

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held October 12, 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, Cemetery Sexton Beth Harp and Zoning Inspector Susan Kuba, Guests Megan Edwards, Mark Maroscher, Natalie Edwards and Marissa Thomas

Trustee Stegner made a motion to approve the October 12, 2021 agenda as amended. Trustee Skinner seconded. Motion passed.

Trustee Miley led the Pledge of Allegiance

Trustee Stegner made a motion to approve the September 14, 2021 regular meeting minutes as presented. Trustee Skinner seconded. Motion passed. Trustee Stegner made a motion to approve the September 14, 2021 special meeting minutes as presented. Trustee Skinner seconded. Motion passed.

Public Hearing for Zoning Resolution text amendments:
No residents attended to ask questions.

Trustee Skinner moved to accept Zoning Resolution text amendments (Articles 7, 8, 13 and new 7A) as presented and will be effective on November 13, 2021. Trustee Miley seconded. Motion approved by roll call. Roll call: Miley AYE, Stegner AYE, Skinner AYE. Motion passed.

RESOLUTION – 2021-10-12-01 ACCEPT ZONING RESOLUTION TEXT AMENDMENTS (ARTICLES 7, 8, 13 AND NEW 7A) AS PRESENTED AND WILL BE EFFECTIVE ON NOVEMBER 13, 2021

Miley Aye Skinner Aye Stegner Aye

Fiscal Officer’s Report:

Fiscal Officer Peggy Link reported that the First Commonwealth checking account balance is \$401,596.25 and earned \$6.85 in interest. Star Bank balance is \$1,337,133.36 and earned \$86.27 in interest. She passed around the reconciliation checklist and timesheet and EFT listing for review and approval for September 2021. Fiscal Officer Link shared she would be out of town for the next meeting and asked if someone could take meeting minutes. Ms. Link requested Trustees to provide her with proposed appropriation items costing more than \$2500 by November 15th to prepare for the organizational meeting. Fiscal Officer Link met with Kathy Gonzalez (OTARMA Risk Management) to go over the township’s risks. Ms. Link shared with Trustees that we need to obtain a certificate of liability insurance from the baseball association. This needs to be obtained at the beginning of each year. A hold harmless waiver also should be signed by the association and parents for the use of the athletic fields. Ms. Link also followed up on email regarding the rental request for Susan Liechty rental for the herb education event she is holding in February and March. Upon further review, these events are for the Master Gardner which is a 403© and also in coordination with the Ohio State Extension Office both of these are non-profit and government agency which under the rental agreement would only require a \$150 cleaning fee each and not a daily rental cost. Trustees agreed after discussion. Ms. Link will issue a refund of the difference to Ms. Liechty. Fiscal Officer Link also shared that she received a phone call from Mr. DeVoe about removing the boats. He has not figured out how to get rid of those. Dan Gladman shared the name and number of a possibility of someone who would take the boats. Trustee Miley suggested that Mr. Devoe could cut up the boats and scrap and recycle the

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parts. Trustee Miley made a motion to release warrants #20822-20832 for \$3,549.18. Trustee Skinner seconded. Motion passed.

Delaware County Engineer:

Mr. Reidel was not in attendance. Howard Road work should occur next week. Harris and Jumper Roads are complete. The 2022 County Road Improvement program paperwork is due in November. Veley Road culvert was reseeded.

Delaware County Health Department:

Megan Edwards gave a brief update. Megan shared that her daughter Natalie Edwards and Marissa Thomas attended the meeting to meet their government class requirement. Source Point expo will be providing booster shots. They are sponsoring school drive through vaccine options. DCHD is looking for anyone they can recognize for Keep Delaware County Beautiful which is due by October 20th. DCHD is sponsoring a recycle event of burnt out Christmas lights from November 15th – January 14th.

Public Participation:

n/a

Zoning Inspector:

Zoning Inspector Kuba went over her report during our last meeting. Mr. Maroscher was in attendance and Ms. Kuba is working to train/transition her responsibilities over. Ms. Kuba shared a list of supplies and Fiscal Officer Link will provide an office supply catalog and help order any items needed. Trustee Stegner made a motion to pay Susan Kuba \$20/hr from November 1 through December 31, 2021 to assist with Mark Maroscher's transition. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2021-10-12-02 PAY SUSAN KUBA \$20/HR FROM NOVEMBER 1 THROUGH DECEMBER 31, 2021 TO ASSIST WITH MARK MAROSCHER'S TRANSITION

Miley abstain Skinner Aye Stegner Aye

As part of the increased cost to cover one month of full overlap of 2 zoning inspectors and the hourly cost to keep Ms. Kuba through December, 2021 we need to increase the zoning inspector salary appropriation. Trustee Skinner made a motion to increase the zoning inspector salary appropriation 1000-130-190-0000 \$2,000 from another personnel fund. Trustee Stegner seconded. Motion passed.

RESOLUTION – 2021-10-12-03 TO INCREASE THE ZONING INSPECTOR SALARY APPROPRIATION 1000-130-190-0000 \$2,000 FROM ANOTHER PERSONNEL FUND

Miley abstain Skinner Aye Stegner Aye

Road Superintendent:

Road Superintendent Gladman shared his report. Trustees and Road Superintendent Gladman were in agreement and accepted the updated position description for Charles Dennison. Mr. Gladman was going to share the position with Charles.

Roads

Ms. Link inquired about the ODOT Stimulus Program and Trustee Miley will look over the program and prepare a submission.

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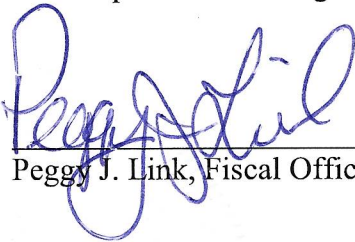
	Held October 12, 2021	
	<p>Cemetery Cemetery Sexton Harp shared there has been one cremation and sold 2 lots. The foundations have been poured on Friday. Longstreth used a concrete supplier to pour instead of mixing their own as was submitted as part of the contract which was a concern with the Trustees. Trustee Skinner shared that we received the cemetery grant and should receive funds in a few weeks.</p> <p>Fire Department: Trustee Miley gave a brief update. All design work is done. New engine is ready for delivery. CAD system is not going well. They have to buy tablets for vehicles and there are needs for the station. Still planning groundbreaking.</p> <p>Old Business: Trustee Miley shared that Mr. Fowler has provided an amended lease-purchase contract for the Sheets property. Trustee Skinner made a motion to approve the amended property contract. Trustee Miley seconded. Motion approved.</p> <p>RESOLUTION – 2021-10-12-04 APPROVE THE AMENDED PROPERTY CONTRACT Miley Aye Skinner Aye Stegner Aye</p> <p>Trustee Miley shared that Northwest Title is willing to do the title insurance work. Trustee Miley made a motion to use Northwest Title for a cost not to exceed \$2,000 for the title work. Trustee Skinner seconded. Motion approved.</p> <p>RESOLUTION – 2021-10-12-05 USE NORTHWEST TITLE FOR A COST NOT TO EXCEED \$2,000 FOR THE TITLE WORK Miley Aye Skinner Aye Stegner Aye</p> <p>Trustee Miley had no updates for TIF.</p> <p>Trustee Miley moved to go into Executive Session at 8:02 pm to discuss personnel issues. Trustee Skinner seconded. Roll call vote occurred: Stegner: Aye Skinner: Aye Miley: Aye.</p> <p>Back on record at 9:02 pm.</p> <p>New Business: Trustee Miley made a motion to hire Taylor Radovich for the Building & Grounds position starting Monday, October 18th. Trustee Stegner Seconded. Motion approved.</p> <p>RESOLUTION – 2021-10-12-06 HIRE TAYLOR RADOVICH FOR THE BUILDING & GROUNDS POSITION STARTING MONDAY, OCTOBER 18TH Miley Aye Skinner Aye Stegner Aye</p>	

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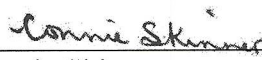
Held October 12, 2021

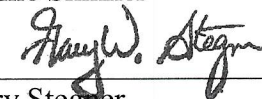
Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 9:04pm.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairman


Connie Skinner


Gary Stegner

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Minutes of Brown Township Trustees Meeting

Held October 28, 2021

The Brown Township Trustees met on this date at 9:00 am in emergency form with Trustees Miley, Stegner and Skinner,

Trustee Miley moved that the board go into executive session to discuss land acquisition at 9:02 am. Trustee Skinner seconded the motion. Roll call occurred: Trustee Stegner - yes; Trustee Skinner - yes; Trustee Miley - Yes

Trustee Miley brought the meeting back on the record at 9:07 am.

Trustee Stegner moved to appoint Charles Miley to represent the township at the closing for the property being purchased from Henmick LLC. Trustee Skinner seconded the motion. Trustee Stegner - aye; Trustee Skinner - aye; Trustee Miley - abstained

RESOLUTION – 2021-10-28-01 APPOINT CHARLES MILEY TO REPRESENT THE TOWNSHIP AT THE CLOSING FOR THE PROPERTY BEING PURCHASED FROM HENMICK LLC

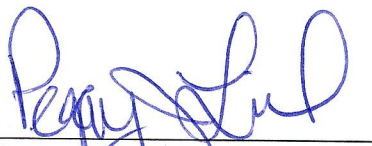
Miley abstained Skinner Aye Stegner Aye

Trustee Skinner moved to accept the 2nd amendment to the purchase of property by the Brown Township Trustees from Henmick LLC as prepared by Prosecutor Fowler Trustee Stegner seconded the motion.

RESOLUTION – 2021-10-28-02 TO ACCEPT THE 2ND AMENDMENT TO THE PURCHASE OF PROPERTY BY THE BROWN TOWNSHIP TRUSTEES FROM HENMICK LLC AS PREPARED BY PROSECUTOR FOWLER


Miley Aye Skinner Aye Stegner Aye


Trustee Miley moved to adjourn the meeting at 9:10 am. Trustee Stegner seconded the motion. Motion passed.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairman


Connie Skinner


Gary Stegner

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	Held November 9, 2021	
	<p>The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Stegner and Skinner, Road Superintendent Dan Gladman, Cemetery Sexton Beth Harp and Zoning Inspector Mark Maroscher, Guests Ed Desmond and Chris Rinehart</p> <p>Trustee Skinner made a motion to approve the November 9, 2021 agenda. Trustee Miley seconded. Motion passed.</p> <p>Trustee Miley led the Pledge of Allegiance</p> <p>Trustee Skinner made a motion to approve the October 12, 2021 regular meeting minutes as presented. Trustee Stegner seconded. Motion passed. Trustee Skinner made a motion to approve the October 28, 2021 emergency meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p>Fiscal Officer's Report:</p> <p>Trustee Skinner read Fiscal Officer Peggy Link report. First Commonwealth checking account balance is \$407,757.20 and earned \$6.83 in interest. Star Bank balance is \$1,337,220.49 and earned \$86.73 in interest. She passed around the reconciliation checklist and timesheet and EFT listing for review and approval for October 2021.</p> <p>Trustee Skinner made a motion to release warrants #20833-20843 for \$2,510.85. Trustee Stegner seconded. Motion passed.</p> <p>Delaware County Engineer:</p> <p>Mr. Reidel was not in attendance. Howard road completed and will have all paperwork/bills for the December meeting.</p> <p>Delaware County Health Department:</p> <p>Booster shots available and should be able to make appointment without difficulty</p> <p>Public Participation:</p> <p>Ed Desmond, lives at corner of Bowtown and Old State. Very concerned about the speeding in that portion of road even though it is posted 35 mph. Charlie suggested he call the county sheriff department to have one of those speed trap devices put in the area for a few days. Chris Rinehart stated he would help Ed and the community on this subject.</p> <p>Chris Rinehart brought up the route 23 meetings and wanted everyone to be aware of the public meeting to be held on November 10 at the Delaware County Fairgrounds in the merchants building at noon and again at 6 PM. These meetings are about proposed Outerbelt around Delaware and they have six proposed locations.</p> <p>Zoning Inspector:</p> <p>Zoning Inspector Maroscher stated that he is still working with Hendershot due to him not getting a permit before moving a building onto his property. Hendershot has agreed to pay the \$200 permit fee but does not want to pay the \$200 extra fee for not getting a permit first. Trustees believe not to be lenient in the situation as fees are clearly stated in our zoning information and Hendershot is no stranger to zoning issues within the township and other townships. Mark has 2 other permits in process. He is having shoulder surgery next Weds the 17th. Mark is also on vacation Dec. 3rd-13th. Susie will be covering for him. Vickie has USB file for the newly approved zoning article to be uploaded on to the website. It's in Peggy's mailbox. Mark stated the current computer is out of date and needs to be updated. He has researched computers that will work and</p>	

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found one. Trustee Skinner made motion to purchase the computer listed in the print out from Best Buy (Microsoft surface go) for no more than \$600. Trustee Miley seconded. Motion passed.

RESOLUTION – 2021-11-09-01 TO PURCHASE THE COMPUTER LISTED IN THE PRINT OUT FROM BEST BUY (MICROSOFT SURFACE GO) FOR NO MORE THAN \$600

Miley Aye Skinner Aye Stegner Aye

Devoe property has one boat in front and one boat in back. In progress, can take off agenda. Peggy looking into township phone plans to upgrade lines. Printer in conference room is acting up.

Road Superintendent:

Road Superintendent Gladman shared his report. Dan stated that the salt spreader had two broken parts and is out getting fixed. Skid steer tires wearing out and cracking. Trustee Stegner made a motion to purchase 4 new tires for skid steer from Bob Sumerall for no more than \$600. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2021-11-09-02 PURCHASE 4 NEW TIRES FOR SKID STEER FROM BOB SUMERALL FOR NO MORE THAN \$600

Miley Aye Skinner Aye Stegner Aye

Will work on berming some areas.

Roads

ODOT stimulus program on the agenda is finished for this year.

Cemetery

Cemetery Sexton Harp has sold 6 lots, had two cremation burials. One this Saturday that the family changed their mind on where to bury the urn. Beth collected two open/close fees because two graves were opened/closed. Due to this being a cremation, Trustee Skinner made a motion to return the second open/close fee of \$350 to the family of lot JA-141-3N Kelsey Cording since it was a cremation. Trustee Stegner seconded. Motion passed.

RESOLUTION – 2021-11-09-03 TO RETURN THE SECOND OPEN/CLOSE FEE OF \$350 TO THE FAMILY OF LOT JA-141-3N KELSEY CORDING SINCE IT WAS A CREMATION

Miley Aye Skinner Aye Stegner Aye

Fall foundations are poured. Pontem software will be doing updates to Beth's and Connie's computer. Also, in years past, it was allowed for a family to hold plots for up to a year without pay. This is not in our cemetery rules. We should not hold plots for more than 30 days or less. We will look at how to place this in our rules during the organizational meeting. Plots being sold back to the township need to be repurchased by township for exactly what amount was paid on the deed. Then they can be resold.

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Fire Department:

Trustee Miley gave a brief update. Picking up new fire engine this week. Ground breaking ceremony for new building at Bixby campus Nov. 14th at 1pm. Possibility of renting the old property from the state until moved into new building. The architect has the plans done and the civil engineer is 90% complete in reviewing them. They have also updated some CAD's. No Iron Man in Delaware next year. Tri Township fire dept participated in trunk or treat at the Kilbourne church. Will be hooking up fiber internet at Coover Road station using covid funds. New station will also be fiber internet. Health insurance costs went down 3% this year. EMA meeting appropriation went down & based off population.

Old Business:

Re-caulk some windows at new hall.

Organizational meeting 12/14/21 after regular meeting.

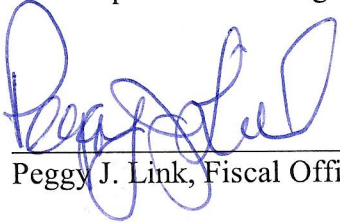
End of year meeting is 12/28/21 at 7pm.

Voting went great in the new hall, steady stream of voters.

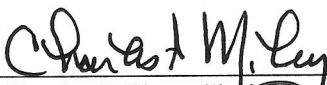
New Business:


Connie to work on contract with the Kilbourne ball association and legal advisor. Need proof on their insurance & hold harmless paper for players. Porta pots picked up.

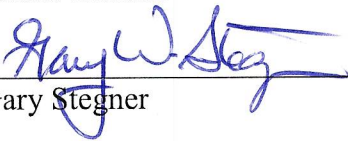
Trustee Miley made a motion to adjourn the meeting. Trustee Stegner seconded. Motion passed. Meeting adjourned at 8:20 pm.


Peggy J. Link, Fiscal Officer

Trustees

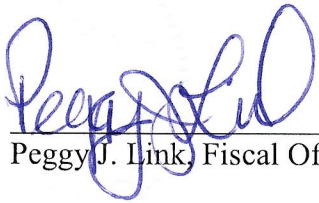


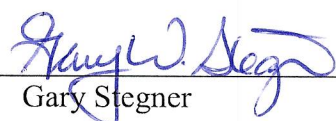

Charles Miley, Chairman


Connie Skinner


Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held November 22, 2021	
	<p>The Brown Township Trustees met on this date at 9:00 AM in emergency form with Trustees Miley, Stegner and Skinner, Zoning Inspector Mark Maroscher, and Guest Susan Barr</p> <p>Charlie called emergency meeting to order on 11/22/2021 at 9am.</p> <p>Connie stated the purpose of this meeting is to decide whether or not to send a post card to registered voters within the township with the route 23 connect study information. Stating that many residents do not know about the 6 plans by ODOT to either widen route 23 or place a freeway as an outer belt around Delaware. Due to the current congestion on route 23, ODOT is studying areas on where to place a freeway to get traffic from 71 to 23. There are three east side and two west side plans for them to consider, as well as widening route 23. Public input and comment for ODOT’s survey ends on December 13th. We could get info to residents by mailing a post card with the information from ODOT. I got a quote from Mail Pro 1. I was supposed to have a design this morning but that hasn’t come through yet. Mail pro 1 is stating a total cost per post card should be \$0.50 and that includes designing, printing, and mailing. Our Legal rep, Beth, said she would like to see the postcard before it goes out and that a mailing with public info, without opinions, is fine to send out as this has the potential to impact the township. Susan Barr made a comment that as a resident close to Brown Township (Kingston), she would like to see residents get some type of information about the route 23 connect study, just so people can be aware of what’s going on around them. She also stated that many people aren’t on Facebook or social media to get this info.</p> <p>Connie made a motion to mail a post card about the route 23 connect study to our registered voters in Brown Township pending approval of said post card from our legal department and all trustees using mail pro 1 for a cost not to exceed \$500. Charlie 2nd and motion passed. Post card to have ODOT’s maps and website. Post card is to say also, “Please complete survey, leave your comments, and direct your questions through ODOT’s link below by December 13, 2021. Paid for by Brown Township”</p> <p>Trustee Skinner made a motion to adjourn the meeting. Trustee Stegner seconded. Motion passed. Meeting adjourned at 9:16 am.</p>	
 Peggy J. Link, Fiscal Officer	Trustees	 Charles Miley, Chairman  Connie Skinner  Gary Stegner
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Minutes of Brown Township Trustees Meeting

Held December 14, 2021

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Stegner and Skinner, Zoning Inspector Mark Maroscher, Cemetery Sexton Beth Harp, Road Superintendent Dan Gladman, Road Laborer Taylor Radovich, Housekeeper Kristine Hedrick and Guests Megan Edwards and Doug Reidel

Trustee Miley made a motion to approve the November 14, 2021 agenda as amended. Trustee Stegner seconded. Motion passed.

Trustee Miley led the Pledge of Allegiance

Trustee Skinner made a motion to approve the November 9, 2021 regular meeting minutes as presented. Trustee Miley seconded. Motion passed. Trustee Skinner made a motion to approve the November 22, 2021 emergency meeting minutes as presented. Trustee Miley seconded. Motion passed.

Fiscal Officer's Report:

Fiscal Officer Peggy Link reported that First Commonwealth checking account balance is \$344,952.46 and earned \$6.21 in interest. Star Bank balance is \$1,337,310.44 and earned \$89.985 in interest. She passed around the reconciliation checklist and timesheet and EFT listing for review and approval for November 2021. Fiscal Officer Link requested Trustees approve a appropriation adjustment to move \$14,424 to cover the land acquisition to be taken care of in 2021 as opposed to delaying the payment since this transaction happened so late in the year. Trustee Miley made a motion to move \$14,424 from contingency 1000-930-930-0000 to land 1000-120-710-0000 to cover the land acquisition from Henmick LLC. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2021-12-14-01 MOVE \$14,424 FROM CONTINGENCY 1000-930-930-0000 TO LAND 1000-120-710-0000 TO COVER THE LAND ACQUISITION FROM HENMICK LLC

Miley Aye Skinner Aye Stegner Aye

Fiscal Officer requested Trustees formally approve the purchase of 3 printers. Trustee Miley made a motion to approve \$555 to purchase printers for the conference room, zoning inspector and road superintendent. Trustee Skinner seconded. Motion passed.

RESOLUTION – 2021-12-14-02 TO APPROVE \$555 TO PURCHASE PRINTERS FOR THE CONFERENCE ROOM, ZONING INSPECTOR AND ROAD SUPERINTENDENT

Miley Aye Skinner Aye Stegner Aye

Ms. Link has been in contact with a new sales representative with Verizon and per the proposal shared in order to provide a more versatile phone that would allow photos or gps options. The per line cost would increase to \$39.99 per month and the phones would be free. Trustees support changing phones and would like to ensure that protective cases and screen protectors are purchased. Trustees would like to consider insurance for the phones and Fiscal Officer Link will inquire on the cost of that. Fiscal Officer Link reminded everyone that timesheets were due December 22nd. The year end meeting will be December 28, 2021 at 5:30 pm. No expenditures are to be made after December 14th without prior approval from her in order to allow for closing the fiscal year.

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Held December 14, 2021

Trustee Skinner made a motion to release warrants #20844-20875 for \$126,812.91. Trustee Miley seconded. Motion passed.

Delaware County Engineer:

Mr. Reidel was in attendance. The Howard Road OPWC project has been completed. Mr. Reidel thought the new OPWC process was fairly smooth. Mr. Reidel indicated that they have the culvert inspection report that consists of 2 on Hogback Road and 1 on Jumper Road. The Jumper Road culvert bottom is almost gone. Mr. Reidel will get us an estimate. This replacement would close the road for approximately 3 weeks. They would put in 60" plastic double wall. Mr. Gladman mentioned that Mr. Reidel inspected the wrong culvert on Hogback. Trustee Miley and Mr. Gladman will meet Mr. Reidel at the Hogback culvert to ensure he is looking at the right one. Mr. Miley inquired about Oxford Woods road. Mr. Reidel shared that the township will receive a dedication notification of when the township will need to take over the maintenance of the road. The developer is responsible for maintenance until then.

Delaware County Health Department:

Megan Edwards did not have many items to share. The Health Department continues to encourage vaccinations. They are currently holding pediatric clinics. The website is updated as to availability. The holiday light recycle program is in place until January 14th. The Health Department is starting their car seat program again.

Public Participation:

n/a

Zoning Inspector:

Zoning Inspector Maroscher gave a brief update of permits. Mr. Maroscher discussed the computer purchase after the previous meeting that after discussing with Fiscal Officer Link the proposed computer was missing software necessary to operate the computer. Fiscal Officer Link shared that the Dell quote she had earlier in the year would provide Zoning Inspector Maroscher with a system that will be better than the original proposal. Trustee Miley made a motion to add an additional \$600 to the previous resolution to cover the cost of purchasing a computer from Dell (for a total not to exceed \$1200). Trustee Stegner seconded. Motion passed.

RESOLUTION – 2021-12-14-04 TO ADD AN ADDITIONAL \$600 TO THE PREVIOUS RESOLUTION TO COVER THE COST OF PURCHASING A COMPUTER FROM DELL (FOR A TOTAL NOT TO EXCEED \$1200)

Miley Aye Skinner Aye Stegner Aye

Fiscal Officer Link clarified with the Trustees that if the zoning commission members attended the Regional Planning Commission meeting in place of the Zoning Inspector that they could be paid the \$30 meeting allowance. The zoning commission member will need to sign the sign in sheet at the zoning commission meeting so that Fiscal Officer Link will know to make the payment.

Mr. Rinehart on the zoning commission and Mr. Ebersole on the board of appeals terms end 12/31/21. Trustee Miley will check with them about extending their term one more cycle.

Trustee Skinner suggested that Mr. Maroscher attend the OTARMA Winter Conference.

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Held December 14, 2021

Road Superintendent:

Road Superintendent Gladman shared his report. There are several trees leaning on Hogback Road and when they fall will be in the road. Trustees asked Mr. Gladman to get a quote for each tree to be removed. Mr. Gladman asked if Lee Dennison could go over the 40 hours per month if there was an urgent need. Trustees agreed he could help if there was an urgent need. Mr. Gladman will be away this Friday through Monday.

Roads

Trustee Miley shared he has done 3 culvert inspections. 2 in Oxford Woods and 1 on Hogback. Mr. Miley noted that he was not being given much notice to inspect them. Trustee Stegner mentioned that there are still temporary signs on Howard Road. Mr. Reidel will work to get those removed.

Cemetery

Cemetery Sexton Harp has had 5 burials and 4 lots sold. Billion graves has been updated. JA-204-4E monument may not be exactly in the right spot. There are all single plots and do not allow for much space in between. If the family doesn't care or complain then we are not planning to do anything. If it's too big we may just move one monument. JA-204-4E is empty and Loretta Trout wants to sell it but the only option is to sell it back to the township for the cost that was paid for it. Trustee Skinner shared that her, Cemetery Sexton and crew reviewed the rules. Trustees want the Prosecutor to review the proposal before a resolution to approve. Fiscal Officer Link requested that Cemetery Sexton receive keys and mailslot because that would make it much easier for each other to pass items back and forth as opposed to worrying that a death certificate or document may get picked up by someone else. Trustees were ok with this. Trustee Skinner shared that the Longstreth contact needs to be reviewed and updated. Feedback was that their cleanup procedures needed improvement. Fiscal Officer Link shared that the water bill for a second month in a row was escalated. The water has been shut off. Trustee Stegner shared that he received concern about the John Henry Brockaw military marker was 3" below ground. He confirmed that the marker was flush with the ground.

Fire Department:

Trustee Miley gave an update. The board has been now asked to hurry up and get out by August 1st. Chris Betts and the board are working out details. The City of Delaware purchased American Freight and make it a fire station. They will extend the street behind Sheetz. The new fire engine is here. The project is going out to bid. Toy drive is being held December 18th.

Building and Grounds:

n/a

Housekeeping:

Ms. Hedrick shared that someone is riding ATVs at the park. Trustees suggested she take a picture of vehicle and share that if she sees it again. Ms. Hedrick asked about replacement of white pegs on chair legs. She shared concerns about renters stacking chairs and causing damage. Ms. Link will see if she can find the vendor name and original quote so that Ms. Hedrick can reach out and get a quote for replacements. Ms. Hedrick also inquired about purchasing a few extra tables that could be used for food, specialized items for rentals. Trustees suggested she get a quote. Ms. Skinner and Hedrick suggested that maybe a new vacuum would need to be purchased. Ms. Hedrick will obtain a quote. Trustees discussed changing the stacking rules so that would save time and effort for Ms. Hedrick and potentially also wear and tear on it. The Revenue for rental for 2021 was \$1,750 and expenses were \$11,146.07.

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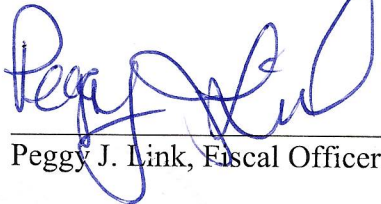
Old Business:

TIF – remove it from agenda. No updates

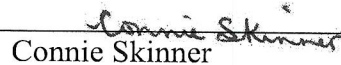
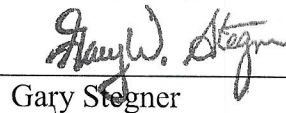
New Business:

Route 23 Connector Study – Trustees are to be added to the steering committee as is Farm Bureau and other groups. There are funds for the study but nothing has been identified for the actual project. Discussion with Mr. Reidel on other potential road projects that could impact the township. The Trustees cannot pass a formal resolution for or against the project. Troy and Oxford Townships are holding public meetings. ODOT does not want to involve any of the shooting range on SR 229 as this involves the Army Corp. of Engineer.

Trustee Miley made a motion to adjourn the meeting. Trustee Skinner seconded. Motion passed. Meeting adjourned at 9:00 pm.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairman
Connie Skinner
Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 14, 2021

Brown Township 2022 Organizational Meeting

A. Began Discussion at 9:04 pm

B. 2022 Resolutions:

RESOLUTION 2021-12-14-01– MOTION TO NAME CHAIRMAN,
VICE CHAIRMAN, AND EXECUTIVE MEMBER

2022 Chairman Skinner (Trustee Miley nominated; Trustee Stegner second)

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

Executive Member Stegner

Vote- approved by all

**RESOLUTION 2021-12-14-02 - TO APPROVE THE 2022
PERMANENT APPROPRIATIONS**

Account Code

1000-110-111-0000	Salaries-Trustees	\$	40,122.00
1000-110-121-0000	Salary-Fiscal Officer	\$	23,406.00
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
1000-110-222-0004	Life Insurance, Dental, VSP, Health, Disability Insurance	\$	23,000.00
1000-110-230-0000	Worker's Compensation	\$	15,000.00
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	\$	1,500.00
	Pay Another Political Sub-Del. Co. Health Dept/Member &		
1000-110-370-0118	Dues	\$	9,000.00
1000-110-381-0000	Property/Liability Insurance Premiums	\$	25,000.00
1000-110-410-0000	Office Supplies	\$	4,000.00
1000-110-420-0000	Operating Supplies	\$	5,000.00
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	\$	24,000.00
1000-120-190-0112	Salary-Housekeeper	\$	3,250.00
1000-120-190-0178	Salary-Housekeeper, Maintenance 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
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

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 14, 2021

1000-120-341-0178	Telephone/Cell Phone-Township Hall-SR521	\$	2,000.00
1000-120-351-0000	Electricity	\$	4,000.00
1000-120-351-0178	Electricity-Township Hall-SR521	\$	2,500.00
1000-120-352-0000	Water	\$	600.00
1000-120-352-0178	Water-Township Hall-SR521	\$	600.00
1000-120-353-0000	Natural Gas	\$	3,500.00
1000-120-353-0178	Natural Gas-Township Hall-SR521	\$	2,000.00
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	\$	-
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, Road Laborer, PT Worker)	\$	7,000.00
1000-610-322-0000	Trash-Waste Management	\$	2,500.00
	Parks-Other Expenses (Winterizing, Opening, & Toilets		
1000-610-599-0000	Pumping	\$	2,500.00
1000-760-360-0000	Contracted Services	\$	50,000.00
1000-930-930-0000	Contingencies	\$	35,000.00
		\$	422,378.00
Fund: Motor Vehicle Tax			
2011-330-360-0000	Contracted Services	\$	5,000.00
2011-330-420-0000	Operating Supplies-Gas & Diesel Fuel	\$	35,000.00
	Total Motor Vehicle Tax	\$	40,000.00
Fund: Gas Tax			
2021-330-323-0000	Repairs & Maintenance	\$	4,000.00
2021-330-323-0046	Repairs & Maintenance-Intl Truck	\$	7,500.00
2021-330-323-0046	Repairs & Maintenance-Ford F-350 1 Ton	\$	7,500.00
2021-330-323-0048	Repairs & Maintenance-Cat Backhoe	\$	7,500.00
2021-330-323-0049	Repairs & Maintenance-J Deere Tractor	\$	7,500.00
2021-330-323-0051	Repairs & Maintenance-Case Skidloader	\$	7,500.00
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	\$	7,500.00
2021-330-420-0011	Operating Supplies-Snow & Ice Removal/Salt & 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	Machinery, Equipment and Furniture	\$	75,000.00
	Total Gas Tax	\$	236,000.00
Fund: Road & Bridge Tax			
2031-330-314-0000	Tax Collection Fees	\$	1,800.00
2031-330-360-0000	Contracted Services	\$	30,000.00
2031-330-360-0012	Contracted Services-Crack, Seal, & Striping	\$	125,000.00
2031-330-740-0000	Machinery, Equipment and Furniture	\$	80,000.00

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 14, 2021

Total Road & Bridge		\$	236,800.00
Fund: Cemetery			
2041-410-100-0000	Salary-Cemetery Sexton	\$	5,000.00
2041-410-190-0028	Salaries-Other Cemetery (Road Superintendent)	\$	10,000.00
2041-410-190-0029	Salaries-Other Cemetery, 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	\$	3,000.00
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
Total Cemetery		\$	77,500.00
Fund: Permissive Motor Vehicle License			
2231-330-360-0000	Contracted Services	\$	90,000.00
2231-330-599-0000	Snow Removal-Salt & Grit	\$	15,000.00
Total Permissive Motor Vehicle License		\$	105,000.00
Fund: Coronavirus Relief Fund			
2272-330-360-0000	Contracted Services	\$	25,000.00
2272-330-420-0000	Operating Supplies	\$	25,000.00
Total Public Works Commission Project		\$	50,000.00
Fund: Public Works Commission Project			
4401-760-360-0000	Contracted Services		
Total Public Works Commission Project		\$	-
TOTAL ANNUAL APPROPRIATIONS ALL FUNDS		\$	1,167,678.00

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

RESOLUTION 2021-12-14-03 – TO ESTABLISH THE 2022 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.

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 14, 2021

	Cancellations will be posted 24 hours prior to the meeting on the township hall door.
Emergency Meetings-	Chairman calls meeting notifying trustees and fiscal officer and will be posted on the township hall door 24 hours prior to the meeting
Year End Meeting-	December 28, 2022 at 5:30 pm
2022 Organizational Meeting-	December 13, 2022 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 Skinner
Second- Trustee Miley
Vote- approved by all

RESOLUTION 2021-12-14-04 – 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 2021-12-14-05 – 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 Miley
Vote- approved by all

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Minutes of Brown Township Trustees Meeting December 14, 2021

RESOLUTION 2021-12-14-06 – MOVE TO AUTHORIZE MISCELLANEOUS TOWNSHIP PAYMENT POLICIES

- 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 reimbursement requests are due monthly or quarterly by the set timesheet deadline.

Mileage must be approved by Board of Trustees.

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

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

RESOLUTION 2021-12-14-07- 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 13, 2022 must have prior approval by the Fiscal Office due to end of the year processing.

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

RESOLUTION 2021-12-14-08- 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: _____

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 14, 2021

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

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

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

The Renter agrees:

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

Rental Rates:

Non-Resident Fee-\$50.00

Resident Fee-\$25.00

Deposit-\$100.00

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.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 14, 2021

RENTER INFORMATION

Name of Renter: _____

Name of Person in Charge: _____

Street Address: _____ City: _____ State: _____

Zip Code: _____

Renter Telephone Contacts:

Home/Business: _____ Cell: _____ Work: _____

Person in Charge Telephone Contacts:

Home/Business: _____ Cell: _____ Work: _____

Email: _____

EVENT INFORMATION*

Date(s) of Use: _____

Times of Use:

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

Type/Description of Event:

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

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:

RECORD OF PROCEEDINGS

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

Return of Security Deposit:

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

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

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

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 move all chairs and tables a designated area as assigned by housekeeper during the walk through. If the Renter fails to follow these instructions, 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

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 14, 2021

Parties that the Renter shall, at its own expense, promptly retain defense counsel to represent, defend, and protect the Indemnified Parties, paying any and all attorney's fees, costs, and expenses. The Renter further agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties, that the Renter shall pay, settle, compromise and procure the discharge of any and all judgments, damages, losses, costs, and expenses, including, but not limited to attorney's fees.

Damage to Property:

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

Termination:

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

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**

RECORD OF PROCEEDINGS

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Housekeeper Kristine Hedrick

Date

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

RESOLUTION 2021-12-08-09- TO APPROVE AND ADOPT GREENMOUND CEMETERY RATES

Cemetery Rates:

Fees for Cemetery Services to Funeral Homes & Monument Companies

Open/Close Adult Grave	Monday - Friday	\$525.00
Open/Close Adult Grave	Weekend/Holiday	\$750.00
Open/Close Infant Grave	Monday - Friday	\$120.00
Open/Close Infant Grave	Weekend/Holiday	\$240.00
Open/Close for Cremation	Monday - Friday	\$200.00
Open/Close for Cremation	Weekend/Holiday	\$350.00
Install Gov't Military Marker		\$60.00
Forming & Pouring Cemetery Foundation		
	Per Running Foot per Longstreth Contract (\$270 minimum)	
(Add 2" to width & length		\$19.50
Disinterment fee for grave listed above		\$650.00
Fee to Remove Old Foundation		\$50.00

Fee for Cemetery Gravesite

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

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

RESOLUTION 2021-12-14-10- APROVE APPOINTED EMPLOYEES SALARIES AND WAGES

Salaries				Total for Year
	Zoning Inspector	Month	\$775.00	\$9,300.00
	Cemetery Sexton	Month	\$400.00	\$4,800.00
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 TR/20.50 DG	
	Township Hall Work	Holiday	\$20.50 TR/22.50 DG	
	Park Work		\$19.00 TR/20.50 DG	
	Park Work	Holiday	\$20.50 TR/22.50 DG	
	Road Work		\$19.00 TR/20.50 DG	
	Road Work	Holiday	\$20.50 TR/22.50 DG	
	Snow Plowing/Ice Control		\$23.50	
	Snow Plowing/Ice Control	Holiday	\$26.50	
	Cemetery Work		\$19.00 TR/20.50 DG	
	Cemetery Work	Holiday	\$20.50 TR/22.50 DG	
	Zoning Secretary	Paperwork	\$13.00	

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 14, 2021

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

Motion-Trustee Skinner
Second-Trustee Miley
Vote- approve by all

RESOLUTION 2021-12-14-11-APPROVE 2021 ZONING FEES

CONSTRUCTION WITHOUT OBTAINING PERMIT	DOUBLE THE	COST OF 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*
CARPORT		\$60.00*
STORAGE OR SMALL BLDG. < 100 SQ. FT.		N/C
STORAGE OR BLDG. > 100 SQ. FT. OR LESS THAN 1,000 SQ. FT.		\$200.00*
STORAGE OR BLDG. > 1000 SQ. FT.		\$300.00*
COMMERCIAL OR INDUSTRIAL NEW BUILD		\$650.00*
PLUS /100 SQ. FT.		\$5.00
BORROW PIT		\$10,000.00
CONVERTING 1 FAMILY TO 2 OR MORE FAMILY		\$225.00*
OUTSIDE STRUCTURAL CHANGE		
REMODELING, STRUCTURE CHANGE, DWELLING & GARAGE		\$100.00*
STORAGE BLDG. 100 SQ. FT. OR LESS		\$100.00*
TEMPORARY TOOL & SUPPLY TRAILER 6MONTHS		\$100.00
RENEW FOR 6 MONTHS		\$100.00
TEMPORARY MOBILE HOME		\$150.00
RENEW FOR 6 MONTHS		\$150.00
50% ADDITIONAL CHARGE FOR LATE APPLICATION RENEWAL		
SIGN	PERMANENT	\$250.00
	TEMPORARY	\$100.00
GARAGE & YARD SALE PERMIT		N/C
REZONING		\$500.00
VARIANCE		\$500.00

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 14, 2021

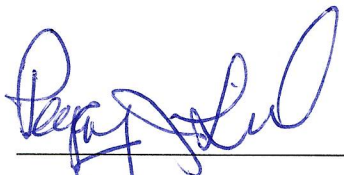
APPEAL	\$500.00
CONDITIONAL USE HEARINGS	\$500.00
FEE FOR APPROVING PLOTS & SUBDIVISIONS REFERRAL TO DCRPC	N/C
IN-GROUND POOL OR DECK	\$100.00*
ZONING RESOLUTION BOOK	\$30.00
AGRICULTURAL EXEMPT PERMIT (contact Zoning Inspector)	N/C
CULVERT PERMIT (Requires township inspection)	N/C with bldg permit
CONSTRUCTION OF CULVERT WITHOUT PERMIT	\$100.00
CONSTRUCTION WITHOUT OBTAINING PERMIT	DOUBLE THE COST OF THE PERMIT

*Includes Certificate of Compliance

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

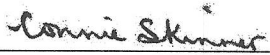
Move to Adjourn: Time 10:30 pm

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




Peggy Link, Fiscal Officer

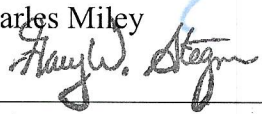
Trustees



Connie Skinner



Charles Miley



Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held December 28, 2021

The Brown Township Trustees met on this date at 5:30 PM in regular form with Trustees Miley and Skinner, and Fiscal Officer Link for the End of the Year Meeting

Trustee Skinner made a motion to approve the December 28, 2021 agenda as presented. Trustee Miley seconded. Motion passed.

Trustee Miley led the Pledge of Allegiance

Trustee Skinner made a motion to move \$777.92 from contingency 1000-930-930-0000 to Fiscal Officer 1000-110-121-0000 for \$2.92 and 1000-130-190-0000 to Zoning Inspector (\$775) to cover expenditures. Trustee Miley seconded. Motion passed.

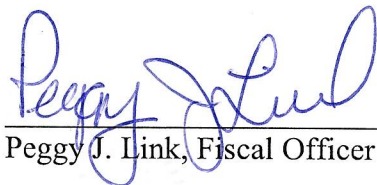
RESOLUTION – 2021-12-28-01 MOVE \$777.92 FROM CONTINGENCY 1000-930-930-0000 TO FISCAL OFFICER 1000-110-121-0000 FOR \$2.92 AND 1000-130-190-0000 TO ZONING INSPECTOR (\$775) TO COVER EXPENDITURES

Miley Aye Skinner Aye

Trustee Miley made a motion to approve disposal of 2021 unused or broken inventory as presented. Trustee Skinner seconded. Motion passed.

Trustee Miley made a motion to release warrants #20876-20879 for \$847.90. Trustee Skinner seconded. Motion passed.

Trustee Miley made a motion to adjourn the meeting. Trustee Skinner seconded. Motion passed. Meeting adjourned at 5:36 pm.

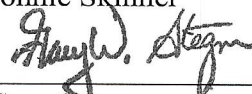

Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairman



Connie Skinner



Gary Stegner