

**Millcreek Township Trustees
Regular Meeting Minutes
July 8, 2024**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:45 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: Battalion Chief Eric Billingsley – Jerome Township Fire Department, Deputy Rachel Snyder – Union County Sheriff’s Office, Brandon Standley – Jerome Township Administrator, Ron Todd, Joni Orders, Joanne Rausch, Arran Schultz

Meeting Minutes

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from June 3, 2024.

- **Resolution #2473:** motion to approve the minutes of the June 3, 2024 regular meeting by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Jerome Township Fire Department

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

- Responses through June 2024 have increased as compared to last year, most notably EMS responses. Personnel are keeping up with their training hours.
- Firefighter Stricker will be joining the Community Safety Office starting in August to add another Inspector to the staff to handle the increasing workload.
- Delivery of the new Medic Unit is still expected in July.

Union County Sheriff’s Office

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

Public Comment

Arran Schultz suggested the trustees publish a Frequently Asked Questions (FAQ) document to assist answering common questions about the township brought up during the public meeting discussing the township’s Comprehensive Land Use Growth Plan.

Zoning

Zoning Commission

Joni Orders, Zoning Commission Chair, provided a brief update to the trustees. The Zoning Commission’s regular monthly meeting in June was canceled. The next regular meeting is scheduled for July 16th. The members plan to further discuss the public feedback received through the community survey regarding the township’s Comprehensive Land Use Growth Plan and through the public meeting held in June.

Board of Zoning Appeals

No updates.

Zoning Administrator

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

- A remediation notice letter was mailed in June as a follow up to the annual inspection of the property at 12140 Watkins Road. Recipients are provided a 30-day timeline to respond.
- Mr. Todd provided updates regarding zoning violation inquiries and notices that he is following up on.
- Mr. Todd inquired as to whether a new cell phone could be purchased for his use. The current cell phone is very outdated and can no longer accept software updates. Mr. Brackenridge will follow up with the township’s cellular provider to see what options are available and the related costs.

- **Resolution #2474:** motion to accept the Zoning Administrator's report for June 2024 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Trustees

Public Safety Officer (PSO) Contract

The current PSO contract between Millcreek/Jerome Townships and the Union County Sheriff's Office expires at the end of 2024. The Millcreek Township Trustees discussed options and asked questions regarding negotiating a new contract to begin January 1st, 2025. Brandon Standley, Jerome Township Administrator, provided feedback from Jerome Township representatives. Discussions centered around keeping the same number of officers, dropping the requirement that officers are cross-trained as emergency medical technicians and firefighters, and the appropriate length of a new contract. The Sheriff's Office suggested an option for a six-month contract extension which would allow the newly elected Sheriff time to provide his input once in office. More information will be gathered in discussion with the Sheriff's Office and will be reviewed further at a future meeting.

Township Hall & Cemetery Improvement Projects

The trustees reviewed two quotes obtained by Mr. Long for a landscape project at the township hall. The intent is to clean up the area in front of the township hall followed by installation of a front landscaping border. The trustees agreed with the overall project concept but asked Mr. Long to follow up with one of the vendors on a few details of the project as quoted.

- **Resolution #2475:** motion to authorize spending up to \$3,000 on a landscaping project at the township hall by Mr. Jordan, seconded by Mr. Conroy.
- Motion unanimously approved.
- **Resolution #2476:** motion to authorize completion of a landscaping project at the township hall at a cost not to exceed \$3,000 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. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

The trustees reviewed a quote to replace tables and chairs inside the township hall. The trustees agreed the purchase of new tables and chairs would be a nice upgrade but asked that the exact count to order be updated based on their discussions. Mr. Long will follow up with the vendor and obtain an updated quote.

Mr. Conroy distributed a quote to install new flooring inside the township hall. The trustees reviewed the quote and asked questions.

- **Resolution #2477:** motion to contract with Potter's Carpet & Floors to install new flooring inside the township hall as quoted at a total cost of \$17,558.81 by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.
- **Resolution #2478:** motion to authorize the installation of new flooring inside the township hall at a cost of \$17,558.81 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.

Mr. Long distributed a quote to install new roofing and siding on the cemetery shed. The trustees reviewed the quote and asked questions.

- **Resolution #2479:** motion to contract with LT Burns Company to install new roofing and siding on the cemetery shed as quoted at a cost of \$5,500 by Mr. Long, seconded by Mr. Conroy.
- Motion unanimously approved.
- **Resolution #2480:** motion to authorize the installation of new roofing and siding on the cemetery shed at a cost of \$5,500 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 – The contractor is scheduled to pour the concrete floor starting July 22nd.
- Spraying for weeds around the township grounds was completed again recently.

Mr. Long

No updates beyond the projects already discussed.

Mr. Conroy

- 33 Corridor Committee – Mr. Conroy distributed project notes from the last meeting held by the Committee on June 14th.

Other Business Items

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$11,935.30; Motor Vehicle License Tax \$110.89; Local Government Sales Tax \$1,534.75; LGF \$346.13; Motor Vehicle Permissive License Tax \$779.25. Theresa Tuller \$75.00 township hall rental. Kelly Koenig \$75.00 township hall rental. Sara Tillman \$125.00 township hall rental. Cheryl Garrard \$75.00 township hall rental. Jamie Ungerer \$75.00 township hall rental. Darran Pittman \$75.00 township hall rental. Marysville Junior Baseball Association \$10.00 baseball field rental. Marysville Municipal Court \$981.50 traffic fines. Star Ohio \$3,738.55.

The trustees duly noted the check sequence from the previous month ending with check #6241 and checks presented for approval at the current meeting beginning with check #6242. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2481:** 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 #2482:** motion to pay bills by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

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|------|-------------------------|--------------|----------|
| 6242 | Scott Brackenridge | 1000-110-121 | 1,900.85 |
| 6243 | Keith Conroy | 1000-110-111 | 294.09 |
| 6243 | Keith Conroy | 2021-330-111 | 294.10 |
| 6244 | William Jordan | 1000-110-111 | 545.22 |
| 6244 | William Jordan | 2021-330-111 | 545.22 |
| 6245 | David Long | 1000-110-111 | 492.28 |
| 6245 | David Long | 2021-330-111 | 492.32 |
| 6246 | Ron Todd | 1000-130-150 | 929.03 |
| 6247 | OPERS | 1000-110-111 | 188.80 |
| 6247 | OPERS | 1000-110-211 | 420.84 |
| 6247 | OPERS | 1000-130-150 | 111.80 |
| 6247 | OPERS | 2021-330-111 | 188.79 |
| 6247 | 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 |

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| | 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 | 6248 | Tonya Jordan | 1000-120-329 | 350.00 |
| B15-24 | 6249 | Richard Neill | 1000-410-329 | 850.00 |
| P 4-24 | 6250 | Ohio Edison | 1000-120-351 | 404.58 |
| P 9-24 | 6251 | Verizon Wireless | 1000-130-341 | 49.03 |
| P10-24 | 6252 | Spectrum Business | 1000-120-329 | 124.98 |
| B 5-24 | 6253 | Clarity Tech Solutions | 1000-110-599 | 122.55 |
| B 3-24 | 6254 | Marysville JT | 1000-110-345 | 19.00 |
| B17-24 | 6255 | Discount Portable Toilets | 1000-610-599 | 198.00 |
| P 1-24 | 6256 | Jerome Township | 2191-220-360 | 100,062.24 |
| P15-24 | 6257 | Planning NEXT | 1000-110-317 | 7,381.43 |
| B10-24 | 6258 | Joni Orders | 1000-130-330 | 45.00 |
| B10-24 | 6259 | Kevin Bryant | 1000-130-330 | 40.00 |
| B10-24 | 6260 | Jim Lawrenz | 1000-130-330 | 40.00 |
| B10-24 | 6261 | Maryann Sweeney | 1000-130-330 | 40.00 |
| B 3-24 | 6262 | Ron Todd | 1000-110-345 | 74.00 |
| B10-24 | 6262 | Ron Todd | 1000-130-330 | 13.40 |
| P16-24 | 6263 | Big Z Concrete LLC | 2272-760-720 | 8,637.50 |
| P16-24 | 6264 | Big Z Concrete LLC | 2272-760-720 | 8,637.50 |

Interest for the month is: \$20.90

Interest for the year is: \$130.01

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 #2483:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy
Chairman

X

Scott Brackenridge
Fiscal Officer