

**Millcreek Township Trustees
Regular Meeting Minutes
September 2, 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: Wezlynn Davis, Barry Adler and Joe Craft – Jerome Township Trustees, Chief Doug Stewart and several Fire/EMS staff members – Jerome Township Fire Department, Sheriff Mike Justice – Union County Sheriff’s Office, Ron Todd, Joni Orders, Joanne Rausch, Arran Schultz, Ben Burns, Andrea Watson

Meeting Minutes

Mr. Conroy asked for a motion to approve the regular monthly meeting minutes from August 4, 2025.

- **Resolution #2600:** motion to approve the minutes of the August 4, 2025 regular meeting by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Jerome Township Fire Department

Chief Stewart and many members of the Fire & EMS staff attended tonight’s meeting to dedicate Tanker 211. The new tanker truck is now in service and was brought to tonight’s meeting for everyone to see. Chief Stewart acknowledged his gratitude to the trustees and residents of Millcreek Township for making this addition to the fleet happen which increases their ability to protect lives and property within the community. The Jerome Township Trustees (Davis, Adler, Craft) expressed their thanks for the cooperation between the two townships and for the assistance and initiative with purchasing the tanker truck. Mr. Conroy thanked everyone on behalf of the trustees for attending the dedication and acknowledged the good working relationship our township has with the Jerome Township Fire Department and looks forward to many more years of service from the Fire & EMS personnel.

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

- Responses continue running higher than last year (≈26% increase).
- The new aerial ladder truck is expected to be delivered in late 2025. An in-service date around March/April 2026 is currently being targeted.
- Jerome Township is placing a renewal levy with a 1 mill increase on the November 2025 ballot to fund the Fire Department.

Union County Sheriff’s Office

Sheriff Justice presented the monthly incident stats for July and August and other notable highlights for the department.

- Sheriff Justice highlighted the incidents and average response time for the township during July and August.
- Staffing levels remain strong as very few positions are currently open. Union contract negotiations have gone well.
- The Sheriff’s Office is holding several activities open to the community during the remainder of 2025.
- A No Through Trucks sign was placed at Harriott Road and deputies are patrolling the area to alleviate traffic concerns during the construction project.

Public Comment

None

Zoning

Zoning Commission

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

- The Zoning Commission met on August 19th.
- The Zoning Commission will hold a public hearing on Wednesday, September 10th at 7:00 p.m. to consider the commission's work updating the Millcreek Township Comprehensive Land Use & Growth Plan. The LUC Regional Planning Commission will also be reviewing the Plan draft at their meeting scheduled on September 11th. The LUC will provide their final recommendations after that meeting.
 - **Resolution #2601:** motion to schedule a public hearing on Monday, October 6th beginning at 7:00 p.m. to review and consider for approval by the trustees the updated draft of the township's Comprehensive Land Use & Growth Plan by Mr. Conroy, seconded by Mr. Long.
 - Motion unanimously approved.
- A final review of updates to Chapter 4 of the Zoning Resolution will occur soon by Commission members at a regular meeting.
- The date of the regular September meeting was changed from September 16th to September 23rd.

Board of Zoning Appeals

No updates

Zoning Administrator

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

- Mr. Todd provided an update regarding Elite FC's discussions related to adding fields with lights at the soccer complex along Watkins Road. Mr. Todd reached out to the Union County Prosecutor's Office to gain technical guidance related to zoning. The trustees asked questions about the lighting plans.
- Representatives with The Shelly Company were invited to attend the next regular meeting in October to provide updates on their recent activities.
- Mr. Todd provided updates on zoning permits and zoning violations.
- **Resolution #2602:** motion to accept the Zoning Administrator's report for August 2025 by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Trustees

Mr. Jordan

The ballfield is now usable with the newly seeded grass grown. The lock on the ballfield fence has been removed.

Mr. Long

Mr. Long again distributed a vendor's cost estimate for maintenance and repairs to the township hall, primarily for the interior. The trustees reviewed the estimate and asked questions.

- **Resolution #2603:** motion to approve completion of maintenance and repairs to the township hall by the contractor as detailed in the cost estimate from LT Burns Company at a cost not to exceed \$15,000 by Mr. Long, seconded by Mr. Jordan.
- Motion unanimously approved.

Mr. Conroy

Mr. Conroy has calls scheduled with outside vendors to discuss options for placing a columbarium at the township cemetery. He will update the trustees further at a future meeting.

Other Business Items

Mr. Brackenridge will follow up on the requirements for enacting a policy against cybersecurity threats and ransomware attacks for consideration at a future meeting. He distributed some guidance to the trustees received from the Auditor of State's Office for their review and reference.

Certification of Rates and Amounts for Tax Levies

Mr. Brackenridge presented the trustees with the certification of rates and amounts received from the Union County Auditor's Office.

- **Resolution #2604:** motion to accept the rates and amounts as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

Receipts, Expenditures and Bank Reconciliation

Receipts for the month: Union County Auditor Monthly Distribution: Gasoline Tax \$11,660.88; Motor Vehicle License Tax \$100.30; Local Government Sales Tax \$1,840.21; LGF \$346.13; Motor Vehicle Permissive License Tax \$539.94. State of Ohio Second Half Rollback – Real Estate: General Fund \$6,012.75; Special Levy Fire Fund \$1,437.55; Special Levy Police Fund \$509.37. Sandra Hershberger \$75.00 township hall rental. Kevin Green \$75.00 township hall rental. Melody Cunningham \$75.00 township hall rental. Randy Spain \$75.00 township hall rental. Sheila Skaggs \$75.00 township hall rental. Christine Fisher \$75.00 township hall rental. Narasa Penubaka \$400.00 township hall rental. Marysville Municipal Court \$1,132.50 traffic fines. Star Ohio \$3,347.97.

The trustees duly noted the check sequence from the previous month ending with check #6523 and checks presented for approval at the current meeting beginning with check #6524. The trustees compared the accuracy of the expenditures/electronic fund withdrawals and receipts to those listed in the minutes.

- **Resolution #2605:** 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 #2606:** motion to pay bills by Mr. Conroy, seconded by Mr. Long.
- Motion unanimously approved.

6524	Scott Brackenridge	1000-110-121	1,934.28
6525	Keith Conroy	1000-110-111	303.51
6525	Keith Conroy	2021-330-111	303.52
6526	William Jordan	1000-110-111	554.64
6526	William Jordan	2021-330-111	554.63
6527	David Long	1000-110-111	502.91
6527	David Long	2021-330-111	502.93
6528	Ron Todd	1000-130-150	935.28
6529	OPERS	1000-110-111	192.10
6529	OPERS	1000-110-211	425.46
6529	OPERS	1000-130-150	111.80
6529	OPERS	2021-330-111	192.09
6529	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	6530	Tonya Jordan	1000-120-329	375.00
B18-25	6531	Ferguson's Lawn Care	1000-410-329	1,600.00
P 4-25	6532	Ohio Edison	1000-120-351	486.85
P 7-25	6533	Spectrum Business	1000-120-329	125.00
B 8-25	6534	Clarity Tech Solutions	1000-110-599	123.00
B21-25	6535	Discount Portable Toilets	1000-610-599	99.00
B15-25	6536	Marysville JT	1000-130-345	73.50
P10-25	6537	Auditor of State	1000-110-313	876.00
P 6-25	6538	Verizon Wireless	1000-130-341	49.08

Interest for the month is: \$21.63

Interest for the year is: \$180.58

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 #2607:** motion to adjourn by Mr. Conroy, seconded by Mr. Jordan.
- Motion unanimously approved.

X

Keith Conroy
Chairman

X

Scott Brackenridge
Fiscal Officer