

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held December 9, 2025

The Brown Township Trustees met on this date at 6:00 PM in regular form with Trustees Miley, and Skinner, Fiscal Officer Link, Road Superintendent Dan Gladman, Cemetary Sexton Beth Harp, Zoning Inspector Steve Scrio and Guests Brad Ebersole, Mark Fleming, Doug Riedel, and Kyle Vanderhoff.

Trustee Skinner made a motion to approve the December 9, 2025 agenda as amended. Trustee Miley seconded. Motion passed.

Trustee Skinner led the Pledge of Allegiance

Trustee Skinner made a motion to approve the November 11, 2025 and December 8, 2025 ODOT Bypass regular meeting minutes as presented. Trustee Miley seconded. Motion passed.

Trustee Skinner made a motion to approve the November 18, 2025 and December 8, 2025 Emergency Meeting Minutes as presented. Trustee Miley seconded. Motion passed.

Delaware County Engineer:

Doug Riedel stated that Howard Road will be worked on when the weather cooperates. Final County Engineer’s payment was sent to the township would like paid by the end of the year.

2026 road repairs were submitted by the County Engineers Office for: Oxford Woods crack and seal and pavement repair; Salt Well Run – asphalt rejuvenation agent. Plus, Pavement repairs on Cackler, Giehl, and Baker pavement repairs. The total improvement cost for 2026 is estimated at \$208,200.00.

RESOLUTION 2025-12-09-01 TO APPROVE THE DELAWARE COUNTY ENGINEER’S OFFICE CONSTRUCTION COST ESTIMATE CONTRACT FOR 2026 BROWN TOWNSHIP ROAD IMPROVEMENTS IN AN AMOUNT OF \$208,200.00

Miley Aye SkinnerAye

Zoning Inspector:

One new permit was issued in the month of November. A request was made to check on the property located on Kelly McMaster Road due to a tent has been down in their yard since the beginning of September. Property on Jumper Road needs to ensure that the tile is installed properly. Due to there being new people on zoning and the Trustee Board’s it was requested a meeting be scheduled for everyone to get to know each other. A Special Township Meeting was scheduled for Thursday January 8, 2026 at 7:00 pm at the Township Hall

The zoning appeals board is looking to fill two seats due to Brad Ebersole being name Brown Township Trustee and there was currently a position open. There was interest from Michael Thiel and Paul Scheutzow..

RESOLUTION 2025-12-09-02 TO APPROVE APPOINTING MICHAEL THIEL ON THE ZONING APPEALS BOARD. APPOINT PAUL SCHEUTZOW AS THE ALTERNATE FOR THE ZONING APPEALS BOARD. THEIR TERMS ARE EFFECTIVE FROM 1-1-2026– 12/31/2031.

Skinner Aye Miley Aye

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Delaware County Health Department:

No updates

Public Participation:

No updates

Fiscal Officer’s Report:

Current First Commonwealth Checking Account Balance \$446,145.82 interest \$1,202.60. Current STAROhio Account Balance \$1,573,314.92 interest \$5,322.45. Trustees reviewed and approved the bank reconciliation and timesheets for November 2025. Fiscal Officer Barrett spoke with Bank of America regarding the Bond, there can be a principal payment made. The way that the bond is structured the principal payment will not reduce the interest due. In addition, we need to have disbursements completed on the new maintenance building so that we can close the “construction loan” portion of the bond. There will be a document that both the Delaware County Finance Authority and Brown Township needs to complete for the bond “construction phase” to be completed. Mrs. Barrett spoke with LGS and they suggested that for the final bond payment that is due in June of 2034 in the amount of \$1,027,797.60 that an additional \$128,474.70 be set aside per year. This can be set aside in 3101 Debt Services Fund, this account also earns interest for Brown Township.

RESOLUTION 2025-12-09-03 TO APPROVE EFFECTIVE JANUARY 1, 2026 TO SET ASIDE \$128,474.70 YEARLY IN THE 3101 DEBT SERVICES FUND; THROUGH YEAR 2034 TO PAY THE FINAL BOND PAYMENT DUE 6/1/2034 IN THE AMOUNT OF \$1,027,797.60.

Skinner Aye Miley Aye

Fiscal Officer Barrett would like to attend the Local Government Services Training in Columbus, Ohio March 19th and 20th. The cost is around \$200.00

RESOLUTION 2025-12-09-04 TO APPROVE FISCAL OFFICER BARRETT TO ATTEND THE LOCAL GOVERNMENT SERVICES TRAINING IN COLUMBIS, OHIO ON MARCH 19TH AND 20TH, AT A COST NOT TO EXCEED \$200.00.

Skinner Aye Miley Aye

Mrs. Barrett state she is working with OTA and the Delaware Prosecutors Office on an employee policy regarding work-at-home.

Road Superintendent:

Superintendent Gladman stated he spoke with Heavy Duty Towing and they have agreed to sign a contract for any snow plow needs that Brown Township would have.

RESOLUTION 2025-12-09-05 TO APROVE A YEARLY CONTRACT WITH HEAVY DUTY TOWING IN SUNBURY, IN AN AMOUNT NOT TO EXCEED \$5,000.00

Skinner Aye Miley Aye

Mr. Gladman asked to be updated on all Township Hall Rentals.
Mr. Foster is in CDL training for the month of December.
Mr. Foster and Mr. Gladman are signed up to take the 2026 Pesticide Applicators Recertification Conference February 19th, weather permitting. The cost of the class is \$122 each; with a \$25 cancellation fee.

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At the new shop the bay lights are on all of the time, the sensor is not working. Trustee Skinner will contact the contractor for the building to have them come out for a repair.

Cemetery:

Cemetery Sexton Harp stated there were no burial or lots sold in November.

Longstreth Contract update was provided for 2026; \$29.25 rate per running foot installed and a \$405.00 minimum

RESOLUTION 2025-12-09-06 TO APPROVE A YEARLY CONTRACT WITH LONGSTRETH, INC. DBA LONGSTRETH-WILBERT FOR CEMTERY FOUNDATIONS AT GREENMOUND CEMETERY; AT A RATE OF \$29.25 PER RUNNING FOOT INSTALLED AND A \$405.00 MINIMUM.

Skinner Aye Miley Aye

Mr. Gladman noted that Longstreth has been putting the foundation about 2 inches too shallow. Trustee Skinner will address this with Lonstreth when the contract is returned.

Fire Department:

The department had a full-time employee leave but a part time employee was promoted to full time. The department is looking to have the jaws of life replaced when they receive the new fire truck.

Buildings and Grounds:

No updates.

Old Business:

Trustee Skinner will follow up on the final installation bill from Frontier for the new maintenance building.

Trustee Skinner stated that the ball association sent her copies of the sign they are looking at. She is getting the cost of signs for the new maintenance garage and the ball association. A new Ball Association contract will need to be signed in 2026, on the contract it needs added what is Brown Township responsibilities vs. the ball association.

New Business:

A Resolution acknowledging the findings of the Ohio Department of Transportation's 2024 preliminary feasibility study and supporting continued improvements to the existing U.S. 23 corridor as the preferred method was presented.

RESOLUTION 2025-12-09-07 TO APPROVE A RESOLUTION ACKNOWLEDGING THE FINDS OF THE OHIO DEPARTMENT OF TRANSPORTATION'S 2024 PRELIMINARY STUDY AND SUPPORTING CONTINUED IMPROVEMENTS TO THE EXISTING U.S. 23 CORRIDOR AS THE PREFERRED APPROACH.

Skinner Aye Miley Aye

Local Government Services suggested a "training contract" for Fiscal Officer Barrett. It would work like a retainer in that we receive 40 hours per week for \$2,000. We would only pay if we use their Services. They can mail the contract to complete.

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RESOLUTION 2025-12-09-08 TO APPROVE A YEARLY TRAINING CONTRACT WITH LOCAL GOVERNMENT SERVICES FOR FISCAL OFFICER BARRETT. THE CONTRACT IS FOR 40 HOURS AND AN AMOUNT NOT TO EXCEED \$2,000.00.

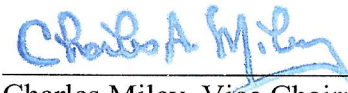
Skinner Aye Miley Aye

DMKK is offering a grant for Municipal Tire Collection in 2026. It was decided that Delaware County Health Department offered a tire collection in 2025 and we will continue with this program.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 7:36 pm.


Heather Barrett, Fiscal Officer


Connie Skinner, Chairperson


Charles Miley, Vice Chairperson