

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held April 13, 2021

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley and Skinner, Fiscal Officer Peggy Link, Road Superintendent Dan Gladman and Zoning Inspector Susan Kuba

Trustee Skinner made a motion to approve the April 13, 2021 agenda as amended. Trustee Miley seconded. Motion passed.

Zoning Inspector Kuba led the Pledge of Allegiance

Trustee Skinner made a motion to approve the March 9, 2021 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 \$211,454.39 and earned \$2.49 in interest. Star Bank balance is \$1,336,614.94 and earned \$91.55 in interest. She passed around the reconciliation checklist and timesheet and EFT listing for review and approval for March 2021. Fiscal Officer Link gave a brief update on the direct deposit process for the township. She has received authorization from all employees authorizing direct deposit. Ms. Link shared she is still trying to figure out how she can include reimbursements into the direct deposit process.

Delaware County Engineer:

Mr. Reidel was not present. He will present cost estimates when Trustees meet with him later in the month for the road inspections. Trustee Miley indicated the township has not heard anything yet related to OPWC.

Delaware County Health Department:

Ms. Edwards was not present.

Public Participation:

n/a

Zoning Inspector:

Zoning Inspector Kuba gave a written report. There were a lot of zoning permits this past month.

Road Superintendent:

Road Superintendent Gladman shared his report. Mr. Gladman shared that Housekeeper Hedrick texted him to share there was a spot in the curb missing by the ballfield. Mr. Gladman shared the Grant and him were able to repair the big truck. Mr. Gladman shared that the glow plugs for the Ford F350 would cost \$180 for parts and \$480 to install. Trustee Miley made a motion to approve a cost of up to \$750 to have Byers Ford replace the glow plugs on the F350 truck. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2021-04-13-01 TO APPROVE A COST OF UP TO \$750 TO HAVE BYERS FORD REPLACE THE GLOW PLUGS ON THE F350 TRUCK

Miley Aye Skinner Aye

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Roads

Trustee Miley noted that the culvert of Veley was being replaced with a 60' instead of 40'. Discussion occurred on retaining the guardrail that was being taken down. Trustee Miley made a motion to submit a Request for Assistance for berming Harris Road for a cost estimate. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2021-04-13-02 TO SUBMIT A REQUEST FOR ASSISTANCE FOR BERMING HARRIS ROAD FOR A COST ESTIMATE

Miley Aye Skinner Aye

Cemetery

Cemetery Sexton Harp was absent. Trustee Skinner shared that there has been issues finding the clay markers and Cemetery Sexton Harp and her would like to explore replacing with metal markers. Trustee Skinner is planning to submit a grant to provide funds with fixing foundations and potentially purchasing the metal markers. The new mower has not arrived yet and the delay is likely due to the pandemic. Trustee Skinner shared that she is working to arrange a meeting with Fiscal Officer and Cemetery Sexton to get more clarity around the foundation order process.

Fire Department:

Trustee Miley gave a few updates. The appraisal is coming soon. The Board is looking into financing with the Land Bank with a lower financing rate but shorter terms. The engine chassis is moving to South Dakota. COVID cases are dropping and there are no cases at the fire department. Sands and Deck will do the civil engineering at an approximate cost of \$24,060.

Old Business:

Trustee Miley is continuing to work on the TIF for SR521. He asked if there were other properties to consider.

Trustee Skinner shared that there is no update on the contract for the Board of Elections using the hall for elections. The parties are still waiting for Mr. Fowler to provide the contract.

Trustee Miley gave a brief update on the Sheets property. Rory backed out. Mr. Sheets wants the property to be square which would require us to purchase more than 5 acres and would cost approximately \$18,000 more than we budgeted. Mr. Sheets shared with Trustee Miley he would accept a promissory note. Trustee Miley will reach out to Assistant Prosecutor Mr. Fowler to discuss the lien on the property as well as other considerations so the township can be prepared to move forward. Trustee Skinner shared that Mr. Sheets owns the property across from Hogback Road at SR 521 and Frontier will not do anything to maintain the line until the owners deal with the trees.

Fiscal Officer Link shared the updated position description and proposed advertisement for the replacement position for Grant Tobias. Discussion occurred about advertisement of the position will occur in Indeed.com as well as the way to accept applications. The cost to advertise in the Columbus Dispatch is significant and therefore we will advertise the position multiple times in the Delaware Gazette as well as post the position on the Township's Facebook page. We will plan to accept applications until May 31st. Fiscal Officer Link will make some final edits and send out to review before proceeding with the advertisement.

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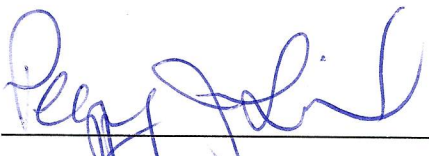
Held April 13, 2021

New Business:


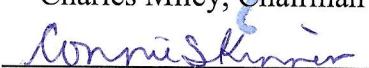
Fiscal Officer Link and Road Superintendent has inventory spreadsheets for the township. Ms. Link shared she'll add this to next month's agenda to go over since the new computers have arrived and we'll need to dispose of the old computers.

Trustee Miley made a motion to release warrants #20736-20749 for \$24,201.42. Trustee Skinner seconded. Motion passed.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 8:07 pm.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairman

Connie Skinner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held May 11, 2021

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Stegner and Skinner, Fiscal Officer Peggy Link, Road Superintendent Dan Gladman and Zoning Inspector Susan Kuba and Guest Tom Curtin

Trustee Skinner made a motion to approve the May 11, 2021 agenda as amended. Trustee Miley seconded. Motion passed.

Trustee Miley led the Pledge of Allegiance

Trustee Skinner made a motion to approve the April 13, 2021 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 \$205,258.21 and earned \$3.55 in interest. Star Bank balance is \$1,336,700.73 and earned \$85.79 in interest. She passed around the reconciliation checklist and timesheet and EFT listing for review and approval for April 2021.

Delaware County Engineer:

Mr. Reidel was not present.

Delaware County Health Department:

Ms. Edwards was not present.

Delaware County Preservation Parks

Tom Curtin from Preservation Parks attended the meeting. He gave many updates. Park attendance was up 60% this past summer. They continue to acquire land. The latest was Bale Kenyon and Orange Road for 235 acres. They are renovating the barn on the property. The Park Board is pursuing a .4 mil levy to acquire 1200 acres of land. This would be \$3.7 million per year for 10 years (or \$37 million total). Hogback Ridge neighbors adjacent to the park want to sell land. Trustee Miley brought up concerns from the Mud Run at Gallant Park sharing that the trail narrows and with that comes the ability to address emergency issues with accessing the individuals. Mr. Miley also mentioned that there is concern with the canoe launch at the basin of Delaware Dam. The fire department has significant challenges with accessing any emergency situation. Folks bypass the gates even when locked. Mr. Miley suggested that they look at options such as signage and other ideas to address this. When the water level is at a dangerous level emergency crews would be challenged due to the launch availability for them.

Public Participation:

Susan Kuba shared that the Brown Bakers & Rakers 4-H club will be picking up trash at the ballfield as well as helping to put up flags at the cemetery for their service project.

Zoning Inspector:

Zoning Inspector Kuba passed out a written report which includes a summary of permits including the new ones. Ms. Kuba shared that she has been approached for more information regarding adult family homes (which is 3-5 adults non-related living in one home) or adult group home which is 6-16 adults non-related living in one home. She has reached out to Mr. Fowler to obtain advice. Ms. Kuba shared that she will be away on May 18th for a medical procedure and out of state for vacation from June 5th – June 13th.

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Minutes of Brown Township Trustees Meeting

Held May 11, 2021

Road Superintendent:

Road Superintendent Gladman shared his report. Mr. Gladman shared a quote from Parrott Implement to purchase weights for the new tractor. Trustee Skinner made a motion to approve the purchase of front weights for the tractor from Parrott Implement for \$1603.53. Trustee Stegner seconded. Motion passed.

RESOLUTION – 2021-05-11-01 TO APPROVE THE PURCHASE OF FRONT WEIGHTS FOR THE TRACTOR FROM PARROTT IMPLEMENT FOR \$1603.53

Miley Aye Skinner Aye Stegner Aye

Mr. Gladman discussed that this mower is not as wide and should he do 3 or 4 passes. Trustees agreed and discussed that keeping the side wheels on the berm in order to refrain from getting the tractor stuck. He has not yet scheduled the F350 for glow plug replacement. Mr. Dennison is scheduled for a doctor appointment in early June and hopes to be released to return to work.

Roads

The Veley Road culvert is done. Trustee Miley shared that he has not received any estimates on the REAs submitted yet. Mr. Miley mentioned he has been considering the CEA culvert issue. Suggesting that maybe cementing the bottom of the ditch instead of the headwall. Trustees discussed if this will cost more especially if they have to also do the concrete headwall. Trustee Miley will talk to Frank Cea to discuss further.

Cemetery

Cemetery Sexton Harp was absent. Trustee Skinner shared that Longstreth will attempt to pour tomorrow at 10 am. Ms. Skinner updated the bulletin board. Ms. Skinner is also wanting to update the internment. Discussion occurred around if we need this or refer to billion graves. Trustees discussed if it made sense to laminate the pages vs placing them in a binder cover. Ms. Skinner will investigate the cost of laminating. Trustees asked Mr. Gladman to have a quote for metal markers (numbered and unnumbered) for the next meeting.

Fire Department:

Trustee Miley gave updates. Mr. Miley shared the City could not come up with their share of the point project funds (\$8 million). Everyone is being encouraged to write to Troy Balderson to get money released. The project was originally slated to start in 2021 but now will not happen until 2022. Tri-township has borrowed \$3 million to get the station. County Commission Merrill was not happy about this. The Board will be meeting with Ed McCall (architect) at their next meeting. They will have several special meetings to manage the RFQ for the Civil Engineering. All the software update from the County is not compatible with Tri-Township. They will need to purchase pagers (\$500/piece). Tri-township is reinstating the Honor Guard. Mark Murphy will lead this initiative and they will purchase 4 jackets. Fiber optics will be available at the new station. 2 vehicles are being placed on gov.deal. Water rescue training will occur at the Delaware State Park. The Army Corp of Engineers purchased a new boat costing \$125,000 and Chief Morris received a set of keys. Touch a truck will occur on June 5th from 9-11. Chief Morris is teaching a high school public safety courses for 2-1/2 weeks.

Old Business:

Trustee Miley is continuing to work on the TIF for SR521.

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Trustee Skinner shared that there is no update on the contract for the Board of Elections using the hall for elections. Mr. Fowler will be bringing something to the next Board of Elections Board meeting.

Trustee Miley gave a brief update on the Sheets property. There are 2 emails with one to Mr. Fowler who is asking about who placed the original lien on the property. Trustee Miley has not received any further updates. Could the board use the parks grant to assist with the land acquisition purchase which is due to be submitted June 18th. Trustee Skinner would need to know all the relevant costs such as survey, closing, purchase price, title search, etc.

Fiscal Officer Link shared the updated position description and proposed advertisement for the replacement position for Grant Tobias. Currently there are 7 applicants who all applied prior to any advertisements in the Delaware Gazette. Ms. Link will share a pdf file of the current applicants in order to keep Trustees apprised of if the search will need to last longer than May 31st.

Inventory updates still need to occur. Mr. Gladman and Ms. Link will work on updating the spreadsheets to present at the next meeting.

New Business:

Liquor permit notifications were received and Ms. Link was not 100% sure which one on the list applied. We believe these are existing permits being renewed. Trustees had no concerns.

Trustee Stegner shared several quotes to do maintenance around the new township hall. The first from Delaware Sealcoat was for \$7,227.70 to do crack seal, asphalt seal coat as well as striping. Trustee Miley made a motion to accept the quote for Delaware Sealcoat in the amount of \$7,227.70 for crack seal, asphalt seal coat and striping of the parking lot at 5555 State Route 521. Trustee Stegner seconded. Motion passed.

RESOLUTION – 2021-05-11-02 TO ACCEPT THE QUOTE FOR DELAWARE SEALCOAT IN THE AMOUNT OF \$7,227.70 FOR CRACK SEAL, ASPHALT SEAL COAT AND STRIPING OF THE PARKING LOT AT 5555 STATE ROUTE 521

Miley Aye Skinner Aye Stegner Aye

The schedule for this will occur in approximately 6 weeks and will need 2 days in which the parking lot cannot be used. The next quote was from Cyrus Concrete to tuckpoint the historical pillars at 5555 State Route 521 and repair a section of the sidewalk for a cost of \$2,500. Trustee Miley made a motion to accept the quote from Cyrus Concrete for \$2,400 to tuckpoint the historical pillars and repair sidewalk at 5555 State Route 521. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2021-05-11-03 TO ACCEPT THE QUOTE FOR \$2,400 FROM CYRUS CONCRETE TO TUCKPOINT THE HISTORICAL PILLARS AND REPAIR SIDEWALK AT 5555 STATE ROUTE 521

Miley Aye Skinner Aye Stegner abstained

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Trustee Miley shared memorial samples for replacements at 5555 State Route 521. He will look at some options between metal and wood for the next meeting.

Trustees also discussed acknowledge of the Brown Township hall building and asked if for additional dates to confirm in order to prepare the acknowledgements.

Trustee Miley moved to go into Executive Session at 8:37 pm to discuss economic development. Trustee Skinner seconded. Roll call vote occurred: Stegner: Aye Skinner: Aye Miley: Aye.

Back on record at 9:02 pm.

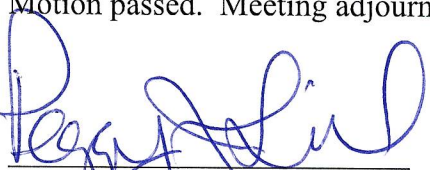
Trustee Miley made a motion to move forward with additional TIFs. Trustee Skinner seconded. Motion passed.

**RESOLUTION – 2021-05-11-04 TO MOVE FORWARD WITH
ADDITIONAL TIFS**



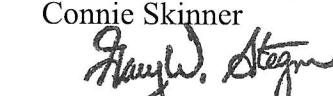
Miley Aye Skinner Aye Stegner Aye

Trustee Miley made a motion to release warrants #20750-20760 for \$10,571.27. Trustee Stegner seconded. Motion passed.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 9:04 pm.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairman

Connie Skinner

Gary Stegner

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Held May 11, 2021

RESOLUTION – 2021-06-08-02 TO APPROVE AN AMOUNT NOT TO EXCEED \$1800 TO HAVE GUIDER WINKLE PERFORM A SURVEY ON THE PROPOSED SHEETS PROPERTY.

Miley Aye Skinner Aye Stegner Aye

Fiscal Officer Link that we received 8 applicants. She reached out to each applicant individually to inquire if they were aware the position was part-time and if they were still interested. Of the 8 only 3 were interested since they had not realized the position was part-time. She'll reach out to the interested candidates to schedule an interview.

Trustee Stegner shared an update on repair/replacement of the cupola on the top of the building that was damaged in a storm on May 9th. Trustee Stegner shared that he approached Simero who could rebuild the cupola but it would not be identical. He also reached out to Graves Lumber who built the original one and the cost was \$1,472.44 to build it and \$525 to have Simero install the replacement. The damage was turned into OTARMA Risk Management who has already issued a check minus the \$500 deductible. Trustee Skinner made a motion to approve purchasing the cupola from Graves Lumber for a cost of \$1,472.44 and having Simero install it for \$525. Trustee Miley seconded. Motion approved.

RESOLUTION – 2021-06-08-03 TO APPROVE PURCHASING THE CUPOLA FROM GRAVES LUMBER FOR A COST OF \$1,472.44 AND HAVING SIMERO INSTALL IT FOR \$525

Miley Aye Skinner Aye Stegner Aye

Inventory updates still need to occur.

New Business:

Trustee Miley shared that for the memorial signs he recommends using Image 360 for the memorial signs and reflective vinyl stickers. The cost will be around \$496. Trustee Stegner made a motion to approve purchasing the Tree Maxmetal and reflective vinyl for a cost not to exceed \$500. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2021-06-08-04 TO APPROVE PURCHASING THE TREE MAXMETAL AND REFLECTIVE VINYL FOR A COST NOT TO EXCEED \$500

Miley Aye Skinner Aye Stegner Aye

Trustee Miley moved to go into Executive Session at 8:30 pm to discuss economic development and personnel issues. Trustee Skinner seconded. Roll call vote occurred: Stegner: Aye Skinner: Aye Miley: Aye.

Back on record at 9:18 pm.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held June 8, 2021	
	<p>The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Stegner and Skinner, Fiscal Officer Peggy Link, Road Superintendent Dan Gladman and Housekeeper Kristine Hedrick and Guests Diane Cea, Alan Cea, Frank Cea and Delaware County Engineer’s Office Representative Doug Riedel</p> <p>Trustee Miley made a motion to approve the June 8, 2021 agenda as amended. Trustee Skinner seconded. Motion passed.</p> <p>Trustee Miley led the Pledge of Allegiance</p> <p>Trustee Skinner made a motion to approve the May 11, 2021 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 \$199,673.19 and earned \$3.52 in interest. Star Bank balance is \$1,336,787.48 and earned \$86.75 in interest. She passed around the reconciliation checklist and timesheet and EFT listing for review and approval for May 2021. Ms. Link shared that she would be away on vacation from June 26th-July 6th. Fiscal Officer Link updated Trustees on the Delaware Sealcoat contract. After submitting to the vendor, it was requested that we make several updates which included changing the company’s name and the vendor requested ½ payment up front. Upon further consultation with Assistant Prosecutor Mark Fowler, he advised us of several options. Trustees would like to use Delaware Sealcoat and not pay ½ up front. Fiscal Officer Link will reach out to advise them of our desire to not pay ½ up front but continue forward.</p> <p>Delaware County Engineer: Mr. Riedel presented the Trustees with a copy of drone work that had been performed. Mr. Riedel shared if the Trustees had a desire to do further drone work to let him know. The county road improvement program has started. They will give notice of work as soon as it is known. They will be grader patching before chip seal. Mr. Riedel will have the estimate of berming roads for our next meeting. He will also present the OPWC work for signature at the next meeting. Culverts on Hogback Road will be done this year.</p> <p>Delaware County Health Department: Ms. Edwards was not present. No updates shared.</p> <p>Public Participation: n/a</p> <p>Housekeeping: Ms. Hedrick shared she has currently two rental one on August 22nd and one pending in October. Ms. Hedrick shared that she continues to see parking under the tree and no grass is growing instead of using the parking lot. Trustees discussed addressing this issue with the baseball association. There are currently no signs identifying “no parking” in this area. Ms. Hedrick asked how her compensation was going to be addressed with increased rentals. Trustees advised that they would continue to monitor this situation. The first five months of the year there have been almost no rentals and she received her fully salary even with no rentals.</p> <p>Zoning Inspector: Zoning Inspector Kuba was on vacation but submitted her report electronically.</p>	

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Minutes of Brown Township Trustees Meeting

	Held June 8, 2021	
	<p>Road Superintendent:</p> <p>Road Superintendent Gladman shared his report. Mr. Gladman shared estimates for purchasing cemetery markers. He was still waiting for one more quote that may be cheaper. Trustee Miley made a motion to approve purchasing cemetery lot markers for an amount not to exceed \$1,100. Trustee Skinner seconded. Motion passed.</p> <p>RESOLUTION – 2021-06-08-01 TO APPROVE PURCHASING CEMETERY LOT MARKERS FOR AN AMOUNT NOT TO EXCEED \$1,100</p> <p>Miley Aye Skinner Aye Stegner Aye</p> <p>Mr. Gladman shared that the sign at Harris Road and US 42 was damaged during a recent accident. He has ordered the replacement that is expected to take 5-6 weeks’ time and the cost has increased. Fiscal Officer Link will invoice the individual cited. Mr. Gladman is still waiting for the weights to be delivered. He has not taken care of replacing the glow plugs but will get this taken care of asap in order to avoid any increased costs.</p> <p>Roads</p> <p>Frank Cea asked for an update on the culvert on his property. The letter he received in late fall indicated that a header would be installed and he was looking for a date in which this work would be performed. Trustee Miley shared his concerns about the concrete header and shared several thoughts on other approaches to address the problem. Frank Cea reaffirmed he just wants the Trustees to perform the work they indicated in the letter. Mr. Cea is aware of the responsibilities if this doesn’t resolve the issue. Trustee Miley promised Mr. Cea he would give him an update within the week and will advise Mr. Cea if equipment is needed to be rented to get this work complete.</p> <p>Cemetery</p> <p>Cemetery Sexton Harp was absent. Trustee Skinner went over a report she received from Ms. Harp. Trustee Skinner will share that report with everyone. Ms. Harp is waiting for Bret Dennis to help her with setting up the new computer. Ms. Skinner and Harp have a meeting on Thursday to update Pontem and then Trustee Skinner will be able to print out the internment. Trustee Skinner gave an update on purchasing a laminator and supplies and for a small one the cost is approximately \$200 plus \$50 for 100 sheets. Mr. Frank Cea has offered to donate a large laminator and supplies and will confirm this. Mr. Gladman shared that he was aware of the half dead tree that needs to be removed.</p> <p>Fire Department:</p> <p>Trustee Miley gave a brief update. Breaking ground asap and a completion date by the end of the year. Delaware Dam will not host Ironman after this year. Tough Mudder at the Delaware County Fair for men and then a month later for women.</p> <p>Old Business:</p> <p>Trustee Miley is continuing to work on the TIFs. There are no updates on the Board of Elections contract. Trustee Skinner and Miley talked about the survey for the Sheets property. Guider Winkle Partners have given an estimate of \$1800 to perform the survey on the property. Trustee Miley made a motion to approve an amount not to exceed \$1800 to have Guider Winkle perform a survey on the proposed Sheets property. Trustee Skinner seconded. Motion passed.</p>	

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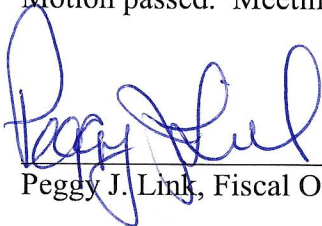
Trustee Miley shared that he had further conversations with Frost Brown and Long and shared an update with the Board. Trustee Miley made a motion to move forward with additional TIFs. Trustee Stegner seconded. Motion passed.

**RESOLUTION – 2021-06-08-05 TO MOVE FORWARD WITH
ADDITIONAL TIFS**

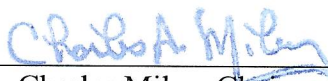

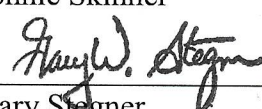
Miley Aye Skinner abstained Stegner Aye

Trustee Skinner made a motion to release warrants #20761-20770 for \$6,427.48. Trustee Stegner seconded. Motion passed.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 9:18 pm.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairman

Connie Skinner

Gary Stegner