

Middlefield Township

Thursday, December 28, 2023

Year-End Meeting of the Board of Trustees

Meeting Called to Order

The Meeting was called to order at 7:00 p.m. by Robert Troyer.

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Additions and or Deletions for the Agenda

None.

Approval of Minutes

December 11, 2023 meeting minutes reviewed. Mr. Miller made motion to accept minutes as written, seconded by Mr. Porter. All in favor. Minutes approved.

Old Business

Township Association Dinner Meeting: After further consideration and review of schedules, no one will be able to attend the upcoming dinner meeting hosted by Auburn Township.

Year-End Business

- a. **Resolution – Trustee / Fiscal Officer Insurance:** **Resolution 2023-13:** Resolution regarding offer of health insurance benefits to newly elected trustee and fiscal officer. Resolution reviewed. Motion to adopt Resolution as written, made by Mr. Porter and seconded by Mr. Miller. All in favor. Motion carried.
- b. **Resolution – Board Positions:** Upon discussion, the following were determined for 2024 and set forth by resolution regarding Board appointments/ positions for 2024. **Resolution 2023-14:** Mr. Miller proposed and Mr. Porter accepted role of Chairman, Mr. Miller will serve as Vice-Chairman; Mr. Porter as Chairman – Prevailing Wage and Drug & Alcohol; Mr. Miller – Road Superintendent. Resolution reviewed. Motion made by Mr. Porter to accept Board Positions and adopt Resolution as written and seconded by Mr. Miller. All in favor. Motion carried.
- c. **Resolution to Compensate Trustees from General Fund:** **Resolution 2023-15:** Resolution regarding 2024 compensation of Trustees to be paid out of the General Fund. Resolution reviewed. Motion to adopt Resolution as written, made by Mr. Porter and seconded by Mr. Miller. All in favor. Motion carried.
- d. **Resolution to Compensate Fiscal Officer from General Fund:** **Resolution 2023-16:** Resolution regarding 2024 compensation of Fiscal Officer to be paid out of the General Fund. Resolution

reviewed. Motion made by Mr. Miller to adopt Resolution as written, seconded by Mr. Porter. All in favor. Motion carried.

- e. **Resolution to Compensate Township Employees from Gas Fund: Resolution 2023-17:** Resolution regarding 2024 compensation of township employees to be paid out of the Gas Fund. Resolution reviewed. Motion made by Mr. Miller to adopt Resolution as written, seconded by Mr. Porter. All in favor. Motion carried.
- f. **2024 Policies and Procedures:** After discussion on the issue of paid sick leave and suggested new policy pertaining to paid sick days, new policy added for the 2024 year (5 paid sick days). Balance of policies and procedures unchanged. **Resolution 2023-18:** Motion to approve 2024 Policies and Procedures made by Mr. Miller and seconded by Mr. Porter. All in favor. Motion carried. Resolution adopted.
- g. **Temporary Appropriations for 2024: Resolution 2023-19:** Resolution to accept Temporary Appropriations for 2024. Resolution reviewed. Motion made by Mr. Porter to approve Q1 Temporary Appropriations and adopt Resolution as written, seconded by Mr. Miller. All in favor. Motion carried.
- h. **Appointment of Fiscal Officer: Resolution 2023-20:** Resolution to appoint Mary Ann Pierce as Fiscal Officer for full term beginning April 1, 2024. Resolution reviewed. Motion made by Mr. Miller to adopt Resolution as written, seconded by Mr. Porter. All in favor. Motion carried.
- i. **Swearing in of Mary Ann Pierce as Fiscal Officer; Swearing in of Sophia Porter as Trustee.**

Fiscal Officer Reports:

Payment of Bills: Bills were presented for payment in amount of \$16,728.03. Motion to pay bills, in the amount of \$16,728.03, made by Mr. Porter and seconded by Mr. Miller. All in favor. Motion carried. Checks signed. Bills paid.

No other year-end business. Well wishes to Mr. Troyer.

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

Chairman

Fiscal Officer

Minutes by Heidi Snyder, Secretary