

RECORD OF PROCEEDINGS

Minutes of Brown Township Trustees Meeting

Held March 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, Cemetery Sexton Beth Harp and Guest Troy Jeffrey, Michael Rosenberg, Nicholas Kovacs, Adam Longstreth, Doug Riedel, and Rick Stranges.

Trustee Skinner made a motion to approve the March 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 February 10, 2026 regular meeting minutes and February 25, 2026 special meeting minutes as presented. Trustee Fleming seconded. Motion passed.

Fiscal Officer's Report:

Current First Commonwealth Checking Account Balance \$401,067.18 and earned \$984.68 in interest. Current STAROhio Account Balance \$1,588,374.78 interest and earned \$4,615.86 in interest.

Trustees reviewed and approved the bank reconciliation and timesheets for February 2026. Trustee Skinner made a motion to release Warrants #21767-21799 for \$10,0698.05. Trustee Ebersole seconded. Motion passed.

Fiscal Officer Barrett stated she received a call from Zachary Taylor and he was requesting to shadow Fiscal Officer Barrett. She contacted the prosecuting attorney and that is ok, there is just a form Zachary will need to complete.

Mrs. Barrett let everyone know that Julian and Grube will be conducting an audit. The audit is an agreed upon procedure instead of a full audit. The cost of the reduced audit will be \$5,525.00

Trustee Skinner made a motion to approve an agreed upon procedure instead of a full audit to be completed by Julian and Grube at a cost not to exceed \$5,525.00. Trustee Fleming seconded. Motion passed.

**RESOLUTION 2026-03-10-01 APPROVE AN AGREED UPON
PROCEDURE INSTEAD OF A FULL AUDIT TO BE COMPLETED BY
JULIAN AND GRUBE AT A COST NOT TO EXCEED \$5,525.00.**

Skinner Aye Fleming Aye

Fiscal Officer Barret stated that the signatures for the First Commonwealth Bank accounts need updated.

Trustee Skinner made a motion to approve removing Trustees Miley and Stegner from the First Commonwealth Bank account and add current Trustees Ebersole and Fleming to the First Commonwealth Bank account as signatures. Trustee Ebersole seconded. Motion passed.

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Delaware County Engineer's Office:

Doug Riedel stated that the OPWC Grant was not approved for Pittman Road, they will try again for the grant in the fall of 2026. He stated that sometimes it can take multiple submissions for a OPWC Grant to be approved.

Bids on paving contracts are currently open with the county, Mr. Riedel should have a contract for Brown Township to sign in April. He did express that chip and seal is currently lower than was originally budgeted. Trustee Skinner, Ebersole, and Fleming scheduled a spring road tour with Mr. Riedel for April 7th.

The culvert on Hogback road is a dual culvert, Mr. Riedel stated that he spoke with Road Superintendent Gladman and he will work on this culvert once weather permits.

Delaware County Health Department:

March 19th is the Delaware County Advisory Board where a new board member will be appointed.

Public Participation:

Dr. Stranges, the Superintendent for Buckeye Valley Local Schools was in attendance; he wanted to thank Brown Township for all of their hard work. He expressed that when he speaks about "Barons" that "B" is for Brown. He also appreciates the collaboration with Tri-Township fire department and the schools.

Mr. Kovacs and Mr. Longstreth with Longstreth attended to talk about a columbarium for Greenmound Cemetery. The columbarium would sit at the rear east side of the cemetery at a spot designated by Cemetery Sexton Harp and Road Superintendent Gladman. The increase in the request for columbarium's is becoming more popular due to the cost of a cremation vs burial. They presented three options to the Township. The concrete pads below any columbarium can be adapted for ADA compliance. They recommend black granite for engraving.

The first option is from Rock of Ages, the housing is a light weight aluminum core which can accommodate up to two cremations per box. The face would be granite and quarried 48 niche unit for a cost of \$47,168.00 plus foundation pour which is estimated around \$5,000.00. This option includes a Brown Township lifetime guaranty.

The second option is from Dakota Granite Supplier which has a concrete core but plastic liner. It sits flush with the granite surrounding it, the interior storage is an inch and half cubic smaller than Rock of Ages. For 48 niches the cost would be \$38,959.00 and estimated foundation pour \$5,000.00

The third option is a lower quality import. The Trustee's stated they are not interested in this option.

Longstreth representatives stated that a landscaped area with granite benches (possibly memorials that could be purchased) help to make it a comfort.

Columbarium niche engraving pricelist is a single inscription \$325; single inscription memory phase add \$350, single emblem add \$360, paradise # 4 includes mounting add

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ensure there is sufficient room for the mower. The ball association is incurring the cost of all installation and upkeep, which they estimate the cost to be between \$2 - \$3k. There are a lot of holes due to grubs and moles, the ball association contacted someone that could trap the moles and they could possibly trade sponsorship, the original cost is \$600. Trustee Skinner stated the Township has grub control that is planned to be put down. She stated that per Ohio revised codes in order to put application on a person needs pesticide certification. The ball association asked to have access to the pop shack and announcers' box early. Trustee Skinner stated that Mr. Gladman doesn't allow access until a certain date because previously the water has been left on and the pipes have frozen.

The new fence for the small field is on hold as the estimated cost is around \$10,000. Trustee Fleming made a motion to approve the Kilbourne Ball Association to install a new batting case near the small ball field, pending calling OUPS. Kilbourne Ball Association will pay the cost of the installation, with the understanding it is temporary and can be moved. Trustee Skinner seconded. Motion passed.

RESOLUTION 2026-03-10-03 APPROVE KILBOURNE BALL ASSOCIATION TO INSTALL A NEW BATTING CAGE NEAR THE SMALL BALL FIELD, PENDING CALLING OUPS. KILBOURNE BALL ASSOCIATION WILL PAY THE COST OF INSTALLTION, WITH THE UNDERSTANDING IT IS TEMPORARY AND CAN BE MOVED.

Fleming Aye Skinner Aye

Zoning Inspector:

Mr. Serio's last day was on March 1st, Delaware County has agreed to handle zoning related questions and permits until a replacement is found. There was one applicant for the zoning inspector position; Jean-Sebastian Bernaert who is the current zoning Vice-Chair at Genoa Township. Unless it is with Regional Planning there would not be an conflict of interest.

Trustee Skinner made a motion to offer the Zoning Inspector position to Jean-Sebastian Bernaert, pending a back ground check effective March 16th. The starting pay will be \$900 per month plus approved mileage. Trustee Ebersole seconded. Motion passed.

RESOLUTION 2026-03-10-04 APPROVE OFFERING THE ZONING INSPECTOR POSITION TO JEAN-SEBASTIAN BERNAERT, PENDING A BACK GROUND CHECK EFFECTIVE MARCH 16TH. THE STARTING PAY WILL BE \$900 PER MONTH PLUS APPROVED MILEAGE.

Skinner Aye Ebersole Aye

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Road Superintendent:

Mr. Gladman is out of the office ill; part time laborer Hayden Dunlap is currently on a leave. The part time laborer position will need to be posted.

Trustee Skinner made a motion to approve the posting of the part time laborer position. Trustee Ebersole seconded. Motion passed.

Trustee Skinner made a motion to extend the current employment for Kevin Barrett to part time laborer at an hourly rate of \$20.00 and holiday pay of \$21.50; effective immediately. Trustee Ebersole seconded. Motion passed.

RESOLUTION 2026-03-10-05 APPROVE EXTENDING THE CURRENT EMPLOYMENT FOR KEVIN BARRETT TO PART TIME LABORER AT AN HOURLY RATE OF \$20.00 AND HOLIDAY RATE OF \$21.50; EFFECTIVE IMMEDIATELY.

Skinner Aye Ebersole Aye

Trustee Skinner made a motion to approve the purchase of new LaserJet Pro for Road Superintendent Gladman at a cost not to exceed \$640.00. Trustee Ebersole seconded. Motion passed.

RESOLUTION 2026-03-10-06 APPROVE PURCHASE OF A NEW LASERJET PRO FOR ROAD SUPERINTENDENT GLADMAN AT A COST NOT TO EXCEED \$640.00.

Skinner Aye Ebersole Aye

Trustee Skinner made a motion for the Greenheck Air Handler that is owned by Brown Township, is not needed for public use by the Township. Per section 505.10 of the ORC due to the value being \$2,500.00 or less we do not need to take bids or advertisement. The air handler will be posted on Facebook for an amount not to exceed \$2,499.99. Trustee Ebersole seconded. Motion passed.

RESOLUTION 2026-03-10-07 APPROVE GREENHECK AIR HANDLER THAT IS OWNED BY BROWN TOWNSHIP, IT IS NOT NEEDED FOR PUBLIC USE BY THE TOWNSHIP. PER SECTION 505.10 OF THE ORC DUE TO THE VALUE BEING \$2,500.00 OR LESS WE DO NOT NEED TO TAKE BIDS OR ADVERTISEMENT. THE AIR HANDLER WILL BE POSTED ON FACEBOOK FOR AN AMOUNT NOT TO EXCEED \$2,499.99.

Skinner Aye Ebersole Aye

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attendance and help with Brown Township area crowd control.

Building and Grounds:

Trustee Fleming had an estimate completed for a salt barn; location would be at the new Maintenance Garage. The estimate from Homan Inc. is \$43,000 for a A-Frame building option. More will be discussed in the April 2026 meeting regarding the salt storage barn. Per Mr. Gladman no blueprints or stamped plans would be required for a salt storage.

Trustee Skinner stated that Delaware County was not invited to apply for the Salt Storage Grant, she will check again in 2027.

Trustee Skinner made a motion to approve the purchase of weed and feed for the Township Hall, cemetery, and ball fields from Ohioagro for a total not to exceed \$1,400.00. Trustee Fleming seconded. Motion passed.

RESOLUTION 2026-03-10-08 APPROVE THE PURCHASE OF WEED AND FEED FOR THE TOWNSHIP HALL, CEMETERY, AND BALL FIELDS FROM OHIOGRO FOR A TOTAL NOT TO EXCEED \$1,400.00.

Skinner Aye Fleming Aye

Gravel is needed for Leonardsburg and Kilbourne Streets, plus the cemetery, this will be added to the April agenda as Mr. Gladman was not in attendance.

Old Business:

A meeting was completed with Trustees Skinner and Ebersole and Fiscal Officer Barret on February 25, 2026 to discuss the creation of a Brown Township owned website. Per the updated Ohio revised code this needs to be completed by June 30, 2026 to be in compliance.

Trustee Skinner made a motion for Shumaker Technology Group to create a Brown Township owned website to be compliant with Ohio revised code, for their Silver Package at an initial cost not to exceed \$1,295.00 and yearly update cost not to exceed \$400.00. Each new email account will be created with back up at a cost not to exceed \$65.00 per year per email account. Computers will be backed up by Cove at a cost not to exceed \$20.00 per month, per computer. Shumaker Technology Group will assist with firewall protection at an amount not to exceed \$1,550.00. Cost not to exceed \$600.00 for additional support, maintenance, and electronic forms. Trustee Ebersole seconded. Motion passed.

RESOLUTION 2026-03-10-09 APPROVE SHUMAKER TECHNOLOGY GROUP TO CREATE A BROWN TOWNSHIP OWNED WEBSITE TO BE COMPLIANT WITH OHIO REVISED CODE, FOR THEIR SILVER PACKAGE AT AN INITIAL COST NOT TO EXCEED \$1,295.00 AND A YEARLY UPDATE AT A COST NOT TO EXCEED \$400.00. EACH NEW EMAIL ACCOUNT WILL BE CREATED WITH BACK UP AT A COST NOT TO EXCEED \$65.00 PER YEAR PER EMAIL ACCOUNT. COMPUTERS WILL BE BACKED UP BY COVE AT A COST NOT TO EXCEED \$20.00 PER MONTH, PER COMPUTER. SHUMAKER TECHNOLOGY GROUP WILL ASSIST WITH FIREWALL PROTECTION AT AN AMOUNT NOT TO EXCEED \$1,550.00. COST NOT TO EXCEED \$600.00 FOR ADDITIONAL SUPPORT, MAINTENANCE, AND ELECTRONIC FORMS. TRUSTEE EBERSOLE SECONDED. MOTION PASSED.

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Trustee Skinner made a motion to adjourn the meeting. Trustee Fleming seconded.
Meeting adjourned at 8:51 pm.

Heather Barrett Trustees
Heather Barrett, Fiscal Officer

Connie Skinner
Connie Skinner, Chairperson

Bard Ebersole
Bard Ebersole, Vice Chairperson

Mark Fleming
Mark Fleming