

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held April 14, 2026

The Brown Township Trustees met on this date at 6:00 PM in regular form with Trustees Skinner, Ebersole and Fleming, Fiscal Officer Barrett, Cemetery Sexton Beth Harp, Road Superintendent Gladman, Zoning Inspector Bernaert and Guest Doug Riedel.

Trustee Skinner made a motion to approve the April 14, 2026 agenda as amended. Trustee Fleming seconded. Motion passed.

Trustee Skinner led the Pledge of Allegiance

Trustee Skinner made a motion to approve the March 10, 2026 regular meeting minutes and February 20, 2026 emergency meeting and March 10, 2026 special meeting minutes as presented. Trustee Fleming seconded. Motion passed.

Delaware County Engineer’s Office:

Doug Riedel the 2026 Road Improvement Program Contract with the Shelly Company in the amount of \$194,799.04 needs to be signed and returned. A copy of the signed contract was provided to Doug, Michael Cavanaugh the Prosecuting Attorney still needs to sign and approve the contract. Per Doug that is acceptable. A motion was previously made to accept the 2026 road improvements and cost.

Order for Salt was sent out for 2026, 223 tons were used last year and the average is around 150 tons from 2008 – 2025. Estimating around 175 tons for 2026-2027. If we a salt barn is built, the county can deliver salt via a semi.

Road work has started in the county as of this week.

REA submission for Pittman Rd, will be completed again no new application is needed.

Culvert will be replaced on Bowtown Rd by the County.

Bixby extension to start next summer.

Delaware County Health Department Updates:

Survey on their website that Connie will be posting on the Brown Township website for residents to complete

Public Participation:

n/a

Zoning Inspector’s Report

Kyle Vanderhoff sent over the explanation of burrow pits, there is a burrow pit fee but no code referencing a burrow pit. This is the formal start to a review and approval process. Trustee Skinner would like the burrow pits, clarification of what needs permits, comprehensive plan map, and driveway into one hearing. Trustee Fleming and Ebesole were in agreement.

New Zoning Inspector Mr. Bernaert stated since March 1st there have been 9 permits issued.

Mr. Bernaert had some suggestion regarding information he has seen thus far. A Secondary Driveway is currently not in the zoning code and must be approved by the county. He also addresses that for a lot split, there are currently no fees involved but may want to possibly add a fee for that. These do take time to review and approve. May want to add wording in the code that explains what requires a permit and what does not, this is also missing. On Brown Township website, zoning map references dedicated zones; this should also s be in the comprehensive plans. No density references either for the zones. Need explanations of density in the comprehensive plan. The zoning board will work on these in the coming months.

Vickie Sheets the Zoning Secretary will be retiring, Trustee Skinner will be posting that position.

Trustee Skinner made a motion to post the job opening of Zoning Secretary for Brown Township. Trustee Ebersole seconded. Motion passed.

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RESOLUTION 2026-04-14-01 APPROVE POSTING OF THE BROWN TOWNSHIP ZONING SECRETARY POSITIONS.

SKINNER AYE

EBERSOLE AYE

Fire Department:

Up over 53% previous year to date calls

Fire on

M. Fleming stated that he was very impressed with their rate of response.

Fiscal Officer's Report:

Current First Commonwealth Checking Account Balance \$398,149.31 and earned \$1,041.20 in interest. Current STAROhio Account Balance \$1,593,482.92 interest and earned \$5,108.14 in interest.

Trustees reviewed and approved the bank reconciliation and timesheets for March 2026.

Trustee Skinner made a motion to release Warrants #2180

0-21809 for \$8,182.88. Trustee Fleming seconded. Motion passed.

Fiscal Officer Barrett attended the LGS Training in March, she felt this training was targeted more for large Townships.

The bond loan payment is due in Mary, for the maintenance garage. Need to transfer from account # 1000-930-930-0000 \$10,826.25 for 2026 fees; account # 3101-830-830-0000 in the amount of \$92,069.25 for 2026 interest; account #3101-810-810-0000 in the amount of \$117,000 to pay 2026 principal payment. These funds will be transferred to Debt Services Fund 3101; for a total of \$219,895.50.

Trustee Skinner made a motion to approve the transfer from account #1000-930-930-0000 \$10,826.25 for 2026 fees; account # 1000-930-930-0000 in the amount of \$92,069.25 for 2026 interest; account #1000-930-930-0000 in the amount of \$117,000 to pay 2026 principal payment. These funds will be transferred to Debt Services Fund 3101; for a total of \$219,895.50. Trustee Fleming seconded the motion. Motion Passed

RESOLUTION 2026-04-14-02 APPROVE THE TRANSFER FROM ACCOUNT #1000-930-930-0000 \$10,826.25 FOR 2026 FEES; ACCOUNT # 3101-830-830-0000 IN THE AMOUNT OF \$92,069.25 FOR 2026 INTEREST, ACCOUNT #3101-810-810-0000 IN THE AMOUNT OF \$117,000 TO PAY 2026 PRINCIPAL PAYMENT. THESE FUNDS WILL BE TRANSFERRED TO DEBT SERVICES FUND; FOR A TOTAL OF \$219,895.50.

SKINNER AYE

FLEMING AYE

Previous Zoning Inspector Stephen Serio had an additional \$80.00 taken out for Federal Taxes per pay. Due to only working 1 day in March and needing paid for the Regional Planning meeting in February his paycheck was -\$22.24. Per UAN Fiscal Officer Barrett did a supplemental override to Stephen's federal taxes in order to get the paystub to a \$0.00. Acknowledging Steve Scerio's UAN override for his final pay.

Trustee Skinner made a motion acknowledging previous Zoning Inspector Stephen Serio had an additional \$80.00 taken out for federal taxes per pay. Due to only working one day in March and needing paid for the regional planning meeting he attended in February, Steve's paycheck was -\$22.24. Per UAN Fiscal Officer Barrett did a supplemental override to Stephen's federal taxes in order to get the paystub to \$0.00.

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Fiscal Officer Barrett made a correction to Resolution #2026-04-14-02. The correction is as follows; transfer from account #1000-930-930-0000 \$10,826.25 for 2026 fees; account #100-910-910-0000 in the amount of \$92,069.25 for 2026 interest; account #1000-910-910-0000 in the amount of \$117,000 to pay 2026 principal payment. These funds will be transferred to Debt Services Fund 3101; for a total of \$219,895.50.

Trustee Skinner made the motion to amend the previous resolution number 2026-04-14-02 to the following; transfer from account #1000-930-930-0000 \$10,826.25 for 2026 fees; account #100-910-910-0000 in the amount of \$92,069.25 for 2026 interest; account #1000-910-910-0000 in the amount of \$117,000 to pay 2026 principal payment. These funds will be transferred to Debt Services Fund 3101; for a total of \$219,895.50. Trustee Ebersole seconded the motion. Motion passed.

RESOLUTION 2026-04-14-3 APPROVE AMEND THE PREVIOUS RESOLUTION # 2026-04-14-02 TO THE FOLLOWING: TRANSFER FROM ACCOUNT #1000-930-930-0000 \$10,826.25 FOR 2026 FEES; ACCOUNT # 100-930-930-0000 IN THE AMOUNT OF \$92,069.25 FOR 2026 INTEREST, ACCOUNT #1000-930-930-0000 IN THE AMOUNT OF \$117,000 TO PAY 2026 PRINCIPAL PAYMENT. THESE FUNDS WILL BE TRANSFERRED TO DEBT SERVICES FUND 3101; FOR A TOTAL OF \$219,895.50.

SKINNER AYE

EBERSOLE AYE

Acknowledgement of the final pay for Stephen Serio is \$0.00. Trustee Fleming seconded the motion. Motion passed.

Shumaker Technology Group needs a formal appointment to grant Fiscal Officer Barrett the authority to register a .gov website and validate the request for a township website. Mrs. Barrett will need granted administrative decision on the website, any changes in the agreement of pricing will need board approval.

RESOLUTUION # 2026-04-14-04 TRUSTEE SKINNER MOTIONED TO APPROVE FISCAL OFFICER BARRETT AS BEING FORMALLY APPOINTED TO MAKE ADMINISTRATIVE DECISIONS FOR THE NEW WEBSITE BEING BUILT BY SHUMAKER TECHNOLOGY GROUP. FISCAL OFFICER BARRETT HAS THE AUTHORITY TO REGISTER A .GOV WEBSITE AND VALIDATE THE REQUEST FOR THE TOWNSHIP WEBSTIE. ANY CHANGES TO THE ORIGINAL CONTRACT OR PRICING WILL NEED BOARD APPROVAL. TRUSTEE FLEMING SECONDED THE MOTION. MOTION APPROVED.

SKINNER AYE

FLEMING AYE

Grant Skinner would like to donate the firewall and wireless access point to Brown Township. Connie Skinner will complete the installation. This would save the Township roughly \$600.00.

Road Superintendent:

Due to a lack of man power Mr. Gladman would like to fluff the mulch around the cemetery and Township Hall this year. The playground does need some mulch, around 20 yards, which can be delivered by a truck.

Gravel is needed; estimated 5 loads in Leonardsburg is estimated around \$3,000; 3 loads in Kilbourne estimated around \$1800 and 10 loads Greenmound Cemetery estimated around \$8,600 = total estimate of \$14,000.

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Trustee Skinner made a motion to approve the delivery of gravel in an amount not to exceed \$14,000.00 for Leonardsburg, Greenmound Cemetery, and the roads around Kilbourne. Trustee Ebersole seconded. Motion passed

RESOLUTUION # 2026-04-14-05 TRUSTEE SKINNER MOTIONED TO APPROVE THE DELIVERY OF GRAVEL IN AN AMOUNT NOT TO EXCEED \$14,000.00 FOR LEONARDSBURG, GREENMOUND CEMETERY, AND KILBOURNE AREA. TRUSTEE EBERSOLE SECONDED THE MOTION. MOTION APPROVED.

Skinner Aye

Ebersole Aye

Fire extinguisher inspection is scheduled for April 15th at the hall and maintenance garage.

People are currently using the walking path; should we complete the pathway from the path to the Township Hall parking lot. Trustee Fleming will get in touch with Fisher to find out what was installed previously

Granular treatment for the bugs and grubs has been completed. Weed and Feed still needs to be completed.

EPA was out to test a milky substance in the ditch on Hogback Rd.-Problem with children throwing rocks into the park yard from the detention pond.

Wells Plumbing will complete the opening and closing of the baseball pop shack.

Township Hall has some dead bushes and have been there. Trustee Skinner will touch base with DACC.

Mr. Gladman will be out of town from 6/2/26 – 6/11/26

The current salt truck should be able to last another 2 – 3 years.

Mr. Gladman would like to purchase a hot water pressure washer for the maintenance garage. This has been discussed previously.

Trustee Skinner made a motion to approve the purchase of a hot water pressure washer Simpson Model MB1518, not to exceed an amount of \$2,800.00 through Amazon.

Trustee Ebersole seconded the motion. Motion passed.

RESOLUTUION # 2026-04-14-06 TRUSTEE SKINNER MOTIONED TO APPROVE THE PURCHASE OF A HOT WATER PRESSURE WASHER SIMPSON MODEL MB1518, NOT TO EXCEED AN AMOUNT OF \$2,800.00 THROUGH AMAZON. TRUSTEE EBERSOLE SECONDED THE MOTION. MOTION APPROVED.

Skinner Aye

Ebersole Aye

The ball association updated the batting cage placement but it is in a better place than previously

Good Road Tour with Mr. Riedel. Noticed some trees that need trimmed back.

Quotes were received for a Salt Barn, the quotes from Homan were the best received as of March 8th was \$42,894.00; Trustee Fleming will forward to the prosecuting attorney to work on a contract. Brown Township will need install stone and electric; estimated budget \$50,000.

Cemetery:

Cemetery Sexton Harp stated that the Moore stone is off of foundation; Moore and Jarvis stones are tipping. The large Moore steeple foundation would be 28 x 28 x36 for a cost of \$477.75 ; More and 2 Jarvis foundation would be 40x28x36 at a cost of \$682.50 per foundation at a total cost of \$2047.50. Due to these stones being so old and no relatives

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available it is Brown Township's responsibility to fix these. Brown Township will put the Moore cemetery mark back up.

Trustee Skinner made a motion to approve adding 2 Jarvis and 2 Moore foundation pours on the fall foundations to be paid for by Brown Township as emergency maintenance at an amount not to exceed \$2,050.00. Trustee Fleming seconded. Motion passed.

RESOLUTUION # 2026-04-14-07 TRUSTEE SKINNER MOTIONED TO APPROVE THE ADDITION OF 2 JARVIS AND 2 MOORE FOUNDATION POURS TO THE FALL FOUNDATIONS TO BE PAID FOR BY BROWN TOWNSHIP AS EMERGENCY MAINTENANCE AT AN AMOUNT NOT TO EXCEED \$2,050.00. TRUSTEE FLEMING SECONDED THE MOTION. MOTION APPROVED.

Skinner Aye

Fleming Aye

Trustee Skinner will touch base with CES Restoration to get quotes on new foundation pours.

1 vault burial and one cremation burial; sold 3 lots. One fall foundation; spring 2026 foundations were poured. None of the foundations were 36" depth, they are all around 30" depth.

Two of the three Veteran Stones were received to replace the ones in Old Eden cemetery. Mrs. Harp has received a lot of phone calls regarding plots available by relatives, Bret Wilson wants to sell his parents lot back to Brown Township as they have already been buried in FL, Brown Township would purchase it back for the amount they paid which was \$200. State will need a notarized letter stating no-one in the family wants this property.

Beth will be out the next couple of months due to 4-H meetings.

Weed whipping quotes were received from Trustee Skinner; BWS Excavating LLC provided contracts for a one-time fee of Greenmound Cemetery in the amount of \$850.00 and Old Kilbourne Cemetery for an amount of \$175.00; for a total of \$1,025.00 per trimming. Trustee Fleming will work to obtain a contract with the prosecuting attorney to have BWS Excavating LLC complete.

Trustee Skinner motioned to approve a one-time weed trimming from BWS Excavating LLC Bryson Wray in the Greenmound and Eden Cemetery at a cost not to exceed \$1,025.00. Motion seconded by Trustee Ebersole. Motion passed.

RESOLUTUION # 2026-04-14-08 TRUSTEE SKINNER MOTIONED TO APPROVE A ONE TIME WEED TRIMMING FOR BOTH EDEN AND GREENMOUND CEMETERY FROM BWS EXCAVATING LLC, BRYSON WRAY AT A COST NOT TO EXCEED \$1,025.00. TRUSTEE EBERSOLE SECONDED THE MOTION. MOTION APPROVED.

Skinner Aye

Ebersole Aye

Old Business:

Trustee Barrett shared that 31 trash vouchers have been issued to residents; with their name and address at the bottom.

New Business:

Trustee Skinner shared that the Brown Township newsletter was uploaded the website and Facebook page. Physical copies are currently at the OWU printing department. There maybe some blank pages as OWU is having issues with the format. In the future the website will have a place for residents to share their email address and the newsletter can be emailed.


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Trustee Skinner made a motion to adjourn the meeting. Trustee Ebersole seconded. Meeting adjourned at 8:27 pm.


Heather Barrett, Fiscal Officer


Connie Skinner, Chairperson


Bard Ebersole, Vice Chairperson


Mark Fleming