

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held January 13, 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 Doug Riedel.

Trustee Skinner made a motion to approve the January 13, 2026 agenda as amended. Trustee Ebersole seconded. Motion passed.

Trustee Skinner led the Pledge of Allegiance

Trustee Skinner made a motion to approve the December 22, 2025 end of the year meeting minutes as presented. Trustee Fleming seconded. Motion passed.

### **Delaware County Engineer:**

Doug Reidel was in attendance. Mr. Riedel stated that currently there are bids open for services to townships. For example, if a tree need removed there will be a list of recommendation on the county engineer's website with a maximum cost. Road Superintendent Gladman requested a fee sheet from National Lime and Stone, when it is received.

Mr. Gladman stated if the county would like to park at the Township it would be best to do so at the shop not the hall. When Items are parked at the hall they are in the way of the recycling bins and also it can hinder parking for events.

Previous Trustee Miley took care of the Brown Township driveway and culvert permits, as a courtesy to the residence. The county charges a \$60 fee for residential and \$200 fee for commercial. If a reinspection is required it is a \$60 charge. The turn around time for the county is between one and two weeks. Trustee Ebersole made the motion for Delaware County to take over the driveway permits and culverts. Trustee Skinner seconded. Motion passed.

### **RESOLUTION 2026-01-13-01 APPROVE DELAWARE COUNTY TO TAKE OVER THE DRIVEWAY PERMITS/CULVERT PROCESS.**

**Ebersole Aye Skinner Aye**

### **Delaware County Health Department:**

n/a

### **Public Participation:**

n/a

### **Zoning Inspector:**

Zoning inspector Serio was not present, it was stated three permits were issued in December. The Zoning BTZC is working on clarification on commercial building and how many square feet. Zoning inspector Serio is on vacation from January 18<sup>th</sup> – February 12<sup>th</sup>, Trustee Skinner will handle items in Mr. Serio's absence.

### **Fiscal Officer's Report:**

Current First Commonwealth Checking Account Balance \$445,893.21 and earned \$1,262.83 in interest. Current STAROhio Account Balance \$1,578,611.48 interest and earned \$5,296.56 in interest.

Trustees reviewed and approved the bank reconciliation and timesheets for December 2025. Trustee Skinner made a motion to release Warrants #21727-21739 for \$37,607.50. Trustee Ebersole seconded. Motion passed.

Mrs. Barrett stated that an acknowledgement and employee signature line was added to the Cybersecurity Policy. Each Employee will need to sign and return.

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## Minutes of Brown Township Trustees Meeting

Held January 9, 2024

Trustee Skinner made a motion to approve the 2026 mileage reimbursement rate for the township per IRS guidelines of \$0.725 per mile. Trustee Ebersole seconded. Motion passed.

**RESOLUTION 2026-01-13-02 APPROVE THE 2026 MILEAGE REIMBURSEMENT RATE FOR THE TOWNSHIP PER IRS GUIDELINES OF \$0.725 PER MILE**

**Skinner Aye Ebersole Aye**

Fiscal Officer Barrett stated she spoke with the prosecuting attorney regarding a Teleworking Policy. The policy outlines the employee and Township's responsibility if the employee works from home. Trustee Skinner made a motion to adopt the Brown Teleworking Policy, to be completed by all employees who work form home. Trustee Fleming seconded. Motion passed.

**RESOLUTION 2026-01-13-03 APPROVE BROWN TOWNSHIP TELEWORKING POLICY, TO BE COMPLETED BY ALL EMPLOYEES WHO WORK FROM HOME.**

**Skinner Aye Fleming Aye**

Fiscal Officer Barrett and prosecuting attorney established a Brown Township Property form, this form is for all Brown Township property that is taken to an employees home. Trustee Skinner made a motion to approve the Brown Township Property Form, to be signed by all employees with Brown Township property at home. Trustee Ebersole seconded. Motion passed.

**RESOLUTION 2026-01-13-04 APPROVE BROWN TOWNSHIP PROPERTY FORM, TO BE COMPLETED BY ANY EMPLOYEE WHO TAKES BROWN TOWNSHIP PROPERTY HOME.**

**Skinner Aye Ebersole Aye**

Mrs. Barrett stated she will be on vacation from January 16<sup>th</sup> at noon and returning to the office on January 16<sup>th</sup>. She will have her phone and check bank notifications. She will respond to emails periodically.

Trustee Skinner made a motion to approve the maximum salary payout for 2026 for Brown Township Trustees and Fiscal Officer. Trustee Fleming seconded. Motion passed.

**RESOLUTION 2026-01-13-05 APPROVE 2026 MAXIMUM SALARY PAYOUT FOR BROWN TOWNSHIP TRUSTEES AND FISCAL OFFICER.**

**Skinner Aye Fleming Aye**

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Trustee Ebersole made the motion to approve the yearly contract with Wells Septic and Drain not to exceed an amount of \$5,000. Trustee Skinner seconded. Motion passed

**RESOLUTION 2026-01-13-06 APPROVE YEARLY CONTRACT WITH WELLS SEPTIC AND DRAIN FOR AN AMOUNT NOT TO EXCEED \$5,000.**

**Ebersole Aye Skinner Aye**

Trustee Ebersole made the motion to approve the yearly contract with Capital Fire Services not to exceed an amount of \$5,000. Trustee Fleming seconded. Motion passed

**RESOLUTION 2026-01-13-07 APPROVE YEARLY CONTRACT WITH CAPITAL FIRE SERVICE FOR AN AMOUNT NOT TO EXCEED \$5,000.**

**Ebersole Aye Fleming Aye**

Trustee Ebersole made the motion to approve the yearly contract with Seller's Electric not to exceed an amount of \$5,000. Trustee Skinner seconded. Motion passed

**RESOLUTION 2026-01-13-08 APPROVE YEARLY CONTRACT WITH SELLERS ELECTRIC FOR AN AMOUNT NOT TO EXCEED \$5,000.**

**Ebersole Aye Skinner Aye**

Trustee Ebersole made the motion to approve the yearly contract with Timberland Tree Service not to exceed an amount of \$8,000. Trustee Fleming seconded. Motion passed

**RESOLUTION 2026-01-13-09 APPROVE YEARLY CONTRACT WITH TIMBERLAND TREE SERVICE FOR AN AMOUNT NOT TO EXCEED \$8,000.**

**Ebersole Aye Fleming Aye**

Trustee Ebersole made the motion to approve the yearly contract with Fisher Home and Property Management not to exceed an amount of \$5,000. Trustee Skinner seconded. Motion passed

**RESOLUTION 2026-01-13-10 APPROVE YEARLY CONTRACT WITH FISHER HOME AND PROPERTY MANAGEMENT FOR AN AMOUNT NOT TO EXCEED \$5,000.**

**Ebersole Aye Skinner Aye**

Trustee Ebersole made the motion to approve the yearly contract with Kilbourne Ball Association. Trustee Skinner seconded. Motion passed

**RESOLUTION 2026-01-13-11 APPROVE YEARLY CONTRACT WITH KILBOURNE BALL ASSOCIATION.**

**Ebersole Aye Skinner Aye**

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### Road Superintendent:

Trustee Skinner confirmed with Superintendent Gladman that the 2026 Township Highway Eligibility System Mileage Certification for a total mileage of 20.536 is correct. Trustee Skinner made the motion to approve the 2026 Township Highway Eligibility System Mileage Certification for a total mileage of 20.536. Trustee Ebersole seconded. Motion passed.

### **RESOLUTION 2026-01-13-12 APPROVE 2026 Township Highway Eligibility System Mileage Certification for a total mileage of 20.536.**

**Skinner Aye Ebersole Aye**

Mr. Gladman stated that the lights in the bay are staying on, they are on heat sensors and when the heater comes on the lights come on. The sensor has currently been unhooked. The Shower in the shop also does not have any hot water and it drains very slowly. Trustee Skinner will touch base with MS Consulting as these should work as the building is so new.

Mr. Gladman stated that the boom mower for the roads needs to be repaired. Trustee Skinner made a motion to purchase pro-trim 1200 150 mm roller kit from RL Parsons and Sons in an amount not to exceed \$2,200. Trustee Fleming seconded. Motion passed.

### **RESOLUTION 2026-01-13-13 APPROVE PURCHASE OF PRO-TRIM 1200 150 MM ROLLER KIT FROM RL PARSONS AND SONS IN AN AMOUNT NOT TO EXCEED \$2,200.**

**Skinner Aye Fleming Aye**

The street lights that were out in Kilbourne have been repaired by AEP.

### Roads

n/a

### Cemetery:

Sexton Harp stated there were three lots sold, and one vault burial. Foundation orders are due by April 1<sup>st</sup>. She spoke with the Health Department on the 160 wreaths that were placed at the cemetery regarding the Wreaths Across America. The Health Department stated there is a recycling program. Trustee Skinner is going to touch base with the group that helped place the wreaths, to see if they are interested in a volunteer activity.

The cemetery grant for 2026 was not approved.

### Fire Department:

Representative Lorenz was present at the December meeting and presented previous Trustee Miley with a flag that flew at the Capital building for his service. For the first time the firemen received their certifications in front of a public format. Electric vehicle training will be happening soon, along with grain bin training. Salary increases for the Fire Department were around 3%, Tri-Township does pay for the firemen's benefits which a lot of townships do not. More conversations are taking place regarding Radnor Fire Department merging with Tri-Township.

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### Building and Grounds:

The 2026 salt grant is not currently open in the portal, Trustee Skinner will check on this. A building to hold salt for the township would help the trucks last longer. This could be placed at the shop and is an estimate of around \$60,000. This is something to think about in the future.

Trustee Skinner stated she will try for the Kubota grant; this grant could pay for a piece of equipment, accessories, or trails.

### Old Business:

n/a

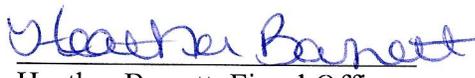
### New Business:

Mr. Gladman volunteered to take over the key maintenance log. The sheet has been updated to include the Road Superintendent's information at the bottom. Each employee will need to complete an updated key maintenance form.

OTA has a website program; Trustee Skinner had a meeting with Shumaker Technology Group on Monday regarding the details. For our township there would be a one time set up cost of \$1,295.00, in addition there is a \$375 yearly maintenance fee. In order to be compliant, all main employees would need to switch to a Microsoft email address, each email is \$60 per year. They can also do a cemetery database for a one-time fee of \$200. Digital interactive forms would be \$85 an hour to upload. In 2027, all documents need to be ADA compliant. The website can help us in maintaining compliance. Each computer that we would want backed up regularly is a \$20 monthly fee. If we have a website we no longer need to post in the newspaper and Facebook. We would only need to post on Facebook and the website. The cost currently associated with posting to the newspaper is around \$90 each time. The Trustee's decided to talk about this in more detail.

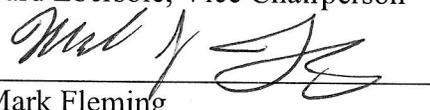
The 2026-2027 OTARMA insurance information needs to have the zoning inspectors address corrected, Henderson Plow and the PJ Trailer added to the policy, Fiscal Officer Barrett forwarded the updates.

Trustee Skinner made a motion to adjourn the meeting. Trustee Ebersole seconded. Meeting adjourned at 7:26 pm.

 Trustees  
Heather Barrett, Fiscal Officer

  
Connie Skinner, Chairperson

  
Bard Ebersole, Vice Chairperson

  
Mark Fleming