

Middlefield Township

January 8, 2024

Year-End 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, Sophia Porter, Fiscal Officer Mary Ann Pierce, Secretary Heidi Snyder, Melissa Channell and Tony Hylton.

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. However, as Trustee Mervin Miller is not present this evening and Sophia Porter was not yet officially in the acting capacity of Trustee at the year-end meeting, the minutes of the year-end meeting will be raised again at the next regular meeting for approval.

Old Business

None.

New Business

- a. **Resolution – Reclassify Funds: Resolution 2024-01:** To clarify funds balance concerning American Rescue Plan between #3372 and #2904, a transfer between finds is necessary do that budget presented to county matches UAN tracking system. Paul Porter made a motion to approve the resolution presented as written to reclassify the funds, which was seconded by Sophia Porter. All in favor. Motion carried.
- b. **Resolution – Amend Temporary Appropriations [Resolution 2023-19]:** Due to the reclassification of funds as set forth above, it is necessary to amend the Temporary Appropriations. Paul Porter made a motion to approve and adopt Resolution 2024-02; and Sophia Porter seconded. All in favor. Motion carried.
- c. **Resolution – Increase Temporary Appropriations:** The Temporary Appropriations for Q1 of 2023 for the American Rescue Plan increase in the amount of \$146,378.63. Sophia Porter made a motion to approve and adopt Resolution 2024-03; as written, seconded by Paul Porter. All in favor. Motion carried.
- d. **Bank Signatures:** The Bank authorized check signatures need to be updated to **add** Sophia Porter who is newly elected and sworn in as Trustee an authorized signature to **remove** Robert Troyer who is no

longer a Township Trustee. The Bank requests written confirmation in the form of the meeting minutes. Mary Ann Pierce will provide same to Bank with Sophia Porter to provide signature at Bank.

Upon the issue of updating the duly authorized signatures of record for the payment of bills, Robert Troyer is to be removed and Sophia Porter is to be added, effective immediately. All in favor. Affirmed as follows:

ROLL CALL: Paul Porter – Aye Sophia Porter – Aye

- e. **2024 Wages:** This agenda item will be tabled until Trustee Mervin Miller returns due to the necessary input into the topic of wages and as the Roads Superintendent.

Reports:

Roads Superintendent: Absent. Tony Hylton advised that road work is *status quo* and continues along with weather related work.

Garage: Mr. Hylton further advised that flat be is in the shop to get mechanically sound.

Fire District: Paul Porter reported briefly on payment of bills.

Ambulance Service: Project progressing and could be completed by end of month.

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

Fiscal Officer Reports:

Management Report and November Bank Reconciliation reviewed. Ms. Pierce provided explanation of what can be found on the management report / funds summary and the reconciliation with regards to balancing also with UAN, and then reports were signed.

Payment of Bills: Bills were presented for payment in amount of \$194,660.70. Motion to pay bills, in the amount of \$194,660.70, made by Sophia Porter and seconded by Paul Porter. All in favor. Motion carried. [Checks were prepared and the signing thereof will be completed once Mr. Miller is recovered or Ms. Porter is added as an authorized signature at the Bank.]

No other business.

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

Paul Porter, Chairman

Mary Ann Pierce, Fiscal Officer

Minutes by Heidi Snyder, Secretary