



CITY COUNCIL
Tuesday, August 5, 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 July 15, 2025 Regular Meeting Minutes

IV. Reports of Municipal Officers

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

V. Old Business

VI. New Business

VII. Public Comments (5 minutes per speaker)

VIII. Council Comments

IX. 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.

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



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

Brookville City Council
Regular Meeting
July 15, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on July 15, 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, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present. Finance Director Brandt was absent.

Roll Call by Clerk Duncan.

Motion by Fowler, second by Zimmerlin to accept the Agenda as presented. All yeas, motion carried.

Motion by Zimmerlin, second by Piper to accept the July 1, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

Kate Baker, Programs Coordinator for the Montgomery County Recorder's Office gave a Fraud Alert presentation regarding online property theft. Ms. Baker recommended all property owners register their homes on the county website so that they will be alerted if there is any activity on their deed. Ms. Baker outlined some rights and benefits that veterans are eligible for through the Veterans ID program. Ms. Baker also encouraged homeowners to fill out Transfer on Death, which simplifies property transfer without legal fees after death.

Manager Kuntz announced upcoming events include the Market Street Third Thursday at Gruenig Park this Thursday, July 17, from 5:00 p.m. until 8:00 p.m. The annual Community Picnic will be held July 24 through July 26 at Golden Gate Park. Manager Kuntz encouraged the public to support both events.

Manager Kuntz reported the city's street resurfacing program has resumed after several years of inactivity. Streets to be resurfaced this year are a portion of Upper Lewisburg-Salem Road at the Golden Gate Park entrance, Maple Street, Osage Drive and a section of Mound Street. The city owned parking lot on Hay Avenue will also be resurfaced as part of this project.

Manager Kuntz reported the quarterly utility bills are scheduled to go out to residents this week. Manager Kuntz encouraged residents to be on the lookout for the bills which will include the summer edition of the Brookville Bulletin.

Manager Kuntz provided an update on the gas aggregation program, stating that our consultant, Palmer Energy, has recommended to our regional group that given price increases in the gas market due to the uncertain political climate in the Middle East, it would be appropriate to pause and reevaluate market conditions over the next several weeks before deciding to lock-in a natural gas rate. This pause may push the start date of the program back to November or December of this year. Manager Kuntz advised he will provide additional information as it becomes available.

Manager Kuntz reported that staff recently signed the OPWC grant administrative agreement for the McKinley Street Bridge Rehabilitation Project. This project was approved for OPWC submission last year by the City Council and was subsequently awarded \$199,999 in state funding. The local match will use the city's remaining ARPA funds, approximately \$135,674, for this project. The city's engineer is finalizing the final construction plans. Council will be updated on this project's timeline as we get closer to putting the project out to bid.

Manager Kuntz reported the Service Department has been extremely busy the past few weeks with their regular tasks, as well as managing the street resurfacing project and getting the park ready for the community picnic.

Manager Kuntz presented information gathered by staff regarding installation and operating costs of a community splash pad. The three communities surveyed differ from the City of Brookville due to the fact that they operate their own water systems and we get our water from the City of Dayton. If Brookville were to install a splash park, we would have to use a recirculating spray park, which is similar to operating a swimming pool. Underground water tanks would need to be installed and monitored. The cost to install this type of park is considerably higher. Operating costs would include treatment chemicals and staffing to take water samples, record operating parameters, and check that the system is operating correctly. Manager Kuntz stated the city has many infrastructure needs, which would have to be weighed against adding amenities to our parks. Manager Kuntz estimated it would cost \$750,000 to \$1,000,000 for the city to install a splash pad, based on inflationary costs and the additional equipment, licensing and manpower needed. Manager Kuntz advised he is not aware of any communities in the area with a splash pad who do not have their own water system.

Mayor Letner inquired about the city's street sweeping program?

Manager Kuntz replied the city is required by the Ohio EPA to sweep our streets several times per year. Our street sweeper is currently not operating and is beyond repair. A new street sweeper is over \$300,000. We had budgeted \$100,000 toward purchasing a used one, but since then an opportunity came up to contract with the City of Clayton to use their street sweeper. Once approved, this will result in considerable savings for the city and our residents. Manager Kuntz stated our Service Department personnel are currently training to operate this equipment.

Mayor Letner called for a motion to approve the June 30, 2025 Fund Balance as presented.

Motion by Zimmerlin, second by Wilder to approve the June 30, 2025 Fund Balance as presented. All yeas, motion carried.

Mayor Letner presented a request from Finance Director Brandt to waive the annual hearing before the Montgomery County Budget Commission for the 2025/2026 Tax Information/Budget and/or Inside Millage.

Motion by Fowler, second by Schreier to waive the annual hearing before the Montgomery County Budget Commission for the 2025/2026 Tax Information/Budget and/or Inside Millage as recommended by the Finance Director. All yeas, motion carried.

Fire Chief Fletcher had no report.

Police Chief Jerome reported incidents are up by 100 over this same time last year.

Police Chief Jerome reported the Police Department is getting ready for the upcoming community picnic. A \$4,000 donation was received from Amvets to detail and wrap the school resource officer's police cruiser. Preparations have begun for the annual Ghostly Night Out event.

Mayor Letner thanked the Police Chief for helping with long-time resident John Behm's memorial service.

Law Director Stephan had no report.

Mayor Letner reported he recently had the honor of being a part of the opening ceremonies for the Montgomery County Fair. He also thanked the city's Service Department and the Barton Mallow Company for their assistance with the new school playground donated by Sue Hey.

Mayor Letner announced he will be reading a proclamation at the Brookville Community Picnic's Opening Ceremony to honor the Brookville High School Track team, who recently won the state championship. This is the third time in Brookville history that the track team has won a state championship.

Lindsey Gray, 71 N. Hill Street, advocated for changing the city ordinance to allow residents to keep chickens. Ms. Gray also stated there is a need for traffic signage on Harshman Street as drivers do not slow down at the curve in the street.

Rod Fryman, 101 Oak Street, also advocated for keeping chickens within the city. Mr. Fryman stated he has had chickens within the city limits on two separate occasions over the past five years with no complaints until recently.

Member Fowler announced there will be a kids vendor fair at the Community Picnic on Thursday, July 24 beginning at 5:00 p.m. and encouraged everyone to attend.

Member Zimmerlin stated residents have advocated for changing the ordinance regarding keeping chickens in the past. Most surrounding municipalities have very strict zoning restrictions regarding keeping chickens, including not allowing chickens on lots under one half-acre. Member Zimmerlin commented he personally would not support allowing chickens on any lots under one half-acre, but he is speaking only for himself. Member Zimmerlin advised he would support proponents if they would like to do a ballot measure and let the residents decide.

Member Schreier stated he is not advocating either way but pointed out that the administrative aspect of allowing chickens and getting surrounding residents to cooperate is a concern of his.

Member Fowler commented there are some residents who would be responsible chicken owners and others who would not be responsible.

Katherine Fryman, 101 Oak Street, commented on the rules regarding keeping chickens in nearby cities.

Member Schreier observed it is difficult to monitor all the areas in Brookville that have known speeding issues. He suggested putting the speed trailer on Harshman street to slow down and educate drivers.

Motion by Fowler, second by Zimmerlin 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: 07/30/25

The newly approved Historic Downtown Brookville DORA opened for business on Thursday, July 31. The new DORA will be open on Thursdays from 4:00pm to 10:00pm, Fridays 4:00pm to 10:00pm, and Saturdays from 11:00am to 10:00pm. Big thanks to Law Director Rod Stephan for all his work on getting this in place, the Service Department on getting the signage installed around the perimeter and Chief Jerome and Detective Beaver for meeting with all the businesses in the DORA and placing stickers on the business store fronts who wanted them.

A quick update on the electric and gas aggregation program. Local communities received an update from the Miami Valley Communications Council that we locked in a natural gas price of \$7.195 per MCF (thousand cubic feet) with Archer Energy on a 19-month contract covering the period 11/2025- 5/2027. Program details will be going out to Brookville residents and small businesses in mid-September. We should also be receiving an update on the status of the updated electric aggregation rates soon.

The city's engineer held a bid opening for the Market Street Sanitation Extension project at the end of June. The city received 6 bids for the project. A breakdown of the submitted bids has been included with this report. Staff is requesting the City Council accept all the submitted bids and award the project to VTF Excavation. Their submitted bid was for \$1,299,999 and has been determined to be the lowest and best bid for the project. VTF's submitted bid came in under the city's estimate for the project. The project will be funded via the Ohio EPA's Water Pollution Control Loan Fund (WPCLF) program. The project is scheduled to start this fall and is slated to be finished by June 2026.

As the final part of the Wastewater Treatment Facility study project, camera and smoke tests will be conducted in targeted areas of the city the week of August 11. The strategic locations for these tests have been selected because of suspected infiltration locations of stormwater in the wastewater system during heavy rain events. Additional information will be sent to any residents possibly impacted by these tests prior to the test taking place and we'll also place the information on the city's website and social media pages. The funding application for the design phase of this project was submitted to the WPCLF in July and we're anticipating receiving word about the award in August or September.

Finally, thanks to all the city of Brookville staff who assisted with the Brookville Community Picnic. The Service Department always does a great job getting Golden Gate Park ready for the annual event and the Police and Fire Departments do a wonderful job being at the event and providing community outreach to all the visitors during that weekend. Thank you for all the hard work of the volunteers and the Brookville Chamber of Commerce for putting on this great event every year.



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

Chief Douglas Jerome

djerome@brookvilleohio.com



Council Meeting Agenda August 5, 2025

Reportable Incidents

01/01/2024 – 07/30/2024 = 259
01/01/2025 – 07/30/2025 = 350

Citations

01/01/2024 – 07/30/2024 = 220
01/01/2025 – 07/30/2025 = 424

Traffic Stops

July 2024 - 135
July 1, 2025 to date – 156

Brookville Police Department

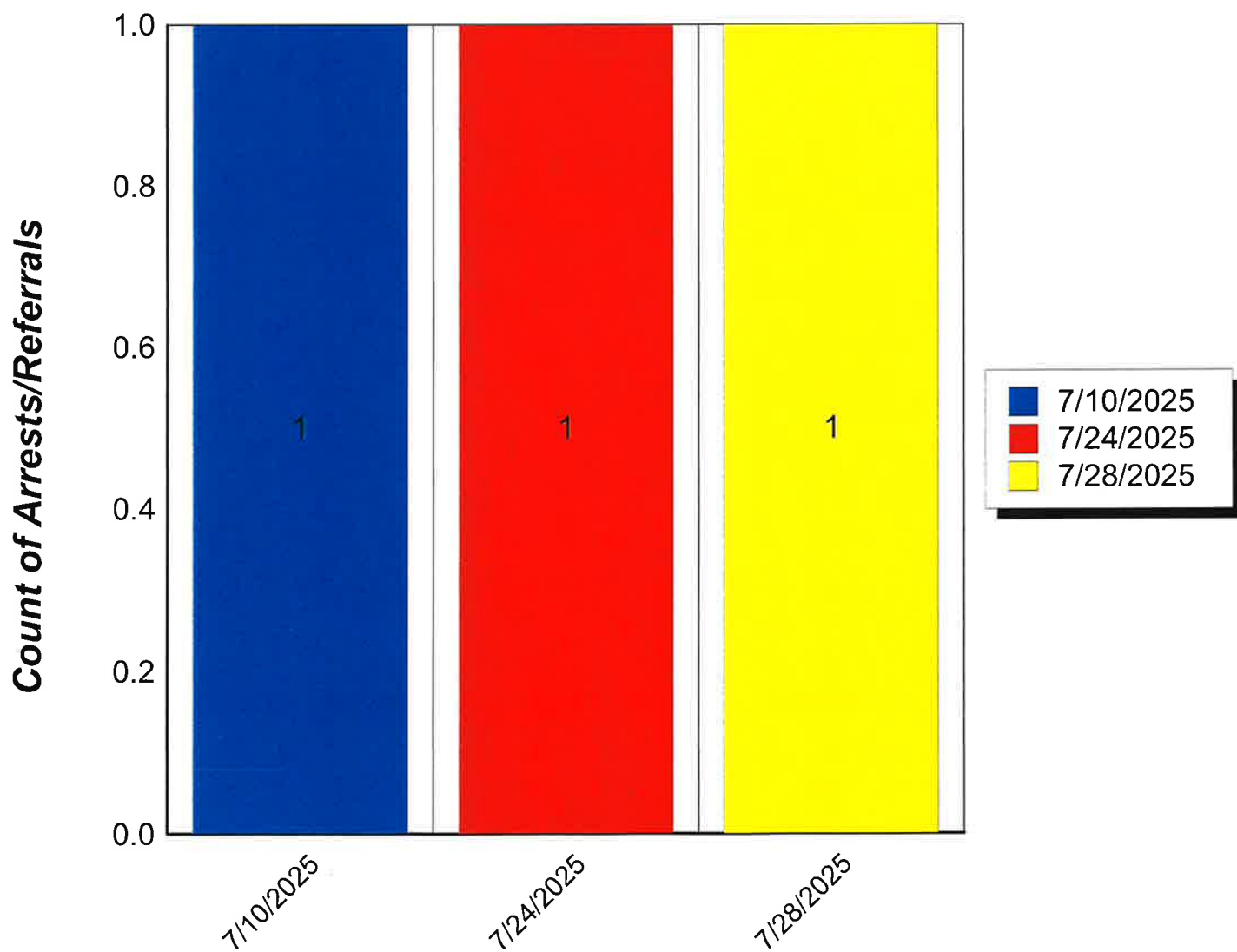
Incident Arrest Blotter

Arrest Date	Time	Suspect's Name	Address, Charges(s)	Incident ID
07/10/2025	02:00 PM	PAIGE ELAINE KING	2648 KETKI CT, XENIA, OH 45385 291925A: Domestic violence - knowingly cause physical harm	2025-00334
07/24/2025	09:50 PM	SCOTT A. OSGOOD	81 COUNTRY RD, URBANA, OH 43078 35: WARRANT ARREST	2025-00352
07/28/2025	01:15 PM	DANIELLE M. SMITH	434 SALEM ST, BROOKVILLE, OH 45309 35: WARRANT ARREST	2025-00356
Total Selected = 3				

Arrest Log by Date

Arrest Date	Total Arrests
July 10, 2025	1
July 24, 2025	1
July 28, 2025	1
Total Selected = 3	

Arrest Log by Date

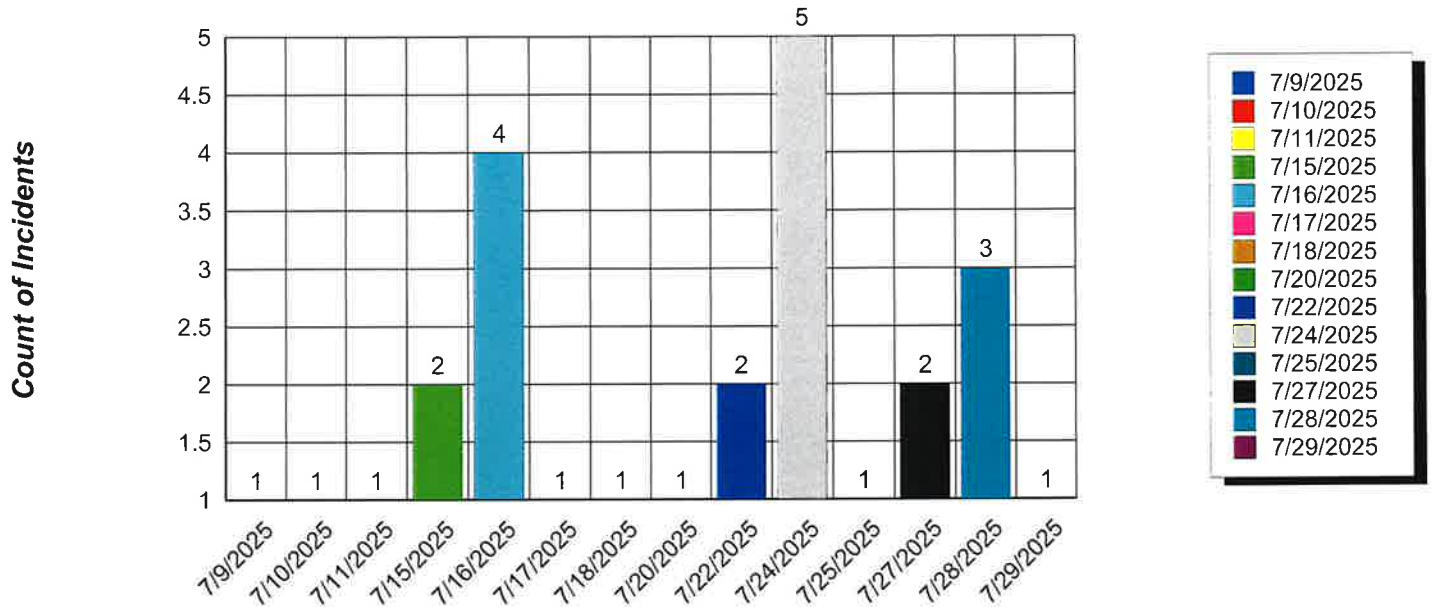


Brookville Police Department

Incident Log by Date Reported

Date Reported	Day of Week	Total Reported
07/09/2025	Wednesday	1
07/10/2025	Thursday	1
07/11/2025	Friday	1
07/15/2025	Tuesday	2
07/16/2025	Wednesday	4
07/17/2025	Thursday	1
07/18/2025	Friday	1
07/20/2025	Sunday	1
07/22/2025	Tuesday	2
07/24/2025	Thursday	5
07/25/2025	Friday	1
07/27/2025	Sunday	2
07/28/2025	Monday	3
07/29/2025	Tuesday	1
Total Selected = 26		

Incident Log by Date Reported



Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
-------------	----------------	-------------	---------------	--------------	--------

July 09, 2025

2025-00334	118 KARRLAND DR APT 16 BROOKVILLE PD	SIGNAL 20 - DOMESTIC VIOLENCE	07/09/2025	07/10/2025	ARREST
------------	---	-------------------------------	------------	------------	--------

Offenses	UCR	Offense Description
2	02	291925A - Domestic violence - knowingly cause physical harm
	N/A	26I - APPLICATION FOR EMERGENCY ADMISSION

Total Incidents Reported for Date: 1

July 10, 2025

2025-00335	MAPLE & MCKINLEY BROOKVILLE PD	SIGNAL 55 - TRAFFIC VIOLATION	07/10/2025	07/10/2025	EXCEPTIONALLY CLEARED
------------	-----------------------------------	-------------------------------	------------	------------	-----------------------

Offenses	UCR	Offense Description
1	N/A	30308A1 - VEH LEFT UNATTENDED ON STREET,BRIDGE OR HAZARD

Total Incidents Reported for Date: 1

July 11, 2025

2025-00336	I70W EXIT 21 BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	07/11/2025	07/11/2025	EXCEPTIONALLY CLEARED
------------	-------------------------------	---------------------------------	------------	------------	-----------------------

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

July 15, 2025

2025-00337	169 DOYLE AVE BROOKVILLE PD	26I - INFORMATION REPORT	07/15/2025	07/15/2025	EXCEPTIONALLY CLEARED
------------	--------------------------------	--------------------------	------------	------------	-----------------------

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

2025-00338	403 MARKET STREET APT 4 BROOKVILLE PD	SIGNAL 26O - MISUSE OF 911	07/15/2025		OPEN CASE
------------	--	----------------------------	------------	--	-----------

Offenses	UCR	Offense Description
1	N/A	128.96G - IMMUNITY; PROHIBITED CONDUCT

Total Incidents Reported for Date: 2

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
-------------	----------------	-------------	---------------	--------------	--------

July 16, 2025

2025-00341	342 E. WESTBROOK RD. BROOKVILLE PD	SIGNAL 53A - PROPERT DAMAGE CRASH	07/16/2025	07/16/2025	EXCEPTIONALLY CLEARED
2025-00340	926 ARLINGTON RD BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	07/16/2025	07/16/2025	EXCEPTIONALLY CLEARED

Offenses UCR Offense Description
1 02 26i - INFORMATION REPORT

2025-00339	101 OAK BROOKVILLE PD	SIGNAL 26I - EMERGENCY ADMISSION	07/16/2025	07/16/2025	EXCEPTIONALLY CLEARED
------------	--------------------------	----------------------------------	------------	------------	-----------------------

Offenses UCR Offense Description
1 N/A 5122.10 - APPLICATION FOR EMERGENCY ADMISSION

2025-00342	620 ARLINGTON ROAD BROOKVILLE PD	SIGNAL 53C - PEDESTRAIN ACCIDENT	07/16/2025	07/16/2025	EXCEPTIONALLY CLEARED
------------	-------------------------------------	----------------------------------	------------	------------	-----------------------

Offenses UCR Offense Description
1 01 451144 - RIGHT OF WAY ON PUBLIC HIGHWAY

Total Incidents Reported for Date: 4

July 17, 2025

2025-00343	236 E WESTBROOK RD BROOKVILLE PD	SIGNAL 53B- INJURY CRASH	07/17/2025	07/17/2025	EXCEPTIONALLY CLEARED
------------	-------------------------------------	--------------------------	------------	------------	-----------------------

Offenses UCR Offense Description
1 03 451138A - IMPROPER BACKING

Total Incidents Reported for Date: 1

July 18, 2025

2025-00344	230 MARKET ST BROOKVILLE PD	SIGNAL 10 - COUNTERFEITING	07/17/2025		OPEN CASE
------------	--------------------------------	----------------------------	------------	--	-----------

Offenses UCR Offense Description
2 N/A 291330 - COUNTERFEITING
06 291302 - Theft

Total Incidents Reported for Date: 1

July 20, 2025

2025-00345	ARLINGTON RD/TRIGGS RD	SIGNAL 55 - DRIVING UNDER SUSPENSION	07/20/2025	07/21/2025	
------------	------------------------	--------------------------------------	------------	------------	--

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
-------------	----------------	-------------	---------------	--------------	--------

July 20, 2025

BROOKVILLE PD EXCEPTIONALLY CLEARED

Offenses UCR Offense Description
 1 N/A 451011 - DRIVING UNDER SUSPENSION

Total Incidents Reported for Date: 1

July 22, 2025

2025-00346 225 W. UPPER LEWISBURG SIGNAL 11 - FRAUD 07/22/2025
 SALMEM RD.
 BROOKVILLE PD OPEN CASE

Offenses UCR Offense Description
 2 06 291349A - Taking identity of another
 01 291331B1 - Forgery - ID card

2025-00347 301 SYCAMORE STREET SIGNAL 26I - INFORMATION REPORT 07/22/2025
 BROOKVILLE PD OPEN CASE

Offenses UCR Offense Description
 1 02 26I - INFORMATION REPORT

Total Incidents Reported for Date: 2

July 24, 2025

2025-00349 1 COLLECTIVE WAY SIGNAL 26I - INFORMATION REPORT 07/24/2025 07/24/2025
 BROOKVILLE PD EXCEPTIONALLY CLEARED

Offenses UCR Offense Description
 1 02 26I - INFORMATION REPORT

2025-00348 715 ARLINGTON RD SIGNAL 10 - COUNTERFEITING 07/22/2025
 BROOKVILLE PD OPEN CASE

Offenses UCR Offense Description
 2 N/A 291330 - COUNTERFEITING
 06 291302 - Theft

2025-00350 20 RIDGE APT 14 SIGNAL 26O - CRIMINAL TRESPASS 07/24/2025 07/24/2025
 BROOKVILLE PD EXCEPTIONALLY CLEARED

Offenses UCR Offense Description
 1 02 291121A - Criminal trespass

2025-00351 HAY AVE/CUSICK AVE SIGNAL 55 - DRIVING UNDER SUSPENSION 07/24/2025 07/24/2025
 BROOKVILLE PD EXCEPTIONALLY CLEARED

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
-------------	----------------	-------------	---------------	--------------	--------

July 24, 2025

Offenses UCR Offense Description

1 N/A 451011 - DRIVING UNDER SUSPENSION

2025-00352 6501 MILLER LANE SIGNAL 35 - WARRANT ARREST 07/24/2025
BROOKVILLE PD OPEN CASE

Offenses UCR Offense Description

1 N/A 35 - WARRANT ARREST

Total Incidents Reported for Date: 5

July 25, 2025

2025-00353 70 RIDGE RD. SIGNAL 26I - INFORMATION REPORT 07/25/2025 07/25/2025
BROOKVILLE PD EXCEPTIONALLY CLEARED

Offenses UCR Offense Description

1 02 26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

July 27, 2025

2025-00354 95 N PARKVIEW SIGNAL 26I - INFORMATION REPORT 07/27/2025
BROOKVILLE PD OPEN CASE

Offenses UCR Offense Description

1 N/A 53A - PROPERTY DAMAGE TRAFFIC CRASH

2025-00355 ARLINGTON RD/ARLINGTON SIGNAL 21 - OVI 07/27/2025 07/27/2025
WOODS DR ARREST
BROOKVILLE PD

Offenses UCR Offense Description

4 N/A 451014 - DRIVING UNDER ALS SUSPENSION
N/A 451119A1D - LEVEL OVER .08 BUT LESS THAN .17
02 291121A1 - Criminal trespass - land/premises of another
02 430162B4 - Open container liquor - operator or passenger of v

Total Incidents Reported for Date: 2

July 28, 2025

2025-00356 SALEM ST @ ALBERT RD SIGNAL 35F - FELONY WARRANT 07/28/2025 07/28/2025
BROOKVILLE PD ARREST

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
-------------	----------------	-------------	---------------	--------------	--------

July 28, 2025

Offenses	UCR	Offense Description
6	N/A	35 - WARRANT ARREST
	N/A	451012 - DRIVING WITHOUT VALID LICENSE
	02	292131 - Obstructing official business
	N/A	451112 - OBEYING TRAFFIC CONTROL DEVICES
	N/A	451121 - SPEEDING
	N/A	451016 - FRA SUSPENSION

2025-00359	301 SYCAMORE STREET BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	07/28/2025	07/28/2025	EXCEPTIONALLY CLEARED
------------	--------------------------------------	---------------------------------	------------	------------	-----------------------

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

2025-00357	43 ANKARA AVE BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	07/28/2025	07/28/2025	EXCEPTIONALLY CLEARED
------------	--------------------------------	---------------------------------	------------	------------	-----------------------

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 3

July 29, 2025

2025-00358	20 RIDGE RD APT 12 BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	07/28/2025	07/29/2025	EXCEPTIONALLY CLEARED
------------	-------------------------------------	---------------------------------	------------	------------	-----------------------

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

Total Selected = 26