

**Millcreek Township Trustees
Regular Meeting Minutes
May 1, 2023**

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: Chief Doug Stewart – Jerome Township Fire Department, Deputy Wyatt Payton – Union County Sheriff’s Office, Joni Orders

Meeting Minutes

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from April 3, 2023.

- **Resolution #2356:** motion to approve the minutes of the April 3, 2023 regular meeting by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Conroy asked for a motion to approve the special meeting minutes from April 3, 2023.

- **Resolution #2357:** motion to approve the minutes of the April 3, 2023 special meeting by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Jerome Township Fire Department

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

- Fire & EMS responses increased approximately 6% as compared to last year. This increase is reasonable given the growth in the area.
- Station 211 – Still projected for a substantial completion by June 6th.

Union County Sheriff’s Office

Deputy Payton again highlighted an increase in traffic accidents and urged residents to be cautious and watch their speed when driving. He then took questions from the trustees and anyone else in attendance.

Public Comment

None

Zoning

Zoning Commission

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

- The Zoning Commission met on April 18th. A public hearing and the regular monthly meeting were held.
- The public hearing was held to discuss amendments to the Zoning Resolution regarding reformatting, reorganizing and renumbering *Article IV – Administration & Enforcement to Chapter 3 - Administrative Appointments, Duties & Actions*. Members of the LUC were also in attendance to answer any questions. The Zoning Commission voted to recommend approval of the amendments to the trustees.
- **Resolution #2358:** motion to schedule a public hearing on June 5th beginning at 6:30 p.m. to consider amendments to the Zoning Resolution regarding reformatting, reorganizing and renumbering *Article IV – Administration & Enforcement to Chapter 3 - Administrative Appointments, Duties & Actions* by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.
- Ms. Orders discussed the need for administrative cleanup of the Zoning Resolution to ensure the most up-to-date version is readily accessible to everyone and in a user-friendly format. Ms. Orders is willing to work as a contractor for the township to move forward with the administrative changes. There are

currently no active candidates for the intern position which was previously discussed to assist with this effort.

- **Resolution #2359:** motion to hire Ms. Nancy (Joni) Orders as a contractor to assist with administrative tasks related to the Zoning Resolution at a rate of \$22 per hour not to exceed \$5,000 through the period of October 2023 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Board of Zoning Appeals

No updates.

Zoning Administrator

Ron Todd, Zoning Administrator, was unable to attend the meeting. Mr. Todd emailed the Zoning Administrator reports for March and April prior to the meeting for the trustee's review.

- The annual inspection of the property at 12140 Watkins Road was conducted on April 27th.
- **Resolution #2360:** motion to accept the Zoning Administrator's reports for March and April 2023 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Review of Zoning Fees

Ms. Orders reviewed a preliminary draft of changes to certain zoning fees. The trustees provided feedback and suggested a combined document between Ms. Orders and Mr. Todd be formalized for consideration by the trustees.

Trustees

Mr. Jordan

- Mill Creek Log Jam Project – No update.
- Trails & Greenway Committee – Next meeting scheduled in May.
- Garage Electric – No update.
- Mr. Jordan will follow-up regarding obtaining a drag for the township baseball field.
- Weed spraying occurred around the township hall, playground and surrounding areas recently.

Mr. Long

- Cemetery Software – A cost quote was received from a vendor. The trustees reviewed the quote and provided Mr. Long with feedback to consider while discussions with the vendor continue. The trustees plan to submit a grant request to assist with funding at least a portion of the cost of any software purchased.
- Fairbanks Master Planning Committee – No recent updates. The school district continues to distribute communications via email and social media if anyone is interested.

Mr. Conroy

- 33 Corridor Committee – Mr. Conroy was unable to attend the last meeting.
- IT Backup Project – Mr. Conroy and Mr. Brackenridge are planning to review details of Sharepoint with Jason Comstock later this month.
- 2023 Cemetery Grant – The State of Ohio cemetery grant process will open in July. Certain details can be pulled together before that date in preparation for submitting a grant application.
- Jerome/Millcreek Fire Contract Review – Mr. Conroy is communicating with Jerome Township representatives to schedule the next meeting.

Other Business Items

North Central Ohio Solid Waste District Management Plan Ratification

Mr. Brackenridge distributed a request from the North Central Ohio (NCO) Solid Waste District to pass a resolution ratifying NCO’s new solid waste management plan. The trustees asked questions and wanted further information prior to approving the plan. Mr. Conroy will follow-up with Union County personnel to better understand the process and ask any questions from the trustees.

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$10,643.51; Motor Vehicle License Tax \$134.00; Local Government Sales Tax \$1,291.47; LGF \$346.13; Motor Vehicle Permissive License Tax \$475.50. Union County Auditor First Half Real Estate Tax Settlement – General Fund: \$46,900.56 real estate tax, \$1,576.70 personal property tax, \$1,478.90 public utility tax; Special Levy Fire Fund: \$127,691.61 real estate tax, \$5,288.59 personal property tax, \$5,070.49 public utility tax; Special Levy Police Fund: \$64,472.80 real estate tax, \$2,368.84 personal property tax, \$2,271.16 public utility tax. Union County Auditor First Half MMH Settlement: General Fund \$11.85; Special Levy Fire Fund \$32.46; Special Levy Police Fund \$16.39. Mary Stemkowski \$75.00 township hall rental. Cheryl Garrard \$75.00 township hall rental. Maryann Sweeney \$500.00 cemetery lots. Marysville Municipal Court \$662.08 traffic fines. Star Ohio \$3,255.69.

The April bank statement was not available at the time of the meeting.

The trustees duly noted the check sequence from the previous month ending with check #5985 and checks presented for approval at the current meeting beginning with check #5986. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

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 #2361:** motion to pay bills by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

5986	Scott Brackenridge	1000-110-121	1,867.91
5987	Keith Conroy	1000-110-111	388.82
5987	Keith Conroy	2021-330-111	388.84
5988	William Jordan	1000-110-111	535.94
5988	William Jordan	2021-330-111	535.96
5989	David Long	1000-110-111	476.63
5989	David Long	2021-330-111	476.65
5990	Ron Todd	1000-130-150	921.54
5991	OPERS	1000-110-111	185.55
5991	OPERS	1000-110-211	416.30
5991	OPERS	1000-130-150	111.80
5991	OPERS	2021-330-111	185.55
5991	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	5992	Tonya Jordan	1000-120-329	350.00
B13-23	5993	Richard Neill	1000-410-329	671.50
P 4-23	5994	Ohio Edison	1000-120-351	179.09
P 9-23	5995	Verizon Wireless	1000-130-341	48.80
P10-23	5996	Spectrum Business	1000-120-329	133.92
B11-23	5997	Marysville JT	1000-130-345	38.00
B 4-23	5998	Clarity Tech Solutions	1000-110-599	160.10
B 9-23	5999	Jason Comstock	1000-130-330	45.00
B 9-23	6000	Steve Cameron	1000-130-330	40.00
B 9-23	6001	Jim Teitt	1000-130-330	40.00
B 9-23	6002	Brian Clark	1000-130-330	40.00
B 9-23	6003	Jeff Pieper	1000-130-330	40.00

Interest for the month is: \$20.21

Interest for the year is: \$84.13

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 #2362:** motion to adjourn by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy
Chairman

X

Scott Brackenridge
Fiscal Officer