

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held July 8, 2025

The Brown Township Trustees met on this date at 6:00 PM in regular form with Trustees Miley, Stegner and Skinner, Fiscal Officer Barrett, Road Superintendent Dan Gladman, Zoning Inspector Steve Serio and Guests Kyle Vanderhoff.

Trustee Skinner made a motion to approve the July 8, 2025 agenda as amended. Trustee Miley seconded. Motion passed.

Trustee Skinner led the Pledge of Allegiance

Trustee Skinner made a motion to approve the June 10, 2025 and May 13, 2025 regular meeting minutes as presented. Trustee Stegner seconded. Motion passed.

Maintenance Building Contractor/Construction:

Trustee Miley stated there is a change order for a county required ADA shower \$2,340.00; Exhaust fan 3 Phase to Single \$3,240.00 (the single exhaust fan can be sold on Gov Deals); drywall to the under side of the trusses above the office area \$8,900.00. The drywall was a mistake made by the architect and the builder was not aware drywall needed installed in that location. The architect is verifying with their controller to see if they will split this with Brown Township. We received a credit for polished concrete not resin which provided us a credit in the amount of \$7,865.00. All change orders will be moved for approval at another time, until clarification is received from the architect. Fire department and possibly Delaware County still need to complete their final inspections. There is still seeding and final grade work also to be completed. Trustee Miley is working on a punch list of items that needs repaired.

Delaware County Engineer:

n/a

Delaware County Health Department:

n/a

Public Participation:

n/a

Fiscal Officer's Report:

Current First Commonwealth Checking Account Balance \$224,715.70 and accrued interest of \$786.88. Current STAROhio Account Balance \$1,544,965.03 and earned \$5,630.29 in interest. Trustees reviewed and approved the bank reconciliation and timesheets for June 2025. Trustee Skinner made a motion to release Warrants #21598-21616 for \$7,982.44. Trustee Miley seconded. Motion passed. Mrs. Barrett reminded everyone that the cemetery fund is low. Fiscal Officer Barrett stated 78 trash vouchers were issued, 25 used the voucher for a total of 49.932 tons and \$1,245.19. There were 4 individuals that used trash vouchers that

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RESOLUTION 2025-07-09-01 TO APPROVE THE EXTENSION OF THE JULIAN & GRUBE, INC AUDITOR CONTRACT FROM JANUARY 1, 2024-DECEMBER 31, 2027.

Skinner Aye Stegner Aye Miley Aye

Trustee Skinner made the motion to approve the Timberland Tree Service in the amount of \$3,500; to remove 4 large trees in the Cemetery on Old State Road, including grind and stump removal. Trustee Miley seconded. Motion passed.

RESOLUTION 2025-07-08-02 TO APPROVE THE TIMBERLAND TREE SERVICE CONTRACT IN THE AMOUNT OF \$3,500 TO REMOVE 4 LARGE TREES IN THE CEMETERY ON OLD STATE ROAD, INCLUDING GRINDING AND STUMP REMOVAL.

Skinner Aye Miley Aye Stegner Naye

Trustee Skinner made a motion to approve the original \$2,500 contract signed at the beginning of 2025 for any additional repairs needed on tree removal, stump, and grinding. Trustee Miley seconded the motion. Motion passed.

RESOLUTION 2025-07-08-03 TO APPROVE THE ORIGINAL TIMBERLAND TREE SERVICE CONTRACT SIGNED AT THE BEGINNING OF 2025 FOR ANY ADDITIONAL REPAIRS NEEDED ON TREE REMOVAL, STUMP, AND GRINDING.

Skinner Aye Miley Aye Stegner Aye

Trustee Skinner made a motion to approve the 2026 Estimated Revenues for \$2,274,571.17 and the 2026 Levy budget estimate by fund. Trustee Miley seconded the motion. Motion passed.

RESOLUTION 2025-07-08-04 TO APPROVE THE 2026 ESTIMATED REVENUES FOR \$2,274,571.17 AND 2026 LEVY BUDGET ESTIMATE BY FUND.

Skinner Aye Miley Aye Stegner Aye

Fiscal Officer Barrett will present the 2026 Estimated Revenues and 2026 Levy Budget Estimate by Fund to the Delaware County Auditor.

Zoning Inspector:

Zoning Inspector Culp must approve every subdivision. This report a total of 4 permits were issued in

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Roads:

Trustee Miley made a motion for a resolution to proceed with submission of the Certificate of Estimated Property Tax Revenue levying replacement tax, for five years and which the levy is a replacement of the existing levy commencing with the tax year 2025, first due 2026. Trustee Skinner seconded. Motion was passed.

RESOLUTION 2025-07-08-05 TO APPROVE THE RESOLUTION TO PROCEED WITH SUBMISSION OF THE CERTIFICATE OF ESTIMATED PROPERTY TAX REVENUE LEVY COMMENCING WITH TAX YEAR 2025, FIRST DUE 2026.

Miley Aye Skinner Aye Stegner Aye

Trustee Miley made a motion to have Harris and Cackler Roads checked out by the county at areas that need bearing and provide an estimate. Trustee Skinner seconded. Motion Approved.

Trustee Miley made a motion per the County to approve a Hogback Road speed study. Trustee Skinner seconded. Motion approved.

Cemetery:

Cemetery Sexton was not in attendance, there was a Lett foundation that was poured incorrectly. Road Superintendent Gladman will attend to transplant the poured foundation into the correct area.

Fire Department:

Trustee Miley gave updates. Year to date there are 55 more runs than last year at this time. One full time employee was hired, there is still one full time position open. Working on fiber installation for Station 331.

Buildings and Grounds:

n/a

Old Business:

Trustee Skinner had a meeting with the Buckeye Valley Local Schools Board; it went well. The school board is looking to expand their relationships with all of their township officials.

New Business:

Property tax from the county auditor that Brown Township receives; we have been paying tax on the old maintenance building, new maintenance building and land behind the Township Hall. Due to being government property we should not pay property tax; Trustee Skinner is looking into this with the Delaware County Auditor.

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ODOT has approved to input \$584,000 into the Kilbourne area; which will more than likely go into sidewalks and/or crosswalks. This was an initiative by Mike Dewine.

ODOT recommended the moving of Coover Rd south and will have a bridge over 23.

Trustee Miley moved that we go into executive session to discuss personal and the sale of the old maintenance building property at 7:08 pm, Trustee Skinner seconded this motion. Roll call vote was held; Skinner Aye, Stegner Aye, and Miley Aye. At 7:28 pm came back on record.

Trustee Skinner made the motion to approve the sales contract of the old maintenance building located at 3785 N. Old State Rd; the contract will be for \$250,000 and will be listed by Doug Price with Howard Hanna Realty. Trustee Miley will be appointed as the point of contact for signing all documentation. Trustee Miley Seconded the motion. Motion Approved.

RESOLUTION 2025-07-08-07 TO APPROVE THE SALES CONTRACT OF THE OLD MAINTENANCE BUILDING LOCATED AT 3785 N. OLD STATE RD; THE CONTRACT WILL BE FOR \$250,000 AND WILL BE LISTED BY DOUG PRICE WITH HOWARD HANNA REALTY. TRUSTEE MILEY WILL BE APPOINTED AS THE POINT OF CONTACT FOR SIGNING ALL DOCUMENTATION.

Skinner Aye Miley Aye Stegner Aye

Trustee Skinner made a motion to increase Rita Clippinger's hourly rate to \$19.00 per hour. Trustee Miley seconded. Motion approved.


RESOLUTION 2025-07-08-08 TO APPROVE TO INCREASE RITA CLIPPINGER'S HOURLY RATE TO \$19.00 PER HOUR.

Miley Aye Skinner Aye Stegner Aye

Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 8:32 pm.


Heather Barrett, Fiscal Officer

Trustees


Connie Skinner, Chairperson