

**Scioto Township
Business Meeting Agenda
December 6, 2023
7:00 p.m.**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Minutes: November 15, 2023**
- 5. Public Comment**
- 6. Delaware County Health Department**
- 7. Delaware County Engineers Office**
- 8. Zoning Inspector Report**
- 9. Maintenance Report**
- 10. Fiscal Officer Report**
- 11. Trustee Reports**
 - a. Ralph Moseley**
 - i. Invoice Russell Road OPWC Project**
 - b. Doug Loudenslager**
 - i. Henry Demolition**
 - 1. Reimbursement Updates – Calls have been placed with Dianne Guenther and I have no further information at this time**
 - ii. Baseball Diamond Update**
 - 1. Fence installation**
 - a. Fence is completed along with the gates**
 - b. Maintenance should install chain and lock to limit access**
 - c. I will secure a sign “No Dogs on Field”**
 - d. Continuing to ask Trustees to consider name it “Ostrander Youth Field”**
 - e. Contractor ran out of light to work on field one back fence. Tackett is being contracted as to when he could come back and od that work.**
 - f. National Lime and Stone donated all the stone for the driveways and new lot.**
 - 2. Dugouts**
 - a. Ostrander Youth are working on securing bids.**
 - b. Their financial contribution can be \$5,000 plus working to secure any donated materials.**
 - 3. Invoice for the field will be submitted before the end of the year.**

iii. Mill Creek Cemetery Fence Repair Update

1. Neal Koenig is wrestling with weather and work commitments. Sherwin Williams has provided him a special paint that he plans on applying Thursday-Friday if the weather cooperates.

c. Sandra Stults

- i. Dog Park Update
- ii. Columbarium Update
- iii. Car seat check class
- iv. OTA conference
- v. OTA Membership
- vi. DKMM Tire Recycling
- vii. IPAD Road/Maintenance Department
 1. Run off FD Verizon Account
- viii. National Lime working at Quarry in Warrensburg
- ix. Economic Development Update
- x. Damaged Monuments in Fairview

12. Old Business

- a. ARPA Funds Expenditures (\$271,409)
- b. Cemetery Truck (Ralph) \$ _____
- c. Russell Road Curve \$ _____
- d. Track Loader and Trailer \$ _____
- e. Maintenance Building and Salt Barn (Doug) - \$800,000- \$1,000,000
 - i. 3,200 sq. ft barn plus salt barn
- f. Fiber to Township Hall (Doug)
- g. Columbarium for Cemetery (Sandra) \$11,100 plus foundation
- h. Fire Hydrants (Chief) \$ 35,000
- i. Cemetery Paved Roads \$ _____
- j. Gazebo at Park \$25,000-\$40,000
- k. Ball Diamond \$93,000
- l. Dog Park (Sandra) \$ _____

13. Russell Road Curve Improvements

14. New Business


15. Pay Bills


16. Adjourn

SCIOTO TOWNSHIP BOARD OF TRUSTEES

SIGN IN

December 6, 2023

 Linda Wolcott DPHD
Sign Print Address

 Rick Dunlop 2964 Wyse Ct.
Sign Print Address Lewis Center OH
43035

Sign Print Address

Sign Print Address

Sign Print Address

Sign Print Address

Sign Print Address

Sign Print Address

Sign Print Address

Sign Print Address

**SCIOTO TOWNSHIP TRUSTEES
RECORDING OF PROCEEDINGS
December 6, 2023**

REGULAR MEETING PROCEEDINGS SUMMARY:

The trustees of Scioto Township met in regular session, Wednesday, December 6, 2023 at 7:00pm at the Township Hall, 3737 Ostrander Rd., Ostrander, OH 43061. Board members present were Ralph Moseley and Sandra Stults. Also present was Fiscal Officer, Kathy Melvin, Chief McIntire, and Gary Beckley, Maintenance. Doug Loudenslager was absent. Others in attendance are included on the sign in sheet.

APPROVAL OF MINUTES

Trustee Moseley moved to accept the minutes of the November 15, 2023, as presented by the Fiscal Officer. The motion was seconded by Trustee Stults. The roll call vote: Ms. Stults-yes, Mr. Moseley-yes, and Mr. Loudenslager-absent. The motion passed with 2-yes and 0-no votes.

PUBLIC COMMENT:

Rick Dunlop for Del-Co Water Economic Development was present as he is making his way around the county.

Linda Wolcott as about a light near the Houston Street building stating it is dark there in the evening. Trustees said it is Village if a street light is needed.

Delaware County Health Department – Linda Wolcott

- Provided Solar Eclipse information sheet
- Car seat safety class at township to be held Friday August 2, 2024

ZONING REPORT: Herb Ligocki – Not Present - See Attached

- 1 permit for the month of November totaling \$150.00. Permits included: 2 accessory buildings, 1 pools, 1 porch, 1 single family residence, and 1 ag exemption.

Maintenance Department, Scioto Township – Tom Justice - See Attached,

- One funeral for the month
- Put up reflectors us at Newhouse Cemetery driveway
- Changed bulbs at the community center
- Truck to Dexter
- Mowed all properties
- Cleaned up tree at Russell Road and 36
- Cut tree on 257 property
- Kept trash emptied at park
- Trim trees on Klondike Road
- Cleaned off walking trails

- Berming has been done
- Guard rail on Warren Road still needs repaired

Needed Items

- Floor Jack
- 3-point hitch post hole digger 12” and 6” bits
- Need to get rid of Ford Dump Truck and Plow sitting at 2nd St.
- iPad – Chief to work with Gary and schedule to go get new iPad
- Utility pole at Houston Street is leaning and needs removed along with the antenna.
- Gary to price chain saw safety gear
- Kathy to get Pat signed up on Vision Insurance

FIRE CHIEF’S REPORT: See attached report

- Purchase Orders: MES Warren Fire Equipment – 12-06-2023-1 2 – Sets of Turnout Gear, 2 – Pair of Boots, and 2 – Fire Helmets, \$10,000.00. First Arriving – 12-06-2023-2 - Dashboard Information Screens, Setup Fee, and Subscription Fees for 1 – Year, \$1,154.00. Atlantic Emergency Solutions – 12-06-2023-3 - Engine 371 and 372 – 2 – Sets of FRC LED Scene Light Upgrades, \$3,500.00. 2024 Plan Budget Purchase.
- Apparatus, Equipment or Station Repairs – Engine 373 Overhead Door Repair – Mid-Ohio Door completed repairs after the door jammed. Nofziger Door Sales has been established as a backup vendor for Overhead Door Repair Service if VanHoose is not available for immediate service. Ladder Testing – Aerial Guy will be onsite December 20th to complete testing of all ladders.
- Firefighter II Class – Lieutenant McIntire is working on the application for the Charter so we can complete this training in-house. All documents have been sent to the Charter Board for review.
- Retirement – Captain Brian Dilley will retire December 31, 2023.
- Good to The Order:
Chief McIntire – Attended the 911 Board Meeting. The Fire Department will deliver Santa Claus to the Village Celebration on December 9th. Firefighter and Fire Association Family Dinner with Service Awards will be on January 19th at 6:00 pm.

Trustee Moseley made a motion to accept Fire Chief McIntire’s fire report as presented. The motion was seconded by Trustee Stults. Roll call vote: Mr. Loudenslager-absent, Mr. Moseley-yes, and Ms. Stults-yes. The motion passed with 2-yes and 0-no votes.

FISCAL OFFICERS REPORT:

- Receivables: \$19,484.96
- Payables: \$105,752.26
- Hope to have budget numbers to Trustees no later than Monday, December 11
- Would like to request Trustees move the Jan. 3 meeting to December 27 or Jan. 9, 10, 11. I will be on vacation Dec 29 through Jan 7
 - Trustee Stults and Trustee Moseley agreed December 27 at 7pm would work.

TRUSTEE REPORTS:

Trustee Moseley

- OPWC Invoice for Russell Road
 - Signed and returned along with warrant processed
 - Will present road improvement costs at the budget meeting (Dec. 14 at 9am)
 - The water hydrant at the park has been winterized.
 - Working with Doug Riedel on right of entry language for the work on Russell Road. Also, trees will need to be marked.

Trustee Loudenslager:

- Henry Demolition Update
 - Reimbursement Update – Calls have been placed with Dianne Guenther and no further information has been received at this time.
- Ball Diamond Update
 - Fence installation
 - Fence is completed along with the gates
 - Maintenance should install chain and lock to limit access
 - I will be securing a “No Dogs on Field” sign
 - Asking trustees to consider naming the field “Ostrander Youth Field”
 - Contractor ran out of light to work on field – back fence. Tackett is being contacted as to when he could come back and correct that work.
 - National Lime and Stone donated all the stone for driveways and new lot.
 - Dugouts
 - Ostrander youth are working on securing bids
 - Their financial contribution can be \$5,000 plus working to secure any donated materials.
 - Invoice for the field will be submitted before the end of the year.
- Mill Creek Cemetery Fence Repair
 - Neal Koenig is wrestling with weather and work commitments. Sherwin Williams has provided him a special pain that he plans on applying Thursday-Friday if weather cooperates.

Trustee Stults

- Dog Park Update – working on a quote. Parking lot on south end using the house driveway. Dog run lot would be separated by large and small dogs. Double gates to be used near parking lot for easier access to Mower. Single gate for other section.
- Columbarium Update - \$11,100 for the structure. Estimate for foundation, sidewalk, slab and rebar along with excavation was \$3,723 another estimate was \$4,250. These estimates are with our maintenance hauling dirt and stone.
- Car seat check class – August 2, 2024
- OTA conference and Membership
 - Trustee Stults would like approval for township elected officials, employees and affiliates to attend the conference Feb 7, 8 and 9.

- Trustee Stults to obtain a list of our affiliate members and make sure registered for a better cost to attend
- DKMM Tire Recycling – spoke with village council and they would like to participate and she is working on the grant for a Saturday in March of 2024. A 40-yard dumpster will be brought in and the only cost is for those recycling tires and that is a cost of \$3 per tire. (no rims or other parts)
- IPAD Road/Maintenance Department
 - Run off FD Verizon Account
- National Lime working at Quarry in Warrensburg – they will be crushing stone
- Economic Development Update – Sandra to forward PowerPoint to trustees
- Sandra and Herb went to county sunshine law meeting
- Damaged Monuments in Fairview
 - Damaged by deer according to sheriff department
 - Insurance will take care of the repair bill
- Recognized the Allen children for putting up the Christmas Tree in the township hall.

OLD BUSINESS:

- Discussion on future ARPA Funds Expenditures (\$271,409)
 - Cemetery Truck (Ralph)
 - Russell Road Curve (Ralph)
 - Track Loader and Trailer (Ralph) – Gary to work on getting estimate
 - Maintenance Building and Salt Barn (Doug)
 - \$800k to \$1million (3200 sq. foot barn plus salt barn)
 - Fiber to Township Hall (Doug)
 - Columbarium for Cemetery (Sandra)
 - Fire Hydrants (Chief) 12 hydrants for \$35,000
 - Cemetery Paved Roads (Sandra)
 - Grindings for driveway at Fairview Cemetery
 - Gazebo at Park by pond (\$25,000-\$40,000)
 - Ball Diamond (\$93,000)
 - Dog Park – 332 feet by 155 feet

Trustee Stults and Trustee Moseley were not in favor of officially naming the new ball diamond other than Field 1 or Field 2.

NEW BUSINESS:

Trustee Moseley made a motion to accept OPWC invoice for Russell Road. The motion was seconded by Trustee Stults. Roll call vote: Mr. Loudenslager-absent, Mr. Moseley-yes, and Ms. Stults-yes. The motion passed with 2-yes and 0-no votes.

Trustee Moseley made a motion to pay bills. The motion was seconded by Trustee Stults. Roll call vote: Mr. Loudenslager-absent, Mr. Moseley-yes, and Ms. Stults-yes. The motion passed with 2-yes and 0-no votes.

Trustee Moseley made a motion to adjourn. The motion was seconded by Trustee Stults. Roll call vote: Mr. Loudenslager-absent, Mr. Moseley-yes, and Ms. Stults-yes. Motion passed with 2-yes and 0-no vote.

Meeting adjourned at 7:59pm.

Ralph Moseley

Sandra Stults

Certified by: Kathy Melvin
Fiscal Officer

Governing Board Signature Page

12/06/2023

Item	Reviewed By
Payment Listing	Doug Loudenslager
	Ralph Moseley
	Sandra Stults
	Kathy Melvin

Payment Listing
12/1/2023 to 12/7/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
438-2023	12/06/2023	12/04/2023	CH	ANTHEM BC BS	\$1,472.82	O
439-2023	12/06/2023	12/05/2023	CH	First Commonwealth Bank	\$30.00	O
449-2023	12/05/2023	12/05/2023	CH	Consolidated Electric Cooperative Inc.	\$120.00	O
450-2023	12/07/2023	12/05/2023	EP	Gary G Beckley	\$3,156.47	O
451-2023	12/07/2023	12/05/2023	EP	BRADLEY BELVILLE	\$114.74	O
452-2023	12/07/2023	12/05/2023	EP	Andrew T Blevins	\$32.82	O
453-2023	12/07/2023	12/05/2023	EP	Adam M DeMarco	\$481.46	O
454-2023	12/07/2023	12/05/2023	EP	Brian Dilley	\$478.93	O
455-2023	12/07/2023	12/05/2023	EP	KEITH ERNSBERGER	\$62.63	O
456-2023	12/07/2023	12/05/2023	EP	Courtney Good	\$1,175.08	O
457-2023	12/07/2023	12/05/2023	EP	Joshua Guy	\$1,276.03	O
458-2023	12/07/2023	12/05/2023	EP	David H Hausfeld	\$1,155.92	O
459-2023	12/07/2023	12/05/2023	EP	MICHAEL S JOHNSON	\$885.07	O
460-2023	12/07/2023	12/05/2023	EP	Thomas Justice	\$2,798.54	O
461-2023	12/07/2023	12/05/2023	EP	Herbert Ligocki	\$435.37	O
462-2023	12/07/2023	12/05/2023	EP	Michael D Long	\$97.03	O
463-2023	12/07/2023	12/05/2023	EP	Douglas D. Loudenslager	\$762.29	O
464-2023	12/07/2023	12/05/2023	EP	Kyle A McIntire	\$256.57	O
465-2023	12/07/2023	12/05/2023	EP	Marvin E McIntire	\$1,743.45	O
466-2023	12/07/2023	12/05/2023	EP	Jonathan S Melvin	\$268.53	O
467-2023	12/07/2023	12/05/2023	EP	Kathy Melvin	\$1,346.14	O
468-2023	12/07/2023	12/05/2023	EP	BENJAMIN R. MODER	\$980.26	O
469-2023	12/07/2023	12/05/2023	EP	Ralph K Moseley	\$980.10	O
470-2023	12/07/2023	12/05/2023	EP	CORBIN PELTIER M	\$971.19	O
471-2023	12/07/2023	12/05/2023	EP	Bradley M Reese	\$889.71	O
472-2023	12/07/2023	12/05/2023	EP	DORIAN ROSS	\$48.06	O
473-2023	12/07/2023	12/05/2023	EP	Steven Roush Jr.	\$161.73	O
474-2023	12/07/2023	12/05/2023	EP	John Sanieł-Banrey	\$1,937.81	O
475-2023	12/07/2023	12/05/2023	EP	Sandra Stults	\$969.20	O
476-2023	12/07/2023	12/05/2023	EP	Casey J Swendrick	\$528.10	O
477-2023	12/07/2023	12/05/2023	EP	ZACHARY T VERNON	\$162.54	O
19383	12/06/2023	12/05/2023	AW	James P Williams	\$2,268.00	O
19384	12/06/2023	12/05/2023	AW	Kathy Melvin	\$112.40	O
19385	12/06/2023	12/05/2023	AW	Gary Beckley	\$35.00	O
19386	12/06/2023	12/05/2023	AW	Thomas Justice	\$35.00	O
19387	12/06/2023	12/05/2023	AW	Herbert Ligocki	\$35.00	O
19388	12/06/2023	12/05/2023	AW	Marvin McIntire	\$77.58	O
19389	12/06/2023	12/05/2023	AW	John Sanieł Banrey	\$44.65	O
19390	12/06/2023	12/05/2023	AW	Kyle McIntire	\$35.00	O
19391	12/06/2023	12/05/2023	AW	Tayla Ewing	\$135.00	O
19392	12/06/2023	12/05/2023	AW	Accent	\$262.91	O
19393	12/06/2023	12/05/2023	AW	AES Ohio	\$671.69	O
19394	12/06/2023	12/05/2023	AW	Anthem Life	\$62.07	O
19395	12/06/2023	12/05/2023	AW	Atlantlc Emergency Solutions	\$815.23	O
19396	12/06/2023	12/05/2023	AW	Del-Co Water Co, Inc.	\$133.12	O
19397	12/06/2023	12/05/2023	AW	Delta Dental	\$316.46	O

Payment Listing
12/1/2023 to 12/7/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
19398	12/06/2023	12/05/2023	AW	Grainger	\$997.06	O
19399	12/06/2023	12/05/2023	AW	H-M Company	\$246.86	O
19400	12/06/2023	12/05/2023	AW	Heritage Cooperative	\$1,403.68	O
19401	12/06/2023	12/05/2023	AW	Home Depot Credit Services	\$230.79	O
19402	12/06/2023	12/05/2023	AW	IAFC Membership	\$245.00	O
19403	12/06/2023	12/05/2023	AW	McAuliffe's	\$304.22	O
19404	12/06/2023	12/05/2023	AW	Mid Ohio Door, Inc.	\$175.00	O
19405	12/06/2023	12/05/2023	AW	Property Worx	\$1,435.24	O
19406	12/06/2023	12/05/2023	AW	Selectus Consulting	\$271.87	O
19407	12/06/2023	12/05/2023	AW	Tractor Supply	\$168.00	O
19408	12/06/2023	12/05/2023	AW	Turnouts, LLC	\$256.00	O
19409	12/06/2023	12/05/2023	AW	Verizon Wireless	\$240.66	O
19410	12/06/2023	12/05/2023	AW	Village of Ostrander	\$103.29	O
19411	12/06/2023	12/05/2023	AW	Wells Septic & Drain LLC	\$115.00	O
19412	12/06/2023	12/05/2023	AW	Kevin's Towing & Repair	\$1,310.00	O
19413	12/06/2023	12/05/2023	AW	AES Ohio	\$207.41	O
19414	12/06/2023	12/05/2023	AW	G&G Fitness Equipment, Inc.	\$4,596.00	O
19415	12/06/2023	12/05/2023	AW	First Arriving IO, Inc.	\$1,154.00	O
19416	12/06/2023	12/05/2023	AW	Shelly Company	\$29,310.94	O
19417	12/06/2023	12/05/2023	AW	First Commonwealth Bank	\$76.99	O
19418	12/06/2023	12/06/2023	AW	The Shelly Company	\$30,964.65	O
19419	12/06/2023	12/06/2023	AW	Sandra Stults	\$502.27	O
19420	12/06/2023	12/06/2023	AW	Douglas D Loudenslager	\$619.63	O
Total Payments:					\$105,752.26	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$105,752.26	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

NOVEMBER 2023 MONTHLY REPORT

HELLO ALL

ANOTHER MONTH HAS PASSED US BY

WE HAD ONE FUNERAL THIS MONTH. PUT UP REFLECTORS
AT NEW HOUSE CEMETERY. CHANGED BULBS AT THE
COMMUNITY CENTER, TOOK TRUCK TO DEXTERS.

MOWED ALL PROPERTIES CUT TREE ON 257 PROPERTY

KEPT TRASH EMPTY AT PARK. CUT TREE UP AT 36 AND
RUSSELL RD. TRIM TREES ON HENDERSON ROAD.

BURN ROADS BLEW OFF WALKING TRAIL

GUARD RAIL ON WAREHO ROAD STILL NEEDS REPAIRED.

NEEDED ITEMS

FLOOR JACK.

3 POINT HITCH POST HOLE DRILLER 12" AND 6" BITS.

NEED TO GET RID OF FORD DUMP TRUCK. AND PLOW
SITTING AT 2ND STREET.

NEED 1 PAD.

THANK FOR ALL YOU DO

PAT GARY TOM

Zoning Report November, 2023

1. I received numerous questions regarding zoning.
2. Working with Planning Commission and the Prosecuting Attorney as regarding a potential quarry site and the zoning will need to change. The Delaware County Regional Planning Commission did not approve the zoning change. Meeting on December 11th to determine the next direction to go.
3. Attended the Delaware County Regional Planning Commission meeting
4. Permits:
 - 1 Accessory Building

Action Number	Date	Address	Type of Action	Name of Applicant	BZA Action Y/N	FEE	Notes
23-064	11/10/2023	3908 SR257 S.	Accessory Building	Bryan Lacy	N/A	\$ 150.00	Approved, Check #267
					Total	\$ 150.00	



SCIOTO TOWNSHIP FIRE DEPARTMENT

3737 OSTRANDER ROAD
OSTRANDER, OHIO 43061

MARY MCINTIRE, FIRE CHIEF
740-666-2121, EXT. 106

December 6, 2023 Board Meeting

- 12-06-2023-1
Purchase Orders: MES Warren Fire Equipment – 2 – Sets of Turnout Gear, 2 – Pair of Boots, and 2 – Fire Helmets, \$10,000.00. First Arriving – Dashboard Information Screens, Setup Fee, and Subscription Fees for 1 – Year, \$1,154.00. Atlantic Emergency Solutions – Engine 371 and 372 – 2 – Sets of FRC LED Scene Light Upgrades, \$3,500.00. 2024 Plan Budget Purchase. *12-06-2023-2*

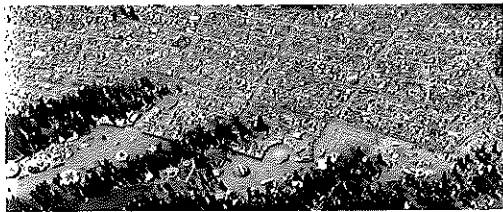
Apparatus, Equipment or Station Repairs – Engine 373 Overhead Door Repair – Mid-Ohio Door completed repairs after the door jammed. Nofziger Door Sales has been established as a backup vendor for Overhead Door Repair Service if VanHoose is not available for immediate service. Ladder Testing – Aerial Guy will be onsite December 20th to complete testing of all ladders. *12-06-2023-3*

Firefighter II Class – Lieutenant McIntire is working on the application for the Charter so we can complete this training in-house. All documents have been sent to the Charter Board for review.

Retirement – Captain Brian Dilley will retire December 31, 2023.

Good to The Order:

Chief McIntire – Attended the 911 Board Meeting. The Fire Department will deliver Santa Claus to the Village Celebration on December 9th. Firefighter and Fire Association Family Dinner with Service Awards will be on January 19th at 6:00 pm.



Temporary Campground

- "Temporary campground" means any tract of land used for a period not to exceed a total of twenty-one days per calendar year for the purpose of parking five or more recreational vehicles, dependent recreational vehicles or portable camping units or any combination thereof, for one or more periods of time that do not exceed seven consecutive days or parts thereof.
- Camp site basics -- Individual sites minimum of 1,000 sq. ft, toilets required, providing drinking water optional.
- Fire Protection -- Each person applying for an initial license to operate a recreational vehicle park, recreation camp, combined park-camp, or temporary park-camp shall provide acceptable proof to the director, or to the licenser in the case of a temporary parkcamp, that adequate fire protection will be provided and that applicable fire codes will be adhered to in the construction and operation of the park, camp, or parkcamp.
- Permit process:
 1. Contact Delaware Public Health District (DPHD) for site evaluation(up to 21 days).
 2. Complete and submit all plan review documents (15 days or more).
 3. Approval of plans from DPHD.
 4. License inspection on site (7 days) (collection of state application and fee).

Temporary Food

- "Temporary food service operation" means a food service operation that is operated at an event for not more than five consecutive days, except when operated for more than five consecutive days pursuant to division...
- Permit process:
 1. Application submitted to DPHD (10 or more days prior to event) WITH the associated fee (\$60 per day the operation will be open).
 2. DPHD will review and contact if any concerns or questions regarding the application.
 3. On site inspection will occur the start of the event. License will be provided on site if the facility is approved.
- ALL food items that will be sold under a temporary food license must be prepared onsite or at a licensed facility.

Complete presentation located on DelawareHealth.org/public-places
Or scan this QR code

