

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held March 11, 2025	
	<p>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, Cemetery Sexton Beth Harp and Guests Douglas Riedel</p> <p>Trustee Skinner made a motion to approve the March 11, 2025 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 February 11, 2025 regular meeting minutes as presented. Trustee Miley seconded. Motion passed.</p> <p>Trustee Skinner made a motion to approve the February 24, 2025 special meeting minutes. Trustee Miley seconded. Motion passed.</p> <p>Fiscal Officer’s Report: Current First Commonwealth Checking Account Balance \$180,579.46 and earned \$538.86 in interest. Current STAROhio Account Balance \$1,522,140.08 and earned \$5,266.35 in interest. Trustees reviewed and approved the bank reconciliation and timesheets for February 2025. Trustee Miley made a motion to release Warrants #21527-21544 \$14,013.88. Trustee Skinner seconded. Motion passed.</p> <p>Trustee’s Miley and Skinner along with Fiscal Officer Barrett spoke regarding the zoning township meeting minutes. The signed regular previous meeting minutes need provided to Fiscal Officer Barrett the same day of the zoning meeting via the Fiscal Officer’s mailbox. These signed meeting minutes need to be uploaded to the Township website once executed. The Fiscal Officer needs to be copied on all court reported transcribed meetings/hearings.</p> <p>Trustee Skinner made a motion to purchase Adobe Acrobat at a yearly fee not to exceed \$263.98; Trustee Miley Seconded the motion. Motion passed.</p> <p>RESOLUTION 2025-03-11-01 TO APPROVE YEARLY PURCHASE OF ADOBE ACROBATE NOT TO EXCEED \$263.98</p> <p>Skinner Aye Miley Aye</p> <p>OTARMA Risk Management Authority suggested at the yearly consultation that it would be beneficial for Brown Township to have a disaster recovery plan; in the case of a fire or natural disaster to the Township Hall building. In addition, they suggested establishing an Employee Policy to include social media. This will be looked into by Fiscal Officer Barrett and the Trustee’s.</p> <p>Trustee Skinner made the motion to give the zoning inspector, Steven Serio the old HP LaserJet Pro printer when Fiscal Officer Barrett receives the new one; Trustee Miley Seconded the motion. Motion Passed.</p> <p>RESOLUTION 2025-03-11-02 TO APPROVE TO GIVE ZONING INSPECTION STEVEN SERIO THE OLD HP LASERJET PRO PRINTER ONCE FISCAL OFFICER BARRETT RECEIVES THE NEW ONE.</p> <p>Skinner Aye Miley Aye</p> <p>Miley Aye Skinner Aye</p>	

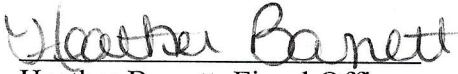

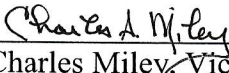
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	<p>Delaware County Engineer: Mr. Reidel discussed they will start open bids on April 1st for the roads that were approved for completion. No funding was received for Pittman Road for 2025; they will resubmit this request in 2026. A copy of the 2025-2026 road construction guide was provided to Brown Township. The culvert on Beard Road was inspected and was found to need attention. They will need to find where the outlet for the culvert by completing further investigation. A meeting was set up for April 8th, with the township trustees and Doug Riedel to drive around to review the Township roads and their integrity.</p> <p>Delaware County Health Department: Lindsey Mason was appointed to the Delaware County Health Department but was not in attendance to the meeting. Trustee Skinner and Miley decided to participate in the Delaware County Health Department Home Clean up days for no more than 1 ton per household. This was also something that Brown Township participated in the past. The vouchers will be available from May 1st through June 12th.</p> <p>Zoning Inspector: Mr. Serio discussed that four zoning permits were issued in February of 2025. He discussed that all Ag Exemption permits need to state “ag exemption” per the county. Zoning Inspector Serio will be on vacation from April 5th – April 28th.</p> <p>Road Superintendent: Trustee Miley and road superintendent Gladman will execute an updated yearly McWherther Petroleum contract. The Ohio Department of Agricultural Pesticide and Fertilizer Regulation completed an inspection on March 10th; Brown Township passed this inspection.</p> <p>Roads: n/a</p> <p>Public Participation: n/a</p> <p>Cemetery: Beth Harp gave her report. Since January there have been three vault burials, with six lots sold to a non-resident. Cemetery restoration with C & S Restorations are being looked into by Trustee Skinner.</p> <p>Fire Department: There were 54 runs in February of 2025, which is double the number from February of last year. There was a part time employee hired to fill the vacant position and four fulltime firefighters hired. Firehouse Subs donated 3 new fire helmets to the department.</p> <p>Buildings and Grounds: The new maintenance building is almost completed, they are currently working on the indoor electric.</p> <p>Old Business: The petition to overturn the Henmick Referendum was voted down at the Board of Elections due to the wording not being clear to voters on the petition that was signed. At this time Henmick Referendum is at the state level for review.</p>	

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<p>New Business:</p> <p>Amazon Business Prime is free through OTARMA, Fiscal Officer Barrett will sign up for this program as soon as she receives her Township credit card.</p> <p>The Ohio BWC is offering an online class on March 18th, per the email the Township can receive a \$75-\$225 incentive for taking this class.</p> <p>The newsletter is due by March 31st.</p> <p>Trustee Skinner moved that we go into executive session to discuss personal at 7:38 pm; Trustee Miley seconded this motion. Roll call vote was held; Skinner Aye and Miley Aye. At 8:03 pm came back on the record.</p> <p>Trustee Skinner made a motion to adjourn the meeting. Trustee Miley seconded. Motion passed. Meeting adjourned at 8:06 pm.</p> <div><div> Heather Barrett, Fiscal Officer</div><div>Trustees</div><div> Connie Skinner, Chairperson</div><div> Charles Miley, Vice Chairperson</div></div>		