

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

	Held September 9, 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, Cemetery Sexton Beth Harp and Guests William Adams, Brad Ebersol, and Doug Reidel Trustee Skinner made a motion to approve the September 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 August 12, 2025 regular meeting minutes as presented. Trustee Miley seconded. Trustee Stegner abstained. Trustee Skinner made a motion to approve the August 26, 2025 special meeting minutes as presented. Trustee Miley seconded. Trustee Stegner abstained. Maintenance Building Contractor/Construction: The building contractor would like to set up a meeting with the maintenance staff to go over the HVAC system. There are still some repairs that need completed and are being worked on by the contractor. Delaware County Engineer: Doug Reidel presented the OPWC 2” asphalt overlay with full depth shoulder widening for Pittman Road. The total estimated project cost is \$384,500.00 with Brown Township paying \$23,692.50 for repairs (6.5%); Delaware County paying \$71,077.50 (19.5%); and OPWC paying \$269,730.00 (74%). There is a township contingency of \$5,000 and Delaware county of \$15,000. Fiscal Officer Barrett confirm that the funds of \$30,000 are in the MLV fund 2231-330-360-0000. Trustee Miley made a motion to approve the OPWC 2” asphalt overlay with full depth shoulder widening for Pittman Road, total estimate \$384,500. Brown Township funds of \$30,000 from the MVL fund 2231-330-360-0000. Trustee Skinner seconded. Motion passed. RESOLUTION 20256-09-09-01 TO APPROVE THE OPWC 2” ASPHALT OVERLAY WITH FULL DEPTH SHOULDER WIDENING FOR PITTMAN RD, TOTAL ESTIMATE \$384,500. BROWN TOWNSHIP FUNDS OF \$30,000 FROM THE MVL FUND 2231-330-360-0000. Miley Aye Skinner Aye Stegner Aye Mr. Riedel requested for the township to designate a signature authority for the OPWC proposal for Pittman Road. Trustee Skinner made a motion to authorize Trustee Miley be designated as signature authority for the OPWC project for Pittman Road. Trustee Stegner seconded. Motion Passed. RESOLUTION 2025-09-09-02 TO APPROVE TRUSTEE MILEY AS THE REQUESTED SIGNATURE AUTHORITY FOR THE OPWC PROPOSAL FOR PITTMAN ROAD. Skinner Aye Stegner Aye Miley Aye Mr. Riedel stated that the Howard Rd repairs have been completed. The estimated repairs for Pittman Rd will be the week of September 29th.	

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Trustee Miley stated there was a complaint for 3036 N. Old State regarding the culvert. It is too deep on one side and not draining water but on the other side of the culvert it is flooding and not able to drain. Mr. Riedel will send someone out to look at the culvert.

Delaware County Health Department:
No updates

Public Participation:
Resident William Adams brought up a concern regarding the fiber being installed on Kelly McMaster Rd. He stated some of the fiber boxes are in line with the mailboxes and that there may be issues once adverse weather needs to be plowed. There are also fiber boxes installed in the ditches and this can restrict the flow of the water. Trustee Miley will contact the fiber installation company.

Fiscal Officer’s Report:
Current First Commonwealth Checking Account Balance \$353,002.87 and accrued interest of \$845.64. Current STAROhio Account Balance \$1,556,683.46 and earned \$5,867.45 in interest. Trustees reviewed and approved the bank reconciliation and timesheets for August 2025. Trustee Skinner made a motion to release Warrants #21654-21670 for \$9,148.55. Trustee Miley seconded. Mrs. Barrett presented a request for resolution for the accepting the amounts and rates by budget commission for fiscal year commencing January 1, 2026. Trustee Miley made a motion to approve and accept the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year commencing January 1, 2026. Trustee Skinner seconded. Roll call vote was held. Motion passed

RESOLUTION 2025-09-09-03 TO ACCEPT THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR FOR FISCAL YEAR COMMENCING JANUAYR 1, 2026.

Miley Aye Skinner Aye Stegner Aye

Mrs. Barrett shared that OTARMA is requesting a cyber policy to be established for Townships. Trustee Skinner stated that the Delaware County Townships are working with Delaware County Prosecutors office to establish the policy. This policy is not required until June or July of 2026.

Mrs. Barrett shared that the Delaware County Health district email regarding the Report and Cost Methodology and 2026 Sewage Treatment Systems fees were forward to all trustees. This does not apply to Brown Township.

The 2026 Compensation Chart for Township officials has been posted to the OTARMA website.

Fiscal Officer Barrett will post Lee’s position on Monster and Indeed plus send Trustee Skinner a copy of the job opening to post on Brown Township’s website. Trustee Skinner will be the point of contact for applicants.

Mrs. Barrett received a insurance renewal questionnaire to be completed and returned to OTARMA. She requested that Road Superintendent Gladman and Trustee Miley review the equipment and vehicles on the policy for accuracy.

Mrs. Barrett mad a resolution request to approve an ACH automatic payment to AEP each month for the new maintenance building; AEP # 102-894-261-0-7. Trustee Skinner made the motion to approve the monthly ACH automatic payment withdrawals to AEP for the new maintenance building; AEP #102-894-261-0-7. Trustee Miley Seconded. Motion passed.

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	RESOLUTION 2025-09-09-04 TO ACCEPT THE MONTHLY ACH AUTOMATIC PAYMENT WITHDRAWALS FOR THE NEW MAINTENANCE BUILDING; AEP 102-894-261-0-7. Skinner Aye Miley Aye Stegner Aye Zoning Inspector: Zoning Inspector Serio briefly went over the monthly report, five permits were issued in August. Road Superintendent: Road superintendent went over his report. The County Engineer’s Office sent an email regarding 2026 posted road weight limits; no changes from Brown Township. The new shop is still being set up. Timberland Tree service completed the tree removal and clean up at the cemetery. Lee is currently out, return date is unknown. Mr. Gladman presented an estimate for a durapro bed liner from Linings. Inc. for the new truck. The lining is able to handle cold mix but not hot. Trustee Stegner made a motion for a new durapro bed liner from Linings, Inc. for the new truck not to exceed \$3,000. Trustee Miley seconded. Motion approved. RESOLUTION 2025-09-09-05 TO APPROVE A DURAPRO BED LINER FROM LININGS, INC. FOR THE NEW TRUCK NOT TO EXCEED THE AMOUNT OF \$3,000 Stegner Aye Miley Aye Skinner Aye Mr. Gladman stated that the alternator is bad on the International Truck and is working on getting fixed. There may be additional repairs required. Trustee Skinner reminded him that we need an estimate for the repairs. The Township sidewalk expansion joints have been repaired. It has been noticed that people are driving golf carts on the walking path between Henmick’s and Brown Township Park. Henmick’s will be installing bollards but a notice that this is strictly a walking path will be posted in the next newsletter. Roads: n/a Cemetery: Sexton Harp shared that there were three cremation burials in the past three days. Five fall foundation orders were submitted. Mrs. Harp stated there was a dispute with the Elmer and Eugene Ford burial regarding lot JA-166-2E. The wife had an original deed evidencing the sale of this lot but it was not recorded in the Brown Township book. Ms. Harp hopes to do a detailed review of all lots and records in the winter of 2025/2026. Trustee Skinner stated that the old County Home cemetery will be taken over by Delaware County as this is on County property. They are planning to put up a fence. Fire Department: Trustee Miley stated there were 70 runs in August; they are 111 runs over last year at this time. Captain Stewart completed a blue and the other Captain will be completing this training shortly. Two new part time employees were hired. Tri-Township will be covering some shifts at the Delaware County Fair. Radnor Township is requesting 24 hour coverage but their building does not have any sleep quarters. Radnor Township would also like to merge with the Tri-Township Fire Departments. The first meeting took place and the next meeting will be on September 25th at Thompson Township. There will be a new 9/11 levy on the ballot in November of 2025.	

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Buildings and Grounds:

Superintendent Gladman stated they have found a couple of doors on the new shop that are not locking once closed, the contractor will be called or the doors adjusted.

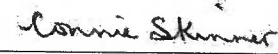
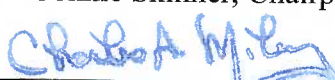
Old Business:

New Business:

Kilbourne Ball Association would like to update the field sign that is located on Ste Rte 521. Trustee Miley is requesting a copy and exact plans of what this might look like. Trustee Skinner will touch base with the ball association.
There is a DCTA meeting on Thursday September 11th at the Kingston Township Hall.

Trustee Miley made a motion to adjourn the meeting. Trustee Skinner seconded. Motion passed. Meeting adjourned at 7:25 pm.

 Trustees
Heather Barrett, Fiscal Officer


Connie Skinner, Chairperson

Charles Miley, Vice-Chairperson

Gary Stegner