

Brookville City Council
Regular Meeting
September 19, 2023

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on September 19, 2023. The meeting was held in the City Council Chambers and virtually using the Cisco Webex application. The Pledge of Allegiance was recited. Members Crane, Fowler, Kristof, Schreier, Wilder and Zimmerlin; Manager Keaton, Finance Director Brandt, Fire Chief Fletcher, Police Chief Jerome, Law Director Stephan, and Clerk Duncan were present.

Roll Call by Clerk Duncan.

Manager Keaton requested an addition to the Agenda to add the swearing in of newly appointed Police Officer Darren Wagner.

Motion by Fowler, second by Zimmerlin to adopt the Agenda with an addition. All yeas, motion carried.

Motion by Zimmerlin, second by Kristof to approve the September 5, 2023 Regular Meeting Minutes. Crane yea, Fowler abstained, Zimmerlin yea, Schreier abstained, Wilder yea, Kristof yea, and Letner yea. Motion carried with five yeas and two abstentions.

Mayor Letner administered the Oath of Office to Brookville Police Officer Darren Wagner.

Mayor Letner and other Council members welcomed Officer Wagner to Brookville.

Manager Keaton reported it is that time of year when several funding opportunities are open for applications. The first is the Miami Valley Regional Planning Commission funding for the Surface Transportation Program (STP) that is available for SFY2028-SFY2029. The maximum federal participation for the STP funded resurfacing program is 80%. We have several streets that are eligible for STP funding. Council has been provided a map titled PES Roadways for Council. Those streets include Arlington Road, Western Avenue, (between Wolf Creek and Westbrook), East Westbrook, Salem Street (between Market and Albert), Albert Road (between Salem and Upper Lewisburg-Salem), and Brookville Salem Road (between Albert and Upper Lewisburg-Salem). Manager Keaton advised we are permitted to submit one simple resurfacing application. We are required to provide a minimum of 20% of the construction cost. Applicants providing greater than 20% local match will score bonus points in the overall ranking and scoring process. Applications are due October 11, 2023. Manager Keaton recommended that we apply to resurface Arlington Road. Manager Keaton stated if Council is in favor of this, a Resolution will be before Council at the October 3 Meeting.

Member Zimmerlin inquired whether it would be all of Arlington Road or just a portion of it?

Manager Keaton replied it would be Arlington Road from Wolf Creek Street to Triggs Road, and from the north side of the overpass to the city limits. Manager Keaton stated the only other road that would give us more points would be Western Avenue from Wolf Creek Street to Westbrook Road.

Discussion followed regarding how the streets are scored by ODOT.

Manager Keaton asked for a recommendation so that she can have Choice One Engineering begin preparing the estimates so that she can prepare an STP application.

The consensus is to move forward with an STP application to resurface a portion of Arlington Road as recommended by Manager Keaton.

Manager Keaton advised with the Infrastructure Investment and Jobs Act that was signed into law in November 2021, funding is in place for wastewater infrastructure projects through 2026. The program provides financial and technical assistance for improvements. Staff met with representatives of Hazen and Sawyer to discuss probable future improvements to our Wastewater Treatment Plant and to address Inflow/Infiltration to our WWTP. Ed Brown, who is with Hazen and Sawyer, is familiar with our WWTP as he has worked on our WWTP improvements in 1988, 1998 and 2015. Eligible projects include wastewater treatment plant improvements/expansion, new/replacement sewers, excess sewer infiltration/inflow correction, and combined sewer

overflow correction. Projects can be nominated for planning, design and/or construction. If approved for a planning loan it would be a 5-year loan at zero percent interest. Once planning is complete the planning loan can be rolled into a design loan. Once design work is complete, it can be rolled into a construction loan. Manager Keaton provided Council with information from Ohio EPA, the Planning Scope of Services and a cost breakdown from Hazen and Sawyer. The nomination period opened on August 28 with project nominations due by September 25. Manager Keaton requested Council authorization to proceed with nominating this project.

Member Schreier asked if any of this could be paid for through the Sewer Fund?

Manager Keaton responded it would go through the Sewer Fund.

Member Zimmerlin inquired if this would help with future growth in the city down the road?

Manager Keaton replied it would definitely help with future growth.

Discussion followed.

Motion by Zimmerlin, second by Fowler to authorize Manager Keaton to submit a nomination for the planning phase for future improvements to our Wastewater Treatment Plant and to address Infiltration and Inflow through the Infrastructure Investment and Jobs Act. All yeas, motion carried.

Manager Keaton reported the City recently discussed using our remaining ARPA funds totaling \$152,869, for street resurfacing. Council was provided a spreadsheet of six streets and estimated costs to resurface those streets. Staff individually ranked the six streets and then she combined the rankings to produce the average rank. Manager Keaton stated she also added the number of curbs to be replaced if Council is interested in having those replaced prior to resurfacing. Manager Keaton stated if we are going to replace curbs prior to resurfacing, this would have to come out of our 2024 Street Fund and then assessed to property owners prior to resurfacing. If Council wants to proceed with simple resurfacing, Staff can proceed with preparing bid specs.

Member Zimmerlin inquired about the potential of qualifying for grant funds for roads that need more work, such as Albert Road or Maple Street?

Manager Keaton responded resurfacing projects do not score well through OPWC. None of the six streets listed are eligible for STP funding.

Member Schreier stated the cost on Maple Street would be substantial as fifteen curbs and some trees would need to be removed.

Manager Keaton replied we would have to pass a Resolution of Necessity and include it in our budget. The property owners would then have to be assessed.

Mayor Letner asked if ARPA funds could be used?

Manager Keaton replied the money would have to be reimbursed back to the Fund it came out of.

Finance Director Brandt stated she would not recommend that as there are many rules to follow with ARPA funds.

Manager Keaton stated the parking lot on the south side of the Municipal building is crumbling. The estimate to repair that parking lot is \$46,000.

Discussion followed.

The consensus is to have Manager Keaton work on estimates to replace curb and resurface Maple and Mound Streets.

Manager Keaton reported the Market Street Resurfacing Project is complete. Sadly, we had a water main break in the 200 block of Market Street just when resurfacing was completed. Those repair spots will be resurfaced as soon as the gravel compacts.

Manager Keaton reported we have five Board and Commission seats whose terms expire on December 31, 2023. Our Clerk of Council reached out to all members and four of the five members expressed an interest in continuing to sit in their current Board and Commission seats. Manager Keaton recommended that Council reappoint Anthony Ezerski to Planning Commission for a three-year term, Adam Blevins to Park Board for a four-year term, Christopher Marshall to the Zoning Board of Appeals for a five-year term, and William Willbanks to the Local Board of Tax Review for a two-year term, with all terms beginning January 1, 2024.

Motion by Schreier, second by Crane to reappoint Anthony Ezerski to Planning Commission for a three-year term, Adam Blevins to Park Board for a four-year term, Christopher Marshall to the Zoning Board of Appeals for a five-year term, and William Willbanks to the Local Board of Tax Review for a two-year term, with all terms beginning January 1, 2024. All yeas, motion carried.

Ronda Dittrick will not be seeking another term on Planning Commission. Manager Keaton requested Council authorization to allow Clerk Duncan to advertise the seat that will be vacated by Ronda Dittrick on December 31, 2023.

Motion by Zimmerlin, second by Fowler to authorize Clerk Duncan to advertise the Planning Commission seat that will be vacated by Ronda Dittrick on December 31, 2023. All yeas, motion carried.

Manager Keaton reported bids were opened yesterday for the City Park Improvements CDBG Walking Paths Project. Council has a copy of the Bid Tabulation sheet. We received four responsive bids and two nonresponsive bids. The Base bid is to construct the sidewalks this Fall and the Alternate 1 bid is to construct the sidewalks next Spring. Manager Keaton advised she checked references for Husac Paving and Excavating, Inc. as she is not familiar with that contractor. The references were favorable. With that, Manager Keaton recommended that Council accept the lowest and responsive base bid of \$134,996.75 from Husac Paving & Excavating, Inc.

Motion by Zimmerlin, second by Wilder to accept the lowest and responsive Base bid of \$134,996.75 from Husac Paving & Excavating, Inc. for the CDBG Walking Path Program. All yeas, motion carried.

Manager Keaton reported our mini excavator sold this evening on GovDeals for \$35,000.

Manager Keaton commented leaves are beginning to drop due to the hot dry summer we experienced. Residents are encouraged to place leaves in with their refuse until leaf pickup begins on October 16.

Manager Keaton reminded everyone the Homecoming Parade is tomorrow evening beginning at 6:30 p.m.

Finance Director Brandt had no report.

Fire Chief Fletcher reported the siren at Fire Station 76 did not work during the monthly weather warning siren test. The faulty part has been ordered and can be repaired in-house.

Fire Chief Fletcher reported the Fire Department will be performing fire hydrant maintenance on the 500 hydrants located in the Brookville Fire District.

Member Zimmerlin inquired whether any of the hydrants will be painted?

Fire Chief Fletcher responded the hydrants will be assessed and eventually painted in order to prevent rust. Hydrants are all painted red, with color coded bands that indicate to responders the flow rate and the adaptors needed.

Mayor Letner commented many communities have an Adopt-A-Hydrant Program where groups and individuals can paint a hydrant.

Police Chief Jerome reported the Police Department has adopted a "Lock It or Lose It" policy, which encourages residents to always lock their vehicles and to not leave valuables and garage door openers in their vehicle. Police Chief Jerome encouraged citizens to report suspicious activity to law enforcement.

Police Chief Jerome stated KIA and Hyundai offer anti-theft locks for certain vehicles. KIA has offered to send 50 of the locks to our department for distribution.

Police Chief Jerome reported if citizens ignore the courtesy tickets issued by the Police Department, they will receive a long form citation and be required to go to court.

Law Direct Stephan had no report.

Mayor Letner reported the Retreat Program will be doing their final planting to replace trees destroyed by the tornados this Saturday.

Mayor Letner welcomed Police Officer Darren Wagner to the Brookville Police Department.

Motion by Zimmerlin, second by Fowler to read proposed Resolution No. 23-26. All yeas, motion carried.

Motion by Kristof, second by Wilder to accept the second reading of proposed Resolution No. 23-26. All yeas, motion carried.

Member Zimmerlin inquired whether installing FLOCK cameras at some of our major intersections could be worked into the 2024 budget?

Police Chief Jerome commented he will contact some representatives and get a quote. The minimum goal would be to put several on the overpass. Police Chief Jerome stated many crimes have been solved by the software with FLOCK cameras.

Member Kristof thanked the teachers of the Outdoor Education Program, the Water Conservancy District and Five Rivers Metroparks for installing a path of pages beginning at the library and ending in the outdoor classroom.

Member Fowler, Park Board Liaison, reported the library Teen Advisory Board will be participating in the annual Park Clean-up Day to get in the service hours they need in order to graduate. Park Board has also started planning for the annual Christmas in the Park event.

Member Zimmerlin commented a barrier has been put up around the dirt pile at Westbrook Park. A replacement door has been ordered for the BSA building.

Member Schreier, Planning Commission Liaison, had no report.

Motion by Zimmerlin, second by Fowler to go into Executive Session per O.R.C 121.22 (G)(1) to consider the appointment of a Public Official. All yeas, motion carried.

Motion by Zimmerlin, second by Kristof to go into Executive Session per O.R.C. 121.22 (G)(8) to consider confidential information of an applicant for economic development assistance that involves the extension of utility services that are directly related to an economic development project. All yeas, motion carried.

Motion by Fowler, second by Crane to go back into Regular Session. All yeas, motion carried.

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


Kimberly Duncan, Clerk
Charles Letner, Mayor