

RECORD OF PROCEEDINGS

Minutes of Bowling Green Township Board of Trustees Regular Session

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Thursday December 17, 2020 6:00 p.m. 20

TRUSTEE ROLL CALLS: Township officials present 2020 Chairman Trustee Richard Holcomb calls meeting to order with Vice Chairman Trustee Wolf and Trustee David Trihaft present.

VISITORS: D & B Excavation LLC Ben Schwaderer son Ashton Schwaderer received payment #9384 invoice #494 amount \$450 mowing. Ashton Schwaderer dialog new mowers, 2021 Property Services Contract bidding. Board dialog January, February, contract start date March. No Motion.

RECORD OF PROCEEDING: Minutes 11/19/2020 Regular Meeting and 12/02/2020 and 12/12/2020 Special Meetings: CARES Act Coronavirus Relief Fund Local Government Assistance Program Updates Trustee Wolf Motion approve minutes Trustee Trihaft second three ayes.

SCIOTO VALLEY FIRE DISTRICT (SVFD):
Scioto Valley Fire District Board Meeting documented by Fire Board President David K. Trihaft dialog go over Covid money status & equipment bought, contract to send to Grand Township for ambulance service, pay bill. Trustee Trihaft dialog noted fire inspector needs building blueprints, fuel tank and propane concrete pillars, rail for loft, fire extinguisher signs, co2 & smoke detector. Board dialog look into 2021 project. No Motion.

CITIZEN SERVICE REQUEST: None.

COMMUNICATIONS: Dye Truck Repair "moved to new larger facility". Board dialog. No Motion.
Ken Lengieza, Regional Planning Commission "membership roster for OPWC District 16". Board dialog Ken Blue Village Rep (Prospect), also a township fiscal officer. No Motion
Obituary: Jerry Dean Tillman passed away 11/26/2020. Board dialog monument Fairview cemetery lot 16 monument. No Motion.

Obituary: Caroline E. Jones died 12/6/2020. Burial in the LaRue Cemetery.
Phillip Wright, P.E. Sanitary Engineer question "how much the township had in building". Board dialog reply to question "understanding cost summary amount \$129,042.29: architects \$8,508.10; building material \$60,633.19; plumbing and heating \$16,450; electric \$18,621; concrete \$24,830; building construction spanning years 2011 - 2012." supporting documentation acknowledged. No Motion.

Shelly Company "Thank you". Board dialog customer portal. No Motion.

NEW BUSINESS: None.

OLD BUSINESS AND / OR UNFINISHED BUSINESS:

CARES Act Coronavirus Relief Fund Local Government Assistance Program Updates - TECHNOLOGY: Richwood Marketing - Trustee Wolf dialog website project presentation request board accept design for final bill next meeting Trustee Trihaft Motion to accept Trustee Holcomb second vote roll calls three ayes. TECHNOLOGY: MRA Hewlett Packard (HP) - Trustee Wolf dialog laptops are here, set up all four devices timeline uncertain. TECHNOLOGY: Apple/Verizon Wireless electronics - Trustee Wolf dialog iPads, cases, hot spots, apple care, timeline uncertain. Trustee Wolf retains all documentation. Understanding fiscal officer request Apple/Verizon electronic products email order paperwork for processing. FACILITIES: Trustee Wolf dialog with Jason Hix about the township donation to Elgin Local Schools. Board dialog "Notice of Award and Subgrant Agreement: This is to Notify Elgin Local Schools: Elgin Athletic Department / Elgin FFA / Elgin Band Department that Bowling Green Township of Marion County Board of Trustees hereby award donation: Fellowes AeraMax PRO AM3S PC Air Purifier, Fellowes AeraMax Pro Replacement HEPA Filter, Fellowes AeraMax Pro Replacement Carbon Filter w/PreFilter, and Sanidate santzgwipes 125Pk 6CT, for use in public areas and facilities, government facilities, in response to the COVID-19 public health emergency. Funding Organization: U.S. Department of Treasury; Prime Recipient: Ohio Office of Budget and Management; CFDA Number and Grant Name: 21.019 Coronavirus Relief Fund; Project Start Date: March 1, 2020; Project End Date: December 28, 2020; Grantor: Bowling Green Township, Marion County, LaRue, Ohio Township Trustee: 740-361-5008; FAIN #s...; Township Fiscal Officer: 740-499-3986; Award Recipient: Elgin Local Schools Marion, Ohio; Elgin Activities Director: 740-223-4330; Award Donation: Quantity 3-Boxes Fellowes AeraMax PRO AM3S PC Air Purifier monetary value@\$1,259.99; Quantity 1-Box Fellowes AeraMax Pro Replacement HEPA Filter monetary value@\$145.00; Quantity 1-Box Fellowes AeraMax Pro Replacement Carbon Filter w/Pre Filter monetary value@\$43.25; Quantity to be determined-Sanidate santzgwipes 125Pk6Ct monetary value@\$49.99; Award Donation will be forwarded same business day of the signing of this document by all parties in accordance with Coronavirus Relief Fund measures. Certification Signatures: Bowling Green Township Trustee, Bowling Green Township Fiscal Officer, Elgin High School Activities Director Jason Hix, Elgin High School second signature uncertain." Board dialog in accordance with 2020 Coronavirus Relief Fund (CRF) available balance proposed purchase from Quill.com one more Fellowes AeraMax PRO AM3S PC Air Purifier, update agreement air purifier quantity understanding three boxes, divide air purifier filters half and half understanding two boxes, CRF available balance proposed use to purchase more wipes from Quill.com quantity to be determined understanding overspent amount CRF payments/charges shall be charged/posted to the township General Fund Trustee Trihaft Motion to approve Trustee Holcomb second vote roll calls three ayes. Trustee Wolf dialog Jason Hix checking into school interest into painting school logo design on snow plow, propose Spring or Summer project, the township furnishes supplies, school provides labor. Board dialog state plows, Brad (county engineer) snow plow, plow surface paint type. No Motion

MLS trucks on Marion County Road 2-A-B-C-D-E-F sections - Winnemac Update Trustee Trihaft dialog Union County Sheriff Deputy Jamie Patton. Trustee Wolf dialog call to MLS.

Township Building - Paint Meeting Room Walls and Trim - Trustee Wolf Dialog Butch (Winslow) gave me info, documented H & H Decorating, Inc. proposal#201107-1 estimates for

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labor, materials and supervision: prime and prep walls paint walls paint door and trim amount \$1,550; and proposal#201107-2: paint doors amount \$260. Trustee Trihaft dialog Pleasant Hill Road, project next year 2021. Trustee Holcomb dialog finish this year. No Motion.

Township Equipment – Salt Spreader Stand - Trustees Wolf dialog salt spreader stands height specifications, eBay purchase 2@\$199.98, use personal credit card, spend up to \$400. Trustee Trihaft dialog spend up to \$450. Board dialog government account, no sales tax, Harbor Freight, Northern. Trustee Trihaft Motion look into purchasing two hydraulic transmission jacks salt spreader stand Trustee Holcomb second vote roll calls three ayes. Board dialog no amount, no tax, pay freight.

Township Roads – Demo Speed Sign – Trustee Wolf dialog demo speed sign company rep from Cleveland deliver, try out on Ground Hog, report, Ryan (Zempter Sheriff Deputy), sheriff sign e.g. CR2-Winnemac, sheriff involved, battery charged, do next month. Board dialog Elan City info, sign placement, traffic count, February meeting, warmer weather, Spring, Appelfeller. No Motion.

PRESENTATION OF ADMINISTRATIVE and FINANCIAL REPORTING ACKNOWLEDGEMENT

Time Sheets documented by trustees pursuant ORC 505.24 section (C):

Trustee Holcomb documented drive roads daily, 11/24/20 install culvert on Winnemac, 6 Hr total Tues & Wed, 12/1/20 plow snow 12/2/20 plow snow morning 12/12/20 special meeting Trustee Wolf Township timecard 12/2020 Working on coronavirus projects.

Picked up new laptops from Robin. David let service master in for the sanitation of the meeting room and bathrooms. Put snow plows on with David and Richard. Picked up road signs from county garage. Looked up jacks for the salt spreader. Researched the items for the high school. Talked with Mr Hix from Elgin about Donation items. Talked with MLS about Traffic on Winnemac again. Special Meeting. Tons of Coronavirus calls and emails. Township Time Card 11-2020 Working on coronavirus grant items. Floors cleaned by service master. Lined up service master for disinfecting. Plumbing for new toilets, faucets, paper towel dispensers and soap dispensers done. Called and talked several times with Richwood Marketing about web site. Got tom to sign off on the agreement for the fire department. Got signature from Nate from Prosecutors office on the agreement. Emailed Ryan at the SO about web page. Talked with MLS about Winnemac truck traffic. Met with and received quote from H&H painting. Special Meetings. Talked and set up meeting with insurance inspector. David met with him. Funeral for David McKinniss.

Trustee Trihaft documented Fire Board go over Covid money status & equipment bought. Contract to send to Grand Township for ambulance service. Pay bill. Heard from Sheriff Patton Union County. Had deputy set on Winnemac for approximately 10 hours checking speeds and semis. He said word got out they were setting so I think some traffic rerouted. I thanked him. Township hours mid November to mid December – Nov 19 turn heat on. Dolce’s came gave estimates on trees. Township meeting 20 answer texts, drive south roads 21 call from Jeff Mallett letting me know a Cody from Pheasants Forever calling. 22 drove various roads morning & evening 23 help Dick fix tile Winnemac, stop Fleming about tree 24 make call to Dolce’s 25 call from Cody Grasser Pheasants Forever 26 drive north roads 27 sign fireboard check, drove south roads 28 Duane call about putting snow plows on 29 all three (trustees) come put blades on truck & tractor, sweep out building 30 open up for Service Master, made sure things were locked later. Dec 1 Dick & I (snow) plow 2 call Dick, buy DEF, drop off, special township meeting 3 drive south roads 5 drive north roads 8 drive around roads 9 fire board meeting 11 turn heat on 12 special meeting 14 Dolce’s came, drive made sure they did a good job 16 met at township building for fire inspection.

UAN Backup CD 11/17/2020 exchanging offsite CD 12/16/2022.

November 2020 Bank reconciliation, balances, outstanding payments, cleared payments, cleared receipts, receipts detail, Ohio Pooled Collateral System (OPCS) Support Team email notices sent November 25 and November 27 re bank collateral deficiency; and

November – December 2020 Cash journal, 2020 CRF Fund ledger, appropriation status, cash flow summary by fund; and

Budgetary Resolution Trustee Trihaft Motion Trustee Holcomb second vote roll calls three ayes to accept to amended appropriation reallocated account code amounts and purposes:

| Post Date | Transaction Date | Account Code | Amount | Resolution Number | Type | Purpose | Budgetary Correction |
|------------|------------------|-------------------|-------------|-------------------|-----------|--|----------------------|
| 12/12/2020 | 12/16/2020 | 2272-110-599-0000 | \$2,780.57 | 20201212BdMtg | Permanent | 2020 CRF-2272 Bd Motion to reallocate-encumber-other expenses- | No |
| 12/12/2020 | 12/16/2020 | 2272-120-390-0000 | -\$1,289.50 | 20201212BdMtg | Permanent | 2020 CRF-2272 Bd Motion to reallocate-encumber-other expenses- | No |
| 12/12/2020 | 12/16/2020 | 2272-930-930-0000 | -\$1,491.07 | 20201212BdMtg | Permanent | 2020 CRF-2272 Bd Motion to reallocate-encumber-other expenses- | No |
| 12/12/2020 | 12/04/2020 | 2272-930-930-0000 | \$1,491.07 | 20201212.01 | Permanent | CARES Act \$1488.76 CRF Redistribution +\$2.31 Interest earned | No |

Purchase Order charges & status in accordance with 2020 CRF encumbrance available balance \$4,935.85, Dolce’s Tree Service \$2750, then and now certified by fiscal officer amounts required to meet contract, agreement, obligation, or expenditure total for selected purchase orders, has been lawfully appropriated, authorized or directed for such purpose is in the treasury or in the process of collection. Board dialog Trustee Trihaft Motion approval second Trustee Wolf vote roll calls three ayes.

Payment Listing #9378 VOID reasoning print error reissued check #9379 necessitates board acknowledgement. Board acknowledged Ohio Bureau of Workers’ Compensation Policy Certificate Period Specified 01/01/2021 to 01/01/2022, Required Posting, Type Direct Payment Advice#9379

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amount due \$605. Trustee Trihaft dialog approval verified Dolce's Tree Service invoice#8056 amount due \$2,750. Board dialog and review December 17, 2020 Payment Advice #s9378-9395 all totaled \$12,901.91:

| Payment Advice # | Post Date | Transaction Date | Type | Vendor / Payee | Amount | Status |
|---|------------|------------------|------|---|-------------|--------|
| 9378 | 12/17/2020 | 12/14/2020 | AW | BUREAU OF WORKERS' COMPENSATION | \$605.00 | V |
| Purpose: invoice#1008958826 - 2021 policy year renewal annual premium 1/1/21 - 1/1/22 | | | | | | |
| 9378 | 12/17/2020 | 12/14/2020 | AW | BUREAU OF WORKERS' COMPENSATION | -\$605.00 | V |
| 9379 | 12/17/2020 | 12/14/2020 | AW | BUREAU OF WORKERS' COMPENSATION | \$605.00 | O |
| Purpose: invoice#1008958826 - 2021 policy year renewal annual premium 1/1/21 - 1/1/22 | | | | | | |
| 9380 | 12/17/2020 | 12/14/2020 | AW | TREASURER OF STATE | \$447.00 | O |
| Purpose: UAN Fees - 1st QTR 2021 | | | | | | |
| 9381 | 12/17/2020 | 12/14/2020 | AW | MID OHIO ENERGY COOPERATIVE INC. | \$124.00 | O |
| Purpose: Electric 56313-56998 service 10/31-11/30 KWH 685 days 30 | | | | | | |
| 9382 | 12/17/2020 | 12/14/2020 | AW | QUILL CORPORATION | \$162.21 | O |
| Purpose: Invoice#12662936 office supplies description per fiscal officer | | | | | | |
| 9383 | 12/17/2020 | 12/14/2020 | AW | POSTMASTER | \$55.00 | O |
| Purpose: Administrative - first class US postage stamp price \$.55 qty 100 (roll) | | | | | | |
| 9384 | 12/17/2020 | 12/14/2020 | AW | Benjamin A. Schwaderer | \$450.00 | O |
| Purpose: Mar-Dec Property Services Contract - mowing & maintenance 3 cemeteries 1 lot | | | | | | |
| 9385 | 12/17/2020 | 12/15/2020 | AW | Dolce's Tree Service | \$2,750.00 | O |
| Purpose: Invoice#8056 date 12/14/2020 Trustee Trihaft approved-received-submitted Dolce's invoice 12/15/2020 | | | | | | |
| 9386 | 12/17/2020 | 12/16/2020 | AW | Shelly Materials Inc. | \$111.69 | O |
| Purpose: 8.76 Tons 4/L/S 11/23/2020 Culvert Winnemac Breather undersigned by Trustee Holcomb | | | | | | |
| 9387 | 12/17/2020 | 12/16/2020 | PR | Robin L. Anderson | \$1,165.35 | O |
| Purpose: 4993986 | | | | | | |
| 9388 | 12/17/2020 | 12/16/2020 | PR | Richard L Holcomb | \$721.52 | O |
| Purpose: 4992868 | | | | | | |
| 9389 | 12/17/2020 | 12/16/2020 | PR | David K. Trihaft | \$722.64 | O |
| Purpose: 4993920 | | | | | | |
| 9390 | 12/17/2020 | 12/16/2020 | PR | Duane J. Wolf | \$704.87 | O |
| Purpose: 4993501 | | | | | | |
| 9391 | 12/17/2020 | 12/16/2020 | WH | Ohio Public Employees Retirement System | \$925.48 | O |
| Purpose: December | | | | | | |
| 9392 | 12/17/2020 | 12/16/2020 | WH | Ohio Treasurer of State | \$154.02 | O |
| Purpose: Fourth Quarter | | | | | | |
| 9393 | 12/17/2020 | 12/16/2020 | WH | School District Income Tax | \$86.73 | O |
| Purpose: Fourth Quarter | | | | | | |
| 9394 | 12/17/2020 | 12/16/2020 | WH | United States Treasury | \$395.46 | O |
| Purpose: Fourth Quarter | | | | | | |
| 9395 | 12/17/2020 | 12/16/2020 | AW | QUILL CORPORATION | \$3,320.94 | O |
| Purpose: FACILITIES: Trustee Wolf Motion in accordance with 2020 Coronavirus Relief Fund available balance proposes purchase from Quill com two Fellowes AeraMax PRO AM35 PC Air Purifier amount \$1,259.99 x 2, two Fellowes AeraMax Pro Replacement HEPA Filter 2" 2/Pack amount \$289.99 x 2, two Fellowes AeraMax Pro Replacement Carbon Filter w/Pre Filter 3/8", 4/Pack amount \$172.99 x 2 for donation to Elgin school athletic department or Elgin FFA or Scioto Valley Fire District... Trustee Trihaft second three ayes | | | | | | |
| Total Payments: | | | | | \$12,901.91 | |

Trustee Wolf Motion pay bills Trustee Trihaft second vote roll calls three ayes. Board dialog Central Ohio Farmers Co-op 12/2/2020 DEF invoice#186370 date 12/2/20 bill pending, prior fuel order dialog, fuel level at half. No Motion

ANNOUNCEMENTS: Post Sign: 2020 Special meeting Monday, December 28, 2020 6:00 p.m.
Agenda: CARES Act Coronavirus Relief Fund Local Government Assistance Program Updates – Finalization - Fiscal Year End Process. Board dialog Scioto Valley Fire District Subgrant report due date 12/28/2020, 2020-year end process, inventory, record commission, next meeting.

ADJOURNMENT: Trustee Wolf Motion Trustee Holcomb second two ayes, time 7:58 p.m.

Richard Holcomb *[Signature]* *David K. Trihaft*