

RECORD OF PROCEEDINGS
Bowling Green Township Board of Trustees Regular Session

BEAR GRAPHICS 800 325 8904 FORM NO. 10-48

Thursday July 16, 2020 at 6:00 p.m.

Held

20

TRUSTEE ROLL CALLS: Township officials present Chairman Trustee Richard L. Holcomb calls meeting to order with Trustee Duane J. Wolf and Trustee David K. Trihaft.

VISITORS: Mike Decker dialog headstone purchase for Fairview cemetery, flag pendant for grave of unknown soldier "Grand Army of Republic" G.A.R. 1861 – 1865, going half with township on \$420 headstone purchase, plus foundation \$350 or so, two headstone quotes from Houpt Monuments, accepts first quote \$420 plus tax 22x12x8-inch granite, rejects second quote \$2322.50 plus tax 26x14x30 inch sandstone. Board dialog township cemetery, Fairview records. Trustee Trihaft dialog unknown soldier, township takes care of monument base through Stacey Plaster C & S Restorations and Foundations, the township will go half on \$420 granite headstone, Houpt Monuments billing, the township will provide STEC to Houpt Monuments, Mike Decker half (\$210) after Houpt Monuments delivers headstone to the township Trustee Wolf Motion the Trustee Trihaft second vote roll calls three ayes.

Marion County Board of Elections - Cindy Price and Brian Blair dialog absentee voter registration, voting options available for the next election, mail, drop box, dual party control, curb side voting, early voting location old Harding Freshman building, no excuse voting October 6 – November 3, pickup ballot, COVID19 impact, poll workers, precincts, forms. Board dialog. No motion.

Marion County Prosecutor Raymond A. Grogan Office - Bailey Higgins dialog office time limitations, step into civil, short staff, townships only, familiar with issues, will do what we can, contacts, Nathan R. Heiser, William J. Owen, reasonable response on Bowling Green Township Public Records Policy adopted Res.2007-10-09:01, Anderson appointed records custodian approved for public record training, sunshine law training for all township officials. Trustee Wolf dialog records request, what information, when entitled to, communication, state purchase plan, mowers, Sawyer Parrott, Ben Schwaderer, Chairman Trustee Holcomb ask cable company (CTS Construction) contact number for Allen road tile repair, Dale Jones, Mike Sager. Trustee Holcomb dialog work affiliation with CTS Construction on Allen road tile repair, Dale Jones, Mike Sager, Butch Winslow. Trustee Trihaft dialog communication, Allen road tile repair. Township Fiscal Officer dialog Trustee Wolf requests, accessibility, availability, communication, contact person, file on CTS Construction Allen road tile repair, history on Holcomb Excavating Allen road tile repair, Chairman Trustee Holcomb abstain governance reasoning Holcomb Excavating affiliations, accountability, responsibility, transparency, best practice, governance at township board meeting open to the public on record of proceeding best serves township citizens that elect all officials. Understanding Township Risk Management Consulting (OTARMA / KLA) recommends form use "Citizen Service Request". Trustee Wolf Motion on information turnaround time a week anything under five (5) pages or repeat over phone or bring to meeting to release to others Trustee Trihaft second vote roll calls three ayes.

D & B Excavation LLC Ben Schwaderer son Ashton Schwaderer received \$598 payment #9301 invoice amount \$450 mowing, \$75 check mole traps, \$73 fuel reimbursement. Ashton Schwaderer dialog works at Ag Pro of Marion. Trustee Wolf dialog. Trustee Wolf Motion we pay Ben Trustee Trihaft second vote roll calls three ayes.

RECORD OF PROCEEDING: Minutes 7/14/2020 and 6/18/2020 read by board members. Trustee Wolf Motion minutes be approved as read Trustee Trihaft second vote roll calls three ayes.

SCIOTO VALLEY JOINT FIRE DISTRICT:

Scioto Valley Joint Fire District Board Meeting documented by Trustee Trihaft. Trustee Wolf dialog attended fire board meeting, trick or treat, chip in money or candy, residents in town not having trick or treat, village, fire department having ally Halloween, chip in, \$100 candy, give money or buy candy for fire department, grandkids. Trustee Trihaft dialog kids, candy or township donate money, candy bought by women of fire association. Trustee Wolf Motion we buy candy and reimburse signed receipt sometime in October Trustee Holcomb second vote roll calls three ayes.

CITIZEN SERVICE REQUEST – Ohio Township Association Risk Management Authority - KLA Risk Consulting recommended the township use "Citizen Service Request" (CSR) forms - Documented by all public officials elected to serve the residents of Bowling Green Township of Marion County:

Township Cemetery – Fairview - Citizen Service Request - Mike Decker on unknown soldier pennant damages wants replaced maybe a small monument, down from wife's grave on lot 134 (Weddington June 1991), GAR (Grand American Revolution) count 5 or 6 other soldiers buried in Fairview cemetery with same GAR flag holders, will check with monument company \$300-400 estimate, will get two quotes. Documented by Fiscal Officer Anderson. Understanding Record of proceedings 6/18/2020.

Township Road 11-A Allen – Citizen Service Request - Dale Jones and Mike Sager - CTS Construction, Inc. field tile repair dialog, contact numbers, inspection crew, repair crew GPS coordinates, photographs: Allen rd tile 1 Latitude: 40.562156669 Longitude: -83.38677227 with 4.jpg; Allen rd tile 2 Latitude: 40.560752186 Longitude: -83.387741893 with 3.jpg; Allen rd tile 3 Latitude: 40.56012125 Longitude: -83.39473944 with 2.jpg - Citizen Service follow-ups - Dale Jones dialog field tile repair "satisfied" "Allen and Arbella breathers mowed off". Mike Sager dialog field tile repair "satisfied". Documented by Township Fiscal Officer Anderson. Understanding Record of proceedings 6/18/2020 11/14/2018 10/10/2018 6/13/2018 2/14/2018 1/10/2018 12/13/2017 11/8/2017 10/11/2017 9/13/2017 8/9/17 7/12/2017 6/14/2017.

TR42-A-1 Ground Hog – Citizen Service Request - Don Ingles dialog field tile drainage thinks tile plugged at Earl Price location, issues, wet spot in north-east corner of corn field (Clay) across from Earl Price about 100 yards after you turn north on Ground Hog road, history on location, Price and Marion County Engineer. Documented by Fiscal Officer Anderson. Understanding Record of proceedings 8/8/2018 5/9/2018 4/11/2018 3/14/2018.

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COMMUNICATIONS:

AEP Ohio Subject DeCliff - LaRue Transmission Line Project Announcement & Virtual Open House Invitation - building about 5 miles of 69-kilovolt power line and building the LaRue Substation off Clark Road S in Bowling Green Township visit www.AEPOhio.com/DeCliffLaRue view interactive map and submit comments through a "Contact Us" link. Please share your feedback by July 22, 2020 - Trustee Trihaft dialog received a copy. No motion.

2018 International Series 4300 Red Dump Truck - Cummins notice of future B6.7 Engine-mounted fuel heater replacement - recall work no charge invoice.

CTS Construction, Inc. contact to ensure Allen road tile repairs performed have been made to "satisfaction". Documented by Fiscal Officer Anderson. Trustees dialog. No motion.

DKMM reminder tire program availability. Trustee dialog. No motion.

John Deere 310L Backhoe Maintenance 250 -10 Jul 2020 11:22 AM. App information. Trustees dialog. No motion.

Marion County Auditor update SB310 - No motion.

Marion County Assistant Prosecutor request public records policy. Documented compliance by Fiscal Officer Anderson. Trustee Wolf request copy.

Mid Ohio Energy statement date 7/8/2020 \$397.36 new LED lights credit balance \$222 / 6/30 -\$72 / credit balance \$150.

Ohio Edison Joseph Jakubick External Affairs \$75 rebate Ohio Customers.

Ohio Township Association - Sample Resolution document - Trustee Wolf read aloud sample resolution document on the Coronavirus Aid, Relief, and Economic Security Act (the CARES Act) dialog qualify for, pass onto fire department and school, COVID testing site here, internet, cleaning township facility, air, contact tracing, employee work at home, hazard pay, PPE, fire station, use ourselves, remote meetings tablets and computers, will need money. Trustee Trihaft dialog fire department, schools, broken farmers. Trustee Holcomb dialog get it spend it on something we need. Fiscal Officer dialog federal grant, audit measures, local government distribution, estimate five to six thousand dollars. Trustee Wolf Motion we apply for money Trustee Trihaft second vote roll calls three ayes approve the following: Bowling Green Township 20200716:01 Board Meeting Resolution Coronavirus Aid WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and WHEREAS, the Ohio General Assembly established a process for distributing funds provided by the "Coronavirus Aid, Relief, and Economic Security Act" in House Bill 481 of the 133rd General Assembly (HB 481); and WHEREAS, HB 481 requires subdivisions receiving funds under Section 1 of the act, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and WHEREAS, Bowling Green Township is requesting its share of funds from the Marion County Coronavirus Relief Distribution Fund. NOW THEREFORE, be it resolved that the Board of Trustees of Bowling Green Township affirms that all funds received from the Marion County Coronavirus Relief Distribution Fund pursuant to HB 481 be expended only to cover costs of the Township consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations and guidance only to cover expenses that: (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) Were not accounted for in Bowling Green Township's most recently approved budget as of March 27, 2020; and (3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. FURTHERMORE, in compliance with HB 481, be it resolved by the Board of Trustees of Bowling Green Township that the Bowling Green Township Fiscal Officer take all necessary action to: (1) On or before October 15, 2020, pay any unencumbered balance of money in the Bowling Green Township's local coronavirus relief fund to the Marion County Treasurer; (2) On or before December 28, 2020, pay the balance of any money in the Bowling Green Township's local coronavirus relief fund to the state treasury in the manner prescribed by the Director of the Ohio Office of Budget and Management; and (3) Provide any information related to any payments received under HB 481 to the Director of the Ohio Office of Budget and Management as requested. Adopted 7/16/2020.

Ohio Workers Comp 50 enclosed face coverings received, communicated Friday, 6/26/2020 8:22 AM via text .jpg to all three trustees, masks, documents on board table. Trustee dialog.

Parrott Implement Co. outstanding invoicing on paperwork 7/6 - 7/8 - July 2020 Payment Listing [B]atch #98 outstanding information hold for meeting transparency accountability responsibility - Trustee Trihaft dialog undersigned expenditure authority on backhoe oil filter \$14.83 plus-50 5 Gal. 99.14, chopper nut \$3.02 bolt \$4.02, ordered parts for loader will be in next week "bracket" no amount.

Shelly Materials outstanding invoice tickets 7/2-7/6-7/7-7/9 July 2020 Payment Listing [B]atch #99 outstanding information hold for meeting transparency accountability responsibility - Trustee Holcomb dialog undersigned expenditure authority on aggregate for road tar \$1449.72.

Union County - Trustee Trihaft dialog someone dumping brush.

NEW BUSINESS: Township Building Room Floors Redone - Trustee Wolf dialog floor redone stripped & wax, buffer, contact Service Master about work estimate, bathroom-room measurements, authority to get estimate Trustee Trihaft Motion Trustee Holcomb second vote roll calls three ayes.

Township Building West Walk-In-Door - Trustee Wolf dialog door in bay coming apart, walk-in-door, west door at bottom separating. Board dialog new steel door, have Butch do, call,

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he'd do a good job, general contractor, replace door estimate \$800-\$1000, call Butch and get estimate, authority to contact Trustee Trihaft Motion Trustee Holcomb second vote roll calls three ayes.

OLD BUSINESS AND / OR UNFINISHED BUSINESS:

Marion County Engineer 422 Seal Coat Program Chip and Seal – Township Road Program - Trustee Trihaft dialog Jim Baughman called about chip & seal in Waldo.

Township Building Concrete Parking Lot Apron Sealing - No update.

Township Building Inspection – Trustee Trihaft dialog Zach Murdock from fire station inspecting building to let us know what we need. Trustee Wolf dialog Plotners does not have smoke detectors, propane detector, up to code in meeting room. No motion.

Township Cemetery Fairview Mole Treatment - Trustee Wolf dialog Ben, cemetery, moles, dry weather condition.

Equipment 2018 International Series 4300 Red Dump Truck - Trustee Wolf documented dialog with Vizual Express who fire department uses, dimensions, have quote for reflective striping at next meeting. Documented dialog truck antenna, door, mirrors, CB, Plotners. No motion.

Township Equipment Fuel Inventory - Trustee dialog diesel fuel tank down to a ¼, dump truck full, backhoe full other day, order fuel for next week. No motion.

Township Equipment Mowers - Trustee Wolf dialog mowers 2 demo 3 with Bens Exmark Ferris and Hustler still got Kabota & John Deere with better seat options pricing & John Deere trade ins best deal weigh all options doesn't come up with one, will demo, next meeting, ride on rough ground savings end-of month, Kabota, all big names. Trustee Trihaft deal at John Deere, Scaggs service. No motion.

Township Road (TR) 1-Codding - Trustee Holcomb dialog hole. No motion.

TR 2-Winnemac - Trustee Wolf dialog weeds, cable in ditch. No motion.

TR 5-Marion Hardin – Trustee Wolf dialog documented Hardin County Engineer's Office inspection report printout, patch done on bridge located on TR255 in Dudley Township.

TRs 11-Allen – 15-Arbella road ditch breathers mowed off – Dale Jones citizen service request - Trustee dialog reflectors, plastic, county, thin, breathers, tiles, probe. No motion.

TR 13-Clark – Trustee dialog culvert tile settled, concrete next week, estimate \$500, road right-of-way measures, Trustee Wolf Motion Trustee Holcomb second vote roll calls three ayes.

TR 15-Arbella - Trustee Holcomb dialog Dale Jones culvert. No motion.

TR 42-Ground Hog – Trustee dialog Kevin Oldham 15-inch tile. No motion.

TR 42-Ground Hog – Trustee dialog Don Ingles (CSR) field tile drainage issue, county 12" tile 6 ft. deep dug right over tile, go to county, beans out in field, pond, look down breather new catch basin 12-inch tile, township right-of-way, telephone, dug out Earls side, locate, will try to come up with whatever it takes, will get to it, have a couple of other projects, follow-up. No motion.

TR 45-Mt. Olive Green Camp - Trustee Holcomb dialog. No motion.

TR 46-Broadwell - culvert drainage issue - No update.

TR 49-Linwood – Trustee Holcomb dialog blowout at Evans. No motion.

TR 49-Linwood JCT SR37 tile – Trustees Holcomb and Wolf dialog state too preoccupied to jet out, cleaned out 6-inch tile into township right-of-way turn & go under north road and east took water need jet, Walts \$250 come out & tell what to do, fix and clean out broke, camera, John Neidhart, Harolds Roto Rooter, plugged tile, state tile open our side to state on corner, water, camera, want more, call & find out, \$400-500 Trustee Wolf Motion Trustee Trihaft second vote roll call three ayes.

PRESENTATION OF ADMINISTRATIVE and FINANCIAL REPORTING ACKNOWLEDGEMENT:

Time Sheets documented by trustees pursuant ORC 505.24 section (C): Trustee Holcomb documented drive roads daily. July 6 clean ditch on Arbella road. Stone roads. July 8 clean up rocks on Arbella. Stone roads. July 15 dig grave for Napper. July 16 cover grave for Napper. Trustee Holcomb submitted Pre-Trip Inspection Checklist on backhoe June/2020 and July/2020.

Trustee Wolf documented Time card July 2020: June Board meeting. Called and talked with Bailey about coming to the July Board meeting about records request stuff. Talked to her several times thru the month. Talked with Vizual Express about the reflective striping for the back of the dump truck. Tried the Exmark mowers and the Ferris mower. Talked with both dealers about quotes. Talked to John Deere about getting in a demo. Having some issue with that. Called Ag Pro about a rear discharge mower, they don't have access to any for demo. Called and left message about the Kubota. Dug grave and had service. Took mirrors and door apart on the dump truck looking for cable. Dropped off papers for Plotner Hardware so we could open our account. Called and after several attempts got thru to who I need to talk to at the Hardin County Engineers office. They Sent me a copy of the Bridge report from Marion Hardin and patched the hole on the bridge. Called and scheduled to be at the Hale Township meeting. Went to the Monthly Hale Township meeting. Talked with them about the Bridge. They say that area is Dudley's. Also told them to call if they needed anything. They had issue with the county piling snow in the middle of the road and they called and talked with them. Swept the bay out under the cemetery trailer, Dump Truck and Backhoe. Had special Budget Meeting. Drove Roads. Mowed the Ditches. Robin asked to talk with Bob VanHoose about the bill for the remotes. Thanked Ryan for having the Sherriff come to the meeting with the report. He said he would be contacting us later to see if we needed any community Service work done. Talked with Richard about the Underground Service Company showing up to work on Allen with none of the trustees knowing they were coming, even though we asked to know and were told that the clerk would pass on that information to us. We still have not received the contact information for the company that we asked for also. He helped with a few

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issues on finding the tiles. Trustee Wolf submitted Pre-Trip Inspection Checklist on dump truck 7/2020. Trustee Wolf today 7/16/2020 during regular session meeting submitted "Duane Wolf c/o Fairview Cemetery Johnson Property Services quotes for lawn treatment dated April 15, 2020", two (2) documents.

Trustee Trihaft documented mid-June – mid-July June 18 twp meeting 19 get DEF 20 help Duane do remotes 22 Dick and I unload grave bucket 24 sign fireboard checks 25 drive south roads 26 drive north roads July 1st drive south roads 2 drive north roads 6 Parrotts parts-oil-drop paper off 7 drive south roads 8 to fire board 9 Duane texted 10 drive north roads 12 K & I cemetery look grave – drive some roads 13 water grave – Duane & I work Winnemac north 14 budget hearing 15 Dick – Duane & I dug grave 16 had burial – drop check Robin.

UAN Backup 7/13/2020 exchanging offsite CD 06/17/2020.

June 2020 Receipt detail / \$10,992.42 cleared receipts / cash journal / \$443,740.68 bank reconciliation - balances / cleared - outstanding payments / collateral safekeeping pledge.

Township Trustee Expenditure authority, best practice, purchase order(s) approved by board of trustees at township meetings. Township Trustee Transparency Accountability Responsibility undersign name and write expense reason on document, what cemetery? what equipment? what road? purpose of purchase, deliver for payment process to township "drop box" 3005 Richwood LaRue Road.

July 2020 Payment listing advice #s 9296-9306 total \$7,866.51 Trustee Wolf

Motion we pay bills Trustee Trihaft second vote roll calls three ayes:

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	St	
9296	07/06/2020	07/06/2020	AW	Central Ohio Farmers Co-op, Inc.	\$387.73		
	Purpose:	233.8 GAL ULS AGRIDSL Supreme \$368.97 - 2 GAL COFC DEF 2x2.5 GAS \$18.76 - per Trustee Trihaft					
9297	07/16/2020	07/13/2020	WH	United States Treasury	\$395.46		
	Purpose:	Second quarter withholding					
9298	07/16/2020	07/15/2020	AW	Bob VanHoose Garage Doors Sales & Service	\$172.00		
	Purpose:	Proposal/Purchase/Pickup Garage door (4) 3-button 373LM remote controls - 6/18/2020 Trustee Wolf discretion					
9299	07/16/2020	07/15/2020	AW	Duane J. Wolf	\$27.25		
	Purpose:	Mileage - Marysville 6/18 Pickup garage door remotes					
9300	07/16/2020	07/15/2020	AW	Murphy Tractor & Equipment Co.	\$2,046.00		
	Purpose:	Statement Ref#1406828 Quote Summary ID#21898372 - WERKBRAU 45" Cemetery Bucket - Front Bucket Pin (part# BP-5211F) - Trustee Wolf discretion					
9301	07/16/2020	07/15/2020	AW	Benjamin A. Schwaderer	\$598.00		
	Purpose:	Contractor Submitted Invoice #483 property services: \$450 mowing \$75 check mole traps \$73 fuel reimbursement					
9302	07/16/2020	07/15/2020	PR	Robin L. Anderson	\$1,165.38		
	Purpose:	4993986					
9303	07/16/2020	07/15/2020	PR	Richard L Holcomb	\$721.55		
	Purpose:	4992868					
9304	07/16/2020	07/15/2020	PR	David K. Trihaft	\$722.67		
	Purpose:	4993920					
9305	07/16/2020	07/15/2020	PR	Duane J. Wolf	\$704.95		
	Purpose:	4993501					
9306	07/16/2020	07/15/2020	WH	Ohio Public Employees Retirement System	\$925.52		
	Purpose:	July withholding					

Total Payments: \$7,866.51

July 2020 Summary(s) Revenue / Appropriation / Fund

July 2020 Receipt #42-2020 date 7/16/2020 Snyder Funeral Homes amount \$800 / Herman A. Napper 135/2 Fairview cemetery interment today. Trustee dialog new cemetery bucket use.

2021 Fiscal Year Budget adopted by Bowling Green Township Board at special meeting held 7/14/2020 filed with Marion County Auditor Office 7/15/2020. Trustee Trihaft dialog Marion County Budget Commission meeting sometime in late August.

ANNOUNCEMENTS: 2020 Meetings held 6 p.m. third Thursday, next meeting 8/20/2020.

Trustee Trihaft dialog Marion County Engineer host September Marion County Township Association Dinner Meeting. Board dialog. No motion.

ADJOURNMENT: Trustee Holcomb Motion Trustee Wolf second three ayes, time 9:17 p.m.

Richard A. Holcomb *D. Wolf* *David K. Trihaft*