

Middleton Township Trustees

Wednesday, August 6, 2025

6:00 p.m.

Mr. Cromley called the meeting to order at 6:00 p.m. The Pledge of Allegiance was spoken. In attendance were Trustees Cromley, Moulton, and Vetter as well as Fiscal Officer Limes.

The sign-in sheet for employees and visitors is attached with the approved minutes.

Noted on the sign in sheet is a statement indicating the meeting may be recorded or streamed live to the internet by a visitor - not at the authority of the township trustees.

FISCAL OFFICER REPORT

- **Mr. Vetter moved, Mr. Moulton seconded a motion to approve the July 16, 2025 meeting minutes as provided. Motion approved.**
- **Mr. Vetter moved, Mr. Moulton seconded a motion to approve the July 21, 2025 special meeting minutes as provided. Motion approved.**
- **Mr. Cromley moved, Mr. Moulton seconded approval of accounts and payroll as submitted. Motion approved.** A payment register is attached to the approved minutes.
- Mrs. Limes provided a thank you and donation from Darlene Minnick.
Mr. Vetter moved, Mr. Moulton seconded a motion to accept the \$100 donation from Darlene Minnick. Motion approved.
- Mrs. Limes reviewed the Fund Status and updated the Board on second half property taxes, stating that she was informed by the Wood County Auditor the deposit would be made the week of August 11, 2025.

FIRE DEPARTMENT

- Chief Andy Carter provided a brief fire department report, indicating a more comprehensive report will be forthcoming at the September meeting.
- A second license for the ESO software is being pursued by Chief Carter.
- Mrs. Limes indicated that Plain Township sent over a fire contract for review. No decision is being made.
- Chief Carter stated he plans to join the Ohio Fire Chiefs Association as well as a training seminar.
- Fire Fighter Kylie Kerns is attending a drone flying course through grant funds from FEMA. The seminar will be held in New Mexico. In addition, there are subscriptions for drone pilot training and currently Springfield Township and Perrysburg Township offer these courses.
- Chief Carter confirmed Kylie Kerns attendance at FF1 and FF2 combination coursework that was previously approved by Chief Asmus.
- It was determined that the emergency services radios do not work in the township administration building. P&R is able to do a study of the building and property at a cost of \$1,200. The Trustees indicated this cost may already be built into the Emergency Vehicle Storage Building project. Conversation will continue and determine the next course of action.
- Fire hose testing occurred and some hose will need replacing.
- Fire & EMS billing was briefly discussed and more discussion will be held in the future.
- Chief Carter reviewed a zoom meeting in which he participated regarding an electronic policy builder program for Standard Operating Procedures (SOP). The protocols/SOP are vetted by legal counsel and policies can be ordered a la carte. Costs were reviewed and it was noted that pro-rated costs would be incurred for 2025 would be \$1,249.50 and an annual renewal for 2026 would be \$3,748.50. The guidelines are reviewed at the state level. This software is available through Lexipol.
- Mr. Cromley indicated he would be kept apprised of paving schedules for Dunbridge Road and would alert the fire department so equipment could be moved out as needed.
- Mr. Moulton questioned Chief Carter on the status of the grass rig and replacement of same. Chief Carter stated discussions were in progress with department personnel.
- The apron approach to Station 2 is in need of repair.

EMS DEPARTMENT

- Chief Jerry Saunders reviewed the run volume report for July 2025. He noted the reports included run time data, responses by member as well as the map of run locations.
- Medic 680 ambulance was sent out for rebalancing of tires. The tires were still causing the ambulance to drive improperly and six new tires were subsequently purchased and mounted.
- An air conditioning leak is being monitored on Medic 685.
- Chief Saunders indicated they are planning to order additional helmets to enhance the tactical gear equipment. The purchase would be covered by the Ohio EMS Training Grant.

- New computers are needed at the station.
Mr. Cromley moved, Mr. Moulton seconded a motion to approve the following computer upgrades at the EMS station: two (2) Dell computers totaling \$1,820 and a Mac system at a cost of \$2,156.00. Motion approved. Dave Johnston, OhioFIT will handle the install.
- Chief Saunders stated he is withdrawing his recommendation to hire Sarah Frederick as a part-time paramedic for the EMS department.
- Employment applications have been received and are under review for Brandon Abke and Brian Perkins.
- Chief Saunders discussed a potential program to hire paramedics on a contingent status.

TRUSTEE REPORTS

- Mr. Moulton noted that Bruce Works, PhotoWorks, Inc. has handled the photography requested and has bundled the package at a reduced cost to the township.
- Mr. Moulton is coordinating with the Meta Community Development Manager to attend a meeting to meet and field questions from visiting residents.
- Mr. Moulton stated he attended the Ohio Conference on Fright and shared highlights from the trucking/semi parking drone training sessions as well as the tour of the Gordie Howe Bridge in Detroit.
- Mr. Moulton will represent the township at the TMACOG Summer General Assembly on August 8.
- Mr. Vetter stated that the lights at the META site should not be as prominent due to shields that have been ordered.

OLD BUSINESS

- The Emergency Services Vehicle Building project documentation has all been approved and is moving forward.
- The 2025 Road Resurfacing Project bid documents and specifications have been posted to the website.
- Mr. Vetter stated that the lighting at the USF Holland facility is out of compliance with the new zoning regulations. He will contact the new owners.
- Mr. Moulton indicated that promotional materials for America250-Ohio have been received.

Mr. Moulton moved, Mr. Cromley seconded a motion to move to executive session for the purpose of personnel discussion at 7:13 p.m. Role was called: Mr. Cromley – YES; Mr. Moulton – YES; Mr. Vetter – YES

The Board returned to regular session at 8:25 p.m.

The Trustees requested that Mrs. Limes submit a personnel records request from the Waterville Fire Department for any disciplinary and training records on file for Sarah Frederick.

Mr. Vetter moved, Mr. Cromley seconded adjournment of the meeting at 8:26 pm. Motion approved.

Donald E. Cromley, Chairman

Michael Moulton, Vice Chairman

Fred E. Vetter, Trustee

Laurie L. Limes, Fiscal Officer