

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held October 13, 2020	
	<p>The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Stegner, Miley and Skinner, Fiscal Officer Peggy Link, Road Superintendent Dan Gladman, Zoning Inspector Susan Kuba, Cemetery Sexton Donna Cackler and Beth Harp, and Guests Tim Carr and Megan Edwards</p> <p>Trustee Skinner made a motion to approve the October 13, 2020 agenda as amended. Trustee Stegner seconded. Motion passed.</p> <p>Chairwoman Skinner led the Pledge of Allegiance</p> <p>Trustee Skinner made a motion to approve the September 8, 2020 regular and special meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p><b>Fiscal Officer's Report:</b> Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$238,426.49 and earned \$3.82 in interest. Star Bank balance is \$1,335,843.56 and earned \$248.85 in interest. She passed around the reconciliation checklist and timesheets for review and approval for September, 2020. Ms. Link shared that she would be communicating to individuals that benefits changes could be made from November 1 – 30, 2020 to go into effect next year. Ms. Link also shared a draft of proposed appropriations for the Trustees to review and consider for the 2021 fiscal year. This would allow folks time to review and suggest increases or programs that we should plan for.</p> <p><b>Public Participation:</b> Randy Ormeroid, Trustee with Delaware Township presented a follow-up cooperative agreement for establishment of a TIF on Brown Township property. Trustees received a copy prior to the meeting. Trustee Miley made a motion to approve the cooperative agreement between the Township of Delaware, in Delaware County, Ohio and the Township of Brown, Delaware County, Ohio to implement a tax increment financing program ("TIF") to facilitate the development of certain real property located within the territorial boundaries of the township. Trustee Skinner seconded. Motion passed.</p> <p><b>RESOLUTION – 2020-10-13-01 RESOLUTION TO APPROVE THE COOPERATIVE AGREEMENT BETWEEN THE TOWNSHIP OF DELAWARE, IN DELAWARE COUNTY, OHIO AND THE TOWNSHIP OF BROWN, DELAWARE COUNTY, OHIO TO IMPLEMENT A TAX INCREMENT FINANCING PROGRAM ("TIF") TO FACILITATE THE DEVELOPMENT OF CERTAIN REAL PROPERTY LOCATED WITHIN THE TERRITORIAL BOUNDARIES OF THE TOWNSHIP.</b></p> <p><b>Miley Aye Skinner Aye Stegner Aye</b></p> <p>Megan Edwards with the Delaware County Health Department shared that the Health Department was having a flu clinic this Thursday. Trustee Skinner will put the information on the township's facebook page.</p>	
	1	

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held October 13, 2020

Tim Carr, Brown Township resident attended the meeting to discuss the Browntown Investments proposal for drainage in front of his property. Trustees advised Mr. Carr to inquire with the County Engineer. Browntown Investments may have not filed all the plans just yet.

**Zoning Inspector:**

Zoning Inspector Kuba went over her submitted report. There was no a quorum at the zoning commission meeting. Ms. Kuba has several CADS that are being proposed. Keith Fisher built an accessory structure without a permit. Ms. Kuba will need to follow up with him on the application process even if it is agricultural exempt. Ms. Kuba has been in contact with the Sheriff’s office about the truck that is parked too close to the road at 3757 N. Old State Road. The Sheriff cannot force them to move it. Fiscal Officer Link shared the list of zoning board members so that the Trustees and Zoning Inspector could begin to seek updates on the individuals that could be extended or would need to be replaced before the first of the year.

**Road Superintendent:**

Road Superintendent Gladman shared his report. The new dehumidifier is setup and running at the old hall. Mr. Gladman shared tire prices let the trustees know he is waiting for some additional information before sharing a final recommendation.

**Roads**

Trustee Miley indicated that due to the delay in the State Route 42 project that the Veley Road culvert would not be installed until later. A concerned citizen shared concerns on speeding near the 35 MPH sign on North Old State just as you arrive into Kilbourne. Trustee Miley has reached out to the Sheriff’s office and they will increase their presence. Trustee Miley noted that the culvert on Hogback being installed by Tom Dew still needs pictures of the culvert and gravel and further discussed culverts north of the twin culvert on Hogback and two on Hogback. The county does not inform folks that the township manages their own culvert process.

Cea’s requesting work on both ends of the culvert. Trustee Miley will be sending an updated letter. Further conversation continued as to whether we would need to hire someone to do the work or if the Road Superintendent and crew would be doing it. Trustees rehashed the discussion with Cea’s.

**Cemetery:**

Cemetery Sexton Cackler 3 burials since the last meeting and provided an updated report on year to date totals. Ms. Cackler discussed the transition of work to Beth Harp. Discussion on Pontem access and do we need additional users or not. Fiscal Officer Link will reach out to follow-up on the costs of adding a user and if it is necessary. Trustees presented Ms. Cackler with a plaque in recognition of her 27 years of service to the township. Trustee Stegner expressed gratitude for her years of service. Trustee Skinner noted that she would be working to apply for a cemetery grant to be submitted July 1<sup>st</sup>. This could be used to repair foundations and we can apply for up to \$20,000. Trustees signed the contract for Longstreth to begin pouring foundations beginning in April of 2021. Fiscal Officer Link will work to update contact information and foundation information on the website.



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held October 13, 2020

**Fire Department:**

Trustee Miley shared that the fireboard visited a new fire station in Lafayette Township. The building there was \$4 million and the one being proposed would be approximately \$2 million. Chief Morris has ordered a new fire truck. This will take approximately a year to build.

**Old Business:**

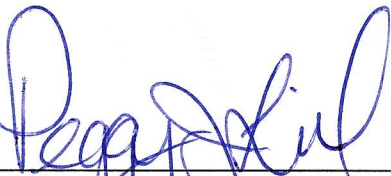
The roof leak was fixed. Trustees requested Road Superintendent Gladman to replace ceiling tiles so we can monitor the repair work.

**New Business:**


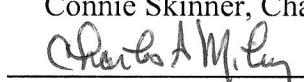
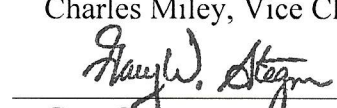
Trustee Miley wanted feedback from the others regarding an estimate for treatment on reseeding and treatments for several areas for the township. Trustees thought it was a good idea and Mr. Miley will work to obtain some quotes.

Trustee Skinner made a motion to release warrants #20605-20635 for \$9,801.70. Trustee Stegner seconded. Motion passed.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 7:55 pm

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairwoman  
  
Charles Miley, Vice Chairman  
  
Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held November 10, 2020

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Stegner, Miley and Skinner, Fiscal Officer Peggy Link, Road Superintendent Dan Gladman, Zoning Inspector Susan Kuba, Cemetery Sexton Beth Harp, and Guests Kathy Caudill, JoD Cole, Doug Riedel, David Veppert, Wilma Frost, Markah Frost, Terry Hunt, Jim Seleskar

Trustee Skinner made a motion to approve the November 10, 2020 agenda as amended. Trustee Miley seconded. Motion passed.

Chairwoman Skinner led the Pledge of Allegiance

Trustee Miley made a motion to approve the October 13, 2020 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 \$240,725.63 and earned \$4.06 in interest. Star Bank balance is \$1,336,016.016 and earned \$172.45 in interest. She passed around the reconciliation checklist and timesheets for review and approval for October, 2020. Fiscal Officer Link reminded the employees and Trustees to turn in their benefits enrollment information no later than November 30<sup>th</sup>. Ms. Link updated Trustees on employee Lee Dennison and that his worker’s compensation claim was being appealed. Ms. Link shared that she would be out of the office from December 4<sup>th</sup> through the 11<sup>th</sup> for a medical procedure. This means she will not physically be able to attend the December 8<sup>th</sup> meeting but could be available via Zoom. Ms. Link reminded Trustees that at the end of the December 8<sup>th</sup> regular meeting they would go over the organizational meeting items for 2021. Fiscal Officer Link reminded everyone that checks need to be marked “For Deposit – Brown Township Trustees” and that checks are not be held and need to be reaching out to her just as soon as they get the checks.

**Public Participation:**

Resident Terry Hunt expressed unhappiness with the meeting minutes that shared concerns and comments that he would be responsible for any complaints with the neighbors. Terry Hunt asked about any ” water damage” complaints from his pond going to neighboring properties would be his responsibility. Zoning Inspector Kuba clarified that she was the individual who made those remarks that if damages would be their responsibility because of water concerns. Ms. Kuba also noted that we do not permit ponds. She also indicated that if the property owners could prove liable. Mr. Hunt wished we would have told them not to build a pond. Mr. Hunt also submitted a letter/documents to Ms. Kuba and Zoning Inspector Kuba told Mr. Hunt what was specifically missing and what was required for the permit. Zoning Inspector Kuba shared that residents should not be building before they get all the permits.

Delaware County Engineer’s Office Doug Reidel shared with Trustees that the Annual Meeting for Trustees/Fiscal Officers will be virtual in order to meet their obligation. More details would follow. Mr. Reidel indicated that the Veley Road culvert would be likely delayed until spring due to the SR 42 project. The invoice for the Delaware County Road project would be received before the December meeting. Mr. Reidel shared the estimated cost for the Hogback Road culvert project with Trustees. Trustee Miley gave Mr. Reidel a list of the road inspection summary. Trustee Skinner gave Mr. Reidel a copy of a Notice of Claim from Frontier Communications for damages during installation of a drainage ditch that damaged a Frontier Cable in the area of 2415 N. Old State Road. Mr. Reidel will work to contact them.



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held November 10, 2020

A number of Kilbourne United Methodist Church members attended the meeting to discuss the Board of Elections and use of the church as a polling location. A letter was also submitted and signed by the Administrative Council of the Kilbourne United Methodist Church. Kathy Caudill shared that the church wants the township hall to be used as the polling location. They feel the township should take over. Trustees repeatedly expressed that the decision to use the township hall was not up to the Trustees but up to the Board of Elections. Trustee Stegner and Miley both indicated that the Board of Elections was not willing to sign a contract to cover damages to the hall in previous discussions. The Board of Election pulled out of the old township hall without any notice even though the Trustees had put in handicap parking, purchased tables, chairs and microwave to accommodate the workers and voters. Trustee Stegner believes the church is misinformed that we didn't want to the hall to be used for a polling location. Markah Frost was concerned about the voting situation and how crowded it was. Trustee Stegner shared with the members of the church they should advise the Board of Election is to reach out to the Trustees and come to a meeting to discuss using the hall for a polling location.

Wilma Frost also shared that she has concerns on the trash aggregation and that if residents don't use the service they can have no other trash company. Trustee Skinner shared that she received 86 responses with 48 against and 38 for trash aggregation. She spent many hours reaching out to other townships that had aggregation. Rumpke charges anywhere from \$53-212 every three months for trash collection. Trustee Skinner shared she really didn't receive enough responses to make a decision and the responses she received indicated the Trustees would not pursue trash aggregation at this time.

**Zoning Inspector:**

Zoning Inspector Kuba went over her submitted report. She has sent out 6 letters to receive a response to non-compliant items. She has received no feedback from Browntown Investments on the First Federal sign. Ms. Kuba noted that would be a variance hearing in December for 4 access lots on Hogback Road.

**Road Superintendent:**

Road Superintendent Gladman shared his report. Mr. Gladman submitted a proposal for tires. Trustee Stegner made a motion to purchase 6 tires from Precision for a cost not to exceed \$1,100. Trustee Miley seconded. Motion passed.

**RESOLUTION – 2020-11-10-01 TO PURCHASE 6 TIRES FROM PRECISION FOR A COST NOT TO EXCEED \$1,100.**

**Miley Aye Skinner Aye Stegner Aye**

Mr. Gladman shared that the memorial at the old hall was damaged along with the tree. Trustees would like to hold on repairing/replacing. Trustee Miley asked about the two ditches on Kelly McMaster and Beard Road and Road Superintendent Gladman shared he was waiting on material. Trustee Skinner asked about a pot hole located in the main drive in the Green Mound Cemetery. Mr. Gladman will investigate further. This pot hole has been fixed in the past with removing the foundation and putting in 304s.

**Roads**

Discussion occurred with Mr. Reidel in public participation.

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held November 10, 2020

### **Cemetery:**

Cemetery Sexton Harp discussed activities for the past month. A kayaker found a monument in Alum Creek and Ms. Harp believes she has a match. 3 funeral held, 1 lot sold, foundations marked. She will receive Pontem training with Trustee Skinner on November 11<sup>th</sup>. She reported a damage to a stone along the drive. Trustee Skinner brought forward a request from Fuller Monument to place a column burium that would hold 2 sets of cremated remains. Approximately sixe is 24x24. They column would be used as a headstone and would hold the remains as well. Only one would be allowed per lot and they are sealed. Trustees had no concerns. Fiscal Officer Link shared information she received from Pontem regarding additional users. Ms. Link is currently listed as a user and hasn't used in a long time. Trustee Skinner can be assigned the user but it will take Pontem making some license adjustments. Karina with Pontem indicated it should not take more than 1-2 hours at a rate of \$175. As long as the computer Mr. Gladman has was not wiped clean everything could be adjusted. Trustee Stegner made a motion to approve making the modifications for users to Pontem for a cost not to exceed \$500. Trustee Miley seconded. Motion passed.

### **RESOLUTION – 2020-11-10-02 TO APPROVE MAKING THE MODIFICATIONS FOR USERS TO PONTEM FOR A COST NOT TO EXCEED \$500.**

**Miley Aye Skinner Aye Stegner Aye**

### **Fire Department:**

Trustee Miley shared that they will hire someone to design/build and allow the Architect to be the go between for the new fire station. No new information for the point project. Final paperwork for the 2 acres at Career Center. Anticipates new engine pictures soon.

### **Old Business:**

Fiscal Officer Link shared an email from Housekeeper Hedrick regarding damages to blinds in the hall from a Kilbourne Baseball Assn Pizza Party (rented by Ms. Evans). Trustees asked Ms. Link to put a note in the deposit that she was authorized to return.

Trustees discussed the reseeding proposal obtained by PropertyWorx. Trustee Stegner made a motion to purchase select Option 4 Aerate & Overseed w/Starter Fertilizer from PropertyWorx for a cost not to exceed \$800. Trustee Skinner seconded. Motion passed.

### **RESOLUTION – 2020-11-10-03 TO PURCHASE SELECT OPTION 4 AERATE & OVERSEED W/STARTER FERTILIZER FROM PROPERTYWORX FOR A COST NOT TO EXCEED \$800**

**Miley Aye Skinner Aye Stegner Aye**

### **New Business:**

Trustee Skinner made a motion to release warrants #20636-20658 for \$48,240.09. Trustee Stegner seconded. Motion passed.

Trustee Miley made a motion to go into Executive Session to discuss Economic Development and Land purchase at 8:45 pm. Trustee Stegner seconded. Roll call vote occurred: Miley – aye Skinner – aye Stegner aye.

Trustee Skinner brought us back on record at 9:10 pm.

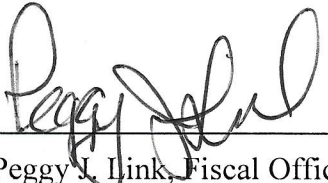


# RECORD OF PROCEEDINGS


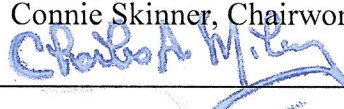
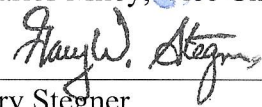
## Minutes of Brown Township Trustees Meeting

Held November 10, 2020

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded.  
Motion passed. Meeting adjourned at 9:10 pm

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairwoman  
  
Charles Miley, Vice Chairman  
  
Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held December 8, 2020	
	<p>The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Stegner, Miley and Skinner, Fiscal Officer Peggy Link (via Zoom), Road Superintendent Dan Gladman, Zoning Inspector Susan Kuba, Cemetery Sexton Beth Harp, and Guests David Veppert, Jeff Humes, Kent Scharff, and Megan Edwards</p> <p>Trustee Skinner made a motion to approve the December 8, 2020 agenda as amended. Trustee Miley seconded. Motion passed.</p> <p>Chairwoman Skinner led the Pledge of Allegiance</p> <p>Trustee Miley made a motion to approve the November 10, 2020 regular meeting minutes as presented. Trustee Skinner seconded. Motion passed.</p> <p><b>Fiscal Officer's Report:</b></p> <p>Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$332,522.79 and earned \$4.92 in interest. Star Bank balance is \$1,336,165.35 and earned \$149.34 in interest. She passed around the reconciliation checklist and timesheets for review and approval for Novemer, 2020. Fiscal Officer Link reminded everyone no further purchases could be made without prior approval of the Fiscal Officer in order to allow for year-end close. Fiscal Officer Link shared a request to proceed with moving all the employees to direct deposit. Ms. Link shared this would save considerable time tracking down lost checks and ensuring that folks received their checks in a timely fashion. Ms. Link worked with Assistant Prosecutor Mark Fowler to share a proposed resolution. The proposed resolution requires all employees to participate. Discussion continued and further decision that the actual bank transfer of funds would occur after the meeting night. Trustee Skinner made a motion to accept the Resolution approving Direct Deposit for Brown Township Employees. Trustee Miley seconded. Motion passed.</p> <p><b>RESOLUTION – 2020-12-08-01 TO ACCEPT THE RESOLUTION APPROVING DIRECT DEPOSIT FOR BROWN TOWNSHIP EMPLOYEES</b></p> <p><b>Miley Aye Skinner Aye Stegner Aye</b></p> <p>Fiscal Officer Link shared that the appropriation to fund Cemetery Sexton is short \$525 due to the retirement of Ms. Cackler and the overlap of the new sexton to allow for training. Trustee Skinner made a motion to move \$525.00 from 2041-410-190-0029 to 2041-410-100-0000 to cover Cemetery Sexton salary. Trustee Stegner seconded. Motion passed.</p> <p><b>RESOLUTION – 2020-12-08-02 TO MOVE \$525.00 FROM 2041-410-190-0029 TO 2041-410-100-0000 TO COVER CEMETERY SEXTON SALARY</b></p> <p><b>Miley Aye Skinner Aye Stegner Aye</b></p> <p>Ms. Link reminded everyone that the year end meeting is December 29<sup>th</sup> at 5:30 pm and that timesheets are due by December 26<sup>th</sup> at 4 pm along with all invoices and payments required to close out the fiscal year. Trustee Skinner shared that Mindy Ulery did not show up for court and the judge ruled in the township's favor to collect on the damages to the sign.</p>	



RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held December 8, 2020	
	<p><b>Public Participation:</b></p> <p>Megan Edwards with the Delaware County Health Department gave a brief update. The Health Department is pretty overwhelmed with COVID-19. The Sunbury satellite office is temporarily closed. Ms. Edwards was not sure how many vaccines they would receive.</p> <p>Kent Scharff share that he was concerned about the reasonableness of the penalty fee for the zoning application. He paid the \$100 application fee and the \$100 penalty fee for thought it was a little steep. Trustees shared there is a lot of work backwards when the applications are not processed appropriately. Other townships have similar penalties in place.</p> <p><b>Housekeeping update:</b></p> <p>Fiscal Officer Link shared that the revenue for the halls were \$600 and the expense for the new hall for 2021 was \$11,487.37. Ms. Hedrick has folks inquiring about renting hall. Ms. Hedrick briefly inquired about declining insurance and discussing raise.</p> <p><b>Zoning Inspector:</b></p> <p>Zoning Inspector Kuba went over her submitted report. The variance hearing will need to be postponed until January since the applicants had the wrong address on the application. Ms. Kuba working with Browntown on the bank sign. This sign was not on the development plan and the bank will still need to follow zoning rules. Mr. Fisher paid his permit fee and this was not an ag exempt permit and will need to get a county permit.</p> <p><b>Road Superintendent:</b></p> <p>Road Superintendent Gladman shared his report. Mr. Gladman indicated that the air tanks are rusty on the plow truck and needs to have a replacement on hand. Mr. Gladman presented several estimates. Trustee Stegner made a motion to approve spending no more than \$950 for air tanks with Raney's. Trustee Skinner seconded. Motion passed.</p> <p><b>RESOLUTION – 2020-12-08-03 TO APPROVE SPENDING NO MORE THAN \$950 FOR AIR TANKS WITH RANEY'S</b></p> <p><b>Miley Aye Skinner Aye Stegner Aye</b></p> <p>Mr. Gladman shared that in 2009 all signs were replaced to comply with federal standards. In 2024 this will be the 15 year mark and will need to review and comply with any new updates. The cost could be between \$4,400 to \$6,600. Check with the County to see if they have a meter to check for compliance. Salt slips will no longer be given and everything will be received via email. Fiscal Officer Link will send this information to Road Superintendent to review before paying invoices.</p> <p><b>Roads</b></p> <p>Trustee Skinner shared that with State Route 42 closed and State Route 521 closed 3 days due to issues she reached out to ODOT to assess issue. ODOT did a study and will put up better signage beside the railroad bridge and before that in order to try to avoid the bridge being hit.</p>	

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held December 8, 2020

**Cemetery:**

Ms. Harp gave a brief update and shared 2 burials since last meeting and that Snyder Rodman vault has 212 remains. Fiscal Officer Link asked about Carpenter foundation pour and Road Superintendent Gladman is looking to fix the situation. Ms. Link will be holding invoice until a resolution has been identified. Fiscal Officer Link asked about the foundation costs in order to update our website and Ms. Harp will get information so this can be done. Ms. Harp indicated the computer needs updated with a personal email address. Fiscal Officer Link responded and let Ms. Harp know she will need to decide on her email address for the cemetery sexton. It is her personal choice on whether she wants to use gmail or yahoo. Once that is decided she should let local funeral homes know. Trustee Skinner mentioned the lawn mower and Trustees are tabling this until the meeting in January.

**Fire Department:**

Trustee Miley gave many updates. Delaware County Commissioner approved the sale of the property. December 18<sup>th</sup> is the deadline for architects for the project (currently 14 have expressed interest). Roger Vansickle is retiring in December. Toy drive for People in Need is December 19<sup>th</sup>.

**Old Business:**

Board of Elections did not want to join the meeting because of how they were treated previously. Board of Elections (BOE) shared they do want to vote at Brown. They are willing to split the district. Kingston would move when their new building is built. They are highly insured and bonded and any damages that occur would be covered. BOE wants a contract signed and they should also sign one for the township. Contract should indicate damages are covered. This discussion will be tabled until January.

TIF – Trustee Miley delivered the notices to the Boards of Education on November 18<sup>th</sup>. Trustee Miley reaffirms motion 2020-10-13-01. Trustee Stegner second. Motion passed.

**RESOLUTION – 2020-12-08-04 REAFFIRMS MOTION 2020-10-13-01**

**Roll call vote:            Miley Aye Skinner Aye Stegner Aye**

Trustee Miley has reached out to numerous survey companies regarding property purchase and survey needed. He has only heard back from one company with an estimate of \$1,600. Mr. Sheets will need to resolve all liens on property before township would be able to proceed.

**New Business:**

Drop box needs to have a sign on the box. Zoning Inspector Kuba indicated that folks put items in the box and never notify her that something is in there. She will work on a sign.

Individual employees have shared problems regarding cell phones for zoning, housekeeping and cemetery. Fiscal Officer Link has not received any information/issues prior to this conversation in order to reach out to get resolution. Issues are to be sent to Fiscal Officer Link so that she can reach out to Verizon to get answers on the issues.

Trustee Skinner made a motion to release warrants #20659-20690 for \$188,170.35. Trustee Stegner seconded. Motion passed.




# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting


Held December 8, 2020


Trustees shifted their discussion to the 2021 Organizational Meeting agenda.

Trustee Miley made a motion to adjourn the meeting. Trustee Skinner seconded.  
Motion passed. Meeting adjourned at 9:54 pm

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairwoman

  
Charles Miley, Vice Chairman

  
Gary Stegner

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

---

### ***Brown Township 2021 Organizational Meeting***

A. Began Discussion at 9:06 pm

B. 2021 Resolutions:

**RESOLUTION 2020-12-08-01**– MOTION TO NAME CHAIRMAN,  
VICE CHAIRMAN, AND EXECUTIVE MEMBER

**2021 Chairman Miley (Trustee Stegner nominated; Trustee Skinner second)**

**Vice Chairman Stegner (Trustee Miley nominated; Trustee Skinner second)**

**Executive Member Skinner**

**Vote- approved by all**

**RESOLUTION 2020-12-08-02 - TO APPROVE THE 2021  
PERMANENT APPROPRIATIONS**

**Fund: General**

1000-110-111-0000	Salaries-Trustees	\$	39,000.00
1000-110-121-0000	Salary-Fiscal Officer	\$	23,000.00
1000-110-211-0000	Ohio Public Employees Retirement System	\$	7,700.00
1000-110-212-0000	Social Security	\$	900.00
1000-110-213-0000	Medicare	\$	1,500.00
	Life Insurance, Dental, VSP, Health, Disability		
1000-110-222-0004	Insurance	\$	23,000.00
1000-110-230-0000	Worker's Compensation	\$	10,000.00
1000-110-313-0000	Uniform Accounting Network Fees	\$	6,000.00
1000-110-314-0000	Tax Collection Fees	\$	3,500.00
1000-110-315-0000	Election Expenses	\$	600.00
1000-110-318-0000	Training Services-Trustees & Fiscal Officer & Empl	\$	3,000.00
1000-110-330-0000	Travel and Meeting Expenses-Trustees	\$	1,000.00
1000-110-330-0168	Travel and Meeting Expenses-Fiscal Officer	\$	500.00
1000-110-342-0000	Postage	\$	1,000.00
1000-110-342-0073	Postage-Newsletter	\$	1,000.00
1000-110-345-0000	Advertising & Legal Ads	\$	4,500.00
1000-110-349-0073	Other Communication-Newsletter Printing	\$	1,000.00
	Pay Another Political Sub-Del. Co. Health		
1000-110-370-0118	Dept/Member & Dues	\$	9,000.00
1000-110-381-0000	Property/Liability Insurance Premiums	\$	20,000.00
1000-110-410-0000	Office Supplies	\$	3,500.00
1000-110-420-0000	Operating Supplies	\$	3,500.00
1000-110-490-0000	Other-Supplies & Materials	\$	4,000.00
1000-120-190-0028	Salary-Road Supt.	\$	24,000.00
1000-120-190-0029	Salary-Road Labor-Grant	\$	24,000.00
1000-120-190-0112	Salary-Housekeeper	\$	3,250.00
1000-120-190-0178	Salary-Housekeeper,Maintenace SR521	\$	10,000.00
1000-120-211-0000	Ohio Public Employees Retirement System	\$	7,000.00
1000-120-213-0000	Medicare	\$	1,000.00
1000-120-322-0000	Garbage & Trash Removal/C.O.C.	\$	2,500.00
1000-120-323-0000	Repairs & Maintenance-Township Hall	\$	7,500.00
1000-120-323-0032	Repairs & Maintenance-Maintenance Garage	\$	7,500.00



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

1000-120-323-0178	Repairs & Maintenance-Township Hall-SR521	\$	7,500.00
1000-120-330-0000	Travel & Meeting Expense-Fiscal Officer	\$	1,000.00
1000-120-341-0000	Telephone/Cell Phone	\$	2,000.00
1000-120-341-0178	Telephone/Cell Phone-Township Hall-SR521	\$	1,000.00
1000-120-351-0000	Electricity	\$	4,000.00
1000-120-351-0178	Electricity-Township Hall-SR521	\$	2,500.00
1000-120-352-0000	Water	\$	500.00
1000-120-352-0178	Water-Township Hall-SR521	\$	500.00
1000-120-353-0000	Natural Gas	\$	3,500.00
1000-120-353-0178	Natural Gas-Township Hall-SR521	\$	1,500.00
1000-120-359-0006	Internet Services	\$	1,500.00
1000-120-359-0178	Internet Services-Township Hall-SR521	\$	1,500.00
1000-120-519-0132	Other Dues and Fees	\$	5,500.00
1000-120-710-0000	Land	\$	60,000.00
1000-130-190-0000	Salary-Zoning Inspector	\$	8,400.00
1000-130-190-0070	Salary-Zoning Secretary Mtg. Payroll	\$	2,500.00
1000-130-190-0147	Salaries-BZC & BZA Mtg. Payroll	\$	3,700.00
1000-130-190-0158	Salaries-Zoning inspector mileage	\$	2,100.00
1000-130-211-0000	Ohio Public Employees Retirement System	\$	3,000.00
1000-130-212-0000	Social Security	\$	500.00
1000-130-213-0000	Medicare	\$	500.00
1000-130-317-0000	Planning Consultants	\$	2,500.00
1000-610-190-0000	Salaries-Parks (Dan, Grant, PT Worker)	\$	7,000.00
1000-610-322-0000	Trash-Waste Management	\$	2,500.00
	Parks-Other Expenses (Winterizing, Opening, &		
1000-610-599-0000	Toilets Pumping	\$	2,500.00
1000-760-360-0000	Contracted Services	\$	50,000.00
1000-930-930-0000	Contingencies	\$	35,000.00
	<b>Total General Funds</b>	<b>\$</b>	<b>466,650.00</b>
<b>Fund: Motor Vehicle Tax</b>			
2011-330-360-0000	Contracted Services	\$	5,000.00
2011-330-420-0000	Operating Supplies-Gas & Diesel Fuel	\$	25,000.00
	<b>Total Motor Vehicle Tax</b>	<b>\$</b>	<b>30,000.00</b>
<b>Fund: Gas Tax</b>			
2021-330-323-0000	Repairs & Maintenance	\$	1,500.00
2021-330-323-0046	Repairs & Maintenance-Intl Truck	\$	4,500.00
2021-330-323-0047	Repairs & Maintenance-Ford F-350 1 Ton	\$	5,000.00
2021-330-323-0048	Repairs & Maintenance-Cat Backhoe	\$	4,000.00
	Repairs & Maintenance-Int'l Tractor & Motrim		
2021-330-323-0049	Mower	\$	5,000.00
2021-330-323-0051	Repairs & Maintenance-Case Skidloader	\$	1,000.00
2021-330-360-0000	Contracted Services	\$	18,000.00
2021-330-360-0041	Contracted Services-Road Resurfacing	\$	55,000.00
2021-330-420-0000	Operating Supplies	\$	5,000.00
	Operating Supplies-Snow & Ice Removal/Salt &		
2021-330-420-0011	Grit	\$	20,000.00
2021-330-430-0000	Small Tools & Minor Equipment	\$	3,000.00
2021-330-599-0000	Other Expenses	\$	16,000.00
2021-330-740-0000	Highway Equipment	\$	100,000.00
	<b>Total Gas Tax</b>	<b>\$</b>	<b>238,000.00</b>
<b>Fund: Road &amp; Bridge</b>			
2031-330-314-0000	Tax Collection Fees	\$	1,800.00

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

2031-330-360-0000	Contracted Services	\$	66,600.00
2031-330-360-0012	Contracted Services-Crack, Seal, & Striping	\$	130,000.00
	<b>Total Road &amp; Bridge</b>	<b>\$</b>	<b>198,400.00</b>
<b>Fund: Cemetery</b>			
2041-410-100-0000	Salary-Cemetery Sexton	\$	4,200.00
2041-410-190-0028	Salaries-Other Cemetery (Dan,)	\$	10,000.00
2041-410-190-0029	Salaries-Other Cemetery , Grant, PT Worker)	\$	15,000.00
2041-410-211-0000	Ohio Public Employees Retirement System	\$	2,000.00
2041-410-213-0000	Medicare	\$	200.00
2041-410-250-0007	Mileage-Cemetery Sexton	\$	300.00
2041-410-323-0000	Repairs & Maintenance	\$	2,000.00
2041-410-323-0036	Repairs & Maintenance-Cemetery Equipment	\$	14,000.00
2041-410-323-0037	Repairs & Maintenance-Green Mound Cemetery	\$	5,000.00
2041-410-323-0038	Repairs & Maintenance-Eden Cemetery	\$	3,000.00
2041-410-360-0000	Contracted Services-Landscaping	\$	2,500.00
2041-410-420-0000	Operating Supplies	\$	2,000.00
2041-410-420-0009	Annual Pontem Software Service Fee	\$	3,500.00
2041-410-599-0000	Other Expenses	\$	2,000.00
2041-760-730-0000	Improvement of Sites	\$	10,000.00
	<b>Total Cemetery</b>	<b>\$</b>	<b>75,700.00</b>
<b>Fund: Permissive Motor Vehicle License</b>			
2231-330-360-0000	Contracted Services	\$	90,000.00
2231-330-599-0000	Snow Removal-Salt & Grit	\$	15,000.00
	<b>Total Permissive Motor Vehicle License</b>	<b>\$</b>	<b>105,000.00</b>
<b>Fund: Public Works Commission Project</b>			
4401-760-360-0000	Contracted Services		
	<b>Total Public Works Commission Project</b>	<b>\$</b>	<b>-</b>
<b>TOTAL ANNUAL APPROPRIATIONS ALL FUNDS</b>		<b>\$</b>	<b>1,113,750.00</b>

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

### **RESOLUTION 2020-12-08-03 – TO ESTABLISH THE 2021 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:** January 7, 2021 at 7:00 pm will be the date for the January meeting

**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

**Special Meetings-** Dates and times to be advertised/posted



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

---

	Cancellations will be posted 24 hours prior to the meeting on the township hall door.
<b>Emergency Meetings-</b>	Chairman calls meeting notifying trustees and fiscal officer and will be posted on the township hall door 24 hours prior to the meeting
<b>Year End Meeting-</b>	December 28, 2021 at 5:30 pm
<b>2021 Organizational Meeting-</b>	December 14, 2021 at the end of the regular meeting

*All trustee meetings will be posted on exterior bulletin board at the township hall. The 2021 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 Miley**  
**Second- Trustee Skinner**  
**Vote- approved by all**

### **RESOLUTION 2020-12-08-04 – MOVE TO APPOINT DEPARTMENT LIASONS AS FOLLOWS:**

**Cemetery-Connie Skinner**  
**Fire Board-Charles Miley backup: Gary Stegner**  
**Road Department-Charles Miley**  
**Health-Connie Skinner**  
**Parks & Facilities-Gary Stegner**

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

### **RESOLUTION 2020-12-08-05 – 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 Skinner**  
**Second- Trustee Stegner**  
**Vote- approved by all**

### **RESOLUTION 2020-12-08-06 – MOVE TO AUTHORIZE MISCELLANEOUS TOWNSHIP PAYMENT POLICIES**

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

- 
- 1.) 100% of necessary, reasonable and customary expenses for attendance at conventions, workshops and meetings.
  - 2.) The rate for mileage reimbursement will be set by the IRS and approved at the first meeting of the fiscal year for township business outside the township limits.

**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 2<sup>nd</sup> day of the following month.** Any requests after the 2<sup>nd</sup> will be processed the following month.

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

### **RESOLUTION 2020-12-08-07- 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 7, 2021 must have prior approval by the Fiscal Office due to end of the year processing.***

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

### **RESOLUTION 2020-12-08-08- TO APPROVE AND ADOPT BROWN TOWNSHIP BUILDING RENTAL RULES & RENTAL RATES**

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

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



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

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

### 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: \_\_\_\_\_

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

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”).

### 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	<input type="checkbox"/>	Resident of Brown Township, Delaware County, Ohio (proof required)
4 hour max. - \$250.00 All day - \$500.00	\$100.00	<input type="checkbox"/>	Organization headquartered in Brown Township, Delaware County, Ohio
\$150 cleaning fee	None	<input type="checkbox"/>	Organization that is governmental, charitable or fraternal in nature
4 hour max. - \$500.00 All day - \$1,000.00	\$200.00	<input type="checkbox"/>	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:



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

---

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.

### **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.

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

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.

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



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

Trustee	Date
Trustee	Date

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

### RESOLUTION 2020-12-08-09- TO APPROVE AND ADOPT GREENMOUND CEMETERY RATES

#### Cemetery Rates:

<b>Fees for Cemetery Services to Funeral Homes &amp; Monument Companies</b>		
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		
	Per Running Foot per	
	Longstreth Contract (\$270	
(Add 2" to width & length	minimum)	\$19.50
Disinterment 2x open/close		\$650.00
Fee to Remove Old Foundation		\$50.00
<b>Fee for Cemetery Gravesite</b>		
Township Resident		\$200.00
Non-Resident		\$800.00
Deed Transfer		\$100.00

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

### RESOLUTION 2020-12-08-10- APROVE APPOINTED EMPLOYEES SALARIES AND WAGES

Salaries				Total for Year
	Zoning Inspector	Month	\$775.00	\$9,300.00
	Cemetery Sexton	Month	\$350.00	\$4,200.00
Employee's Wage Rates	Per Hour			
	Part-time/Seasonal Weedeating		\$16.00	
	Part-time Snow Plowing		\$16.00	
	Township Hall Housekeeping		\$459.00	\$5,508.00
	Township Hall Work		\$19.00 GT/20.50 DG	
	Township Hall Work	Holiday	\$20.50 GT/22.50 DG	
	Park Work		\$19.00 GT/20.50 DG	
	Park Work	Holiday	\$20.50 GT/22.50 DG	
	Road Work		\$19.00 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		\$19.00 GT/20.50 DG	
	Cemetery Work	Holiday	\$20.50 GT/22.50 DG	

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

	Zoning Secretary	Paperwork	\$13.00	
		Per Meeting	\$58.00	
Reimbursements				
	Zoning Board Members	Meeting	\$30.00	
	Mileage Rate	Mile	To be set at first mtg in January	

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

### RESOLUTION 2020-12-08-11-APPROVE 2021 ZONING FEES

CONSTRUCTION WITHOUT OBTAINING PERMIT		Double the cost of the permit
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*
PORT		\$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



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 8, 2020

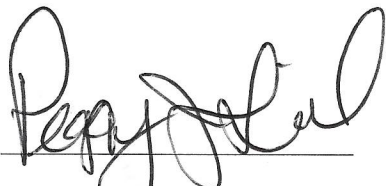
APPEAL	\$500.00
CONDITIONAL USE HEARINGS	\$500.00
FEE FOR APPROVING PLOTS & SUBDIVISIONS REFERRAL TO DCRPC	N/C
ROUND POOL OR DECK	\$100.00*
ZONING RESOLUTION BOOK	\$30.00
AGRICULTURAL EXEMPT PERMITI (contact Zoning Inspector)	N/C
CONSTRUCTION WITHOUT OBTAINING PERMIT	Double the cost of permit

\*Includes Certificate of Compliance


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


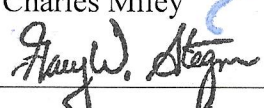
Move to Adjourn: Time 9:54 pm

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

  
Peggy Link, Fiscal Officer

Trustees

  
Connie Skinner

  
Charles Miley  
  
Gary Stegner

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held December 29, 2020

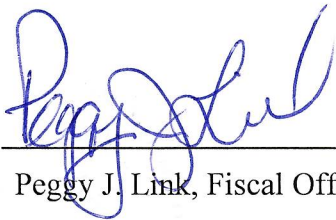
The Brown Township Trustees met on this date at 5:30 PM in regular form with Trustees Stegner, Miley and Skinner, Fiscal Officer Peggy Link and Road Superintendent Dan Gladman

Trustee Skinner made a motion to approve the December 29, 2020 agenda as presented. Trustee Miley seconded. Motion passed.

Road Superintendent Dan Gladman led the Pledge of Allegiance

Trustee Miley made a motion to release warrants #20691-20709 for \$9,908.51. Trustee Skinner seconded. Motion passed.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 5:35 pm



Peggy J. Link, Fiscal Officer

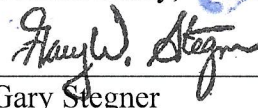
Trustees



Connie Skinner, Chairwoman



Charles Miley, Vice Chairman



Gary Stegner