

Millcreek Township Trustees
Regular Meeting Minutes
April 7, 2025

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:50 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 – Union County Sheriff’s Office, Ron Todd, Joni Orders, Adam Ferguson, Joanne Rausch, Arran Schultz, Brian Clark

Meeting Minutes

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from March 3, 2025.

- **Resolution #2567:** motion to approve the minutes of the March 3, 2025 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 March 20, 2025.

- **Resolution #2568:** motion to approve the minutes of the March 20, 2025 special meeting by Mr. Long, seconded by Mr. Conroy.
- Motion unanimously approved.

Jerome Township Fire Department

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

- Responses have increased during 2025 as compared to 2024.
- Two emergency warning sirens were installed in Millcreek Township. Two sirens were also installed in Jerome Township. Further work and testing will be done in the near future to ensure the sirens are operating fully and as intended.
- An Ohio Fire Marshal Grant Award was received which will allow for the purchase of additional turnout gear sets.
- Residents may drop off unused and expired prescription medications to Station 211 on April 26th from 10:00 a.m. – 2:00 p.m. as part of Drug Take Back Day.

Chief Stewart also updated the trustees regarding the purchase of a new tanker truck. The vendor contracted by Jerome Township for the purchase had brought forward multiple price increases and delayed delivery timing. The most recent update was the vendor would not commit to a “no later than” delivery date and no further price increases. Therefore, Jerome Township decided to no longer move forward with that vendor and instead contracted with a new provider who could deliver a finished tanker truck much sooner. However, the new tanker truck would not be a “vacuum” tanker as was agreed to by Millcreek Township and Jerome Township.

- **Resolution #2569:** motion to amend the Fire and Emergency Medical Service Agreement between Jerome Township Fire & EMS and Millcreek Township to remove the word “Vacuum” from Articles 5 and 8 by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

Union County Sheriff’s Office

A deputy from the Sheriff’s Office attended the meeting. She noted the Sheriff’s Office is providing additional enforcement along high volume roads in the area and recently changed policies to assign traffic complaints to specific deputies. She also pointed out that US 36 near Marysville will be closed soon for approximately three months.

Public Comment

None

Zoning

Zoning Commission

Joni Orders, Zoning Commission Chair, provided an update to the trustees.

- The Zoning Commission met on March 18th.
- A public meeting was scheduled for April 29th at 6:30 – 8:00 p.m. The meeting format will be an Open House allowing residents to review the work completed while updating the Millcreek Township Land Use & Comprehensive Plan and to provide feedback. Postcards will be mailed to residents notifying them of the public meeting.

Board of Zoning Appeals

No updates

Zoning Administrator

Ron Todd, Zoning Administrator, provided an update to the trustees.

- Mr. Todd provided updates on recent permit applications and zoning violation notices. He also presented a minor administrative change to the zoning permit application and fees packets.
- **Resolution #2570:** motion to accept the Zoning Administrator's report for March 2025 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Trustees

2025 Lawn Care Service Agreement

The trustees reviewed lawn care service proposals during a special meeting previously held on March 20th. The final contract with the selected vendor, Ferguson's Lawn Care LLC, was reviewed by the trustees tonight. No changes were noted as necessary.

- **Resolution #2571:** motion to hire Ferguson's Lawn Care to perform lawn care services at township properties for the period April 15th, 2025, through November 15th, 2025 at a rate of \$400 per mow not to exceed a total cost of \$13,000 during the contract term (*contingent upon receiving adequate insurance coverage documentation*) by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Mr. Jordan

- Mr. Jordan attended the Union County Health Department's Annual Meeting of the District Advisory Council in March. As with many departments, future budgetary concerns were noted during the meeting, but funding is adequate for now. The Health Department could help with playground grants if the township is interested in the future.

Mr. Long

- Mr. Long is gathering a needs list for exterior repairs to the township hall gutters and the recreational shelter by the playground. He will seek cost quotes for the work in the coming months.

Mr. Conroy

- Mr. Conroy noted no decision has been made yet on our grant application for the ".gov" domain migration.

Other Business Items

Union County Engineer's Office

Mr. Brackenridge presented the annual agreement received from the Union County Engineer's Office to provide general maintenance and repair to our township roads.

- **Resolution #2572:** motion to sign an agreement with the Union County Engineer's Office to perform necessary maintenance and repair of Millcreek Township roads for 2025 by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Amazon Business Prime Account

The Ohio Township Association partnered with Amazon to allow townships to sign up for a free Amazon Business Prime account. The trustees previously discussed enrolling to open an account. Questions regarding appropriate oversight and approval of expenditures were answered satisfactorily.

- **Resolution #2573:** motion to authorize Mr. Brackenridge to enroll through the Ohio Township Association Service Corp and create an Amazon Business Prime account for Millcreek Township with secondary approval requirements by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$12,066.94; Motor Vehicle License Tax \$89.47; Local Government Sales Tax \$1,753.88; LGF \$346.13; Motor Vehicle Permissive License Tax \$520.50. Carla Jacobs \$75.00 township hall rental. Dhinakaran Rajendran \$350.00 township hall rental. Marysville Municipal Court \$552.00 traffic fines. Star Ohio \$3,281.85.

The trustees duly noted the check sequence from the previous month ending with check #6421 and checks presented for approval at the current meeting beginning with check #6422. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2574:** motion to approve the February 28th and March 31st bank statements and bank reconciliations 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 #2575:** motion to pay bills by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

	6422	Scott Brackenridge	1000-110-121	1,934.28
	6423	Keith Conroy	1000-110-111	303.51
	6423	Keith Conroy	2021-330-111	303.52
	6424	William Jordan	1000-110-111	554.64
	6424	William Jordan	2021-330-111	554.63
	6425	David Long	1000-110-111	502.91
	6425	David Long	2021-330-111	502.93
	6426	Ron Todd	1000-130-150	935.28
	6427	OPERS	1000-110-111	192.10
	6427	OPERS	1000-110-211	425.46
	6427	OPERS	1000-130-150	111.80
	6427	OPERS	2021-330-111	192.09
	6427	OPERS	2021-330-211	268.95
	Vouc	IRS	1000-110-111	181.85
	Vouc	IRS	1000-110-121	168.41
	Vouc	IRS	1000-110-212	136.49
	Vouc	IRS	1000-110-213	75.97
	Vouc	IRS	1000-130-150	42.18
	Vouc	IRS	2021-330-111	181.84
	Vouc	IRS	2021-330-213	27.85
	Vouc	Ohio Dept. Taxation	1000-110-111	18.83
	Vouc	Ohio Dept. Taxation	1000-110-121	77.80
	Vouc	Ohio Dept. Taxation	1000-130-150	11.97
	Vouc	Ohio Dept. Taxation	2021-330-111	18.82
	Vouc	School Dist. Income Tax	1000-110-111	17.18
	Vouc	School Dist. Income Tax	1000-110-121	20.93
	Vouc	School Dist. Income Tax	2021-330-111	17.16
	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
P 8-25	6428	Tonya Jordan	1000-120-329	375.00
P 4-25	6429	Ohio Edison	1000-120-351	255.75

P 6-25	6430	Verizon Wireless	1000-130-341	49.09
P 7-25	6431	Spectrum Business	1000-120-329	125.00
B 8-25	6432	Clarity Tech Solutions	1000-110-599	123.00
B 9-25	6432	Clarity Tech Solutions	1000-120-323	2,873.13
B 6-25	6433	Marysville JT	1000-110-345	15.75
P10-25	6434	Auditor of State	1000-110-313	876.00
P 2-25	6435	Union County Engineer	2021-330-420	1,880.87
P11-25	6436	Planning NEXT	1000-110-317	6,347.51
B 1-25	6437	Sedgwick	1000-110-230	233.60
B22-25	6437	Sedgwick	2021-330-230	86.40
B 8-25	6438	Georgia Tobin	1000-110-599	120.00
B11-25	6439	Bill Jordan	1000-120-420	139.98
B 6-25	6440	Keith Conroy	1000-110-345	651.41
B13-25	6441	Nancy Orders	1000-130-330	315.00
B13-25	6442	Eryn Staats	1000-130-330	40.00
B13-25	6443	Freeman Troyer	1000-130-330	40.00
B13-25	6444	Kevin Bryant	1000-130-330	120.00
B13-25	6445	Maryann Sweeney	1000-130-330	80.00
B13-25	6446	Jason Comstock	1000-130-330	45.00
B13-25	6447	Steve Cameron	1000-130-330	40.00
B13-25	6448	Brian Clark	1000-130-330	40.00
B13-25	6449	Jeff Pieper	1000-130-330	40.00

Interest for the month is: \$21.80

Interest for the year is: \$65.06

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 #2576:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy
Chairman

X

Scott Brackenridge
Fiscal Officer