

**Millcreek Township Trustees  
Regular Meeting Minutes  
March 4, 2024**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:25 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, Sheriff Jamie Patton, Deputy Sean Phelan and Deputy Rachel Snyder – Union County Sheriff’s Office, Joni Orders, Joanne Rausch, Arran Schultz, Tom McCarthy, Brad Risner, Brian Clark

**Meeting Minutes**

Mr. Conroy asked for a motion to approve the special meeting minutes from February 5, 2024.

- **Resolution #2443:** motion to approve the minutes of the February 5, 2024 special meeting by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Conroy asked for a motion to approve the public hearing minutes from February 5, 2024.

- **Resolution #2444:** motion to approve the minutes of the February 5, 2024 public hearing by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from February 5, 2024.

- **Resolution #2445:** motion to approve the minutes of the February 5, 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 February and other notable highlights for the department.

- Responses have increased during 2024 as compared to 2023.
- Chief Stewart presented to the trustees the Jerome Township Fire Department 2023 Annual Report. Chief Stewart highlighted the accomplishments of fire personnel, the opening of Fire Station 211 and the resulting improvement in response times, and progress made on updating fire and medic equipment.

**Union County Sheriff’s Office**

Deputies Phelan and Snyder introduced themselves and noted they did not have anything specific to report to the trustees. The deputies took questions from everyone in attendance and encouraged anyone to reach out directly to the PSO officers with any questions or concerns.

Sheriff Jamie Patton presented to the trustees the Union County Sheriff’s Office Annual Township Report for 2023. Sheriff Patton highlighted new staff hires for the Sheriff’s Office as well as steps taken for his office to be more competitive during the hiring process moving forward.

**Public Comment**

Tom McCarthy introduced himself. He is running for Union County Commissioner on the March ballot. He asked for feedback from anyone in attendance on issues that he should be focused on as a County Commissioner. The trustees and those in attendance provided Tom with their thoughts and ideas.

**Zoning**

**Zoning Commission**

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

- The Zoning Commission met on February 15<sup>th</sup>.

- US33/US42 Overlay District Update – The Commission continued discussions on the overlay district draft language. Representatives from the LUC have assisted with informally reviewing the updates to-date.

### Board of Zoning Appeals

The Board of Zoning Appeals 2024 organization meeting was held on February 8<sup>th</sup>. Jason Comstock was elected Chair and Steve Cameron was elected Vice Chair. The Board reviewed active Conditional Use Permits (CUP's) at the meeting and made any necessary updates.

### Zoning Administrator

Ron Todd, Zoning Administrator, was unable to attend this meeting. He emailed the Zoning Administrator report for February to the trustees prior to the meeting for review.

- **Resolution #2446:** motion to accept the Zoning Administrator's report for February 2024 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

### Trustees

#### Tables & Chairs Replacement Options

Mr. Long will follow up on getting information regarding options and pricing to replace the tables and chairs in the township hall. Mr. Todd can provide input as well. This topic will be discussed further at future meetings as more information is gathered.

#### Mr. Jordan

- Garage Concrete Floor – Discussions with vendors will be ongoing to gather and share information as the timing and scope of the project is defined.
- Township Ballfield – Currently thinking to add some gravel/sand/dirt to the base of the ballfield in the spring and then spread grass seed in the fall.

#### Mr. Long

- Cemetery Software – The trustees discussed the quote from Lazarus Cemetery Mapping provided by Mr. Long at a prior meeting to map and transfer data for Watkins Cemetery to the company's software package.
- **Resolution #2447:** motion to approve a contract with Lazarus Cemetery Mapping as quoted for \$11,050 to map and photograph Watkins Cemetery and transfer information to the company's software package by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.
- Fairbanks Master Planning Committee – The school district placed a tax levy for voter consideration on the March ballot. Documents from the school district were distributed that included a Fairbanks Levy FAQ and a Facilities Summary.

#### Mr. Conroy

- 33 Corridor Committee – The Committee met last month. Development projects near Dublin and along the US33/Industrial Parkway corridor were discussed.
- Mr. Conroy passed out a draft scope of work outlined by Planning NEXT to review and update the township's Comprehensive Land Use Growth Plan. This information was distributed for the trustees to review and consider after this meeting. No action was necessary at this time. The trustees will discuss whether or not to hire a consultant to review the Land Use Growth Plan and what the scope of a review would be at a future meeting.

### Other Business Items

#### Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$11,291.76; Motor Vehicle License Tax \$85.30; Local Government Sales Tax \$1,285.26; LGF \$346.13; Motor Vehicle Permissive License Tax \$532.46. Melody Cunningham \$75.00 township hall rental. Cheryl Wilson \$75.00 township hall rental. Expert Fence LLC \$25.00 zoning permit. Melody Cunningham \$500.00 cemetery lots. Brad Risner \$500.00 cemetery lots. Marysville Municipal Court \$531.50 traffic fines. Star Ohio \$3,580.32.

The trustees duly noted the check sequence from the previous month ending with check #6172 and checks presented for approval at the current meeting beginning with check #6173. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2448:** motion to approve the bank statement and bank reconciliation by Mr. Conroy, seconded by Mr. Jordan.
- 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 #2449:** motion to pay bills by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

	6173	Scott Brackenridge	1000-110-121	1,900.85
	6174	Keith Conroy	1000-110-111	398.09
	6174	Keith Conroy	2021-330-111	398.10
	6175	William Jordan	1000-110-111	545.22
	6175	William Jordan	2021-330-111	545.22
	6176	David Long	1000-110-111	492.28
	6176	David Long	2021-330-111	492.32
	6177	Ron Todd	1000-130-150	929.03
	6178	OPERS	1000-110-111	188.80
	6178	OPERS	1000-110-211	420.84
	6178	OPERS	1000-130-150	111.80
	6178	OPERS	2021-330-111	188.79
	6178	OPERS	2021-330-211	264.33
	Vouc	IRS	1000-110-111	78.66
	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	78.64
	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	6179	Tonya Jordan	1000-120-329	350.00
P 4-24	6180	Ohio Edison	1000-120-351	263.64
P10-24	6181	Spectrum Business	1000-120-329	119.98
B 5-24	6182	Clarity Tech Solutions	1000-110-599	122.55
P 9-24	6183	Verizon Wireless	1000-130-341	49.04
B 1-24	6184	Bureau of Workers Comp	1000-110-230	50.37
B18-24	6184	Bureau of Workers Comp	2021-330-230	22.63

Interest for the month is: \$19.93

Interest for the year is: \$43.00

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 #2450:** motion to adjourn by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

X

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Keith Conroy  
Chairman

X

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Scott Brackenridge  
Fiscal Officer