RECORD OF PROCEEDINGS

Minutes of Brown Township Special Meeting
Held November 9, 2026

The Brown Township Trustees met on this date at 6:02 PM in special meeting form with Trustees Skinner, Trustee Fleming, Road Superintendent Gladman, Fiscal Officer Barrett; to discuss with resident's the Capital Improvement Community Park Grant. There was around 15 people in attendance.

Trustee Skinner explained that Brown Township took control of the baseball fields in 1989. In 2009 Brown Township purchased the property where the existing Township Hall is located from Brown School. In 2017 Chuck and Betty Sheets donated $1.2 million to build the new Brown Township Hall located at 5555 State Route 521 Delaware, Ohio. Brown Township purchased six acres from Henmick LLC in 2021. A park levy was put on the ballot in 2023 but was voted down by residents. In January of 2026 a Capital Improvement Community Park Grant was applied for in the amount of $1.6 million. Brown Township was awarded $350,000 of the $1.6 million that was requested.

In order for Brown Township to move forward with the grant a design firm needs to be hired. Once the design firm is hired, we can finalize the details and complete a request for qualification (RFQ) with a design firm. The RFQ will be coordinated with the Delaware County Prosecuting Attorney. ODNR is working with anyone that qualified for the Capital Improvement Park Grant. The design firm and RFQ cost will come out of the $350,000.00 grant that was awarded. All improvements, construction, etc. need to be completed no later than June 30, 2028. An extension can be requested but if that is done it may lessen our chances of being awarded a grant in the future.

Brown Township's goal for this grant is to start with the park improvements and expansions. There is a long term 5–15-year park improvement plan that with additional grants could be accomplished. This would include walking paths, new pop shack, a covered pavilion, restrooms, possible additional sports fields, etc. Trustee Skinner stated she has spent over 30 hours already on this grant. This is for the community benefit and all residents to enjoy. Ohio Townships are not required to take care of park grounds, but Brown Township has elected to for our residents.

The first item Brown Township would like to complete is to build a new baseball diamond that is up to code behind the existing large ball field. The current small ball field is not up to code so no tournaments can be played on that field. Due to ball season being from Mid-March through the end of October, the existing small ball field would remain up until the new large field is completed. Brown Township might be able to help with the removal of the current small field and ask for community volunteer help. It was suggested the move the new large field on the plans to the home plate being on the southeast corner. This would allow for future expansion of a pop shack, pavilion to be closer to home plate.

The small ball field would be removed at the completion and around twenty new parking places would be added. These new parking spaces plus a drive would be added to attach the existing township hall parking lot at 5555 State Route 521 to the maintenance garage located at 4115 N Old State Rd. This would add a total of around 75 parking spaces which would include the maintenance garage, township hall, and new parking spaces.

A resident wanted to make sure that the new parking spaces were ADA compliant. Trustee Skinner stated that the design firm we hire will ensure there are ADA compliant spaces.

The land behind Kilbourne church contains their leach field so it is not beneficial for Brown Township to purchase that property for future expansions. The preservation parks are unable to help due to the land being owned by Brown Township. Delaware County does have some walk path and trail grants we can apply in the future.

A community member was concerned about new subdivisions that are being built in Brown Township. He wanted to make sure that the zoning guidelines had green space, which it does.

Another resident is concerned about park safety; will the park be lit at night, will the park be restricted, will the Sheriff patrol the area? Fiscal Officer Barrett stated there is a sheriff at the township hall a lot of days that she comes into the office. The residents noted that there is a lack of sheriff presence at the maintenance garage on N Old State Rd.

Regarding the extended new parking proposal, Mr. Rinehart a current Brown Township resident wanted to ensure that Henmick's and Kilbourne Market cannot use the parking lot. He stated currently people at the Kilbourne Market, park on 521 and in the church parking lot. Trustee Skinner stated that Henmick's has plenty of parking spaces currently and notifies the township accordingly of large events. Regarding people parking at the Kilbourne Market where the business is not located, Brown Township cannot control where people park. The current township hall parking lot is used by meet ups for Facebook market place, parents and grandchildren switching vehicles, etc.

It was mentioned that a parking violation was sent to Kilbourne Market and rescinded by the Township Trustees. Trustee Skinner explained that the violation was sent prematurely due to the zoning inspector, township trustees, and Kilbourne Market management not being able to meet and walk through the parking lot. Kilbourne Market has been notified that updates and parking spaces need to be outlined, Brown Township Zoning Inspector is following up on this. It was explained this meeting was to speak about the park grant not zoning.

Future plans for the park included a possible soccer field. The baseball association brought up that it would be hard to have a soccer league with only one field. They suggested changing the future design to include a t-ball field instead.

In order to start the project, the initial construction of drainage, storm drains, and lighting set up should take place so that the base is completed for all future expansions. It was asked if there are not enough funds for the parking lot expansion if that could be completed at another time. Currently the township hall can be rented out and two ball games going on at the same time. This drastically limits the amount of parking that is available. The Maintenance garage has an entrance off of Old State Rd and Main Street. Parking expansion is needed now. For safety concerns it would be hard to gate off the parking access, in addition who would monitor that daily.

Trustee Skinner made a motion to adjourn the meeting. Trustee Fleming seconded. Motion passed. Meeting adjourned at 7:10 pm.

Trustees

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Heather Barrett, Fiscal Officer — Connie Skinner, Chairperson

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Mark Fleming