

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held July 14, 2020

Roads

Trustees invited Alan Cea to phone Frank Cea to discuss the Cea property. Trustee Miley shared that the township is willing to put a concrete headwall in as a last and final contribution. Mr. Miley shared he has received the specs from ODOT. The culvert has risen up on the east side and cannot be higher than the road. Alan Cea indicated he has spent thousands on trying to divert water. They appreciate the townships help. The Cea's indicated they are still working with additional contractors to address the water issue. Trustees indicated that the plastic pvc pipe is not the best material to use. Frank Cea was interested in reinstalling a concrete pipe. Trustees agreed that the plastic pipe seems to be an issue. Trustee Miley shared that the township has cleaned out the ditch at least 2 times. If the Cea's decide to pursue the concrete tile then it may not be necessary to install the concrete headwall. Frank Cea will reach out to the Trustees and decide on how he wants to proceed.

Cemetery:

Cemetery Sexton Cackler was absent the meeting and no report was given. Trustee Skinner made a motion to accept the resignation of Donna Cackler effective October 31, 2020. Trustee Stegner seconded. Motion approved. Trustees and Fiscal Officer discussed and agreed on a position description and a posting and recruitment strategy. The township will accept applications through August 10th and be prepared to make decisions on August 11th at the township meeting. Fiscal Officer Link will place an advertisement in the newspaper and on the website.

Trustee Skinner would like to invite Longstreth to the next meeting to have a fuller conversation about their quote. Trustee Skinner has a list of users of the service and will reach out to get further recommendations.

Fire Department:

Trustee Miley shared there is no news on the county property. Chief Morris is still working on the engine replacement.

Old Business:

Trustee Skinner shared the prepared documents for the Quit Claim Deed for transferring the property to the Fire Board. Trustee Skinner made a motion Approving the transfer of a parcel of real estate via quit claim deed to the Tri Township Board of Fire District Trustees. Trustee Stegner seconded. Roll call vote taken. Motion approved.

RESOLUTION – 2020-07-14-01 APPROVING THE TRANSFER OF A PARCEL OF REAL ESTATE VIA QUIT CLAIM DEED TO THE TRI TOWNSHIP BOARD OF FIRE DISTRICT TRUSTEES.

Miley abstain Skinner Aye Stegner Aye

Trustee Skinner made a motion Approving a client informed consent and conflict of interest waiver for the Delaware County Prosecutor to represent the Brown, Delaware and Troy Township Boards of Trustees and the Tri Township Board of Fire District Trustees in the matter of the transfer of a parcel of Real Estate. Trustee Stegner seconded. Roll call vote taken. Motion approved.

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Minutes of Brown Township Trustees Meeting

Held July 14, 2020

RESOLUTION – 2020-07-14-02 APPROVING A CLIENT INFORMED CONSENT AND CONFLICT OF INTEREST WAIVER FOR THE DELAWARE COUNTY PROSECUTOR TO REPRESENT THE BROWN, DELAWARE AND TROY TOWNSHIP BOARDS OF TRUSTEES AND THE TRI TOWNSHIP BOARD OF FIRE DISTRICT TRUSTEES IN THE MATTER OF THE TRANSFER OF A PARCEL OF REAL ESTATE.

Miley abstain Skinner Aye Stegner Aye

Trustees discussed updates to the website. Trustees discussed having Zoning Inspector Kuba make updates to the website. Fiscal Officer Link will inquire about this.

Trustee Stegner shared a letter that he received from Studer Obringer regarding the water intrusion issue. The letter acknowledges the issue and that the contractor will remove 3-4 bricks and replace the flashing. This will occur later this summer or early fall.

Trustees discussed the tractor and mower. Trustee Miley shared updated quotes and further discussed selling the old tractor and mower. Based on the quote and higher costs and to stay under budget as well as to address storage issues until the new equipment would be received, Trustees agreed to proceed and trade-in the old tractor and mower. Trustee Stegner made a motion to purchase JD5100M from Parrott Implement for the cost of \$63,501.75 with the \$7,000 trade-in under state contract OH STS515 AG Mach, Mowers, Tractors 800750 (PG 6G CG22). Trustee Skinner seconded. Motion passed.

RESOLUTION – 2020-07-14-03 TO PURCHASE JD5100M FROM PARROTT IMPLEMENT FOR THE COST OF \$63,501.75 WITH THE \$7,000 TRADE-IN UNDER STATE CONTRACT OH STS515 AG MACH, MOWERS, TRACTORS 800750 (PG 6G CG22).

Miley Aye Skinner Aye Stegner Aye

Trustee Stegner made a motion to purchase Kestrel Evo ‘S’ VFA from Parsons Equipment for a cost of \$38,000 under state contract STS OHIO CONTRACT #800603. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2020-07-14-04 TO PURCHASE KESTREL EVO ‘S’ VFA FROM PARSONS EQUIPMENT FOR A COST OF \$38,000 UNDER STATE CONTRACT STS OHIO CONTRACT #800603

Miley Aye Skinner Aye Stegner Aye

New Business:

Trustee Miley brought to the attention the Caldweell property next to the Career Center and that Randy Ormeroid would be willing to come to a meeting to discuss Spring Tiff in order to shut off the city from the property.

Trustee Stegner brought to the attention 4 properties on Howard Road that need letters addressing overgrown lots.

Trustee Skinner made a motion to release warrants #20507-20535 for \$14,149.88. Trustee Stegner seconded. Motion passed.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held July 14, 2020

The Brown Township Trustees met on this date at 7:01 PM in regular form with Trustees Stegner, Miley and Skinner, Fiscal Officer Peggy Link, Road Superintendent Dan Gladman, Zoning Inspector Susan Kuba, and Guests William Bauman, Megan Edwards and Alan Cea

Trustee Stegner made a motion to approve the July 14, 2020 agenda as amended. Trustee Miley seconded. Motion passed.

Chairwoman Skinner led the Pledge of Allegiance

Trustee Miley made a motion to approve the June 9, 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 \$223,790.74 and earned \$9.42 in interest. Star Bank balance is \$1,334,747.01 and earned \$662.86 in interest. She passed around the reconciliation checklist and timesheets for review and approval for June, 2020. Fiscal Officer Link indicated interest receipts were down approximately 25% for revenue estimates.

Public Participation:

Megan Edwards from the Delaware County Health District attended the meeting. She shared a flyer on mosquitos and shared the focus of the Health District is COVID-19. If anyone had questions she would try to answer and if not she would report back with those answers.

Zoning Inspector:

Zoning Inspector Kuba went over her submitted report.

Fiscal Officer Link inquired about the pending agenda item for the Browntown Investment Fee Request and the summary of fees the township was charging. Zoning Inspector Kuba had not had time to address it. Trustee Skinner also inquired about Ms. Kuba contacting Berlin Township Zoning Inspector and she shared she would be reaching out shortly.

Road Superintendent:

Road Superintendent went over his submitted report. Mr. Gladman shared he put stone on Cackler to help manage the road from being so sticky and peeling up. Mr. Gladman also brought to the Trustees attention that the maintenance garage septic tank seems to be full. Trustees have asked him to proceed to contact Wells and get it addressed. Trustee Miley addressed that Pittman Road is having issues where heavy equipment was brought in and damaged the road similar to Jumper Road where a resident’s drive way was chipped and seal and equipment damaged the road. Trustee Miley will reach out to the homeowners to obtain the contractor’s information to have the roads fixed. Mr. Gladman will be spraying alleys in Leonardsburg. Trustee Miley would like Mr. Gladman to fix the berm on Kelly McMaster and Veley Road. Trustees suggest that on 90 degree days Mr. Gladman will likely need to spread grit on top. Trustees heard from Shelly that the bleeding roads are from the fog seal issue. Trustees discussed not using fog seal when we chip/seal.

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Minutes of Brown Township Trustees Meeting

Held July 14, 2020

Trustee Stegner made a motion to adjourn the meeting. Trustee Skinner seconded. Motion passed. Meeting adjourned at 8:51 pm

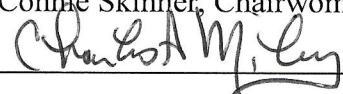


Peggy J. Link, Fiscal Officer

Trustees



Connie Skinner, Chairwoman



Charles Miley, Vice Chairman



Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held August 11, 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, and Guests Sean Longstreth, Randy Ormeroid and Kevin Hennessy

Trustee Stegner made a motion to approve the August 11, 2020 agenda as amended. Trustee Miley seconded. Motion passed.

Chairwoman Skinner led the Pledge of Allegiance

Trustee Stegner made a motion to approve the July 14, 2020 regular meeting minutes as presented. Trustee Skinner seconded. Motion passed.

Fiscal Officer’s Report:

Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$225,950.95 and earned \$9.61 in interest. Star Bank balance is \$1,335,263.99 and earned \$516.98 in interest. She passed around the reconciliation checklist and timesheets for review and approval for July, 2020. Fiscal Officer Link shared that she has consulted with Assistant Prosecutor Mark Fowler regarding the money owed by Ms. Mindy Ulery due to damage to a road sign that occurred June 2, 2019. Ms. Link indicated that she has sent two letters, several phone calls and Asst. Prosecutor Fowler has also sent a letter to Ms. Ulery to collect the \$221.69 she owes for the damage. Mr. Fowler advised that the only option is small claims court. To file this action in the Municipal Court will cost \$70. We will have additional options such as garnishing her wages if we proceed this route. Trustee Miley made a motion to proceed with authorizing the \$70 cost to the Municipal Court to seek judgement for payment of the \$221.69 against Ms. Mindy Ulery. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2020-08-11-01 TO PROCEED WITH AUTHORIZING THE \$70 COST TO THE MUNICIPAL COURT TO SEEK JUDGEMENT FOR PAYMENT OF THE \$221.69 AGAINST MS. MINDY ULERY

Miley Aye Skinner Aye Stegner Aye

Public Participation:

Trustee Skinner reminded everyone that the Health Department clinic is still open that folks will just need to make an appointment.

Zoning Inspector:

Zoning Inspector Kuba went over her submitted report. Joni Hunt built a pond after contacting Soil and Water and was advised not to proceed with building the pond. Ms. Kuba will be contacting her and Ms. Kuba was asking if the township wanted to be involved. Brown Township does not currently have any zoning for ponds. There was no overflow placed in the pond. Ms. Kuba will be sending a letter to note that the homeowners were advised not to dig the pond and then if the neighbors complain, we will have this documented. Trustees and Ms. Kuba discussed the no trespassing signs issue in Oxford Woods. Gigi was advised by Mr. Fowler to take down the signs but she is not sure she can get them down now and therefore she’ll paint over them. Oxford Woods developer did not get a fence permit or a signs permit and therefore they are in violation. Fiscal Officer Link shared a request by Ms. Dee Gillilan to waive the penalty fee for building without a permit. Trustees were saddened by the loss of her mother but do not have the funds to cover all the requests for assistance that occurs. The penalty is the cost of the original application which was \$200. Ms. Kuba noted that she still does not have a complete permit. Ms. Link will respond to the request and copy the Trustees.

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Minutes of Brown Township Trustees Meeting

Held July 14, 2020

Matthew Blake, a resident on Cackler Road met with Ms. Kuba to discuss a permit and started cursing at her because of the \$200 cost. No permit was issued because of an incomplete application. Mr. Blake also has a no trespassing sign and is in violation. Zoning Inspector Kuba provided the Trustees with a comparison of zoning fees to review for the Browntown Investment Group and the fees that we currently charge are comparable.

Road Superintendent:

Road Superintendent Gladman went over his report. Lee Dennison was injured while working in the cemetery when he lifted a tree branch. He may have to have surgery. Mr. Gladman also shared that he has given Fiscal Officer Link an accident report for a sign that damaged at the corner of Baker Road and SR 36.

Roads

Trustee Miley has heard nothing from Frank Cea. If Mr. Cea decides to replace the culvert we do not install culverts. Fiscal Officer Link will hold a letter until the Trustees advise if he is replacing the culvert or installing a new one. Trustee Miley asked about Mr. Gladman doing berm road. There are several small stretches and Mr. Gladman is doing the work as time allows. Mr. Gladman only puts down 304s unless it is not deep enough. Trustee Miley shared that the Trustees will receive a letter from the County Road Improvement Project to confirm the work is done. Bridge work on Kelly McMaster is receiving no help from the utility companies. Frontier has went bankrupt. A box culvert is being installed instead of a round one. It was supposed to be there but the engineer wants to wait a week. The installation will likely be complete sometime in mid-September.

Cemetery:

Cemetery Sexton Cackler was absent the meeting and no report was given. Guest Sean Longstreth attended the meeting to answer questions about the quote to pour foundations. Trustee Skinner contacted many of the cemeteries that Mr. Longstreth listed as customers and Ms. Skinner received nothing but good recommendations. The only work needing to be done by the township would be to set the stakes/mark where the foundations go and a place for the excess dirt. Mr. Longstreth will update the contract and will also generate a comparison of our current costs vs what they are quoting. Fiscal Officer Link shared three candidates interested in the Cemetery Sexton position. Trustees will hold a special meeting 1-1/2 hrs before our next regular meeting to hold conversations with the candidates interested. Since the position will require handling of money, it was suggested we conduct a background check before a job offer would be final. Fiscal Officer Link will look at generating a policy to support this request. Trustee Skinner will reach out and discuss availability as well as provide a screen shot of the Pontem software. Trustee Skinner received a request to discuss allowing Sandra Moulds at JA-360-4E to place a small stone on a military marker. The cemetery does not allow temporary stones and therefore this is the only option. Trustee Skinner will reach out to Cemetery Sexton Cackler to have her collect the funds for placing the small stone. Trustees discussed replacing the bushes. Trustee Skinner will look into it.

Trustee Skinner made a motion to go into Executive Session to discuss Economic Development at 8:20 pm. Trustee Miley seconded. Roll call vote occurred: Miley – aye Skinner – aye Stegner aye.

Trustee Skinner brought us back on record at 9:15 pm.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held August 11, 2020

Fire Department:

Trustee Miley gave a lengthy update as a lot of work has progressed. Estimated revenues approved, approved transfer of land, new phone system installed, new fire reporting company being used, shared a survey of the new firestation property on the backside of the property, Delaware County Fair does not need them and only one EMS will be there and then Fire Chief is doing driver training while things are slow.

Old Business:

n/a

New Business:

Trustee Miley reminded folks that there is one meeting left before the newsletter and he would like to be able to get it prepared by the end of September.

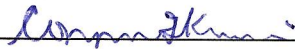
Trustee Skinner made a motion to release warrants #20536-20571 for \$12,582.77.
Trustee Stegner seconded. Motion passed.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded.
Motion passed. Meeting adjourned at 9:24 pm

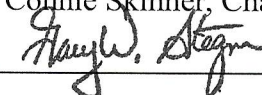


Peggy J. Link, Fiscal Officer

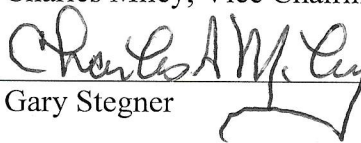
Trustees



Connie Skinner, Chairwoman



Charles Miley, Vice Chairman



Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting


Held September 8, 2020

The Brown Township Trustees met on this date at 5:00 PM in special form with Trustees Stegner, Miley and Skinner and Guests Christopher Welker, Christina Lehner and Beth Harp

Trustee Skinner made a motion to go into Executive Session to so the board may interview potential employees for the cemetery sexton position at 5:00 pm. Trustee Stegner seconded. Roll call vote occurred: Miley – aye Skinner – aye Stegner aye.

Trustee Skinner brought us back on record at 6:35 pm.

Trustee Skinner made a motion to adjourn the meeting. Trustee Stegner seconded. Motion passed. Meeting adjourned at 6:36 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 September 8, 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 Donna Cackler, Housekeeper Kristine Hedrick and Guests Doug Reidel and Megan Edwards

Trustee Stegner made a motion to approve the September 8, 2020 agenda as amended. Trustee Skinner seconded. Motion passed.

Chairwoman Skinner led the Pledge of Allegiance

Trustee Stegner made a motion to approve the August 11, 2020 regular meeting minutes as presented. Trustee Miley seconded. Motion passed.

Fiscal Officer’s Report:

Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$227,902.99 and earned \$7.36 in interest. Star Bank balance is \$1,335,594.71 and earned \$330.72 in interest. She passed around the reconciliation checklist and timesheets for review and approval for August, 2020. Ms Link shared that CareWorks has advised that the Township proceed to have BWC process compensation for Mr. Dennison instead of the township paying salary continuation. Fiscal Officer Link shared the proposed Rates and resolution to be sent to the Delaware County Budget Commission. Trustee Skinner proposed Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Trustee Stegner seconded. Roll call vote was taken. Motion passed.

RESOLUTION – 2020-09-08-01 RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

Miley Aye Skinner Aye Stegner Aye

Fiscal Officer Link shared an email from Luke Brill advising that the John Deere 5100M from Parrott Implement would be available for a mid-February delivery date. Ms. Link also asked about confirmation for the mower and was expecting an invoice to be sent shortly. Trustee Miley will confirm this.

Public Participation:

Megan Edwards with the Delaware County Health Department had no updates. The Health Department is still proceeding with COVID testing with no doctor or health insurance for free. Mosquito testing has been limited due to the pandemic. Only one case in the City of Delaware and this was sprayed for.

Doug Reidel with the Delaware County Engineer presented paperwork and documents for an OPWC application for Howard Road Improvements. He requested a resolution to authorize one trustee to be able to be a signor. Trustee Stegner made a motion to authorize Trustee Miley be signatory for Howard Road Improvement. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2020-09-08-02 TO AUTHORIZE TRUSTEE MILEY BE SIGNATORY FOR HOWARD ROAD IMPROVEMENT.

Miley Aye Skinner Aye Stegner Aye

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held September 11, 2020

The cost agreement between the commissioners and trustees indicated an estimate around \$15,000 would be the Township’s share of the project. Trustees set a date of September 18th at 9:00 am for road inspections. Kelly McMaster culvert should be done this week. Trustee Miley inquired about the Oxford Wood road and Mr. Reidel indicated the road would not dedicated to the township until a year in which the developer has to keep and maintain including the costs to do snow removal. Work on the Veley Road culvert would occur towards the end of October.

Housekeeping:

Ms. Hedrick shared she has one rental. She inquired about replacing the humidifier at the old hall because it keeps freezing up. Trustees advised her to get a new one. She is doing limited cleaning. Revenue to date is \$200 and expenses are \$7,286.67.

Zoning Inspector:

Zoning Inspector Kuba went over her submitted report. There will be a zoning appeals meeting on Thursday, September 9th. Ms. Kuba discussed the Gillilan’s violation and not paying for a permit to have a shed. Trustees advised Ms. Kuba not to proceed with the request to build a barn until the shed permit is resolved. Discussed the red truck sitting at 3757 N. Old State owned by Braden Perkins. The truck has been there approximately a year. Ms. Kuba will ask Assistant Prosecutor Fowler to move forward. The truck is sitting in the road right-of-way. Trustee Miley will inquire if the County can get involved since this is a county-maintained road.

Road Superintendent:

Road Superintendent Gladman went over his report. The big truck is having transmission issues and maybe software is involved. Mr. Gladman is not sure of the cost. Trustees discussed that the truck needs to be ready to plow snow and repair should not be delayed. Trustee Miley made a motion to approve Road Superintendent Gladman discretion and get the truck repair with advisement from the Trustees. Trustee Stegner seconded. Motion passed.

RESOLUTION – 2020-09-08-03 APPROVE ROAD SUPERINTENDENT GLADMAN DISCRETION AND GET THE TRUCK REPAIR WITH ADVISEMENT FROM THE TRUSTEES

Miley Aye Skinner Aye Stegner Aye

Road Superintendent Gladman inquired about the chevron signs. Fiscal Officer Link asked about the damaged signs and the details but the replacements haven’t been installed yet. Trustees discussed replacing the shrubs around the hall. It would be best to proceed in March/April.

Roads

No news from the Cea’s. We can remove that from the agenda..

Cemetery:

Cemetery Sexton Cackler shared one funeral was held. Trustees discussed the three interviews held earlier during a special meeting. Trustee Skinner concurred that there one was candidate that was a clear front runner. Trustee Skinner made a motion to hire Beth Harp as Cemetery Sexton as soon as possible. Trustee Stegner seconded. Motion passed.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held September 8, 2020

RESOLUTION – 2020-09-08-04 MOTION TO HIRE BETH HARP AS CEMETERY SEXTON AS SOON AS POSSIBLE

Miley Aye Skinner Aye Stegner Aye

Trustees advised Fiscal Officer Link to order a phone for Ms. Harp. Ms. Link will generate the necessary documents and as soon as the offer is signed and documents filled out we can have Ms. Harp begin training with Cemetery Sexton Cackler. Trustee Skinner shared an updated quote from Longstreth for pouring foundations for the cemetery. Trustee Stegner made a motion to accept the Longstreth Monument Foundation Agreement to pour foundations for a period of one year. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2020-09-08-05 TO ACCEPT THE LONGSTRETH MONUMENT FOUNDATION AGREEMENT TO POUR FOUNDATIONS FOR A PERIOD OF ONE YEAR

Miley Aye Skinner Aye Stegner Aye

Trustee Skinner advised the others she has replaced several of the bushes at the cemetery.

Fire Department:

Trustee Miley shared that not much occurred. Working with Chris Betts to do the paperwork to purchase the fire truck in order to receive a \$20,000 discount. Trustees discussed the future plans of the fire station and it’s location.

Old Business:

Newsletter information is due in 2 weeks. Trustees discussed replacing the map that is currently in the display box at the cemetery. Cemetery Sexton will see what she can recreate.

New Business:

Trustee Skinner shared the Delaware County Trail Assistance program is due October 1st and would cover sidewalks, park development, land acquisitions, etc. Trustees discussed earmarking appropriations in order to submit a future proposal. Fiscal Officer Link shared a proposed Background Policy that Assistant Prosecutor Mark Fowler generated. Trustee Skinner moved to adopt the proposed Background Check Policy as presented. Trustee Stegner seconded. Motion passed.

RESOLUTION – 2020-09-08-06 TO ADOPT THE PROPOSED BACKGROUND CHECK POLICY AS PRESENTED

Miley Aye Skinner Aye Stegner Aye

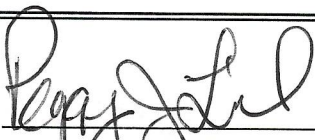
Trustee Skinner made a motion to release warrants #20572-20604 for \$10,927.39. Trustee Stegner seconded. Motion passed.

Trustee Miley made a motion to adjourn the meeting. Trustee Skinner seconded. Motion passed. Meeting adjourned at 8:12 pm

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

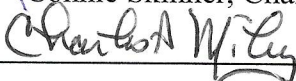
Held September 8, 2020


Peggy J. Link, Fiscal Officer

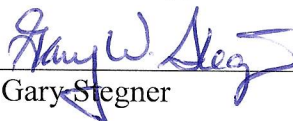
Trustees



Connie Skinner, Chairwoman



Charles Miley, Vice Chairman



Gary Stegner