

**Millcreek Township Trustees  
Regular Meeting Minutes  
August 5, 2024**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:30 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 Rachel Snyder – Union County Sheriff’s Office, Ron Todd, Joanne Rausch, Arran Schultz, Jeff Pieper

**Meeting Minutes**

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from July 8, 2024.

- **Resolution #2484:** motion to approve the minutes of the July 8, 2024 regular meeting by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

**Jerome Township Fire Department**

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

- Responses continue running higher than last year (≈12% increase).
- The new Medic Unit was delivered, projected to be put into service in September.
- Chief Stewart noted two significant structure fires in the last month, one on El Camino Drive and another on Yarrow Run Road.
- The Fire Department went through an ISO Certification evaluation recently and expect the results back in the next few months. Chief Stewart was very pleased with how the evaluation process went.

**Union County Sheriff’s Office**

Deputy Snyder did not report anything specific to the trustees regarding patrol or traffic activity but made herself available for questions from the trustees or the public.

**Public Comment**

None

**Zoning**

**Zoning Commission**

Joni Orders, Zoning Commission Chair, was unable to attend tonight’s meeting. The trustees noted that the Zoning Commission met in July and discussed preliminary findings from PLANNING Next regarding their review of the township’s Comprehensive Land Use Growth Plan and Zoning Resolution.

**Board of Zoning Appeals**

No updates

**Zoning Administrator**

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

- Remediation photos were submitted by the property owner to the township in response to the notice letter sent following the annual inspection of the property at 12140 Watkins Road.
- Mr. Todd provided updates regarding other zoning violation inquiries and notices that he is following up on.
- Mr. Todd submitted his completion certificate for the State of Ohio’s required training regarding fraud reporting.
- **Resolution #2485:** motion to accept the Zoning Administrator’s report for July 2024 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

## Trustees

The trustees scheduled a special meeting on September 3<sup>rd</sup> at 6:30 p.m. at the township community building to review and inspect the township buildings and surrounding grounds.

### Emergency Warning Sirens

Chief Stewart distributed information packets to the trustees regarding the purchase of emergency warning sirens for enhanced public safety. There currently are no sirens in Millcreek Township and only one in Jerome Township. Chief Stewart discussed the benefits of warning sirens in conjunction with other methods like cell phone apps, local media, etc. The latest software allows warning sirens to be activated only in impacted areas. If purchased, the township would own the warning siren(s) but Union County Emergency Management Agency will contract to perform regular maintenance. The trustees asked questions throughout the discussion with Chief Stewart.

- **Resolution #2486:** motion to authorize spending up to \$80,000 for the purchase of two emergency warning sirens for the township, including all necessary installation costs, by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.
- **Resolution #2487:** motion to authorize the purchase of two emergency warning sirens and all necessary installation costs at a cost not to exceed \$80,000 be paid for from ARPA Funds (having elected to use the standard allowance and its presumption of revenue loss due to the public health emergency) by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

### Township Hall Improvement Projects

At last month's meeting, the trustees authorized spending up to \$3,000 on a landscaping project at the township hall. After reviewing updated vendor quotes since last month's meeting, Mr. Long determined the project cost could exceed \$3,000.

- **Resolution #2488:** motion to authorize spending up to \$5,001 on a landscaping project at the township hall (an increase of \$2,001 from last month's approved resolution) by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.
- **Resolution #2489:** motion to authorize completion of a landscaping project at the township hall at a cost not to exceed \$5,001 (an increase of \$2,001 from last month's approved resolution) be paid for from ARPA Funds (having elected to use the standard allowance and its presumption of revenue loss due to the public health emergency) by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Long distributed a quote to purchase new tables and chairs for the township hall.

- **Resolution #2490:** motion to purchase new tables and chairs for the township hall from Office City Express as quoted at a total cost of \$29,002.60 by Mr. Long, seconded by Mr. Conroy.
- Motion unanimously approved.
- **Resolution #2491:** motion to authorize the purchase of new tables and chairs for the township hall at a cost of \$29,002.60 be paid for from ARPA Funds (having elected to use the standard allowance and its presumption of revenue loss due to the public health emergency) by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

### Mr. Jordan

- Garage Concrete Floor – Work was completed in July to pour the new concrete floor inside the township garage.

### Mr. Long

No updates beyond the improvement projects already discussed.

Mr. Conroy

- PSO Contract – Mr. Conroy is scheduled to meet with representatives from Jerome Township and the Union County Sheriff’s Office on August 22<sup>nd</sup> to further discuss options for a new PSO contract starting January 1<sup>st</sup>, 2025.
- 33 Corridor Committee – Next meeting is scheduled this Friday in Plain City.
- .gov Domain Migration Grant – The State of Ohio is accepting grant applications to help subsidize the cost for governmental entities to transition domain registrations to “.gov”. This would provide some enhanced cybersecurity benefits among other changes. The trustees thought this change would be beneficial. Mr. Conroy will review the grant application details and gather more information.

**Other Business Items**

Mr. Brackenridge was notified the township is eligible to extend our audit contract with the current provider an additional 4 years (2 audit cycles). The trustees agreed this would be beneficial. Mr. Brackenridge will work with the Auditor of State’s Office and Wilson, Phillips & Agin, CPA’s to formalize the audit contract extension.

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$12,176.48; Motor Vehicle License Tax \$101.04; Local Government Sales Tax \$1,642.37; LGF \$346.13; Motor Vehicle Permissive License Tax \$526.50. Joanne Rausch \$75.00 township hall rental. Sean Luellen \$75.00 township hall rental. Jessica Antrim \$300.00 township hall rental. Jennifer Edwards \$300.00 township hall rental. Christopher Criner \$40.00 baseball field rental. Marysville Municipal Court \$316.50 traffic fines. Star Ohio \$3,874.13.

The trustees duly noted the check sequence from the previous month ending with check #6264 and checks presented for approval at the current meeting beginning with check #6265. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2492:** motion to approve the bank statement and bank reconciliation by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

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 #2493:** motion to pay bills by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

6265	Scott Brackenridge	1000-110-121	1,900.85
6266	Keith Conroy	1000-110-111	294.09
6266	Keith Conroy	2021-330-111	294.10
6267	William Jordan	1000-110-111	545.22
6267	William Jordan	2021-330-111	545.22
6268	David Long	1000-110-111	492.28
6268	David Long	2021-330-111	492.32
6269	Ron Todd	1000-130-150	929.03
6270	OPERS	1000-110-111	188.80
6270	OPERS	1000-110-211	420.84
6270	OPERS	1000-130-150	111.80
6270	OPERS	2021-330-111	188.79
6270	OPERS	2021-330-211	264.33
Vouc	IRS	1000-110-111	182.66
Vouc	IRS	1000-110-121	165.51
Vouc	IRS	1000-110-212	134.14
Vouc	IRS	1000-110-213	74.96
Vouc	IRS	1000-130-150	48.43
Vouc	IRS	2021-330-111	182.64
Vouc	IRS	2021-330-213	27.39
Vouc	Ohio Dept. Taxation	1000-110-111	18.12
Vouc	Ohio Dept. Taxation	1000-110-121	76.67
Vouc	Ohio Dept. Taxation	1000-130-150	11.97
Vouc	Ohio Dept. Taxation	2021-330-111	18.09

	Vouc	School Dist. Income Tax	1000-110-111	16.85
	Vouc	School Dist. Income Tax	1000-110-121	20.55
	Vouc	School Dist. Income Tax	2021-330-111	16.83
	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
P11-24	6271	Tonya Jordan	1000-120-329	350.00
B15-24	6272	Richard Neill	1000-410-329	1,088.00
P 4-24	6273	Ohio Edison	1000-120-351	469.49
P 9-24	6274	Verizon Wireless	1000-130-341	49.04
P10-24	6275	Spectrum Business	1000-120-329	124.98
B 5-24	6276	Clarity Tech Solutions	1000-110-599	122.55
B17-24	6277	Discount Portable Toilets	1000-610-599	99.00
P 2-24	6278	Union County Engineer	2021-330-420	594.80
P 3-24	6279	Union County Sheriff	2192-210-360	24,511.14
P17-24	6280	Potter's Carpet&Flooring	2272-760-740	8,779.41
P19-24	6281	Office City Express	2272-760-740	8,700.78

Interest for the month is: \$24.36

Interest for the year is: \$154.37

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 #2494:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy  
Chairman

X

Scott Brackenridge  
Fiscal Officer