

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held June 11, 2024

The Brown Township Trustees met on this date at 7:00 PM in regular form with Trustees Miley, Stegner and Skinner, Fiscal Officer Link, and Guests Mark Dennis, James Andres, Doug Reidel, and Nick Wolff

Trustee Skinner made a motion to approve the June 11, 2024 agenda as amended. Trustee Miley seconded. Motion passed.

Trustee Miley led the Pledge of Allegiance

Trustee Miley made a motion to approve the May 14, 2024 regular meeting minutes as presented. Trustee Skinner seconded. Motion passed.

Trustee Miley made a motion to approve the May 30, 2024 special meeting minutes as presented. Trustee Skinner seconded. Motion passed.

**Maintenance Building Contractor/Construction:**

There will be a pre-construction meeting on Thursday with Trustee Miley. They will be setting the dates for construction meetings. Trustee Miley made a motion to approve the Del-Co Plan review fee of \$500. Trustee Skinner seconded. Motion passed.

**RESOLUTION 2024-06-12-01 APPROVE THE DEL-CO PLAN REVIEW FEE OF \$500**

Miley Aye Skinner Aye Stegner Nay

**Delaware County Engineer:**

Mr. Reidel was present. Trustees were notified of road improvement dates. OPWC – Pittman Road. Trustee Miley made a motion to approve the resubmission of resubmission of the OPWC application for Pittman Road along with the request for engineering assistance. Trustee Skinner seconded. Motion approved.

**RESOLUTION 2024-06-12-02 MOTION TO APPROVE THE RESUBMISSION OF RESUBMISSION OF THE OPWC APPLICATION FOR PITTMAN ROAD ALONG WITH THE REQUEST FOR ENGINEERING ASSISTANCE**

Miley Aye Skinner Aye Stegner Aye

Reidel provided two road estimates for berming and that there is some berm work needed Pittman and Hogback. Part of Hogback is getting chipsealed. Trustee Miley made a motion to approve the County doing berm work on Hogback and Pittman Road for a total of \$3732.30. Trustee Skinner seconded. Approved.

**RESOLUTION 2024-06-12-03 TO APPROVE THE COUNTY DOING BERM WORK ON HOGBACK AND PITTMAN ROAD FOR A TOTAL OF \$3732.30**

Miley Aye Skinner Aye Stegner Aye

Fiscal Officer Link asked Trustees to give her sufficient time to review expenditures since we have to tighten up the budget to cover the bond payments going forward.

Trustee Skinner is working with Justin Novey to find funding for the two flashing speed limit signs. She is also working with Bryan Lorenz as well.

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

n/a

### **Public Participation:**

Mark Dennis requesting that the township purchase a PA system and mikes for in front of the zoning board and zoning board of appeals. Folks could not hear because resident was walking around. The audience could not hear the zoning boards and to hear the questions. You cannot hear members of the board and the board was having conversations amongst themselves. There were too many distractions and really hard to hear. Trustees will look into adding microphones to the current PA system. The boards should have legal counsel present and had representation there the first night but not the second night. Henmick's legal counsel recommended that the second night the board did not work with our legal counsel. He believes this is really to protect the township.

James Andres – second Mark's recommendation. There are some zoning changes being submitted. He is not for or against. He is concerned about the action of approving the PC district in the FR district. He is concerned about denying others of a future application within the FR district. He hopes we will receive legal counsel and do what's best for the township instead of just satisfying a group. It's a difficult decision when we look further down the road. The outside attorney can sometime come across aggressive and intimidate the boards.

Nick Wolff will third what he heard. He didn't find the agenda ahead of time. Maybe just put it on Facebook for now. Charlie will send out individual emails with the agenda.

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

Current First Commonwealth Checking Account Balance \$506,096.77 and accrued interest of \$2,100.65. Current STAROhio Account Balance \$1,466,108.90 and earned \$6,745.58 in interest. Trustees reviewed and approved the bank reconciliation and timesheets for May 2024. Trustee Skinner made a motion to release Warrants #21337-21353 \$7,354.10. Trustee Miley seconded. Motion passed. Ms. Link shared that the 2022-2023 audit has been completed with no findings. Fiscal Officer Link reminded folks she'll be away on vacation. Trustee Skinner made a motion to accept the resignations of Kristine Hedrick, Housekeeper and Steve Lisano, Zoning Inspector. Trustee Miley seconded. Motion approved.

### **Zoning Inspector:**

The zoning board will have 30 days to make a recommendation to the board of trustees on the rezoning application of Henmick. Then the board of trustees will have 20 days to make a decision. A tentative date of July 8<sup>th</sup> at 6 pm will be the meeting but we will wait until June 24<sup>th</sup> to post a formal notice so we can ensure we are compliant with those dates.

### **Road Superintendent:**

Absent; work on getting a quote to go over the snow plow truck; engineer will review the truck

### **Roads:**

Fiscal Officer Link inquired about the contract for the Hogback Road channel. Trustee Miley has indicated he responded to Assistant Prosecutor Goe with the scope of work. Fiscal Officer Link was not copied on such response and has not received the proposed contract.



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### **Cemetery:**

Scott Martin of MP Digital. Idea to get rid of moldy cemetery records. His company is dedicated to helping folks manage information. You can apply it to almost anything. It's a piece of software that is cloud based. They would take those books and clean them up and then each page would be digitized through a scanner on glass or photograph it and each of the pages. There are approximately 7 books. They would make an image of all the pertinent information of the cemetery deed and preserve that forever. They would then be stored in laser fiche. It's manufactured in California. The documents would be placed inside that app. We can purchase a site license. It could be used for multiple things. It becomes a digital repository of information. The quote is a yearly amount. There is an annual license and then the scanning is a one-time scan. Documents can be dragged and dropped. They can be timestamped. Up to 100 users for small municipality. The amount of storage would be 10 terrabytes. Could be segregated areas for setup. Security would be set-up for certain areas. They would want to be notified 90 days before the quote. The scanning was about \$800-900. The quote for the site license is \$3100 if it is before 7/1/24. This is the first price increase since 2008. Trustee Skinner made a motion to allow Make Paper Digital to take our cemetery records to scan those records for a cost not to exceed \$900 from the cemetery fund. Stegner seconded. Motion approved. Records would be done in a few days. .

**RESOLUTION 2024-06-12-04 TO ALLOW MAKE PAPER DIGITAL TO TAKE OUR CEMETERY RECORDS TO SCAN THOSE RECORDS FOR A COST NOT TO EXCEED \$900 FROM THE CEMETERY FUND**

**Miley Aye Skinner Aye Stegner Aye**

Maybe water theft and someone may have loaded their truck from the water in the cemetery. Someone is donating two lots back. Snyder burying those 200 remains. They've come up with a monument and it will cost \$1,275. 24x12 gray granite bevil. Minimum foundation charge of \$360 Trustee Skinner made a motion to approve that we approve the purchase of gray granite bevil for the buried unnamed remains and the foundation charge in the fall for a minimum of \$360. Stegner seconded. Motion passed.

**RESOLUTION 2024-06-12-06 TO APPROVE THAT WE APPROVE THE PURCHASE OF GRAY GRANITE BEVIL FOR THE BURIED UNNAMED REMAINS AND THE FOUNDATION CHARGE IN THE FALL FOR A MINIMUM OF \$360.**

**Miley Aye Skinner Aye Stegner Aye**

### **Fire Department:**

Trustee Miley gave a report. Still working on a punch list. The sidewalk was replaced. They are still trying to figure out the area that is holding water behind the parking lot. The new tanker is supposed to be here the end of July. The old tanker's frame has deteriorated and cannot be certified any longer and has been declassified for fire service. The engine 335 was at truck tech in Sunbury and that engine is up and functional again. Rick Black has arranged with Ohio Health to get physicals. Every three years this will be done as per our insurance. There is an open house committee formed. Tri Township district sign and the estimate obtain and Waterford Sign is the one they will be going with and estimated to be around \$7,000 with installation. A replacement levy of 5.5 mill on the ballot for this fall. If they don't allow replacement they have to have it done by August. Fire Cat is doing all the hose testing. The chief and everyone discussed hiring process.

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Engine 337 – sell it or put it back in service. It’s unclear when the other engine will be back. The new tanker is on the way and has pumps on them. A new company Vettor Solutions for payroll and personnel. Not so complicated. All hydrants in the district have been tested and 2 are defective. Del-Co has to fix those. A brick paver patio around the flag pole in front and honorary members will have a brick on that. Opticon system has been out of service on 23. No updates on the website

**Buildings and Grounds:**

n/a

**Old Business:**

Trustee Skinner working the noise ordinance. Took things from other areas and sent a draft to Assistant Prosecutor Goe. Connie wanted Cory to look at it first and then the zoning board and board of trustees to review before something was implemented.

**New Business:**

Eric Hostetler shared the the Urban County qualifications. Brings more grant dollars to the county. If we enter into this. Community Block Development Grant. This is through the State of Ohio and it’s given to the Commissioners to disburse. This is for FY2025-2027. Responses are due by June 28th. Goe didn’t see any negativity on it. Your township would not be eligible to apply for State Community Block Development Program. We can inquire if OPWC count as a problem. Let’s put this on hold.

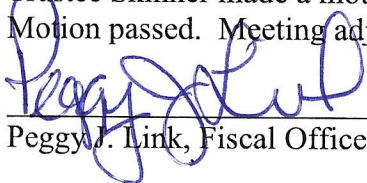
Move to go into executive session to discuss personnel at 8:21 pm – Miley AYE Skinner AYE Stegner AYE

Back on record 8:46 pm


Trustee Skinner made a motion to schedule interviews with two zoning inspectors Harlee Conley and Stephen Serio at 6 Pm on July 9th. Miley seconded. Approved


Trustee Stegner made a motion to give Trustee Skinner the complete oversight authority to hire and interview the housekeeping. Trustee Miley seconded. Approved. Trustees agreed that this position would not start out more than \$18/hr to start.

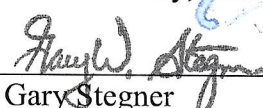
Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 8:48 pm.

  
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 Peggy J. Link, Fiscal Officer

Trustees

  
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 Connie Skinner, Chairperson

  
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 Charles Miley, Vice Chairperson

  
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 Gary Stegner



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held June 26, 2024

The Brown Township Trustees met on this date at 9:30 am in special form with Trustees Miley, Stegner and Skinner

Trustee Skinner called the meeting to order at 9:30am.

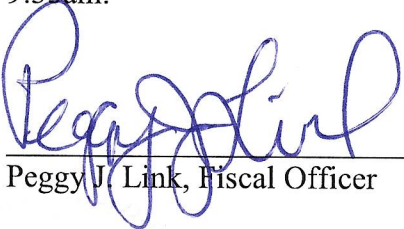
Discussion revolved around concerns over the urban county CDBG program. Townships are concerned about the legalities of the program, unsure of what will be required of them. Also unsure of what can occur within the township if we are a member. The funds come from the department of housing and urban development (HUD). The township can seek these funds if need be through the state or county.

Trustee Skinner moved that Brown Township be excluded from the urban county CDBG program for the fiscal years of 2025-2027, Trustee Stegner seconded. Motion unanimously passed.


Skinner- aye  
Stegner-aye  
Miley-aye

Further discussion was that we may choose to join this program in year two or three, 2026/2027.

Trustee Skinner moved to adjourn, Trustee Miley seconded and meeting adjourned at 9:35am.

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson

  
Charles Miley, Vice Chairperson

  
Gary Stegner