

**Millcreek Township Trustees  
Regular Meeting Minutes  
May 6, 2024**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:55 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 and Scott Brackenridge

**ATTENDEES:** Chief Doug Stewart – Jerome Township Fire Department, Public Safety Officer Sean Phelan – Union County Sheriff’s Office, Jeff Stauch and Casey Rausch – Union County Engineer’s Office, Andrea Weaver – Union County Auditor, Mike Justice, Ron Todd, Joni Orders, Joanne Rausch, Arran Schultz

**Meeting Minutes**

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from April 1, 2024.

- **Resolution #2457:** motion to approve the minutes of the April 1, 2024 regular meeting by Mr. Jordan, seconded by Mr. Conroy.
- Motion unanimously approved.

**Jerome Township Fire Department**

Chief Stewart presented the monthly fire/EMS stats for April and other notable highlights for the department.

- Responses during 2024 have slightly increased as compared to last year.
- No responses were needed during the Solar Eclipse on April 8<sup>th</sup>. The department did respond and assist in the surrounding area after tornadoes touched down in March.
- Delivery of the new Medic Unit has been delayed due to backordered parts.

**Union County Sheriff’s Office**

Deputy Phelan did not have anything specific to report to the trustees but did take questions from anyone in attendance.

**Union County Auditor**

Andrea Weaver, Union County Auditor, presented the Auditor’s Estimate Report for active levies and revenue sources in Millcreek Township for 2024. Ms. Weaver also took questions from the trustees.

**Union County Engineer’s Office**

Jeff Stauch, Union County Engineer, provided the trustees an update regarding construction and development projects in the county. Several road projects are planned to begin or will remain ongoing this year in areas near Millcreek Township, most notably within or near Jerome Township impacting Industrial Parkway, US42 and US33. Also, bridge work this summer will cause Beecher Gamble Road to be closed for a few months.

Casey Rausch presented the trustees with two road and maintenance projects suggested by the Engineer’s Office for Millcreek Township. The first project suggests maintenance and repairs to access roads at Watkins Cemetery. The trustees reviewed this proposal and determined to consider it further at the next meeting when Mr. Long will be in attendance. The second project suggests DuraPatch repairs where needed on township roads in Millcreek Township. The trustees reviewed the proposal and asked questions.

- **Resolution #2458:** motion to approve the estimate of \$2,578.87 to perform DuraPatch repairs on township roads in Millcreek Township and authorize the Union County Engineer to undertake and perform the work by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

## Public Comment

Mike Justice introduced himself. Mr. Justice will become Union County Sheriff in 2025. He noted priorities he wants to focus on once in the Sheriff's position and wants to hear from townships about areas of focus or concern they have. Staffing will be one of his main priorities. The trustees asked questions and discussed the current PSO program which Millcreek Township and Jerome Township contract with the Sheriff's Office.

## Zoning

### Zoning Commission

Joni Orders, Zoning Commission Chair, provided a brief update to the trustees. The Zoning Commission meeting scheduled for April was canceled. Planned work and goals will be picked up again in May.

### Board of Zoning Appeals

No updates.

### Zoning Administrator

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

- The annual inspection at 12140 Watkins Road occurred on April 25<sup>th</sup>. The Zoning Administrator's report summarizing the results of the annual inspection should be finalized in time for the next regularly scheduled trustee meeting.
- Mr. Todd provided updates regarding zoning permit activity (generally low), zoning violation notices, a public records request, and a property rezoning inquiry.
- **Resolution #2459:** motion to accept the Zoning Administrator's report for April 2024 by Mr. Jordan, seconded by Mr. Conroy.
- Motion unanimously approved.

## Trustees

### Mr. Jordan

- Garage Concrete Floor – Another written quote was received from a vendor. The trustees will consider the project and quotes received at a future meeting when Mr. Long can be in attendance.

### Mr. Long

Mr. Long was unable to attend tonight's meeting. He distributed an email prior to tonight's meeting providing an update to the trustees regarding projects he is working on.

### Mr. Conroy

- 33 Corridor Committee – The Committee met in April. Mr. Conroy distributed a report from the meeting detailing numerous projects occurring in the surrounding areas near Millcreek Township.
- Scope of Work, Comprehensive Plan Review – Mr. Conroy presented a draft contract from Planning NEXT to provide consulting services regarding a review and update to the township's Comprehensive Plan and Zoning Code. The firm would review current land use growth plans and zoning codes and solicit community engagement and feedback. The trustees reviewed the contract and asked questions.
- **Resolution #2460:** motion to engage Planning NEXT to provide consulting services to review the township's Comprehensive Plan and Zoning Code and provide recommendations at a cost not to exceed \$50,000 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.
- A portable toilet was ordered and placed near the ballfield for the summer season.
- A representative from Millcreek Township was requested to meet with a consulting firm to discuss Union County's Economic Development Incentive Policy. The trustees agreed Mr. Conroy will be our representative and meet with the firm.

**Other Business Items**

**Union County 9-1-1 Plan**

The Union County 9-1-1 Program Review Committee distributed it's 9-1-1 Final Plan as approved by the committee. Pursuant to Ohio Revised Code guidelines, each Board of Township Trustees is asked to approve or disapprove of the plan. Mr. Brackenridge distributed the 9-1-1 Final Plan to the trustees for consideration.

- **Resolution #2461:** motion to approve the Union County 9-1-1 Plan as submitted by the Union County 9-1-1 Program Review Committee by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

**Receipts, Expenditures and Bank Reconciliation**

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$11,865.10; Motor Vehicle License Tax \$142.48; Local Government Sales Tax \$1,350.52; LGF \$346.13; Motor Vehicle Permissive License Tax \$558.00. Union County Auditor First Half Real Estate Tax Settlement – General Fund: \$47,774.69 real estate tax, \$1,758.29 personal property tax, \$1,799.40 public utility tax; Special Levy Fire Fund: \$185,729.51 real estate tax, \$6,028.40 personal property tax, \$6,169.35 public utility tax; Special Levy Police Fund: \$65,586.30 real estate tax, \$2,642.20 personal property tax, \$2,763.36 public utility tax. State of Ohio First Half Rollback – Real Estate: General Fund \$5,947.17; Special Levy Fire Fund \$1,400.05; Special Levy Police Fund \$494.37. Amanda Barger \$75.00 township hall rental. Debakanta Mohanty \$300.00 township hall rental. Marysville Municipal Court \$591.00 traffic fines. Star Ohio \$3,718.13.

The trustees duly noted the check sequence from the previous month ending with check #6211 and checks presented for approval at the current meeting beginning with check #6212. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2462:** 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 #2463:** motion to pay bills by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

6212	Scott Brackenridge	1000-110-121	1,900.85
6213	Keith Conroy	1000-110-111	294.09
6213	Keith Conroy	2021-330-111	294.10
6214	William Jordan	1000-110-111	545.22
6214	William Jordan	2021-330-111	545.22
6215	David Long	1000-110-111	492.28
6215	David Long	2021-330-111	492.32
6216	Ron Todd	1000-130-150	929.03
6217	OPERS	1000-110-111	188.80
6217	OPERS	1000-110-211	420.84
6217	OPERS	1000-130-150	111.80
6217	OPERS	2021-330-111	188.79
6217	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
	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	6218	Tonya Jordan	1000-120-329	350.00
B15-24	6219	Richard Neill	1000-410-329	875.50
P 4-24	6220	Ohio Edison	1000-120-351	240.14
P 9-24	6221	Verizon Wireless	1000-130-341	49.03
P10-24	6222	Spectrum Business	1000-120-329	134.98
B 5-24	6223	Clarity Tech Solutions	1000-110-599	122.55
P 2-24	6224	Union County Engineer	2021-330-420	816.04
P 3-24	6225	Union County Sheriff	2192-210-360	24,287.54

Interest for the month is: \$23.54

Interest for the year is: \$85.93

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 #2464:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy  
Chairman

X

Scott Brackenridge  
Fiscal Officer