

**Millcreek Township Trustees  
Regular Meeting Minutes  
March 6, 2023**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:05 p.m. to 9:40 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, Deputy Wyatt Payton – Union County Sheriff’s Office, Joni Orders, Ron Todd, Forrest Day, Del Looney, Jason Comstock

**Meeting Minutes**

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from February 6, 2023.

- **Resolution #2335:** motion to approve the minutes of the February 6, 2023 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.

- Chief Stewart added a few statistics to the monthly reporting provided to the trustees and will continue going forward. The new stats are training hours completed by department personnel and community safety inspections completed plus the number of violations found during the inspections.
- Station 211 – Substantial completion projected for early June. The project is on budget. Chief Stewart also remains focused on the process of hiring personnel in the upcoming months to ensure both stations are fully staffed.

**Union County Sheriff’s Office**

The volume of traffic accidents remains high, but mostly in Jerome Township. The Sheriff’s Office is monitoring roads with high rates of traffic incidents. Otherwise, Deputy Payton did not have anything specific to report to the trustees. He took questions from the trustees and anyone else in attendance.

**Public Comment**

Del Looney discussed improvements that could be made to the township community ball field to make it more usable for youth baseball and softball teams. Mr. Jordan will follow-up with Mr. Looney later in March to gain a more detailed understanding of the level of effort needed to make the improvements and the costs involved.

**Zoning**

**Zoning Commission**

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

- The Zoning Commission met on February 21<sup>st</sup>.
- Members discussed amendments to the Zoning Resolution for inclusion in *Chapter 3 – Administrative Appointments, Duties & Actions*. The Zoning Commission may be ready for a public hearing by April.
- The US33 and US42 Corridor Overlay District language will be revisited again in March.
- Ms. Orders will follow up with the applicant for the intern position.

**Board of Zoning Appeals**

- The Board of Zoning Appeals met on February 8<sup>th</sup>.
- The BZA first held a public hearing. The members approved a minor modification related to signage on a property with an existing Conditional Use Permit.
- The BZA then held its 2023 organization meeting.

### Zoning Administrator

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

- Resolution regarding issues with storing lumber at 12140 Watkins Road identified during the 2022 inspection is still incomplete. The 2023 inspection is due to be scheduled in April. Mr. Day voiced frustration with the proposed remedy for storage of lumber at the site noted by the judge presiding over the case. Mr. Conroy will request Thayne Gray, Union County Assistant Prosecutor, to attend next month's meeting to provide an update on this topic.
- **Resolution #2336:** motion to accept the Zoning Administrator's report for February 2023 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

### Review of Zoning Fees

Mr. Todd provided a schedule to preliminarily review township zoning fees. The trustees reviewed the material and suggested Mr. Todd ensure the types of fees are consistent with language contained in the Zoning Resolution. Mr. Todd and Ms. Orders will work together and bring more formal suggestions to the trustees at a later meeting.

### Trustees

#### ODNR Notification

The Millcreek Township Trustees received notice from the Ohio Department of Natural Resources ("ODNR") that Shelly Materials submitted an Industrial Minerals Mining Permit Application. ODNR will accept comments related to the application for a period of thirty days from the date of notice. The trustees discussed the application details and any concerns. The trustees felt it was appropriate for the township to submit comments and request a conference with the parties involved.

- **Resolution #2337:** motion to allow up to \$1,000 of expenditures for an outside legal counsel to assist with responding to ODNR's notice by Mr. Conroy, seconded by Mr. Jordan.
- Mr. Conroy – yes; Mr. Jordan – yes; Mr. Long – yes
- **Resolution #2338:** motion to allow Mr. Conroy to sign an engagement letter, if necessary, with Vorys, Sater, Seymour and Pease LLP related to the matter detailed in ODNR's notice by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

#### IT Email, Cloud Storage & Backup Project

Jason Comstock provided an update to the trustees. The IT company is ready to convert township email accounts to Microsoft Office 365 this month. Development of the Sharepoint site structure is also progressing. Mr. Comstock and the trustees agreed it would be helpful to schedule a meeting to review functionality and be able to ask questions.

- **Resolution #2339:** motion to schedule a special meeting on April 3<sup>rd</sup> beginning at 6:00 p.m. to review functionality of the township's new email and document storage software by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Comstock also presented the trustees with quotes to renew the township's firewall.

- **Resolution #2340:** motion to approve a 2 Year license renewal of the township's firewall at a cost of \$609.64 by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

#### Mr. Jordan

- Mill Creek Log Jam Project – No update.
- Trails & Greenway Committee – The group will meet later in March.
- Garage Electric – Eubanks Electric should be able to start work in the next 2-3 weeks.
- Mr. Jordan repaired the counter in the back of the township hall. He will monitor that the repairs resolve the situation. Renters of the township hall noted the counter was loose and could be a safety concern.

Mr. Long

- Cemetery Software – Mr. Long is providing information to a software vendor as part of the quote process and will keep the trustees updated.
- Fairbanks Master Planning Committee – Fairbanks Schools plans to make additions to the Elementary School first as part of an overall facilities plan. The school district continues to distribute information and hold meetings.
- Mr. Long presented a quote provided by Sheedy Paving to seal the township hall parking lot and paint stripes based on the existing layout.
  - **Resolution #2341:** motion to contract Sheedy Paving to seal, stripe and crackfill the township hall parking lot at a total cost of \$5,990 by Mr. Jordan, seconded by Mr. Long.
  - Motion unanimously approved.

Mr. Conroy

- 33 Corridor Committee – Millcreek Township hosted the Committee’s February meeting. Mr. Conroy provided an overview of Millcreek Township to the group. Union County Health Department also presented information.
  - **Resolution #2342:** motion to approve reimbursing Mr. Conroy for nominal expenses incurred hosting the 33 Corridor Committee meeting by Mr. Jordan, seconded by Mr. Long.
  - Motion unanimously approved.
- Union County Engineers Meeting – Mr. Conroy provided updates to the trustees from the Engineer’s meeting.
- Baseball Team Request – A youth baseball team interested in renting the ball field did not have insurance coverage sufficient to meet the standards set in the rental agreement, but instead obtained waivers from each participant. The trustees asked Mr. Brackenridge to follow up with our insurance provider to get feedback.
- 2023 Grants – The trustees are interested in pursuing a grant through the State of Ohio to benefit cemetery maintenance.
- Jerome/Millcreek Fire Contract Review – Mr. Conroy and Mr. Brackenridge met with representatives from Jerome Township in late February to begin discussions around exploring an extension to the Fire & EMS contract. Ideas discussed included a long-term extension of the Fire & EMS contract between both townships, locking-in fee increases, and Millcreek Township purchasing a vehicle that would be to the benefit of Millcreek Township residents. Both sides exchanged information and agreed to meet again at a later date.

**Other Business Items**

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$11,115.78; Motor Vehicle License Tax \$83.13; Local Government Sales Tax \$1,462.25; LGF \$346.13; Motor Vehicle Permissive License Tax \$445.97. Marysville Municipal Court \$185.00 traffic fines. Star Ohio \$5,857.33.

The trustees duly noted the check sequence from the previous month ending with check #5950 and checks presented for approval at the current meeting beginning with check #5951. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2343:** 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 #2344:** motion to pay bills by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

5951	Scott Brackenridge	1000-110-121	1,867.91
5952	Keith Conroy	1000-110-111	388.82
5952	Keith Conroy	2021-330-111	388.84
5953	William Jordan	1000-110-111	535.94
5953	William Jordan	2021-330-111	535.96

	5954	David Long	1000-110-111	476.63
	5954	David Long	2021-330-111	476.65
	5955	Ron Todd	1000-130-150	921.54
	5956	OPERS	1000-110-111	185.55
	5956	OPERS	1000-110-211	416.30
	5956	OPERS	1000-130-150	111.80
	5956	OPERS	2021-330-111	185.55
	5956	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	5957	Tonya Jordan	1000-120-329	350.00
P 4-23	5958	Ohio Edison	1000-120-351	185.19
P 9-23	5959	Verizon Wireless	1000-130-341	48.80
P10-23	5960	Spectrum Business	1000-120-329	119.98
B 4-23	5961	Georgia Tobin	1000-110-599	120.00
B 4-23	5962	Clarity Tech Solutions	1000-110-599	52.80
B 1-23	5963	Keith Conroy	1000-110-330	110.74

Interest for the month is: \$19.88

Interest for the year is: \$42.71

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 #2345:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy  
Chairman

X

Scott Brackenridge  
Fiscal Officer