

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held January 3, 2024

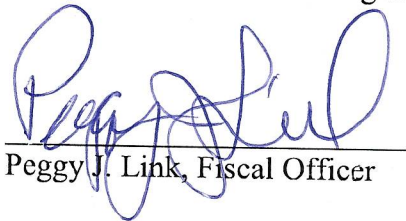
The Brown Township Trustees met on this date at 5:00 PM in special form with Trustees Miley and Skinner, Road Superintendent Gladman and Guest Cathy Ramondelli

Trustee Skinner called meeting to order.


We discussed with Cathy that at the last meeting in December, we had approved soil testing and leach field work not to exceed \$1300. The Contractor doing this work has changed his proposal to \$425.

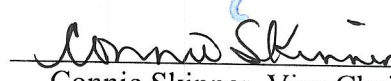
Trustee Skinner moved to spend no more than \$500 for soil testing from Steven Miller with Soil and Environmental Consulting Services. Trustee Miley seconded and motion passed.

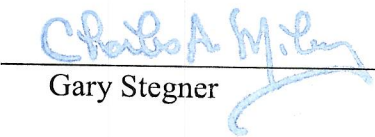
Trustee Miley has sent contracts for the soil testing and the geotechnical evaluation with Alt and Witzig to our legal rep at the prosecutor's office. Hope to have them back before our regular meeting on January 9th. We discussed the site plan with Cathy. The leach field/septic system will need to be larger than they thought. This may result in the soccer field needing to move or be made smaller. They will advise once more information comes forth. The neighbor to the north of the maintenance garage property, 4179 N. Old State Road met with Trustee Skinner. She was concerned with light pollution as well as wanting to see a privacy fence between her property and the township property. Concerns about people trespassing onto her land from the park area and parking lot. This will need to be looked into such as who is paying for a fence. All parking lot and exterior building lights will be downward facing per our zoning regulations. The building site could potentially need a township granted variance for a front setback distance to make everything fit correctly on the site. There is a current catch basin at N. Old State Rd, is there a storm drain requirement? Trustee Miley believes there is a current large drain at Mulberry and Main, in the alley right of way west of the curve. Keeping retention basin at playground area. Trustee Skinner was just notified of a grant to help with salt storage solutions. Trustee Skinner will look into the details for the grant and to see if it includes hoop buildings and concrete pads for salt storage. Cathy will provide four sets of 60% building plans at our January 9th meeting. We set special meeting dates for MS Consultants. Those dates are January 18th and January 31, 2024, both meetings at 4pm. Will place notice in the Gazette. Trustee Skinner moved to adjourn at 6:12pm. Trustee Miley seconded and meeting adjourned.

  
Peggy J. Link, Fiscal Officer

Trustees

  
Charles Miley, Chairperson

  
Connie Skinner, Vice Chairperson

  
Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held January 9, 2024	
	<p>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 (via phone), Road Superintendent Dan Gladman, Cemetery Sexton Beth Harp and Guests Garrett Gandee, Aaron Heydinger, Fred Neace (Kingston Township Road Superintendent), Bobbi Arters, Nick Creedan, Nicole Marroni, Nick Sheets, Nate Hatfield, Doug Riedel, Tim Carroll and Cathy Romandelli</p> <p>Trustee Skinner made a motion to approve the January 9, 2024 agenda as amended. Trustee Miley seconded. Motion passed.</p> <p>Trustee Skinner led the Pledge of Allegiance</p> <p>Trustee Skinner made a motion to approve the December 27, 2023 end of the year meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p><b>Fiscal Officer's Report:</b> Current First Commonwealth Checking Account Balance \$633,342.83 and earned \$2,150.24 in interest. Current STAROhio Account Balance \$1,433,127.46 interest and earned \$6,752.94 in interest. Trustee Skinner made a motion to approve the mileage reimbursement rate for the township per IRS guidelines of \$0.67 per mile. Trustee Miley seconded. Motion passed.</p> <p><b>RESOLUTION 2024-01-09-01 APPROVE THE MILEAGE REIMBURSEMENT RATE FOR THE TOWNSHIP PER IRS GUIDELINES OF \$0.67 PER MILE</b></p> <p><b>Miley Aye Skinner Aye</b></p> <p>Trustee Skinner made a motion to move \$1200 from 2041-410-190-0028 to 2041410-190-00000 to cover deficit in appropriation budget. Trustee Miley seconded. Motion passed.</p> <p><b>RESOLUTION 2024-01-09-02 TO MOVE \$1200 FROM 2041-410-190-0028 TO 2041410-190-00000 TO COVER DEFICIT IN APPROPRIATION BUDGET</b></p> <p><b>Miley Aye Skinner Aye</b></p> <p>Ms. Link shared the form to dispose of documents per our record retention schedule. Trustee Skinner signed the document. Ms. Link will send an email out with the new proposed record retention rules and schedule for Trustees to review and vote on during the next meeting. Ms. Link shared the annual reminder of the Delaware County Recorder retaining copies of all documents. Ms. Link passed out portable hard drives to begin using instead of saving on one's actual computer. Anyone receiving one needs to provide Road Superintendent Gladman with the serial number. Ms. Link also informed the board that she has signed the township up for the OTA online training that was approved during December. The township has agreed that they will pay for zoning board member associate memberships to take advantage of the trainings if they choose. Steve Lisano will poll the members of the two boards and see if anyone is interested.</p> <p><b>Delaware County Engineer:</b> Doug Reidel was in attendance. He shared the road improvement program for next year after the road tour and suggested what should be done for the township. This</p>	



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Minutes of Brown Township Trustees Meeting

Held January 9, 2024

amount of money seems to be reasonable. We'll get a formal notification as we get closer at the March meeting this will be ready. Trustee Miley moved that the township approve \$288,200 for the county road improvement program proposal for 2024. Trustee Skinner seconded. Motion approved.

**RESOLUTION 2024-01-09-03 MOVED THAT THE TOWNSHIP APPROVE \$288,200 FOR THE COUNTY ROAD IMPROVEMENT PROGRAM PROPOSAL FOR 2024**

**Miley Aye Skinner Aye**

Mr. Reidel discuss the Berlin Business Park and that we should start conversation about how the potential road would impact the township. He wants to discuss next steps. The city has a planned road coming across there. Will this be necessary with Bixby, Glen, etc. Does the township have any ideas for when Rolyson extends. Piatt Road plans to go all the way north up to 36/37 and terminates at Baker Road. If this is the case, does Brown Township know if they want the road to extend north? What about rezoning? If Rolyson extends onto Baker why would we want it to continue? ODOT is working with Berlin Township to make sure the road plans all mesh. Rolyson/Piatt are one of the roads that would connect the business park north. This is to avoid ending up like State Route 23. The township is in the planning stages and working with zoning. Trustees discussed an EPA grant to support salt storage and related equipment with Mr. Reidel. The county is submitting a grant for a new truck and equipment to a de-icer and product. Chris McGrew in his office can share what they are doing. That piece of equipment is \$70,000. Trustee Miley is inquiring if there is anything in the grant that could help us. We're also considering brine equipment. The hoop building guys are down at the convention but this is after the grant is due. From the community meeting, it was left that the county and ODOT would determine the signage and then the township could apply for a grant. Mr. Reidel indicated that the signs are pretty off the shelf and the difference is that it is a county road. He'll let us know a cost for that and what their thoughts are.

Mr. Fred Neace with Kingston Township was in attendance to discuss the mutual aid agreement. The conversation began to address concerns about the maintenance agreement. Troy Township has concerns. Trustee Miley indicated they had an extra truck and we could just use the extra truck because they just had 2 guys plowing which is all Troy Township could allocate last year. Maybe the agreement should have some exceptions based on per township. Kingston Township would like to just keep it the same as before. We should include more than just snow plowing. Maybe we should have separate agreements per township. Mr. Neace had no other concerns as long as we are close to the last agreement we had.

**Delaware County Health Department:**  
n/a

**Public Participation:**  
n/a

**MS Consultants:**  
Cathy Ramondelli from MS Consultants presented drawings. She shared renderings for the storage/loft area. It was going to be a flat area. On a previous drawing it was a scissor design. The flat ceiling allows plenty of storage place. Trustees agreed on the flat ceiling. The height is 8'. She will email everything tomorrow if we need. She has concerns about the 90' setback. Zoning Inspector believes everything is ok. The front of



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Minutes of Brown Township Trustees Meeting

Held January 9, 2024

the building is considered the higher-class road and we are already meeting that setback. No variance is needed. Will a concrete pad be needed where vehicles are fueling. This is where the vehicle sits and all agree that gravel is ok and the tanks do need to be on concrete. Building signage will be handled by the township. Do we need electric conduit run for lighting out to the signs? Is anyone using solar? Furniture and lockers will be handled by the township. With the site light inquiry she provided a photometric study. The lighting level is calculated at the property line. There is 0 at the property line and then other areas are .1 or .2. Just for reference 1,000 foot candles is a sunny day. 1 foot candle is twilight. Being a .1 is not much light. There are no lights on the back and front of the building. The lighting specialist was concerned there are some dark spots. There will be 20' poles with down lights matching what we already have. Nicole Marroni met with Trustee Skinner about privacy and trespassing on her lot. They wanted to talk about fence. The fence line would be 1,388 linear feet of fence. This would be on three sides. Vinyl fence is approximately \$10/linear foot. This would cost about \$13,880. This is just a dimension from a survey and not the "official" property line dimension. Trustee Skinner inquired about sharing the cost of the fence. Ms. Marroni indicated "no". The 1,388 is more than just the property line. Ms. Marroni was thinking just something aesthetic indicating the line. The neighbor is just trying to ensure that with walkability that discourages folks from walking in her property. The photometric wasn't about just the fence and is an estimate. If it is just the two sides it would be about 800'. The fence would not include anything on the Mulberry side. The neighbor will have to mow her side and there was past mowing concerns. Cathy will look into the cost of the split rail fence. The master plan does show a screening fence. The baseball field in Liberty Road had a movable fence and if we moved the field. Tim Carroll indicated that baseball takes up all the sunny weather so sharing with the soccer fields may not work.

**Zoning Inspector:**

No certificates were issued in December. No new business to report. Henmick Brewery has nothing new to report on the rezoning. Cummings complaint on Main Street and has seen no progress there and did a drive-by to confirm. Mr. Lisano is working with Assistant Prosecutor now. Acknowledged the change in the fees and compensation for the zoning boards.

Trustee Skinner put the notice out for the vacant spot. She had 4 interested parties in the vacancy. Jeremy Williams. Trustee Skinner made a motion to appointment for Jeremy Williams for a term of 5 years to the zoning commission board through 12/31/28. Trustee Miley seconded. Motion passed.

**RESOLUTION 2024-01-09-04 TO APPOINTMENT FOR JEREMY WILLIAMS FOR A TERM OF 5 YEARS TO THE ZONING COMMISSION BOARD THROUGH 12/31/28**

Miley Aye Skinner Aye

**Road Superintendent:**

Road Superintendent Gladman talked with Timberland Tree Service and they have the repair parts for the fence. Mr. Gladman asked about continuing the agreements Timberland, Sellers & Wells. Trustees agreed to continue them. Needs seller to fix the light.



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Minutes of Brown Township Trustees Meeting

Held January 9, 2024

**Roads**

Trustee Skinner shared two applications that were received through indeed.com. She will try to schedule interviews for the 22<sup>nd</sup> or 25<sup>th</sup> at 6 pm.

**Cemetery:**

Beth discussed monthly report. Sold 16 lots in December. For 2023 we had 23 burials, 22 non-township buyers, 18 township buyers; 6 spring pours and 8 fall pours. We already have 3 foundations for spring 2024 so far. Mike w/Snyder hadn't reached out about Carper burial. They are not burying her until the spring. Connie Minor (grew up as Huddleston) and in possession of her father's deeds. She wants to sell back lots. Ms. Harp will discuss with Connie further what is needed. Bay family is still discussing purchases. April with Gompf and received a notarized letter confirming burial.

**Fire Department:**

Deon Rosenberger has taken another job. Promoted Adam Stewart to temporary captain. There are reviewing the punch list. Fiber optic with Consolidated dealing with Horizon for fire department. One of the doors fell off the tracks. The bearings were installed backwards. Repair for the doors have been scheduled. Bart Sellers is going to install a call button to ring into the back of the station. They raised the part-time pay \$1.50/hr effective 1/23/24 and full-time officers and they received a 5% increase which was effective 1/1/24. Captain Rosenberger received a bonus and paid 25% of sick leave and vacation. Ensure everyone receives an employee manual going forward.

**Building and Grounds:**

Trustee Skinner made a motion to approve the Kilbourne baseball association contract for 2024. Trustee Miley seconded. Motion passed.

**RESOLUTION 2024-01-09-05 TO APPROVE THE KILBOURNE  
BASEBALL ASSOCIATION CONTRACT FOR 2024**

**Miley Aye Skinner Aye**

Trustee Skinner made a motion to accept the Delaware County Board of Elections contract for hall usage for 2024. Trustee Miley seconded. Motion passed.

**RESOLUTION 2024-01-09-06 TO ACCEPT THE DELAWARE COUNTY  
BOARD OF ELECTIONS CONTRACT FOR HALL USAGE FOR 2024**

**Miley Aye Skinner Aye**

**Old Business:**

Tim Long will be here next month. All trustees have to be present to sign the TIF. The Delaware City council approved the annexation changes after everyone left without prior notice and was just a discussion item. They have tabled the rezoning changes until February.

Community meeting – put lighted speed signs under Engineer for next month.

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held January 9, 2024

### New Business:

Walkability topic: Garrett Gandee presented handouts. Kilbourne used to be more walkable. As property owners they repaired and maintained their sidewalks. With increased development such as Sticky Fingers, Henmick they are seeing more traffic. There are a couple of problem spots to get on the radar for the future to get from ball fields to Sticky Fingers. The pedestrian structure has deteriorated and there are not usable sidewalks on SR 521. SR 521 and Main Street, N. Old State and Henmick and SR 521 Alum Creek Bridge are the 3 major locations for concern. More people are kayaking, fishing, and horseback riding and the SR521 bridge is pretty concerning. They are asking for support of a walkability concept. Areas are looking for the local government to also support and identify areas of concerns. There are funding opportunities, and those grants require Township Trustees to sign off. They would like a letter from the Trustees to support the concept and idea of this walkability. As soon as they have the letter then they will work on getting things moving to obtain funding opportunities and work with other groups to move this along. They are willing to do all the leg work on their cost. Trustee Skinner agreed that this is in alignment with the overall plan of the park development. Is ODOT willing to give them right-of-way along 521? There is a sidewalk and so it will be able to maintained. Trustee Miley made a motion to draft a letter to support the walkability/equestrian safety study. Trustee Skinner seconded. Motion passed.

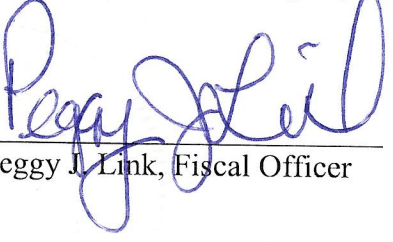
### RESOLUTION 2024-01-09-07 TO DRAFT A LETTER TO SUPPORT THE WALKABILITY/EQUESTRIAN SAFETY STUDY

Miley Aye Skinner Aye


Sidewalks in the township would be maintained. Maintenance should be checked with Assistant Prosecutor on the details.

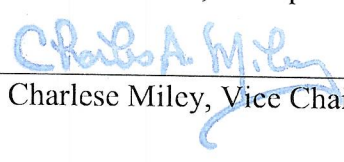
Trustee Skinner is working on inquiring how to make the township emails secure. Initial estimates suggest that an email server could cost \$7000-\$10,000. Trustee Miley wants to ensure we have professional help to maintain it. Trustee Skinner is also getting quotes for a security system.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 8:54 pm.

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson

  
Charlese Miley, Vice Chairperson



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting


Held January 18, 2024

The Brown Township Trustees met on this date at 4:00 PM in special form with Trustees Miley and Skinner, Road Superintendent Gladman and Guest Cathy Ramondelli and Kyle Feldman


Trustee Skinner called meeting to order.

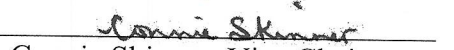
We opened the meeting up to Cathy and Kyle from MS Consultants who shared some topography maps to look at water drainage and detention pond placement. The detention pond for drainage near the building and close to N. Old State Road will need to be large enough to cover the building site and the park area. More than half of the water from the 8 acres drains to the east towards alum creek. Some goes to the west towards the cemetery. We will need to utilize the detention pond already near the playground for some of the water. The neighbor's property behind the proposed building site drains towards the building as well. Possibility of needing a swale and/or catch basin behind the building. The existing catch basin at N. Old State is a 24-inch pipe draining towards alum creek. The drainage will be planned for large 100-year rains. The detention pond will drain slowly over 24 to 48 hours to slow the water draining out, this keeps everything up to code. Any existing storm drainage will be re-directed to catch basins or the detention pond. MS Consultants will look into the possibility of installing all underground drainage to avoid having a detention pond. The cost of doing something like that could be double the cost of the detention pond. MS is also considering moving the drive into the building closer to Mulberry and would have to move the existing catch basin there. MS is also playing with where the building will be placed on the building lot to allow for more room for a larger detention pond if needed. The township prefers to keep any detention ponds closer to the building site rather than in the park area. MS is also getting us a quote for a concrete pad that would be needed for the future salt storage building. This will help with estimating costs for the salt storage grant. MS received a lighting revision, calling for 7 pole lights instead of the 5 previously estimated. This will light the extra parking area, salt storage, and fuel tanks better. All lighting is still downward directed and doesn't spill over to neighboring properties. Building plan itself is looking good. Suggested having a plug mold for electric outlets at the workbench area. Will keep plugs for 220-volt equipment. MS will make sure there is room for a bench or chair near the shower area. Geotechnical study should have started today (1/18/24) and hope to have study finished soon. We have a scheduled meeting set up for January 31st at 4pm with MS Consultants. They will have some site revisions for us to look at by then and hope to have everything narrowed down by our regular February meeting.

Trustee Skinner moved to adjourn. Trustee Miley seconded and meeting adjourned at 5:09p

  
Peggy J. Link, Fiscal Officer

Trustees

  
Charles Miley, Chairperson

  
Connie Skinner, Vice Chairperson

Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held January 31, 2024

The Brown Township Trustees met on this date at 4:00 PM in special form with Trustees Miley and Skinner, Road Superintendent Gladman and Guest Cathy Ramondelli and Kyle Feldman

Trustee Skinner called meeting to order.


We gave the floor to Cathy and Kyle with MS Consultants. They provided two site maps. One with underground detention ponds and drainage systems. To go this route would cost \$500,000. There is a seasonal water table 25 inches below ground level. The second map showed a larger above ground detention pond near N. Old State Road. The maintenance building is moved back towards the middle of the lot to allow for the larger detention pond. There was discussion following EPA standards and a chain link fence around our fuel tanks. The geotechnical study wouldn't provide paving guidelines without knowing our heaviest equipment loads. The soil study will be presented to the health Dept by MS Consultants as part of the septic system study & plan. Cathy discussed they had not planned on the extra septic design, extra site plan modifications, & storm water plans. Cathy presented a proposed amendment to our contract with them. After reviewing, Trustee Skinner made a motion to approve the modification to the agreement for extra site plan modifications, additional storm detention options, and septic design including documentation for an additional \$6,100. Trustee Miley seconded and motion passed.

**RESOLUTION 2024-01-31-01 TO APPROVE THE MODIFICATION TO THE AGREEMENT FOR EXTRA SITE PLAN MODIFICATIONS, ADDITIONAL STORM DETENTION OPTIONS, AND SEPTIC DESIGN INCLUDING DOCUMENTATION FOR AN ADDITIONAL \$6,100**

**Miley Aye Skinner Aye**

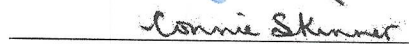
Septic system will need to be large, 500 gallons per bay. Could be made to put in a holding tank due to the trench drains. This holding tank would need to be pumped out when full. The bathroom would go directly to the septic system. These are all questions that MS consultants will take to the health department. MS Consultants will look into making the first bay without a trench drain. This would reduce the septic system size and possibly reduce construction costs. February 13th meeting will be to approve the site plan. MS consultants would like to be towards the beginning of the meeting. We set a special meeting for February 15th at 4pm. This meeting will be to set bidding schedule, obtain permits and finish up any loose details.

Trustee Skinner moved to adjourn. Trustee Miley seconded and meeting adjourned at 5:00 pm

  
Peggy J. Link, Fiscal Officer

Trustees

  
Charles Miley, Chairperson

  
Connie Skinner, Vice Chairperson



# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held February 13, 2024

The Brown Township Trustees met on this date at 5:30 PM in special form with Trustees Miley, Stegner and Skinner, Road Superintendent Gladman and Guest Troy Pursley

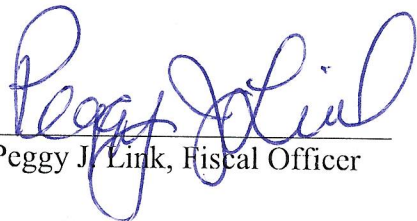
Trustee Skinner called meeting to order.

Trustee Skinner made a motion to go into executive session to discuss personnel issues. Trustee Miley seconded the motion. Motion passed.

Roll call: Skinner – AYE Stegner -AYE Miley – AYE


Trustee Skinner brought the meeting out of executive session at 6:35 pm.

Trustee Skinner moved to adjourn. Trustee Stegner seconded and meeting adjourned at 6:35 pm

  
Peggy J. Link, Fiscal Officer

Trustees

  
Charles Miley, Chairperson

  
Connie Skinner, Vice Chairperson

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held February 13, 2024	
	<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, Road Superintendent Dan Gladman, Cemetery Sexton Beth Harp and Guests Cathy Romandelli, Kyle Feldman and Gabe Smith</p> <p>Trustee Skinner made a motion to approve the February 13, 2024 agenda as amended. Trustee Stegner seconded. Motion passed.</p> <p>Trustee Skinner led the Pledge of Allegiance</p> <p>Trustee Skinner made a motion to approve the January 9, 2024 regular meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p>Trustee Skinner made a motion to approve the January 3, 18, 22 and 31, 2024 special meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p><b>Fiscal Officer’s Report:</b> Current First Commonwealth Checking Account Balance \$447,085.36 and earned \$1,720.13 in interest. Current STAROhio Account Balance \$1,1439,866.80 and earned \$6,739.34 in interest. Ms. Link shared an updated proposed records retention document. This document removed media types that no longer exist and updated disposals to include electronic and paper documents. Trustee Skinner made a motion to accept the proposed Brown Township Records Retention proposal as presented. Trustee Stegner seconded. Motion passed.</p> <p><b>RESOLUTION 2024-02-13-02 TO ACCEPT THE PROPOSED BROWN TOWNSHIP RECORDS RETENTION PROPOSAL AS PRESENTED</b></p> <p><b>Miley Aye Skinner Aye Stegner Aye</b></p> <p>Ms. Link reminded Trustees and employees to remind vendors to send invoices in a timely fashion. She received invoices from a few vendors just this month for last year. These are not purchases that we planned for in appropriating funds therefore creating additional documentation if we spend more than anticipated. Trustees reviewed and approved the bank reconciliation and timesheets for January, 2024. Motion made by Trustee Skinner to release Warrants #21268-21289 \$79,189.78. Trustee Miley seconded. Motion passed. Trustee Skinner made a motion to issue contract for Wells Plumbing for \$2500 in yearly services. Trustee Miley seconded. Motion passed.</p> <p><b>RESOLUTION 2024-02-13-03 TO ISSUE CONTRACT FOR WELLS PLUMBING FOR \$2500 IN YEARLY SERVICES</b></p> <p><b>Miley Aye Skinner Aye Stegner Aye</b></p> <p><b>MS Consultants:</b> Cathy Romandelli brought final plan for proposed leach field. Kyle talked with Delaware County and collect essentially from the most northwest leach field is all the way over to the site to get it to where the basin is shown. Discussing with them the future of the baseball field and accepted grass to grass. MS looked at bypass swale at property line to catch the offsite tributary. That swale can be put in behind the building. The county will not let us install a new pipe under North Old State and we will be limited by the existing pipe (the catch basin). Currently there is a 24” pipe. This pipe has to handle what we have directing towards it. There is not any current roadwork and they would be happy to put it in when there is. If it will not absolutely work then they will consider it. Designing</p>	



RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held February 13, 2024

a 2' wide base with anywhere from 4 to 1 slope every four feet horizontal along the sides. There will be a yard drain (#9-8 to 1). Naturally will drain to 9 then to 8 then to 1. With the septic they looked into running the service bays to the septic and instead running them to holding tank. It would need to be a 1,000-gallon tank and it would need backed out every other month. It would reduce the leach field footprint to 2 rows. The trench drain does count. Where would holding tank be. It would go under the parking area. If holding tank then oil and water separator wouldn't be needed. Trustees agreed to use the holding tank and no salt would go to the leach fields. We would then go to a 1,000-gallon septic tank instead of 5,000-gallon tank if we used a holding tank. The holding tank would be behind the salt storage tanks. We need to give MS an estimate of vehicles and how often we wash them they can give us a better estimate. Dan Gladman estimates a snow plow and truck a month to be washed. We are estimating 3-4 employees on site. Do we want to consider showing soccer fields if the leach field is reduced? Trustees agreed this would be good. Cathy will be here to go over bid specs on Thursday at 4 pm.

**Delaware County Engineer:**

Mr. Reidel was absent from meeting. No updates.

**Delaware County Health Department:**

Gabe Smith attended the meeting. He gave handouts. March 21st is the district advisory council at the new building and meeting starts at 7 pm. On Wednesday, March 20th 4:30-6:30 pm and a minimize risk drinking for adults. It's a 2 hour course and if you complete it then you get \$25 gift card from Wal-Mart. Planning events we can get recycling containers for those events. Thursday, March 7th from 9:30-11:30 at Health Department is Partnership for Healthy Delaware County. Healthy Community grant information is open for available funds to implement projects to initiate healthy active lifestyle.

**Public Participation:**

n/a

Trustee Miley presented an updated TIF that Mr. Long has indicated needs to be re-approved. Trustee Miley made a motion to approve RESOLUTION NO. 2024-02-13-01 DECLARING THE IMPROVEMENTS TO CERTAIN REAL PROPERTY LOCATED IN BROWN TOWNSHIP, DELAWARE COUNTY, OHIO TO BE A PUBLIC PURPOSE; DECLARING SUCH IMPROVEMENTS TO BE EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE 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 Skinner seconded the motion. Motion passed.

**RESOLUTION 2024-02-13-01 DECLARING THE IMPROVEMENTS TO CERTAIN REAL PROPERTY LOCATED IN BROWN TOWNSHIP, DELAWARE COUNTY, OHIO TO BE A PUBLIC PURPOSE; DECLARING SUCH IMPROVEMENTS TO BE EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE OWNERS THEREOF TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES; DESIGNATING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS TO BE MADE THAT WILL DIRECTLY BENEFIT THE REAL**

RECORD OF PROCEEDINGS

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Held February 13, 2024

PROPERTY; AND ESTABLISHING A PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF SERVICE PAYMENTS.

Miley Aye Skinner Aye Stegner Aye

Zoning Inspector:

Mr. Lisano was absent but submitted his report electronically.

Road Superintendent:

Road Superintendent Gladman shared his report. He will be attending training tomorrow. Howard Road resident plowing snow and leaving it out in the road. Trustees will address it next fall. The shop bathroom floor is coming up. What do the trustees want to do about it? We should just re-glue it. We have 25 extra tiles. We don't want to spend too much money. Mr. Gladman discussed the new truck and looked at extended cab or regular cab. If we went with extended cab, we should put saddle for tool box. The extended frame would be \$1500 and Dexter was supposed to give us an estimate on saddle box. Consider reusing the plow and would be cheaper than brand new. Salt spreader hasn't had 10 tons put through it. Keep the little truck and add a brine tank and keep it. In order to not delay we need to decide if we want Supercab or extended frame. We need a heavier trailer to take the skid steer out on the road. An 18' trailer from Hills is \$4,700 and the cheapest. Check on if we budgeted computer for Dan. Trustee Skinner made a motion to accept broken and unused inventory to be disposed of. Trustee Miley seconded. approved

RESOLUTION 2024-02-13-04 TO ACCEPT BROKEN AND UNUSED INVENTORY TO BE DISPOSED OF

Miley Aye Skinner Aye Stegner Aye

Roads

n/a

Cemetery:

Went over her report. Someone put a plaque down and there are no visible ashes. It was done in 2020 and in memory of on someone else's grave but they couldn't see any signs of anything. Nitze is bringing us a cremation and do it whenever we can. Connie Minor-Huddleston called again. She has the deed for all 8 lots and will not talk to her sister, Karen. We should contact Karen Huddleston. Burial with 212 ashes and had someone inquire about who was buried in that vault. Beth met the individual and paid his respect. He would like to put up a temporary memorial on that grave. There is nothing on that grave. Maybe a flat stone with a plaque? Trustee Skinner will get prices. The county is trying to locate the cemetery at County Home Road. Road superintendent has purchased more markers. The tree in the back was removed that was dying off in the back.

Fire Department:

Trustee Miley shared information. They hired 2 more positions to replace Adam Stewart that was moved to the interim captain. They had 2 applicants. Both candidates said there was not enough money to take the position. They increased the salaries all the way up to the captain. The chief interviews are Thursday at the Coover Road station. The last interviews are at 4. The interview committee will make recommendations to the board. Everyone who worked on the fire station has been let go after completion of the fire



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Held February 13, 2024

station to Place. He has been at the fire station 15 times since January. There are building issues on Coover Road that Trustee Miley has been working to get items fixed.

**Buildings and Grounds:**

The salt storage grant has been submitted and we should hear back in a couple of weeks whether it has been funded. The Kilbourne ball contract has been signed and approved by all. Kilbourne ball days is May 18<sup>th</sup>.

**Old Business:**

The annexation has been finalized February 7<sup>th</sup>. Trustee Skinner indicated we could use a gov.com domain and would cost \$7.20 plus tax per email per month. Trustee Miley went to a session on email. Ipanda and she gave a demonstration. Trustee Skinner will look into this further. Trustee Skinner shared two quotes for security systems. Trustees reviewed quotes and asked questions. Could access footage via phone. These quotes were higher than expected. Trustee iley didn't think they needed it. Trustee Skinner will try to get a third quote. No grants from health department to help monitor the recycling area. Trustee Skinner had a meeting with ODOT and GAH guys, Nick Sheets and county. ODOT would like to get a grant to put in a sidewalk from our building down 521 to a cross walk to get across to Kilbourne Market and Sticky Fingers. (Main Street).

**New Business:**

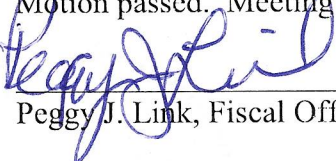
The DCTA March meeting they would like to use the hall 2 times – one on March 20<sup>th</sup> for a work session at 3 pm and then on April 11<sup>th</sup> to meet with Beth Lear, Brian Lorenz and Andy Brenner. It's in the rules for renting the hall to governmental agencies so Trustee Skinner can proceed per those guidelines. Mr. Tom Homan would like to meet with Trustees all together to go over some things. He needs to attend a regular meeting. Come to a May meeting. State Legislature is trying to do away with township zoning and referendums and maybe what the April 11<sup>th</sup> meeting will be able to discuss. They want renewal levies only not replacement levies also done away with.

-911 final plan – Trustee Skinner moves to approve the Counties final plan for 911. Trustee Stegner seconded. Approved – all Miley abstained.

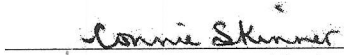
**RESOLUTION 2024-02-13-0 APPROVE THE COUNTIES FINAL PLAN FOR 911 APPROVE THE COUNTIES FINAL PLAN FOR 911**  
**Miley Aye Skinner Aye Stegner Aye**

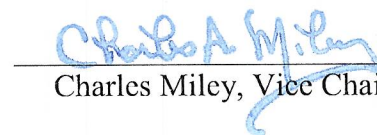
Trustee Miley talked with Sheriff Balzer and was granted a tour of the Ventures facility. They are having deputy training and other entities. There are 4 classrooms on both hallways. 2 classrooms are set up for the deputy sheriff. They've conducted hostage training in the building as well. The gymnasium is not very large but will be useful. There is a playground out there and we might be able to get it if we are interested.

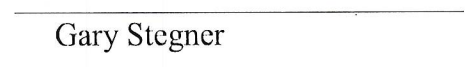
Trustee Miley made a motion to adjourn the meeting. Trustee Skinner seconded. Motion passed. Meeting adjourned at 8:50 pm.

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson

  
Charles Miley, Vice Chairperson

  
Gary Stegner

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held February 15, 2024

The Brown Township Trustees met on this date at 5:30 PM in special form with Trustees Miley and Skinner, Road Superintendent Gladman and Guest Cathy Romandelli



Trustee Skinner called the meeting to order.

Cathy with MS Consultants is working on obtaining the address for the property where the maintenance garage will be built. Opening bids will need to be during a public meeting. We will strive for one general contractor with sub-contractors under the general. We will go to bid and apply for permits at the same time. MS construction will finish drawings/ building plans and serve as the builder exchange, meaning all correspondence will be routed through them. MS Consultants will write up the notice to bid advertisement. Once approved by our legal department, Brown Township will need to post on our website and place in the The Delaware Gazette and The Columbus Dispatch a total of three times. We will only allow RFI's to prime bidder. The general contractor can have an office trailer and dumpster at the construction site. The construction crew will only be allowed to work from 7am to 7pm Monday through Friday. If contractors wish to see the site during the bid process, they need to contact Trustee Miley by phone call or text to schedule. Any unexpected costs need to be handled through change orders, no allowances. Contractors will need to have appropriate insurance requirements. We talked about the bathroom accessories, no automatic soap dispensers or faucets and a rolling paper towel dispenser. Regular double toilet paper roll. We talked about a four-month time frame from start to finish and liquidated damages at \$500 per day. We must keep a safety record form with the contractor and an AIA form. We will need to use a third party for any special inspections plus the concrete inspections, under slab inspections, and compaction studies. The same company that did our geotechnical study is more than capable of providing those services. Trustee Miley is to contact the geotechnical company for quotes and scope of work. Contractor to follow a critical path scheduling method. We will check with McWherters about moving our current fuel tanks once the site is ready. Written notice about draws or anything else must be given by email to fiscal and at least one trustee. A clause will be in the contract about using American Steel and other similar clauses. We have set the next meeting with MS Consultants for February 29th at 4pm. The purpose of this meeting is to clarify further information and finalize the schedule of events.

Trustee Skinner moved to adjourn. Trustee Miley seconded and meeting adjourned at 6:40 pm

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson  
  
Charles Miley, Vice Chairperson



RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held February 19, 2024

The Brown Township Trustees met on this date at 12:00 PM in emergency form with Trustees Miley and Skinner, Road Superintendent Gladman

Trustee Skinner called the meeting to order.

Trustees discussed the three different F-450 quotes. Trustee Miley made a motion to approve the purchase of the regular cab with long chassis plus toolbox installed from Valley Truck Centers for a total of \$74,015.00. Trustee Skinner seconded and motion approved.

**RESOLUTION 2024-02-19-01 TO APPROVE THE PURCHASE OF THE REGULAR CAB WITH LONG CHASSIS PLUS TOOLBOX INSTALLED FROM VALLEY TRUCK CENTERS FOR A TOTAL OF \$74,015.00**

Miley Aye Skinner Aye

Trustee Skinner moved to go forward to hire Troy Pursley for the part time buildings and grounds position at the current rate range set for the position (\$19 regular hours and \$20.50 holiday hours for parks, cemetery, and township hall work and \$23.50 regular hours/ \$26.50 holiday hours for snow plowing) pending a successful background check and driving record come back clean. Trustee Miley seconded and motion approved.


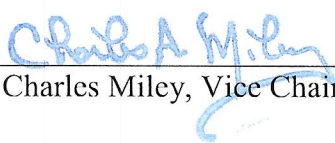
**RESOLUTION 2024-02-19-02 TO GO FORWARD TO HIRE TROY PURSLEY FOR THE PART TIME BUILDINGS AND GROUNDS POSITION AT THE CURRENT RATE RANGE SET FOR THE POSITION (\$19 REGULAR HOURS AND \$20.50 HOLIDAY HOURS FOR PARKS, CEMETERY, AND TOWNSHIP HALL WORK AND \$23.50 REGULAR HOURS/ \$26.50 HOLIDAY HOURS FOR SNOW PLOWING) PENDING A SUCCESSFUL BACKGROUND CHECK AND DRIVING RECORD COME BACK CLEAN**

Miley Aye Skinner Aye

Trustee Miley moved to adjourn. Trustee Skinner seconded and meeting adjourned at 12:12 pm

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson  
  
Charles Miley, Vice Chairperson

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

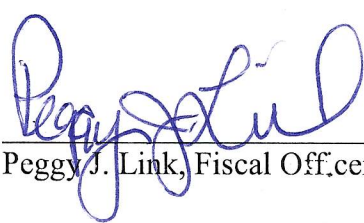
Held February 29, 2024

The Brown Township Trustees met on this date at 4:00 PM in special form with Trustees Miley and Skinner, Road Superintendent Gladman and Guest Cathy Romandelli

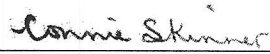
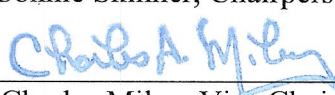
Trustee Skinner called the meeting to order.

Cathy and our legal representative believe we need to include prevailing wage in the contracts and the AIA document. The township wishes to pursue arbitration rather than litigation if that kind of need would arise during the construction process. Want to make it eight months construction timeline rather than four months. MS Consultants will have all drawings and bid packets ready to go by March 18<sup>th</sup>. The building project will officially go to bid and permits on March 18th. MS will handle the pickup of the bid packets. Cathy will get the official notice to bid advertisement to us tomorrow, March 1st. Once it's approved by legal, it will need to be posted to several places and several times. MS consultants will post on a builder's exchange site. The township will post it on our website on March 16th. It will print in The Gazette on March 16, 23, and 30th. It will post in the dispatch on March 18th and 25th, and April 1st. We will open bids during a special meeting with MS Consultants on April 9th at 1pm. The building will utilize the Columbia gas line already at N. Old State Road.

Trustee Skinner moved to adjourn, Trustee Miley seconded. Meeting adjourned at 4:45pm.

  
Peggy J. Link, Fiscal Officer

Trustees

  
Connie Skinner, Chairperson  
  
Charles Miley, Vice Chairperson