

## **Middlefield Township**

**December 31, 2021**

### **Year-End Meeting of the Board of Trustees**

#### **Meeting Called to Order**

The meeting was called to order at 10:00 a.m. by Robert Troyer.

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

#### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

#### **Additions and or Deletions for the Agenda**

One addition, Old Business: CARES Act Reporting

#### **Approval of Minutes**

December 13, 2021 meeting minutes reviewed. P. Porter made motion to accept minutes as written, seconded by M. Miller. All in favor. Minutes approved.

#### **Old Business**

- a. Trash Day Scrap Reimbursement: spoke with Russ at Penn and he was supposed to get the reimbursement to us before year end. He is now on vacation and no check has yet arrived.
- b. CARES Act reporting issue resolved (after approximately six months).

#### **Executive Session**

Employment matters discussed.

#### **New Business**

##### **Year-End Matters**

- a. **Resolution 2021-09:** Resolution to accept Temporary Appropriations for 2022. Resolution reviewed. Motion to adopt Resolution as written, made by P. Porter and seconded by M. Miller. Roll call. All in favor. Motion carried.
- b. **Resolution 2021-10:** Resolution regarding 2022 health insurance for elected officials. Resolution reviewed. Motion to adopt Resolution as written, made by M. Miller and seconded by P. Porter. Roll call. All in favor. Motion carried.
- c. **Resolution 2021-11:** Resolution regarding Board positions for 2022. Resolution reviewed. Motion made by P. Porter to adopt Resolution as written and seconded by M. Miller. Roll call. All in favor. Motion carried.
- d. **Resolution 2021-12:** Resolution regarding 2022 compensation of Trustees 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.
- e. **Resolution 2021-13:** Resolution regarding 2022 compensation of township employees to be paid out of the general or specific fund. Resolution reviewed. Motion to adopt Resolution as written, made by M. Miller and seconded by P. Porter. Roll call. All in favor. Motion carried.

- f. **Resolution 2021-14:** Resolution regarding 2022 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.
- g. **Resolution 2021-15:** Resolution to adopt 2022 Policies and Procedures: Approval of Township Policies and Procedures for 2022 (Only change is to apparel). Resolution reviewed. Motion made by P. Porter to adopt Resolution as written, seconded by M. Miller. Roll call. All in favor. Motion carried.
- h. **2022 Wage Notifications:** Brief discussion regarding 2022 employee wage notifications.
- i. **Fire Extinguisher Maintenance:** Service provider will come in January. \$743 to service those in need.
- j. **Uniform Reimbursement:** Mr. Hylton will continue to receive reimbursement for uniform expense (outside of Cintas).
- k. **2022 Community Trash Day Dates:** First Saturday in May and first Saturday in October. May 7, 2022 and October 1, 2022.
- l. **Burton Project Update:** Billing is not yet finalized. State funds have not yet been applied.

**Oath of Office:** Pursuant to November 2021 election, oath of office given to Trustees Mervin Miller and Paul Porter.

**Management Report and Bank Reconciliation:**

Management Report reviewed and November bank reconciliation. Executed by Fiscal Officer and Trustees.

**Payment of Bills:** Bills were presented for payment and purchase orders for signature. Motion to pay bills, in the amount of \$20,090.97, made by P. Porter and seconded by M. Miller. 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 11:00 a.m., seconded by P. Porter. All in favor. Meeting adjourned.

\_\_\_\_\_  
Robert Troyer, Chairman

\_\_\_\_\_  
Mary Ann Pierce, Chief Fiscal Officer

Minutes by Heidi Snyder, Secretary