

## Middlefield Township

### April 13, 2020 – Meeting of the Board of Trustees

#### Meeting Called to Order

The meeting was called to order at 7:00 p.m. by Robert Troyer. Social distancing and pandemic precautions in effect.

Present were Trustees, Robert Troyer, Mervin Miller and Paul Porter, Fiscal Officer Mary Ann Pierce and Secretary Heidi Snyder, and township employee, Tony Hylton.

#### Pledge of Allegiance

The Pledge of Allegiance was recited.

#### Additions and or Deletions for the Agenda

No addition(s) or deletion(s) to agenda.

#### Approval of Minutes

March 9, 2020 meeting minutes were reviewed. Mr. Porter made motion to approve minutes as written, seconded by Mr. Miller. All in favor. Minutes approved as written.

No old business.

#### New Business

Spring Cleanup: Per County, it is in the best interest of the Township to cancel the Spring Cleanup due to the pandemic. Mr. Hylton proffered some cost information for future reference.

Employee Payroll: Due to the record and reporting requirements and to be more in alignment with OPERS for salary/payroll, we will go to the bi-monthly pay method (7th and 22nd of each month). Pay considerations for overtime discussed for working five 8-hour days and possible four 10-hour day weeks. Format for timecards discussed.

Direct Deposit: Township is transitioning to direct deposit for more convenient payroll process.

#### Reports

**Road Superintendent:** Some work has been done on Bundysburg and Hayes.

**Service Garage:** Mr. Hylton reports he is getting acclimated in the shop and with equipment. Pug mill is getting some updated service and will be ready when needed. Organizing and cleanout going on to ensure efficient operation.

**Fire District:** Nothing new.

**Ambulance Service:** Nothing to report.

**Sheriff's Report:** Report reviewed.

**Fiscal Officers Report**

Ms. Pierce reported that the road maintenance check was received in amount of \$13,516.

**Management Report:** Reconciliation not yet complete for March due to outstanding item from Auditor's office.

Purchase orders reviewed and signed.

**Payment of Bills:** Bills/checks were presented for payment in amount of \$40,245.21. Motion to pay bills in amount of \$40,245.21 was made by Mr. Porter and seconded by Mr. Miller. All in favor. Checks signed. Bills paid.

**Adjournment:** No further business before the Board. Mr. Miller moved to adjourn meeting at 8:00 p.m. Mr. Porter seconded. All in favor. Meeting adjourned.

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Robert Troyer, Chairman

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Mary Ann Pierce, Chief Fiscal Officer

Minutes by Heidi Snyder, Secretary