



CITY COUNCIL
Tuesday, July 1, 2025, 7:30 PM
301 SYCAMORE STREET, BROOKVILLE, OHIO 45309
937-833-2135
www.brookvilleohio.com

Agenda

I. Opening of Regular Council Meeting

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call

II. Adoption of Agenda

III. Approval of Minutes

- a. Approval of June 17, 2025 Regular Meeting Minutes

IV. Brookville Soccer Association - Dustin Holcomb

V. Brookville Baseball Club - Ann Stammen

VI. Reports of Municipal Officers

- a. City Manager
- b. Finance Director
- c. Fire Chief
- d. Police Chief
- e. Law Director
- f. Mayor Chuck Letner

VII. Old Business

VIII. New Business

- a. First reading of proposed Resolution No. 25-20 entitled "A RESOLUTION AMENDING THE 2025 APPROPRIATIONS, AS SET FORTH BELOW, PURSUANT TO SECTION 5705.40 OF THE OHIO REVISED CODE, AND SECTION 12.35 OF THE OHIO ADMINISTRATIVE CODE AND APPROVING THE AMENDMENT TO THE CERTIFICATE OF ESTIMATED RESOURCES, AS SET FORTH BELOW."

Mayor Chuck Letner • Vice Mayor James Zimmerlin
Council Members: Stephen Crane • JD Fowler • Dennis Piper • Curt Schreier • Kim Wilder



IX. Public Comments (5 minutes per speaker)

X. Council Comments

XI. Motion for Adjournment

Please note: We welcome comments which are important to us. Anyone who is interested in speaking, please stand, if you are able, and give your name and address for the public record. Each speaker will be given 5 minutes to provide your comments. Comments are welcome on general board business or specific agenda items. You may not donate your time to another speaker. Note, this time is for public comment, and we will not be entering into dialogue at this time. The purpose of this agenda item is for you, the public, to inform us the board about your views. If you have specific factual questions or complaints, please check in with our staff after the meeting. They are seated on the side and will be happy to assist you. We also welcome written questions and comments. We appreciate you attending the meeting and sharing your thoughts with us.

Brookville City Council
Regular Meeting
June 17, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on June 17, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Piper, Schreier, Wilder and Zimmerlin; Manager Kuntz, Law Director Stephan, Finance Director Brandt, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present.

Roll Call by Clerk Duncan.

Motion by Piper, second by Wilder to accept the Agenda as presented. All yeas, motion carried.

Motion by Zimmerlin, second by Schreier to accept the June 3, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

Jeff Davidson was presented a Citizen Citation Award, and a Proclamation was read commending him for his assistance with his help in identifying a suspect in the school break-ins, which led to an arrest and conviction.

Manager Kuntz reported Wagner Paving is getting ready to begin the city's Street Resurfacing program in late June/early July. Maple Street, Osage Road and Upper-Lewisburg Salem Road by the entrance to Golden Gate Park will be milled and resurfaced this year. Staff will post the timeframe when it's officially scheduled on the city's website and social media platforms.

Manager Kuntz reminded everyone of the Third Thursday event scheduled for June 19 from 8:00 p.m. until 8:00 p.m. at Gruenig Park on Market Street. This is a great opportunity for the community to support small and local vendors and artisans.

Manager Kuntz congratulated the Brookville Boys Track and Field team for winning the Division II State Championship on June 7.

Manager Kuntz reported the owners of Brookside Plaza are working to get the awnings repaired.

Manager Kuntz reminded everyone the city offices will be closed on Thursday, June 19 in observance of the Juneteenth holiday.

Manager Kuntz reported the Service Department is extremely busy with seasonal work, including park maintenance and mowing.

Manager Kuntz reported he received a citizen complaint regarding dog waste on the sidewalks of the Market Street extension.

Discussion followed. The consensus is to have staff post on social media regarding cleaning up dog waste rather than posting signage.

Manager Kuntz announced he will be out of the office from June 24 through July 4. Police Chief Jerome will be the Acting City Manager in his absence.

Finance Director Brandt presented the May 31, 2025 Fund Balance for Council review and approval.

Motion by Fowler, second by Schreier to approve the May 31, 2025 Fund Balance as presented. All yeas, motion carried.

Finance Director Brandt requested Council authorization to transfer \$200,000 from the General Fund to the Street Fund as appropriated.

Motion by Zimmerlin, second by Wilder to approve the transfer of \$200,000 from the General Fund to the Street Fund as appropriated. All yeas, motion carried.

Finance Director requested Council dispense with the second and third reading and approve proposed Resolution No. 25-09, which updates the full-time employees pay scale.

Motion by Zimmerlin, second by Fowler to read proposed Resolution No. 25-09. All yeas, motion carried.

Motion by Fowler, second by Piper to accept the first reading, dispense with the second and third reading and adopt Resolution No. 25-09 entitled “A RESOLUTION ESTABLISHING A NEW WAGE SCALE FOR FULL-TIME HOURLY EMPLOYEES.” All yeas, motion carried.

Fire Chief Fletcher had no report.

Police Chief Jerome reported upcoming community policing events are Cocoa with a Cop on June 18 at the library, Walk the Block with a Cop in the Harper Creek development on June 21 and Cones with Cops on June 29 at What’s the Scoop.

Police Chief Jerome reminded everyone to lock their vehicles at night and not to leave car keys in the vehicle.

Law Director Stephan reported Oakes Tree Development has filed a final subdivision application for The Orchard Section One. This subdivision will be located on Hill Street, Lot Number 2543, County Auditor Parcel C05 00627 0001. This property is the site where the Brookville High School and Middle School were previously located and is now currently vacant. The Orchard-Section One subdivision record plan establishes fourteen (14) lots for single family housing. The property is zoned R-1 C. Single family housing is a permitted use in this zoning district. The R-1 C standards require lots with 70 feet of frontage, and a minimum square footage of 1400 sq. ft. The proposed subdivision meets the R-1 C standards. Law Director Stephan provided historical context about the site, which was initially filed in 1869, and was previously occupied by Brookville Schools. This final subdivision application was approved by Planning Commission at the June 12, 2025 meeting.

Motion by Zimmerlin, second by Schreier to approve the final subdivision application for The Orchard Section One, as presented. All yeas, motion carried.

Law Director Stephan recommended Council approval of the third and final reading of proposed Ordinance No. 2025-13, which establishes a Charter Review Commission. Law Director Stephan requested Council also appoint the seven candidates listed on the agenda to the commission, and advised their terms should commence in thirty days when the ordinance goes into effect.

Mayor Letner reported the Block Party and Craft fair at the library last weekend was a great event, and thanked Damian Kristof for his hard work in organizing the event.

Mayor Letner reported Barton Mallow donated their time to install 28 yards of concrete for a new playground at Brookville Schools. This project was paid for by an individual who inherited a trust fund from her parents and came together by companies and individuals reducing the cost of materials and labor.

Motion by Zimmerlin, second by Wilder to read proposed Ordinance No. 2025-13. All yeas, motion carried.

Motion by Fowler, second by Piper to accept the third reading of Ordinance No. 2025-13 entitled “AN ORDINANCE ESTABLISHING A CHARTER REVIEW COMMISSION IN THE CITY OF BROOKVILLE, OHIO.” All yeas, motion carried.

Member Fowler inquired whether the city is still considering installing FLOCK cameras?

Manager Kuntz replied this is something we are continuing to look at, however, the cameras and ongoing fees are cost prohibitive, and we must continue to be fiscally responsible.

Motion by Schreier, second by Fowler to appoint the members of the Charter Review Commission as follows: Tim Colston, Sonja Keaton, Ralf Mohr, Rob Rutherford, Anne Vandercook, Jo Wilder and John Wright; with a term to begin thirty days from today’s date. All yeas, motion carried.

Damian Kristof, 120 Blue Pride Drive, thanked the city for their assistance and all who participated in the Block Party and Craft fair at the library last weekend.

Mark Haworth, 10352 Upper Lewisburg Salem Road, thanked staff and Council for taking his concerns seriously about dog waste on the Market Street extension sidewalk.

Bruce Garber, 434 Sycamore Street, requested Council extend the moratorium on annexations due to ongoing development in the city.

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

Kimberly Duncan, Clerk

Charles Letner, Mayor

To: Mayor & Council
From: Jack Kuntz, City Manager
RE: Manager's Report
Date: 06/23/25

Wagner Paving will be resurfacing the front entrance of Golden Gate Park to the Leiber Center as well as the Hay Avenue parking lot. These projects should commence at the beginning of July and the Service Department will be working with Wagner Paving to ensure residents and visitors alike are able to continue to access the park during the project.

City offices will be closed on Friday, July 4 in observance of the Fourth of July holiday.

The Montgomery County Recorder's Office will be at the July 15 City Council meeting to give an update on their operations.

July's Age Friendly Lunch is scheduled for July 17 at noon at the Leiber Center. This free lunch for seniors and retirees is sponsored by BrookHaven Retirement Community and the featured guest speaker will be Montgomery County Recorder Lori Kennedy.

Be on the lookout for the Summer Brookville Bulletin which will be in the July utility bills. Copies of the newsletter insert will also be placed at the Brookville Library, the city's admin office and local businesses.

The city staff is working with the Brookville Area Chamber of Commerce and is excited for this year's 74th annual Brookville Community picnic which will be July 24-26 at Golden Gate Park.



City of **BROOKVILLE** ***POLICE***

Chief Douglas Jerome

djerome@brookvilleohio.com



Council Meeting Agenda July 1, 2025

Reportable Incidents

01/01/2024 – 06/25/2024 = 209

01/01/2025 – 06/25/2025 = 301

Citations

01/01/2024 – 06/25/2024 = 177

01/01/2025 – 06/25/2025 = 343

Traffic Stops

June 2024 - 188

June 1, 2025 to date - 132

Brookville Police Department

Incident Arrest Blotter

Arrest Date	Time	Suspect's Name	Address, Charges(s)	Incident ID
06/11/2025	03:45 AM	RYAN F. LEHMAN	112 MARKET ST APT A, BROOKVILLE, OH 45309 376732A: LITTERING	2025-00288
06/11/2025	01:38 PM	STEVEN CLAY GIBSON	45 W MCKINLEY ST, APT B, BROOKVILLE, OH 45309 292514: Drug paraphernalia 292511C1: Drug abuse - sched. I or II substance	2025-00289
06/11/2025	03:01 PM	DIANA KAREN JUAREZ	227 N DELMAR AVE, DAYTON, OH 45403 291331: Forgery	2025-00286
		KAREN N. VILLANUEVA	227 N DELMAR AVE, DAYTON, OH 45403 291349A: Taking identity of another	2025-00286
06/16/2025	08:30 AM	AMANDA J. MANNING	894 HUNTERS RUN, BROOKVILLE, OH 45309 291925A: Domestic violence - knowingly cause physical harm 291925A: Domestic violence - knowingly cause physical harm	2025-00296
06/25/2025	12:05 PM	QUINTINE C. HAMMON	24 BRUCE RD, GREENVILLE, SC 29605 291121A4: Criminal trespass - fail to leave; negligently 292133A: RESISTING ARREST 291711B1: Disorderly conduct - intoxicated annoy or alarm 292132A: Obstructing justice	2025-00310

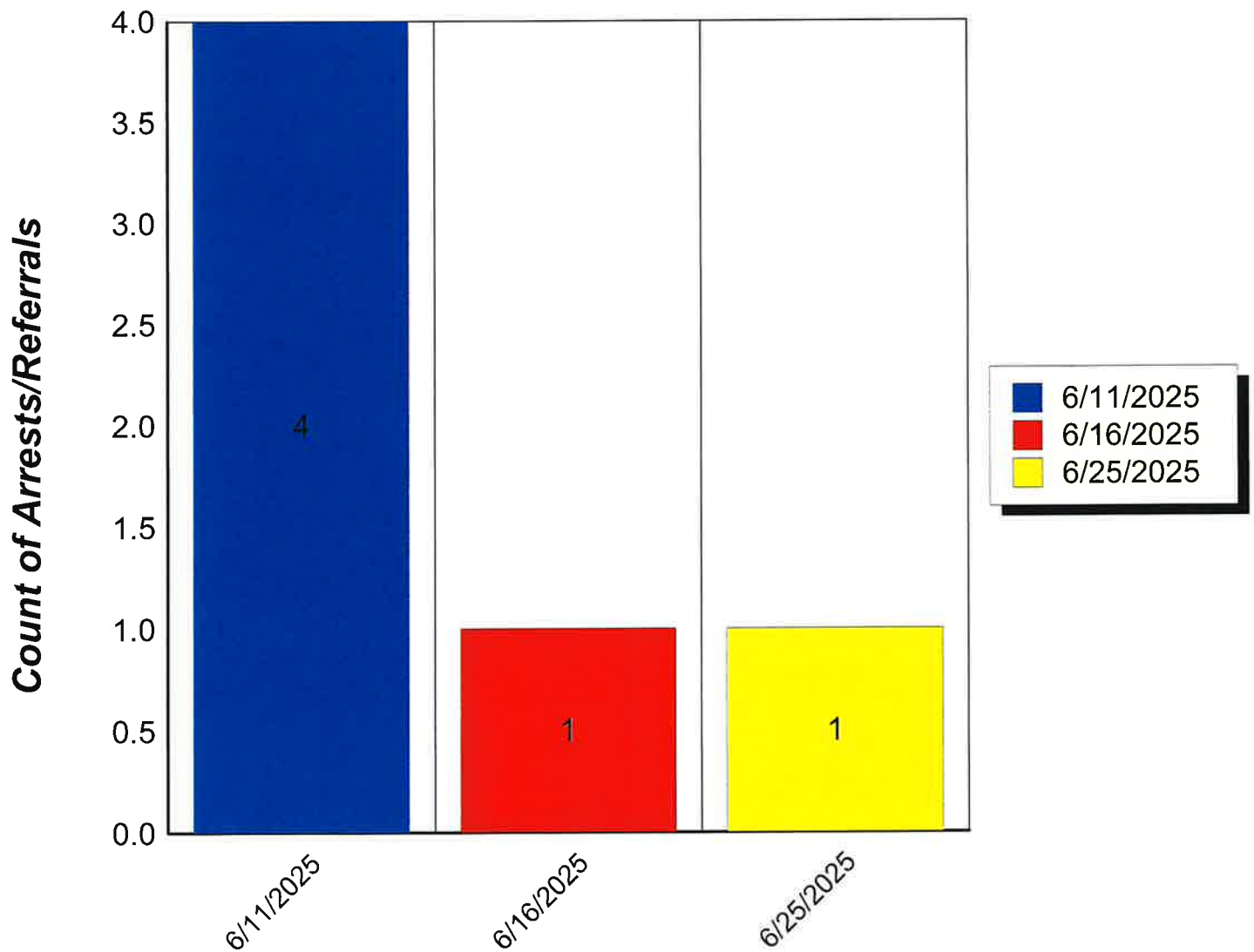
Total Selected = 6

Brookville Police Department

Arrest Log by Date

Arrest Date	Total Arrests
June 11, 2025	4
June 16, 2025	1
June 25, 2025	1
Total Selected = 6	

Arrest Log by Date

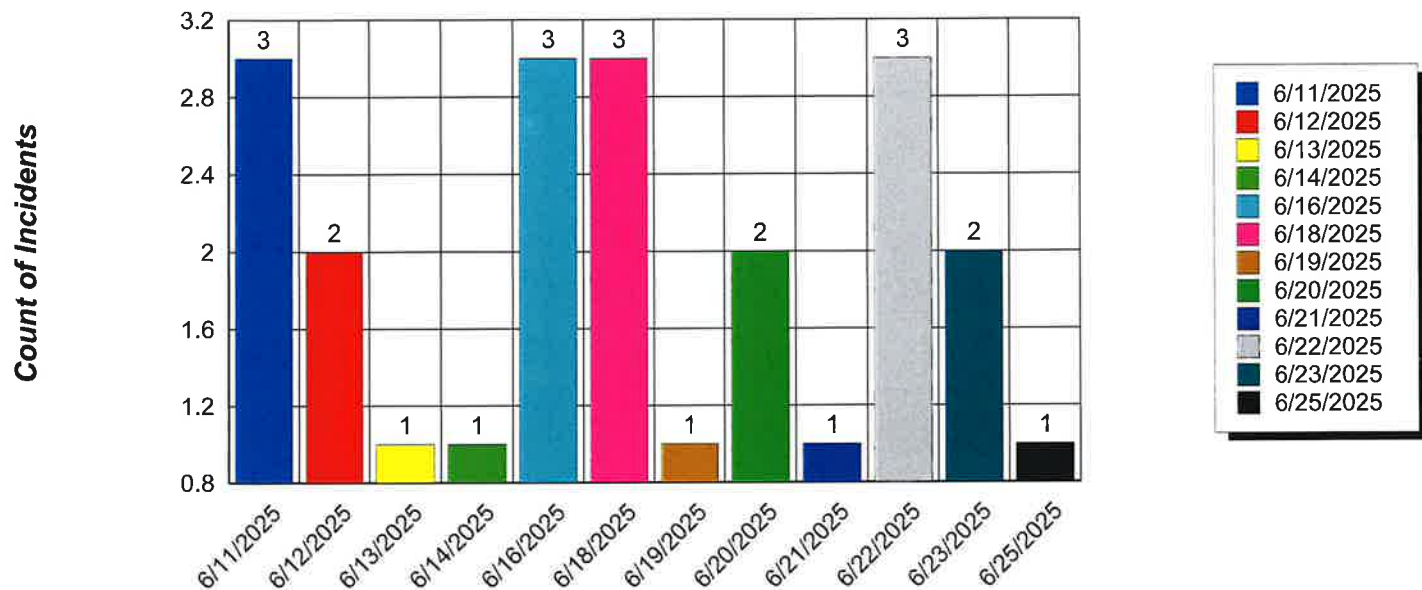


Brookville Police Department

Incident Log by Date Reported

Date Reported	Day of Week	Total Reported
06/11/2025	Wednesday	3
06/12/2025	Thursday	2
06/13/2025	Friday	1
06/14/2025	Saturday	1
06/16/2025	Monday	3
06/18/2025	Wednesday	3
06/19/2025	Thursday	1
06/20/2025	Friday	2
06/21/2025	Saturday	1
06/22/2025	Sunday	3
06/23/2025	Monday	2
06/25/2025	Wednesday	1
Total Selected = 23		

Incident Log by Date Reported



Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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June 11, 2025

2025-00288	112 MARKET ST BROOKVILLE PD	SIGNAL 26O - LITTERING	06/11/2025	06/11/2025	ARREST
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Offenses UCR Offense Description
1 N/A 376732A - LITTERING

2025-00289	216 N WOLF CREEK ST BROOKVILLE PD	SIGNAL 53C - PEDESTRIAN CRASH	06/11/2025	06/11/2025	EXCEPTIONALLY CLEARED
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Offenses UCR Offense Description
3 N/A 33123 - DUTY TO STOP PRIOR TO CROSSING SIDEWALK
02 292514 - Drug paraphernalia
01 292511C1 - Drug abuse - sched. I or II substance

2025-00290	518 MARKET STREET BROOKVILLE PD	SIGNAL 26O - TRESPASS	06/11/2025	06/11/2025	EXCEPTIONALLY CLEARED
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Offenses UCR Offense Description
1 02 291121 - Criminal trespass

Total Incidents Reported for Date: 3

June 12, 2025

2025-00291	421 POPLAR STREET BROOKVILLE PD	SIGNAL 26I - APPLICATION FOR EMERGENCY ADMISSION	06/12/2025	06/12/2025	EXCEPTIONALLY CLEARED
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Offenses UCR Offense Description
1 N/A 5122.10 - APPLICATION FOR EMERGENCY ADMISSION

2025-00292	242 FOOTHILL DRIVE BROOKVILLE PD	SIGNAL 20 - DOMESTIC VIOLENCE	06/12/2025		OPEN CASE
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Offenses UCR Offense Description
1 02 291925A - Domestic violence - knowingly cause physical harm

Total Incidents Reported for Date: 2

June 13, 2025

2025-00293	ALBERT RD & JOANNA AVE BROOKVILLE PD	SIGNAL 55 - DRIVING UNDER SUSPENSION	06/13/2025	06/13/2025	EXCEPTIONALLY CLEARED
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Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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June 13, 2025

Offenses	UCR	Offense Description
3	N/A	451016 - FRA SUSPENSION
	N/A	451012 - DRIVING WITHOUT VALID LICENSE
	N/A	451121 - SPEEDING

Total Incidents Reported for Date: 1

June 14, 2025

2025-00294	894 HUNTERS RUN BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	06/14/2025	06/14/2025	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

June 16, 2025

2025-00297	231 LITTEN CT BROOKVILLE PD	SIGNAL 07 - AUTO THEFT	06/16/2025	06/25/2025	INACTIVE
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Offenses	UCR	Offense Description
1	06	291302A1 - Theft - without consent

2025-00296	894 HUNTERS RUN DR BROOKVILLE PD	SIGNAL 20 - DOMESTIC VIOLENCE	06/16/2025	06/16/2025	ARREST
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Offenses	UCR	Offense Description
2	02	291925A - Domestic violence - knowingly cause physical harm
	02	291925A - Domestic violence - knowingly cause physical harm

2025-00295	147 TIMBERWOLF BROOKVILLE PD	SIGNAL 06B - THEFT	06/16/2025	06/16/2025	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	06	291302A1 - Theft - without consent

Total Incidents Reported for Date: 3

June 18, 2025

2025-00298	ARLINGTON @ E UPPER LEWISBURG SALEM BROOKVILLE PD	SIGNAL 53A - PROPERTY DAMAGE ACCIDENT	06/18/2025	06/18/2025	EXCEPTIONALLY CLEARED
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Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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June 18, 2025

Offenses UCR Offense Description 1 N/A 451142 - RIGHT OF WAY WHEN TURNING LEFT					
2025-00299	ARLINGTON RD & WESTBROOK RD BROOKVILLE PD	SIGNAL 53B - INJURY CRASH	06/18/2025	06/18/2025	EXCEPTIONALLY CLEARED
Offenses UCR Offense Description 1 N/A 451142 - RIGHT OF WAY WHEN TURNING LEFT					
2025-00300	141 ANKARA BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	06/18/2025		OPEN CASE
Offenses UCR Offense Description 1 02 26I - INFORMATION REPORT					
Total Incidents Reported for Date: 3					

June 19, 2025

2025-00301	VILLA DR BROOKVILLE PD	SIGNAL 17 - SEX OFFENSES	06/19/2025		OPEN CASE
Offenses UCR Offense Description 1 02 215102 - Juvenile offenses					
Total Incidents Reported for Date: 1					

June 20, 2025

2025-00302	SYCAMORE & PARKVIEW BROOKVILLE PD	SIGNAL 55 - TRAFFIC VIOLATION	06/20/2025	06/20/2025	EXCEPTIONALLY CLEARED
Offenses UCR Offense Description 2 N/A 451012 - DRIVING WITHOUT VALID LICENSE N/A 451016 - FRA SUSPENSION					
2025-00303	799 ARLINGTON ROAD BROOKVILLE PD	SIGNAL 09 - ASSAULT	06/20/2025	06/20/2025	EXCEPTIONALLY CLEARED
Offenses UCR Offense Description 2 04 290313 - Assault 04 290322 - Menacing					
Total Incidents Reported for Date: 2					

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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June 21, 2025

2025-00304 10 MARKET SIGNAL 26I - INFORMATION REPORT 06/21/2025 OPEN CASE
BROOKVILLE PD

Offenses UCR Offense Description
1 02 26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

June 22, 2025

2025-00305 801 ARLINGTON ROAD SIGNAL - 55 -TRAFFIC COMPLAINT 06/22/2025 06/22/2025
BROOKVILLE PD EXCEPTIONALLY CLEARED

Offenses UCR Offense Description
2 N/A 451016 - FRA SUSPENSION
N/A 451012 - DRIVING WITHOUT VALID LICENSE

2025-00307 316 HAY AVE SIGNAL 06A - THEFT 06/22/2025 OPEN CASE
BROOKVILLE PD

2025-00306 112 MARKET STREET SIGNAL-26A - ASSIST OTHER AGENCY 06/22/2025 OPEN CASE
BROOKVILLE PD

Offenses UCR Offense Description
1 02 26A - ASSIST ANOTHER AGENCY/OFFICER

Total Incidents Reported for Date: 3

June 23, 2025

2025-00308 10544 E WESTBROOK ROAD SIGNAL 55 - DRIVING UNDER SUSPENSION 06/23/2025 06/23/2025
BROOKVILLE PD EXCEPTIONALLY CLEARED

Offenses UCR Offense Description
3 N/A 451016 - FRA SUSPENSION
N/A 451121 - SPEEDING
N/A 451012 - DRIVING WITHOUT VALID LICENSE

2025-00309 I70 EXIT 21 EB SIGNAL 55 - TRAFFIC VIOLATION 06/23/2025 06/23/2025
BROOKVILLE PD EXCEPTIONALLY CLEARED

Offenses UCR Offense Description
1 N/A 33510(a) - EXPIRED LICENSE PLATE

Total Incidents Reported for Date: 2

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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June 25, 2025

2025-00310	101 W. CAMPUS BLVD. BROOKVILLE PD	SIGNAL 260 - CRIMINAL TRESPASS	06/25/2025	06/25/2025	ARREST
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Offenses	UCR	Offense Description
4	02	291121A4 - Criminal trespass - fail to leave; negligently
	04	292133A - RESISTING ARREST
	02	291711B1 - Disorderly conduct - intoxicated annoy or alarm
	02	292132A - Obstructing justice

Total Incidents Reported for Date: 1

Total Selected = 23

RESOLUTION NO. 25-10

A RESOLUTION AMENDING THE 2025 APPROPRIATIONS, AS SET FORTH BELOW, PURSUANT TO SECTION 5705.40 OF THE OHIO REVISED CODE, AND SECTION 12.35 OF THE OHIO ADMINISTRATIVE CODE AND APPROVING THE AMENDMENT TO THE CERTIFICATE OF ESTIMATED RESOURCES, AS SET FORTH BELOW.

WHEREAS, the Council of the City of Brookville, Ohio approved the 2024 Original Certificate of Estimated Resources and the 2025 Appropriation Resolution; and

WHEREAS, the City of Brookville, Ohio needs to comply with the 2025 Budget; and

WHEREAS, the Finance Director has requested amendment of the Certificate of Estimated Resources and Appropriations for 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROOKVILLE, OHIO:

SECTION I: That the following amendments to the Certificate of Estimated Resources are approved as follows:

<u>FUND</u>	<u>ACTION</u>	<u>AMOUNT</u>
General Fund	Increase	\$100,000.00
Law Enforcement Fund	Increase	\$ 3,000.00

SECTION II: That the following expense line items be increased by:

<u>AMOUNT</u>	<u>LINE ITEM</u>	<u>FUND</u>
\$ 61,000.00	E02-05C3-2610	Sewer Fund

SECTION III: That the following expense line items be decreased by:

<u>AMOUNT</u>	<u>LINE ITEM</u>	<u>FUND</u>
\$ 119,137.00	B12-06A2-2560	Local Fiscal Recovery Fund
\$ 275,000.00	D04-07A5-2520	Fire Capital Improv. Fund

SECTION IV: This Resolution shall take effect immediately after passage of this Resolution as provided in 4.07(A)(1) of the Charter of the City of Brookville, Ohio.

PASSED this _____ day of _____ 2025.

ATTEST:

Kimberly Duncan, Clerk

Charles Letner, Mayor

CERTIFICATE

The undersigned, Clerk of the City of Brookville, Ohio, does hereby certify that the foregoing is a true and correct copy of Resolution No. 25-10 passed by the Council of the City of Brookville, Ohio, on the _____ day of _____ 2025.

Kimberly Duncan, Clerk

CERTIFICATE OF POSTING

The undersigned, Clerk of the City of Brookville, Ohio, hereby certifies that the foregoing Resolution No. 25-10 was posted at the City Building, U.S. Post Office and the Brookville Branch of the Montgomery County Public Library, Brookville, Ohio, on the _____ day of _____ 2025 to the _____ day of _____ 2025, both days inclusive.

Kimberly Duncan, Clerk