004 balance in our Permissive Tax and we usually let it build up for a couple of years to use on larger projects. She stated we could potentially have \$69,000 in Permissive Tax that could apply toward this STP Project.

City Manager/Interim Finance Director Keaton requested Council authorization to adopt proposed Resolution No. 19-21, which authorizes the submittal of a Surface Transportation Resurfacing Project through the MVRPC. She informed the application is due October 9, which is the reason for declaring it an emergency.

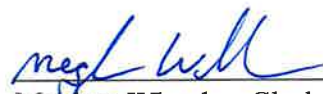
Motion by Schreier, second by Crane to read proposed Resolution No. 19-21. All yeas, motion carried.

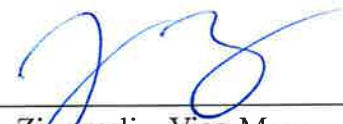
Motion by Swabb, second by Schreier to accept the first reading, dispense with the second and third readings and adopt Resolution No. 19-21 entitled, "A RESOLUTION AUTHORIZING THE SUBMITTAL OF APPLICATIONS FOR FEDERAL FAST ACT FUNDS THROUGH THE MIAMI VALLEY REGIONAL PLANNING COMMISSION AND DECLARING IT AN EMERGENCY." All yeas, motion carried.

JD Fowler, Park Board Liaison, reminded a community work day at Golden Gate Park is scheduled for Saturday, October 5 from 10:00 a.m. to 2:00 p.m.

Member Schreier reported the Planning Commission has not had a meeting since the last Council Meeting, so he has nothing to report.

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


Meghan Wheeler, Clerk


James Zimmerlin, Vice-Mayor