

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting January 3, 2019

Brown Township 2019 Organizational Meeting

A. Call To Order Chairman Miley at 6:00 pm

B. Pledge of Allegiance

C. 2019 Resolutions:

RESOLUTION 2019-01-03-01– MOTION TO NAME CHAIRMAN, VICE CHAIRMAN, AND EXECUTIVE MEMBER

2019 Chairman- Trustee Stegner (Trustee Miley nominated Trustee Stegner; Trustee Cole seconded; vote: approved by all).

Vice Chairman- Trustee Cole (Trustee Stegner nominated Trustee Cole; Trustee Miley seconded; vote: approved by all)

Executive Member- Trustee Miley

Vote- approved by all

RESOLUTION 2019-01-03-02 - TO APPROVE THE 2019 PERMANENT APPROPRIATIONS

| | | |
|--|----|-----------|
| Salaries-Trustees | \$ | 37,434.00 |
| Salary-Fiscal Officer | \$ | 21,836.00 |
| Ohio Public Employees Retirement System | \$ | 7,700.00 |
| Social Security | \$ | 900.00 |
| Medicare | \$ | 1,500.00 |
| Life Insurance, Dental, VSP, Health, Disability Insurance | \$ | 11,000.00 |
| Worker's Compensation | \$ | 5,000.00 |
| Uniform Accounting Network Fees | \$ | 6,000.00 |
| Tax Collection Fees | \$ | 3,000.00 |
| Election Expenses | \$ | 600.00 |
| Training Services-Trustees & Fiscal Officer & Empl | \$ | 3,000.00 |
| Travel and Meeting Expenses-Trustees | \$ | 1,000.00 |
| Travel and Meeting Expenses-Fiscal Officer | \$ | 500.00 |
| Postage | \$ | 1,000.00 |
| Postage-Newsletter | \$ | 1,000.00 |
| Advertising & Legal Ads | \$ | 4,500.00 |
| Other Communication-Newsletter Printing | \$ | 1,000.00 |
| Pay Another Political Sub-Del. Co. Health Dept/Member & Dues | \$ | 9,000.00 |
| Property/Liability Insurance Premiums | \$ | 9,000.00 |
| Office Supplies | \$ | 3,500.00 |
| Operating Supplies | \$ | 3,500.00 |
| Other-Supplies & Materials | \$ | 4,000.00 |
| Salary-Road Supt. | \$ | 24,000.00 |
| Salary-Road Labor-Grant | \$ | 24,000.00 |
| Salary-Housekeeper | \$ | 3,250.00 |
| Salary-Housekeeper,Maintenace SR 521 | \$ | 6,250.00 |
| Ohio Public Employees Retirement System | \$ | 7,000.00 |
| Medicare | \$ | 1,000.00 |
| Garbage & Trash Removal/C.O.C. | \$ | 2,500.00 |
| Repairs & Maintenance-Township Hall | \$ | 7,500.00 |

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| | | |
|---|----|-------------------|
| Repairs & Maintenance-Maintenance | | |
| Garage | \$ | 7,500.00 |
| Repairs & Maintenance-Township Hall-SR521 | \$ | 5,000.00 |
| Travel & Meeting Expense-Fiscal Officer | \$ | 1,000.00 |
| Telephone/Cell Phone | \$ | 2,000.00 |
| Telephone/Cell Phone-Township Hall-SR521 | \$ | 1,000.00 |
| Electricity | \$ | 4,000.00 |
| Electricity-Township Hall-SR521 | \$ | 2,000.00 |
| Water | \$ | 500.00 |
| Water-Township Hall-SR521 | \$ | 500.00 |
| Natural Gas | \$ | 3,500.00 |
| Natural Gas-Township Hall-SR521 | \$ | 1,500.00 |
| Internet Services | \$ | 1,500.00 |
| Internet Services-Township Hall-SR521 | \$ | 1,500.00 |
| Other Dues and Fees incls BWC & Frank Gates | \$ | 5,500.00 |
| Salary-Zoning Inspector | \$ | 8,400.00 |
| Salary-Zoning Secretary Mtg. Payroll | \$ | 2,500.00 |
| Salaries-BZC & BZA Mtg. Payroll | \$ | 3,700.00 |
| Salaries-Zoning inspector mileage | \$ | 2,100.00 |
| Ohio Public Employees Retirement System | \$ | 3,000.00 |
| Social Security | \$ | 500.00 |
| Medicare | \$ | 500.00 |
| Planning Consultants | \$ | 2,500.00 |
| Salaries-Parks (Dan, Grant, PT Worker) | \$ | 4,000.00 |
| Trash-Waste Management | \$ | 2,500.00 |
| Parks-Other Expenses (Winterizing, Opening, & Toilets Pumping | \$ | 2,500.00 |
| Contracted Services | \$ | 50,000.00 |
| Contingencies | \$ | 50,000.00 |
| | \$ | 380,670.00 |
| Contracted Services | \$ | 2,000.00 |
| Operating Supplies-Gas & Diesel Fuel | \$ | 25,000.00 |
| Total Motor Vehicle Tax | \$ | 27,000.00 |
| Repairs & Maintenance | \$ | 1,500.00 |
| Repairs & Maintenance-Intl Truck | \$ | 4,500.00 |
| Repairs & Maintenance-Ford F-350 1 Ton | \$ | 5,000.00 |
| Repairs & Maintenance-Cat Backhoe | \$ | 4,000.00 |
| Repairs & Maintenance-Int'l Tractor & Motrim Mower | \$ | 5,000.00 |
| Repairs & Maintenance-Case Skidloader | \$ | 1,000.00 |
| Contracted Services | \$ | 18,000.00 |
| Contracted Services-Road Resurfacing | \$ | 55,000.00 |
| Operating Supplies | \$ | 5,000.00 |
| Operating Supplies-Snow & Ice Removal/Salt & Grit | \$ | 20,000.00 |
| Small Tools & Minor Equipment | \$ | 3,000.00 |
| Other Expenses | \$ | 16,000.00 |
| Total Gas Tax | \$ | 138,000.00 |
| Tax Collection Fees | \$ | 1,800.00 |
| Contracted Services | \$ | 66,600.00 |
| Contracted Services-Crack, Seal, & Striping | \$ | 75,000.00 |
| Total Road & Bridge | \$ | 143,400.00 |

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| | | |
|---|-----------|----------------------|
| Salary-Cemetery Sexton | \$ | 4,200.00 |
| Salaries-Other Cemetery (Dan,) | \$ | 10,000.00 |
| Salaries-Other Cemetery , Grant, PT Worker) | \$ | 15,000.00 |
| Ohio Public Employees Retirement System | \$ | 2,000.00 |
| Medicare | \$ | 200.00 |
| Mileage-Cemetery Sexton | \$ | 300.00 |
| Repairs & Maintenance | \$ | 2,000.00 |
| Repairs & Maintenance-Cemetery Equipment | \$ | 14,000.00 |
| Repairs & Maintenance-Green Mound Cemetery | \$ | 5,000.00 |
| Repairs & Maintenance-Eden Cemetery | \$ | 3,000.00 |
| Contracted Services-Landscaping | \$ | 2,500.00 |
| Operating Supplies | \$ | 2,000.00 |
| Annual Pontem Software Service Fee | \$ | 3,500.00 |
| Other Expenses | \$ | 2,000.00 |
| Improvement of Sites | \$ | 10,000.00 |
| Total Cemetery | \$ | 75,700.00 |
| | | |
| Contracted Services | \$ | 60,000.00 |
| Snow Removal-Salt & Grit | \$ | 10,000.00 |
| Total Permissive Motor Vehicle License | \$ | 70,000.00 |
| | | |
| Contracted Services | | |
| Total Public Works Commission Project | \$ | - |
| | | |
| Professional and Technical Services | \$ | - |
| Contracted Services | \$ | - |
| Buildings | | |
| Other-Capital Outlay | | |
| Transfers Out | \$ | 46,703.05 |
| Total Miscellaneous Capital Projects | \$ | 46,703.05 |
| | | |
| TOTAL ANNUAL APPROPRIATIONS ALL FUNDS | | \$881,473.059 |

Motion-Trustee Miley
Second- Trustee Cole
Vote- approved by all

RESOLUTION 2019-01-03-03 – TO ESTABLISH THE 2019 MEETING SCHEDULE

All meetings are held at the Brown Township Hall, 5555 State Route 521

Regular Trustee Meetings- Second Tuesday of the month at 7:00 p.m.

Exceptions: September 24, 2019 at 7:00 pm

Meeting Changes- All meeting date and time changes and/or cancellations will be advertised/posted on the bulletin board and front door of the township hall at 5555 State Route 521

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| | |
|-------------------------------------|---|
| Special Meetings- | Dates and times to be advertised/posted Cancellations will be posted 24 hours prior to the meeting on the township hall door. |
| Emergency Meetings- | Chairman calls meeting notifying trustees and fiscal officer and will be posted on the township hall door 24 hours prior to the meeting |
| Year End Meeting- | December 30, 2019 at 5:30 pm |
| 2019 Organizational Meeting- | December 10, 2019 at conclusion of regular meeting |

All trustee meetings will be posted on exterior bulletin board at the township hall. The 2019 meeting schedule will be advertised in The Delaware Gazette by the fiscal officer.

All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. 1212.22.

Motion-Trustee Cole
Second- Trustee Miley
Vote- approved by all

RESOLUTION 2019-01-03-04 – MOVE TO APPOINT DEPARTMENT LIASONS AS FOLLOWS:

Cemetery-Steve Cole
Fire Board-Charles Miley backup: Gary Stegner
Road Department-Charles Miley
Health-Steve Cole
Parks & Facilities-Gary Stegner

Motion-Trustee Miley
Second- Trustee Cole
Vote- approved by all

RESOLUTION 2019-01-03-05 – MOVE TO AUTHORIZE FISCAL OFFICER TO PERFORM THE FOLLOWING ACTS

- 1.) Apply for advance payment of tax settlements from county auditor
- 2.) Make intra fund transfers as necessary in order to maintain daily operations
- 3.) Invest township funds
- 4.) Prepare and submit amended certificates of estimated resources to county auditor
- 5.) Establish and approve forms for use in fiscal transactions of township, i.e. expense reports, inventory reports, timesheets, requisitions, road contracts and road funding etc.
- 6.) Receive all original employment applications, including but not limited to: physical exams, insurance applications, payroll withholding documents, background checks, MVR checks, and any other document relating to personal information covered by HIPAA.

Motion-Trustee Stegner
Second- Trustee Cole
Vote- approved by all

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RESOLUTION 2019-01-03-06 – MOVE TO AUTHORIZE MISCELLANEOUS TOWNSHIP PAYMENT POLICIES

- 1.) 100% of necessary, reasonable and customary expenses for attendance at conventions, workshops and meetings.
- 2.) .58 cents per mile for township business outside the township limits.

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Notice-2019-02](#).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Mileage must be approved by Board of Trustees.

- 3.) 100% of all purchases made for township by employee or official of the township **excluding** sales tax. Must be approved by trustees.
- 4.) All reimbursement requests must be processed in the month expense is incurred and submitted to the fiscal officer **NO LATER THAN THE 2nd day of the following month**. Any requests after the 2nd will be processed the following month.

Motion- Trustee Stegner
Second-Trustee Cole
Vote- approved by all

RESOLUTION 2019-01-03-07- MONTHLY DEPARTMENT SPENDING AUTHORIZATION LIMITS WITHOUT PRIOR APPROVAL

| | |
|-------------------------|---|
| Trustees/Fiscal Officer | \$650.00 per month |
| Road Superintendent | \$750.00 per month for road funds |
| | \$750.00 per month for cemetery funds |
| Zoning Secretary | \$200.00 per month for zoning funds |
| Housekeeping | \$200.00 per month for township hall upkeep |

Exception: All expenditures after December 10, 2019 must have prior approval by the Fiscal Office due to end of the year processing.

Motion-Trustee Stegner
Second- Trustee Miley
Vote-approved by all

RESOLUTION 2019-01-03-08- TO APPROVE AND ADOPT BROWN TOWNSHIP BUILDING RENTAL RULES & RENTAL RATES

Rental Agreement/Rules for Township Hall at 3832 Main Street:

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This Rental Agreement entered into this _____, by and between BROWN TOWNSHIP (hereinafter referred to as "Township") and _____ (hereinafter referred to as "Renter") whose address is:

The Township hereby agrees to rent the meeting room and related facilities in the Township Hall to the Renter for the day of _____.

There shall be no rent charged for the use of the building due to the renter being a Township Employee

The Renter agrees to limit the use of the Township Hall during the rental period to the following use: _____

The Renter agrees that the Township Hall shall not be used for any other purpose other than the one described in the previous paragraph unless the Renter first receives written permission from the Township for the additional use.

The Township reserves the right to terminate this Agreement or to remove the Renter or any of the Renter's guests in the event that the requirements of this Agreement are violated or in the event any dangerous or unlawful activity is permitted to occur on the Township property during the time covered by this Agreement.

The Renter agrees to conduct its activities on Township property so as to not endanger any person or property. The Renter further agrees to indemnify and hold harmless the Township against any and all claims for injury to persons or property arising out of the activities conducted by the Renter on the Township property including without limitation any loss or damage incurred from acts of theft, burglary vandalism, injury or death occurring in or about the described premises or the sidewalks or alleys adjoining the premises and the Renter shall indemnify the Township from any claims by any agents, employees, customers, patrons, visitors or guests of the Renter. The Renter shall provide adequate adult supervision for any minor children who participate in the Renter's use of the building.

The Renter agrees:

1. Not to bring or consume alcoholic beverages on the premises.
2. Not to use tacks or nails to attach anything to walls, ceiling or window sills.
3. To clean the premises and place all refuse in containers provided by the Township and remove bagged refuse following use.
4. To reimburse the Township for any damages to the premises, building & equipment
5. To accept the premises in its present condition and return it in like condition (Return chairs & tables, coat racks etc. to their stored places. Remove all food & drinks from refrigerator. Take all items brought with you).
6. To vacate the premises at the scheduled time.
7. To return all Township property to a designated storage place.
8. Secure and lock all doors and windows and return key.
9. Deposit will be held until township housekeeping inspects conditions and approved.
10. Damages incurred over deposit will be charged to the renter.

Rental Rates:

Non-Resident Fee-\$50.00

Resident Fee-\$25.00

Deposit-\$100.00

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Rental Agreement/Rules for Township Hall at 5555 State Route 521: **BROWN TOWNSHIP** **Hall Rental Agreement**

This Rental Agreement is entered into by and between the Board of Trustees of Brown Township, Delaware County, Ohio ("Board") and the Renter as identified herein.

PURPOSE OF AGREEMENT:

The purpose of this Agreement is to state the covenants and conditions under which the Board agrees to rent the Brown Township Hall located at 5555 St. Rt. 521, Delaware, Ohio 43015 ("Hall") to the Renter. Such rental shall occur on the date(s) and for the times identified herein. The purpose of the rental shall be for the event(s) identified herein.

RENTER INFORMATION

Name of Renter: _____

Name of Person in Charge: _____

Street Address: _____ City: _____ State: _____

Zip Code: _____

Renter Telephone Contacts:

Home/Business: _____ Cell: _____ Work: _____

Person in Charge Telephone Contacts:

Home/Business: _____ Cell: _____ Work: _____

Email: _____

EVENT INFORMATION*

Date(s) of Use: _____

Times of Use:

Start: _____ AM/PM End: _____ AM/PM

Type/Description of Event:

*Collectively, event information hereinafter ("Event").

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SECURITY DEPOSIT / RENT

Security Deposit / Rental Rates:

| Rent | Security Deposit | Check One | Status of Renter |
|--|------------------|-----------|--|
| 4 hour max. - \$175.00 All day - \$300.00 | \$100.00 | | Resident of Brown Township, Delaware County, Ohio (proof required) |
| 4 hour max. - \$250.00 All day - \$500.00 | \$100.00 | | Organization headquartered in Brown Township, Delaware County, Ohio |
| \$150 cleaning fee | None | | Organization that is governmental, charitable or fraternal in nature |
| 4 hour max. - \$500.00 All day - \$1,000.00 | \$200.00 | | Non-resident of Brown Township, Delaware County, Ohio and/or does not meet at least one of the above qualifications. |

*All Day means use beginning at 6:00 AM and ending no later than 11:30 PM, including set-up and clean-up time.

Total Security Deposit/Rent:

In exchange for the use of the Hall for the Event, the Renter agrees to pay the TOTAL SECURITY DEPOSIT / RENT as indicated in the chart below. The TOTAL SECURITY DEPOSIT / RENT is due in full to the Board at least fourteen (14) business days in advance of the date of the Event. The Renter acknowledges that a failure to pay the TOTAL SECURITY DEPOSIT / RENT as required will result in termination of this Rental Agreement and an inability to use the Hall for the Event and/or on the date(s) and at the times specified herein.

| | |
|------------------------|--|
| TOTAL SECURITY DEPOSIT | |
| TOTAL RENT | |
| TOTAL DUE | |

Payment:

- Payment shall be made by personal check or money order.
- All checks or money orders shall be made payable to Brown Township, Delaware County, Ohio.

Return of Security Deposit:

The security deposit is refundable and shall be returned to the Renter following the Event assuming all of the following conditions are met:

- The Hall, the surrounding grounds, all furnishings, all equipment, and any and all surrounding Brown Township property used in connection with the Event ("Grounds") are returned clean, undamaged, and in the same condition in which they were found.
- All furniture and equipment used in connection with the event is returned to the location where it was found and/or is returned to the person from which it was received.
- The Hall and Grounds are promptly vacated at the time stated herein at the end of the Event.
- Any and all keys to the Hall, building, or rooms therein are returned to the Board on the day of the Event.
- The Township does not incur any damages or expenses as a result of the Rental.
- In the event of a cancellation, Renter gives at least five (5) days' notice to Township.

If any of the above conditions are not met, the Board, within the Board's sole discretion, may retain any portion or all of the security deposit.

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RULES GOVERNING THE USE OF THE TOWNSHIP HALL

In consideration of the use of the Hall, the Renter agrees to comply with the following rules governing the use of the Hall and Grounds:

1. No illegal activities are permitted in the Hall or on the Grounds.
2. No alcoholic beverages are permitted inside the Hall or on the Grounds.
3. No smoking is permitted inside the Hall or on the Grounds, including in the surrounding Park.
4. All deadly weapons and/or dangerous ordinance are prohibited.
5. Use of the Hall kitchen for cooking is prohibited.
6. Maximum capacity of the Hall is one hundred (100) persons for banquet-style use with tables and chairs, or one hundred and fifty (150) persons for meeting style use with chairs only.
7. Township will not hold dates. A completed contract, proof of residency (if applicable), and payment will secure the rental date.
8. The Renter shall clean the Hall and any used portions of the Building and remove all trash from the trash cans and replace can liners with new bags found at the bottom of the receptacle. Used trash bags shall be deposited in the dumpster located in the parking lot. The Renter agrees to replace all chairs and tables to their original location. If the Renter fails to comply with this rule, the Renter is subject to forfeiting the security deposit.
9. The Renter agrees to pick-up and return the Building and/or Room key(s) at the place and time designated by the Board or its agent. If the key and/or keys to the Building and/or Room is/are lost or not returned, the Renter agrees to forfeit the security deposit.
10. Building and grounds must be vacated by the scheduled end time of the Event.
11. All activities of the Event are to take place within the confines of the Hall and all doors and windows are to remain closed, except that doors may be temporarily propped open during loading or unloading.
12. Children and youth groups shall have adult supervision at all times.
13. No tape, tacks, nails, screws, glue, or other adhesive agents shall be used on any walls, ceilings, or floors.

The Renter agrees to make all guests or persons attending the Event aware of the above rules and shall take responsibility for any guest or person attending the Event that fails to comply with the rules. A failure to comply with the rules is grounds for the Board to immediately evict and eject the Renter and retain the full security deposit. The Board reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on Township property. The Board reserves the right to deny future use of the Hall, Building, or Grounds to any person/entity/organization that fails to comply with the above rules.

TERMS AND CONDITIONS

In consideration of the use of the Room, the Renter agrees to rent the Room from the Board subject to the following terms and conditions:

Indemnity:

To the fullest extent of the law and without limitation, the Renter agrees to indemnify and hold free and harmless the Board, Brown Township, Delaware County, Ohio and all of their respective boards, officers, officials, employees, volunteers, agents, servants and representatives (collectively "Indemnified Parties") from any and all actions, claims, suits, demands, judgments, damages, losses, costs, and expenses, including, but not limited to attorney's fees, arising out of or resulting from any accident, injury, bodily injury, sickness, disease, illness, death, or occurrence, regardless of type or nature, negligent or accidental, actual or threatened, intentional or unintentional, known or unknown, realized or unrealized, related in any manner, in whole or in part, to the Renter's or any guest of the Renter's use of the Room, Building, and/or Grounds and/or the actions or omissions of the Renter, any guest of the Renter, or any other person that the Renter allows or permits to be in the Room, Building, and/or on the Grounds. The Renter agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties that the Renter shall, at its own expense, promptly retain defense counsel to represent, defend, and protect the Indemnified Parties, paying any and all attorney's fees, costs, and expenses. The Renter further agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties, that the Renter shall pay, settle, compromise and procure the discharge of any and all judgments, damages, losses, costs, and expenses, including, but not limited to attorney's fees.

Damage to Property:

The Renter shall assume full responsibility for, pay for, and shall indemnify and hold free and harmless the Indemnified Parties from any harm, damage, destruction, injury, or loss, regardless of type or nature, known or unknown, realized or unrealized, to any property, real or personal, belonging to the Indemnified Parties or others, including but not limited to real estate, buildings, structures, fixtures, furnishings, equipment, vehicles, supplies, accessories and/or parts arising out of or resulting in whole or in part from any acts or omissions negligent or accidental, actual or threatened, intentional or unintentional of the Renter, any guest of the Renter, or any other person that the Renter allows or permits to be in the Room, Building, and/or on the Grounds.

Termination:

The Renter may terminate this Agreement at any time at least five (5) days prior to the day of the Event and for any reason by providing written notice to the Board. Under such circumstances, the Renter shall be entitled to receive a refund of the security deposit and any rent paid.

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The Renter may terminate the Agreement within four (4) or fewer days of the Event by providing written notice to the Board, however, under such circumstances, the Board shall be entitled to retain the entire security deposit.

The Board may terminate this Agreement at any time and for any reason by providing written notice to the Renter. If the Board terminates this Agreement, the Renter shall be entitled to receive a refund of the security deposit and any rent paid.

Notices:

All notices which may be required by this Agreement or by operation of any rule of law shall be hand delivered, sent via certified United States Mail, return receipt requested, sent via a nationally recognized and reputable overnight courier, return receipt requested, and shall be effective on the date received. Notices to the Renter shall be delivered to the address for the Renter as indicated in the Renter Information section above. Notices to the Board shall be delivered to the following address:

Brown Township Board of Trustees
5555 St. Rt. 521
Delaware, Ohio 43015

Governing Law:

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Ohio. Any and all legal disputes arising from this Agreement shall be filed in and heard before the courts of Delaware County, Ohio.

Severability:

If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, such holding shall not affect the validity or enforceability of the remainder of the Agreement. All provisions of this Agreement shall be deemed severable.

Entire Agreement:

This Agreement, along with all of its attachments, shall constitute the entire understanding and agreement between the Parties, shall supersede all prior understandings and agreements relating to the subject matter hereof, and may only be amended in writing with the mutual consent and agreement of the Parties.

Signatures:

Any person executing this Agreement in a representative capacity hereby warrants that he/she has authority to sign this Agreement or has been duly authorized by his/her principal to execute this Agreement on such principal's behalf.

RENTER

Signature of Renter

Date

Printed Name of Renter

**BOARD OF TRUSTEES
BROWN TOWNSHIP
DELAWARE COUNTY, OHIO**

Trustee

Date

Trustee

Date

Trustee

Date

**Motion-Trustee Stegner
Second- Trustee Miley
Vote- approved by all**

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RESOLUTION 2019-01-03-09- TO APPROVE AND ADOPT GREENMOUND CEMETERY RATES

Cemetery Rates:

Fees for Cemetery Services to Funeral Homes & Monument Companies

| | | |
|--|-----------------|----------|
| Open/Close Adult Grave | Monday - Friday | \$525.00 |
| Open/Close Adult Grave | Weekend/Holiday | \$750.00 |
| Open/Close Infant Grave | Monday - Friday | \$120.00 |
| Open/Close Infant Grave | Weekend/Holiday | \$240.00 |
| Open/Close for Cremation | Monday - Friday | \$200.00 |
| Open/Close for Cremation | Weekend/Holiday | \$350.00 |
| Install Gov't Military Marker | | \$60.00 |
| Forming & Pouring Cemetery Foundation | | |
| (Add 2" to width & length | Per Square Foot | \$125.00 |
| Disinterment 2x open/close | | \$650.00 |
| Fee to Remove Old Foundation | | \$50.00 |

Fee for Cemetery Gravesite

| | |
|-------------------|----------|
| Township Resident | \$200.00 |
| Non-Resident | \$800.00 |
| Deed Transfer | \$100.00 |

Motion-Trustee Stegner
Second-Trustee Cole
Vote- approved by all

RESOLUTION 2019-01-03-10- APROVE APPOINTED EMPLOYEES SALARIES AND WAGES

| Salaries | | | | Total for Year |
|--------------------------|-------------------------------|-------------|---------------------|----------------|
| | Zoning Inspector | Month | \$650.00 | \$7,800.00 |
| | Cemetery Sexton | Month | \$350.00 | \$4,200.00 |
| | | | | |
| | | | | |
| Employee's Wage Rates | Per Hour | | | |
| | Part-time/Seasonal Weedeating | | \$15.00 | |
| | Part-time Snow Plowing | | \$15.00 | |
| | Township Hall Housekeeping | | \$18.00 | |
| | Township Hall Work | | \$18.50 GT/20.50 DG | |
| | Township Hall Work | Holiday | \$20.50 GT/22.50 DG | |
| | Park Work | | \$18.50 GT/20.50 DG | |
| | Park Work | Holiday | \$20.50 GT/22.50 DG | |
| | Road Work | | \$18.50 GT/20.50 DG | |
| | Road Work | Holiday | \$20.50 GT/22.50 DG | |
| | Snow Plowing/Ice Control | | \$23.50 | |
| | Snow Plowing/Ice Control | Holiday | \$26.50 | |
| | Cemetery Work | | \$18.50 GT/20.50 DG | |
| | Cemetery Work | Holiday | \$20.50 GT/22.50 DG | |
| | Zoning Secretary | Paperwork | \$13.00 | |
| | | Per Meeting | \$58.00 | |
| Reimbursements | | | | |
| | Zoning Board Members | Meeting | \$30.00 | |
| | Mileage Rate | Mile | .58 | |
| | | | | |
| | | | | |

Motion-Trustee Miley (did not include zoning inspector)
Second-Trustee Stegner
Vote- approved by all

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting January 3, 2019

APROVE SUSAN KUBA SALARY

Motion-Trustee Stegner
Second-Trustee Cole
Vote- Charles Miley abstained; approved by Cole and Stegner

RESOLUTION 2019-01-03-11-APPROVE 2019 ZONING FEES

| | | |
|---|--|-------------|
| SINGLE FAMILY RESIDENCE W/ATTACHED GARAGE | | \$300.00* |
| | INCLUDES COPY OF ZONING RESOLUTION BOOK | |
| TWIN SINGLE | | \$450.00* |
| APARTMENT BUILDING PER UNIT | | \$250.00* |
| MULTI-FAMILY & TOWNHOUSE PER UNIT | | \$250.00* |
| GARAGE | 1 CAR | \$75.00* |
| | 2CAR | \$125.00* |
| | >2 CAR | \$150.00* |
| CARPORT | | \$60.00* |
| STORAGE OR SMALL BLDG. < 100 SQ. FT. | | N/C |
| STORAGE OR BLDG. > 100 SQ. FT. OR LESS THAN 1,000 SQ. FT. | | \$200.00* |
| STORAGE OR BLDG. > 1000 SQ. FT. | | \$300.00* |
| COMMERCIAL OR INDUSTRIAL NEW BUILD | | \$650.00* |
| | PLUS /100 SQ. FT. | \$5.00 |
| BORROW PIT | | \$10,000.00 |
| CONVERTING 1 FAMILY TO 2 OR MORE FAMILY | | \$225.00* |
| | OUTSIDE STRUCTURAL CHANGE | |
| REMODELING, STRUCTURE CHANGE, DWELLING & GARAGE | | \$100.00* |
| | STORAGE BLDG. 100 SQ. FT. OR LESS | \$100.00* |
| TEMPORARY TOOL & SUPPLY TRAILER 6MONTHS | | \$100.00 |
| | RENEW FOR 6 MONTHS | \$100.00 |
| TEMPORARY MOBILE HOME | | \$150.00 |
| | RENEW FOR 6 MONTHS | \$150.00 |
| | 50% ADDITIONAL CHARGE FOR LATE APPLICATION RENEWAL | |
| SIGN | PERMANENT | \$250.00 |
| | TEMPORARY | \$100.00 |
| GARAGE & YARD SALE PERMIT | | N/C |
| REZONING | | \$500.00 |
| VARIANCE | | \$500.00 |
| APPEAL | | \$500.00 |
| CONDITIONAL USE HEARINGS | | \$500.00 |
| FEE FOR APPROVING PLOTS & SUBDIVISIONS REFERRAL TO DCRPC | | N/C |

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting January 3, 2019

IN-GROUND POOL OR DECK

\$100.00*

ZONING RESOLUTION BOOK

\$30.00

*Includes Certificate of Compliance

Motion- Trustee Stegner

Second- Trustee Miley

Vote- approved by all

Move to Adjourn: Time-6:40 pm

Motion- Trustee Stegner

Second- Trustee Cole

Vote- approved by all

Called Meeting back to order at 6:44 pm

Motion- Trustee Stegner

Second- Trustee Miley

Vote- approved by all

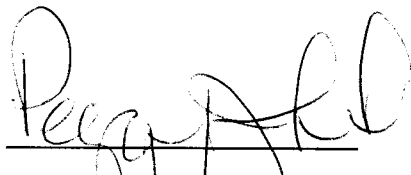
Revised zoning fees per noted.

Move to Adjourn: Time-6:50 pm

Motion- Trustee Stegner

Second- Trustee Cole

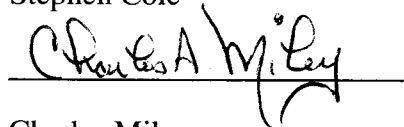
Vote- approved by all


Peggy Link, Fiscal Officer

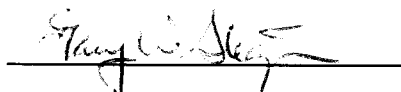
Trustees



Stephen Cole



Charles Miley



Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

| | | |
|--|--|--|
| | Held January 8, 2019 | |
| | <p>The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Cole, Miley and Stegner, Fiscal Officer Peggy Link, Road Superintendent Dan Gladman and Zoning Inspector Susan Kuba and Guests Sheila Hiddleson and Doug Reidel</p> <p>Trustee Stegner made a motion to approve the January 8, 2019 agenda as amended. Trustee Cole seconded. Motion passed.</p> <p>Chairman Stegner led the Pledge of Allegiance</p> <p>Trustee Cole made a motion to approve the December 11, 2018 regular meeting minutes and December 28, 2018 and January 3, 2019 special meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p>Fiscal Officer's Report: Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$33,867.03 and earned \$10.94 in interest. Star Bank balance is \$1,247,586.57 and earned \$2,514.01 in interest and StarPlusOhio balance is \$0. She passed around the timesheets to be reviewed and signed and the reconciliation checklist for signature and approval for December, 2018. Fiscal Officer Link discussed the option to change our phone provider to Spectrum since we can receive additional discounts by packaging our phone and internet and will save approximately \$30/month. Fiscal Officer Link reminded everyone she would be on vacation from January 16-26th, 2019.</p> <p>Public Participation: Sheila Hiddleson, Delaware County Health District Commissioner stopped by and just wanted to find out if anyone needed anything from her. She shared there were 4 flu hospitalizations so far. The Health District is presenting their initiatives on January 18th at 8 at Sourcepoint. Their focus is on chronic and mental priorities. Dave Knowlton will remain our point of contact. The Sunbury satellite office should be opening approximately March 4th in the Kroger's shopping center.</p> <p>Doug Reidel with the Delaware County Engineer's Office attended the meeting. He shared a curve survey. Signs have to be installed on roads with AET>1000 cars. Kelly McMaster is the only road that requires signs. The county can provide more information regarding details of cost during the next phase of the project. The county will give us the additional information to decide if we want to install our own signs or we want them to. We would need around 5 signs Kelly McMaster by December, 2019. Hogback Road culvert additional work to repair the ditch has still not been done but Doug will be following up on that. Mr. Reidel indicated that the special event permit information is still in draft form and needs reviewed by the Prosecutor's Office. Mr. Riedel encouraged the trustees that if culverts or grader patch needed to be done urgently to let the County know so they can evaluate it and help take care of it. Trustee Miley made a motion to approve the 2019 County Road Estimate for a total of \$93,626.69. Trustee Stegner seconded. Motion passed.</p> <p>RESOLUTION – 2018-01-08-01 - APPROVE THE 2019 COUNTY ROAD ESTIMATE FOR A TOTAL OF \$93,626.69</p> <p>Vote: Stegner Aye Cole Aye Miley Aye</p> <p>Zoning Inspector: Zoning Inspector Kuba presented her report. Ms. Kuba shared that the comprehensive plan should be presented to the Board at the February meeting. Nick Sheets attended the last meeting and shared some updates and continues to move forward with his brewery. Jeff Hendershot is proposing to split off property and building.</p> | |

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

| | | |
|--|--|--|
| | Held January 8, 2019 | |
| | <p>Trustees and Zoning Inspector discussed and reviewed the zoning fees. Specifically they reviewed the commercial application as well as variance. The rates are comparable to what other townships are charging and all were in agreement to leave the rates alone.</p> <p>Trustees discussed quorum issues for the Zoning Board. Trustees discussed whether or not there was enough meeting to hold a meeting every month. Zoning Inspector Kuba shared that Mr. Rinehart is planning to update the zoning book once the comprehensive plan is submitted and approved. Ms. Kuba will ask Mr. Rinehart to draft a letter to encourage quorum at the meetings. Trustee Stegner made a motion to appoint Gary Jones to replace Bruce Wells on the Zoning Board for a term to expire 12/31/2023. Trustee Cole seconded. Motion passed. Trustee Miley made a motion to reappoint Chris Thompson to the Zoning Appeals Board for a second term to expire 12/31/2023. Trustee Stegner seconded. Motion passed.</p> <p>Mr. DiCenzo was grateful and appreciative to obtain the barn permit. Trustee Cole presented concerns regarding the 521 property of Jeff Tallman. It looks like he continues to collect and not maintain the property. Zoning Inspector Kuba will look into it.</p> <p>Road Superintendent: January list of things to be done. Snow and ice control Complete road inspection List of extra things to be done depending on weather and time. LED light changeover in Shop Culvert inspections</p> <p>Things done since the December Trustee Meeting. Road inspections One funeral Picked up furniture on Veley Finish preparing equipment for winter season (Grasshopper broom needs angle motor \$1068 Evolution Ag motor/pump, found motor only \$145) Worked on culvert inspections</p> <p>Things to pass on. Dog signs Dan on vacation March 22-31</p> <p>Road Superintendent Gladman went over his report. Discussion with the Trustees on the grasshopper broom angle. Mr. Gladman found a new one for \$140 as opposed to \$1068 from Evolution. He will work with Fiscal Officer to get this purchased since they are not a regular vendor. Mr. Gladman is working on inventory and separating it out by building. Trustees discussed which dog sign that requires dogs on a leash. They agreed on the \$8 one. Trustee Stegner made a motion to install new culvert on Beard Road for \$8,186.87. Trustee Miley seconded. Motion passed.</p> <p>RESOLUTION – 2018-01-08-02 - MOTION TO INSTALL NEW CULVERT ON BEARD ROAD FOR \$8,186.87</p> <p>Vote: Stegner Aye Cole Aye Miley Aye</p> | |
| | 2 | |

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held January 8, 2019

Roads:

Was discussed in public participation with Mr. Reidel.

Cemetery:

Cemetery Sexton Cackler did not attend the meeting. Trustees did review the summary of transactions Ms. Cackler submitted.

Fire Department:

Trustee Miley didn't prepare a written report. The State cancelled the meeting to discuss paying off the loan early. Chief Morris has shared that the accessory building is a key building. The EMS wants to put a secondary vehicle at Coover Road. Health Insurance increased 5% and they gave a 3% increase for everyone. The balance of all accounts at the end of the year was \$1,629,885.

Old Business:

n/a

New Business:

Tom White from Unisan gave a demo of the Imop floor scrubber. He shared that it would take only 75 minutes to do the entire floor of the building. Trustee Miley made a motion to purchase the demo model of the Imop XL scrubber from Unisan for \$2,900. Trustee Cole seconded. Motion passed.

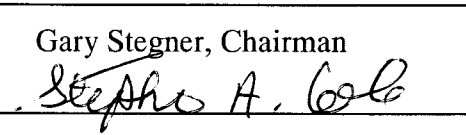
RESOLUTION – 2018-01-08-03- PURCHASE THE DEMO MODEL OF THE IMOP XL SCRUBBER FROM UNISAN FOR \$2,900

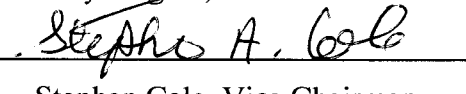
Vote: Stegner Aye Cole Aye Miley Aye

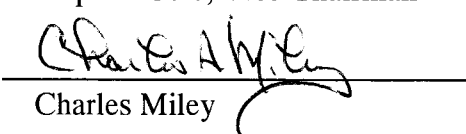
Trustee Stegner made a motion to adjourn. Trustee Cole seconded. Motion passed. Meeting was adjourned at 8:13 PM


Peggy J. Link, Fiscal Officer

Trustees


Gary Stegner, Chairman


Stephen Cole, Vice Chairman


Charles Miley

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held February 12, 2019

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Cole and Miley Fiscal Officer Peggy Link, Road Superintendent Dan Gladman and Zoning Inspector Susan Kuba and Guests Dave Knowlton and Larry Beard ; *Donna Cacklen*

Trustee Miley made a motion to approve the February 12, 2019 agenda as amended. Trustee Cole seconded. Motion passed.

Vice Chairman Cole led the Pledge of Allegiance

Trustee Miley made a motion to approve the January 8, 2019 regular meeting minutes as presented. Trustee Cole seconded. Motion passed.

Fiscal Officer’s Report:

Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$41,229.46 and earned \$7.59 in interest. Star Bank balance is \$1,250,241.31 and earned \$2,654.74 in interest and StarPlusOhio balance is \$0. She passed around the timesheets to be reviewed and signed and the reconciliation checklist for signature and approval for January, 2019

Public Participation:

Dave Knowlton, Delaware County Health District representative shared survey results and some general handouts of activities being held by DCH.

Zoning Inspector:

Zoning Inspector Kuba presented her report. Ms. Kuba shared she is receiving a lot of phone calls regarding 3878 Leonardsburg Road and the “legal” missing from the non-conforming piece of the real estate sale for the property. She wanted the Trustees to be aware in case they received phone calls. Ms. Kuba shared that a subdivision at 3201 N. Three B’s and K Road would meet zoning compliance but not the comprehensive plan. Ms. Kuba indicated she thinks a zoning database would be helpful. The county is currently working on such an application called Track-it. Trustees decided to table the discussion of the proposed Comprehensive Plan until all Board members were present at the March meeting.

Superintendent:

February list of things to be done.

- Snow and ice control
- Complete road inspection
- Install Dog stations

List of extra things to be done depending on weather and time.

- Culvert inspections
- Finish Playground equipment installation

Things done since the January Trustee Meeting.

- Plowed and treated roads
- Road inspections
- One funeral
- Topped grave
- Repaired Grasshopper broom with new angle motor
- Repaired F350 plow blade (pivot pins replaced)
- Worked on culvert inspections
- Changed over brine fill connections on tank to DCE new style
- Installed the last two LED lights in Shop
- Installed new LED on front of Shop to replace HPS with burnt out transformer

Date: 2/12/19

Resolution No. 2019-02-12-02

Title: Approval of the Delaware-Knox-Marion-Morrow Joint Solid Waste Management District's Amended Draft Solid Waste Management Plan

District Community (City, Village, Township): Brown Township

Contact: Peggy Link

Summary/Background: The Plan is prepared in accordance with Ohio Revised Code ("ORC") Section 3734, the State of Ohio's Solid Waste Management Plan and the Ohio Environmental Protection Agency's guidelines. The Plan also describes strategies and programs that will be implemented to meet or exceed the minimum state waste reduction goals and objectives. The Delaware-Knox-Marion-Morrow Joint Solid Waste Management District ("District") completed the draft amended Solid Waste Management Plan ("Plan") and submitted it to the Ohio Environmental Protection Agency for review and comment on February 12, 2018 and the Ohio Environmental Protection Agency provided comments in a non-binding advisory opinion on March 29, 2018. The District's Policy Committee has reviewed the non-binding advisory opinion received from the Ohio Environmental Protection Agency and taken these comments into consideration and incorporated changes into the amended Plan as appropriate. The District has conducted a 30-day comment period from August 22, 2018 to September 20, 2018 and two public hearings were held on September 26, 2018 to provide the public an opportunity to comment on the Plan.

Budget Impact: The Plan provides for a fee schedule that generates the required revenue to cover the costs of implementing the strategies and programs designed to meet or exceed the minimum state waste reduction goals and objectives.

Statutory Authority/ORC: 3734.50

Committee Member Cole offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED that the (City, Village, Township): Brown, located within the jurisdiction of the Delaware-Knox-Marion-Morrow Joint Solid Waste Management District, that:

Section 1. These Members hereby acknowledge receipt of the amended draft plan.

Section 2. The Brown (city, village, township) either (please indicate):

- a. ☒ approves the District Solid Waste Management Plan; or
- b. ☐ disapproves the District Solid Waste Management Plan

Section 3. The Clerk is hereby directed to send the District a copy of this resolution to the attention of Ms. Jenna Hicks, District Director, Delaware-Knox-Marion-Morrow Joint Solid Waste Management District, 117 E. High Street, Suite 257, Mount Vernon, Ohio 43050.

Section 4. That it is found and determined that all formal actions of this Board (Board, council or trustees) concerning and relating to the passage of this resolution/ordinance were adopted in an open meeting of this Board (Board, council or trustees) and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Sections 121.22 of the Ohio Revised Code.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

| | Held February 12, 2019 | |
|--|--|--|
| | <p><i>Things to pass on.</i></p> <p>Dan on vacation March 21-31</p> <p>Road Superintendent Gladman went over his report. Trustee Miley asked further questions regarding the culvert report that Mr. Gladman shared at the meeting to understand if the report was ranked by how bad the culvert was, whether they were inspected or not. Trustee Miley made a motion to certify the 2019 mileage certification for the township. Trustee Co seconded. Motion passed.</p> <p>RESOLUTION – 2018-02-12-01 - CERTIFY THE 2019 MILEAGE CERTIFICATION FOR THE TOWNSHIP</p> <p>Vote: Cole Aye Miley Aye</p> <p>Roads:</p> <p>Trustee Miley shared that Mike Metzger was leaving the County and that they were replacing him with a consulting firm that would perform inspections.</p> <p>Cemetery:</p> <p>Cemetery Sexton Cackler did not have much to present. She did indicate we should be getting a few more foundation orders. Ms. Cackler will be going on vacation and has left the information with Trustee Cole and Road Superintendent Gladman while she is away. Trustee Cole is searching for a weedeating company.</p> <p>Fire Department:</p> <p>Trustee Miley didn’t prepare a written report. Trustee Miley shared that they met to approve a resolution to pay off the loan early; approved credit card policy; sick leave policy in progress; they will be upping the liability to \$3 million; certifying the equipment levy; gas monitors purchased for explosion avoidance; conducted a Consolidated Electric tour and increase driver’s certification.</p> <p>Old Business:</p> <p>n/a</p> <p>New Business:</p> <p>Fiscal Officer Link shared concern over using the US mailbox as a “drop” box. Ms. Link shared a handout from the US Post Office regarding the use of a mailbox for other uses other than mail that has been postmarked. Ms. Link shared that this has come up since she was contacted to get out supplies that were left in the mailbox by a vendor. Trustee Miley shared concerns that there wasn’t a spare key available in the key box. Ms. Link shared that she shared the spare key with Zoning Inspector Kuba so she could take out items that came to her. Ms. Link shared that she felt a drop box was necessary. There are many times that it would be useful to have a box bigger than a mailbox to leave items. Road Superintendent Gladman will research obtaining a spare key. Fiscal Officer Link shared that if others were taking items out of the mailbox that the rest of the mail should be left alone. She does not wish that the mail be brought into an area that has been left unlocked several times including when she came to the meeting tonight – the interior door had not been locked properly. She shared that if items other than US mail were left in the box she would notify the Post Master of the violation. The discussion did not progress and will table this until the next meeting.</p> | |

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held February 12, 2019

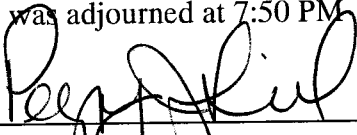
Trustee Cole and Miley had discussion regarding support for the DKMM Joint Solid Waste Management Plan and both were for the proposal. Trustee Cole made a resolution to support the proposed Delaware-Knox-Marion-Morrow Solid Waste Management Districts Amended Draft Solid Waste Management Plan as presented. Trustee Miley seconded. Motion passed.

RESOLUTION – 2018-02-12-02 TO SUPPORT THE PROPOSED DELAWARE-KNOX-MARION-MORROW SOLID WASTE MANAGEMENT DISTRICTS AMENDED DRAFT SOLID WASTE MANAGEMENT PLAN AS PRESENTED

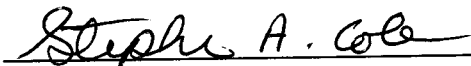
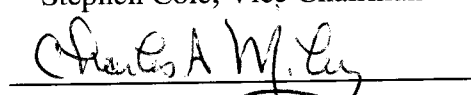
Vote: Cole Aye Miley Aye

Trustee Cole made a motion to release warrants 19965-19997 for \$29,107.23. Trustee Miley seconded. Motion passed.

Trustee Cole a motion to adjourn. Trustee Miley seconded. Motion passed. Meeting was adjourned at 7:50 PM


Peggy J. Link, Fiscal Officer

Trustees


Stephen Cole, Vice Chairman

Charles Miley

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held March 12, 2019

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Cole, Stegner and Miley Fiscal Officer Peggy Link, Road Superintendent Dan Gladman and Housekeeper Kristine Hedrick and Guests Scott Belcastro, Chris Rinehart, Steve Siders and Larry Beard

Trustee Stegner made a motion to approve the March 12, 2019 agenda as amended. Trustee Cole seconded. Motion passed.

Chairman Stegner led the Pledge of Allegiance

Trustee Miley made a motion to approve the February 12, 2019 regular meeting minutes as amended. Trustee Cole seconded. Motion passed.

Fiscal Officer's Report:

Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$22,815.78 and earned \$6.60 in interest. Star Bank balance is \$1,252,687.97 and earned \$2,446.66 in interest and StarPlusOhio balance is \$0. She passed around the timesheets to be reviewed and signed and the reconciliation checklist for signature and approval for February, 2019. Ms. Link shared that after receiving a quote from Spectrum to include the phone lines the sales representative informed her that they would have to increase the cost of our internet which would mean an increase. She cancelled the request to change our phones to Spectrum.

Public Participation:

Scott Belcastro with Trebel presented updated information regarding the township's electric aggregation program. Scott shared that Trebel added 26 communities last year. They have added staff to keep up with the increase in participation. The bid will be coming up for renewal and the markets are changing very quickly. Mr. Belcastro shared that the employees at Trebel will assist the residents in any way that is requested. Mr. Belcastro confirmed that Trustee Stegner was still the appointed authority to sign on behalf of the township.

Zoning Inspector:

Zoning Inspector Kuba presented her report electronically prior to the meeting since she would not be at the meeting. Trustees discussed the report and Trustee Miley shared the site plan for Oxford Subdivision. This has not been reviewed by zoning yet. Trustees reviewed the variance application form that Ms. Kuba has been working on to simplify. Mr. Rinehart shared that he would be providing some feedback regarding the form. Fiscal Officer Link shared that we need to be mindful that all checks are cashed within three business days. She received a check from David Abbott and went ahead and cashed it since Ms. Kuba would be away.

Mr. Rinehart gave a brief overview of the Comprehensive Plan. Mr. Rinehart shared that this is an updated plan with the concept that Brown Township wants to maintain its rural nature but aware of development coming. They wanted to bring it into alignment with regulations and with goals. They were mindful regarding borders and Sunbury development as well as more flexibility in Leonardsburg and Kilbourne with non-conforming areas that would decrease the amount of variances and would ease the burden of tracking them. Trustee Miley made a motion to approve the Comprehensive Plan as presented effective March 12, 2019. Trustee Stegner seconded. Motion passed.

RESOLUTION – 2018-03-12-01 - TO APPROVE THE COMPREHENSIVE PLAN AS PRESENTED EFFECTIVE MARCH 12, 2019

Vote: Cole Aye Miley Aye Stegner Aye

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held March 12, 2019

Road Superintendent:

March list of things to be done.

- Snow and ice control
- Complete road inspection
- Install Dog stations
- List of extra things to be done depending on weather and time.
- Culvert inspections
- Finish Playground equipment installation

Things done since the February Trustee Meeting.

- Plowed and treated roads
- Road inspections
- Worked on culvert inspections
- Installed new fuel hoses on storage tanks
- Removed trees and debris from Hogback, Howard, & Beard Roads after high winds
- Installed Imop charger shelf
- Checked soap dispensers @ New Hall
- Sent correspondence to Bobrick 2/15/19 (manufacturer on soap dispensers) for more information (no response)
- Installed dog waste stations
- Cleaned up downed trees in the Park
- Burnt brush pile
- One funeral
- Topped grave

Things to pass on.

Dan on vacation March 20-31

Road Superintendent Gladman went over his report. Mr. Gladman shared he is continuing to work on the soap dispenser. He also indicated the dog leash signs are up. The trash bags for the pet waste stations are not staying in and he is investigating what else he can do.

Roads:

Trustee Miley shared with the board a request for engineering assistance for the nine different culverts that Road Superintendent Gladman. Trustee Miley made a motion to approve submitting a Request for Engineering Assistance for the nine different culverts to the County. Trustee Cole seconded. Motion passed.

RESOLUTION – 2018-03-12-02 - APPROVE SUBMITTING A REQUEST FOR ENGINEERING ASSISTANCE FOR THE NINE DIFFERENT CULVERTS TO THE COUNTY

Vote: Cole Aye Miley Aye Stegner Aye

Trustee Miley mentioned the State purchasing contract and wanted to know if the board wanted to pass a resolution to use the contract. The board had not purchased directly from the State and therefore the discussion was ended.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held March 12, 2019

Cemetery:

Cemetery Sexton Cackler was not at the meeting. Fiscal Officer Link shared that she received 4-5 new foundation orders just prior to the meeting. This is approximately 10 foundation orders for this spring. Trustee Stegner shared that this was the year to purchase a new lawnmower for the cemetery. Trustee Stegner indicated that Ag Pro (used to be JD Equipment) was not willing to negotiate a very good price. Mr. Stegner shared that he received a better quote from Evolution Ag. Trustee Cole made a motion to purchase a lawnmower from Evolution Ag for a cost not to exceed \$6,000 with trade-in of the current lawnmower. Trustee Stegner seconded. Motion passed.

RESOLUTION – 2018-03-12-03 - PURCHASE A LAWNMOWER FROM EVOLUTION AG FOR A COST NOT TO EXCEED \$6,000 WITH TRADE-IN OF THE CURRENT LAWNMOWER

Vote: Cole Aye Miley Aye Stegner Aye

Trustee Cole is still currently exploring weedeating options for the cemetery for this summer.

Housekeeping:

Ms. Hedrick gave a brief update of the rentals and dates she has for the halls. She had some concerns regarding the Imop recently purchased and Trustee Miley will reach out to the vendor to make some inquiries. Ms. Hedrick shared the vacuum doesn't work very well. The water fountain needs adjusted. Fiscal Officer Link shared a summary of expenses and revenues which documented \$4,027.38 in expenses and \$1,475 in revenue for the first quarter of 2019.

Fire Department:

Trustee Miley didn't prepare a written report. Trustee Miley shared brief updates of ongoing concerns/issues.

Old Business:

Brief discussion regarding drop box vs mailbox was revisited. Fiscal Officer Link shared that after a conversation with the Delaware Postmaster it was strongly suggested that folks do not use the mailbox as a drop box. Trustee Stegner asked Ms. Link to explore options.

Fiscal Officer Link prepared a Resolution for the Trustees to discuss regarding the renewal of the road levy. Trustee Stegner made a motion to approve a resolution of necessity to levy a renewal of an existing tax in excess of the ten-mill limitation to provide for general construction, resurfacing and repair of roads (R.C. §§ 5705.03, 5705.19(G), 5705.191, 5705.192, and 5705.25)

RESOLUTION – 2018-03-12-04 - APPROVE A RESOLUTION OF NECESSITY TO LEVY A RENEWAL OF AN EXISTING TAX IN EXCESS OF THE TEN-MILL LIMMITATION TO PROVIDE FOR GENERAL CONSTRUCTION, RECONSTRUCTION, RESURFACING AND REPAIR OF ROADS (R.C. §§ 5705.03, 5705.19(G), 5705.191, 5705.192, and 5705.25)

Vote: Cole Aye Miley Aye Stegner Aye

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held March 12, 2019

Trustee Stegner engaged the board regarding a conversation he received from Attorney David Brehm. Charles and Betty Sheet's daughter Margie is unhappy that Trustee Miley paid for the Sheets reunion last year. She believes they should use the hall at no cost because of the donation. Trustee Cole is opposed and believes that residents have also paid for a portion of the hall through tax dollars and we would want to allow them to use the hall at no cost as well. We followed through with the Sheets' request to building the hall to their specifications. Trustee Miley believes we should give them special consideration because they donated the \$1.1 million. Trustees decided to table this item.

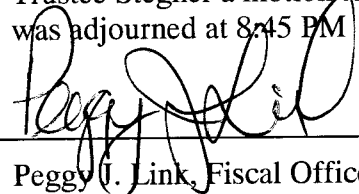
New Business:

Trustee Miley shared that he would like newsletter articles by the end of March.

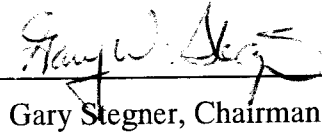
Road Superintendent Gladman shared that he is working on a checklist for the playground equipment. They will plan to do inspections weekly during the summer. Work continues on the equipment

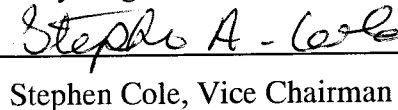
Trustee Stegner made a motion to release warrants 19998-20026 for \$14,741.16. Trustee Miley seconded. Motion passed.


Trustee Stegner a motion to adjourn. Trustee Cole seconded. Motion passed. Meeting was adjourned at 8:45 PM


Peggy J. Link, Fiscal Officer

Trustees


Gary Stegner, Chairman


Stephen Cole, Vice Chairman


Charles Miley

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held April 9, 2019

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Cole, Stegner and Miley Fiscal Officer Peggy Link, Road Superintendent Dan Gladman, Zoning Inspector Susan Kuba and Cemetery Sexton Donna Cackler and Guests Dave Knowlton and Larry Beard

Trustee Stegner made a motion to approve the April 9 2019 agenda as amended. Trustee Cole seconded. Motion passed.

Chairman Stegner led the Pledge of Allegiance

Trustee Cole made a motion to approve the March 12, 2019 regular meeting minutes as presented. Trustee Stegner seconded. Motion passed.

Fiscal Officer's Report:

Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$121,060.34 and earned \$21.55 in interest. Star Bank balance is \$1,255,398.71 and earned \$2,710.74 in interest and StarPlusOhio balance is \$0. She passed around the timesheets to be reviewed and signed and the reconciliation checklist for signature and approval for March, 2019. Ms. Link shared a recent appraisal report conducted through OTARMA and she will send the report electronically for the Trustees to review more thorough. Ms. Link shared that she received an email from Housekeeper Kristine Hedrick regarding the Markley rental of the hall on March 16th. She shared that the renters did not return tables to the correct place and the renters did not return the key until Sunday afternoon. Trustees have asked Ms. Link to write a letter to Ms. Markley with information on how the hall was supposed to be returned and future rentals could be in jeopardy if it happens again.

Public Participation:

Dave Knowlton with the Delaware County Health Department and shared brief updates of Measles, Hepatitis A, clinic dates as well as potential new building and location as well opening the satellite shop in Sunbury.

Zoning Inspector:

Zoning Inspector Kuba presented her report. Trustees followed up with Ms. Kuba regarding the Hunt zoning permit. The Hunt's will contact Trustee Miley several days before the culvert needs to be installed. The Oxford Woods subdivision has received preliminary approval from Delaware County Regional Planning Commission. Ms. Kuba has contacted Scott Veech who resides at the corner of Bowtown and Old State Road regarding operating an AirBNB from the camper located on the property. They will discontinue this operation and be moving the camper off the property. Ms. Kuba has been contacted about a site walk for the Liebert property. Septic cannot be done on the property and this property goes all the way to the Bohannon. The preliminary proposal show that the lots would have access to an airstrip. They are proposing a 9 lot CAD and according to zoning only a 5 lot CAD is allowed. Trustees asked about the Devoe property as it appears that Mr. Devoe isn't going to meet the Trustees deadline to cleanup or made attempts to comply. Ms. Kuba will contact Mark Fowler for further guidance.

Road Superintendent:

April list of things to be done.

Complete road inspection

Gravel GMC drive & Leonardsburg streets

Headstone footers

Prepare mowing equipment

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

| | | |
|--|---|--|
| | Held April 9, 2019 | |
| | <p><i>List of extra things to be done depending on weather and time.</i></p> <p>Culvert inspections</p> <p><i>Things done since the March Trustee Meeting.</i></p> <p>Fill potholes and road edges</p> <p>Road inspections</p> <p>Installed See-Saw @ Park</p> <p>Finished playground inspection forms</p> <p>Checked vacuum @ New Hall</p> <p>Cleaned up downed branches</p> <p>Septic repair @ New Hall</p> <p>Worked on headstone footers</p> <p>One funeral</p> <p>Topped graves</p> <p>Changed locks on Concession Stand and dumpster</p> <p><i>Things to pass on.</i></p> <p>Dan on vacation May 17-27</p> <p>Pressure washer? Repair? Or New?</p> <p>Gravel for roads? \$5000?</p> <p>International 7400 to Heavy Duty Repair? Stalling</p> <p>Road Superintendent Gladman went over his report. The correct timer had not been installed on the septic system. The timer is under warranty and so no charge to replace it. Mr. Gladman discussed purchasing a new pressure washer since the current one is so old and needs repaired. Trustees agreed to have Mr. Gladman proceed to purchase one from Home Depot for \$368. Mr. Gladman also discussed with the Trustees purchasing gravel for road repairs and cemetery driveway. There is appropriations already allocated for such purchase. Mr. Gladman will need to distinguish which gravel is for cemetery and what is for roads. Mr. Gladman has worked with Ms. Link to be able to purchase cold mix from Kokosing since he can no longer get it from the previous vendor. Mr. Gladman shared that the International 7400 is stalling out when you press the gas pedal hard. He would like to have it checked out. Mr. Gladman checked with Trustee Miley to drill holes for cemetery. Trustee Miley is available on April 18th.</p> <p>Roads:</p> <p>Trustee Miley put forth available dates for Trustees to do road inspections with Doug Reidel. Trustees agreed on April 17th at 9:30 a and meet at the maintenance building. Mr. Miley discussed the curve signs and the county would do the work for \$;1,500 for materials and \$2,000 for the installation. Trustees will discuss further with Mr. Reidel on the road inspection to see if the County can spot where the signs are to be located and then Mr. Gladman can install the sign.</p> <p>Cemetery:</p> <p>Cemetery Sexton Cackler shared they have quite a few foundation orders. Trustee Cole discussed the potential weedeating situation. Pony Landscaping is the only company who has indicated capacity to perform the service and they would like \$400 a visit. Mr. Gladman shared that Jake Nelson may be interested in the work. He is only available Friday-Sunday. Trustees have asked that he contact Trustee Cole to discuss whether or not he is interested. Trustee Stegner made a motion to give Trustee Cole authority to offer the position for a weedeater. Trustee Miley seconded. Motion passed.</p> | |

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held April 9, 2019

RESOLUTION – 2018-03-12-03 - PURCHASE A LAWNMOWER FROM EVOLUTION AG FOR A COST NOT TO EXCEED \$6,000 WITH TRADE-IN OF THE CURRENT LAWNMOWER

Vote: Cole Aye Miley Aye Stegner Aye

Fire Department:

Trustee Miley shared updates. They have paid off the loan; sick leave policy is in draft; DACC fire/ems students can ride along; opticon was damaged by repair by the state; Frommer & Lutz are financial guys and they are assisting with proposals for property purchase at the career center; telephone system needs updated and could cost approximately \$361/month for phone and \$280/month for internet; pickup is 20 years old and are considering whether to replace or buy a new one; Troy is considering new engine for next year not sure if it will be a replacement or new one.

Old Business:

Ms. Link shared some proposals for a drop box. Trustees were interested but would need some additional options if we are to consider it an option for a potential solution for dropping off engineering drawings.

Fiscal Officer Link prepared a Resolution for the Trustees to discuss regarding the renewal of the road levy. Trustee Stegner made a motion to approve a resolution of necessity to levy a renewal of an existing tax in excess of the ten-mill limitation to provide for general construction, resurfacing and repair of roads (R.C. §§ 5705.03, 5705.19(G), 5705.191, 5705.192, and 5705.25)

RESOLUTION – 2018-04-09-01 - APPROVE A RESOLUTION OF NECESSITY TO LEVY A RENEWAL OF AN EXISTING TAX IN EXCESS OF THE TEN-MILL LIMITATION TO PROVIDE FOR GENERAL CONSTRUCTION, RECONSTRUCTION, RESURFACING AND REPAIR OF ROADS (R.C. §§ 5705.03, 5705.19(G), 5705.191, 5705.192, and 5705.25)

Vote: Cole Aye Miley Aye Stegner Aye

Fiscal Officer Link shared the Prosecutor’

New Business:

Ms. Link shared that she received the proposal for trash vouchers for Kilbourne Clean up days. If trustees were ok with proceeding, she would recommend that the last time a voucher could be requested is May 19th in order to give residents enough time to receive them in the mail and take their trash to the transfer station.

Trustee Stegner made a motion to release warrants 20027-20054 for \$18,219.46. Trustee Cole seconded. Motion passed.

Medical Marijuana Policy

The Township has established and maintains a drug-free workplace policy and also has a zero tolerance drug policy for officers, officials, employees, volunteers, agents, and contractors (for purposes of this policy collectively “Employee”) who are under the influence of drugs or alcohol while at work and/or on the job. Employees who are using medical marijuana as authorized by Ohio law are not exempt from these policies in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of these policies and may be subject to discipline including termination for such use and/or violations of the policies.

Acknowledgment of Receipt of Policy Change on Next Page

NOTICE OF POLICY CHANGE

To: All Employees
From:
Date:
Re: Medical Marijuana Policy

Ohio law now authorizes certain health providers to prescribe/authorize use of limited types of medicinal marijuana to/by qualifying patients. (Ohio Sub HB 523, 131st GA). This Township has established and maintains a Drug-Free Workplace Policy and Drug Policy that are unaffected by Ohio Sub HB 523 or Ohio's medical marijuana law.

This Township has a zero-tolerance policy for employees who are under the influence of illegal drugs or alcohol while at work and/or on the job. Employees who are using marijuana with a valid prescription/authorization or are authorized to use by Ohio law are not exempt from this policy in any way. The use of marijuana with or without a valid prescription/authorization or as authorized by law will be treated the same as the use of all other illegal drugs or the abuse of legal drugs. Employees using illegal drugs, including marijuana for any purpose including medicinal, are still subject to all provisions of these policies and may be terminated for such use and/or violations of the policies.

Employees are advised of the following:

1. This Township does not permit or accommodate an employee's use, possession, or distribution of medical marijuana;
2. This Township may refuse to hire or may discharge, discipline or take other action against an individual because of that person's use, possession, or distribution of medical marijuana;
3. An employee who tests positive for or refuses to submit to a drug test may be disqualified for compensation and benefits under the Ohio Workers' Compensation Act;
4. Because use, possession or distribution of marijuana are violations of the Drug-Free Workplace Policy and Drug Policy, employees who are discharged for those reasons will be considered to have been discharged for just cause for purpose of unemployment compensation or other post-termination pay or benefits.

The Drug-Free Workplace Policy and Drug Policy continue to apply regardless of whether the employee's use, possession, or distribution of marijuana was obtained/conducted in Ohio or other states.

ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and understand this Memorandum regarding the Medical Marijuana Policy, the Drug-Free Workplace Policy, and Drug Policy. I also affirm/reaffirm my receipt, understanding, and acknowledgement of the Medical Marijuana Policy, the Drug-Free Workplace Policy, and Drug Policy and agree to follow their terms. I also acknowledge that I have been given an opportunity to ask questions about these policies.

Employee Signature

Date

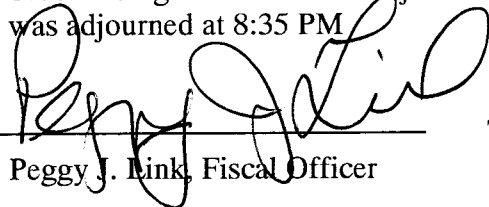
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RECORD OF PROCEEDINGS


Minutes of Brown Township Trustees Meeting

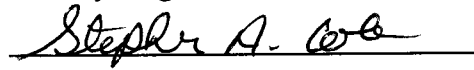
Held April 9, 2019

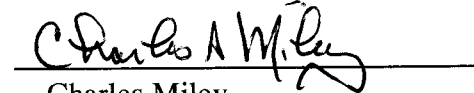
Trustee Stegner a motion to adjourn. Trustee Cole seconded. Motion passed. Meeting was adjourned at 8:35 PM


Peggy J. Link, Fiscal Officer

Trustees


Gary Stegner, Chairman


Stephen Cole, Vice Chairman


Charles Miley

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

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| | Held May 14, 2019 | |
| | <p>The Brown Township Trustees met on this date at 7:01 PM in regular form with Trustees Cole, Stegner and Miley Fiscal Officer Peggy Link, Road Superintendent Dan Gladman, Zoning Inspector Susan Kuba and Guest Doug Reidel</p> <p>Trustee Stegner made a motion to approve the May 14, 2019 agenda as amended. Trustee Cole seconded. Motion passed.</p> <p>Chairman Stegner led the Pledge of Allegiance</p> <p>Trustee Miley made a motion to approve the April 9, 2019 regular meeting minutes as presented. Trustee Stegner seconded. Motion passed.</p> <p>Fiscal Officer's Report: Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$130,132.40 and earned \$26.72 in interest. Star Bank balance is \$1,258,025.49 and earned \$2,626.78 in interest and StarPlusOhio balance is \$0. She passed around the timesheets to be reviewed and signed and the reconciliation checklist for signature and approval for April, 2019.</p> <p>Public Participation: Doug Reidel with the Delaware County Engineer's office spoke. He shared that the engineer's office would be meeting with townships and contractor to discuss road project for summer. Mr. Reidel shared that State Route 42 would be closed for 2 weeks. Mr. Reidel sent the culvert inspection report. Trustee Miley will share with Mr. Gladman. Mr. Reidel asked if the township would be submitting an OPWC proposal this fall. Trustees did not anticipate they would. A discussion regarding signs for roads with traffic of more than 1,000 cars a day occurred. Kelly McMaster Road is the only road that would fit this requirement. One sign would be in Troy and one sign would be in Brown. The county would design and layout. The county would be willing to provide a plan view to get started. Trustee Miley made a motion to participate in Delaware County Engineer's office curve study. Trustee Stegner seconded. Motion passed. The county has already done a study for how fast to approach the curves. The county does a road count every 5 years or so. Trustee Stegner asked if a study could be done for Howard Road. Trustee Stegner made a motion to accept and approve the contract for the 2019 Delaware County Road Improvement program in the amount of \$92,384.73. Trustee Cole seconded. Motion passed.</p> <p>RESOLUTION – 2019-05-12-01 TO ACCEPT AND APPROVE THE CONTRACT FOR THE 2019 DELAWARE COUNTY ROAD IMPROVEMENT PROGRAM IN THE AMOUNT OF \$92,384.73</p> <p>Cole Aye Miley Aye Stegner Aye</p> <p>Trustee Stegner made a motion to go into Executive Session to discuss personnel issues at 7:17 pm. Roll call vote was taken:</p> <p>Roll Call Vote: Cole Aye Miley Aye Stegner Aye</p> <p>Meeting was brought back to record by Trustee Stegner at 7:51 pm.</p> <p>Zoning Inspector: Zoning Inspector Kuba presented her report. Ms. Kuba shared a proposal she has received from All Seasons storage to make some changes to their current area. Ms. Kuba read the specifications from the Brown Township Zoning Code in order to inform and</p> | |

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

| | Held May 14, 2019 | |
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| | <p>share the specifics regarding the trustees making a decision on whether or not the request required a minor modification or a major modification to add a 100x40' building. Trustee Miley made a motion to propose the plan for All Seasons Storage be forwarded to the Zoning Commission for review of a major modification to the original plan. Trustee Stegner seconded. Motion passed.</p> <p>RESOLUTION – 2019-05-12-02 TO PROPOSE THE PLAN FOR ALL SEASONS STORAGE BE FORWARDED TO THE ZONING COMMISSION FOR REVIEW OF A MAJOR MODIFICATION TO THE ORIGINAL PLAN.</p> <p>Cole Aye Miley Aye Stegner Aye</p> <p>Trustee Cole asked for specifics on the item on the report for junk vehicles on Main Street. Ms. Kuba shared that agricultural vehicles need to be on at least one acre of property. Trustee Stegner asked for more specifics regarding the Fisher variance. Ms. Kuba shared that back in 1992 a piece of property was split for the Preservation Parks. The Devoe property has not had anything occur. Trustees discussed and approved purchasing a camera for Ms. Kuba. Ms. Kuba is gathering information on penalty for permit violations. She also shared that the comprehensive plan does not match the zoning code. The zoning commission needs to look at this.</p> <p>Road Superintendent: <i>May list of things to be done.</i> Complete road inspection Gravel Leonardsburg streets Mow</p> <p><i>List of extra things to be done depending on weather and time.</i> Culvert inspections Things done since the April Trustee Meeting. Road inspections Mow Weed eating started Ordered new signs for Kelly McMaster Rd damage from auto accident Completed headstone footers Two funerals Graveled GMC drive Sprayed weeds</p> <p><i>Things to pass on.</i> Dan on vacation May 17-27 International 7400 to Heavy Duty Repair unable to coordinate with him to run the codes Old Hall tables, old particleboard tables are bad shape, mold growing on bottom sides and coming apart Tree obstruction concerns: 3800 Walton Rd trees diminishing clearance from road surface 541 Jumper Rd Maple tree diminishing clearance from road surface 3833 N. Old State shrubs blocking STOP sign on White St.</p> <p>Road Superintendent Gladman went over his report. He has sprayed and mulched. Suggestion that he apply Preen that may help with weeds. Mr. Gladman shared that</p> | |

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held May 14, 2019

the tables at the old township hall are in pretty bad shape. Fiscal Officer Link will reach out to Capitol Office supply to get a quote for five 6' long plastic tables. Mr. Gladman shared on his list that several trees would hit trucks. Trustee Miley will send out letters. Mr. Gladman shared that the weedeater, Charles Dennison would probably be going over the 40 hours allotted since he helped pour cemetery footers. Trustees agreed and approved allowing Mr. Dennison to go over in order to finish all the weedeating before Memorial Day.

Roads:

Trustee Miley shared he has received 2 quotes for edge work from Smalls and Professional Paving Services. The proposal would be to berm 2000 ft on Cackler Road before it is sealed. After a lengthy discussion, Trustee Stegner made a motion to contract with Smalls Asphalt to berm patch 2,000 ft on Cackler Road before it is sealed for a total of \$20,116.25. Trustee Cole seconded. Motion passed.

RESOLUTION – 2019-05-12-03 TO CONTRACT WITH SMALLS ASPHALT TO BERM PATCH 2,000 FT ON CACKLER ROAD BEFORE IT IS SEALED FOR A TOTAL OF \$20,116.25.

Cole Aye Miley Aye Stegner Aye

Cemetery:

Trustee Cole shared there were several dead bushes in the front of the cemetery. He will work with Oakland Nursery to obtain several replacements.

Fire Department:

Trustee Miley went over a brief update. They are working on sick leave policy; opening a Star account; replacement of a pickup truck through state bid which will cost around \$30,000 for a Ford F350; and shared a brief update on the point project and the impact on the fire station.

Old Business:

Ms. Link shared some proposals for a drop box. This discussion will be tabled. Ms. Link was not able to identify a drop box that would work for engineering plans.

Fiscal Officer Link prepared a Resolution for the Trustees to discuss regarding the renewal of the road levy. Trustee Stegner made a motion to approve a resolution of necessity to levy a renewal of an existing tax in excess of the ten-mill limitation to provide for general construction, reconstruction, resurfacing and repair of roads. Trustee Miley seconded. Motion passed.

RESOLUTION – 2019-05-14-04 - RESOLUTION OF NECESSITY TO LEVY A RENEWAL OF AN EXISTING TAX IN EXCESS OF THE TEN-MILL LIMMITATION TO PROVIDE FOR GENERAL CONSTRUCTION, RECONSTRUCTION, RESURFACING AND REPAIR OF ROADS (R.C. §§ 5705.03, 5705.19(G), 5705.191, 5705.192, and 5705.25)

Roll Call Vote: Cole Aye Miley Aye Stegner Aye

Fiscal Officer Link will be distributing the medical marijuana policy out to all employees and ask them to acknowledge the policy.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held May 14, 2019

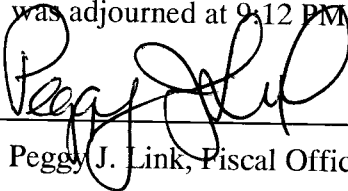
Fiscal Officer Link shared that she has had 35 requests for trash cleanup vouchers.

New Business:

Ms. Link shared that Ms. Hedrick shared concerns with the Barrows wedding rental for the hall. Trustee physically went and viewed the floor that was the item of concern and Trustees agreed that the floor was scuffed by normal use and authorized Ms. Link to return the renters deposit.

Trustee Stegner made a motion to release warrants 20055-20077 for \$9,939.97. Trustee Miley seconded. Motion passed.

Trustee Stegner a motion to adjourn. Trustee Cole seconded. Motion passed. Meeting was adjourned at 9:12 PM

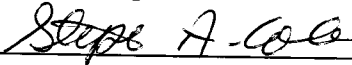


Peggy J. Link, Fiscal Officer

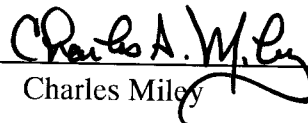
Trustees



Gary Stegner, Chairman



Stephen Cole, Vice Chairman



Charles Miley

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held June 11, 2019

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Cole, Stegner and Miley Fiscal Officer Peggy Link, Road Superintendent Dan Gladman, Zoning Inspector Susan Kuba, Cemetery Sexton Donna Cackler and Guests Larry Beard, Garrett Gandee, Nate Hatfield, Shelia Hiddleston, Chris Rinehart, Aaron Heydinger and Philip Burkett

Trustee Stegner made a motion to approve the June 11, 2019 agenda as amended. Trustee Miley seconded. Motion passed.

Chairman Stegner led the Pledge of Allegiance

Trustee Miley made a motion to approve the May 14, 2019 regular meeting minutes as presented. Trustee Stegner seconded. Motion passed.

Fiscal Officer's Report:

Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$130,863.43 and earned \$27.22 in interest. Star Bank balance is \$1,260,708.97 and earned \$2,683.48 in interest and StarPlusOhio balance is \$0. She passed around the timesheets to be reviewed and signed and the reconciliation checklist for signature and approval for May, 2019.

Public Participation:

Delaware County Health District Commissioner Shelia Hiddleston stopped by for a visit. She shared updates pertaining to the Health Department's initiative on age designation for the county; she gave updates on mosquito traps monitoring any signs for West Nile virus; she shared that June 27th will be the grand opening for the Sunbury satellite office as well as a brief update on the S. Sandusky site for their future home.

Garrett Gandee gave a brief presentation on behalf of the Browntown Investment Group for the proposed planning for the properties that his group has purchased. These properties involve the Kilbourne Market as well as properties along SR521 and Main Street. The group has met with Delaware County officials and shared a similar presentation. The proposed development would be for small businesses/professionals, several apartments and even moving their Civil Engineering firm from Westerville to one of the buildings. They shared their vision and preliminary information. Mr. Philip Burkett also participated in the conversation as he is currently renovating the postoffice/home located at the corner of Pearl and Main Street. Mr. Gandee and his group was looking for support/suggestions for dealing with sidewalk/right-of-way issues that would involve other government agencies. The post office was discussed as to whether or not we could get another post office back in the old building. Chris Rinehart who was present to discuss other matters cautioned the group to make sure they worked with the Township's Zoning Inspector. It was discussed that a potential strategy would be to use other government agencies to put pressure on ODOT to give access to right-of-ways for sidewalks and parking. The group questioned the use of the old Township Hall located on Main Street. Trustees mentioned that they have had conversations with other local government agencies about potential usage for the old hall.

Chris Rinehart stopped by the meeting to provide what information he has regarding the Berlin Park proposal. The Trustees and Mr. Rinehart indicated that they were not aware of this proposal. Mr. Rinehart shared that he would be meeting with Bob Lamb the next morning at 10 am at Panera to discuss the proposal. Mr. Rinehart believes that the township should be involved in the discussions

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held June 11, 2019

Zoning Inspector:
Zoning Inspector Kuba presented and discussed her report. No discussion occurred.

Road Superintendent:
May list of things to be done.
Complete road inspection
Mow
List of extra things to be done depending on weather and time.
Culvert inspections

Things done since the May Trustee Meeting.
Listed on timesheets

Things to pass on.
Ladder for shop?
International 7400 (Not having any problem with it stalling at this time)
Update on 4884 Pittman Road ditch
4/3/18 Placed HIGH WATER signs
2/7/19 Placed HIGH WATER signs
2/8/19 Plowed ice and treated
2/9/19 Plowed ice and treated
4/1/19 Placed HIGH WATER signs

Road Superintendent Gladman went over his report. He shared that there are issues with shrubs on Walton Road. Trustee Miley and Mr. Gladman will go talk to the property owner. Mr. Gladman discussed the need for a ladder that would work to get on the roof of the garage as well as for any maintenance work in the new township hall large meeting room. Mr. Gladman discussed the limbs left on Veley Road. Trustee Miley got the pole saw and cut off.

Roads:
Trustee Miley shared that Bob Piatt was happy with the gravel on the alley in Leonardsburg. Small's Asphalt Paving does not do parking lots so Trustee Miley will continue to look for other vendors who might be able to do the work. Trustee Miley prepared paperwork for traffic counts for Howard and Skinner Roads. Trustee Miley made a motion to submit a request for engineering assistance to the County to conduct traffic counts for Howard and Skinner Roads. Trustee Cole seconded. Motion passed.

**RESOLUTION – 2019-06-11-01 SUBMIT A REQUEST FOR
ENGINEERING ASSISTANCE TO THE COUNTY TO CONDUCT
TRAFFIC COUNTS FOR HOWARD AND SKINNER ROADS**

Cole Aye Miley Aye Stegner Aye

Trustees discussed bushes blocking signage at 3833 North Old State and White Street. Trustee Miley will contact the owners to discuss whether to remove the bushes or just trim them in order to have signage visible. Mr. Miley had no updates on the chip/seal project. Trustee Stegner mentioned that Howard Road is extremely slippery in spots after it rains. He wasn't sure if this was due to the fog seal.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held June 11, 2019

Cemetery:

Cemetery Sexton Cackler discussed the foundation order that would allow Crego's to place two markers on one lot. Since there is a primary marker already in place the Trustees agreed that only a flush marker would be allowable. Ms. Cackler shared that there seems to be a lot of fake flowers and ornamental items in the cemetery considering that from April – October this isn't allowable. Trustee Cole will inform Mr. Tobias to work on removing those items. Ms. Cackler discussed who is responsible for placement of flags on veteran sites. Trustee Stegner shared that this is not the townships responsibility and that we should inform those individuals they could pick up flags if they wanted or to contact the Veterans Association. Trustee Cole will make sure that the Veterans group is still managing this process at our cemeteries.

Fire Department:

Trustee Miley went over a brief update. The board has moved forward on investing in StarBank; new Director will decide on additional location for emergency vehicle; fire grounds draft proposal; meeting on May 22nd for point project and the proposal would impact their out building; ordered new grass truck.

Old Business:

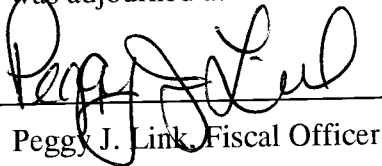
Ms. Link shared an updated revenue and expenses for the new township hall. The revenue through May 31st was \$2,675 and expenses totaled \$6,945.89. Ms. Hedrick will attend the July meeting since she was away on vacation.

New Business:

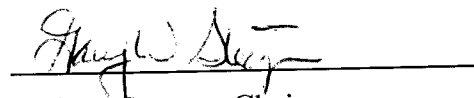
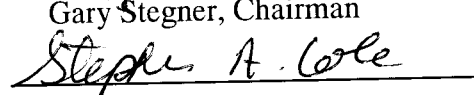
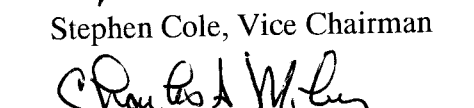
Trustee Stegner shared that after receipt from Fiscal Officer Link's email regarding concerns from the neighbor next to the new Township Hall that he wanted it noted he has not received any phone calls from them and neither had Ms. Hedrick and Trustee Cole shared he had not either. Mr. Stegner noted that the hall agreement that the renters sign indicate they cannot be in the hall after 11 pm. There is also not a noise ordinance.

Trustee Stegner made a motion to release warrants 20078-20117 for \$14,449.25. Trustee Cole seconded. Motion passed.

Trustee Stegner a motion to adjourn. Trustee Miley seconded. Motion passed. Meeting was adjourned at 8:51 PM


Peggy J. Link, Fiscal Officer

Trustees


Gary Stegner, Chairman

Stephen Cole, Vice Chairman

Charles Miley