

# RECORD OF PROCEEDINGS



## BROWN TOWNSHIP REGULAR SESSION

Held: January 21, 2025

The Brown Township Board of Trustees convened in regular session on Monday, January 21, 2025 from 7:00 p.m. to 8:15 p.m. in the second-floor meeting room at 2491 Walker Rd Hilliard, Ohio 43026. Fiscal Officer Kent called the meeting to order with the following members present:

Ms. Pamela Sayre, Present  
Mr. Gary Dever, Present  
Mr. Joseph Martin, Present  
Ms. Becky Kent, Present

Donna Palmer, Brown Township Office Assistant, was also present for the meeting.

### Nominations for 2025 Trustee Chairs

Fiscal Officer Becky Kent asked for nominations for the 2025 Chair of the Brown Township Board of Trustees position. Trustee Sayre nominated Trustee Gary Dever for the Chair position and made a motion for his appointment. Trustee Martin seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

The meeting was then turned over to Chair Dever who asked for a nomination for the position of Vice-Chair. Trustee Dever nominated Trustee Joseph Martin for the Vice-Chair position and made a motion for his appointment. Trustee Sayre seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

### Approval of Minutes

Trustee Martin made a motion to approve the minutes of the December 16, 2024 Regular Session, January 15, 2025 Special Meeting and January 17, 2025 Special Meeting. Trustee Sayre seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

### Fiscal Actions

Bills were presented for payment. Trustee Sayre made a motion to approve the payment of bills. Trustee Martin seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

The Trustees previously reviewed the January 2025 payroll report. Trustee Martin made a motion to approve the payroll report. Trustee Sayre seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

The Trustees previously reviewed the bank reconciliation and the supporting financial reports for the month of December 2024. Trustee Sayre made a motion to approve the bank reconciliation. Trustee Martin seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

### Sheriff's Report

Brown Township's Community Liaison, Deputy Haren, was present for the meeting. For 12/16/2024-01/21/2025 there were 107 calls for service, 21 reports taken, and 11 arrests/citations in Brown Township.

### **Norwich Fire Department Report**

Norwich Fire Chief David Baird was present for the meeting. During December 2024, Norwich Township answered 664 calls for service with 153 Fire runs and 511 EMS runs.

Of those 664 calls, there were (22) EMS runs and (4) Fire runs in the unincorporated areas of Brown Township. There were also (8) EMS runs and (1) Fire run in the incorporated area of the Township.

Chief Baird reported that Norwich Fire Department had 200 more calls in 2024 than 2023. The new quint is now in service at Station 81. It will be moved to Station 84 once it is open. Norwich Fire Department has 103 personnel currently and will be adding 10 more when Station 84 opens.

### **Steering Committee Update**

Trustee Sayre reported that the new Steering Committee survey is live. A community open house will be scheduled sometime in late February.

Tracy Hatmaker has an upcoming BDART (Big Darby Accord Review Team) meeting.

The ODNR IPS study has been funded. They should have some data available from the study in June 2025.

### **Audience Participation**

Two Heritage Preserve residents asked for an update on the possible township noise resolution. Trustee Sayre reported that the document is still with the township attorney.

### **Newsletter**

The article deadline for Brown Township's Spring 2025 newsletter is March 15 which will include information about the fire levy and a comprehensive plan update.

### **Roads**

Trustee Martin will be meeting with Franklin County soon to inspect the township roads.

### **Old Business**

Trustee Martin is still waiting for Donna's cell phone to be delivered by Verizon.

The trustees discussed quotes they have gotten to light Widener Road by AEP. The idea of installing a security camera on the pole at the corner of Jones Road and Widener Road was introduced to the discussion. Trustee Martin will research security cameras, specifically Flock street cameras, and report back.

Trustee Martin reported that the lights in the Township Hall maintenance garage and furnace room have been installed. The trustees all agreed that the new lighting makes a big difference.

The trustees discussed the chairs and chair racks in the Township Hall. Trustee Dever will ask Don Williams if he is interested in any of the old metal chairs. Donna will try to find somewhere to take the remaining chairs and large rack.

Trustee Sayre made a motion for Fiscal Officer Kent to purchase 12 more black Lifetime chairs for \$359.94 and 1 large chair rack for \$379.99. Trustee Martin seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

### New Business

The trustees previously reviewed an updated contract from Scherzinger to include the Township Hall for \$109/month (it was previously \$70/month for just Station 82). Trustee Sayre made a motion to accept the new Scherzinger contract. Trustee Martin seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

Fiscal Officer Kent shared that the OhioPlan risk management representative recommended that Brown Township starts to collect a Certificate of Insurance with Brown Township named as insured for any vendors who will be on the premises. Fiscal Officer Kent will ask Donna to start requesting these from any vendors she regular interacts with.

Trustee Sayre mentioned that she and Donna discussed the trash policy for Township Hall rentals. Currently, Donna asks the renters to leave the trash in the Township Hall because the dumpster is locked. Sometimes it is a lot of trash for Donna to have to take to the dumpster. Trustee Sayre made a motion to institute a carry in – carry out policy and ask renters to take any trash with them. Trustee Martin seconded the motion. Motion passed three AYES, no NAYS. Motion carried. Trustee Sayre will ask Donna to update the contract and send the updated contract to Fiscal Officer Kent so she can update the policy manual.

Trustee Sayre shared that Cole Gillfillan from Earthcraft offered to remove the salt shed and any debris that is currently in it for \$800. Trustee Dever made a motion to accept this bid. Trustee Sayre seconded the motion. Motion passed three AYES, no NAYS. Motion carried. Trustee Sayre will let Cole know it is ok to proceed.

A Freeway Officer from Columbus Police Department asked if he can park a car at Station 82. The Trustees agreed that it would be ok.

Trustee Sayre informed the board that she ordered redbud and sycamore trees from the Franklin County Soil & Water plant sale for the nature trail behind Station 82.

### Adjournment

With no further business to discuss, Trustee Dever asked for a motion to adjourn. Trustee Martin made a motion to adjourn the meeting. Trustee Sayre seconded the motion. Motion passed three AYES, no NAYS. Motion carried. Meeting adjourned at 8:15 p.m.

  
Gary Dever, Chair  
*Joe Martin, Vice Chair*

  
Becky Kent, Fiscal Officer

All formal actions of the Trustees/ Fiscal Officer of Brown Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.