

**Millcreek Township Trustees  
Regular Meeting Minutes  
April 3, 2023**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:05 p.m. to 8:50 p.m. at the Millcreek Township Community Building for the monthly meeting. Mr. Conroy called the meeting to order with the following members present:

**MEMBERS:** Keith Conroy, Bill Jordan, Dave Long and Scott Brackenridge

**ATTENDEES:** Chief Doug Stewart – Jerome Township Fire Department, Deputy Wyatt Payton – Union County Sheriff’s Office, Thayne Gray – Union County Assistant Prosecutor, Joni Orders, Ron Todd, Jason Comstock, Forrest Day, Mike Mansfield, Rob Richards

**Meeting Minutes**

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from March 6, 2023.

- **Resolution #2348:** motion to approve the minutes of the March 6, 2023 regular meeting by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Conroy asked for a motion to approve the emergency meeting minutes from March 22, 2023.

- **Resolution #2349:** motion to approve the minutes of the March 22, 2023 emergency meeting by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

**Jerome Township Fire Department**

Chief Stewart presented the monthly fire/EMS stats for March and other notable highlights for the department.

- Fire & EMS responses are comparable to last year.
- The 2022 Annual Report was distributed to the trustees for review.
- Station 211 – Substantial completion still projected for early June. Chief Stewart remains focused on hiring personnel to ensure both stations are fully staffed.
- The department received two grants recently to help purchase a SCBA breathing air cascade system and CPR training manikins.
- A live burn will occur April 11<sup>th</sup> on Brock Road for training purposes.

**Union County Sheriff’s Office**

Deputy Payton noted an increase in traffic accidents recently, as usual when the weather improves in spring. Deputy Payton also informed the trustees of some recent incidents in Jerome Township in which checks were stolen out of mailboxes. This mostly impacted businesses. He then took questions from the trustees and anyone else in attendance.

**Union County Prosecutor’s Office**

Thayne Gray, Union County Assistant Prosecutor, attended the meeting to address any questions about the Davisson property inspection and court order from last year. Mr. Gray affirmed the court order allowed wood to be stored in an agriculture building on the property. Residents asked questions and voiced concerns about the precedence set by allowing wood storage in an agriculture building. Ron Todd stated the next annual inspection was scheduled for April 27<sup>th</sup>. The basis for this year’s inspection will follow last year’s procedures.

**Public Comment**

None

## Zoning

### Zoning Commission

Joni Orders, Zoning Commission Chair, provided updates to the trustees.

- The Zoning Commission met on March 21<sup>st</sup>.
- A public hearing was scheduled for April 18<sup>th</sup> to discuss amendments to the Zoning Resolution regarding reformatting, reorganizing and renumbering *Article IV – Administration & Enforcement to Chapter 3 - Administrative Appointments, Duties & Actions*.
- The LUC may be able to provide support with the Zoning Resolution reorganization. This could replace looking for an intern to assist with the process.

### Board of Zoning Appeals

No updates.

### Zoning Administrator

Ron Todd, Zoning Administrator, provided updates to the trustees.

- No Zoning Administrator report is complete yet this month.
- As previously noted, this year's annual inspection of the property at 12140 Watkins Road is scheduled for April 27<sup>th</sup>.
- The trustees asked Mr. Todd to monitor for zoning code violations.
- **Resolution #2350:** motion to approve paying the final prorated invoice from iWorQ for \$375.00 and ending the software contract at the end of April by Mr. Jordan, seconded by Mr. Conroy.
- Motion unanimously approved.

## Trustees

### Building & Grounds Improvement Projects

Mr. Jordan will look to remove the tree that fell over near the parking lot. Mr. Long will try to replace the flagpole rope that broke.

### ODNR Notification

Outside legal counsel submitted a response on behalf of Millcreek Township by the deadline. No other updates have occurred since our response was submitted.

### Mr. Jordan

- Mill Creek Log Jam Project – No update.
- Trails & Greenway Committee – No update.
- Garage Electric – Work caused by the recent storm damage pushed back the scheduled timing of our work.
- The additional sand and rubber mulch for the playground will be spread when the weather improves and dries out.
- Ballfield Grounds – The trustees discussed making improvements to the ballfield.
- **Resolution #2351:** motion to spend up to \$3,000 to purchase topdressing for the township ballfield by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

### Mr. Long

- Cemetery Software – Still working with a software vendor. Mr. Brackenridge will provide Mr. Long an Excel file with cemetery details to assist with vendor requests.
- Sheedy Paving will schedule the parking lot sealing/stripping during the summer.
- Fairbanks Master Planning Committee – No recent updates.

### Mr. Conroy

- 33 Corridor Committee – No update.
- IT Backup Project – Jason Comstock will schedule time to review Sharepoint in the near future.
- 2023 Grants – Mr. Conroy noted the State of Ohio cemetery grant process will open later this year and felt this should be a priority for the township to complete. Any playground grants can be completed if time and resources permit.

- Jerome/Millcreek Fire Contract Review – Mr. Conroy is communicating with Jerome Township representatives to schedule the next meeting.
- Insurance Inquiry Follow-Up – Mr. Brackenridge informed the trustees that our insurance representative thought the waivers provided by members of a baseball team would likely not be sufficient and suggested the association update their insurance policy to include our ballfield location.

**Other Business Items**

Union County Engineer’s Office

Mr. Brackenridge presented the annual agreement received from the Union County Engineer’s Office to provide general maintenance and repair to our township roads.

- **Resolution #2352:** motion to sign an agreement with the Union County Engineer’s Office to perform necessary maintenance and repair of Millcreek Township roads for 2023 by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

Nixle 360 – Union County Sheriff’s Office

Mr. Brackenridge updated the trustees on recent changes made in how the Union County Sheriff’s Office uses the Nixle 360 community notification system. The Sheriff’s Office request for support funding the system was introduced to the trustees again for 2023.

- **Resolution #2353:** motion to approve the Nixle 360 annual fee of \$339.00 by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$11,465.43; Motor Vehicle License Tax \$91.17; Local Government Sales Tax \$1,702.27; LGF \$346.13; Motor Vehicle Permissive License Tax \$520.50. Mary Wheeler \$500.00 cemetery lots. Courtney Willis \$240.00 baseball field rental. Serenity Pools \$25.00 zoning permit. Yost Barns \$50.00 zoning permit. Auto Inspection Service \$250.00 zoning permit. Brett Hoerig \$50.00 zoning permit. Marysville Municipal Court \$465.40 traffic fines. Star Ohio \$3,231.07.

The March bank statement was not available at the time of the meeting.

The trustees duly noted the check sequence from the previous month ending with check #5963 and checks presented for approval at the current meeting beginning with check #5964. 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 #2354:** motion to pay bills by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

5964	Scott Brackenridge	1000-110-121	1,867.91
5965	Keith Conroy	1000-110-111	388.82
5965	Keith Conroy	2021-330-111	388.84
5966	William Jordan	1000-110-111	535.94
5966	William Jordan	2021-330-111	535.96
5967	David Long	1000-110-111	476.63
5967	David Long	2021-330-111	476.65
5968	Ron Todd	1000-130-150	921.54
5969	OPERS	1000-110-111	185.55
5969	OPERS	1000-110-211	416.30
5969	OPERS	1000-130-150	111.80
5969	OPERS	2021-330-111	185.55
5969	OPERS	2021-330-211	259.76
Vouc	IRS	1000-110-111	84.60
Vouc	IRS	1000-110-121	162.66
Vouc	IRS	1000-110-212	131.83
Vouc	IRS	1000-110-213	73.96

	Vouc	IRS	1000-130-150	55.93
	Vouc	IRS	2021-330-111	84.59
	Vouc	IRS	2021-330-213	26.90
	Vouc	Ohio Dept. Taxation	1000-110-111	17.43
	Vouc	Ohio Dept. Taxation	1000-110-121	75.58
	Vouc	Ohio Dept. Taxation	1000-130-150	11.96
	Vouc	Ohio Dept. Taxation	2021-330-111	17.41
	Vouc	School Dist. Income Tax	1000-110-111	16.53
	Vouc	School Dist. Income Tax	1000-110-121	20.18
	Vouc	School Dist. Income Tax	2021-330-111	16.50
	Vouc	Marysville City Inc. Tax	1000-130-150	16.77
	Vouc	Ohio Public Emp. Def.	1000-110-111	150.00
	Vouc	Ohio Public Emp. Def.	2021-330-111	150.00
P11-23	5970	Tonya Jordan	1000-120-329	350.00
P 4-23	5971	Ohio Edison	1000-120-351	170.89
P 9-23	5972	Verizon Wireless	1000-130-341	48.80
P10-23	5973	Spectrum Business	1000-120-329	128.93
B 2-23	5974	Marysville JT	1000-110-345	57.00
B 4-23	5975	Clarity Tech Solutions	1000-110-599	636.04
P 8-23	5976	Auditor of State	1000-110-313	876.00
P 2-23	5977	Union County Engineer	2021-330-420	1,736.16
B17-23	5978	Sedgwick	1000-110-230	200.10
B18-23	5978	Sedgwick	2021-330-230	89.90
B 9-23	5979	Joni Orders	1000-130-330	315.00
B 9-23	5980	Kevin Bryant	1000-130-330	80.00
B 9-23	5981	Eryn Staats	1000-130-330	80.00
B 9-23	5982	Maryann Sweeney	1000-130-330	80.00
B 9-23	5983	Jim Lawrenz	1000-130-330	40.00
B 4-23	5984	Union County Sheriff	1000-110-599	339.00
B12-23	5985	iWorQ	1000-130-599	375.00

Interest for the month is: \$21.21

Interest for the year is: \$63.92

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 #2355:** motion to adjourn by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

X

Keith Conroy  
Chairman

X

Scott Brackenridge  
Fiscal Officer