

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held January 2, 2025

The Brown Township Trustees met on this date at 9:05 am in special form with Trustees Miley and Skinner, Assistant Fiscal Officer Heather Barrett.

Trustee Skinner called meeting to order.

Trustee Skinner made a motion to approve the January 2, 2025 agenda. Trustee Miley seconded. Motion passed.

Trustee Miley led the Pledge of Allegiance

Trustee Miley made a motion to approve the December 27, 2023 end of the year meeting minutes as presented. Trustee Skinner seconded. Motion passed.

Trustee Skinner made a motion to approve Notice of Vacancy in the Office of Fiscal Officer of Brown Township, Delaware County, Ohio. Trustee Miley seconded. Motion passed.

**RESOLUTION 2025-01-02-01 to APPROVE THE NOTICE OF VANCANCY IN THE OFFICE OF FISCAL OFFICER OF BROWN TOWNSHIP, DELAWARE COUNTY, OHIO.**

Miley Aye Skinner Aye


Trustee Skinner made a motion to approve Notice of Appointment of Heather Barrett to the Office of Fiscal Officer of Brown Township, Delaware County, Ohio. Trustee Miley seconded. Motion passed.

**RESOLUTION 2025-01-02-01 to APPROVE THE NOTICE OF NOTICE OF APPOINTMENT OF HEATHER BARRETT TO THE OFFICE OF OFFICE OF FISCAL OFFICER OF BROWN TOWNSHIP, DELAWARE COUNTY, OHIO.**

Skinner Aye Miley Aye

Heather Barrett was sworn in as the New Fiscal Officer of Brown Township, Delaware County, Ohio.

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 9:11 am.

  
Heather D. Barrett, Fiscal Officer

Trustees

  
Connie Skinner

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held January 14, 2025

The Brown Township Trustees met on this date at 6:00 PM in regular form with Trustees Miley and Skinner, Fiscal Officer Barrett, Zoning Inspector Steve Serio, Road Superintendent Dan Gladman, Cemetery Sexton Beth Harp and Guests Doug Riedel and Brad Ebersole

Trustee Skinner made a motion to approve the January 14, 2025 agenda as amended. Trustee Miley seconded. Motion passed.

Trustee Skinner led the Pledge of Allegiance

Trustee Miley made a motion to approve the January 2, 2025 meeting minutes as presented. Trustee Skinner seconded. Motion passed.

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

Current First Commonwealth Checking Account Balance \$191,614.49 and earned \$839.46 in interest. Current STAROhio Account Balance \$,511,098.38 interest and earned \$6,008.23 in interest.

Trustee Skinner made a motion to approve the mileage reimbursement rate for the township per IRS guidelines of \$0.70 per mile. Trustee Miley seconded. Motion passed.

### **RESOLUTION 2025-01-14-01 APPROVE THE MILEAGE REIMBURSEMENT RATE FOR THE TOWNSHIP PER IRS GUIDELINES IR-2024-312 OF \$0.70 PER MILE**

**Skinner Aye Miley Aye**

Trustee Skinner made a motion to accept the inventory for 2025. Trustee Miley seconded. Motion passed.

### **RESOLUTION 2025-01-14-02 APPROVE TO ACCEPT BROWN TOWNSHIP INVENTORY FOR 2025.**

**Skinner Aye Miley Aye**

Trustee Skinner made a motion to accept the broken and unused inventory for 2025 and dispose of it. Trustee Miley seconded. Motion passed.

### **RESOLUTION 2025-01-14-03 TO APPROVE AND ACCEPT BROWN TOWNSHIP INVENTORY FOR 2025.**

**Skinner Aye Miley Aye**

Ms. Barrett shared the their will need to be a form completed to dispose of documents per our record retention schedule. Mrs. Barrett 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. Mrs. Barrett also informed the board that she has signed the up to attend the in-



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renewal. There is no cost to the tax payer for the renewal. He will be getting more information regarding this issue to share with the Township for their newsletters. He shared the Howard Road estimate to repair the culvert, which was found to be in bad shape. The cost to repair is \$18,300.79.

Trustee Miley made a motion approve the repair of the Howard Road culvert not to exceed \$18,300.79. Trustee Skinner seconded. Motion passed.

**RESOLUTION 2025-01-14-04 APPROVE TO REPAIR HOWARD ROAD CULVERT NOT TO EXCEED \$18,300.79.**

**Miley Aye Skinner Aye**

Doug also stated that the three culverts on Pittman Road need to be repaired. A cost was provided of \$29,374.70.00 for those repairs was provided.

Trustee Miley made a motion approve the repair of the Howard Road culvert not to exceed \$18,300.79. Trustee Skinner seconded. Motion passed.

**RESOLUTION 2025-01-14-05 APPROVE TO REPAIR THE THREE CULVERTS ON PITTMAN ROAD NOT TO EXCEED \$29,374.70.**

**Miley Aye Skinner Aye**

Trustee Skinner made a motion to approve the ODOT Township Highway System Mileage Certification for 2024, certifies 20.262 miles of public road. Trustee Miley seconded. Motion passed.

**RESOLUTION 2025-01-14-06 TO APPROVE THE ODOT TOWNSHIP HIGHWAY SYSTEM MILEAGE CERTIFICATION OF 2024, CERTIFYING 20.262 MILES OF PUBLIC ROAD.**

**Skinner Aye Miley Aye**

**Maintenance Building Contractor/Construction:**

New maintenance building change order received from Studer Construction for electrical changes from phase 3; required the exhaust fan to be restocked and a new one made there is an additional charge of \$3,240.00. Trustee Skinner made the motion to approve the change order not to exceed \$3,240.00; Trustee Miley seconded that motion.

Studer Construction submitted a change order for drywall being needed above the acoustic tile ceiling on the trusses to allow the installation of insulation. An additional access panel is needed in the office side of the building and will be cut into the drywall in the storage area to allow access to the attic as needed. Estimated cost is \$8,900.00. Trustee Miley will be looking into this further as to why we need both a drop ceiling and drywall. He will also research to see if both drywall and a drop ceiling were in the original quote from Studer.

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**Delaware County Health Department:**

n/a

**Public Participation:**

n/a

**Zoning Inspector:**

Three permits issued in December. A list of permits issued from August – December 2024 was provided to the township officials. CAUV's are being updated with Delaware County, zoning inspector Serio will address each CAUV individually as they are brought up. It was discussed that all lot splits must go through the zoning appeals board. The County recorder will notify County commissioners and township trustee's annually of their duty to record various zoning documents at the Recorder's Office. This applies to any unrecorded zoning resolutions and amendments.

Jeff Sperry declined to be on the Zoning Board of Appeals, Trustee Skinner is looking into other candidates for the vacant positions.

**Road Superintendent:**

Dan Gladman is looking into the purchase of a new Bobcat trailer, he is working on obtaining quotes. We will need to complete 2025 contracts for Wells Septic and Drain; Sellers Electric; and Capital Fire Protection Co. (for fire extinguishers). Mr. Foster is working on the classroom portion of his CDL training.

**Roads:**

Delaware County Auditor notified Brown Township that their road levy is set to expire at the end of 2025. Trustee Miley is looking into a possible replacement levy vs. a renewal of the current levy. In addition, he is looking at the cost per million of increasing the levy. It was decided that the road levy will be put on the November 2025 ballot.

A resolution to approve the Contract with Pavement Technology Inc for the application of reclamite asphalt rejuvenator to Skinner Road this would be from Bowtown Road to State Route 521, this will extend the life of the road. Trustee Miley made the motion to approve the contract with Pavement Technology, Inc not to exceed an amount of \$15,530.00, Trustee Skinner seconded this motion.

**Cemetery**

Beth discussed monthly report. Sold zero lots in December. There has been one vault burial so far in January of 2025.

Trustee Miley made the motion to approve the purchase of a new Grasshopper Model 725DT 898 cc Max Torque Diesel Engine from Farmer's Equipment Company of Delaware for no more than \$9,223.20. Trustee Skinner seconded that motion.

**RESOLUTION 2025-01-14-07 TO APPROVE THE PURCHASE OF GRASSHOPPER MOWER MODEL 725DT NOT TO EXCEED THE AMOUNT OF \$9,223.20.**



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provide oxygen without a drug license. They are working to obtain the correct drug license.

### Building and Grounds:

Trustee Skinner made a motion to approve the Kilbourne baseball association contract for 2025. Trustee Miley seconded. Motion passed.

### RESOLUTION 2025-01-14-08 TO APPROVE THE KILBOURNE BASEBALL ASSOCIATION CONTRACT FOR 2025.

Skinner Aye Miley Aye

### Old Business:

n/a

### New Business:

Trustee Skinner brought up the Master Agreement to provide Mutual Aid and/or shared use between various Delaware County, Ohio political subdivision's that was provided by the Delaware, Ohio. This allows townships, etc. to help each other in an emergency.

Trustee Miley motioned to approve the Master Agreement to provide Mutual aid, Trustee Skinner seconded that motion.

### RESOLUTION 2025-01-14-09 TO APPROVE THE MASTER AGREEMENT TO PROVIDE MUTUAL AID.

Miley Aye Skinner Aye

Trustee Skinner discussed the Resolution to Knox, Marion, Morrow Joint Solid Waste Management District's Solid Waste Management Five Year Update Plan that was provided by DKMM. This resolution outlines the solid waste plan to divert from landfills and funds programs such as drop-off recycling, etc.

Trustee Skinner made a motion to approve the resolution, Trustee Miley seconded this motion.

### RESOLUTION 2025-01-14-10 TO APPROVE THE RESOLUTION TO KNOX, MARION, MORROW JOINT SOLID WASTE MANAGEMENT DISTRICT'S SOLID WASTE MANAGEMENT FIVE YEAR UPDATED PLAN.

Skinner Aye Miley Aye

Trustee Miley moved that we go into executive session to discuss personal at 7:32 pm, Trustee Skinner seconded this motion. Roll call vote was held; Skinner Aye and Miley

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Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 7:58 pm.

Heather Barrett Trustees  
Heather Barrett, Fiscal Officer

Connie Skinner  
Connie Skinner, Chairperson

Charles Miley  
Charles Miley, Vice Chairperson

Gary Stegner  
Gary Stegner

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## Minutes of Brown Township Trustees Meeting

Held January 22, 2025

The Brown Township Trustees met on this date at 7:00 PM in special form with Trustees Miley and Skinner, Fiscal Officer Barrett.

Trustee Skinner called meeting to order.

Trustee Skinner made a motion to approve the January 22, 2025 agenda as amended. Trustee Miley seconded. Motion passed.

Trustee Skinner made a motion to approve the addition of fund 4900 Mis. Capital Projects Funds to the 2025 Permanent Appropriation. Trustee Miley seconded. Motion passed.

**RESOLUTION 2025-01-22-11 TO APPROVE THE ADDITION OF 4901 MIS CAPITAL PROJECTS FUNDS TO THE 2025 PERMANENT APPROPRIATION.**

**Skinner Aye Miley Aye**

Trustee Skinner made a motion to approve the amendment of 2025 permanent appropriations from the 2024 Organizational Meeting. Trustee Miley seconded. Motion passed.

**RESOLUTION 2025-01-22-12 TO APPROVE THE AMENDMENT OF 2025 PERMANENT APPROPRIATIONS FROM 2024 ORGANIZATIONAL MEETING.**

**Skinner Aye Miley Aye**

Account Code			
1000-110-111-0000	Salaries-Trustees	\$	42,000.00
1000-110-121-0000	Salary-Fiscal Officer	\$	24,233.00
	Ohio Public Employees Retirement		
1000-110-211-0000	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,		
1000-110-222-0004	Disability Insurance	\$	23,000.00
1000-110-230-0000	Worker's Compensation	\$	10,000.00
1000-110-313-0000	Uniform Accounting Network Fees	\$	8,000.00
1000-110-314-0000	Tax Collection Fees	\$	2,000.00
1000-110-315-0000	Election Expenses	\$	1,000.00
	Training Services-Trustees & Fiscal		
1000-110-318-0000	Officer & Empl	\$	3,000.00
	Travel and Meeting Expenses-		
1000-110-330-0000	Trustees	\$	1,000.00
	Travel and Meeting Expenses-Fiscal		
1000-110-330-0168	Officer	\$	500.00



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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-Lee, John	\$	24,000.00
1000-120-190-0112	Salary-Housekeeper	\$	-
	Salary-Housekeeper,Maintenance		
1000-120-190-0178	SR521	\$	15,000.00
	Ohio Public Employees Retirement		
1000-120-211-0000	System	\$	10,000.00
1000-120-213-0000	Medicare	\$	1,000.00
	Garbage & Trash Removal/Rumpke		
1000-120-322-0000	Cleanup Day	\$	4,000.00
	Repairs & Maintenance-Township		
1000-120-323-0000	Hall	\$	-
	Repairs & Maintenance-		
1000-120-323-0032	Maintenance Garage	\$	7,500.00
	Repairs & Maintenance-Township		
1000-120-323-0178	Hall-SR521	\$	10,000.00
	Travel & Meeting Expense-Fiscal		
1000-120-330-0000	Officer	\$	1,000.00
1000-120-341-0000	Telephone/Cell Phone	\$	4,000.00
	Telephone/Cell Phone-Township		
1000-120-341-0178	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
	Internet Services-Township Hall-		
1000-120-359-0178	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
	Ohio Public Employees Retirement		
1000-130-211-0000	System	\$	3,000.00
1000-130-212-0000	Social Security	\$	500.00
1000-130-213-0000	Medicare	\$	1,000.00
	Telephone/cell phone zoning		
1000-130-341-0000	inspector	\$	1,000.00
1000-130-420-0000	Operating Supplies - zoning	\$	5,000.00
1000-410-100-0000	Salaries - cemetary sexton	\$	6,000.00
	Salaries - cemetary road		



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1000-610-599-0000	Parks-Other Expenses (Winterizing, Opening, & Toilets Pumping	\$	3,000.00
1000-610-760-0000	Improvement of Site	\$	-
1000-760-360-0000	Contracted Services		
1000-910-910-0000	Transfers out	\$	75,000.00
1000-930-930-0000	Contingencies	\$	20,000.00
	<b>Total General Funds</b>	<b>\$</b>	<b>476,533.00</b>

Fund: Motor Vehicle Tax

2011-330-360-0000	Contracted Services	\$	5,000.00
2011-330-420-0000	Operating Supplies-Gas & Diesel Fuel	\$	20,000.00
	<b>Total Motor Vehicle Tax</b>	<b>\$</b>	<b>25,000.00</b>

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	\$	25,000.00
2021-330-360-0041	Contracted Services-Road Resurfacing	\$	100,000.00
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	\$	-
	<b>Total Gas Tax</b>	<b>\$</b>	<b>214,500.00</b>

Fund: Road & Bridge

2031-330-314-0000	Tax Collection Fees	\$	2,500.00
2031-330-360-0000	Contracted Services	\$	30,000.00
2031-330-360-0012	Contracted Services-Crack, Seal, & Striping	\$	20,000.00
2031-330-740-0000	Buildings or Machinery, Equipment and Furniture	\$	-
2031-910-910-0005	Transfers Out	\$	145,000.00
	<b>Total Road &amp; Bridge</b>	<b>\$</b>	<b>197,500.00</b>

Fund: Cemetery

2041-410-100-0000	Salary-Cemetery Sexton	\$	-
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	Equipment		
	Repairs & Maintenance-Green		
2041-410-323-0037	Mound Cemetery	\$	2,000.00
	Repairs & Maintenance-Eden		
2041-410-323-0038	Cemetery	\$	1,000.00
	Contracted Services		
2041-410-360-0000	Landscaping/Foundation Pours	\$	5,000.00
2041-410-420-0000	Operating Supplies	\$	1,500.00
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	\$	6,000.00
	<b>Total Cemetery</b>	<b>\$</b>	<b>31,900.00</b>
	Fund: Permissive Motor Vehicle License		
2231-330-360-0000	Contracted Services	\$	80,000.00
2231-330-599-0000	Snow Removal-Salt & Grit	\$	15,000.00
	<b>Total Permissive Motor Vehicle License</b>	<b>\$</b>	<b>95,000.00</b>
	Fund: Coronavirus Relief Fund		
2272-330-360-0000	Contracted Services		
2272-330-420-0000	Operating Supplies	\$	-
	<b>Total Coronavirus Relief Fund</b>	<b>\$</b>	<b>-</b>
	Fund: Debt Services		
3101-810-810-0000	Principal Pay	\$	112,000.00
3101-830-830-0000	Interest Pay	\$	107,799.70
	<b>Total Debt Services</b>	<b>\$</b>	<b>219,799.70</b>
	Fund: Public Works Commission Project		
4401-760-360-0000	Contracted Services		
	<b>Total Public Works Commission Project</b>	<b>\$</b>	<b>-</b>
	Fund: Mis. Capital Projects Funds		
4901-120-720-0000	Buildings	\$	974,000.00
	<b>Total Mis. Capital Projects Fund</b>		
	<b>TOTAL ANNUAL APPROPRIATIONS ALL FUNDS</b>	<b>\$</b>	<b>2,234,232.70</b>

### Fiscal Officer's Report:

Trustees reviewed and approved timesheets for December 2024. Trustee Skinner made a motion to release Warrants #21490 – 21511 total \$14,665.94

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**RESOLUTION 2025-01-22-13 to approve the contracts for Well's Septic, Seller's Electric, and Capital Fire Protection Co. each not to exceed \$2,500.00**

**Skinner Aye Miley Aye**

Trustee Skinner approved the Ohio PERS change contact for Organization to add Heather Barrett as the Fiscal Officer. Trustee Miley seconded.

Trustee Skinner moved to adjourn. Trustee Miley seconded and meeting adjourned at 7:05 pm

\_\_\_\_\_  
Heather Barrett, Fiscal Officer

Trustees

Connie Skinner  
Connie Skinner, Chairperson

Charles A. Miley  
Charles Miley, Vice Chairperson