

**Millcreek Township Trustees
Regular Meeting Minutes
January 6, 2025**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 9:15 p.m. at the Millcreek Township Community Building for the 2025 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: Chief Doug Stewart – Jerome Township Fire Department, Deputy Zach Reinhold – Union County Sheriff’s Office, Ron Todd, Joni Orders, Joanne Rausch, Arran Schultz, Jeff Pieper, Lucas Rausch

Organization

Mr. Conroy asked for a motion to appoint a chairman for 2025.

- **Resolution #2531:** motion to appoint Mr. Conroy as chairman for 2025 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Conroy asked for a motion to appoint a vice chairman for 2025.

- **Resolution #2532:** motion to appoint Mr. Jordan as vice chairman for 2025 by Mr. Long, seconded by Mr. Conroy.
- Motion unanimously approved.

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

- **Resolution #2533:** 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 – Township facility rentals; Logan-Union-Champaign (LUC) Regional Planning Commission; NW 33 Council of Governments & US33 Corridor Group; Union County Tax Incentive Review Council
- Mr. Jordan – Township hall and grounds general maintenance; Union County Health Department
- Mr. Long – Township cemetery; Fairbanks Schools Facility Planning Committee

Mr. Conroy asked for a motion to appoint the fire prevention officer for 2025.

- **Resolution #2534:** motion to appoint Jerome Township Community Safety Lieutenant Brad Flora as the fire prevention officer for 2025 by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Meeting Minutes

Mr. Conroy asked for a motion to approve the year-end meeting minutes from December 20, 2024.

- **Resolution #2535:** motion to approve the minutes of the December 20, 2024 year-end meeting by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Jerome Township Fire Department

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

- Responses increased approximately 16% in 2024 as compared to 2023. The increase was driven mostly by EMS responses. Chief Stewart expects the 2024 annual report to be available in March.

- Installation of the emergency warning sirens is expected in the February/March timeframe.
- A new generator will be installed at Station 210 in early 2025.
- Jerome Township trustees authorized the purchase of a new fire truck from Sutphen.

Union County Sheriff's Office

Deputy Reinhold 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.

- Ms. Orders presented the Zoning Resolution changes that the Commission members recommended for approval by the trustees. The changes were discussed at a public hearing held by the Zoning Commission in December. The trustees reviewed the changes and asked questions.
- **Resolution #2536:** motion to schedule a public hearing on February 3rd beginning at 7:00 p.m. (prior to the monthly regular meeting) at the township community building to consider amendments to the Zoning Resolution moving Floodplain District language without modification to Reserved Chapter 17, minor edits to grammar and formatting to Chapters 10, 14, and 17, and updated language regarding small wind projects by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.
- Ms. Orders presented a draft of updated zoning fees to the trustees. The trustees asked questions and requested a few minor edits.
- **Resolution #2537:** motion to approve the updated zoning fees, as amended, by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Board of Zoning Appeals

Dates for scheduling the 2025 organizational meeting will be discussed with the members.

Zoning Administrator

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

- Mr. Todd provided updates on recent permit applications and zoning violation notices. Several people have recently reached out asking questions about accessory permits.
- **Resolution #2538:** motion to accept the Zoning Administrator's report for December 2024 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Trustees

Township Fees Review

The trustees reviewed fees charged by the township for facility rentals (community building & baseball field) and the purchase of cemetery lots. The trustees asked questions and discussed the fees charged by other locations in the area. The trustees agreed no changes were necessary to fees for purchasing cemetery lots, renting the baseball field, or renting the township hall by residents.

- **Resolution #2539:** motion to increase the fees charged to non-residents of the township for renting the township community building to \$350 for Monday-Thursday and \$400 for Friday-Sunday by Mr. Conroy, seconded by Mr. Long. (*fees charged to residents remain unchanged*)
- Motion unanimously approved.

Local Detour Agreement for US42 Roadwork

The trustees discussed their concerns regarding the Ohio Department of Transportation’s (ODOT) plan for local detours in the township during planned roadwork along US42. Mr. Conroy will reach out to ODOT representatives and request time to discuss these concerns with them.

Other Business Items

2025 Service Contracts

The trustees reviewed the contract for cleaning the township community building.

- **Resolution #2540:** motion to hire Tonya Jordan to clean the township community building for 2025 at \$375 per month by Mr. Conroy, seconded by Mr. Long.
- Mr. Conroy – yes; Mr. Jordan – abstain; Mr. Long – yes

A service provider will be needed to mow the township grounds and cemeteries. A few providers have already expressed interest. Mr. Conroy will draft a scope of work which can be reviewed at a future meeting.

Union County Comprehensive Plan – Cost Sharing

The Union County Commissioners contracted with the LUC Regional Planning Commission to update the Union County Comprehensive Plan. The LUC asked townships to consider sharing in the cost of the update by contributing a nominally requested amount.

- **Resolution #2541:** motion to authorize contributing \$100 to the LUC Regional Planning Commission to share in the cost of updating the Union County Comprehensive Plan by Mr. Long, seconded by Mr. Conroy.
- Motion unanimously approved.

Expiring Tax Levies

Mr. Brackenridge noted to the trustees the township’s Fire & EMS tax levy expires at the end of 2025. The trustees will consider funding options at a later time in 2025.

Year-End Bank Reconciliation

The trustees reviewed the 2024 year-end bank reconciliation.

- **Resolution #2542:** 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 #2543:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy
Chairman

X

Scott Brackenridge
Fiscal Officer