

**Middlefield Township  
February 12, 2024  
Meeting of the Board of Trustees**

**Meeting Called to Order**

The Meeting was called to order at 7:00 p.m. by Paul Porter.

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

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Additions and or Deletions for the Agenda**

None.

**Approval of Minutes**

December 28, 2023 year-end meeting minutes reviewed. Merv Miller made motion to accept minutes, seconded by Paul Porter. All in favor, minutes approved.

January 8, 2024 meeting minutes reviewed. Motion by Sophia Porter to approve minutes, seconded by Paul Porter. All in favor, minutes approved.

**Old Business**

None.

**New Business**

- A. **Resolution – Restrict Operational Licenses for Operating ORC 3780 Adult Use Marijuana Business within Unincorporated Limits of Middlefield Township: Resolution 2024-03:** Language of Resolution read aloud by Mary Ann Pierce. Motion by Merv Miller to adopt resolution, seconded by Sophia Porter. All trustees in favor, Motion carried. Resolution adopted.
- B. **Resolution – Accept NOPEC Grant:** Agreement signing and accepting \$2,352 Grant. Merv Miller made a motion to approve and adopt Resolution 2024-04; and Sophia Porter seconded. All in favor. Motion carried.
- C. **Highway System Mileage Certification:** 22.204 miles of public roads are maintained by Middlefield Township. Certification of same executed.
- D. **Credit for Hissong – Kenworth:** Kenworth to have service/parts/maintenance – necessary as under warranty – and requires credit application. Application signed and will be submitted to Hissong.
- E. **FYI – Hauser Services:** Received certified letter in notification that Hauser Services intends to reestablish their compost facility, subject to all the rules of the EPA, on Old State Rd. Letter briefly discussed.

**F. Executive Session.** Motion by Merv Miller to enter executive session concerning employee wages at 7:23 p.m. Seconded by Sophia Porter.

**ROLL CALL:** Mervin Miller – Aye Sophia Porter – Aye Paul Porter – Aye

Mr. Hylton and Ms. Channell departed. End of Executive Session at 7:31 p.m. All returned to meeting.

**G. Boundary Survey:** this is a voluntary survey through census.gov pertaining to annexation. According to the timeline referenced in the survey, there is nothing applicable to respond.

**Reports:**

**Roads Superintendent:** There has been a lot of ditch work and approximately 16 to 18 loads have been taken out. Terry Warne was in to help direct traffic. Some patchwork done. Top side of Swine Creek is swamped/wet. Mr. Hylton suggested drainage pipe under the road for Spring or Summer. End of Swine Creek is holding up. A lot of chip and seal coming up.

**Garage:** Rear brakes/wheels on service truck and with the extra work will be ready to go perhaps tomorrow. Gradall may go to sale. New machine price went up \$3000. Rental machine is approximately \$1000 per week but that machine is not sufficient to tear up a road (ok to ditch/birm). Per Mr. Miller the Gradall leaks oil too badly to be out on the road. Discussion on financing and possibly purchasing new trac unit. Consensus is that Township needs a new machine. Ms. Pierce will advise of available funds after closing the books on 2023, so this issue will be revisited as a topic again in March.

**Fire District:** Paul Porter reported that the Fire District had their meeting and a new two-year contract with Fire Department at \$990,000 per year. Excess will go into capital investment fund to put toward a tanker truck. Those are currently about \$1 million.

**Ambulance Service:** Addition project is nearing completion. Trustees did a walkthrough before meeting. Looking at month end as potential completion. The topic of cleaning the new space came up as well as appliances. They will be responsible for cleaning their space.

**Sheriff's Department Report:** Available for review in Trustees' folders. Brief discussion thereon.

**Fiscal Officer Reports:**

Ms. Pierce reports she is working on year-end for 2023. Bank Reconciliation for December 31, 2023 was reviewed.

**Payment of Bills:** Bills were presented for payment in amount of \$32,081.58. Motion to pay bills, in the amount of \$32,081.58, made by Sophia Porter and seconded by Merv Miller. All in favor. Motion carried. Purchase orders and checks signed. Bills paid.

**Adjournment:** No further business before the Board. Mr. Miller made motion to adjourn, seconded by Ms. Porter. All in favor. Meeting adjourned.

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Paul Porter, Chairman

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Mary Ann Pierce, Fiscal Officer

*Minutes by Heidi Snyder, Secretary*