

**Millcreek Township Trustees**  
**Regular Meeting Minutes**  
**May 5, 2025**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:35 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 and Battalion Chief Christine Zimmer – Jerome Township Fire Department, Sheriff Justice – Union County Sheriff’s Office, Joni Orders, Joanne Rausch, Arran Schultz

**Meeting Minutes**

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from April 7, 2025.

- **Resolution #2577:** motion to approve the minutes of the April 7, 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 April and other notable highlights for the department.

- Responses remain higher during 2025 as compared to 2024 (≈28%).
- Further work needs completed for the new emergency warning sirens to function fully. Cooperation amongst the various groups working on the installation and testing has been good.
- The new tanker truck is expected to be delivered and ready for operation sometime during June or July.
- Jerome Township is planning to place a Fire Levy and Bond Issue on the November 2025 ballot. The Fire Department and Township personnel will be distributing information to the public via various online sources as well as meeting with residents to discuss the details.

**Union County Sheriff’s Office**

Sheriff Justice attended the meeting and presented police stats through April and other notable highlights for the department.

- 2025 statistics for various incident types and average response times by shift were provided for Millcreek Township.
- Sheriff Justice is pleased with the recent success of filling departmental positions and the current staffing levels. A few open positions currently remain.
- Sheriff Justice intends to attend more local government meetings and looks forward to interacting with the township trustees and residents.

**Public Comment**

None

**Zoning**

**Zoning Commission**

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

- The Zoning Commission met on April 15<sup>th</sup>. A representative from Planning NEXT attended to assist with preparations for the public meeting scheduled for late April.
- A public meeting was held on April 29<sup>th</sup>. The open house format allowed residents to review the work completed while updating the Millcreek Township Land Use & Comprehensive Plan and to provide their feedback. The public meeting was well attended and feedback received was documented. The Zoning Commission and Planning NEXT will review the feedback and discuss further in the upcoming months while working towards a final update.

## Board of Zoning Appeals

No updates

## Zoning Administrator

Ron Todd, Zoning Administrator, was unable to attend tonight's meeting but did email the monthly Zoning Administrator's report to the trustees prior to the meeting for review.

- **Resolution #2578:** motion to accept the Zoning Administrator's report for April 2025 by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

## Trustees

### Building & Grounds Improvement Projects

Mr. Conroy is following up to schedule a playground inspector through the City of Marysville to review our township playground and provide feedback or recommendations.

### US 42 Detour

No significant updates. The Union County Engineer's Office remains in contact with the Ohio Department of Transportation to discuss project plans and timing (expected to start summer 2025).

### Mr. Jordan

Newly seeded grass is growing on the ballfield. Mr. Jordan completed weed spraying around township hall grounds recently.

### Mr. Long

No significant updates. Mr. Long will discuss with the software vendor getting access to the new cemetery software for the other trustees.

### Mr. Conroy

Decisions related to the ".gov" migration grant program are delayed due to the overall review and slow down releasing funds at the federal level. Therefore, no new updates at this time.

## Other Business Items

### Expiring Fire & EMS Levy

Mr. Brackenridge noted the township's Fire & EMS levy will expire at the end of 2025. The first opportunity to place a renewal levy before voters would be November 2025. The trustees discussed current tax funding in comparison to the contracted rates in place for Fire & EMS services provided by Jerome Township. The trustees noted the importance of having adequate funding allocated to provide for a timeframe of approximately 3 years of service to protect against any future funding changes. Mr. Brackenridge will follow up requesting draft language to begin the process of placing a renewal levy and will discuss further at the next meeting.

### Amazon Business Prime Account

Mr. Brackenridge is working on completing the process to activate the Amazon Business Prime account and distribute information to the authorized users.

### Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$11,733.96; Motor Vehicle License Tax \$94.71; Local Government Sales Tax \$1,370.35; LGF \$346.13; Motor Vehicle Permissive License Tax \$549.00. Union County Auditor First Half Real Estate Tax Settlement – General Fund: \$48,261.88 real estate tax, \$2,077.87 personal property tax, \$1,885.09 public utility tax; Special Levy Fire Fund: \$187,261.53 real estate tax, \$7,124.15 personal property tax, \$6,463.15 public utility tax; Special Levy Police Fund: \$66,351.02 real estate tax, \$3,122.17 personal property tax, \$2,894.96 public utility tax. Union County Auditor First Half MMH Settlement: General Fund \$12.99; Special Levy Fire Fund \$50.67; Special Levy Police Fund \$17.95. Kevin Green \$150.00 township hall rental. Fayth Day \$75.00 township hall rental. Jeffrey McKee \$100.00 zoning permit. Taylar Helsel \$50.00 zoning permit. Marysville Municipal Court \$395.25 traffic fines. Star Ohio \$3,206.50.

The trustees duly noted the check sequence from the previous month ending with check #6449 and checks presented for approval at the current meeting beginning with check #6450. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2579:** 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 #2580:** motion to pay bills by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

6450	Scott Brackenridge	1000-110-121	1,934.28	
6451	Keith Conroy	1000-110-111	303.51	
6451	Keith Conroy	2021-330-111	303.52	
6452	William Jordan	1000-110-111	554.64	
6452	William Jordan	2021-330-111	554.63	
6453	David Long	1000-110-111	502.91	
6453	David Long	2021-330-111	502.93	
6454	Ron Todd	1000-130-150	935.28	
6455	OPERS	1000-110-111	192.10	
6455	OPERS	1000-110-211	425.46	
6455	OPERS	1000-130-150	111.80	
6455	OPERS	2021-330-111	192.09	
6455	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	6456	Tonya Jordan	1000-120-329	375.00
B18-25	6457	Ferguson's Lawn Care	1000-410-329	1,200.00
P 4-25	6458	Ohio Edison	1000-120-351	210.50
P 6-25	6459	Verizon Wireless	1000-130-341	49.09
P 7-25	6460	Spectrum Business	1000-120-329	125.00
B 8-25	6461	Clarity Tech Solutions	1000-110-599	123.00
B15-25	6462	Marysville JT	1000-130-345	42.00
B21-25	6463	Discount Portable Toilets	1000-610-599	99.00
P 2-25	6464	Union County Engineer	2021-330-420	2,296.57
P 3-25	6465	Union County Sheriff	2192-210-360	25,711.21
B 8-25	6466	UC Township Off. Assoc.	1000-110-599	280.00
B24-25	6467	Federal Signal Corp.	2272-760-740	21,568.00

Interest for the month is: \$22.87

Interest for the year is: \$87.93

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 #2581:** motion to adjourn by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

X

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Keith Conroy  
Chairman

X

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Scott Brackenridge  
Fiscal Officer