

**Millcreek Township Trustees
Organization/Regular Meeting Minutes
January 2, 2012**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 9:20 p.m. at the Millcreek Township Community Building for the organization meeting for 2012. Mr. Lynch called the meeting to order with the following members present:

MEMBERS: Keith Conroy, Bill Lynch, Bill Jordan, and Joyce Beaver.

ATTENDEES: Zoning Administrator – Joe Clase, Bill Schrader, Jocelin Boutet, Bob Barker, Deputy Kim Zacharius and Deputy Haycox of the Union County Sheriff's Department.

Organization

Mr. Lynch asked for a motion to appoint a chairman for 2012.

- **Resolution #1063:** motion to appoint Mr. Lynch as chairman for 2012 by Mr. Jordan, seconded by Mr. Conroy.
- Motion unanimously approved.

Mr. Lynch asked for a motion to appoint a vice chairman for 2012.

- **Resolution #1064:** motion to appoint Mr. Conroy as vice chairman for 2012 by Mr. Jordan, seconded by Mr. Lynch.
- Motion unanimously approved.

Mr. Lynch asked for a motion to schedule the monthly trustee meeting.

- **Resolution #1065:** motion by Mr. Lynch to schedule the monthly trustee meeting on the first Monday of each month at 7:00 p.m. at the township community building. In the event of a holiday on a scheduled meeting date, the meeting will be held the Tuesday following the holiday, seconded by Mr. Jordan.
- Motion unanimously approved.

Business

Mr. Lynch asked for a motion to approve the year end meeting minutes held on December 20, 2011.

- **Resolution #1066:** motion to approve the minutes of the December 20, 2011 year end meeting by Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.

Mr. Lynch asked for a motion to appoint a trustee representative to LUC for 2012.

- **Resolution #1067:** motion to appoint Mr. Conroy as the trustee representative to LUC for 2012 by Mr. Lynch, seconded by Mr. Jordan.
- Motion unanimously approved.

Mr. Lynch asked for a motion to appoint a trustee representative to the Upper Society Watershed Balance Growth Plan.

- **Resolution #1068:** motion to appoint Mr. Lynch as the trustee representative to the Upper Society Watershed Balance Growth Plan by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Mr. Lynch asked for a motion to appoint the fire prevention officer for 2012.

- **Resolution #1069:** motion to appoint Dave Wilson as the fire prevention officer for 2012 by Mr. Jordan, seconded by Mr. Conroy.
- Motion unanimously approved.

Mr. Lynch asked for a motion to approve the Permanent Appropriations for 2012.

- **Resolution #1070:** motion to approve the 2012 Permanent Appropriations by Mr. Lynch for \$338,100.00 General Fund; \$100.00 Motor Vehicle License Tax Fund; \$150,000.00 Gasoline Tax Fund; \$1,500.00 Cemetery Fund; \$198,000.00 Special

Levy-Fire Fund; and \$74,500.00 Special Levy-Police Protection Fund for a total of \$762,200.00, seconded by Mr. Conroy.

- Motion unanimously approved.

The trustees reviewed the contracts for cleaning the township building, mowing, and landscape maintenance.

- **Resolution #1071:** motion to hire Tonya Jordan to clean the township community building for 2012 at \$275.00 per month by Mr. Lynch, seconded by Mr. Conroy.
- Mr. Lynch yes, Mr. Conroy yes, and Mr. Jordan abstain.
- **Resolution #1072:** motion to hire Richard Neill to mow the township cemeteries and the grounds of the township community building for 2012 at \$14.75 per hour not to exceed \$9000.00 for the 2012 mowing season by Mr. Jordan, seconded by Mr. Conroy.
- Motion unanimously approved.
- **Resolution #1073:** motion to hire Robert Barker for pruning and landscape maintenance at the township building at a rate of \$40.00 per visit for 2012 by Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.

The township received the LUC annual assessment fee.

- **Resolution #1074:** motion to pay the LUC annual assessment fee of \$844.35 for 2012 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Ohio Public Records and Open Meeting Laws

The Union County Prosecuting Attorney's Office will hold an Ohio Public Records and Open Meeting Laws seminar on February 1, 2012 from 9:00 a.m. to 12:15 p.m.

Sheriff's Report

Deputy Haycox reported a resident on Brown Road was cited with a loud noise complaint on January 1, 2012.

- Mr. Barker thanked the sheriff's office for their response to the Brown Road incident.

Neighborhood Watch Program

Deputy Zacharias, the crime prevention specialist for the Union County Sheriff's Office (UCSO) presented information on the Neighborhood Watch Program.

- The UCSO encourages citizens to participate in this program to gain ideas on making their homes more secure and how to become more aware of recognizing and reporting suspicious activity in their neighborhoods.
- Typically groups meet 3 to 4 times per year.
- The trustees would like to set a date in February for an information meeting with residents to relay information on the Public Safety Officer (PSO) Program and the Neighborhood Watch Program.

Citizen Comments

None

Zoning

Zoning Administrator

Mr. Clase presented the monthly call and activity log for December 2011.

- **Resolution #1075:** motion to approve the Zoning Administrator's call and activity log for December by Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.

The Zoning Administrator salary was discussed. Currently Mr. Clase is not reimbursed for mileage within the township and alternate methods to track time spent on Millcreek Township zoning issues vs mileage were considered.

- **Resolution #1076:** motion for a salary adjustment of the Zoning Administrator's salary for the purpose of more accurately accounting for Millcreek Township

zoning work vs mileage. The salary will reflect a decrease of \$100.00 per month of the Zoning Administrator's salary from \$950/month to \$850/month and allow for mileage reimbursement within the township and for related meetings outside the township. Mileage reimbursement will adhere to the Millcreek Township Travel Policy with a cap of 200 miles per month unless authorized by the trustees. Motion made by Mr. Conroy, seconded by Mr. Jordan.

- Motion unanimously approved.

Mr. Clase discussed the availability of grants for parks and recreation. The trustees advised Mr. Clase to proceed with applying for grants for this use.

Zoning Commission

The Zoning Commission met in December and discussed parks and township activities as well as wind turbines. An organization meeting will be held in January.

Board of Zoning Appeals

The Board of Zoning Appeals will hold the organization meeting on January 23 followed by a meeting on CUP's.

Appointments of board members to the Zoning Commission and Board of Zoning Appeals were discussed.

- Mr. Lynch spoke to Mr. Troyer about continuing on the Zoning Commission. Mr. Troyer would like another month to consider.
- **Resolution #1077:** motion to appoint Jason Comstock for a five year term on the Board of Zoning Appeals effective February 1, 2012 to February 1, 2017 by Mr. Lynch, seconded by Mr. Jordan.
- Motion unanimously approved.

Jocelin Boutet expressed an interest in serving on the Zoning Commission and submitted a resume to the trustees.

- The trustees explained new members to the board are usually appointed to an alternate position and explained what an alternate position entails.
- **Resolution # 1078:** motion to appoint Jocelin Boutet to a five year term as an alternate on the Zoning Commission effective February 1, 2012 to February 1, 2017 by Mr. Conroy, seconded by Mr. Lynch.
- Motion unanimously approved.

Trustees

Mr. Lynch

- Mr. Lynch received a map produced for the Upper Scioto Watershed Balance Plan. Townships have been advised to review the map and to adjust land uses on the map. The trustees were in agreement that the map needs to reflect Millcreek Township's zoning and land use planning map.
- The Jerome Village sewer lines were recently tested and apparently there was a problem causing a section of the pipeline to be dug up on Harriott Road.

Mr. Conroy

- The upcoming Public Safety Officer, (PSO), levy was discussed. Mr. Conroy will contact Dave and Carla Long to determine their interest in chairing a PSO levy committee.

Mr. Jordan

- Mr. Jordan reported the new furnaces are on site but have not been installed. They should be installed within the next two weeks.

Other

The trustees duly noted the check sequence from the previous month ending with check #3343 and checks presented for approval at the current meeting beginning with check #3344. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

The trustees attested to the payment of the bills. The fiscal officer certified funds are available for the payment of the bills which were presented and approved by the trustees.

- **Resolution #1079:** motion to pay bills by Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.

P 1-12	3344	Jerome Township	2191-220-360	84,662.69
B 4-12	3345	LUC	1000-110-599	844.35
B 4-12	3346	InfoGuard	1000-120-599	60.00
P 6-12	3347	Ohio Edison	1000-120-351	162.30
B 4-12	3348	Union County Treasurer	1000-110-599	5.92

Interest for the month is: \$

Interest for the year is: \$

All formal actions of the Millcreek Township Trustees of Union County 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.

Motion to Adjourn

- **Resolution #1080:** motion to adjourn by Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.