

Brookville City Council
Regular Meeting
March 3, 2026

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on March 3, 2026. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Hughes, Ledford, McNew, Piper; Manager Kuntz, Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome were present. Clerk Duncan was absent.

Roll call by Finance Director Brandt.

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

Motion by McNew, second by Ledford to accept the Regular Meeting Minutes for February 17, 2026 as presented. Crane yea, Fowler abstained, Hughes yea, Ledford yea, McNew yea, Piper yea, Letner yea. Motion carried with six yeas and one abstention.

Fire Chief Fletcher presented the 2025 EMS Provider of the Year Award to Amanda Michel, 2025 Firefighter of the Year Award to Ben Norrod and 2025 Officer of the Year Award to Kaleb Broomhall.

Manager Kuntz reported the McKinley Street Bridge Reconstruction project is scheduled to begin on March 16. The bridge will be closed from S. Hill Street to S. Wolf Creek Street during the length of this project and traffic will detour to Western and Westbrook. Residential driveways in this area, and the apartments on McKinley Street will remain open to residents. The bridge is scheduled to be closed from March 16 through April 24.

Manager Kuntz reported the 2026 Brookville Resurfacing Program is scheduled to go out to bid later this month. The goal is to have the bid opening for this project in early April. The tentative streets slated to be resurfaced as part of this project are Flanders Avenue from Arlington to Studebaker, Market Street from Jefferson to Salem, Albert Road from Salem to Hay and Church Street from Brookside Drive to 52 Church Street. These streets were selected after a comprehensive review of all the city streets by the Service Department.

Manager Kuntz reported the Brookville Area Chamber of Commerce has scheduled their second annual State of the City event for the public on Thursday, March 12, 7-8 pm at the Brookville High School Auditorium. Manager Kuntz advised he will be providing an update on various city projects and accomplishments over the past 12 months. He will also participate in a question-and-answer session with the public.

Manager Kuntz reported staff has been working with the Market Street Connection to plan the first Third Thursday event of the year, which will kick off on April 16 at Gruenig Park. Brave Church is participating and will host a free kid's zone with plenty of fun activities for children. The event will also feature live entertainment. The Historic Downtown Brookville DORA will also be opened during this event.

Manager Kuntz reported he will be the guest speaker at the next Age Friendly Lunch and Learn on March 18. Anyone interested in attending is asked to RSVP to rdittrick@brookvilleohio.com or call 937-833-2001 no later than March 16.

Manager Kuntz reported the annual Park Clean Up hosted by the Brookville Park Board is scheduled for April 11 from 10 a.m. until noon. Volunteers are asked to be at Golden Gate Park no later than 9:50 a.m.

Manager Kuntz reminded everyone that the City of Vandalia will be at the Brookville city building, 301 Sycamore Street, to help Brookville residents file their city income tax on Friday, March 27 from 8:00 a.m. until 4:30 p.m. and Saturday, March 28 from 8:00 a.m. until noon.

Manager Kuntz reported the 2025 Annual Report will be available at the next City Council meeting. Police Chief Jerome will present the Police Department's annual report at this meeting.

Manager Kuntz stated if Council is interested in another joint meeting with the Brookville School Board, he will be meeting with the Superintendent Jason Wood tomorrow and can get it scheduled.

Manager Kuntz presented a Block Party request submitted by Maple Street resident Dan Appenzeller for June 13 from 5:00 p.m. until 9:00 p.m. Both the Police and Fire Chief have reviewed the request and have no issues as long as only one block of the street is closed.

Motion by Fowler, second by Hughes to approve the Block Party on Maple Street on June 13, 2026 from 5:00 p.m. until 9:00 p.m. All yeas, motion carried.

Manager Kuntz presented the six locations recommended for Flock camera installation based on the trial period. Six cameras were budgeted for this year. The recommended locations are: S. Arlington Rd @ Triggs Rd NB, S. Arlington Rd @ I70 SB, N. Arlington Rd @ I70 NB, Johnsville Brookville Rd @ Brookville Pymont Rd NB, E. Westbrook Rd @ Heckathorn Rd WB and Westbrook Rd @ City Limits EB. Manager Kuntz stated the contract is for twelve months

Discussion followed. Council confirmed consensus to proceed with six Flock cameras as outlined in the budget.

Member Fowler suggested the city purchase the vacant building that housed the VIP smoke shop on Market Street to have greater control over future development.

Discussion followed regarding zoning changes made after the smoke shop opened that gives the city more control over what business can go into the Market Street business district.

Finance Director Brandt presented the updated assessment numbers for the third reading of proposed Ordinance No. 2026-04 and proposed Ordinance No. 2026-05.

Motion by Fowler, second by Piper to read proposed Ordinance No. 2026-04. All yeas, motion carried.

Motion by Hughes, second by McNew to accept the third reading and adopt Ordinance No. 2026-04 entitled "AN ORDINANCE LEVYING ASSESSMENTS FOR DELINQUENT UTILITY BILLS FOR CERTAIN PROPERTIES IN THE CITY OF BROOKVILLE, OHIO. All yeas, motion carried.

Motion by Piper, second by Fowler to read proposed Ordinance No. 2026-05. All yeas, motion carried.

Motion by Hughes, second by Crane to accept the third reading and adopt Ordinance No. 2026-05 entitled "AN ORDINANCE LEVYING ASSESSMENTS FOR THE CUTTING AND REMOVAL OF WEEDS, VINES, GRASS AND/OR OTHER VEGETATION DURING THE YEAR 2025 FOR CERTAIN PROPERTIES IN THE CITY OF BROOKVILLE, OHIO. All yeas, motion carried

Fire Chief Fletcher reported the month of February was very busy for both fire and EMS. The Fire Department has acquired an antique chemical fire engine from the early 1900's, which is now on display in the Fire Station 76 lobby.

Police Chief Jerome reported the Police Department recently participated in a Coffee with a Cop event at McDonalds and the Cub Scouts Pinewood Derby. New radios were put in service this week and the old radios have been listed on GovDeals. The Police Department will participate in the Respect for Law Ceremony on April 13 with the Brookville Optimist Club to honor Detective Beaver, who has been selected as the 2025 Officer of the Year. Upcoming events are the DEA drug take-back day. Chief Jerome encouraged everyone to participate in the 9:00 pm routine to prevent theft and purchase a metal box to hold car key fobs.


Law Director Stephan had no report.

Mayor Letner suggested a Special Council Meeting on April 7 at 6:30 p.m. to discuss the Charter Review Committee recommendations. Council concurred.

Motion by Piper, second by Hughes to read proposed Ordinance No. 2025-16. All yeas, motion carried.

Motion by Ledford, second by Fowler to accept the second reading of proposed Ordinance No. 2025-16. All yeas, motion carried.

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



Kimberly Duncan, Clerk



Charles Letner, Mayor

