

RECORD OF PROCEEDINGS



BROWN TOWNSHIP REGULAR SESSION

Held: March 16, 2026

The Brown Township Board of Trustees convened in regular session on Monday, March 16, 2026 from 7:00 p.m. to 8:04 p.m. in the second-floor meeting room at 2491 Walker Rd Hilliard, Ohio 43026. Trustee Chair Sayre called the meeting to order with the following members present:

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

Approval of Minutes

Trustee Marsh made a motion to approve the minutes of the February 17, 2026 Regular Session and February 25, 2026 and March 4, 2026 Special Meetings. Trustee Martin seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

Fiscal Actions

Bills were presented for payment. Trustee Martin 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 March 2026 payroll report. Trustee Marsh made a motion to approve the payroll report. Trustee Martin 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 February 2026. Trustee Martin 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 2/17/2026-3/16/2026, there were 74 calls for service, 16 reports taken, and 9 arrests/citations in Brown Township.

Norwich Fire Department Report

Norwich Fire Captain Jeff Evans was present for the meeting. During February 2026, Norwich Township answered 585 calls for service with 129 Fire runs and 456 EMS runs.

Of those 585 calls, there were (24) EMS runs and (7) Fire runs in the unincorporated areas of Brown Township. There were also (6) EMS runs and (1) Fire run in the incorporated area of the Township.

BUILDING MAINTENANCE

Roof Repairs: Shingles were blown off the roof. Ross Roofing patched them with tar paper and nails.

Back Bay Door Repair: The back bay entrance door closer is problematic, particularly in cold weather. All-Secured provided a quote of \$950.20 to replace the closer. Trustee Martin made a motion to approve the quote. Trustee Marsh seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

ILLEGAL BURNING DISCUSSION

Trustee Sayre reported on illegal burning of barn debris at 7081 Feder Road. A resident across the street reported that debris was being burned, with wind spreading debris across the road and creating a safety hazard.

Fire Chief Evans indicated the property had been visited previously regarding illegal burning and advised that it is not permitted. Fire Marshal Miller and Sarah Pomeroy (the abatement prosecutor) will be informed.

Audience Participation

Two Morris Road residents raised concerns about the Mando Ditch drainage project and concrete driveway standards.

CONCRETE DRIVEWAY STANDARDS

Trustee Martin explained that the concrete driveway issue began with concerns about driveways abutting the road surface. Snowplow operations risk damaging the concrete. The township requires an asphalt approach or apron to alleviate this problem. Those who choose not to do this must take responsibility for damage to their concrete.

The standard was prompted by Franklin County Engineer Danny Parker's recommendation, noting that county roads require four feet of asphalt apron. Trustee Martin and Cole have prepared a summary of concrete driveway standards based on Franklin County's process.

A resident questioned why drainage wasn't properly planned when houses were originally built 25-40 years ago on Morris Road. Trustee Martin acknowledged there are existing drainage tiles under some driveways that are in poor condition, with some filled in and others having private tiles tied into them without guidelines.

MANDO DITCH STATUS

Trustee Martin reported that there will be four public meetings on the Mando Ditch project:

- April 28
- April 30
- May 5
- May 7

All meetings will be held at the Dever Building. The county engineer is sending notices to all residents within the watershed. Each meeting will address one of the four major parts of the project.

Public Meeting Concerns:

- Residents expressed frustration about the project cost and funding
- Questions raised about whether the project is necessary and who benefits
- Concerns about county versus township authority
- The original resident who initiated the petition (Frank Mando) is reportedly leaving/has left the area
- Residents questioned whether they will have any say in the decision
- Concerns about impacts to the Big Darby watershed

Assessment and Funding:

- Cost is assessed based on location in the watershed and benefit received
- Initial cost is recovered over 30 years through tax assessments
- Additional maintenance tax will be assessed in perpetuity
- The county commissioners must approve funding before the project moves forward

Big Darby Accord Advisory Panel Report

Mellissa Brinkerhoff was present for the meeting and reported on three cases heard at the Big Darby Accord Advisory Panel meeting:

ANDERSON FARMS (CASE AP-26-01)

Project Details:

- 152 acres, 1,167 units
- Located south of Roberts Road, east of Alton Darby, extending down to Sugar Farms
- Over density; under natural open space requirements
- Third hearing on this case

Panel Findings:

- Development is over density and under on open space, especially natural open space
- Should be evaluated against the 2006 Big Darby Accord watershed master plan; staff acknowledged this but largely ignored the plan
- No significant change on density; no gains in open space
- 25 acres open space on Kuhlwein's property is net zero gain as it must be preserved anyway (already in stream corridor protection zone)
- Site was supposed to be mixed use; developer claimed mixed use because of mixed housing types
- Trustees' letter of concern and Darby Creek Association letter of opposition were appreciated
- Three new panel members at this meeting did not receive prior opposition letters in their packet

Vote: Approved 5-3

CLOVER MEADOWS (CASE AP-26-02)

Project Details:

- East side of Elliot Road
- 79 single family homes on 79 acres
- Meets density and open space requirements

Panel Findings:

- Clover Groff is being enhanced, not restored (panel wanted this clarified)
- Suggested developers work with City of Hilliard pursue Clean Ohio funding for official restoration
- Developer's attorney was unhappy with this suggestion but panel noted it was advisory

Vote: Approved unanimously (8-0)

NEW ELEMENTARY SCHOOL ON WALKER ROAD (CASE AP-26-03)

Project Details:

- Schools do not have to conform to open space or density requirements
- No applicant present

Panel Recommendations and Concerns:

- Instead of standard retention ponds, make them wetland-type sites similar to Bradley High School
- A school board member (in resident capacity) said she would take this back to planning committee
- Trajectory of northern road development would go into Tier One woods

Zoning Commission Update

An open house is planned for April 28 from 4:00 p.m. to 7:00 p.m. at Station 82 in the fire bays.

Event Details:

- No formal presentation; open house format
- Information tables with representatives from consultant Verdantas to answer questions
- Planning commission members expected to attend
- Purpose: collect final feedback before final version goes to Trustees
- Goal: approve in late May for November ballot

Developments

The Circle K project on Roberts Road was recently on the agenda for Hilliard Planning and Zoning but was postponed until next month.

Newsletter

Content:

- Fire Department training article
- Governor DeWine's speech warning against eliminating property taxes, highlighting township funding challenges if property taxes are removed
- Big Darby Accord Amendment map and QR code to read actual amendment
- Public Zoning Commission open house announcement
- Food drive insert with photos

Roads

ROBERTS ROAD SPUR MARKERS

Trustee Martin reported that markers at the end of Roberts Road spur have been driven over and are still down. He will contact a contractor to replace these markers.

MORRIS ROAD DITCH EROSION

Trustee Martin reported that a resident on Morris Road expressed concern about erosion in the big ditch. They noticed erosion happening quicker than before, with guardrail poles sticking out more.

Discussion:

- The ditch has been on a regular maintenance program with mowing annually from roadside
- Buses previously had visibility problems, which triggered more frequent mowing
- Cannot plant vegetation as it would require reduce visibility on curves
- Better option is putting rock in sections where erosion is noticed
- The Mando project includes this ditch in its package

Old Business

WEBSITE REDESIGN PROPOSAL

Trustee Martin presented a broad proposal for township website evaluation and redesign by Shumaker Group. The initial cost would be around \$3,500 and ongoing costs are 2,000-\$20,000 per year (depending on services selected).

Shumaker Group works with the Ohio Township Association and serves many municipalities and townships in Michigan and Ohio. Cost is significantly less expensive than Civic Plus (used by Perry and Prairie Townships).

Trustee Martin will request a formal proposal for township website redesign, Microsoft Exchange email services, and cloud file storage.

DEVER BUILDING IMPROVEMENTS

The new lit signage is complete and looks great. It is visible from the Roberts Road/Walker Road area and is well-received. Ceiling tiles are pending discussion; no quote received yet.

WATER SOFTENER MAINTENANCE

The board discussed maintenance for the water softener at the Dever building.

Earthcraft provided a quote to deliver softener salt to the Dever Building when necessary for \$715 a pallet. Trustee Martin made a motion to accept this quote. Trustee Marsh seconded the motion. Motion passed three AYES no NAYS. Motion carried. Cole will bring the first pallet soon and coordinate with Don Williams so he can move the snowplow out of the way. He will also get the part number for the filters and bring a couple of those.

Glenn will begin maintaining the water softener, including refilling the salt and performing filter changes. Heidi will set a reminder for Glenn.

HAMPTON RESERVE

Fiscal Officer Kent reported that the county auditor called regarding properties in Hampton Reserve that were incorrectly assigned to Norwich Township. The homes have been reassigned to Brown Township. The auditor should have an amount by March 27 for reimbursement from Norwich.

New Business

ANNUAL APPROPRIATIONS RESOLUTION

Trustee Marsh made a motion to adopt Resolution 2-2026, the Annual Permanent Appropriations Resolution for a total of \$4,752,178.21. Trustee Martin seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

ELECTRONIC RECYCLING EVENT PROPOSAL

Heidi reported on a proposal from Columbus Microsystems for an electronic recycling collection event. She will follow up with Columbus Microsystems to schedule an event for a Saturday in July.

LOBBY TILE MAINTENANCE

A quote was presented from Facilitate Floor & Facility Care to clean and color the grout in the lobby of Station 82 for \$750. Trustee Martin made a motion to accept the quote. Trustee Marsh seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

NEW BLINDS

The Blind Factory provided a quote for new blinds for the upstairs at Station 82 and the Dever Building for \$4,490.36. Trustee Martin made a motion to accept the quote. Trustee Marsh seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

PAYROLL PROVIDER CHANGE DISCUSSION

Fiscal Officer Kent reported it might be beneficial to have a local payroll processing company rather than ADP. She will meet with HR Butler regarding potential service transition and cost.

CRP WILDFLOWER MIX

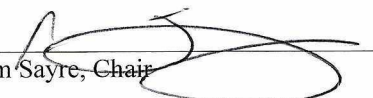
The trustees approved a quote by Cole Gillfillan with Earthcraft to seed two Township sites with CRP wildflower mix for \$6950 on November 17, 2025. That quote was based on measurements given by a previous trustee and didn't extend all the way to the property line. Cole presented a supplemental quote for \$965 to plant all the way to the property line. Trustee Marsh made a motion to accept the proposal. Trustee Martin seconded the motion. Motion passed three AYES, no NAYS. Motion carried.

PUBLIC RELATIONS PROPOSAL – BIG DARBY ACCORD CAMPAIGN

A proposal was reviewed and discussed for public relations consulting by Christy Meyer regarding the Big Darby Accord amendment campaign. Trustee Marsh will contact Christy Meyer to discuss.

Adjournment

With no further business to discuss, Trustee Sayre asked for a motion to adjourn. Trustee Martin made a motion to adjourn the meeting. Trustee Marsh seconded the motion. Motion passed three AYES, no NAYS. Motion carried. Meeting adjourned at 8:44 p.m.


Pam Sayre, 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.