

**Millcreek Township Trustees
Regular Meeting Minutes
November 3, 2025**

The Millcreek Township Trustees of Union County, Ohio convened in regular session from 7:00 p.m. to 8:40 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 Eric Billingsley – Jerome Township Fire Department, Ron Todd, Joni Orders, Jared Alfrey

Meeting Minutes

Mr. Conroy asked for a motion to approve the public hearing minutes from October 6, 2025.

- **Resolution #2618:** motion to approve the minutes of the October 6, 2025 public hearing, as amended by trustee feedback, by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from October 6, 2025.

- **Resolution #2619:** motion to approve the minutes of the October 6, 2025 regular meeting, as amended by trustee feedback, by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Jerome Township Fire Department

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

- Responses continue running higher than last year ($\approx 20\%$ increase).
- Road construction projects within Jerome and Millcreek townships continue to impact routes and operations of the Fire & EMS units.
- Ballot results of the Jerome Township renewal levy for funding the Fire Department will be known this week.

Union County Sheriff's Office

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

Public Comment

A resident had a question regarding maintenance of a headstone at the township cemetery.

Zoning

Zoning Commission

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

- On October 21st, the Zoning Commission held both a public hearing regarding updates to Chapter 4 of the Zoning Resolution (administration and enforcement items) and a regular monthly meeting.
- Prior to the public hearing on October 21st, the LUC Staff provided several comments regarding the proposed updates to Chapter 4. Brad Bodenmiller, Director of LUC, attended the public hearing to provide further information regarding the comments and to take questions from the Zoning Commission members. The public hearing was continued until November 10th at 7:00 p.m. for further discussion and consideration, with the regular monthly meeting to follow immediately after completion of the public hearing.
- The trustees scheduled a public hearing on December 1st 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.
- Ms. Orders and Mr. Conroy are planning to meet with Brad Bodenmiller during November to discuss additional support the LUC Staff could provide the Millcreek Township Trustees and Zoning Commission.

Board of Zoning Appeals

No updates

Zoning Administrator

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

- Mr. Todd and Mr. Jordan attended the LUC's training session on better understanding agricultural exemptions.
- Mr. Todd provided updates on several permit applications.
- **Resolution #2620:** motion to accept the Zoning Administrator's report for October 2025 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Trustees

Mr. Jordan

Mr. Jordan continues to monitor and follow up on routine maintenance needs at the township hall.

Mr. Long

- Township Hall Repairs & Updates – The contractor hired to complete repairs and updates to the township hall is expecting to start the week of November 10th.
- Cemetery Software – Mr. Brackenridge can now setup and enable users in the system. Mr. Brackenridge will inquire with the vendor about establishing a link on the township website to the new cemetery system.

Mr. Conroy

- Building Demolition Grant Program – Mr. Conroy inquired about whether the township could benefit from grant funds through the Building Demolition and Site Revitalization program. Discussion followed regarding whether any specific buildings or sites could be reported to the county for consideration of the grant funds.
- Explore Columbarium for Cemetery – A few vendor estimates have been received. Cost estimates will be considered for inclusion in next year's budget.
- CyberOhio .gov Grant Status – The federal government shutdown paused the work being done for this grant program. Our migration to “.gov” will still be considered for funding as part of this program once work continues.
- 2026 Trustee Duties – Mr. Conroy would like to transition the responsibility of township hall rentals to someone else beginning in 2026. Mr. Jordan thought he would be available to take on that role. Transition will be decided at the 2026 organizational meeting.
- Mr. Conroy noted the Ohio Township Association's Winter Conference will be held in February. Registration is now open.

Other Business Items

Cemetery Software Annual Subscription

Mr. Brackenridge requested authorization to pay the annual software subscription for the cemetery system.

- **Resolution #2621:** motion to authorize payment to Cemify for the annual software subscription period 10/16/25-10/16/26, as invoiced, by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

Liability and Property Insurance

The trustees reviewed the annual liability and property insurance coverage renewal for 2025-2026.

- **Resolution #2622:** motion to renew liability and property insurance with the Ohio Township Association Risk Management Authority at an annual cost of \$8,965 by Mr. Jordan, seconded by Mr. Long.
- Motion unanimously approved.

Jerome Township Fire Contract – Tanker Truck Purchase

Mr. Brackenridge reported that Jerome Township invoiced for the final 50% contribution per the Fire & EMS contract related to the purchase of the new tanker truck. Mr. Brackenridge noted supporting documentation was provided and the invoice appears in line with the terms of the contract. Authorization to pay was requested.

- **Resolution #2623:** motion to authorize payment to Jerome Township of the final 50% contribution for the purchase of a new tanker truck, as invoiced and in agreement with the Fire & EMS contract, by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

2025 Year-End Meeting

The trustees scheduled the township’s year-end meeting for Monday, December 22nd starting at 7:00 p.m. at the Millcreek Township Community Building.

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$13,393.79; Motor Vehicle License Tax \$92.95; Local Government Sales Tax \$1,651.75; LGF \$346.13; Motor Vehicle Permissive License Tax \$627.00. Union County Auditor MMH Homestead Reimbursements: General Fund \$4.23; Special Levy Fire Fund \$14.50; Special Levy Police Fund \$5.14. Millcreek Jerome Alumni Association \$75.00 township hall rental. Teresa Tuller \$75.00 township hall rental. Tasha Frank \$75.00 township hall rental. Benjamin Nicholas \$200.00 zoning permit. Dwain Chandler \$350.00 zoning permit. Nancy Orders \$250.00 zoning permit. Marysville Municipal Court \$738.50 traffic fines. Star Ohio \$3,243.89.

The trustees duly noted the check sequence from the previous month ending with check #6560 and checks presented for approval at the current meeting beginning with check #6561. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2624:** 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 #2625:** motion to pay bills by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

6561	Scott Brackenridge	1000-110-121	1,934.28
6562	Keith Conroy	1000-110-111	303.51
6562	Keith Conroy	2021-330-111	303.52
6563	William Jordan	1000-110-111	554.64
6563	William Jordan	2021-330-111	554.63
6564	David Long	1000-110-111	502.91
6564	David Long	2021-330-111	502.93
6565	Ron Todd	1000-130-150	935.28
6566	OPERS	1000-110-111	192.10
6566	OPERS	1000-110-211	425.46
6566	OPERS	1000-130-150	111.80
6566	OPERS	2021-330-111	192.09
6566	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	6567	Tonya Jordan	1000-120-329	375.00
B18-25	6568	Ferguson's Lawn Care	1000-410-329	800.00
P 4-25	6569	Ohio Edison	1000-120-351	300.75
P 7-25	6570	Spectrum Business	1000-120-329	125.00
B 8-25	6571	Clarity Tech Solutions	1000-110-599	123.00
B21-25	6572	Discount Portable Toilets	1000-610-599	99.00
B 8-25	6573	Keith Conroy	1000-110-599	885.97
P 2-25	6574	Union County Engineer	2021-330-420	92.00
P11-25	6575	Planning NEXT	1000-110-317	553.04
B19-25	6576	Cemify	1000-410-599	599.00
P 9-25	6577	OTARMA	1000-110-381	6,341.00
P 9-25	6577	OTARMA	1000-110-382	2,624.00
P12-25	6578	Jerome Township	2191-220-750	250,000.00
P 6-25	6579	Verizon Wireless	1000-130-341	49.09

Interest for the month is: \$25.30

Interest for the year is: \$231.77

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 #2626:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy
Chairman

X

Scott Brackenridge
Fiscal Officer