

BROOKVILLE CITY COUNCIL
REGULAR MEETING
June 17, 2014

The Regular Meeting of the Brookville City Council was called to order by Mayor Seagraves at 7:30 p.m. on June 17, 2014 in the Brookville Council Chambers. The Pledge of Allegiance was recited. Members Apgar, Duncan, Garber, Kirklin and Letner; Fire Chief Fletcher, Police Chief Jerome, Law Director Stephan and Assistant Manager/Finance Director/Clerk Keaton were present. Member Cantrell and Manager Wright arrived later.

Motion by Duncan, second by Apgar to accept the Agenda with an addition. All yeas, motion carried.

Motion by Apgar, second by Kirklin to accept the June 3, 2014 Regular Meeting Minutes as presented. All yeas, motion carried.

Junior Cruea, of 227 Foothill, stated she and her neighbor Kim Ranstead, of 224 Foothill, are present to request Council approval for a Block Party for the residents of Foothill Drive on August 30, 2014 from 2:00 p.m. until 8:00 p.m. Mrs. Cruea said she has spoken with a lot of neighbors who are in favor of the idea. Mrs. Cruea stated she would like to block off Foothill Drive, but she is not sure where to block it off.

Mayor Seagraves advised she will need to find out how many people are expected to attend. Mayor Seagraves stated Council's main concern will be the ability to get police and fire equipment down the street if needed.

Mrs. Cruea stated they are keeping it simple with a carry-in and some games. Everything could easily be moved if need be. Mrs. Cruea stated they are hoping the Police and Fire Department will visit the Block Party and talk with the children and neighbors.

Mayor Seagraves informed Mrs. Cruea that she will need to coordinate where the street will be blocked off with the Police and Fire Department, and come back to Council.

Fire Chief Fletcher stated that nothing should be used to block the street other than the barricades provided by the City.

Mrs. Cruea indicated she was not aware that she needed to contact the Police Chief and Fire Chief first or she would have done so before the meeting. Mrs. Cruea stated she will do so and return to Council with her request, but she will be out of town the entire month of July.

Assistant Manager/Finance Director Keaton advised Mrs. Cruea to call the City Office with the information, and she will present it to Council for her at the next meeting. Assistant Manager/Finance Director Keaton asked if Council has any objections to the Block Party so that Mrs. Cruea can move forward and make flyers for the event.

The consensus was that Council did not have any objections to the Block Party on Foothill Drive.

Larry Henry, of 501 Flanders, introduced himself and his wife Sharon, and stated he retired from his position as Brookville Schools Superintendent in 2000. Mr. Henry stated when he took the position, he and his wife thought they would live in the community while he was employed by the schools, and relocate when he retired. Mr. Henry stated he and his wife love it here, they have great friends, love their home and the services the community gives them, and so they have stayed and probably will continue to stay until they have to move into Brookhaven. Mr. Henry stated gardening is their hobby, and they have put in a swimming pool. This year he has had some problems with his pool and had to fill it several times. Mr. Henry said he has always been pleased with the City's policy that when he filled his pool he was just charged for water because he was not using sewer facilities. Mr. Henry stated he was advised by the staff in the City Office, whom he complimented stating they are always pleasant to work with, that the sewer credit policy

is being discontinued. Mr. Henry stated his pool is 13,500 gallons and it costs about \$50 to fill. The sewer portion is approximately the same amount and while it does not seem like much, \$50 each time adds up. He also has a garden pond and a hot tub, and he never asks for sewer credits when he fills them. Mr. Henry stated he always thought it was fair to give pool credits for water that will not go into the sewer system. Mr. Henry asked why Council is changing the policy and asked if there is any chance Council will reconsider?

Member Cantrell arrived.

Mayor Seagraves reported he spoke with Mr. Henry recently and explained to him that many times the City is using manpower to read meters for a ridiculously small amount of usage. Mayor Seagraves stated he does see Mr. Henry's point when he suggested that the City give credit for mass volume usage such as 10,000 gallons of water or more, but he cannot speak for Council.

Member Garber advised what Council is trying to get away from is sending an employee to read the meter before and after filling a pool because it takes time, transportation and gas expenses. Member Garber suggested giving a fixed credit to residents that have a pool.

Member Letner stated many times people have good intentions in replacing their liners, and will call to have the meter read, but they don't get around to filling the pool for several weeks. This results in several weeks of no sewer charges for the customer because in this instance it is hard to tell what went into the pool and what went somewhere else.

Mayor Seagraves replied that is why he leans toward giving a one-time credit.

Member Garber stated some people have probably abused the system.

Member Kirklin asked Assistant Manager/Finance Director Keaton how many calls the City receives requesting a sewer credit for water usage?

Assistant Manager/Finance Director Keaton stated last year there were approximately 35 requests, and 25 were less than \$25 credits.

Member Apgar advised people can get a deduct meter so that they only pay for the water and not the sewer.

Mr. Henry replied it costs approximately \$2,500 to add that to an existing home.

Member Cantrell asked if there are any legal issues with giving a fixed credit for pools a certain size or over?

Law Director Stephan replied as long as a consistent policy is adopted there should be no legal issues. If you give a credit to one class of people versus another, you will have to be able to explain it based on volume and cost.

Member Apgar asked how you would control something like that? What if someone uses water for three weeks just to fill a hot tub?

Member Duncan asked how we will verify that people are really filling a pool and not just trying to get a sewer credit for regular water usage?

Mrs. Henry asked when the meter is read, wouldn't you be able to tell by the usage that the pool was not filled?

Member Kirklin stated it would cost more to track it down than it would to give the credit, and her train of thought is simply that the credits are eliminated with the exception of pools, so there is no issue about hot tubs, and ponds and other things. Member Kirklin asked Law Director Stephan if Council is ok with delineating 10,000 gallons of usage or more.

Mayor Seagraves stated if we think the policy is being abused we could send an employee out to look at the pool.

Law Director Stephan advised Council can adopt a policy that provides credits for these large usages of water and set framework for that at 10,000 gallons and beyond.

Member Letner stated we should specify how long the resident has to fill their pool.

Member Cantrell observed the time would not matter because we are not reading the meter. We could specify one time a year.

Member Garber agreed with once a year.

Mr. Henry stated this year was quite unique because they replaced the pool liner and filled the pool twice, and then they had to replace a broken water line under the pool. Mr. Henry advised they probably used 35,000 gallons of water trying to get the pool filled.

Member Kirklin commented that if Council makes a decision and proposes a resolution, they can allow for reviews on a case by case basis for unique circumstances.

Law Director Stephan advised the City Manager has always been allowed to address a crisis or emergency situation where there has been a large water leak. Law Director Stephan advised we need to continue to do so.

Assistant Manager/Finance Director Keaton stated it does not happen often but there have been situations where a water line has broken outside and the water usage has not shown for several months.

Member Cantrell suggested allowing a fixed rate credit every three to five years as not everyone fills their pool annually.

Mayor Seagraves asked Mr. Henry how often a homeowner should have to fill their pool?

Mr. Henry replied if everything is going well, a pool would only be refilled every five to six years.

Member Garber commented it would be hard to scam the system as we can see what their actual water usage is.

Member Duncan advised how often a pool needs filled varies and is determined by the weather and how much a pool is used.

Member Garber stated the credit will not be for refreshing the water in the pool.

Member Apgar observed everyone uses water differently and suggested that pool owners call to inform the office when they are filling their pool, and a credit will be given if the meter reading confirms the usage.

Assistant Manager/Finance Director Keaton suggested tabling the issue as most pools have already been opened and filled for this season. Staff can discuss the issue and Council can revisit the issue at a later date.

The consensus is to table the pool credit issue for the time being.

Austin Hill, of Troop 47, introduced himself and advised he is present to fulfill his Citizenship Award.

Mayor Seagraves announced Bruce Baker, of Brookville Store-N-Lock located at 570 Albert Road, is present regarding a concern regarding the height of the grass at the former Benchmark location.

Mr. Baker commented the property is in poor condition and was never cleaned up properly from the beginning.

Member Duncan advised there are tree branches hanging over the sidewalk at the former Benchmark office building and it is becoming an eyesore.

Mr. Baker asked if the City could get a grant to tear the building down in cases like this? Mr. Baker commented the property may be worth more to someone without the building.

Assistant Manager/Finance Director Keaton agreed and stated the City has looked for Brownfield grant monies to remove the building but there are none currently available. The City will continue to research other avenues to tear down the building.

Mr. Baker commented the property where the radio tower is located is being excellently maintained this year.

Fire Chief Fletcher advised the Fire Department has verified that those buildings are not full of flammables or combustible material.

Member Letner asked if there are any structural problems with the building?

Member Garber asked if the building is ready to collapse?

Fire Chief Fletcher responded there is no imminent hazard to the public at the present time. Chances of there being a significant fire in the building are slim because most of the building components are non-combustible. Fire Chief Fletcher advised the headquarters building across the street is a different story as it is a greater fire hazard.

Member Garber commented that residential homes are butted right up against that building.

Fire Chief Fletcher responded the exposures to a fire at that location would do a lot of damage.

Mayor Seagraves stated we need to continue to keep our standards up as people invest a lot of money in their homes. Mayor Seagraves stated he has spoken with our Zoning Officer regarding the condition of the boarded up house at 17 Jefferson Street. Mayor Seagraves stated it is an eyesore and needs to be addressed.

Mayor Seagraves commented that Zoning Officer Snedeker has been assessing curbs and approaches in the Terrace Park plat and the residents are not exactly welcoming the replacement program with open arms.

Member Garber commented he has spoken to Manager Wright about the fact that he would like to see the old BP Station torn down. Manager Wright informed him that City staff keeps in contact with the BP property owner and they are not interested in demolishing the property at this time. Member Garber observed that staff does a lot of work and forward thinking that the public is not aware of.

Mr. Baker commented his property is hidden on Albert Road so the general public does not see it.

Erich Haupt, of 773 Kimmel Trail, stated on behalf of the Brookville Soccer Association, he is requesting permission to hold their Opening Day Parade on August 16, 2014 at 9:00 a.m. for the fall soccer season. The parade line-up will be at 8:30 a.m. and the parade will follow the usual route from Cusick Avenue to Market Street to Wolf Creek Street to south on Arlington Road to Westbrook Park.

Motion by Garber, second by Apgar to allow the Brookville Soccer Association to hold their annual Opening Day Parade on August 16, 2014 at 9:00 a.m. with parade line-up 8:30 a.m. with the route and the time to be finalized with Fire Chief Fletcher and Police Chief Jerome. All yeas, motion carried.

Assistant Manager/Finance Director Keaton presented Manager Wright's report as he is attending a Public Meeting regarding the fairgrounds facility this evening. Assistant Manager/Finance Director Keaton reported the City applied for and received approval for

the 2014 Montgomery County Solid Waste District Incentive Grant to purchase promotional materials for recycling outreach to our residents. We will be purchasing desktop recycling bins and totes, rulers, can koozies, ice/snow scrapers and small grocery bags all made with recycled content materials. The cost of these items totaled \$12,303 and we will receive \$8,612 in grant assistance with the City contributing \$3,691.

Member Garber suggested making the promotional materials available at the Community Picnic at a booth staffed by City Council. Member Garber stated it will give residents the opportunity to make a comment to City Council and the Mayor.

Assistant Manager/Finance Director Keaton will contact the Chamber of Commerce to see if booth space is still available.

Police Chief Jerome suggested Council share the Police Department Booth.

Assistant Manager/Finance Director Keaton reported Manager Wright recently attended a Montgomery County Solid Waste Meeting and learned the north transfer station will be closing on December 27, 2014.

Assistant Manager/Finance Director Keaton reminded Council the Cruise the Gate Car Show, benefiting the Special Wish Foundation and 4Paws, will be this Sunday at Golden Gate Park from 10:00 a.m. until 4:00 p.m.

Assistant Manager/Finance Director Keaton reported we recently took delivery of our used fire truck purchased earlier this year. Assistant Manager/Finance Director Keaton advised the hope is to have the vehicle in service and available for Council to see at the July 1 Council Meeting.

Member Garber inquired about what needs to be done to the fire truck, besides striping and equipment?

Fire Chief Fletcher reported radios and new tires have been installed. The striping will be a large project and we get a good price on it in exchange for allowing the company to work on it as time allows.

Assistant Manager/Finance Director Keaton requested Council authorization to advertise for bids for a new refuse truck which was included in our 2014 budget. The new refuse truck will replace a 2000 Sterling refuse truck currently in service. Assistant Manager/Finance Director Keaton reported she will be obtaining lease estimates this month.

Member Garber commented that Montgomery County is starting to use natural gas fueled vehicles, which is more economical and environmentally friendly, and are installing natural gas fuel pumps at the transfer station. Member Garber asked how much more it would be to purchase a dual fueled refuse truck that could be fueled at the transfer station? Member Garber stated he would like to know whether this would make economic sense and if any additional costs would be justified as we would save money on fuel.

Motion by Garber, second by Kirklin to authorize Manager Wright to advertise for bids for a 25 cubic yard refuse truck. All yeas, motion carried.

Assistant Manager/Finance Director Keaton reported the Terrace Park plat has been surveyed for the curb/approach replacement project and staff has decided to begin with a section of Doyle Avenue, Deger Court and two homes on the corner of Woodfield and Doyle. The properties measure a total of 3,585 lineal feet, with 1,853 lineal feet that needs to be replaced. Staff is obtaining cost estimates to determine if we will replace the entire curb and gutter in this designated area, or just replace the portions of curb and gutter, since more than half need to be replaced.

Member Kirklin asked if the sewer storm drain covers have been ordered?

Assistant Manager/Finance Director Keaton advised they are on order. Assistant Manager/Finance Director Keaton stated the Service Department has been very busy in Golden Gate Park this month and have been devoted to taking care of the mowing, getting things set up for various events that will be taking place during June, such as the Car Show, Cub Scout Day Camp and several ball tournaments.

Member Kirklin inquired if the green space on Terrace Park is the City's responsibility.

Assistant Manager/Finance Director Keaton replied she believes the City owns the median strip. The residents around the median have mowed the median strip for many years and the City trims the trees.

Member Kirklin stated the problem is the grass is varying lengths and no one is trimming around poles or the trees. Member Kirklin commented if the residents are mowing it, that is generous of them but she thinks it is important that the question of responsibility is answered once and for all.

Assistant Manager/Finance Director Keaton reported we have submitted, on two separate occasions, a Terrace Park Reconstruction Project to OPWC to eliminate that median strip. The OPWC grant application deadline is approaching and Staff will meet soon to see if the Terrace Park Reconstruction Project can be submitted into a smaller grant in order to get funded. The total project cost has hindered us from getting points to fund the project in previous years. We will have Law Director Stephan look into ownership of the median.

Member Kirklin commented we have to take big bites now because we have not been taking little bites.

Member Garber asked if the existing curb is the roll back curb?

Assistant Manager/Finance Director Keaton replied it is roll back now but if the cost is cheaper to replace the entire curb, we will probably put in chair back curb. If we have to piecemeal, it will have to match the existing rollback curb.

Member Kirklin stated she walked the entire plat with Mrs. Martin and Mrs. Wastler recently and the condition of the curbs is shocking. Member Kirklin stated it is sad as there are many homes in that area that are beautifully maintained.

Member Garber commented if the new curbs are installed it would be another incentive to take pride in their property.

Member Kirklin stated she spoke with Jeff Requarth and he cleaned up the paths that go back to the ball field and they look much better. Member Kirklin commented what is needed is proactive ongoing maintenance.

Fire Chief Fletcher reported given the amount of work that needs to be done to the new fire truck, it will probably not be available for Council to view until the July 15 meeting.

Fire Chief Fletcher reminded everyone that the Fire Department does have a contingency plan regarding hot weather emergencies, such as a City wide power outage. There are several facilities available for cooling stations, rather than one dedicated station. The Fire Department will make provisions based on the need at the time. Fire Chief Fletcher reported we saw an immediate jump in medic calls related to difficulty breathing when the hot weather hit. Fire Chief Fletcher reminded people to use common sense when working in the heat and advised the most important thing is to hydrate yourself.

Member Garber asked Fire Chief Fletcher to tell him about anhydrous ammonia as there was an incident involving the substance in Sidney this past week.

Fire Chief Fletcher replied it is a dangerous substance when it is cold outside, and more so in warm weather. Fire Chief Fletcher stated anhydrous ammonia is a common emergency for fire departments. It is stolen quite often by people who use it to cook methamphetamine.

Member Garber asked if our Fire Department would be ready to handle a situation like this one, where people were evacuated within a one mile radius.

Fire Chief Fletcher replied our HazMat system has the latest technology and we have contingencies in place to map based on current weather data what area needs to be evacuated or advised to shelter in place.

Member Garber asked if we have all call yet to notify residents?

Fire Chief Fletcher replied we do not have a mass notification system available. Fire Chief Fletcher reported there are enhancements under way at the Englewood Dispatch Center which are primarily funded with grant money, which will make our call process faster. This should be operational by the end of this month. Fire Chief Fletcher advised we are still subject to use Montgomery County for mass notification, although they too are looking to upgrade to a better system. Fire Chief Fletcher advised because this type of system is so costly, we have to be patient and wait for a regional effort for mass notification.

Police Chief Jerome reported the Brookville Police Department has handled 289 Reportable Incidents year-to-date, compared to 323 during this same time period last year. Citations are down 27 for a total of 227 Citations year-to-date. Police Chief Jerome reported we have added several bike patrol officers, which is a pro-active type of community policing and a good enforcement tool. Police Chief Jerome reported the Police Department is teaming up with Montgomery County Drug Coalition which will focus on the prevention, treatment and enforcement efforts to thwart the nationwide heroin epidemic and other drugs of abuse. Our Police Department website will feature information on heroin awareness and resources to get help. Police Chief Jerome stated there seems to be a huge effort for prevention and treatment of heroin abuse but he is not hearing much about enforcement. Police Chief Jerome advised his stance is to focus more on enforcement and as a result he is increasing bike patrols and intelligence. Police Chief Jerome reported the drug naloxone which is used in the event of a heroin overdose is now readily available to the general public at no cost. Law enforcement is authorized to carry it, but it has to be purchased and there are restrictions such as signing the drug in and out with each shift chain and appointing a medical director. Police Chief Jerome advised at this time he is choosing not to have our Officers carry the drug. Our medics have an adequate supply of naloxone in the event of an overdose. Police Chief Jerome advised he wants Council to be aware that the Police Department is making a very strong enforcement effort as illegal drug use in our community should not be tolerated.

Mayor Seagraves commented why wouldn't we enforce it?

Police Chief Jerome commented the predominant attitude is treatment and prevention but we are going to do all three in the City of Brookville. He wants it to be known that the purchase or use of heroin or other drugs is not going to happen in our City limits if we can prevent it.

Member Garber commented we cannot be an enabler.

Mayor Seagraves agreed and stated he does not want to sound cold-hearted but when you are enabling people by passing out naloxone for free, he struggles with the law side that says where does this stop. The naloxone is a free pass because the drug addict can keep using knowing the family has a remedy if they overdose.

Fire Chief Fletcher commented at the present time the back-up drug is not working as intended because at the time it needs to be given it is either not available or not utilized. Just like CPR, more often than not, people cannot bring themselves to perform the necessary action because the subject is a family member. Fire Chief Fletcher stated his biggest objection to dispersing the naloxone is that there are many medication shortages and eventually we may not be able to get it to carry on our ambulances. Fire Chief Fletcher reported if things continue at the present pace, just for 2014, we are running five times the number of abuse related incidents this year.

Police Chief Jerome stated his fear is that there is a push to make this drug over the counter, which he feels gives people the message that they can continue to use illegal drugs because they like the way it feels, but someone will have to sit with them and watch them in case they check out. Police Chief Jerome advised he will happily provide resources for help on their website. Police Chief Jerome reported he has received a request from a large business in the community to come in and talk to their team leaders about signs to watch for to see if their workers are using. Police Chief Jerome said he can almost guarantee that at least one of their employees abuses drugs. Police Chief Jerome reported the Police Department is trying to address the problem on many different fronts, and advised Council if they notice the number of arrests going up, it is due to drug enforcement. A new trend our Police Officers are finding when they make a traffic stop is people are stating they are using suboxone, which curbs the craving for this heroin but causes other side effects.

Member Kirklin asked whether our Prosecutor understands the stance that is being taken from a legal perspective and that these folks will be charged and that we really won't entertain plea bargains where they are getting a disorderly and waiving costs?

Police Chief Jerome replied the Prosecutor does know his stance. Police Chief Jerome advised the crime labs are buried downtown, so unless the defendant signs a time waiver, you have to go with a lesser charge because you cannot be certain what kind of drug it is without the test results. Police Chief Jerome reported the fines have gone down because it is hard to collect a large fine from the defendants. Unpaid fines result in failure to comply warrants which results in overloading the court with warrants. Police Officers arrest the subjects and they still cannot pay the fine.

Member Kirklin commented we are charging more folks but the lab cannot produce the result within thirty days. She is a proponent for it but what happens next?

Police Chief Jerome replied they can charge them with drug paraphernalia which could include needles.

Member Garber commented he thinks it is a good decision for the Police Department to rely on the Fire Department to provide the antidote for the heroin abuse rather than carry it themselves because our response time is so quick.

Police Chief Jerome agreed and stated if we did not have the efficient Fire Department that we have, he would consider it.

Mayor Seagraves stated the problem with the Police Department carrying the antidote drug is that if the Officer uses it on one subject before his shift ends, and then is dispatched to another overdose call on his shift, he may not have any more of the drug to administer. Then legal matters could come into play.

Fire Chief Fletcher advised the reason behind Police Officers carrying the drug is the response times for ambulances in some areas of the State are twenty five minutes behind the police response time. Fire Chief Fletcher advised we do not have that problem here in southern Ohio.

Member Apgar asked if the law states police may carry the drug or that they must carry the drug?

Police Chief Jerome replied it is not mandatory.

Law Director Stephan had no report.

Manager Wright arrived.

Mayor Seagraves asked Manager Wright if there is anything he would like to bring up?

Manager Wright reported he just came from the Public Meeting regarding the fairground. Manager Wright reported the Montgomery County Commissioners have hired a consultant to put together a proposal regarding the new fairgrounds. The first part of the

meeting consisted of the public sharing what they would like to see happen at the fairgrounds. The last 15-20 minutes was a complaint session that got a little off subject, but overall it was a beneficial meeting.

Member Garber asked what were some of the events that were suggested?

Manager Wright reported most of them were agriculturally related like the Dayton Horse Show. The Hamvention was suggested.

Member Cantrell reported other suggestions were car and dog shows, an occasional wine and beer tasting event and some concerts.

Rich Sommer, of 5575 Diamond Mill Road, inquired if there was any discussion about events that went on at the current fairgrounds that will be coming to the new fairgrounds, specifically the X-fest, which could be heard in the middle of the University of Dayton.

Manager Wright replied that was discussed at previous meetings, however the X-fest has not been at the fairgrounds for two or three years. There were some concerns about noise and there were some negative comments about the fairgrounds coming to Brookville. Manager Wright stated there are people who are opposed to it, and most of them complained that it would be noisy.

Mr. Sommer asked if once the fairgrounds are in, can they bring in whatever they want or is there some type of screening process.

Manager Wright replied the Fair Board does not seem to want things like X-fest, but they do want to have something going on every weekend.

Member Duncan observed that there were some negative comments about the fair tonight so quotes that were previously made that everyone in town was for it at one time or another is not true.

Manager Wright stated he does not know who made those quotes.

Member Duncan stated quotes were made that we have heard everyone and everyone is for it.

Manager Wright replied it was pretty obvious if you were at all the Public Meetings that not everyone was for it but the majority of the people were in favor of the fairgrounds.

Member Duncan stated most of those people live out of town.

Manager Wright stated there is no such thing as everybody being in favor of anything that happens in local government and Member Duncan should know that by now. Manager Wright commented that is impossible.

Member Duncan asked how many people at the meeting tonight that gave input on what to have at the fairgrounds lived outside of Brookville.

Manager Wright replied he thinks most of them were from Clay or Perry Township.

Assistant Manager/Finance Director Keaton requested Council authorization to adopt Resolution No. 14-18, which amends our 2014 Appropriations and Estimated Resources.

Motion by Kirklin, second by Garber to read proposed Resolution No. 14-18. All yeas, motion carried.

Motion by Kirklin, second by Garber to accept the first reading, dispense with the second and third reading and adopt Resolution No. 14-18 entitled "A RESOLUTION AMENDING THE 2014 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, AND DECLARING IT AN EMERGENCY. All yeas, motion carried.

Assistant Manager/Finance Director Keaton requested Council approval to accept our Commercial Property, Automobile and Liability Insurance coverage through The Ohio Plan, which renews on July 1 for a one year period. The renewal premium came in at \$67,135, which is an \$8,290 increase from last year. The increase is attributed to our property values increasing \$691,793 or 3.9%, and our scheduled equipment increased \$293,047. Our Advantage Plan Premium credit totaled \$2,927; last year that totaled \$2,397. Assistant Manager/Finance Director Keaton reported next year the roof damage claim will drop off, so our credit should increase.

Motion by Garber, second by Letner to accept our Commercial Property, Automobile and Liability Insurance coverage through The Ohio Plan, which renews on July 1, 2014 for a one year period. All yeas, motion carried.

Assistant Manager/Finance Director Keaton reported the summer edition of the City Newsletter will be mailed this week. If you do not receive a newsletter, please call the City Office, and we will make sure to get you a copy.

Mayor Seagraves had no report.

Member Garber indicated he will not be able to attend the second meeting in August.

Mayor Seagraves advised there will be a Planning Commission Meeting on June 19, 2014.

There was no Old Business.

Member Garber commented the Federal Government is required to maintain all correspondence including emails, and asked if we are required to do so? Member Garber also asked if we have a backup if this building had a fire?

Assistant Manager/Finance Director Keaton replied there are many records we are required to maintain, some for a set period of time and some permanently.

Law Director Stephan replied the City of Brookville has adopted a records retention policy, which outlines how long we will retain certain records. This has been sent to the Ohio Historical Society and approved.

Member Garber asked if the records are stored on electronic media or paper?

Assistant Manager/Finance Director Keaton advised most of it is paper records.

Member Garber asked if we would be held liable if there was a natural disaster?

Assistant Manager/Finance Director Keaton advised we are currently looking at converting to media and storing off-site, but it is quite costly.

Motion by Duncan, second by Apgar to adjourn. All yeas, motion carried.

Sonja M. Keaton, Clerk

David E. Seagraves, Mayor