

**Millcreek Township Trustees
Regular Meeting Minutes
January 5, 2026**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:15 p.m. to 9:00 p.m. at the Millcreek Township Community Building for the 2026 organization meeting. Mr. Conroy called the meeting to order with the following members present:

MEMBERS: Keith Conroy, Bill Jordan, Dave Long and Scott Brackenridge.

ATTENDEES: Battalion Chief Eric Billingsley – Jerome Township Fire Department, Deputy Connor Swayne – Union County Sheriff’s Office, Brad Bodenmiller – Logan-Union-Champaign (LUC) Regional Planning Commission, Ron Todd, Joni Orders, Joanne Rausch, Arran Schultz

Organization

Mr. Conroy asked for a motion to appoint a chairman for 2026.

- **Resolution #2640:** motion to appoint Mr. Conroy as chairman for 2026 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Conroy asked for a motion to appoint a vice chairman for 2026.

- **Resolution #2641:** motion to appoint Mr. Jordan as vice chairman for 2026 by Mr. Long, seconded by Mr. Conroy.
- Motion unanimously approved.

Mr. Conroy asked for a motion to schedule the regular monthly trustee meetings.

- **Resolution #2642:** motion to schedule the regular monthly trustee meetings at the township community building on the first Monday of each month at 7:00 p.m., or in the event of a holiday on a scheduled meeting date the meeting will be held the Tuesday following the holiday by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

A summary of trustee duties and township representatives for various committees was reviewed to ensure necessary work was assigned. Notable assignments of trustee duties and township representatives to various committees is as follows:

- Mr. Conroy – Public meeting agendas, Logan-Union-Champaign (LUC) Regional Planning Commission; NW 33 Council of Governments & US33 Corridor Group; Union County Tax Incentive Review Council; Union County Transportation Improvement District
- Mr. Jordan – Township facility rentals, township hall and grounds general maintenance; Union County Health Department
- Mr. Long – Township cemetery; township hall and grounds general maintenance
- **Resolution #2643:** motion to appoint Keith Conroy and Joni Orders as representatives for Millcreek Township on the Union County Tax Incentive Review Council by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Conroy asked for a motion to appoint the fire prevention officer for 2026.

- **Resolution #2644:** motion to appoint Jerome Township Community Safety Lieutenant Brad Flora as the fire prevention officer for 2026 by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

The trustees reviewed fees for 2026 charged by the township for facility rentals (community building & baseball field) and the purchase of cemetery lots. The trustees agreed no changes were necessary to fees for facility rentals. Discussion was held regarding fees to purchase cemetery lots.

- **Resolution #2645:** motion to increase fees to purchase cemetery lots to the following new amounts by category: Township Resident - \$500; Township Non-

Resident Land Owner - \$1,000; Township Non-Resident & Non-Land Owner - \$3,000 by Mr. Conroy, seconded by Mr. Long.

- Motion unanimously approved.

Meeting Minutes

Mr. Conroy asked for a motion to approve the year-end meeting minutes from December 22, 2025.

- **Resolution #2646:** motion to approve the minutes of the December 22, 2025 year-end meeting by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Jerome Township Fire Department

Battalion Chief Billingsley presented the monthly fire/EMS stats for December and other notable highlights for the department.

- Responses increased approximately 19% in 2025 as compared to 2024. Training hours remains a priority for personnel. Chief Stewart will present a full 2025 annual report sometime in the next few months when completed.
- Engine 210 is back in service. Engine 212 is still out of service for pump rebuild.
- Updated quotes are being reviewed and prioritized for repairs and maintenance to Station 210.
- Delivery of the new ladder truck is still expected in February.

Union County Sheriff's Office

Deputy Swayne attended the meeting. He did not have anything specific to report but took questions from the trustees and others in attendance.

Public Comment

None

Zoning

Zoning Commission

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

- Amendments to Chapter 4 of the Zoning Resolution were already presented for review and approval by the trustees during a Public Hearing held earlier tonight.
- The Zoning Commission scheduled a Public Hearing on January 22nd at 7:00 p.m. to review draft language for Chapter 8 regarding a Corridor Overlay Zoning District. The 2026 organization meeting will be held immediately following the conclusion of the Public Hearing.

Board of Zoning Appeals

A date for scheduling the 2026 organization meeting is being discussed with the members.

Zoning Administrator

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

- Information was received about a stormwater substation being considered near US 42 within the township. Mr. Todd will follow up to get more details.
- Mr. Todd is also following up on zoning questions regarding land acquired by Shelly Materials near US 42. Personnel from the Union County Prosecutor's Office are assisting with researching and understanding any zoning implications.
- Mr. Todd provided updates on various permit applications and a few zoning violation notices.
- **Resolution #2647:** motion to accept the Zoning Administrator's report for December 2025 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Appointments to Zoning Boards

A candidate for the open alternate member position on the Zoning Commission was discussed.

- **Resolution #2648:** motion to appoint Bill Lynch as an alternate member to a five-year term on the Zoning Commission beginning immediately through February 1, 2031 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Trustees

City of Marysville Meeting Request

The City of Marysville is beginning preliminary design and field surveying related to a new water main project. The project corridor could run through a portion of Millcreek Township. City representatives would like to schedule an informational meeting to review the project with township residents. The date of February 4th was discussed for this meeting. Mr. Conroy will follow up with city representatives on scheduling details.

Planning Services by LUC in Support of Zoning Commission

The Zoning Commission continues to update chapters in the Millcreek Township Zoning Resolution. To assist with these efforts and to gain professional expertise, the trustees discussed contracting with LUC Staff for additional support services. A draft planning services contract was distributed prior to this meeting for review. Brad Bodenmiller, LUC Director, attended tonight's meeting to answer any questions.

- **Resolution #2649:** motion to enter into a contract with LUC Regional Planning Commission for planning services to assist the Zoning Commission's work reviewing and updating the Zoning Resolution and authorizing Mr. Conroy to work with LUC representatives and Union County legal counsel to finalize the contract by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Adoption of 2025 Union County Comprehensive Plan Update

The trustees received the 2025 Union County Comprehensive Plan Update. The County requests the township review the update and pass a resolution noting its approval and adoption.

- **Resolution #2650:** motion to approve and adopt the Union County Comprehensive Plan 2025 Update by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Mr. Jordan

Mr. Jordan will be looking into various maintenance needs at the township hall, including added insulation for the building and a contract for HVAC services.

Mr. Long

Mr. Long inquired as to whether a representative from the Ohio Department of Transportation could attend a meeting in the near future to discuss next steps of the US 42 road construction project. The trustees will inquire about getting an update from ODOT.

Mr. Conroy

- Building Demolition Grant Program – Mr. Conroy discussed a few sites within the township that could benefit from this program. Mr. Todd will need to follow up with landowners to determine their level of interest.
- Explore Columbarium for Cemetery – Mr. Conroy will offer representatives from a vendor to come to next month's meeting to present information on placing a columbarium at the cemetery.

Other Business Items

2026 Service Contracts

The trustees reviewed the contracts for cleaning the township community building and mowing township properties.

- **Resolution #2651:** motion to hire Tonya Jordan to clean the township community building for 2026 at \$400 per month by Mr. Conroy, seconded by Mr. Long.
- Mr. Conroy – yes; Mr. Jordan – abstain; Mr. Long – yes
- **Resolution #2652:** motion to hire Ferguson’s Lawn Care to perform lawn care services at township properties at a rate of \$400 per mow not to exceed a total cost of \$13,000 during the mowing season from April 15th, 2026 through November 15th, 2026 by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

Year-End Bank Reconciliation

The trustees reviewed the 2025 year-end bank reconciliation.

- **Resolution #2653:** motion to approve the year-end bank statement and bank reconciliation by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

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 #2654:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X	X
Keith Conroy	Scott Brackenridge
Chairman	Fiscal Officer