

**Millcreek Township Trustees
Regular Meeting Minutes
December 4, 2023**

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, Dave Long and Scott Brackenridge

ATTENDEES: Battalion Chief Eric Billingsley – Jerome Township Fire Department, Ron Todd, Joni Orders, Robert Neill

Meeting Minutes

Minutes from the previous trustee meeting held on November 6th were not ready for review and approval. Mr. Brackenridge will have the minutes prepared for review at the next scheduled meeting.

Jerome Township Fire Department

Battalion Chief Billingsley presented the monthly fire/EMS stats for November and other notable highlights for the department.

- Responses continue running slightly below the prior year.
- Fire Marshal Flora has been busy completing inspections. Safety inspections have been increasing, especially with commercial development accelerating in the area.

Union County Sheriff's Office

No representative from the Sheriff's Office attended this meeting.

Public Comment

None

Zoning

Zoning Commission

Joni Orders, Zoning Commission Chair, emailed an update to the trustees prior to the meeting.

- An information session for the public regarding the US33/US42 Corridor Overlay District was held on November 9th. Aaron Sorrell with Community Planning Insights gave a presentation to residents in attendance and took questions. The Zoning Commission will be open to feedback from residents and the LUC over the next couple of months. Determination on when a public hearing could be scheduled on this topic will be discussed in early 2024.
- The Zoning Commission met on November 21st.
- A public hearing was scheduled for December 13th at 7:00 p.m. to consider updates to the Zoning Resolution regarding Solar Energy projects. The regular monthly meeting of the Zoning Commission was rescheduled to be held directly after this public hearing (normally occurs on the 3rd Tuesday of the month).
- Ms. Orders has been working on administrative edits of the Zoning Resolution and creating a more user-friendly online version.

Board of Zoning Appeals

No updates.

Zoning Administrator

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

- Mr. Todd met with the Union County Recorder to discuss documentation to be filed with the Recorder's Office to ensure Millcreek Township zoning information is complete and up-to-date. Mr. Todd will work with Mr. Brackenridge and the Recorder's Office to move forward with filing any necessary updates.
- Mr. Todd submitted expenses from 2023 for reimbursement.

- **Resolution #2408:** motion to approve reimbursement of expenses to Mr. Todd while fulfilling the role of Zoning Administrator totaling \$482.36 by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.
- **Resolution #2409:** motion to accept the Zoning Administrator's report for November 2023 by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

Trustees

Building & Grounds Improvement Projects

Mr. Conroy noted the Veteran's sign and surrounding area could be refreshed. The trustees also discussed updating the cemetery shed with new siding and a new metal roof. These updates will be considered further in 2024.

Mr. Jordan

Mr. Jordan was unable to attend this meeting.

Mr. Long

- Cemetery Software – Mr. Long distributed a quote and action plan received from Lazarus Cemetery Mapping to implement their cemetery software package. The trustees will review the information and consider it further at a future meeting.
- Tree Trimming – Del-Mar Tree Service completed the additional tree trimming around the township hall last month.
- Fairbanks Master Planning Committee – One of two tax levies passed during November voting. The school district will consider next steps now that the voting results are complete.

Mr. Conroy

- Pumper Truck Project – Mr. Brackenridge will have the first half payment to Jerome Township prepared for the next meeting.
- 33 Corridor Committee – The committee's next meeting is scheduled for Friday this week at Fairbanks Schools.
- Mr. Conroy will put up reflectors around the township hall parking lot and cemetery soon.
- Mr. Conroy received information from the State of Ohio regarding the passage of Issue 2 (legalization of marijuana) and limitations permissible at a local government level.

Other Business Items

2024 Budget Planning

Mr. Brackenridge presented the trustees a draft of 2024 appropriations for discussion purposes. The trustees reviewed the draft, asked questions, and provided feedback of some additional expenditures for inclusion. Mr. Brackenridge will incorporate these changes and distribute an updated version to be considered for approval at the year-end meeting.

2024 Organizational Meeting

The trustees scheduled the 2024 organizational meeting on Tuesday, January 2nd starting at 7:00 p.m. at the Millcreek Township Community Building.

Faithful Duty of Performance Insurance Coverage

Mr. Brackenridge presented the trustees information regarding Faithful Duty of Performance insurance coverage in lieu of carrying surety bonds for township officials. This type of insurance coverage was first approved for township's use in 2019 and fulfills the safeguard requirements mandated by the state against employee dishonesty and faithful performance of duty. The information was provided by the township's insurance carrier. To convert to this type of insurance coverage, the township must pass a resolution authorizing the change.

- **Resolution #2410:** motion to authorize Millcreek Township to purchase and use "employee dishonesty and faithful performance of duty policy" through OTARMA instead of individual surety bonds for officers, employees, and

appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties by Mr. Long, seconded by Mr. Conroy.

- Motion unanimously approved.

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$13,654.03; Motor Vehicle License Tax \$90.75; Local Government Sales Tax \$1,467.33; LGF \$346.13; Motor Vehicle Permissive License Tax \$481.04. Mike Castle \$75.00 township hall rental. Kathy Schrader \$75.00 township hall rental. Terra Dague \$75.00 township hall rental. Lori Reed \$75.00 township hall rental. Marysville Municipal Court \$202.50 traffic fines. Star Ohio \$3,709.33.

The trustees duly noted the check sequence from the previous month ending with check #6111 and checks presented for approval at the current meeting beginning with check #6112. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2411:** 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 #2412:** motion to pay bills by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

	6112	Scott Brackenridge	1000-110-121	1,867.91
	6113	Keith Conroy	1000-110-111	388.82
	6113	Keith Conroy	2021-330-111	388.84
	6114	William Jordan	1000-110-111	535.94
	6114	William Jordan	2021-330-111	535.96
	6115	David Long	1000-110-111	476.63
	6115	David Long	2021-330-111	476.65
	6116	Ron Todd	1000-130-150	921.54
	6117	OPERS	1000-110-111	185.55
	6117	OPERS	1000-110-211	416.30
	6117	OPERS	1000-130-150	111.80
	6117	OPERS	2021-330-111	185.55
	6117	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	6118	Tonya Jordan	1000-120-329	350.00
P 4-23	6119	Ohio Edison	1000-120-351	207.16
P 9-23	6120	Verizon Wireless	1000-130-341	48.89
P10-23	6121	Spectrum Business	1000-120-329	119.98
B 4-23	6122	Clarity Tech Solutions	1000-110-599	144.55
P 8-23	6123	Auditor of State	1000-110-313	876.00
P 2-23	6124	Union County Engineer	2021-330-420	107.53
B10-23	6125	LUC	1000-130-344	40.00

B 5-23	6126	Monarch Heating	1000-120-323	356.00
B 9-23	6127	Ron Todd	1000-130-330	24.89
B12-23	6127	Ron Todd	1000-130-599	482.36
B21-23	6128	Community Planning	1000-110-317	1,500.00

Interest for the month is: \$23.23

Interest for the year is: \$247.90

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 #2413:** motion to adjourn by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

X

Keith Conroy
Chairman

X

Scott Brackenridge
Fiscal Officer