

RECORD OF PROCEEDINGS
Bowling Green Township Board of Trustees Special Session

BEAR GRAPHIC S. 800 325 8094 FORM NO. 10148

Monday, December 28, 2020 at 6:00 p.m.

Held

20

PUBLIC NOTICE 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 BY ORDER OF BOWLING GREEN TOWNSHIP BOARD OF TRUSTEES

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

VISITORS: None.

RECORD OF PROCEEDING: Minutes 12/17/2020 Regular meeting accepted Trustee Trihaft Motion Trustee Wolf second vote roll calls three ayes.

CORRESPONDENCE: Legislative Updates "Congress Passes COVID Relief Package, Extends CARES Act Deadline This week, Congress came to an agreement and passed another COVID-relief bill. The \$900 billion COVID relief bill does not include direct additional funds for state and local governments. However, the measure does extend the use of CARES Act Coronavirus Relief Funds (CRF) from December 30, 2020 to December 31, 2021, giving townships an extra year to use their funds. The President is expecting to sign the bill this week ahead of the expiration of current federal unemployment benefits on December 26th. The state is likely to adjust related deadlines to line up with federal changes, but those actions have not been taken yet. Stay tuned for additional updates on this funding." ...source OTA Legislative Alert 12/23/2020

CARES ACT CORONAVIRUS RELIEF FUND LOCAL GOVERNMENT ASSISTANCE PROGRAM:

In accordance with 2020 Coronavirus Relief Fund Updates - Finalization:

TECHNOLOGY: Apple/Verizon electronic products package received of township office 12/18/2020 - Trustee Wolf received aforesaid 12/19/2020 - Trustee Wolf dialog Celco Partnership documented 12/19/2020 9:01a.m. email received from Verizon Wireless "order is being cancelled" and documented 12/19/2020 10:23a.m. email send to Verizon Government Account Manager Lisa Campbell. Trustee Wolf retained electronic products and package content disclosures, denied original order document, refused to sign board approved payment, alleged fraud. Board today 12/28/2020 acknowledged fraud matter for legal direction, reaffirmed the township office received Apple/Verizon products package 12/18/2020, documented products package content disclosures user name Duane Wolf contract term 12 month(s) early termination return restocking fees Order No.:0451817 placed 12/16/20 shipped 12/17/20 received 12/18/2020 verified two each \$1,049.99-iPad; two each \$97.49-OBOX cover; two each \$44.99-SCR ZAG GLS; two each Disc-\$99.99-JetPaek; total amount \$2,384.94 payment advice #9402 understanding in accordance with 2020 CRF measures DUNS# registration for Bowling Green Township activated 9/3/2020; BC#9-2020 board approved 10/31/2020 purpose in accordance with 2020 CRF measures technology for virtual meetings; W-9 for Celco Partnership email send 11/11/2020 10:34a.m. from Trustee Wolf received of township office.

TECHNOLOGY: Richwood Marketing Website will be "bgtownship.com" dialog Trustee Wolf documented Invoice #0003337 final payment for website build amount \$750 payment advice #9399; and Invoice #0003337 monthly website fee amount \$10.99 payment advice #9400 in accordance with 2020 CRF. Trustee Wolf proposes pay annual fee one time instead of getting email invoice amount \$10.99 each month Trustee Trihaft Motion Trustee Holcomb second vote roll call three ayes.

SUBGRANTING: Elgin Local Schools Subgrant Agreement in accordance with 2020 CRF measures total award donation value \$4,189.73: 3@carton/air purifier 2@carton/filter 3@carton/wipes: "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 Sanitizing Wipes 125-Wipes per Canister 18-Canisters 3-Cartons 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 # SLT0018 and SK10234 Township Fiscal Officer: 740-499-3986 Award Recipient: Elgin Local Schools Marion, Ohio Elgin Activities Director: 740-223-4330 Award Donation: Quantity 3-Carton Total Value \$3578.59 Fellowes AeraMax PRO AM3S PC Air Purifier Quantity 1-Carton Total Value \$279.47 Fellowes AeraMax Pro Replacement HEPA Filter 2 Quantity 1-Carton Total Value \$ 166.70 Fellowes AeraMax Pro Replacement Carbon Filter 4 Quantity 3-Carton Total Value \$ 164.97 Sanidate Sanitizing Wipes 18-Canisters@125 Wipes Award Donation will be forwarded TBD business day(s) of the signing of this document by all parties in accordance with Coronavirus Relief Fund measures. Certification Signatures: Bowling Green Township Trustee Richard L. Holcomb 12/28/2020; Elgin Activities Director TBD Date TBD; Bowling Green Township Fiscal Officer Robin Anderson 12/28/2020; Elgin Local Schools TBD Date TBD." Board dialog Quill.com air filter order received, payment advice #9397 amount \$1,149.99; Quill.com sanitizing wipes order received, payment advice #9398 amount \$164.97. Board dialog understanding items listed above shall be retained by the township fiscal officer in accordance with 2020 CRF measures "Award Donation will be forwarded TBD business day(s) after the signing of document by Elgin recipient certification signatures" Trustee Trihaft Motion Trustee Holcomb second vote roll calls three ayes Trustee Wolf shall obtain Elgin recipient certification signatures.

SUBGRANTING: Scioto Valley Fire District Subgrant Agreement \$15,000 requirements due no later than the 28th in accordance with 2020 CRF. Trustee Wolf dialog Thomas Ford email correspondence December 28, 2020, 3:07 PM "Fw: CARES 29 Files Attached is the receipts for the Cares funding which

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includes the Village of La Rue 4th round. Purchase order status. Haven't received all invoices to date that's why there is balances. Next is the Appropriation status report. You will notice a difference of 1316.21 which is because there was non-cares act funds used for this Purchase Order (Embroidery Warehouse). Also included is the Purchase order detail for which the funds were used for. If you have any questions just let me know. Tom". Board acknowledgment of Trustee Wolf email print copy Fw: CARES 1 message 29 attachments. No Motion.

BUDGETARY: In accordance with 2020 CRF board dialog refund process by 12/30/2020 return CARES Act grant fund balance of \$546.53 to OBM ATTN: Fiscal Section 30 E. Broad St., 34th Floor Columbus pending "legislative updates". Trustees dialog federal and state agencies notification. No Motion.
FISCAL YEAR END PROCESS.

Certificate of County Auditor that appropriations from each fund does not exceed Official Estimate of Resources Amended Official Certificate of Estimated Resources fiscal year 2020 total \$665,615.19 dated 12/22/2020, board acknowledgement in accordance with 2020 Coronavirus Relief Fund comparison of budget and appropriation, amount \$32,993.96.

Payment Listing payment advice #9396 – 9402 total amount \$4,499.89:

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
9396	12/28/2020	12/26/2020	AW	Central Ohio Farmers Co-op, Inc	\$39.00	○
	Purpose:	12/21/2020 Ticket# 186370-10 gal Def Product undersigned Trustee Trihaft				
9397	12/28/2020	12/26/2020	AW	QUILL CORPORATION	\$1,149.99	○
	Purpose:	Invoice# 13163709AeramaxAirPurifierQty1-Board approved in accordance with 2020 CRF available balance purchase 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				
9398	12/28/2020	12/26/2020	AW	QUILL CORPORATION	\$164.97	○
	Purpose:	Invoice# 13203860SanidateWipesQty3-Board approved in accordance with 2020 CRF available balance purchase 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				
9399	12/28/2020	12/28/2020	AW	Richwood Marketing	\$750.00	○
	Purpose:	Invoice#0003337-Final payment for website build - 2020 CARES Act Project - Technology Township Website design built for COVID updates each month. township citizen update during pandemic - Board dialog township website authority Trustee Trihaft Motion authorize Trustee Wolf to negotiate website Trustee Holcomb second vote roll calls three ayes				
9400	12/28/2020	12/28/2020	AW	Richwood Marketing	\$10.99	○
	Purpose:	Invoice 0003337 12/28/20 email Trustee Wolf - 2020 CARES Act Project - Technology Township Website design built for COVID updates each month. township citizen update during pandemic - Board dialog township website authority Trustee Trihaft Motion authorize Trustee Wolf to negotiate website Trustee Holcomb second vote roll calls three ayes				
9401	12/28/2020	12/28/2020	AW	Cellico Partnership	\$2,384.94	✓
	Purpose:	Verizon Order No :0451817-Order placed 12/16/20-Order shipped 12/17/20-Township office rec'd 12/18/20-Trustee Wolf rec'd 12/19/20 Technology in accordance with 2020 CRF - iPad - AppleCare - Verizon for virtual meetings Bd.Mtg approved Trustee Wolf Motion Trustee Trihaft second vote three ayes.				
9401	12/28/2020	12/28/2020	AW	Cellico Partnership	-\$2,384.94	✓
9402	12/28/2020	12/28/2020	AW	Cellico Partnership	\$2,384.94	○
	Purpose:	Verizon Order No. 045187-Order Placed 12/16/20-Order Shipped 12/17/20-Township office rec'd 12/18/20-Trustee Wolf picked up 12/19/20-Technology in accordance with 2020 CRF - iPad - AppleCare - Verizon for virtual meetings Bd.Mtg approved Trustee Wolf Motion Trustee Trihaft second vote three ayes.				
					Total Payments:	\$4,499.89

Trustee Trihaft Motion we pay bills Trustee Holcomb second vote roll call three ayes board dialog signatures.

Fund Summary – Revenue Summary – Appropriation Summary – Cash Flow Summary by Fund – Fund Status – Board dialog acknowledgements; and

Annual Inventory Report - Asset Additions Year 2020 – Board review; and Ohio Revised Code 149.42 Township Records Commission whereupon trustee chairperson and fiscal officer acknowledge there are no applications for township records inventory disposal, board dialog storage tubs utilized at township office therefore be it resolved Trustee Trihaft Motion not to destroy or dispose of any township records Trustee Wolf second vote roll calls three ayes.

2020-2021 Tax and Wage info handout: W-2 / employee info sheets / IRS 2021 Form W-4 / ODOT 2021 IT 4 / 2021 Comp – Board dialog acknowledgements; and

2021 Annual Compensation – Wages Per Ohio Revised Code §505.24 and §507.09 allocates for salary disbursement. Township trustee and fiscal officer salaries based on annual budget, certificate of the total amount from all sources available for expenditures, and balances, verify and sign employee info sheets 12/28/2020 complete 2021 tax forms and return to township office for January payroll processing Trustee Trihaft Motion Trustee Wolf second vote roll calls three ayes.

2021 Annual Revenue Budget - county budget commission / county auditor certificate of estimated resources, total amount from all sources available for expenditures and balances, pending yearend revision Trustee Trihaft Motion Trustee Holcomb second vote roll calls three ayes.

2021 Annual Appropriation Measure – Governing board adopts 2021 temporary appropriations by December 31, 2020 authorizing encumbrance and expenditure measures effective January 1, 2021 Trustee Trihaft Motion Trustee Wolf second vote roll calls three ayes.

2021 BCs #1-3 each \$5000 purpose discretionary spending authority effective January 1, 2021 Trustee Trihaft Motion Trustee Holcomb second vote roll calls three ayes.

ANNOUNCEMENT: Trustee Wolf dialog driveway, Jon Appelfeller tile bill. Board dialog caution discussion predetermined special meeting agenda. Subsequently Trustee wolf offered bill to Trustee Trihaft.

2021 regular meetings - 2020 Meetings held 6 p.m. the 3rd Thursday - Board dialog Trustee Wolf keep meetings the same Trustee Holcomb second vote roll calls three ayes.

ADJOURNMENT: Trustee Wolf Motion Trustee Trihaft second, three ayes. Time 7:37 p.m.

[Handwritten signatures: D. Wolf, David Trihaft, Robin Anderson]
Township of Bowling Green concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code. Attest: Robin Anderson, Fiscal Officer.