

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held October 10, 2023

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, and Skinner, Fiscal Officer Link, Zoning Inspector Steve Lisano, Road Superintendent Dan Gladman, Cemetery Sexton Beth Harp and Guests Doug Reidel, Nick Sheets, Rebecca Mott, Chris Rinehart, Cathy Ramondelli, and Tim Long

Trustee Skinner made a motion to approve the October 10, 2023 agenda as amended. Trustee Miley seconded. Motion passed.

Trustee Miley led the Pledge of Allegiance

Trustee Skinner made a motion to approve the September 12, 2023 regular meeting minutes as presented. Trustee Miley seconded. Motion passed. Trustee Miley made a motion to approve the September 21, 2023 emergency meeting minute as presented. Trustee Skinner seconded. Motion passed.

Fiscal Officer’s Report:

Current First Commonwealth Checking Account Balance \$622,774.31 and earned \$2,002.25 in interest. Current STAROhio Account Balance \$1,413,207.10 interest and earned \$6,386.50 in interest. Ms. Link reminded everyone she needs new items for appropriation budgeting by the end of October in order to incorporate this into a draft budget. Ms. Link shared the recent issue with First Commonwealth Bank and the error resulting in payroll being paid late. Unfortunately, she received no phone call or followup after the error. Ms. Link will be exploring options to change her banking. Lastly, Ms. Link shared with the Trustees that she would like to create two new funds to be able to track and record revenue and expenses. One would be for the park levy should it be approved and the other would be to utilize a fund for zoning. Trustee Miley made a motion to utilize park levy fund 2171 and also fund 2181 to recognize zoning for tracking revenue and expenses. Trustee Skinner seconded. Motion passed.

RESOLUTION 2023-10-12-01 TO UTILIZE PARK LEVY FUND 2171 AND ALSO FUND 2181 TO RECOGNIZE ZONING FOR TRACKING REVENUE AND EXPENSES

Miley Aye Skinner Aye

Trustees reviewed and approved the bank reconciliation and timesheets for September 2023. Motion made by Trustee Skinner to release Warrants #21212-21227 \$15,856.74. Trustee Miley seconded. Motion passed.

Delaware County Engineer:

Mr. Reidel was present at meeting. A request from ODOT and City of Delaware is closing route 42 just east and north of Central Avenue for 4 days starting October 24th. They asked if Harris can be a temporary route during that 4 days. Concerns discussed since that road is just being repaved tomorrow (10/11/23). Trustee Stegner was against it. Trustees agreed that “No” is the answer. There are two courses to the road. The west side is not finished yet on Harris Road. There is a base coat and finish coat and they should be finished tomorrow (except for berming and striping). There is a culvert replacement on North Old State planned for early 2025. Would we be comfortable using Howard Road to North 3 B’s and K instead of Baker to Jumper? If there is any issue with damage then that would be taken care of. Trustees are ok with that as an option. Moved in to new office space last Friday. Trustee and Fiscal Officer meeting at the end of November.

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Delaware County Health Department:
n/a

Public Participation:
n/a

MS Consultants:
Cathy Ramondelli attended to follow up on phase 1. What are the priorities for the uses. On the six acres move a ball field there and move the parking. Talked about walking path, soccer fields. Price out a bathroom or at least lay out a place for the bathroom at a future state. Room for soccer/football field or at least green space. In between space – will this just be green space. Keep the tree up front by little ball field. Try to keep the smaller tree and potentially relocate the recycling dumpster. Consider a new concession stand. Consider adding restrooms, lawn mower storage. Inquire about working session. We’ll invite the ball association and residents a couple of options of the plan and obtain feedback. Potential small shelters with 2-3 tables and maybe eventually a bigger shelter house. Maybe an additional playground. Multi-use court (maybe 2) and parking. Will be meeting with her team tomorrow and will let us know the plan of when it will be ready. Potentially November 1st?

Zoning Inspector:
Zoning Inspector Lisano went over his report. Trustee Miley inquired about mowing next to 6537 Howard Road. For Tallman and Cummings – Mr. Lisano will notify trustees will be notified and have them view the properties to ensure they meet expectation. BZA meeting request for a granny flats that will be discussed next week. Mr. Lisano is pleased with that plan. Granny flat doesn’t expire. If the property changes hand then would they have to reapply. Variance fees for next year. Recommendation for new residence fees go to \$500 and the zoning appeal meeting increase it from \$500 to \$750. Recommends payment to \$50 for board members. Hemick Brewery was discussed at last BZA meeting and that the application be pulled back to allow him time to work on a commercial zoning plan. Rebecca Mott and wants to have six months to prepare the plan. Takes 2 months to prepare all the plans and then it has to go to the Regional Planning and then the Trustee (4 months of hearing). Trustee Miley made a motion to approve giving Henmick a six-month extension on submitting the plan and pulling the variance application. Trustee Skinner seconded. Motion passed.

RESOLUTION 2023-10-12-02 TO APPROVE GIVING HENMICK A SIX-MONTH EXTENSION ON SUBMITTING THE PLAN AND PULLING THE VARIANCE APPLICATION

Miley Aye Skinner Aye

Road Superintendent:
Gladman went over his report. For Frontier we will need more information. Ms. Link will follow up with Frontier. Mr. Gladman provided a list of things needed to do for fall. Mr. Gladman wants to get another load of 304 and hit the low spots of the berm now. He needs 4 tons of cold mix. Trustee Miley made a motion to approve an amount not to exceed \$600 for cold mix. Trustee Skinner seconded. Motion passed.

RESOLUTION 2023-10-12-03 TO APPROVE AN AMOUNT NOT TO EXCEED \$600 FOR COLD MIX

Miley Aye Skinner Aye

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Trustee Miley made a motion to pay for emergency guardrail repair for \$1,342.50. Trustee Skinner seconded. Motion passed.

RESOLUTION 2023-10-12-04 TO PAY FOR EMERGENCY GUARDRAIL REPAIR FOR \$1,342.50

Miley Aye Skinner Aye

Roads

Miley doesn't have too much. 3268 Kelly McMaster Road culvert inspection done. How many more aluminum cemetery markers. So many were moved and taken some time to get started. We should try to get more out of Taylor than take off and try to help with this. Was going to try to get done by the end of the week. Trustee Miley wants to have 3 people helping with this work. Planning on the work to be done on Monday for the cemetery markers.

Cemetery:

Went over her report. She sent emails to all the memorial company's. Ms. Harp shared that it's taking a long time for the stones to come in. Has not heard from the Coulter family. Ms. Harp sold six lots. She's been doing a lot of location. Folks know they have lots and don't know where they are and who is buried where. Want to know if we have a scattering area. Ms. Harp informed them we don't. Missing saddles (mounts on top of stones). Biggs Vining lot about going between the two lots. The stone says her name but her son is buried on her lot. She would like to be buried there. She suggests that her ashes be laid there. She placed a stone of her own. There was an issue with the monument.

Fire Department:

Working on a public depository. Bought a new lawnmower (Xmark LZ). They still want \$48k for fiber optic for Coover Road. Considering different options for that. Replace hot water tanks in the new fire station. Incorrect drain put in over the living area. Memorial and rewire are last two big areas for new station. Putting together interview panel since Troy is retiring January 2nd. Not sure how many Trustees will interview. Period of time that volunteers and firefighters can come in and give thoughts in private for the interview process. With the pay scale they may not get the type of chief they want. The current chief makes \$90k. Board not interested in buying another generator while they wait for the one to be delivered since it is paid.

Building and Grounds:

n/a

Old Business:

Tim Long shared these would be individual TIFs even though we passed them all together. George Kasita is usually the Chair of the Board for the TIFs and having annual meetings. If no activity then no meeting is needed. No time to change the property across from Bixby campus since it is residential and not commercial. Only the portions that are commercial count toward the TIFs. Residential TIFs can take 4-5 months and the County Engineer would need to approve. You can make them non-school TIFs so they don't involve the schools and only captures the township and county revenue. We are expecting some of this to be residential and not commercial. Most of the revenue will come from commercial. Apartments are considered commercial and generate significant TIF dollars. County postponed it until the City could attend. The county

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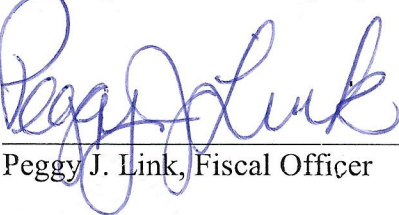
Held October 10, 2023

would have approved the annexation per statute if no one had appealed the annexation request.

New Business:

n/a

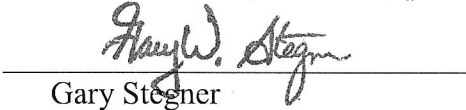
Trustee Miley made a motion to adjourn the meeting. Trustee Skinner seconded. Motion passed. Meeting adjourned at 9:29 pm.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairperson


Connie Skinner, Vice Chairperson


Gary Stegner

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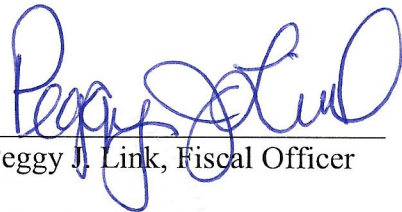
	Held November 14, 2023	
	<p>The Brown Township Trustees met on this date at 6:00 PM in special form with Trustees Miley, Stegner and Skinner, Fiscal Officer Link, Road Superintendent Dan Gladman, and Guests Keith Holowinski and Melissa Ratermann from MS Consultants</p> <p>Trustee Miley called the meeting to order to discuss park and maintenance building design and development.</p> <p>Ms. Ratermann shared a packet of information. She has a list of questions and needs information.</p> <p>She went over the list of the legend. Trustees pointed out that the drawing was missing the recycling dumpsters. Trustee Skinner mentioned tying a walking path from Henmick Farms to walking path. No future salt storage area identified. Retention pond location. Salt storage size single bay 20x40. Probably need some more accurate measurements and expectations for how much is stored.</p> <p>Maintenance building proposal has 2 offices, breakroom, lockers, restroom and storage. Utilities will come until the utility/storage room. Each bay is approximately 19' wide. 14x14 overhead doors. Maintenance bldg. has brick facia to have similar look compared to the hall. Having storage area above office space. Shrink office space to add utility/storage. Make the roof line the same across the building. Important to have storage space above. Reduce office space and break room to shrink and create a dedicated storage room. The wash bay is too long. Doesn't need to be 60' long. Could make the extra space as storage. What's the cost difference from storage above vs the floor/office. How many amp service is going to be in the design? This need to be at least 200 amp. Place for air compressor. Possibly along the back wall and would include welder. Interior height in bays is 16'. The whole building will be trench drain along the center. Will be a tank outside for oil.</p> <p>Questions: What to go in the breakroom: refrigerator, microwave, coffee and table.</p> <p>What is needed in wash bay – pressure washer only. Gas powered small wheel around. Doesn't need anything.</p> <p>Vents will be coming straight out of the roof. Heat with natural gas. How many units will be in this building? No generator. Standard led lighting. Maintenance bays will have a low bay led fixture. No place identified for fuel tanks. Need a place for 2 five-hundred gallon fuel tanks. Will need retention around the fuel tanks. Building signage or anything? Need something at the entrance of 521 and maybe something at N. Old State. Putting a monument sign allows for other directions to parking and facilities.</p> <p>Trustee Miley made a motion to approve proceeding with the contract with MS Consultants for Phase 2 of project for \$126,000. Trustee Skinner seconded. Motion passed.</p> <p>RESOLUTION 2023-10-12-01 APPROVE PROCEEDING WITH THE CONTRACT WITH MS CONSULTANTS FOR PHASE 2 OF PROJECT FOR \$126,000</p> <p>Miley Aye Skinner Aye Stegner Aye</p> <p>Trustees will meet with MS Consultants November 27th at 5 pm to discuss design and development plans for the park/maintenance building.</p>	

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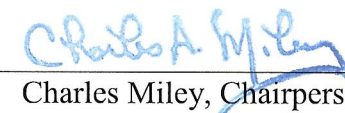
Minutes of Brown Township Trustees Meeting


Held November 14, 2023


Trustee Miley made a motion to adjourn the meeting. Trustee Skinner seconded. Motion passed. Meeting adjourned at 6:55 pm.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairperson


Connie Skinner, Vice Chairperson


Gary Stegner

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	Held November 14, 2023	
	<p>The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Stegner and Skinner, Fiscal Officer Link, Zoning Inspector Steve Lisano, Road Superintendent Dan Gladman and Guests Gabe Smith, Keith Holowinski, Samantha Fleming, and Tim Long</p> <p>Trustee Skinner made a motion to approve the November 14, 2023 agenda as amended. Trustee Stegner seconded. Motion passed.</p> <p>Trustee Miley led the Pledge of Allegiance</p> <p>Trustee Skinner made a motion to approve the October 10, 2023 regular meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p>Fiscal Officer’s Report: Current First Commonwealth Checking Account Balance \$620,421.21 and earned \$2,111.50 in interest. Current STAROhio Account Balance \$1,419,873.76 interest and earned \$6,666.75 in interest. Ms. Link gave a brief update on the Frontier Communication damage claim received. She was informed by the customer service folks that we would need to wait and receive actual documentation in the mail as to exactly what the damage was and what the costs would be. Ms. Link shared a Nepotism Policy proposal that she emailed Trustees ahead of the meeting to consider. This policy identifies how the township would manage any nepotism situation. Mr. Miley was concerned that this would be a negative for employees. Trustee Skinner made a motion to adopt the proposed Nepotism Policy. Trustee Stegner seconded. Motion passed.</p> <p>RESOLUTION 2023-11-14-02 TO ADOPT THE PROPOSED NEPOTISM POLICY</p> <p>Miley Nay Skinner Aye Stegner Aye</p> <p>Ms. Link reminded Trustees and Employees of the deposit policy. She read over the policy and will be placing a copy in their mail slots. Benefit enrollment reminder – due November 30, 2023. No purchases to be made after December 13, 2023 without approval by Peggy Link. Mileage reimbursements due no later than December 5th. Ms. Link reminded everyone that she is still looking for budget items for appropriations such as Truck replacement? Maintenance building/park development? Culvert repairs? Road repair estimate? Computer for Dan (fiscal officer computer doesn’t change until 1/2025)? hall rental fees? Zoning fees? Cemetery fees? Sale of building? Personnel increases? Trustee Miley and Mr. Gladman shared they don’t anticipate culvert repairs. Road estimate coming. Trustees reviewed and approved the bank reconciliation and timesheets for October 2023. Motion made by Trustee Skinner to release Warrants #21128-21243 \$4,608.51. Trustee Stegner seconded. Motion passed.</p> <p>Delaware County Engineer: Mr. Reidel was absent. Trustee Skinner shared Ron Riley from Engineer’s office shared with her a bridge proposal. The Ohio Horseman’s council wants a bridge over the creek and at 521 and North Old State and ride onto Henmick’s. This could be a combined project, ODNR, Commissioners, County and maybe alongside of the park project. Ron only drew it out for a walkway path but could also be used. May only cost us \$50k. Total project cost is estimated to be \$600k. We could definitely apply for grants. MORPC and there are two grants there we could apply for. COTF is 75%; county commissioners \$100k and then the rest would be on us. Who maintains the bridge in the future? Trustee Skinner believes it would be on the township. It depends on if ODNR would be maintaining or not. We would need more details before we could proceed.</p>	

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	Held November 14, 2023	
	<p>Delaware County Health Department: Gabe Smith gave a few updates. Project Dreams provided details of this project. November 15th to January 15th you can recycle Christmas lights at multiple locations throughout Delaware County. The DCHD has occupied their new building since August, 2023. Project details are still being taken care of.</p> <p>Public Participation: Reggie Langford inquiring about if Trustees were satisfied with the flagpole. Everything is a go with Wreath Across America. There was enough money generated for every veteran's grave and then some. There are extra wreaths coming and putting them on the older cemetery and having Boys Scouts or Girl Scouts help. Reggie will be guest speaker. 21-gun salute, singer, representative from each military branch and an individual to play taps will be part of the ceremony. Wreaths coming in semi 1-2 days before the ceremony and will be delivered to the maintenance building. We will need to strategically place them at the cemetery. Boys/Girls Scouts helping. December 16th at 11:00 am will be the ceremony. Mr. Langford used to mow the cemetery and wants to give back to the community. He hopes someone will take over the process for next year. New monies coming in will cover next year. \$4,000 will get a wreath on every veteran's gravesite. The committee that helped he is very grateful to. One individual donated \$1,000 and one who wanted to donate for the entire process. The wreaths should be kept on the graves until at least the end of January. There will be 4800 other ceremonies taking place across the country.</p> <p>Samantha Fleming sent an email to Zoning Inspector Lisano. Mr. Lisano had not responded. Henmick is working to rezone the property to commercial. Brown Township Zoning Commission will be looking into a noise ordinance. The other concern is the light on the north side shines into the front of her house. The light is on even when there is no one even there. It is not downward light. The zoning board will consider the farmers along with the noise ordinance. Ms. Fleming asked for a response to the email. She stated that no one seems to care. She indicated decibels shouldn't be heard more than 100 feet away. Ms. Fleming wants something done and nothing is being done. Mr. Lisano has not spoken to Mr. Sheets about the light or the noise. Maybe some of these things can be addressed through the rezoning variance. Some restrictions may be able to be placed as part of the rezoning to commercial.</p> <p>Zoning Inspector: Mr. Lisano went over his report. Henmick rezoning current property as well as the property on SR 521. Hemick will come back for rezoning no later than April. Mr. Lisano has met with Mr .Tallman on October 14th and then two weeks later (last Friday). He said he was going to get some things done. He completed what he said he was going to do. Cummings second letter was sent out on October 14th and they have not responded or reached out. Seems like some things have moved around. Mr. Lisano is recommending an increase in permit fees. Trustees inquired about board meeting lasting 15 minutes and commissions only 30 minutes. Discussion about having submeetings. There would be 3 subgroups with 3 people. One extra meeting every month. Gary Jones needs to be evaluated for extension. We have a few outlets to communicate openings for zoning board and zoning appeals.</p> <p>Road Superintendent: Mr. Gladman went over his report. He would like another \$1,000 (CM) to buy berm material. Trustee Miley made a motion to allocate \$1,000 to buy berm material. Trustee Skinner seconded. Motion passed. Purchase before the 13th of December. Motion passed.</p>	

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RESOLUTION 2023-11-14-02 TO ALLOCATE \$1,000 TO BUY BERM MATERIAL

Miley Aye Skinner Aye Stegner Aye

Talked to Chris McGrew on the truck bed. There is no way to tell until you get holes through it. The county will put a new bed floor in for us. Mr. Gladman will get an estimate. Depending on what it costs we could purchase fuel from Delaware County but we can't purchase off road. Timberland still on the schedule for cutting tree by the end of the month. Concession stand locks changed. Trustee Stegner and Mr. Gladman thought they were finished. November 3rd they were changed and then they wanted back in. Trustees will give them until this weekend then we should change them back next Monday. That gives them 2 weeks. Sunbury Heating and Cooling been contacted to look at furnace in the maintenance building. Add them to the standard yearly contracts.

Roads

Trustee Miley and Mr. Gladman went around and looked at the roads. Submitted plan on November 10th and maybe more than what we want to do. County will not do any berming.

Cemetery:

Ms. Harp didn't attend. Connie has the new price for Longstreth. \$27.25 per cubic foot with a \$360 minimum cost. Did replace some of the lot markers during a work day. More could be done behind the back of the one that was recently done.

Fire Department:

Occupancy permit last Friday. The state has to move everything to the new building. That has to be approved and then be scheduled. No word on dedication and Chief Morris wants to be there a couple of weeks before the dedication. They will be trying to clean up the monument. The air compressor was wired wrong and was fixed. The water tanks were the wrong ones and have been replaced. The generator still has to be installed which is why it's a temporary occupancy permit. The lawnmower has been delivered. ODOT 23 connect meeting Chief Morris has been involved in the planning. Fiber optic hookup is \$45k and they are looking at something cheaper. Spectrum service is \$1695 per month. Health insurance went up 5.8% for the full-time employees. Will be working on hiring replacement for the pending retirement of Chief Morris.

Building and Grounds:

Ms. Link shared an update of revenue and expenses for the Brown Township Hall.

Old Business:

Tim Long attended the meeting and we have to do a re-do of the TIF. We needed to notify schools 14 days before instead of 2 days after. We are good to go for a meeting on the 21st. Resolution repealing the last TIF resolution. We need a special meeting on the 21st at 9:00 am. Will need to repeal the old one first at the special meeting as well.

Mr. Miley will have a meeting with Mr. Homan on the 21st at the City office. He will be retiring the next year. Mr. Long will be attending. The three townships should strategize together.

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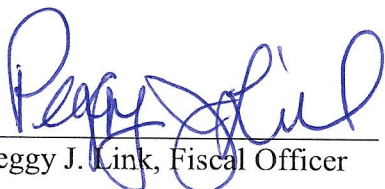
New Business:

Trustee Skinner will be holding a community meeting that invites residents and business owners to a meeting on December 6th at 6 pm to discuss the speeding situation. ODOT, County Engineer's office, Sheriff's Office, ODNR and a variety of folks to discuss speed limit issue at 5555 State Route 521. Discussing speed limit on North Old State Road where the houses are and the speed limit should be 25 mph to Bowtown Road and North Old State Road to Leonardsburg from 521 would be 35 mph. Will be an informal meeting.

Trustee Miley moved to go into Executive Session at 9:02 pm to discuss personnel issues. Trustee Skinner seconded. Roll call vote held: Miley AYE Skinner AYE Stegner AYE.


Back on record: 9:40 pm

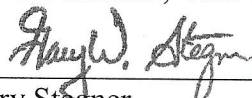
Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 9:40 pm.


Peggy J. Link, Fiscal Officer

Trustees

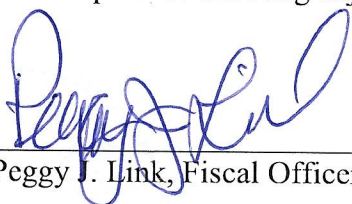
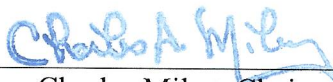
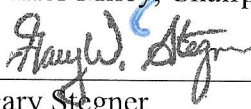

Charles Miley, Chairperson


Connie Skinner, Vice Chairperson


Gary Stegner

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	Held November 21, 2023	
	<p>The Brown Township Trustees met on this date at 9:00 am in special form with Trustees Miley and Stegner and Guests Jeremy Froehlich</p> <p>Trustee Miley called the meeting to order to discuss economic development</p> <p>Chairman Miley called the meeting to order at 9:00A for the purpose of repealing the TIFF passed on September 12, 2023. Resolution 2023-09-12-04</p> <p>Trustee Miley made a motion to repeal previous resolution 2023-09-12-04 for TIFF declaring “improvements to the certain real property located in Brown Township to be public purpose declaring such improvements be exempt from all real property taxes requiring owners thereof to make service payments in lieu of taxes. Designating the public infrastructure improvements to be made that will directly benefit the real property establishing a public improvement tax increment equivalent fund for the service payments”. Trustee Stegner seconded. Motion passed. Roll Call: Trustee Stegner – Yes; Trustee Miley - Yes</p> <p>RESOLUTION 2023-11-21-01 to repeal Resolution 2023-09-12-04</p> <p>Miley Aye Stegner Aye</p> <p>Trustee Miley moved to approve Resolution 2023-11-21-02 declaring, “improvements to the certain real property located in Brown Township, Delaware County, Ohio to be public purpose declaring such improvements be exempt from real property taxation requiring owners thereof to make service payments in lieu of taxes. Designating the public infrastructure improvements to be made that will directly benefit the real property and establishing a public improvement tax increment equivalent fund for the deposit of service payments”. Trustee Stegner seconded. Motion passed. Roll Call: Trustee Stegner YES; Trustee Miley YES</p> <p>RESOLUTION 2023-11-21-02 TO DECLARE, “IMPROVEMENTS TO THE CERTAIN REAL PROPERTY LOCATED IN BROWN TOWNSHIP, DELAWARE COUNTY, OHIO TO BE PUBLIC PURPOSE DECLARING SUCH IMPROVEMENTS BE EXEMPT FROM REAL PROPERTY TAXATION REQUIRING OWNERS THEREOF TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES. DESIGNATING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS TO BE MADE THAT WILL DIRECTLY BENEFIT THE REAL PROPERTY AND ESTABLISHING A PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF SERVICE PAYMENTS</p> <p>Miley Aye Stegner Aye</p> <p>Trustee Miley made a motion to adjourn the meeting. Trustee Stegner seconded. Motion passed. Meeting adjourned at 9:05 AM</p> <div><div> Peggy J. Link, Fiscal Officer</div><div>Trustees<div> Charles Miley, Chairperson</div><div> Gary Stegner</div></div></div>	

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Minutes of Brown Township Trustees Meeting

	Held November 21, 2023	
	<p>The Brown Township Trustees met on this date at 5:00 PM in special form with Trustees Miley, Stegner and Skinner, Fiscal Officer Link, Road Superintendent Dan Gladman, and Guests Chris Rinehart, Cathy Ramondelli and Melissa Raterman.</p> <p>Trustee Miley called the meeting to order to discuss park and maintenance building design and development.</p> <p>Cathy went over the master plan. Changes were made to address the comments that were made during the last meeting. They changed the orientation of the ballfield. They have adjusted the walking path since they had to change the ballfield around. #18 connects to the brewery to the north. It can be changed but they just wanted to show it. They added elements around maintenance building such as fuel storage, salt storage, the recycled dumpster was moved. #14 basketball court transitioned into 3 pickle ball courts. Is MS going to use the septic for the maintenance facility? They will need to explore more with the engineering area more. They may need to consider separate system for septic but more to come on that.</p> <p>Continued discussion about maintenance facility. The offices are now 10x12. There is now a storage room 12x7.5. They took some space from the break room. Small area for locker and removed the previous niche that had lockers before. The restroom configuration stayed the same. #13 will be a future work bench further down the road. In the wash bay there is storage bay and a couple of examples of the stacked storage area. About 17x19 space. The way bay is about 40x19. Exterior door from wash bay. Better to have stairs as opposed to ladder for safety reasons. Stairs will take up more space. Allowable fire space is 5000 square feet. We are pushing this when we put storage over the offices. There would have to be damper and costlier if we did that. No sprinklers for the maintenance building. Next page is just previous equipment sizes updated. No elevations have changed. Convenience outlets will be placed in the outer edge of the maintenance bay. Combine the storage areas in the facility instead of between the office and breakroom. A light will exist at every overhead door. Lights above each man door as well. Lighting outside but not something on the north side at this time. How much space to back in vehicle/trailer? Do we need 2 doors into the storage? Mr. Gladman said no as long as the area is open. Just a wider door. Add plenty of electrical in wash bay as well as along the back of the bays for the work bench area. Need to plan for sizing of electrical. Outlet for welder along the front and then one towards the back (220). We also need a 220 for the air compressor. Are we running the hosing for the air compressor or someone else? Trustee Miley said we will and the air compressor would be on the back wall towards the middle. All the outlets should be wired for 20 amp and not 15 amp in the maintenance area. A plug in for the storage area behind wash bay just to be able to plug in a light to see more specifics. We do not need to decide color of siding yet. Trustees like the outside materials. Price windows with one row and two rows. Consider pricing with no windows and with windows. Exterior man doors – should these just be solid? Just keep these windows small. Will just need keys for the buildings. Floors would be concrete. Polished is going to be more expensive and slippery. Shark bite put on the floor so it has glass in it to give it grit. Move the salt storage at least one bay further way. Put salt storage and fuel storage together. Gravel spaces for the parking for now. Will retention area #22 be gravel now or pavement? Depends on compaction level. Eventually the parking area might be paved. Will update this master plan. We can use this plan for financing and then for the next meeting we will want just the maintenance area for review. Estimate to do the walking path. Use compacted gravel for the path. Only one foot bridge needs to be wider to drive mower across.</p> <p>Next steps they will come back with maintenance building package and talk about finishes. We need to discuss with the Treasurer regarding the bond package and options.</p>	

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Held November 27, 2023


Trustee Miley made a motion to appointment Connie Skinner to handle financing for the maintenance building. Trustee Stegner seconded. Motion approved. Trustee Skinner will reach out to discuss with Treasurer Rankey.

RESOLUTION 2023-11-27-2023 TO APPOINTMENT CONNIE SKINNER TO HANDLE FINANCING FOR THE MAINTENANCE BUILDING

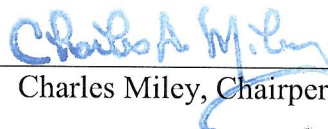
Miley Aye Skinner Aye Stegner Aye


Meeting schedule for MS Consultants: December 12th at 7:00 pm, December 20th at 5:00 pm, January 3rd at 5:00 pm and January 9th at 7:00 pm

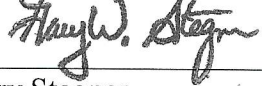
Trustee Miley made a motion to adjourn the meeting. Trustee Skinner seconded. Motion passed. Meeting adjourned at 6:02 pm


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairperson


Connie Skinner, Vice Chairperson


Gary Stegner

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Minutes of Brown Township Trustees Meeting

	Held December 12, 2023	
	<p>The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Stegner and Skinner, Fiscal Officer Link, Zoning Inspector Steve Lisano, Road Superintendent Dan Gladman, Cemetery Sexton Beth Harp and Guest Gabe Smith</p> <p>Trustee Skinner made a motion to approve the December 12, 2023 agenda as amended. Trustee Stegner seconded. Motion passed.</p> <p>Trustee Miley led the Pledge of Allegiance</p> <p>Trustee Skinner made a motion to approve the November 14, 2023 special and regular meeting minutes as presented. Trustee Stegner seconded. Motion passed.</p> <p>Trustee Miley made a motion to approve the November 21, 2023 special meeting minutes as presented. Trustee Stegner seconded. Motion passed.</p> <p>Trustee Skinner made a motion to approve the November 27, 2023 special meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p>Fiscal Officer's Report: Current First Commonwealth Checking Account Balance \$624,045.58 and earned \$2,063.05 in interest. Current STAROhio Account Balance \$1,426,374.52 interest and earned \$6,500.76 in interest. Ms. Link reminded everyone as she closes the fiscal year that only emergency purchases should be made after today. If anything needs to be purchased folks should be consulting with her first. Ms. Link also brought forth a question from Zoning Inspector regarding the record retention schedule. Ms. Link tried to clarify items. She will work to update and include electronic media into the document and have that to present for further discussion at the January meeting. Trustee Skinner made a motion to move \$500 from 1000-130-190-0070 and \$500 from 1000-130-190-0147 with \$1000 to go to 1000-130-190-0000 to cover deficit in appropriation budget. Trustee Stegner seconded. Motion passed.</p> <p>RESOLUTION 2023-12-13-01 MOVE \$500 FROM 1000-130-190-0070 AND \$500 FROM 1000-130-190-0147 TO 1000-130-190-0000 TO COVER DEFICIT IN APPROPRIATION BUDGET</p> <p>Miley Aye Skinner Aye Stegner Aye</p> <p>Ms. Link shared she will be away on vacation during the holiday and Trustee Skinner will be available to deposit arty checks. Trustees reviewed and approved the bank reconciliation and timesheets for November 2023. Motion made by Trustee Skinner to release Warrants #21244-21262 \$197,775.72 . Trustee Stegner seconded. Motion passed.</p> <p>Delaware County Engineer: Mr. Reidel was absent. Berlin Township is planning on building and extending Roloson Road and they are wanting to have us consider to extend into Brown Township.</p> <p>Delaware County Health Department: Gabe Smith gave a few updates. 2024 Solar Eclipse is pretty close in Delaware County. A lot of people coming. Gabe shared temporary campgrounds and what information is needed for campsites, etc. Giving out temporary food licenses. The next meeting is December 19th to plan at the Byxbe Campus. What's the townships perspective on temporary arrangements. Trustees would refer to DCHD.</p>	

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Public Participation:
n/a

MS Consultants:
Received a budgetary estimate from Setterlin to proceed forward with the Treasurer. That number can get better dialed in. Cathy shared that a geotech report and soil scientist report that is needed. Ms. Ramondelli sent an estimate and Trustee Miley contacted a firm. The estimate is around \$5700 for two and then over \$8000 for the third. This is for soil boring to do the foundation work. The one for \$5250 could get work. Trustee Skinner made a motion to move forward with the Geotech study with Alt & Witzig Engineering, Inc. and for no more than \$5250 for the maintenance building site. Trustee Miley seconded. Motion passed.

RESOLUTION 2023-12-13-02 MOVE FORWARD WITH THE GEOTECH STUDY WITH ALT & WITZIG ENGINEERING, INC. AND FOR NO MORE THAN \$5250 FOR THE MAINTENANCE BUILDING SITE

Miley Aye Skinner Aye Stegner Aye

The next step is soil work for the septic system. He is a small operation. It's \$400 for the soil testing and \$850 for the leach by Soil & Environmental Consulting Services. Trustee Skinner made a motion to move forward with the soil work and leach work/design for the septic system for a cost not to exceed \$1300 pending a contract submitted. Trustee Miley seconded. Motion passed.

RESOLUTION 2023-12-13-03 MOVE FORWARD WITH THE SOIL WORK AND LEACH WORK/DESIGN FOR THE SEPTIC SYSTEM FOR A COST NOT TO EXCEED \$1300 PENDING A CONTRACT SUBMITTED

Miley Aye Skinner Aye Stegner Aye

She'll work on scheduling all this work. There are some drive and zoning questions. According to the zoning and we sit on North Old State and the setback is 130' from the centerline. The impact will be for future additional building. Do we want the building closer to the street or what? We wanted it to be 130' from the centerline. We need to make sure the proposal shows it from the center of the road and not right-of-way. We would only expand going to the west. They would just shift everything. The drive has to be hard surface and approved materials. The driveway permit has 10' unless otherwise approved. The permit will be a county permit not township. Right now they have designed it as 20'. We are only doing concrete at 20' (minimum) and the rest is at gravel. Does this work for turning and maneuvering vehicles. The width of the drive is more than 20' wide (like 25' or more). 24' and would be capable of handling two-way traffic. How big would the salt area be? If would be concrete pad. There is regulation for salt runoff. It would be great to be big enough for salt and cold mix. A 10'x20' would hold 66 tons (8' high). Trustees agree this would provide plenty of room. 2 truckloads would be 20 ton. Just show a concrete pad and we'll work about the rest of the structure. Connecting to the gravel road there are not very many regulations. Connecting to N. Old State there are more regulations. Let's show something connecting Mulberry. If you are coming straight down Main Street it would connect straight into the area. The southern property line is there any thought of landscaping there for buffer. The grass was taken

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Held December 12, 2023

out to allow for enough turning radius. Maybe we could put a buffer. Trustees agree that may be something they can take care of. Are there any plans that show field tile. They can check with Delaware County Soil and Water. Should Dan and Trustee Miley fix it? There is at least one field tile and back where Mulberry turns (about 1/2 way). What about any storm sewers? There are none. 2-4 people to work in the building. Any thoughts about the monument sign – any size requirements or regulations? Mr. Lisano indicated there is no regulation to the signage. The cost of the signs for Byxbe is around \$3900-\$5000. Do we need anything that big or standard? Trustee Stegner thinks it is cheaper if we do it. We can add it at a later date. We do not want it to be bid.

There is a foundation and structural work. They’ve changed the storage area since last time. They moved the door back since they have a slope for the trench. Everyone agreed on that area. Ceiling in the maintenance – do we want a ceiling in the bay area? Or do we want it to be open to the structure. Put up metal siding as the ceiling to provide easier maintenance. Electrical components that need a higher voltage. Dan will send a picture of the equipment but we only need 20 amp or 50 amp. Do we need larger breaker? Compressor and welder are the only things we need. Should we plan for the pressure washer. Put a 220 on the back wall and let us plan where we are putting our stuff. Do we have any IT requirements? Overhead doors manual or powered? Powered. Fixtures and equipment in offices will be taken care of by owner. Windows in the office door? Yes, we want them in the door for the office. Storage door should be solid? Hollow metal door would be preferred. Exterior doors – does anything need locked inside. No. Any site lighting? Lights near the gas tanks. Just downward lighting. Eyewash station is required for safety. Do we want self-contained as a cost saving measure? Yes. It has a solution and lasts 12 months. It will go with the janitor’s sink. How was the number of handicap spaces determined? It’s based on occupancy and then calculates the number of parking spots and then. They would be for someone visiting. Could we do one space rather than 2? Do we want the sized on current or future for retention? We should do it based on future. A new time schedule will be provided once we have the soil and Geotech work done. Targeting February.

We are still scheduled for December 20th at 5:00 pm.

Trustee Skinner talked to Rankey and needs a pretty close price to start the process. It’s a 10-year bond. We pay 10% down to begin with, no prevailing wage and it’s currently 4.9% interest. If longer than 10-year then he would need to work with others. It would be an annual payment. Richwood Bank would need 20% down and tax free rate it could be as low as 6.35% and every 5 year would be an adjustable rate.

Zoning Inspector:

Mr. Lisano went over his report. Noise committee being created. Concerns by the board about the Trustees enforcing the noise and that the sheriff’s office would need to enforce it. Going through the process and see what is going to be created. Trustee Stegner has stated he is not supportive of a noise ordinance. . It will be very limiting. Can the noise ordinance just be a certain area? Trustees need to reach out to Keith to make suggestions. Troy Township has a noise ordinance. Training for overlay could be possible. At least one Trustee to be part of team with the zoning commission. Consider having overlay near Berlin Business Park and near 36. Whatever regional planning couldn’t do then we would have to pay so having training would be beneficial.

Trustee’s agreed to purchase a locking cabinet. Gary Jones is resigning. Steve Collignon and lives on 6346 Pugh Road. Trustee Skinner will approach him about

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taking a role on the zoning board. 5-year terms. Mr. Lisano will be out January, February and March. Zoning commission will alternate for regional planning. Trustee Miley will cover the in-person items.

Road Superintendent:

Road Superintendent Gladman went over his report. The big plow truck was down and he fixed it. The hydraulic line was busted at connections from the PTO to the transition was leaking and it was very rusted. Mr. Gladman couldn't get an exact price on the truck. Maybe he can get the prices for the truck at the winter conference. Mr. Gladman not planning to attend winter conference. Replacing the floor in the big truck would cost about \$3000. Replacing the big truck in the next 2-3 years. It would be steel liner but what about plastic. Is plastic strong enough for what we use it for. Dan would like to attend OUPS training on February 1st. Trustees are supportive of only Road Superintendent Gladman attending the training which is free. We won't be paying the invoice for Timberland until they fix the fence. Another individual was found sleeping in the cemetery. The sheriff was notified and confronted the individual and they were gone. It was an S10 pickup. Does CDL require the driving portion? LTAP believes you have to do the driving part. Trustee Skinner has not received any calls back from training centers. It depends on the type of trailer he drives. If we keep it under a 10,000 pound trailer. That would take care of the skidloader. The trailer with a 450 the weight is 16,500 but with a RAM takes out the leaf and downgrade it to 15,000 and it's rated lower. The bigger trucks turn shorter. We would just upgrade the spring for the truck.

Roads

How much of the sign on Kelley McMaster was destroyed? Someone missed the curve. It was destroyed. The ground sleeve needed replaced too. The mutal aid agreement. Trustee Skinner approve the mutual and agreement between Berkshire, Berlin, Troy..... Trustees discussed and have concerns about the agreement. The agreement would limit the ability to borrow a truck from someone. We could just borrow a truck from the county. It's not an option to loan equipment on the agreement. Kingston wouldn't loan a vehicle they had to operate it. We should table it to the next meeting for further discussion. We covered all the fuel and salt.

Cemetery:

Ms. Harp shared 2 new stones set. Three cremation burials, three vault burials. Sold one lot. The Bay family was a cremation and a thank you email for that. They are planning to buy more lots. The deed for Schirtzinger was returned. The GM section and dealing with April and Jahn (last name Cole) there were original purchaser and had 10 children. Ongoing since 2008 and dealing with the empty lots. The maps and books there are a few concerns/fixes. There is a whole section that is marked "county home". They don't appear to have been purchased but just marked. The map doesn't have some and the book says they need to be confirmed.

Trustee Skinner shared the Longstreth contract. Minimum payment is \$360. Trustee Skinner moved to approve the new contract for \$27.25 per cubic feet with a minimum of \$360 with Longstreth with the maximum payment amount of \$10,000. Trustee Stegner seconded. Motion passed.

RESOLUTION 2023-12-13-04 APPROVE THE NEW CONTRACT FOR \$27.25 PER CUBIC FEET WITH A MINIMUM OF \$360 WITH LONGSTRETH WITH THE MAXIMUM PAYMENT AMOUNT OF \$10,000

Miley Aye Skinner Aye Stegner Aye

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There is an excel file that breaks down the everything in the Pontem software. Pontem could provide this. Beth will inquire how much to add that to our contract.

Fire Department:

They have moved into the new station. Captain Rosenberger resigned and took another job. Adam Stewart will be interim captain. Troy is looking to add 2 new full time positions. Toy drive is from 9-2 this Saturday at the new fire station. The toy drive goes to People in Need. The denomination needed is \$40 and is their most requested. They need girls' toys 4-9 years old. Chief hasn't given a retirement date yet. The Trustees will not be involved until the final candidate is identified.

Building and Grounds:

Kilbourne baseball contract – Trustee Skinner wanted to just remind everyone to start the contract. Who is supposed to deal with the trash cans at the end of the seasons?. What are they storing in their press box and what they have in the concession stand. FO Link will generate contract. Secure all ball equipment and notify RS they are done with everything.

Old Business:

Trustee Miley gave an update for TIFs. Mr. Homan wasn't very forthcoming about TIFS. He was surprised we had TIFs on the property. They can officially act on it this week since the 60 days are up. He met with Delaware and Troy townships to have a strategizing session. They invited Radnor Township just to listen.

Nothing else was discussed about annexation.

Trustee Skinner held the community meeting with about 40-50 people in attendance. ODOT is researching more. Mr. Reidel is researching more signs and options. What options does the Township have to put in with grant money. Brian Lorenz is willing to help. The sheriff department will do more studies and research. Over thanksgiving holiday they had over 11,000 cars go through there. A lot of cars could be going to the Christmas tree farm. There is definitely have a speeding problem as they are speeding within 300' feet of the intersection.

New Business:

Trustee Skinner made a motion to approve purchasing the OTA training for \$250 for the township. Trustee Miley seconded. Motion approved.

RESOLUTION 2023-12-13-05 TO APPROVE PURCHASING THE OTA TRAINING FOR \$250 FOR THE TOWNSHIP

Miley Aye Skinner Aye Stegner Aye

Trustee Skinner met with Joa' Pemberton with Toledo Chamber of Commerce and wanted her to meet at City Barbeque. They wanted to get feelings/feedback about the Route 23 corridor project. There is still a push from Toledo, Canada and the northern state for a direct route to Columbus. The study won't be finished until 2024.

The lending library and the girl scout girl leader would like to place a box with the books in it. The library didn't get the grant money. The girl scouts would like to do it. Could it be placed near the sidewalk. Could we put it near the parking lot. Trustee Miley will meet with her to help place it.

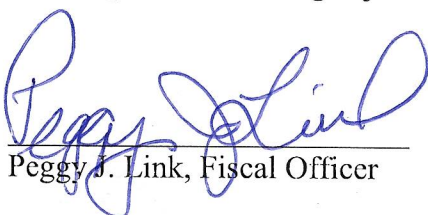
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Trustee Skinner asked Mr. Radovich about him giving us additional hours. He has asked us to post the position and he'll stay until we get a replacement. Post it on Indeed. Kyle Barrows could give us quote to mow both cemeteries/weedeating. Mow the ball field once a week.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 9:49 pm.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairperson


Connie Skinner, Vice Chairperson

Gary Stegner

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Brown Township 2024 Organizational Meeting

A. Began Discussion at 9:49 pm

B. 2023 Resolutions:

RESOLUTION 2023-12-12-01– MOTION TO NAME CHAIRMAN,
VICE CHAIRMAN, AND EXECUTIVE MEMBER

2024 Chairman Connie Skinner

2024 Vice Chairman Charles Miley

2024 Executive Member Gary Stegner

Vote-

Trustee Miley made a motion to approve. Trustee Skinner seconded. approved by all

**RESOLUTION 2023-12-12-02 - TO APPROVE THE 2024
PERMANENT APPROPRIATIONS**

Account Code

1000-110-111-0000	Salaries-Trustees	\$	42,000.00
1000-110-121-0000	Salary-Fiscal Officer	\$	24,233.00
1000-110-211-0000	Ohio Public Employees Retirement System	\$	7,700.00
1000-110-212-0000	Social Security	\$	900.00
1000-110-213-0000	Medicare	\$	1,500.00
	Life Insurance, Dental, VSP, Health, Disability		
1000-110-222-0004	Insurance	\$	23,000.00
1000-110-230-0000	Worker's Compensation	\$	15,000.00
1000-110-313-0000	Uniform Accounting Network Fees	\$	8,000.00
1000-110-314-0000	Tax Collection Fees	\$	4,000.00
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
	Pay Another Political Sub-Del. Co. Health		
1000-110-370-0118	Dept/Member & Dues	\$	10,000.00
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	\$	-
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	\$	4,000.00
1000-120-323-0000	Repairs & Maintenance-Township Hall	\$	-

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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	\$	3,000.00
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	\$	9,300.00
1000-130-190-0070	Salary-Zoning Secretary Mtg. Payroll	\$	2,500.00
1000-130-190-0147	Salaries-BZC & BZA Mtg. Payroll	\$	10,000.00
1000-130-190-0158	Salaries-Zoning inspector mileage	\$	500.00
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	\$	1,000.00
1000-130-341-0000	Telephone/cell phone zoning inspector	\$	600.00
1000-130-420-0000	Operating Supplies	\$	1,000.00
1000-610-190-0000	Salaries-Parks (Dan, Grant, PT Worker)	\$	7,000.00
1000-610-317-0000	Planning Consultants	\$	126,000.00
1000-610-322-0000	Trash-Waste Management	\$	-
	Parks-Other Expenses (Winterizing, Opening, &		
1000-610-599-0000	Toilets Pumping	\$	3,000.00
1000-610-760-0000	Improvement of Site	\$	75,000.00
1000-760-360-0000	Contracted Services	\$	75,000.00
1000-930-930-0000	Contingencies	\$	25,000.00
		\$	660,933.00
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	\$	5,000.00
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	\$	8,000.00
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	\$	19,000.00
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
2021-330-599-0000	Other Expenses	\$	16,000.00
2021-330-740-0000	Machinery, Equipment and Furniture	\$	200,000.00
	Total Gas Tax	\$	436,500.00
Fund: Road &			
Bridge			
2031-330-314-0000	Tax Collection Fees	\$	2,500.00

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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	Buildings or is it Machinery, Equipment and Furniture	\$	125,000.00
	Total Road & Bridge	\$	282,500.00
Fund: Cemetery			
2041-410-100-0000	Salary-Cemetery Sexton	\$	6,000.00
2041-410-190-0028	Salaries-Other Cemetery (Dan)	\$	5,000.00
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	\$	5,000.00
2041-410-323-0036	Repairs & Maintenance-Cemetery Equipment	\$	14,000.00
2041-410-323-0037	Repairs & Maintenance-Green Mound Cemetery	\$	3,000.00
2041-410-323-0038	Repairs & Maintenance-Eden Cemetery	\$	1,000.00
2041-410-360-0000	Contracted Services-Landscaping/Foundation Pours	\$	5,000.00
2041-410-420-0000	Operating Supplies	\$	3,000.00
2041-410-420-0009	Annual Pontem Software Service Fee	\$	2,000.00
2041-410-599-0000	Other Expenses	\$	2,000.00
2041-760-730-0000	Improvement of Sites	\$	5,000.00
	Total Cemetery	\$	68,500.00
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: Public Works Commission Project			
4401-760-360-0000	Contracted Services		
	Total Public Works Commission Project	\$	-
TOTAL ANNUAL APPROPRIATIONS ALL FUNDS		\$	1,593,433

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

RESOLUTION 2023-12-12-03 – TO ESTABLISH THE 2024 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

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Minutes of Brown Township Trustees Meeting December 12, 2023

	FaceBook, the bulletin board and front door of the township hall at 5555 State Route 521
Special Meetings-	Dates and times to be advertised/posted on FaceBook and The Delaware Gazette
	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 20, 2024
2025 Organizational Meeting-	December 10, 2024 at the end of the regular meeting

All trustee meetings will be posted on exterior bulletin board at the township hall. The 2024 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, Motion passed

RESOLUTION 2023-12-12-04 – MOVE TO APPOINT DEPARTMENT LIASONS AS FOLLOWS:

Cemetery-Skinner

Fire Board-Miley backup: Stegner

Road Department-Miley

Health-Skinner

Parks & Facilities-Stegner

Motion-Trustee Miley

Second- Trustee Stegner

Vote- approved by all

RESOLUTION 2023-12-12-05 – 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

RECORD OF PROCEEDINGS

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Vote- approved by all

RESOLUTION 2023-12-12-06 – 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 Miley
Second- Trustee Skinner
Vote- approved by all**

RESOLUTION 2023-12-12-07- MONTHLY DEPARTMENT SPENDING AUTHORIZATION LIMITS WITHOUT PRIOR APPROVAL

Trustees/Fiscal Officer	\$650.00 per month
Road Superintendent	\$1,000.00 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 10, 2024 must have prior approval by the Fiscal Office due to end of the year processing.

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

RESOLUTION 2023-12-12-08- TO APPROVE AND ADOPT BROWN TOWNSHIP BUILDING RENTAL RULES & RENTAL RATES

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.

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 12, 2023

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	<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

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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.

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:

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting December 12, 2023

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:

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

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Minutes of Brown Township Trustees Meeting December 12, 2023

Signature of Renter

Date

Printed Name of Renter

BOARD OF TRUSTEES
BROWN TOWNSHIP
DELAWARE COUNTY, OHIO

Trustee Connie Skinner

Date

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

RESOLUTION 2023-12-12-09- TO APPROVE AND ADOPT GREENMOUND CEMETERY RATES

Cemetery Rates:

Fees for Cemetery Services to Funeral Homes & Monument Companies		
Open/Close Adult Grave	Monday - Friday	\$600.00
Open/Close Adult Grave	Weekend/Holiday	\$1,000.00
Open/Close Infant Grave	Monday - Friday	\$200.00
Open/Close Infant Grave	Weekend/Holiday	\$250.00
Open/Close for Cremation	Monday - Friday	\$250.00
Open/Close for Cremation	Weekend/Holiday	\$400.00
Install Gov't Military Marker		\$60.00
Forming & Pouring		
Cemetery Foundation		
	\$27.25 Per Running Foot per Longstreth Contract (\$360 minimum)	
(Add 2" to width & length		
Disinterment fee for grave listed above		\$650.00
Fee to Remove Old Foundation		\$60.00
Fee for Cemetery Gravesite		
Township Resident		\$200.00
Non-Resident		\$1,100.00
Deed Transfer		\$100.00

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

RESOLUTION 2023-12-12-10- APROVE APPOINTED EMPLOYEES SALARIES AND WAGES

Salaries				Total for Year
	Zoning Inspector	Month	\$775.00	\$9,300.00
	Cemetery Sexton	Month	\$500.00	\$4,800.00
Employee's Wage Rates	Per Hour			
	Part-time/Seasonal Weedeating		\$18.00	
	Township Hall Housekccping		\$400.00	
	Township Hall Work		\$19.00 TR/21.75 DG	
	Township Hall Work	Holiday	\$20.50 TR/23.75 DG	

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	Park Work		\$19.00 TR/21.75 DG	
	Park Work	Holiday	\$20.50 TR/23.75 DG	
	Road Work		\$19.00 TR/21.75 DG	
	Road Work	Holiday	\$20.50 TR/23.75DG	
	Snow Plowing/Ice Control		\$23.50 TR/24.75 DG	
	Snow Plowing/Ice Control	Holiday	\$26.50 TR/27.75 DG	
	Cemetery Work		\$19.00 TR/21.75 DG	
	Cemetery Work	Holiday	\$20.50 TR/23.75 DG	
	Zoning Secretary	Paperwork	\$14.00	
		Per Meeting	\$58.00	
Reimbursements				
	Zoning Board Members	Meeting	\$40.00	
	Mileage Rate	Mile	To be set at first mtg in January	

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

RESOLUTION 2023-12-12-11-APPROVE 2024 ZONING FEES

Brown Township Zoning Fees

Effective January 1, 2024

Construction without permit= DOUBLE the Permit Fee

Single Family Residence with Attached Garage -----	\$500*
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*
Fence -----	\$100*
Permanent Swimming Pools -----	\$100*

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

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

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Minutes of Brown Township Trustees Meeting December 12, 2023

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-----	\$750
Variance-----	\$750
Appeal-----	\$750
Conditional Use Hearing-----	\$750
Fee for Approval Plots and Subdivisions Referral to DCRPC-----	\$ N/C
Agricultural Exempt Permit (permit required)-----	\$ 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

Effective January 1, 2024

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 Stegner
Second- Trustee Skinner
Vote- approved by all

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Minutes of Brown Township Trustees Meeting
December 12, 2023

Move to Adjourn: Time 10:55 pm

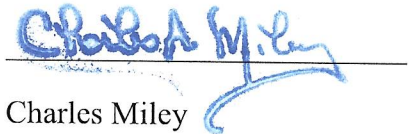
Motion-Trustee Stegner
Second- Trustee Skinner
Vote- approved by all


Peggy Link, Fiscal Officer

Trustees



Connie Skinner



Charles Miley

Gary Stegner

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Minutes of Brown Township Trustees Meeting

Held December 27, 2023

The Brown Township Trustees met on this date at 5:30 PM in regular form with Trustees Miley and Skinner

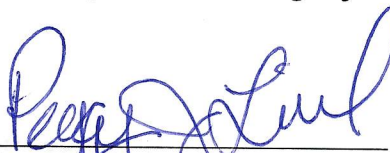
Trustee Miley led the Pledge of Allegiance

Trustee Miley made a motion to approve the December 12, 2023 regular meeting minutes as presented. Trustee Skinner seconded. Motion passed.


Trustee Miley made a motion to approve the December 12, 2023 organizational meeting minutes as presented. Trustee Skinner seconded. Motion passed.


Trustees reviewed and approved timesheets for December 2023. Motion made by Trustee Miley to release Warrants #21263-21267 \$1,130.32. Trustee Skinner seconded. Motion passed.

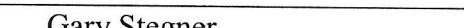
Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 5:32 pm.


Peggy J. Link, Fiscal Officer

Trustees


Charles Miley, Chairperson


Connie Skinner, Vice Chairperson


Gary Stegner