

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held February 10, 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, Road Superintendent Dan Gladman, Cemetery Sexton Beth Harp and Guest Troy Jeffrey, Lindsay Mason, Nick Sheets, Beth Lee, Rich Lee, Michael Rosenberg, Maddie Himes, and Micah Sparks.

Trustee Skinner made a motion to approve the February 10, 2026 agenda as amended. Trustee Ebersole seconded. Motion passed.

Trustee Skinner led the Pledge of Allegiance

Trustee Skinner made a motion to approve the January 8, 2026 joint trustee and zoning meeting and January 13, 2026 regular meeting minutes as presented. Trustee Ebersole seconded. Motion passed.

New Business:

The Kilbourne Ball Association was present and represented by Troy Jeffrey and Michael Rosenberg. They spoke about wanting to increase the small ball field so that 10U plus are able to play on that field. The association is looking into the cost of a new fence. They had a great turn out last year at a tournament that they host and with increasing the size of the smaller field they can host more tournaments and generate additional income. The association was able to get a quote of around \$900 for a new sign; in which they would pay for. Trustee Skinner stated she applied for a State Capital Improvement fund which was for extension of the park, upgrades to the ball fields, and other improvements. The association asked if they could put a sign up banner in the front of Brown Township Hall, which the trustees agreed that was fine.

Trustee Ebersole made a motion to approve the Kilbourne Ball Association installing and paying for a new ball field sign; adhering to Brown Township Zoning Guidelines at 5555 State Route 521 Delaware, Ohio 43105. Trustee Fleming seconded. Motion passed.

RESOLUTION 2026-02-10-01 APPROVE THE KILBOURNE BALL ASSOCIATION INSTALLING AND PAYING FOR A NEW BALL FIELD SIGN, ADHERING TO BROWN TOWNSHIP ZONING GUIDELINES AT 5555 STATE ROUTE 521 DELAWARE OHIO 43015.

Ebersole Aye Fleming Aye

Nick Sheets was in attendance representing Henmick Brewery. He is throwing a 250th birthday party for America on July 3rd. He would love to make this a community event (Maddie Himes from Sticky Fingers and Micah Sparks from the Kilbourne Market were also in attendance), he will be having professional fireworks set off on his private property. Tri-Township Fire Department would need to be on site for this, which the firework company would coordinate. He asked if Brown Township would be interested in participating in this community event. Trustee Skinner state she spoke with Delaware County Prosecuting Attorney and this cannot be “advertised” as a community event. Discussions took place on how to control the traffic and parking in the cemetery, township hall, and surrounding roads. Mr. Sheets stated he plans to have “no parking” signs made and posted around. The cemetery will be closed early this night and access not available. Trustee Skinner will look into if a committee rented the township hall if the hall could be used for parking.

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Public Participation:

Mr. Rich Lee and Beth Lee stated they are building a house in Oxford Woods and were just attending to learn more about the community. They did ask about the 71/23 connector; Trustee Skinner stated there is a meeting on March 5th at 12-2 pm and 5-7 pm, at the Delaware County Fairgrounds. There is a link for the study on the Brown Township Facebook page.

Delaware County Health Department:

Lindsay Mason was in attendance, she stated that the flu, RSV, and raspatory illness are on the rise.

Delaware County Engineer's Office:

Road Superintendent Gladman stated that Hogback Road culvert needs to be replaced and he submitted a REA to the Trustees. The REA will be submitted to the County Engineer's Office by Trustee Fleming.

Trustee Fleming made a motion to approve the Hogback Road REA and submit it to Delaware County Engineer. Trustee Ebersole seconded. Motion passed.

Zoning Inspector:

Mr. Serio is on vacation, he submitted his resignation effective March 1st, 2026. Fiscal Officer Barrett will speak with the Prosecuting Attorney regarding the legalities of the termination date being March 1st due to the pay structure being monthly. Two permits were issued in the month of January.

Fiscal Officer's Report:

Current First Commonwealth Checking Account Balance \$445,847.41 and earned \$1,163.13 in interest. Current STAROhio Account Balance \$1,583,758.92 interest and earned \$5,147.44 in interest.

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

Trustee Skinner made a motion to release Warrants #21740-21765 for \$20,873.470.

Trustee Fleming seconded. Motion passed.

Trustee Fleming made a motion to approve the new language on the zoning fee sheet.

Trustee Ebersole seconded. Motion passed.

RESOLUTION 2026-02-10-02 APPROVE THE NEW LANGUAGE ON THE ZONING FEE SHEET.

Fleming Aye Ebersole Aye

Trustee Skinner made a motion to accept the 2026 inventory. Trustee Ebersole seconded. Motion passed.

RESOLUTION 2026-02-10-03 APPROVE ACCEPTING THE 2026 INVENTORY.

Skinner Aye Ebersole Aye

Trustee Ebersole made the motion to accept the proposed one-time disposal of obsolete records as allowed through the Ohio History Connection for Brown Township. Trustee Fleming seconded. Motion passed.

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RESOLUTION 2026-02-10-04 APPROVE TO ACCEPT THE PROPOSED ONE-TIME DISPOSAL OF OBSOLETE RECORDS AS ALLOWED THROUGH THE OHIO HISTORY CONNECTION FOR BROWN TOWNSHIP.

Ebersole Aye Fleming Aye

Trustee Skinner made a motion to approve the increase fund appropriations accordingly to align with the Estimated Resources: General Fund \$1,100,000.00; MVL Fund \$65,000.00; Gas Fun \$532,000.00; Road and Bridge Fund \$440,000.000; Cemetery Fund \$60,000.00; Permissive MVL Fund \$265,000.00; Coronavirus \$71.17; Capital Outlay Fund \$215,000.00; Mis Capital Fund \$6,152.00 for a total annual appropriation of \$2,683,223.17. Trustee Fleming seconded. Motion passed.

RESOLUTION 2026-01-13-05 APPROVE THE INCREASE FUND APPROPRIATIONS ACCORDINGLY TO ALIGN WITH THE ESTIMATED RESOURCES: GENERAL FUND \$1,100,000.00; MVL FUND \$65,000.00; GAS FUN \$532,000.00; ROAD AND BRIDGE FUND \$440,000.000; CEMETERY FUND \$60,000.00; PERMISSIVE MVL FUND \$265,000.00; CORONAVIRUS \$71.17; CAPITAL OUTLAY FUND \$215,000.00; MIS CAPITAL FUND \$6,152.00 FOR A TOTAL ANNUAL APPROPRIATION OF \$2,683,223.17.

Skinner Aye Fleming Aye

Road Superintendent:

Mr. Gladman stated that Mr. Foster is pending his three week CDL training, which he will be out of the office for.

Sunbury Heating and Cooling which is used for backflow prevention will not complete a contract. Mrs. Barrett stated she will speak with the Prosecutors Office but we will at least need a w9 completed. Pending Capital Fire contract and w9 so the fire extinguisher certifications can be completed.

Bug be gone for the grubs is on order for the cemetery and ball fields. Weed-n-feed has increased from \$18 per bag to \$59.97. Mr. Gladman and Trustee Fleming will be checking on other costs. Mulch has increased by \$5 for the black fine shredded and playmat for the playground. We usually receive a safety grant from OTARMA that covers \$1,000 of the mulch cost. A call has been made to Paykoff trucking regarding on estimated cost of stone delivery.

Trustee Skinner made a motion to purchase Mulch from Ohio Much for Greenmound Cemetery, Brown Township Hall and the playground in an amount not to exceed \$2,500.00. Trustee Fleming seconded. Motion passed.

RESOLUTION 2026-01-13-05 APPROVE THE PURCHASE OF MULCH FROM OHIO MULCH FOR GREENMOUND CEMETERY, BROWN TOWNSHIP HALL AND THE PLAYGROUND NOT TO EXCEED AN AMOUNT OF \$2,500.00.

Skinner Aye Fleming Aye

Trustee Skinner made a motion to approve the Emergency Snow Plow Removal Resolution providing John Foster and the Trustee's permission to operate the CDL Snow Plow Truck. Trustee Ebersole seconded. Motion passed.

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RESOLUTION 2026-01-13-06 APPROVE EMERGENCY SNOW PLOW REMOVAL RESOLUTION PERMITTING JOHN FOSTER AND THE TRUSTEE'S PERMISSION TO OPERATE THE CDL SNOW PLOW TRUCK.

Skinner Aye Ebersole Aye

Roads:

Mr. Gladman stated that the three days of heavy snow they had about 60 hours of plowing. Trustee Skinner stated she spoke with some companies at the OTA Conference and a new snow plow truck with everything is around \$251,000.00. Fiscal Officer Barrett stated prior to purchasing a new truck she would like estimates on a salt storage. This would help the new truck not to rust as fast or as much as the current truck. A new truck would depend on the OPWC grant being approved or not for Pittman Road. If Brown Township needs to pay for all of the repairs to Pittman Road that could be a lot of money, in addition the bond payment still will be paid out over the next nine years. Trustee Fleming and Mr. Gladman went on a road inspection, a few signs do need repaired. They will ask zoning to review the mailbox set back requirement and repair guidelines if a snow plow hits a mailbox.

Cemetery:

Sexton Harp stated there was one vault burial and two lots sold in January. The civil war veteran memorial stones are being worked on and we should be getting a list and new monuments for them.

Fire Department:

Trustee Fleming stated several rants have been applied for by the fire department; including but not limited to AD and Safer. Runs are up by 128 from last year at this time. Ice training was recently completed. The fire department stated there are a few locations in Brown Township with issues; regarding trailers or non-residents. Howard, Bowtown, Kelly McMaster, Cackler and Eden Lane were some of those.

Building and Grounds:

Trustee Skinner, Ebersole, and Fleming discussed how we would control the parking during the 250th anniversary celebration Henmick's is hosting. They want to ensure the park, grass, and cemetery are not torn up.

Old Business:

Trustee Skinner stated that regarding the township website she is happy to set up a meeting with the website company and trustees. She will contact them and have a special meeting scheduled.

Trustee Skinner and Fiscal Officer Barrett had a meeting with First Commonwealth bank regarding accepting online payments. There is a fee associated with using this service, which would be the customers responsibility not the township.

Fiscal Officer Barrett stated that LGS training is in March if anyone wants to look at the training it is online.

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Trustee Skinner made a motion to adjourn the meeting. Trustee Ebersole seconded.
Meeting adjourned at 8:13 pm.

Heather Barrett Trustees
Heather Barrett, Fiscal Officer

Connie Skinner
Connie Skinner, Chairperson
Bard Ebersole
Bard Ebersole, Vice Chairperson
Mark J Fleming
Mark Fleming