

**Millcreek Township Trustees  
Organization/Regular Meeting Minutes  
January 2, 2018**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:50 p.m. at the Millcreek Township Community Building for the 2018 organization meeting. Mr. Lynch called the meeting to order with the following members present:

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

**ATTENDEES:** Phil Honsey and Chief Stewart of the Jerome Township Fire Department.

**Organization**

Mr. Lynch asked for a motion to appoint a chairman for 2018.

- **Resolution #1785:** motion to appoint Mr. Lynch as chairman for 2018 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Mr. Lynch asked for a motion to appoint a vice chairman for 2018.

- **Resolution #1786:** motion to appoint Mr. Conroy as vice chairman for 2018 by Mr. Lynch, seconded by Mr. Jordan.
- Motion unanimously approved.

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

- **Resolution #1787:** motion to schedule the monthly trustee meeting at the township community building on the first Monday of each month at 7:00 p.m. In the event of a holiday on a scheduled meeting date, the meeting will be held the Tuesday following the holiday by Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.

**Business**

Mr. Lynch asked for a motion to approve the year end meeting minutes held on December 20, 2017.

- **Resolution #1788:** motion to approve the minutes of the December 20, 2017 year end meeting by Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.

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

- **Resolution #1789:** motion to appoint Mr. Conroy as Millcreek Township's representative to LUC for 2018 by Mr. Lynch, seconded by Mr. Jordan.
- Motion unanimously approved.

Mr. Lynch asked for a motion to appoint the fire prevention officer for 2018.

- **Resolution #1790:** motion to appoint Jerome Township Fire Inspector, Sam Parsons, as the fire prevention officer for 2018 by Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.

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

- **Resolution #1791:** motion to hire Tonya Jordan to clean the township community building for 2018 at \$325.00 per month by Mr. Lynch, seconded by Mr. Conroy.
- Mr. Lynch yes, Mr. Conroy yes, and Mr. Jordan abstain.
- **Resolution #1792:** motion to hire Richard Neill to mow the township cemeteries and the grounds of the township community building for 2018 at \$15.00 per hour not to exceed \$9000.00 for the 2018 mowing season by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

The US 33 Corridor representative was discussed.

- **Resolution #1793** motion to appoint Mr. Conroy as Millcreek Township's representative to the US 33 Corridor Committee for 2018 by Mr. Lynch, seconded by Mr. Jordan.
- Motion unanimously approved.

The Tax Incentive Review Committee was discussed.

- **Resolution #1794:** motion to appoint Mr. Conroy as Millcreek Township's representative to the Tax Incentive Review Committee for 2018 by Mr. Lynch, seconded by Mr. Jordan.
- Motion unanimously approved.

The representative to the Health Department was discussed.

- **Resolution #1795:** motion to appoint Mr. Jordan as Millcreek Township's representative to the Health Department for 2018 Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.

#### Appropriations

The Permanent Appropriations for 2018 were reviewed.

- **Resolution #1796:** motion to approve the 2018 Permanent Appropriations by Mr. Lynch, seconded by Mr. Conroy: General Fund \$344,000.00; Motor Vehicle License Tax Fund \$100.00; Gasoline Tax Fund \$227,000.00; Cemetery Fund \$1,500.00; Special Levy Fire Fund \$211,500.00; Special Levy Police Protection Fund \$109,500.00. Total for all funds \$893,600.00.
- Motion unanimously approved.

#### Revenue Budget

Revenue budget items in the UAN software for 2018 will be determined by using the 2017 end of year Revenue Status report. The last Certificate of Estimated Resources from the Union County Auditor was dated January 9, 2017 and the 2018 Certificate of Estimated Resources will not be available from the county auditor until February.

#### Township Building Sign Replacement

Mr. Lynch presented an art proof sheet of the township building sign from UC Signs.

- **Resolution #1797:** motion to approve the art proof sheet from UC Signs for the township building sign and proceed at a cost of \$3,250.00 by Mr. Lynch, seconded by Mr. Conroy.
- Motion unanimously approved.

#### Flooring for Building Entry

Mr. Jordan received a quote of \$1,952.00 from Potter's Carpet and Floors for replacing the flooring in the township building entry.

- **Resolution #1798:** motion to approve Potter's Carpet and Floors to replace the tile in the building entry not to exceed \$2,000.00 by Mr. Jordan, seconded by Mr. Conroy.
- Motion unanimously approved.

#### Township Fee Schedules

The township fee schedules for Zoning Fees, Cemetery Fees, Ball Field Rental, and Building Rental were reviewed. The Zoning Fees, Ball Field Rental Fees, and Cemetery Fees will remain unchanged at this time.

- **Resolution #1799:** motion to remove the rental fee for wedding receptions and include wedding receptions as part of the regular fee schedule as follows: Rental Fees for Millcreek Township residents - \$50.00 per day Monday thru Thursday, \$75.00 per day Friday thru Sunday; Rental Fees for Non-Millcreek Township Residents – \$125.00 per day Monday thru Thursday, \$200.00 per day Friday thru Sunday by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.
- **Resolution #1800:** motion to revise the existing youth group building rental policy as follows: Rental fees will be waived for all non-profit youth groups (ie.

4-H, Boy Scouts, Girl Scouts, etc.). If the building is needed for official government use by township, county, state or federal entities, the youth group renting the building will be given notice one week prior to the rental if possible. Two or more adults must be supervising the youth groups during building rentals by Mr. Conroy, seconded by Mr. Jordan.

- Motion unanimously approved.

#### Union Soil/Water Conservation District Memorandum

Union Soil/Water Conservation District sent a new Memorandum of Understanding – the existing will Memorandum of Understanding will be null and void in 60 days. The trustees reviewed the new Memorandum of Understanding and have questions about some of the provisions. Mr. Lynch will contact Union Soil/Water.

#### Sheriff's Report

- None

#### Jerome Township Fire Department

Chief Stewart presented the trustees with the 2017 Annual Fire Report for the Jerome Township Division of Fire. The report broke down fire department responses into fire runs and ems runs by township

- New reporting software was purchased to become compliant with the State of Ohio reporting standard. The software will be totally operational by March.
- The relationship with neighboring fire departments has been strengthened and mutual aid contracts are in the process of being signed.
- Chief Stewart discussed the future of sub stations to shorten response time.

#### Citizen Comments

None

#### Zoning

##### Zoning Administrator

- **Resolution #1801:** motion to accept the Zoning Administrator's report for December, 2017 as submitted by Mr. Lynch, seconded by Mr. Jordan.
- Motion unanimously approved.

##### Zoning Commission

The Zoning Commission meet in December. The organization meeting will be held on January 16, 2018.

##### Board of Zoning Appeals

- No meeting.

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

- The trustees will contact the board members whose terms will be expiring.

#### Trustees

##### Mr. Lynch

- Facility duties of the trustees were reviewed and will remain the same for 2018.

##### Mr. Conroy

- US 33 Corridor Committee: The Committee is meeting in January.

##### Mr. Jordan

- Mr. Jordan reported he will schedule the cleaning for the building carpet. Mr. Conroy suggested waiting until spring.

#### Other

The trustees duly noted the check sequence from the previous month ending with check #4829 and checks presented for approval at the current meeting beginning with check #4830. 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 #1802:** motion to pay bills by Mr. Lynch, seconded by Mr. Jordan.
- Motion unanimously approved.

P	1-18	4830	Jerome Township	2191-220-360	96,213.71
B	2-18	4831	Marysville JT	1000-110-345	28.20
P	9-18	4832	Verizon Wireless	1000-130-341	50.28
		4833	OBWC	1000-110-230	115.76
B	14-18	4834	UC Signs	1000-410-730	300.00
		4835	VOID		
B	4-18	4836	Union County Treas.	1000-110-599	7.10
P	4-18	4837	Ohio Edison	1000-120-351	192.10
B	4-18	4838	CareWorks Comp.	1000-110-599	238.00

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 #1803:** motion to adjourn by Mr. Lynch, seconded by Mr. Jordan.
- Motion unanimously approved.

X

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William Lynch  
Chairman

X

Joyce Beaver  
Fiscal Officer

