

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held October 11, 2022

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Skinner and Stegner, Fiscal Officer Peggy Link, Zoning Inspector Mark Maroscher and Steve Lisano, Cemetery Sexton Beth Harp, Road Superintendent Dan Gladman, and Guests Gabe Smith, Jim Shiley, Chris Baker, and Margie Saull

Trustee Skinner made a motion to approve the October 11, 2022 agenda as amended. Trustee Miley seconded. Motion passed.

Zoning Inspector Lisano led the Pledge of Allegiance

Trustee Skinner made a motion to approve the September 13, 2022 regular meeting and September 26, 2022 special meeting minutes as presented. Trustee Miley seconded. Motion passed. Trustee Skinner made a motion to approve the September 30, 2022 emergency meeting minutes as presented. Trustee Stegner seconded. Motion passed.

### **Fiscal Officer's Report:**

Fiscal Officer Peggy Link reported that First Commonwealth checking account balance is \$643,809.53 and earned \$11.28 in interest. Star Bank balance is \$1,347,894.26 and earned \$2,803.24 in interest. She passed around the timesheet/payroll information and reconciliation checklist for September 2022. Trustee Skinner made a motion to release warrants #21024-21039 for \$34,740.44. Trustee Miley seconded. Motion passed. Fiscal Officer Link indicated with the overlap in Zoning Inspectors and the trainer we need to adjust our appropriations to cover the increase. Trustee Skinner made a motion to move \$2,700 from contingent 1000-930-930-0000 to 1000-130-190-0000 zoning inspector salary. Trustee Miley seconded. Motion passed.

### **RESOLUTION – 2022-09-13-01 MOVE \$2,700 FROM CONTINGENT 1000-930-930-0000 TO 1000-130-190-0000 ZONING INSPECTOR SALARY**

**Skinner Aye Miley Aye Stegner Aye**

Ms. Link gave the Trustees a draft appropriation listing for 2023 consider. She requested that the trustees review the notes and consider additional items that the board may want to consider purchasing or increasing appropriations for. She requested that they return the information no later than November 15<sup>th</sup> in order for her to incorporate the changes before the December organizational meeting. Ms. Link shared that she will be putting together the benefits review packet for each employee to review in the month of November. Employees can add or cancel any benefits that they are available. Fiscal Officer Link shared that she would like to request the board approve increasing the general funds revenue to \$140,000 to cover the sale of the old township hall. Trustee Skinner made a motion to increase general funds revenue \$140,000. Trustee Miley seconded. Motion passed.

### **RESOLUTION – 2022-10-11-02 MOTION TO INCREASE GENERAL FUNDS REVENUE \$140,000**

**Skinner Aye Miley Aye Stegner Aye**

### **Delaware County Engineer:**

Doug Reidel was not present at the meeting. Trustee Miley shared the OPWC application proposal for Harris Road. Trustee Miley made a motion to approve the Board submit and prepare an application to participate in the Ohio Public Works Commission State Capital Improvement and/or local transportation improvement program for Harris Road work. Trustee Skinner seconded. Motion passed.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held October 11, 2022	
	<p><b>RESOLUTION – 2022-10-11-03 TO APPROVE THE BOARD SUBMIT AND PREPARE AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM FOR HARRIS ROAD WORK.</b></p> <p><b>Skinner Aye Miley Aye Stegner Aye</b></p> <p>The Delaware County Road Improvement Program submission is due November 4<sup>th</sup>. Trustee Skinner made a motion to authorize Trustee Charles Miley to act on behalf of the township for all things related to the OPWC application for Harris Road. Trustee Stegner seconded. Motion passed.</p> <p><b>RESOLUTION – 2022-10-11-04 AUTHORIZE TRUSTEE CHARLES MILEY TO ACT ON BEHALF OF THE TOWNSHIP FOR ALL THINGS RELATED TO THE OPWC APPLICATION FOR HARRIS ROAD</b></p> <p><b>Skinner Aye Miley Aye Stegner Aye</b></p> <p><b>Delaware County Health Department:</b> Representative Gabe Smith had no updates.</p> <p><b>Delaware County Prosecutor’s Office:</b> Assistant Prosecutor Tony Stocco introduced himself. He shared he currently supports 5 townships including Brown.</p> <p><b>Public Participation:</b> Jim Shiley located at 2927 Hogback Road wanted to inquire if a hidden driveway sign could be posted near his residence. He is hearing impaired and cars go very fast on the road and he is worried someone is going to be hurt. Trustee Miley will look into this request. As a general practice the township does not place hidden drive signs.</p> <p><b>Zoning Inspector:</b> Zoning Inspector shared a written report. Mr. Marosher introduced Steve Lisano who will be replacing him at the end of the month. Trustee Stegner asked Zoning Inspectors to look into ensuring compliance at 4397 N. 3B’s &amp; K Road. Trustee Skinner requested that Mr. Lisano work with Asst. Prosecutor Stocco to address the junk vehicles at 4533 SR 521.</p> <p><b>Road Superintendent:</b> Road Superintendent Gladman shared his report. Mr. Gladman shared that there still appears to be a glow plug issue with the old skid steer. Trustees agreed to authorize Trustee Miley to place the skid steer on gov deals for a price to start at \$9,000. Mr. Gladman shared a couple of options for the board to address the parking light issues. Trustee Skinner made a motion to increase the current contract/proposal from a cost not to exceed \$2,500 to \$7,500 for repairing the parking lot lights. Trustee Stegner seconded. Motion passed.</p>	

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held October 11, 2022

**RESOLUTION – 2022-10-11-05 TO INCREASE THE CURRENT CONTRACT/PROPOSAL FROM A COST NOT TO EXCEED \$2,500 TO \$7,500 FOR REPAIRING THE PARKING LOT LIGHTS**

**Skinner Aye Miley Aye Stegner Aye**

Mr. Gladman shared that Ford will be taking orders at the end of the month. Mr. Gladman will reach out to Valley to get a quote so that we can ensure we get to order one. He will also reach out to Henderson to get an estimate to equip the truck.

**Cemetery**

Ms. Harp shared she sold 3 lots this past month. Foundations have been poured. The civil war monuments are done. The Delaware Gazette will be coming at 10 am on October 12<sup>th</sup> to do a piece on the civil war monuments. Trustee Skinner confirmed that any foundation orders received by December 31, 2022 will be under the current contract and that Longstreth has confirmed that. Ms. Skinner is working with Mr. Stocco to get a contract updated.

**Fire Department:**

Trustee Miley gave a brief update. The new fire station is moving along in a timely fashion. Expected completion is Memorial Day.

**Building and Grounds:**

The purchase of the 2 acres of property on North Old State is set to occur October 31, 2022. Ms. Link shared she has not received any information from Realtor Doug Price on purchase details.

**Old Business:**

Trustees discuss purchasing a copy/printing machine. Trustee Miley received several quotes from Superior Business Systems. The copier comes with unlimited service for \$299/year. They will service the copier every 20,000 copies. Trustee Miley made a motion to approve purchasing the Ricoh for \$3,200 plus \$299/year service from Superior Business Systems. Trustee Stegner seconded. Motion passed.

**RESOLUTION – 2022-10-11-06 APPROVE PURCHASING THE RICOH FOR \$3,200 PLUS \$299/YEAR SERVICE FROM SUPERIOR BUSINESS SYSTEMS**

**Skinner Aye Miley Aye Stegner Aye**

**New Business:**

Delaware County Foundation representative Chris Baker and Sheet Family Margie Saull attended the meeting to make a few requests related to the donation Betty and Charles Sheet gave. Mr. Baker shared a proposed agreement that would allow the family to update and maintain the heirlooms in the hand-crafted case that is in the entry of the Brown Township Hall. Trustee Skinner made a motion to accept the proposed agreement related to the heirloom and maintenance of the Sheets Family Display case with a few amendments related to additional signature lines for each trustee. Trustee Miley seconded. Motion passed.

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held October 11, 2022

**RESOLUTION – 2022-10-11-07 TO ACCEPT THE PROPOSED AGREEMENT RELATED TO THE HEIRLOOM AND MAINTENANCE OF THE SHEETS FAMILY DISPLAY CASE WITH A FEW AMENDMENTS RELATED TO ADDITIONAL SIGNATURE LINES FOR EACH TRUSTEE**

**Skinner Aye Miley Aye Stegner Aye**

Ms. Saull also requested that the family be allowed to use the township hall at no cost for their family reunions. The event is held the first Saturday of August. The trustees discussed they supported this request and asked that Mr. Baker and Mr. Stocco work on reviewing and drawing up an agreement. Trustees discussed how often to review the arrangement and suggested every 2-3 years. Trustees will plan to approve the agreement at their next meeting in November.

Trustees discussed and agreed to move the November 8<sup>th</sup> meeting at 7 pm to November 9<sup>th</sup> due to the elections.

Trustee Miley shared the EMA agreement that allows for the additional of Sunbury to be included. Trustee Skinner made a motion to support the Fifth Amended Agreement for a countywide emergency management agency. Trustee Miley seconded. Motion passed.

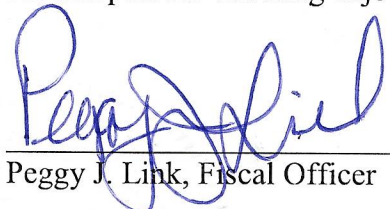
**RESOLUTION – 2022-10-11-08 TO SUPPORT THE FIFTH AMENDED AGREEMENT FOR A COUNTYWIDE EMERGENCY MANAGEMENT AGENCY**

**Skinner Aye Miley Aye Stegner Aye**

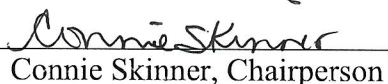
Trustee Skinner inquired about old fence posts that Taylor found mowing at the ball field. Trustees discussed and indicated this was related to the old school and Mr. Gladman will work to remove.


The homeowner on Pugh Road where two dead trees were taken down has expressed concern. He indicated that one tree was a Walnut Tree and he would like the log back. Timberland Tree indicates that both trees were dead and the one was not a walnut tree. Both trees appear to be in the road right-of-way. Trustee Miley and Road Superintendent Gladman will visit the homeowner.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 8:35 pm.

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson

  
Charles Miley, Vice Chairman

  
Gary Stegner

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting


Held October 24, 2022

The Brown Township Trustees met on this date at 9:00 AM in emergency form with Trustees Miley, Skinner and Stegner, Road Superintendent Dan Gladman and Taylor Radovich


Trustees discussed the F-450 truck quote from Valley Ford as well as the potential costs from Henderson trucking to finish out the truck. Trustee Miley moved to approve the F-450 truck purchase from valley ford for \$81,230 with costs not to exceed more than 10% of that. Trustee Skinner 2nd the motion. Upon discussion of the motion, Trustees realized our priority need would be to set aside this money to build a maintenance garage, salt storage, and a driveway on the 2 acre parcel the township is purchasing. Replacing the truck can wait at this time. Above motion is unanimously cancelled.


Trustee Miley made a motion to amend the previous copier/printer resolution to also include the \$0.07 cents per copy charge. Trustee Skinner seconded. Motion approved.

Trustee Stegner moved to adjourn. Skinner 2nd and meeting adjourned at 9:30am.

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson

  
Charles Miley, Vice Chairman

  
Gary Stegner

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

	Held November 9, 2022	
	<p>The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Skinner and Stegner, Fiscal Officer Peggy Link, Zoning Inspector Steve Lisano, Road Superintendent Dan Gladman, and Guests Margie and Fred Saull, Tim Carroll, Amber Condit, and Joyce Condit</p> <p>Trustee Skinner made a motion to approve the November 9, 2022 agenda as amended. Trustee Stegner seconded. Motion passed.</p> <p>Trustee Skinner led the Pledge of Allegiance</p> <p>Trustee Skinner made a motion to approve the October 11, 2022 regular meeting and October 24, 2022 emergency meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p><b>Fiscal Officer's Report:</b> Fiscal Officer Peggy Link reported that First Commonwealth checking account balance is \$615,898.26 and earned \$10.79 in interest. Star Bank balance is \$1,351,348.47 and earned \$3,454.21 in interest. She passed around the timesheet/payroll information and reconciliation checklist for October 2022. Trustee Skinner made a motion to release warrants #21040-21054 for \$139,755.41. Trustee Stegner seconded. Motion passed. Ms. Link gave the Trustees another draft appropriation listing for 2023 to be considered for the organizational meeting in December. She requested that the trustees review the notes and consider additional items that the board may want to consider purchasing or increasing appropriations for. Trustees discussed developing the 6 and 2 acre parcels. Ms. Link suggested placing estimates in funds as a placeholder in order to allow Trustees to have available resources to begin development next calendar year. Fiscal Officer Link reminded Trustees and staff of the year end dates coming up.</p> <p><b>Delaware County Engineer:</b> Doug Reidel was not present at the meeting. Trustee Miley let the board know that a road/speed study will be conducted in order to submit the request to ODOT to provide them with information to reduce the speed limit to 35 mph. Henmick would like to have a cross walk designation placed across from the building. Trustees discussed the parking lot across from Henmick is against the zoning code. The parking lot is not supposed to exist by itself. A culvert permit was never pulled and per page 21 of the zoning code unless it is part of planned commercial it never received county approval. County put up pedestrian signs and nothing else. Trustees will do more research and consult with the Prosecutor's office.</p> <p><b>Delaware County Health Department:</b> Representative Gabe Smith was not present.</p> <p><b>Public Participation:</b> n/a</p> <p><b>Zoning Inspector:</b> Zoning Inspector shared a written report. While going over his report, Trustees suggested that he check the ag-exemption permits. Some of those issued may not meet code. Fiscal Officer Link brought a request from Zoning Inspector Lisano to get an Associate Membership with OTARMA for \$25. Trustees discussed and agreed that Dan Gladman should also be added in addition to Mr. Lisano.</p>	

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held November 9, 2022	
	<p><b>Road Superintendent:</b></p> <p>Road Superintendent Gladman shared his report. Mr. Gladman shared the final proposal with Trustees for repairing the parking lot lights. Trustee Stegner made a motion to have Seller Electric Company replace five parking lot lights for a cost not to exceed \$4,000. Trustee Skinner seconded. Motion passed.</p> <p><b>RESOLUTION – 2022-11-09-01 HAVE SELLER ELECTRIC COMPANY REPLACE FIVE PARKING LOT LIGHTS FOR A COST NOT TO EXCEED \$4,000</b></p> <p><b>Skinner Aye Miley Aye Stegner Aye</b></p> <p><b>Roads:</b></p> <p>Trustee Miley is awaiting the estimate from the county for the 2023 road improvement program. Mr. Miley shared that the Cackler Road CAD had plans approved but no driveway permit was approved. The county did not tell them they needed a driveway permit. Mr. Miley will be working to ensure the home owners to compliance.</p> <p><b>Cemetery</b></p> <p>Ms. Harp was absent. Trustee Skinner shared that she received a call from Don Rister regarding the grasshopper mower and that we needed to issue a purchase order if we were going to be able to purchase next year. Trustee Skinner made a motion to purchase a grasshopper mower from Farmers Equipment for a cost not to exceed \$9,192 after trade in and pay for this mower before the end of the year. Trustee Miley seconded.</p> <p><b>RESOLUTION – 2022-11-09-02 TO PURCHASE A GRASSHOPPER MOWER FROM FARMERS EQUIPMENT FOR A COST NOT TO EXCEED \$9,192 AFTER TRADE IN AND PAY FOR THIS MOWER BEFORE THE END OF THE YEAR</b></p> <p><b>Skinner Aye Miley Aye Stegner Aye</b></p> <p>Snyder Rodman is working directly with Longstreth to have two foundations poured that they missed the fall deadline to get poured with the group.</p> <p><b>Fire Department:</b></p> <p>Trustee Miley gave a brief update. The new fire station is moving along in a timely fashion. Expected completion is Memorial Day. Trustee Stegner asked about how much the Fire Dept is using the \$680k engine because it seems to be just sitting. Trustee Miley will look into it.</p> <p><b>Building and Grounds:</b></p> <p>Trustee Stegner has reached out to Roger Glen to see about getting an estimate for a 30’ driveway back to the 6 acre property. Bruce Miley has grindings that could save some money. He also asked for estimate for a 100 space parking lot. Trustee Stegner indicated the closing for the 2 acres is supposed to occur hopefully November 17<sup>th</sup> after several delays. Del-Co should be installing the water meter at the maintenance garage by the end of the week.</p>	

# RECORD OF PROCEEDINGS

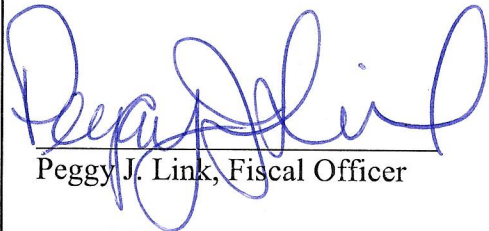
## Minutes of Brown Township Trustees Meeting

	Held November 9, 2022	
	<p><b>Old Business:</b></p> <p>Margie Saull attended the meeting with proposal final agreements for the heirlooms and hall rental usage. Trustee Skinner made a motion to accept and approve the updated agreement for the proposal related to the heirloom and maintenance of the sheets family display case. Trustee Stegner seconded. Motion passed.</p> <p><b>RESOLUTION – 2022-11-09-03 TO ACCEPT AND APPROVE THE UPDATED AGREEMENT FOR THE PROPOSAL RELATED TO THE HEIRLOOM AND MAINTENANCE OF THE SHEETS FAMILY DISPLAY CASE</b></p> <p><b>Skinner Aye Miley Aye Stegner Aye</b></p> <p>Trustees also discussed the agreement to use the hall for the Sheets reunion. Trustee Skinner made a motion to accept the agreement between the Board of Trustees and the Sheets Family for their annual family reunion agreement to be reviewed every 4 years. Trustee Stegner seconded. Motion passed.</p> <p><b>RESOLUTION – 2022-11-09-04 TO ACCEPT THE AGREEMENT BETWEEN THE BOARD OF TRUSTEES AND THE SHEETS FAMILY FOR THEIR ANNUAL FAMILY REUNION AGREEMENT TO BE REVIEWED EVERY 4 YEARS.</b></p> <p><b>Skinner Aye Miley Aye Stegner Aye</b></p> <p>The Kilbourne Ball Association (KBA) attended the meeting to do a review of the year and discuss plans for the upcoming year. Tim Carroll will initiate a group text and make sure all parties have good communication. KBA shared that they will be signing up electronically. They have setup an electronic hold harmless agreement that every family will have to agree to in order to complete the application process. Fiscal Officer Link will ensure the electronic agreement is acceptable. She will also work to get an updated agreement reviewed by all parties. KBA shared concerns about fly balls being hit into the playground and could a safety net be placed and purchased to protect kids. The Trustees suggested that KBA fundraise to purchase the net. The Trustees reinforced that they pay for the water, trash pickup, portable toilets and plumbing related to the fields. Trustees reminded KBA any significant changes need to be reviewed by the board. Trustee Miley went over a review of the proposed park use. Everyone was reminded to send Trustee Stegner feedback for the park. Trustees suggested there was not enough space for another ball field.</p> <p><b>New Business:</b></p> <p>Trustee Miley sent 3 mowing letters and will get with Assistant Prosecutor Tony Stocco to discuss next steps. Trustees will have Dan mow the three with the 10’ mower and then the homeowners taxes will be assessed for the mowing.</p> <p>Trustee Miley shared he may have a conflict with the December 13<sup>th</sup> meeting. Trustee Stegner will only be available a few days that week. Trustee Miley will share the times and then Trustee Skinner can decide on a change to the next meeting if needed.</p> <p>Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 8:53 pm.</p>	

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## Minutes of Brown Township Trustees Meeting

Held November 9, 2022



Peggy J. Link, Fiscal Officer

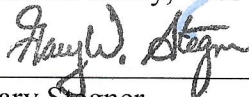
Trustees



Connie Skinner, Chairperson



Charles Miley, Vice Chairman



Gary Stegner

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held December 13 2022

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Skinner and Stegner, Beth Harp, Dan Gladman, Steve Lisano.

Trustee Skinner made a motion to approve the December 13, 2022 agenda as amended. Trustee Stegner seconded. Motion passed.

Trustee Skinner led the Pledge of Allegiance

Trustee Miley made a motion to approve the minutes of the November 9, 2022 regular meeting. Trustee Stegner seconded. Motion passed.

### **Fiscal Officer's Report:**

- a. Current First Commonwealth Checking Account Balance \$482,837.68 \$9.78 interest
- b. Current STAROhio Account Balance \$1,355,453.04 \$4,104.57 interest
- c. Reallocate \$1000 from 1000-930-930-0000 (contingency) to 1000-120-190-0178 (Hall personnel)
- d. **December 13<sup>th</sup> – no expenditures allowed without prior approval from Fiscal Officer**
- e. December 28<sup>th</sup> – year-end meeting at 5:30 pm only to sign checks and make final payments
- f. Fiscal Officer Link hand surgery Dec 8<sup>th</sup> – available via phone only for questions until after December 21<sup>st</sup>

Trustee Skinner made a motion to reallocate \$1000 from 1000-930-930-0000 contingency to 1000-120-190-0178 for hall personnel. Trustee Stegner seconded. Motion passed.

Trustee Skinner moved to release warrants 21055-21072 for \$19,763.62. Trustee Miley seconded. Motion passed.

### **Delaware County Engineer:**

Doug Riedel not present.

County performed a speed study for the area in front of Henmick on N. Old State Road between State Route 521 and Leonardsburg road. A reduced speed limit is not warranted at this time. The county sheriff dept. placed a slow speed ahead sign for 7 days to attempt to make drivers aware of pedestrian crossing at Henmick and to slow down. The culvert on the north end of Veley is marked for replacement. Not sure when work will take place.

### **Delaware County Health Department:**

Not present and no updates. Trustee Skinner does have on hand a Narcan kit from the health dept.

### **Public Participation:**

No participation from the public

### **Zoning Inspector:**

Working with prosecutor's office about the junk cars on route 521. Attended two trainings. Has approved a swimming pool permit in oxford woods. Approved a pole barn on Beard rd. and a garage on Hogback. Beachwood estates development is in the works. Will go to regional planning soon. This is a 17-lot development on State Route 521 just past the curve outside Kilbourne. Seeking ideas on distinguishing between signs and billboards in the zoning code, prices and sizes of signs verses billboards. Will seek recommendation from the board of zoning commission on proper wording and more

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held December 13, 2022	
	<p>research. Trustee Skinner made a motion to reappoint Ian Capwell and appoint Julie Lisano as an alternate to the zoning commission board. Stegner seconded. Motion passed.</p> <p>Trustee Skinner made a motion to appoint Shane Askins to the zoning appeals board as Bill Cackler steps off. Trustee Stegner seconded. Motion passed. Trustee Skinner made a motion to appoint Linda Sheets Copeland as an alternate on the zoning appeals board. Trustee Stegner seconded. Motion passed.</p> <p><b>Road Superintendent:</b> Left message with Sellers Electric about the parking lot light work. Backhoe is at Caterpillar and should be worked on within 5 days. The county is no longer pulling out stuck snowplow trucks. Heavy duty will pull them out for \$100 per hour. Trustee Miley made a motion to approve up to \$500 for Heavy Duty to pull truck out if we get stuck. Trustee Skinner seconded. Motion passed. Old Skid Steer will be listed soon on Gov deals.</p> <p><b>Roads:</b> Miley met with Veers about the dead trees taken down in the road right of way on Pugh Road. He (Veers) is to get ODA to verify the type of tree. Trustees signed an REA to have a culvert inspected by the county at Pittman and Route 42. Trustee Stegner made a motion to approve the 2023 road improvements with the county for the quoted price of \$135,700. Trustee Miley seconded. Motion passed. County recommended putting stone down on cackler road for the bleed through until it's ready for a cap. Trustee Miley is going to get price quotes from Image 360 for a sign he is working on as well as 6 "no motorized vehicles allowed" signs. These signs are for the 6-acre property and around the playground/ballfield. The state is going to begin requiring the paint striping on the roads to be reflective.</p> <p><b>Cemetery:</b> Have had 2 burials and sold 5 lots. Fall foundation poured and 5 monuments have been set with 5 more to be set. The Wilson Link foundation poured by Longstreth in the fall of 2021 is not level. The monument was set with shims and is not approved by the family. The monument is not sitting level. Trustee Skinner will check with Longstreth on what can be done to make it level since they poured it. Trustee Skinner made a motion to approve the 2023 Longstreth contract for foundation pours with the updated price of \$25.50 per cubic foot with a \$335 minimum charge. Trustee Stegner seconded. Motion passed.</p> <p><b>Fire Department:</b> New engine now will be in service. It had so many electrical components that everyone needed training on it. Equipment on the old engine needs to be transferred over. Fire board may try to change the way training is being done. Trustee Skinner asked to see fire department financials. New building brick and siding almost completed as well as drywall and electrical. Roof and insulation installing now. Once the new building is up and running, may seek more fulltime employees,</p>	

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held December 13, 2022

**Building and Grounds:**

Trustee Stegner had reached out for a quote for a driveway, culvert and parking area for the new 2-acre lot. Doesn't have an official quote back yet but thought it would be over \$50,000 and would need to go out for bid. We would also need to bid out the maintenance building. Trustee Miley will look into the proper procedure for bidding this out. We will need an architect and general contractor. Trustee Stegner made a motion to increase the purchase price for the 2-acre lot to \$125,800. Trustee Skinner seconded. Motion passed.

**Old Business:**

Kilbourne ball association contract. Add to the contract the following. Add use of the ballpark to include no use of park half hour after dusk. Trustee Stegner as contact person as well as Tim Carrol and another person Tim designates. Add a blank copy of the hold harmless agreement to the contract. Add the resolution number to the contract.

**New Business:**

Tony Stucco to look into a mutual aid/emergency equipment contract. This is something for us and nearby townships so that we can each help each other when equipment goes down. We would prefer if another township needed to use a piece of our equipment that our guys go to them and assist them using our own equipment. Also, that the other township pays our guys for their time. Trustees agreed on the OTARMA election for their board members. Picture donated by John Humes of the last graduating class of the Brown School. Picture was taken in 1951 of the junior class that graduated in 1952. Will look into a frame solution so we can include the history of Brown Township. We received a petition to annex land into the city on Bowtown road, to the left of our new fire house. This will come before the commissioners on January 12, 2023. Trustee Skinner to attend session that day. We do have a Tif on this land. Scott with Treble Inc. will attend January or February meeting to review and introduce a new electric aggregation program. Need to add the gazebo to the rental contract. Looking to possibly placing a small levy on the ballot for park improvements. Will have large expenses coming up when we begin working on the 6 acres as parks/rec space.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 8:45 and began our organizational meeting. Trustee Miley moved to go back on record at 9:25pm. Trustee Stegner seconded and regular meeting back in session. Trustee Miley moved to approve the contract with Superior Business Systems for the copier maintenance and overage charges. Trustee Skinner seconded and motion approved. Trustee Miley moved to adjourn. Trustee Skinner seconded and meeting adjourned at 9:26pm

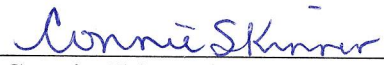
RECORD OF PROCEEDINGS


Minutes of Brown Township Trustees Meeting


Held December 13, 2022

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson

  
Charles Miley, Vice Chairman

  
Gary Stegner

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

### *Brown Township 2023 Organizational Meeting*

A. Began Discussion at 8:46pm

B. 2023 Resolutions:

**RESOLUTION 2022-12-13-01**– MOTION TO NAME CHAIRMAN,  
VICE CHAIRMAN, AND EXECUTIVE MEMBER

**2023 Chairman Miley** (Trustee Stegner nominated; Trustee Skinner second)  
**Vice Chairman Stegner** (Trustee Miley nominated; Trustee Skinner second)  
**Executive Member Skinner**

**Vote-** approved by all

**RESOLUTION 2022-12-13-02** - TO APPROVE THE 2023  
PERMANENT APPROPRIATIONS

#### Account Code

1000-110-111-0000	Salaries-Trustees	\$	42,000.00
1000-110-121-0000	Salary-Fiscal Officer	\$	24,000.00
1000-110-211-0000	Ohio Public Employees Retirement System	\$	7,700.00
1000-110-212-0000	Social Security	\$	900.00
1000-110-213-0000	Medicare	\$	1,500.00
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	\$	8,000.00
1000-110-314-0000	Tax Collection Fees	\$	3,500.00
1000-110-315-0000	Election Expenses	\$	1,000.00
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	\$	3,000.00
1000-110-370-0118	Pay Another Political Sub-Del. Co. Health Dept/Member & 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	\$	8,000.00
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-Grant	\$	24,000.00
1000-120-190-0112	Salary-Housekeeper	\$	3,250.00
1000-120-190-0178	Salary-Housekeeper,Maintenace SR521	\$	15,000.00
1000-120-211-0000	Ohio Public Employees Retirement System	\$	10,000.00
1000-120-213-0000	Medicare	\$	1,000.00
1000-120-322-0000	Garbage & Trash Removal/Rumpke Cleanup Day	\$	3,500.00
1000-120-323-0000	Repairs & Maintenance-Township Hall	\$	-

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

1000-120-323-0032	Repairs & Maintenance-Maintenance Garage	\$	7,500.00
1000-120-323-0178	Repairs & Maintenance-Township Hall-SR521	\$	10,000.00
1000-120-330-0000	Travel & Meeting Expense-Fiscal Officer	\$	1,000.00
1000-120-341-0000	Telephone/Cell Phone	\$	4,000.00
1000-120-341-0178	Telephone/Cell Phone-Township Hall-SR521	\$	2,000.00
1000-120-351-0000	Electricity	\$	5,000.00
1000-120-351-0178	Electricity-Township Hall-SR521	\$	5,000.00
1000-120-352-0000	Water	\$	600.00
1000-120-352-0178	Water-Township Hall-SR521	\$	600.00
1000-120-353-0000	Natural Gas	\$	3,000.00
1000-120-353-0178	Natural Gas-Township Hall-SR521	\$	3,000.00
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	\$	40,000.00
1000-610-190-0000	Salaries-Parks (Dan, Grant, PT Worker)	\$	7,000.00
1000-610-322-0000	Trash-Waste Management	\$	-
1000-610-599-0000	Parks-Other Expenses (Winterizing, Opening, & Toilets Pumping)	\$	3,000.00
1000-610-760-0000	Improvement of Site	\$	75,000.00
1000-760-360-0000	Contracted Services	\$	60,000.00
1000-930-930-0000	Contingencies	\$	50,000.00
		\$	<b>577,250.00</b>
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	\$	<b>40,000.00</b>
Fund: Gas Tax			
2021-330-323-0000	Repairs & Maintenance	\$	4,000.00
2021-330-323-0046	Repairs & Maintenance-Intl Truck	\$	7,500.00
2021-330-323-0047	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-Jdeere Tractor	\$	7,500.00
2021-330-323-0051	Repairs & Maintenance-Case Skidloader	\$	7,500.00
2021-330-360-0000	Contracted Services (transfer to OPWC Fund if awarded)	\$	18,000.00
2021-330-360-0041	Contracted Services-Road Resurfacing	\$	128,000.00
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

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

2021-330-599-0000	Other Expenses	\$	16,000.00
2021-330-720-0000	Buildings	\$	100,000.00
	Total Gas Tax	\$	<b>334,000.00</b>
Fund: Road & Bridge			
2031-330-314-0000	Tax Collection Fees	\$	2,500.00
2031-330-360-0000	Contracted Services	\$	30,000.00
2031-330-360-0012	Contracted Services-Crack, Seal, & Striping	\$	125,000.00
2031-330-720-0000	Buildings	\$	150,000.00
	Total Road & Bridge	\$	<b>307,500.00</b>
Fund: Cemetery			
2041-410-100-0000	Salary-Cemetery Sexton	\$	5,000.00
2041-410-190-0028	Salaries-Other Cemetery (Dan)	\$	10,000.00
2041-410-190-0029	Salaries-Other Cemetery , PT Worker)	\$	20,000.00
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	\$	5,000.00
2041-410-323-0036	Repairs & Maintenance-Cemetery Equipment	\$	14,000.00
2041-410-323-0037	Repairs & Maintenance-Green Mound Cemetery	\$	7,000.00
2041-410-323-0038	Repairs & Maintenance-Eden Cemetery	\$	3,000.00
2041-410-360-0000	Contracted Services-Landscaping/Foundation Pours	\$	10,000.00
2041-410-420-0000	Operating Supplies	\$	5,000.00
2041-410-420-0009	Annual Pentem Software Service Fee	\$	3,500.00
2041-410-599-0000	Other Expenses	\$	6,000.00
2041-760-730-0000	Improvement of Sites	\$	10,000.00
	Total Cemetery	\$	<b>101,000.00</b>
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	\$	<b>105,000.00</b>
Fund: Coronavirus Relief Fund			
2272-330-360-0000	Contracted Services	\$	20,000.00
2272-330-420-0000	Operating Supplies	\$	9,000.00
	Total Coronavirus Relief Fund	\$	<b>29,000.00</b>
Fund: Public Works Commission Project			
4401-760-360-0000	Contracted Services	\$	399,806.00
	Total Public Works Commission Project	\$	<b>399,806.00</b>
TOTAL ANNUAL APPROPRIATIONS ALL FUNDS			<b>\$ 1,893,556.00</b>

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

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

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### RESOLUTION 2022-12-13-03 – TO ESTABLISH THE 2023 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. with the exception of December's meeting which will be on Wednesday 12/13/2023

**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  
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-** 12/27/2023 at 5:30pm

**2023 Organizational Meeting-** 12/13/2023 at the end of the regular meeting

*All trustee meetings will be posted on exterior bulletin board at the township hall. The 2023 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 Stegner**  
**Vote- approved by all, Motion passed**

### RESOLUTION 2022-12-13-04 – MOVE TO APPOINT DEPARTMENT LIASONS AS FOLLOWS:

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

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

### RESOLUTION 2022-12-13-05 – 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.

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

- 
- expense reports, inventory reports, timesheets, requisitions, road contracts and road funding etc.
- 6.) Receive all original employment applications, including but not limited to: physical exams, insurance applications, payroll withholding documents, background checks, MVR checks, and any other document relating to personal information covered by HIPAA.

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

### **RESOLUTION 2022-12-13-06 – 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 2<sup>nd</sup> day of the following month.** Any requests after the 2<sup>nd</sup> will be processed the following month.

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

### **RESOLUTION 2022-12-13-07- 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, 2023 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 2022-12-13-08- TO APPROVE AND ADOPT BROWN TOWNSHIP BUILDING RENTAL RULES & RENTAL RATES**

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

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

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

#### PURPOSE OF AGREEMENT:

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

#### RENTER INFORMATION

Name of Renter: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Renter Telephone Contacts:

Home/Business: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Person in Charge Telephone Contacts:

Home/Business: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

#### EVENT INFORMATION\*

Date(s) of Use: \_\_\_\_\_

Times of Use:

Start: \_\_\_\_\_ AM/PM End: \_\_\_\_\_ AM/PM

Type/Description of Event:

\_\_\_\_\_

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

#### SECURITY DEPOSIT / RENT

Security Deposit / Rental Rates:

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

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

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

### 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. Rental of the hall also includes use of the gazebo.

TOTAL SECURITY DEPOSIT	
TOTAL RENT	
TOTAL DUE	

### Payment:

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

### Return of Security Deposit:

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

- The Hall, the surrounding grounds, gazebo, 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 or gazebo 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.

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

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### TERMS AND CONDITIONS

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

#### Indemnity:

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

#### Damage to Property:

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

#### Termination:

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

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:

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

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

### RENTER

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Renter

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

\_\_\_\_\_  
Trustee Connie Skinner

\_\_\_\_\_  
Date

**Motion-Trustee Skinner moved to approve rental contract but to include the use of the gazebo with rental.  
Second- Trustee Stegner  
Vote- approved by all**

### **RESOLUTION 2022-12-08-09- 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		
	\$25.50 Per Running Foot per Longstreth Contract (\$335 minimum)	
(Add 2" to width & length 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 Stegner  
Second- Trustee Miley  
Vote- approved by all**

### **RESOLUTION 2022-12-13-10- 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

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

Employee's Wage Rates	Per Hour			
	Part-time/Seasonal Weedeating		\$18.00	
	Part-time Snow Plowing		\$18.00	
	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	
		Per Meeting	\$58.00	
<b>Reimbursements</b>				
	Zoning Board Mem.bers	Meeting	\$30.00	
	Mileage Rate	Mile	To be set at first mtg in January	

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

### RESOLUTION 2022-12-13-11-APPROVE 2023 ZONING FEES

#### 2023 Brown Township Zoning Fees

##### Construction without permit= DOUBLE the Permit Fee

Single Family Residence with Attached Garage -----	\$400*
Twin Single -----	\$450*
Apartment Building Per Unit-----	\$250*
Multi Family and Townhouse Per Unit-----	\$250*
Garage 1 Car-----	\$75*
Garage 2 Car-----	\$125*
Garage 3+ Car-----	\$150*
Carport-----Under 200 sq. ft.-----	\$60*
Carport-----Over 200 sq. ft.-----	\$120*

Carport limited to one per property and fall under maximum lot coverage(See Footnote).

Accessory Structure under 100 sq. ft. (Shed, Small Building, Deck, Etc.)-----	\$25*
Accessory Structure under 1000 sq. ft. (Shed, Small Building, Deck, Etc.)-----	\$200*
Accessory Structure over 1000 sq. ft. (Shed, Small Building, Deck, Etc.)-----	\$300*
Relocation of Existing Structure -----	\$25*
In-Ground Pool -----	\$100*

Pools under 8 ft. diameter and less than 18 in deep do not need permit.

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting December 13, 2022

Solar Panels -----	\$200*
On ground solar arrays fall under maximum lot coverage (See Footnote).	
Commercial or Industrial New Building-----	\$650*
Each additional 100 Sq. Ft.-----	\$5
Borrow Pit-----	\$10,000
Converting 1 Family Residence to 2 or more Family with Outside Structure Change-----	\$225*
Remodeling Dwelling, Garage or Accessory Structure with Outside Structure Change-----	\$100*
Temporary Tool and Supply Trailer or Structure 6 months-----	\$100
Renewal additional 6 months-----	\$100
Late application renewal -----	\$50
Temporary Mobile Home -----	\$150
Renewal additional 6 months-----	\$150
Late application renewal -----	\$75
Sign Permanent-----	\$250
Sign Temporary-----	\$100
Rezoning-----	\$500
Variance-----	\$500
Appeal-----	\$500
Conditional Use Hearing-----	\$500
Fee for Approval Plots and Subdivisions Referral to DCRPC-----	\$ N/C
Agricultural Exempt Permit-----	\$ N/C
Zoning Resolution Book-----	\$30

\* Includes Certificate of Compliance

**Brown Township Zoning Resolution Section 7.05 H. Maximum Lot Coverage:** On no lot or parcel in this zoning districts shall buildings be constructed which cover more that twenty-five (25) percent of the lot area.

### **Construction Without Obtaining Permit = DOUBLE The Permit Cost**

**Motion-Trustee Skinner made motion to accept zoning fees pending recommendations from the zoning commission pertaining to signs and billboards as discussed in tonigjts regular meeting.**

**Second- Trustee Stegner**

**Vote- approved by all**

# RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting  
December 13, 2022

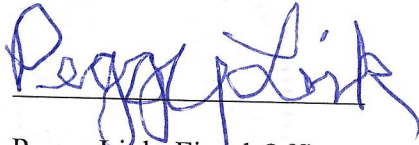
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Move to Adjourn: Time \_\_\_\_ 9:21pm \_\_\_\_

**Motion-Trustee Stegner**

**Second- Trustee Skinner**

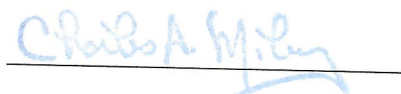
**Vote- approved by all**

  
Peggy Link, Fiscal Officer

Trustees

  
Connie Skinner

Charles Miley

  
Charles Miley

\_\_\_\_\_  
Gary Stegner

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held December 28, 2022

The Brown Township Trustees met on this date at 5:40 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, 2022 agenda as presented. Trustee Miley seconded. Motion passed.

Trustee Miley led the Pledge of Allegiance

Trustee Skinner made a motion to move \$1,000 from 1000-130-190-0000 to 1000-130-190-0147 to cover zoning expenditures. Trustee Miley seconded. Motion passed.

**RESOLUTION – 2022-12-28-01 TO MOVE \$1,000 FROM 1000-130-190-0000 TO 1000-130-190-0147 TO COVER ZONING EXPENDITURES**

**Miley Aye Skinner Aye**

Trustee Skinner made a motion to move \$300 from 1000-130-190-0000 to 1000-130-211-0000 to cover zoning expenditures. Trustee Miley seconded. Motion passed.

**RESOLUTION – 2022-12-28-02 TO MOVE \$300 FROM 1000-130-190-0000 TO 1000-130-211-0000 TO COVER ZONING EXPENDITURES**

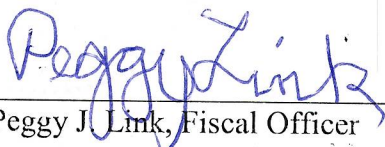
**Miley Aye Skinner Aye**

Trustee Skinner made a motion to release warrants #21073-21080 for \$1,113.66. Trustee Miley seconded. Motion passed.

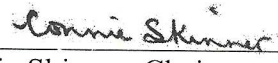
Trustee Skinner made a motion to approve the minutes of the December 13, 2022 regular meeting. Trustee Miley seconded. Motion passed.

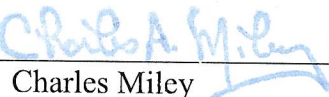
Trustee Skinner made a motion to approve the minutes of the December 13, 2022 organizational meeting. Trustee Miley seconded. Motion passed.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 5:48 pm.

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson

  
Charles Miley