

**Millcreek Township Trustees  
Regular Meeting Minutes  
June 2, 2025**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:15 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:** Battalion Chief Justin French – Jerome Township Fire Department, Deputy – Union County Sheriff’s Office, Ron Todd, Joanne Rausch

**Meeting Minutes**

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from May 5, 2025.

- **Resolution #2582:** motion to approve the minutes of the May 5, 2025 regular meeting by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

**Jerome Township Fire Department**

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

- Responses remain higher during 2025 as compared to 2024.
- The department’s 2024 Annual Report was distributed. The report summarizes activity throughout the year, goals and accomplishments achieved as well as next year’s goals. The department staff is proud of the ISO rating decrease achieved from 5 to 3, which will positively impact future insurance rates for residents and business owners.
- The new emergency warning sirens are operating as expected. A joint press release is being drafted to notify the public.
- The new tanker truck is expected to be delivered within the next month.
- The Jerome Township Trustees will be deciding soon on specifics of a Fire Levy and Bond Issue to be placed on the November 2025 ballot for Jerome Township residents.

**Union County Sheriff’s Office**

A deputy from the Sheriff’s Office attended the meeting. She noted they are monitoring driving complaints and watching high volume roads in the area. She also encouraged residents to be mindful of safety around ponds, especially keeping in mind safety for young children. The deputy then took questions from anyone in attendance.

**Public Comment**

None

**Zoning**

**Zoning Commission**

Joni Orders, Zoning Commission Chair, was unable to attend tonight’s meeting. Mr. Conroy noted the Zoning Commission met on May 20<sup>th</sup>. The members discussed the Millcreek Township Land Use & Comprehensive Plan and reviewed some informal feedback received from the LUC Regional Planning Commission regarding the updated draft. The LUC feedback was helpful and will be incorporated into the draft as the Zoning Commission moves forward toward a final document.

**Board of Zoning Appeals**

No updates

**Zoning Administrator**

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

- The annual inspection of the property at 12140 Watkins Road was conducted on April 28<sup>th</sup>. Mr. Todd presented the inspection report to the trustees and provided

an overview of each matter and any findings. Overall, he thought the process went smoothly this year.

- Mr. Todd discussed the township using a Declaration of Use for Agricultural Purposes form to assist with administering the Zoning Resolution regulations.
- The most recent Zoning Resolution, township map and Zoning Permit forms have been sent to the Union County Building Department and Union County Recorder's Office.
- Follow up will continue on zoning violation notices.
- **Resolution #2583:** motion to accept the Zoning Administrator's report for May 2025 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

### Trustees

#### US 42 Detour

Shelly & Sands was awarded the contract for this construction project. The Ohio Department of Transportation will be inviting the Millcreek Township Trustees to a pre-construction meeting planned for June in which information regarding the project will be shared. Construction work is expected to start in July.

#### Mr. Jordan

Newly seeded grass is growing on the ballfield. The township's lawn care service should be able to begin mowing the ballfield now. The trustees agreed the field should be ready for rental and use again by the end of June.

#### Mr. Long

The cemetery software vendor will provide updated links for review prior to posting to the township website. Mr. Long will follow up with a vendor about costing and scheduling work to repair the gutters and other exterior items at the township hall.

#### Mr. Conroy

The topic of purchasing a cremation memorial (columbaria) for the township cemetery was introduced by Mr. Conroy. The trustees discussed the benefits of this addition to the cemetery and were interested in learning more. Mr. Conroy will gather more information for further discussion at a future meeting.

### Other Business Items

#### Fire & EMS Tax Levy Renewal

Mr. Brackenridge distributed a draft resolution to consider placing a Fire & EMS renewal tax levy on the November 2025 ballot. The trustees reviewed the draft resolution, discussing the tax levy specifics and asking questions.

- **Resolution #2584:** motion for a resolution declaring the necessity for a 4.8 mills fire and emergency services renewal levy and requesting the county auditor certify current valuation and revenues by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Mr. Brackenridge will follow-up with the County Auditor to receive the required certification and will then distribute draft language for a resolution to proceed.

#### Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$10,303.49; Motor Vehicle License Tax \$135.37; Local Government Sales Tax \$1,178.52; LGF \$346.13; Motor Vehicle Permissive License Tax \$491.85. Julia Palmer \$75.00 township hall rental. Andrea Weisenburger \$75.00 township hall rental. Ohio Bureau of Workers Compensation \$49.00 employer premium refund. Marysville Municipal Court \$881.97 traffic fines. Star Ohio \$3,312.94.

The trustees duly noted the check sequence from the previous month ending with check #6467 and checks presented for approval at the current meeting beginning with check #6468. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2585:** motion to approve the bank statement and bank reconciliation 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 #2586:** motion to pay bills by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

	6468	Scott Brackenridge	1000-110-121	1,934.28
	6469	Keith Conroy	1000-110-111	303.51
	6469	Keith Conroy	2021-330-111	303.52
	6470	William Jordan	1000-110-111	554.64
	6470	William Jordan	2021-330-111	554.63
	6471	David Long	1000-110-111	502.91
	6471	David Long	2021-330-111	502.93
	6472	Ron Todd	1000-130-150	935.28
	6473	OPERS	1000-110-111	192.10
	6473	OPERS	1000-110-211	425.46
	6473	OPERS	1000-130-150	111.80
	6473	OPERS	2021-330-111	192.09
	6473	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	6474	Tonya Jordan	1000-120-329	375.00
B18-25	6475	Ferguson's Lawn Care	1000-410-329	1,600.00
P 4-25	6476	Ohio Edison	1000-120-351	260.31
P 6-25	6477	Verizon Wireless	1000-130-341	49.09
P 7-25	6478	Spectrum Business	1000-120-329	125.00
B 8-25	6479	Clarity Tech Solutions	1000-110-599	123.00
B21-25	6480	Discount Portable Toilets	1000-610-599	99.00
P11-25	6481	Planning NEXT	1000-110-317	5,683.99
B15-25	6482	Marysville JT	1000-130-345	31.50
P10-25	6483	Auditor of State	1000-110-313	876.00

Interest for the month is: \$23.38

Interest for the year is: \$111.31

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 #2587:** 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