

Middlefield Township

December 29, 2020

Year-End Meeting of the Board of Trustees

Meeting Called to Order

The meeting was called to order at 5:30 p.m. by Robert Troyer.

Present were Trustees Robert Troyer, Mervin Miller, Paul Porter, Fiscal Officer Mary Ann Pierce, Secretary Heidi Snyder.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Additions and or Deletions for the Agenda

None.

Approval of Minutes

December 14, 2020 meeting minutes reviewed. P. Porter made motion to accept minutes as written, seconded by R. Troyer. All in favor. Minutes approved.

Year-End Business

- a. **Resolution 2020-12:** Resolution to accept Temporary Appropriations for 2021. Resolution reviewed. Motion made by P. Porter to adopt Resolution as written, seconded by M. Miller. Roll call. All in favor. Motion carried.
- b. **Resolution 2020-13:** Resolution to request advance of 2021 taxes. Resolution reviewed. Motion made by M. Miller to adopt Resolution as written, seconded by P. Porter. Roll call. All in favor. Motion carried.
- c. **Resolution 2020-14:** Resolution regarding 2021 compensation of Fiscal Officer to be paid out of the General Fund. Resolution reviewed. Motion made by P. Porter to adopt Resolution as written, seconded by M. Miller. Roll call. All in favor. Motion carried.
- d. **Resolution 2020-15:** Resolution regarding 2021 compensation of township employees to be paid out of the general or specific fund. Resolution reviewed. Motion made by M. Miller to adopt Resolution as written, seconded by P. Porter. Roll call. All in favor. Motion carried.
- e. **Resolution 2020-16:** Resolution regarding 2021 compensation of Trustees to be paid out of the General Fund. Resolution reviewed. Motion to adopt Resolution as written, made by P. Porter and seconded by M. Miller. Roll call. All in favor. Motion carried.
- f. **Resolution 2020-17:** Resolution to agree/approve to provide health insurance benefits to employees/trustees. Resolution reviewed. Motion to adopt Resolution as written, made by M. Miller and seconded by P. Porter. Roll call. All in favor. Motion carried.
- g. **Resolution 2020-18:** Resolution regarding Board positions for 2021. Resolution reviewed. Motion made by P. Porter to adopt Resolution as written and seconded by M. Miller. Roll call. All in favor. Motion carried.
- h. **2021 Wage Notifications:** Brief discussion regarding 2021 employee wage notifications.

- i. **2021 Policies and Procedures:** Approval of Township Policies and Procedures for 2021. Each policy/procedure reviewed and executed by Trustees.
- j. **Revenue Budget:** Revenue Budget dispensed.
- k. **2021 Trash Day Dates:** Spring Trash Day May 1, 2021. Fall Trash Day October 2, 2021.
- l. **Quarterly Dinner:** no attendance in person. May attend virtually if attending.
- m. **Fire Extinguisher Maintenance:** Estimate for 6-year maintenance on three extinguishers \$334.38. Accepted.
- n. **Uniform Reimbursement:** Brief discussion and comparison with Cintas expense per employee request for alternative. Acceptable option.
- o. **Cares Act Resolution:** \$1,658.10 available. Suggestions for use of funds include following: auto flush toilets, auto faucets, auto paper towel dispensers. Motion to encumber the funds by P. Porter, seconded by M. Miller. All in favor. Motion carries. Will contact plumber for estimate.

Payment of Bills: Bills were presented for payment and purchase orders for signature. Motion to pay bills, in the amount of \$18,065.65, made by M. Miller and seconded by P. Porter. All in favor. Motion carried. Checks signed. Bills paid.

No other year-end business.

Adjournment: No further business before the Board. M. Miller made motion to adjourn at 6:40 p.m., seconded by P. Porter. All in favor. Motion approved. Meeting adjourned.

Robert Troyer, Chairman

Mary Ann Pierce, Chief Fiscal Officer

Minutes by Heidi Snyder, Secretary