

**Millcreek Township Trustees
Regular Meeting Minutes
December 1, 2025**

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, Ron Todd, Joni Orders, Joanne Rausch, Arran Schultz

Meeting Minutes

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

- **Resolution #2627:** motion to approve the minutes of the November 3, 2025 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 November and other notable highlights for the department.

- Responses continue running higher than last year ($\approx 19\%$ increase).
- A notable fire response occurred at Select Sires in November. Structural damage was incurred but the animals were moved to safety.
- The lead fire engine is out of service again due to issues with the L9 motor, a recurring problem for that engine.

Union County Sheriff's Office

No representative from the Sheriff's Office attended this meeting.

Public Comment

A resident inquired about the township placing recycling bins at the community building as an added service available for residents to drop off their recyclables. The trustees discussed the idea but did not want to offer the service at this time due to the ongoing monitoring and maintenance that would be necessary.

Zoning

Zoning Commission

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

- The Zoning Commission was unable to get a quorum for the scheduled November public hearing and regular meeting, so no meetings were held. The continuance of the public hearing (updates to Chapter 4 of the Zoning Resolution) which started in October will occur on December 16th with a regular monthly meeting to immediately follow.
- The trustees scheduled a public hearing on January 5th starting at 7:00 p.m. to consider the amendments to Chapter 4 of the Zoning Resolution, pending approval and recommendation by the Zoning Commission.
- Overlay district language will be revisited in early 2026.
- Ms. Orders and Mr. Conroy met with Brad Bodenmiller, Director of LUC, to discuss additional support the LUC Staff could provide the Millcreek Township Zoning Commission. Mr. Bodenmiller sent a general time estimate to provide added services and a cost estimate to consider as part of our membership contribution. Further discussion on whether to engage the LUC Staff for added support will occur at a future meeting.
- Tim Belmonte submitted his resignation from his alternate position on the Zoning Commission. Bill Lynch has expressed interest in taking the alternate position.

Board of Zoning Appeals

No updates

Zoning Administrator

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

- Mr. Todd provided updates on several permit applications and a few zoning violation notices.
- Mr. Conroy inquired about the status of any properties which could benefit from grant funds through the Building Demolition and Site Revitalization program. Mr. Todd will follow up with the property owners of a couple sites which were discussed during the meeting.
- **Resolution #2628:** motion to accept the Zoning Administrator's report for November 2025 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Trustees

Mr. Jordan

- Playground Equipment - Mr. Jordan shared information he compiled while researching new equipment for the township playground. This information and the associated costs will be considered as part of next year's budget. Mr. Conroy noted matching grant funds could be available to assist with the purchase of any new playground equipment.

Mr. Long

- Township Hall Repairs & Updates – Interior repairs and updates are mostly complete. Window blinds should arrive within the next couple of weeks.
- Cemetery Software – Mr. Brackenridge confirmed we have access to setup a link on the township website to the new cemetery system. We would need to complete some upfront configuration before go-live though. Mr. Brackenridge will work on a proposal of what information could be made available.

Mr. Conroy

- 2026 Trustee Duties – Mr. Jordan will take on the responsibility of township hall rentals beginning in 2026. Mr. Conroy and Mr. Jordan will meet in early 2026 to transition the role.

Other Business Items

Township Highway System Mileage Certification

The 2025 Township Highway System Mileage Certification prepared by the Ohio Department of Transportation (ODOT) and received from the Union County Engineer's Office was presented to the trustees for approval.

- **Resolution #2629:** motion to approve the 2025 Township Highway System Mileage Certification of 2.759 miles by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

2026 Organizational Meeting

The trustees scheduled the 2026 organizational meeting for January 5th to begin immediately following the conclusion of the public hearing (updates to Chapter 4 of the Zoning Resolution) which was scheduled to begin at 7:00 p.m. that same evening.

2026 Budget Planning

Mr. Brackenridge presented a draft of 2026 appropriations to the trustees for discussion purposes. The trustees provided feedback on various line items. Mr. Brackenridge will incorporate their feedback and distribute an updated version to be considered for approval at the year-end meeting.

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$12,450.52; Motor Vehicle License Tax \$91.36; Local Government Sales Tax \$1,438.48; LGF \$346.13; Motor Vehicle Permissive License Tax \$314.85. Senthil Kumar Muthusamy \$75.00 township hall rental. Kylee Dawson \$75.00 township hall rental. Sandy Hershberger \$75.00 township hall rental. Melody Cunningham \$75.00 township hall rental. Laura Weisburn \$75.00 township hall rental. Vespa Solar LLP \$100.00 zoning permit. Robin Stewart \$350.00 zoning permit. Finish Line Building Inc \$250.00

zoning permit. Nathan Reed \$964.00 zoning permit. Marysville Municipal Court \$429.50 traffic fines. Star Ohio \$3,036.99.

The trustees duly noted the check sequence from the previous month ending with check #6579 and checks presented for approval at the current meeting beginning with check #6580. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2630:** 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 #2631:** motion to pay bills by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

6580	Scott Brackenridge	1000-110-121	1,934.28	
6581	Keith Conroy	1000-110-111	303.51	
6581	Keith Conroy	2021-330-111	303.52	
6582	William Jordan	1000-110-111	554.64	
6582	William Jordan	2021-330-111	554.63	
6583	David Long	1000-110-111	502.91	
6583	David Long	2021-330-111	502.93	
6584	Ron Todd	1000-130-150	935.28	
6585	OPERS	1000-110-111	192.10	
6585	OPERS	1000-110-211	425.46	
6585	OPERS	1000-130-150	111.80	
6585	OPERS	2021-330-111	192.09	
6585	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	6586	Tonya Jordan	1000-120-329	375.00
P 4-25	6587	Ohio Edison	1000-120-351	258.28
P 7-25	6588	Spectrum Business	1000-120-329	125.00
B 8-25	6589	Clarity Tech Solutions	1000-110-599	130.30
B15-25	6590	Marysville JT	1000-130-345	68.25
P 2-25	6591	Union County Engineer	2021-330-420	327.20
P 3-25	6592	Union County Sheriff	2192-210-360	24,240.15
P10-25	6593	Auditor of State	1000-110-313	876.00
B 1-25	6594	Bureau of Workers Comp	1000-110-230	908.85
B22-25	6594	Bureau of Workers Comp	2021-330-230	1,245.00
P 6-25	6595	Verizon Wireless	1000-130-341	49.55
P13-25	6596	LT Burns Company LLC	1000-120-323	12,601.89

Interest for the month is: \$22.61

Interest for the year is: \$254.38

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 #2632:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy
Chairman

X

Scott Brackenridge
Fiscal Officer