

RECORD OF PROCEEDINGS



BROWN TOWNSHIP REGULAR SESSION

Held: August 18, 2025

The Brown Township Board of Trustees convened in regular session on Monday, August 18, 2025 from 7:00 p.m. to 9:53 p.m. in the second-floor meeting room at 2491 Walker Rd Hilliard, Ohio 43026. Trustee Chair Martin called the meeting to order with the following members present:

Joe Martin, Present
Pam Sayre, Present
Pete Marsh, Present
Becky Kent, Present

Approval of Minutes

Trustee Marsh made a motion to approve the minutes of the July 21, 2025 Regular Session and August 6, 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 Marsh seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

The Trustees previously reviewed the August 2025 payroll report. Trustee Marsh 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 July 2025. Trustee Sayre made a motion to approve the bank reconciliation. Trustee Marsh 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 7/21/2025-8/18/2025 there were 64 calls for service, 15 reports taken, and 9 arrests/citations in Brown Township.

Deputy Haren mentioned that Mr. Jewell, Township Administrator for Prairie Township, told him that it would be a good idea (but not necessary) to send the signed noise resolution to the Franklin County Clerk of Courts.

Trustee Sayre stated that she is working with the Franklin County Engineers Office on issues at the Amity Road and Roberts Road intersection.

Norwich Fire Department Report

Norwich Fire Chief David Baird was present for the meeting. During July 2025, Norwich Township answered 669 calls for service with 179 Fire runs and 490 EMS runs.

Of those 669 calls, there were (15) EMS runs and (1) Fire runs in the unincorporated areas of Brown Township. There were also (2) EMS run and (2) Fire runs in the incorporated area of the Township.

Station 84 has opened with just a fire truck. There are 8 more firefighters needed before the medic can be put into service.

Norwich Township is also hiring an administrative assistant for the Fire Department.

Norwich Fire Department will be having an open house and ribbon cutting at Station 84 in October.

The humidity is still high in the bunk room. Accurate Mechanical submitted a proposal with four options to combat the humidity. Trustee Sayre made a motion to accept the complete proposal not to exceed \$6,500.00. Trustee Marsh seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

Trustee Marsh made a motion to contract with AdvantaClean for mold remediation not to exceed \$1,700.00. Trustee Sayre seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

Stormwater Management Program Update

An annual update was given by representatives from Franklin Soil and Water Conservation District and Franklin County Public Health. They recommended that Brown Township include a good definition of what open space means when developing zoning regulations. Trustee Sayre asked whether Franklin County Soil and Water or Public Health know of any lists that could be distributed to homeowners identifying species that don't need to be mowed like prairie grasses. It was reported that they do not.

The trustees discussed planning a tree planting community event for the nature preserve behind Station 82, possibly on October 11, 2025.

Comprehensive Plan Update

Trustee Sayre reported that the new Brown Township comprehensive plan will be adopted at the September 15 regular meeting after a final review. A decision was made to hold the final check for CT Consultants until all deliverables have been completed.

Trustee Sayre will talk to the consultant about specific language for announcing the public comment period before the new comprehensive plan is adopted.

Zoning Commission Update

Trustee Marsh will distribute the zoning commission applications so the trustees may make their zoning commission appointments. There will be 5 appointees and 2 alternates.

Trustee Marsh made a motion to adopt Resolution 9-2025, establishing township zoning. Trustee Sayre seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

Developments

Melissa Brinkerhoff, Brown Township representative for the Big Darby Accord Advisory Panel, reported on the panel's August 12 meeting about Alton Place. They are seeking to add 300 residential units which would increase the density from 1.3 per acre (which was originally approved and is the maximum) to 1.9. The meeting was three hours and the panel voted no, 4-3. Even though the panel voted no, Hilliard City Council could still vote yes.

The current plan for Anderson Farm is 1174 apartments on 150 acres. Tracy Hatmaker, Planning and Development Consultant for Brown Township, wrote a letter to send to the city of Columbus stating that this proposal should either be dismissed as out of step with the current Big Darby Accord policy or be deemed premature for consideration under any anticipated revisions of the Big Darby Accord. Trustee Sayre made a motion to sign the letter. Trustee Marsh seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

Newsletter

The fall newsletter deadline will be September 15. Articles will include a Zoning Commission update and Home in Hilliard.

Roads

Trustee Martin will take recommendations by Cole Gillfillan and the sample concrete driveway policy from Franklin County and put together a first draft for Brown Township. Once the policy is accepted it will be put on the township website.

Cole Gillfillan gave his findings after jetting catch basins on Morris Road. A crossover pipe that connects the north and south catch basin is completely crushed and full of gravel. Cole suggested that this is most likely an overflow and not critical. He recommends keeping an eye on the area after the next big rain.

Trustee Martin reported that the plans for the future Brown Elementary shows Morris Road making a four-way intersection with Mirror Parkway which will feed the driveway to the school.

Trustee Martin asked Cole Gillfillan to take care of some overgrown weeds at Alton Darby and Cole Road. He will work it into his schedule.

Jason Bevington is spraying weeds on the Morris Road guardrail as needed.

The county will probably be rebuilding berms on Carter Road and Langton Road in September. Earthcraft Landscaping will spray for weeds one more time before the repairs are made.

Trustee Martin will get feedback from Don Williams on switching tractor maintenance to Apple Farms from AgPro.

Old Business

The trustees discussed a historic school on Amity that they are considering having moved to 2491 Walker Road. Trustee Sayre shared with the homeowner that the township is willing to offer \$50,000 for the school without remediation to the property site. The homeowner countered asking \$150,000 for the school plus remediation. The trustees decided to wait until they have an estimate from AEP before making a decision.

The trustees discussed several vehicles that are parked the back parking lot at 2491 Walker Road regularly. As the nature preserve becomes more established the parking lot will be needed for visitors. Trustee Sayre will work on a letter to put on windshields asking people to contact the township so the trustees can decide who may park there and who will be asked to park elsewhere.

A horse farm at 7042 Feder Road was discussed. There are people living in the carriage house without a septic permit. Trustee Martin will inform the sanitary supervisor with Franklin County about the issue.

Executive Session

At 9:00 p.m., Trustee Sayre made a motion to enter into an Executive Session to consider the employment of a public employee in compliance with the law, including section 121.22 (G)(1) of the Ohio Revised Code. Trustee Marsh seconded the motion.

Chair Martin asked for the roll call: Trustee Chair Martin AYE; Trustee Vice-Chair Sayre AYE; Trustee Marsh AYE. Motion carried.

Also invited was Fiscal Officer Kent.

Board moved into Executive Session.

The executive session concluded at 9:19 p.m.

New Business

Trustee Marsh made a motion to offer Heidi a W2 position as Assistant to the Trustees for \$28.00 per hour. Her job description will stay the same with the addition of putting together and distributing the agenda. Trustee Sayre seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

Trustee Sayre made a motion to adopt Resolution 10-2025, Brown Township's new investment policy. Trustee Marsh seconded the motion. Motion passed three AYES, no NAYS. Motion carried. Fiscal Officer Kent will send the policy to Fifth Third and Star Ohio.

The trustees discussed purchasing benches and a picnic table for the nature preserve. The board decided to table the decision for now and revisit in the spring.

Trustee Sayre made a motion to accept a quote from AquaDoc for \$500.00 to complete a sediment survey on the pond at Station 82. Trustee Marsh seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

Trustee Sayre stated that a possible business being run out of 8531 Patterson Road involving sheep and goats has been turned over to Kelsey Shires with Franklin County Economic Development & Planning Department.

Trustee Sayre has discussed the speed limit on Amity Road with the Franklin County Engineer's office. They will do a speed study to see if it makes sense to lower the speed limit.

Adjournment

With no further business to discuss, Trustee Martin asked for a motion to adjourn. Trustee Marsh made a motion to adjourn the meeting. Trustee Sayre seconded the motion. Motion passed three AYES, no NAYS. Motion carried. Meeting adjourned at 9:53 p.m.


Joe Martin, 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.