

**Millcreek Township Trustees  
Regular Meeting Minutes  
May 4, 2020**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:10 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 Stewart – Jerome Township Fire Department, Deputy Myers and Deputy Blose – Union County Sheriff’s Office, Ron Todd (participated via teleconference), and Forrest Day

**Receipts**

Receipts for the month: Marysville Municipal Court \$207.50 traffic fines. Dave Elwer \$150.00 zoning permit. Ohio Township Association Risk Management Authority (OTARMA) \$500.00 CARES Program distribution. Missy Hauer \$75.00 building rental. Star Ohio: \$170.23. Star Ohio Plus: \$218.81.

**Business**

Mr. Conroy asked for a motion to approve the meeting minutes from April 6, 2020.

- **Resolution #2055:** motion to approve the minutes of the April 6, 2020 meeting by Mr. Conroy, seconded by Mr. Jordan
- Motion unanimously approved.

**Jerome Township Fire Department**

- Chief Stewart presented the monthly fire/EMS run stats. Activity increased slightly as compared to the past few months.
- The Millcreek Township fire levy passed by a significant margin.
- The Jerome Township fire levy did not pass. A breakdown of voting by precinct is not available yet. Chief Stewart voiced his concern that the proposed levy value should not be further reduced in an effort to pass the levy in a future election. The SAFER Grant received from FEMA will help funding in the short-term, but the grant gradually phases out over a three year period. No capital improvements are currently planned after this year due to funding concerns.

**Sheriff’s Report**

- Deputy Myers stated crashes and break-ins normally increase with the improved spring weather, but they have not seen an increase yet.
- Deputy Chris Blose was introduced. He was recently hired by the Sheriff’s Office and will be assisting with patrolling the area.

**Citizen Comments**

None

**Zoning**

**Zoning Commission**

No meeting held. Zoning Commission meetings were suspended through May 31, 2020 by resolution of the Township Trustees during the emergency meeting held in March.

Mr. Conroy stated the signed contract was received from Community Planning Insights for services to review overlay district language relating to the US-33 and US-42 corridors.

**Board of Zoning Appeals**

No meeting held. BZA meetings were suspended through May 31, 2020 by resolution of the Township Trustees during the emergency meeting held in March.

### Zoning Administrator

Mr. Ron Todd joined the meeting via teleconference.

- **Resolution #2056:** motion to accept the Zoning Administrator's report for April 2020 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.
- iWorQ update: The software is active now for permitting and code enforcement. Parcel and GIS mapping will begin for every property in the township.
- Davisson property update: The annual inspection was conducted on April 22, 2020. Mr. Todd will provide the trustees a formal report of any findings after review by all necessary parties. Mr Conroy requested every effort is made to finalize the report by the next scheduled trustee meeting on June 1, 2020. Mr. Forrest Day asked questions to the trustees regarding the process of initiating an appeal if necessary with the Board of Zoning Appeals depending upon the findings in the report.
- Two lot splits submitted to Union County by Conklin Dairy Farms were reviewed and will continue to be monitored.
- Mr. Todd asked the trustees to consider purchasing a projector screen for meeting presentations and vehicle magnets to assist with identifying township zoning personnel. The purchase of a projector screen was declined but the vehicle magnets were approved.
- **Resolution #2057:** motion to purchase two zoning inspector magnetic signs for identification of the Zoning Administrator or other township personnel at a cost not to exceed \$125 by Mr. Conroy, seconded by Mr. Long
- Motion unanimously approved.

### COVID-19 Response

The trustees previously suspended all township hall rentals and formal baseball/soccer field rentals through May 4, 2020. The trustees noted the Ohio Governor's ban of gatherings with 10+ people currently extends until May 29, 2020. The trustees felt that most rentals would expect to include more than 10 people at each gathering and therefore the township should extend the suspension of all facility rentals.

- **Resolution #2058:** motion to extend the suspension of all township hall rentals through June 1, 2020 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.
- The trustees will notify individuals or groups who previously scheduled township hall rentals in June (after June 1<sup>st</sup>) that further cancelations could occur based upon new developments.
- **Resolution #2059:** motion to extend the suspension of all formal group rentals of the baseball and soccer fields through June 1, 2020 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

### Union County Engineer

The trustees reviewed cost estimates from the Union County Engineer's Office for repairs to township roads and the cemetery.

- **Resolution #2060:** motion to contract with the Union County Engineer's Office to complete pothole patching on Millcreek Township roads at a cost not to exceed \$2,500 by Mr. Conroy, seconded by Mr. Long.
- Mr. Conroy – yes, Mr. Jordan – yes, Mr. Long – yes
- **Resolution #2061:** motion to contract with the Union County Engineer's Office to chip seal Shields Road, Thompson Road and the Millcreek Township Cemetery at a cost not to exceed \$13,000 by Mr. Conroy, seconded by Mr. Jordan.
- Mr. Conroy – yes, Mr. Jordan – yes, Mr. Long – yes
- **Resolution #2062:** motion to contract with the Union County Engineer's Office to repair the second loop in the Millcreek Township Cemetery at a cost not to exceed \$3,500 by Mr. Conroy, seconded by Mr. Long.
- Mr. Conroy – yes, Mr. Jordan – yes, Mr. Long – yes
- **Resolution #2063:** motion to contract with the Union County Engineer's Office to complete grader patching on Thompson Road at a cost not to exceed \$2,200 by Mr. Conroy, seconded by Mr. Jordan.
- Mr. Conroy – yes, Mr. Jordan – yes, Mr. Long – yes

**Trustees**

**Mr. Jordan**

- Mill Creek Log Jam Project – no update
- Township Hall Lighting Project – waiting to hear from Eubanks Electric to schedule the timing of the project.

**Mr. Long**

- Wi-Fi Project – complete. Equipment was installed. Internet and Wi-Fi capabilities were tested and are working as expected.
- Union County Housing Task Force Committee – no update
- Union County Census Committee – Response by county residents has been good to-date.

**Mr. Conroy**

- 33 Corridor Committee – no update

**Other**

The trustees duly noted the check sequence from the previous month ending with check #5332 and checks presented for approval at the current meeting beginning with check #5333. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2064:** 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 #2065:** motion to pay bills by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

	5333	Scott Brackenridge	1000-110-121	1,480.95
	5334	Keith Conroy	1000-110-111	303.94
	5334	Keith Conroy	2021-330-111	303.94
	5335	William Jordan	1000-110-111	451.49
	5335	William Jordan	2021-330-111	451.49
	5336	David Long	1000-110-111	461.26
	5336	David Long	2021-330-111	461.26
	5337	Ron Todd	1000-130-150	933.36
	5338	OPERS	1000-110-111	157.81
	5338	OPERS	1000-110-211	377.46
	5338	OPERS	1000-130-150	111.80
	5338	OPERS	2021-330-111	157.80
	5338	OPERS	2021-330-211	220.93
	Vouc	IRS	1000-110-111	27.13
	Vouc	IRS	1000-110-121	344.12
	Vouc	IRS	1000-110-212	116.80
	Vouc	IRS	1000-110-213	66.41
	Vouc	IRS	1000-130-150	60.51
	Vouc	IRS	2021-330-111	27.12
	Vouc	IRS	2021-330-213	22.89
	Vouc	Ohio Dept. Taxation	1000-110-111	12.73
	Vouc	Ohio Dept. Taxation	1000-110-121	40.00
	Vouc	Ohio Dept. Taxation	1000-130-150	12.33
	Vouc	Ohio Dept. Taxation	2021-330-111	12.71
	Vouc	School Dist. Income Tax	1000-110-111	13.75
	Vouc	School Dist. Income Tax	1000-110-121	18.84
	Vouc	School Dist. Income Tax	2021-330-111	13.73
	Vouc	Ohio Public Emp. Def.	1000-110-111	150.00
	Vouc	Ohio Public Emp. Def.	2021-330-111	150.00
B 6-20	5339	Tonya Jordan	1000-120-329	325.00
B15-20	5340	Richard Neill	1000-410-329	645.00
P 9-20	5341	Verizon Wireless	1000-130-341	50.67

P 5-20	5342	Heritage Coop.	1000-120-353	652.58
P 4-20	5343	Ohio Edison	1000-120-351	176.08
B 2-20	5344	Marysville Journal Trib.	1000-110-345	14.25
B11-20	5344	Marysville Journal Trib.	1000-130-345	57.00
P 3-20	5345	Union County Sheriff	2192-210-360	16,866.48
P12-20	5346	Clarity Tech. Solutions	1000-120-323	4,304.74
P 8-20	5347	Auditor of State	1000-110-313	876.00
B 3-20	5348	Ron Todd	1000-110-410	158.86

Interest for the month is: \$86.88

Interest for the year is: \$3,529.29.

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 #2066:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

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Keith Conroy  
Chairman

X

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Scott Brackenridge  
Fiscal Officer