

**Millcreek Township Trustees  
Regular Meeting Minutes  
January 4, 2021**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 9:15 p.m. at the Millcreek Township Community Building for the 2021 organization 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 Dimitri Tuzin – Union County Sheriff's Office, Joni Orders, Ron Todd, Jeff Pieper

**Organization**

Mr. Conroy asked for a motion to appoint a chairman for 2021.

- **Resolution #2124:** motion to appoint Mr. Conroy as chairman for 2021 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Conroy asked for a motion to appoint a vice chairman for 2021.

- **Resolution #2125:** motion to appoint Mr. Jordan as vice chairman for 2021 by Mr. Long, seconded by Mr. Conroy.
- Motion unanimously approved.

Mr. Conroy asked for a motion to schedule the monthly trustee meetings.

- **Resolution #2126:** motion to schedule the monthly trustee meetings 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. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

A summary of trustee duties and township representatives for various committees was reviewed and discussed to ensure necessary work was assigned. Notable assignments of township representatives to various committees is as follows:

- Mr. Conroy – Logan-Union-Champaign (LUC) Regional Planning Commission; NW 33 Council of Governments (US33 Smart Mobility Corridor); Union County Tax Incentive Review Council
- Mr. Jordan – Union County Health Department; Union County Log Jam Committee; Trails & Greenway Committee
- Mr. Long – LUC Census Committee
- Mr. Long & Ms. Orders – Union County Housing Task Force

**Meeting Minutes**

Mr. Conroy asked for a motion to approve the meeting minutes from December 21, 2020.

- **Resolution #2127:** motion to approve the minutes of the December 21, 2020 year-end meeting by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

**Jerome Township Fire Department**

Chief Stewart presented the monthly fire/EMS stats for the month.

- There were a few accident responses during the snowfall near the holidays, but otherwise no other noteworthy activity.
- Chief Stewart noted the deadline for utilizing CARES Act funding was extended to December 31, 2021.

Mr. Conroy asked for a motion to appoint the fire prevention officer for 2021.

- **Resolution #2128:** motion to appoint Jerome Township Fireman Dave Wilson as the fire prevention officer for 2021 by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

### Sheriff's Report

Deputy Tuzin stated he was not aware of any issues in the township to report but was open to any questions from the trustees or the public.

### Public Comment

Mr. Jeff Pieper asked questions regarding the request from Shelly Materials to rezone additional acreage for excavating and stated a few concerns he had. Some discussion ensued between Mr. Pieper and the trustees. The trustees encouraged Mr. Pieper to join the public hearing scheduled on January 11<sup>th</sup>.

### Zoning

#### Zoning Commission

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

- The public hearing with the trustees and Shelly Materials to review an application to rezone 35 acres to EQ District is upcoming on Monday, January 11<sup>th</sup>. Preparations for the public hearing are going well.
- Goals for the year are being discussed. The Zoning Commission has an ambitious plan for the year.
- The Zoning Commission's 2021 organization meeting is scheduled for Tuesday, January 19<sup>th</sup>. A joint meeting with members of the Zoning Commission and Board of Zoning Appeals is likely to be scheduled in early 2021.
- Updates were received to the overlay district draft language (US33 and US42 Corridor) from the external consultant. Further discussion on this topic will occur in January.

Mr. Conroy requested any Zoning Commission meeting minutes from 2020 be uploaded to the township website if not done so previously.

#### Board of Zoning Appeals

An organizational meeting for 2021 will be scheduled at a later date.

#### Zoning Administrator

Mr. Ron Todd emailed the Zoning Administrator report to the Trustees for review prior to the meeting.

- **Resolution #2129:** motion to accept the Zoning Administrator's report for December 2020 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.
- Mr. Conroy requested Mr. Todd provide the trustees an update on the iWorQ software implementation sometime in the next few months.

The trustees discussed scheduling a special meeting to provide Mr. Todd an employee performance review for his role as Zoning Administrator.

- **Resolution #2130:** motion to schedule a special trustee meeting on February 1<sup>st</sup> at 6:30 p.m. at the township community building to discuss personnel matters by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

### Trustees

Appointments of board members to the Zoning Commission and Board of Zoning Appeals were discussed. Some updates to member contact information were requested. Mr. Brackenridge will update the documents and distribute at a later time.

The trustees reviewed the contracts for cleaning the township building and mowing township properties.

- **Resolution #2131:** motion to hire Tonya Jordan to clean the township community building for 2021 at \$325.00 per month by Mr. Conroy, seconded by Mr. Long.
- Mr. Conroy – yes; Mr. Jordan – abstain; Mr. Long – yes
- **Resolution #2132:** motion to hire Richard Neill to mow the township cemeteries and the grounds of the township community building for 2021 at \$15.00 per hour not to exceed \$9,000 for the 2021 mowing season by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

The trustees reviewed fees charged by the township for various activities (zoning fees, facility rentals, cemetery fees, etc.). Several questions were asked and discussion occurred amongst all individuals present.

Mr. Jordan

No updates.

Mr. Long

No updates.

Mr. Conroy

- PSO Program Update – Mr. Conroy noted that Jerome Township continues discussions with the Union County Sheriff’s Office related to their interest in possibly adding PSO officer(s).
- No other updates.

**Other Business Items**

Mr. Brackenridge and Ms. Orders will be meeting this week to discuss the township’s ability to hold virtual meetings (if necessary) and identify what action items would need completed to enable this capability.

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 #2133:** motion to adjourn by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

X

Keith Conroy  
Chairman

X

Scott Brackenridge  
Fiscal Officer

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