

RECORD OF PROCEEDINGS

Minutes of Bowling Green Township Board of Trustees Special Session

Meeting

no p/c SATURDAY
BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, October 31, 2020 at 8:30 a.m.

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PUBLIC NOTIFICATION: BOWLING GREEN TOWNSHIP BOARD OF TRUSTEES SPECIAL SESSION SIGN POSTED WEDNESDAY 10/17/2020 AT TOWNSHIP BUILDING PUBLIC ENTRANCE: SPECIAL MEETING SET SATURDAY OCTOBER 31, 2020 TIME 8:30 A.M. AGENDA: CARES ACT - CORONAVIRUS RELIEF FUND - LOCAL GOVERNMENT ASSISTANCE PROGRAM UPDATES 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

CARES ACT CORONAVIRUS RELIEF FUND LOCAL GOVERNMENT ASSISTANCE PROGRAM:

BUDGETARY: 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 \$664,119.01 dated 10/27/2020, board acknowledgement System year 2020, Coronavirus Relief Fund comparison of budget and appropriation, amount \$31,497.78.

BUDGETARY: Resolution 20201015: Bd Mtg Trustee Trihaft Motion to accept Amended Appropriations within Coronavirus Relief Fund reallocated account code amounts and purposes Trustee Wolf second vote roll calls three ayes.

FINANCIAL: Reports acknowledgement as of meeting today 10/31/2020 Coronavirus Relief Fund Summary Unencumbered Fund Balance \$23,197.90; Fund Ledger Balance \$30,287.75; Cash Flow Detail YTD Balances Total Revenue \$31,499.84 Total Expenditures \$1,212.09, YTD Ending Balance \$30,287.75.

Purchase Orders Total amount encumbered for 2020 Coronavirus Relief Fund total \$8,021.98:

31-2020	PO ThrNw	10/31/2020	10/28/2020	12/31/2020	Mid Ohio Plumbing & Gas LLC	0	\$6,000.00
32-2020	PO ThrNw	10/31/2020	10/28/2020	12/31/2020	Richwood Marketing	0	\$1,521.98
33-2020	PO ThrNw	10/31/2020	10/28/2020	12/31/2020	QUILL CORPORATION	0	\$500.00

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 each fund Trustee Trihaft Motion to approve purchase orders Trustee Wolf second vote roll calls three ayes.

Payment Advice in accordance with 2020 Coronavirus Relief Fund total \$932.13:

9352	10/31/2020	10/29/2020	AW	QUILL CORPORATION	\$182.13	0
Purpose: Facilities - Invoice# 11440843 & 11457061 - Township Public Meeting Room, cleaning & sanitation supplies, Quill.com disinfect wipes, disposable masks, hand sanitizer - Board approval 10/15/2020 in accordance with 2020 Coronavirus Relief Fund Encumbrance Trustee Wolf dialog Quill.com purchase up to \$500 Trustee Trihaft Motion Trustee Holcomb second vote roll calls three ayes						
9353	10/31/2020	10/29/2020	AW	Richwood Marketing	\$750.00	0
Purpose: Technology - Website Agreement - Trustee Wolf terms amount due Richwood Marketing at signing effective 10/26/2020 - 2020 CARES Act Project - 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						

Trustee Trihaft Motion to approve payments Trustee Holcomb second vote roll calls three ayes.

Financial Report in accordance with 2020 Coronavirus Relief Fund:

\$ 279.96	Board approved 10/15/20 meeting - Meeting Room Tables 6ft L- social distance measures
\$ 6,000.00	Board approved 10/15/20 meeting - \$4710.50 up to \$6000 Mid Ohio Plumbing & Gas - touchless fixtures
\$ 500.00	Board approved 10/15/20 meeting - Quill.com purchase up to \$500 cleaning & sanitation supplies
\$ 1,521.98	Board approved 10/15/20 - \$1500+\$10.99x2mos. Richwood Marketing - website design - citizen update during pandemic
\$ 145.00	Estimate J & S Isler, Inc. estimate general sanitize & fog sanitize would figure \$145 each quarter
\$ 1,499.98	Estimate AeraMax Professional AM 3 PC Air Purifier Cleans 300to700 sq.ft. \$1199.99-\$1499.99
\$ 6,000.00	Estimate Electronic Equipment to allow online meetings - internet hot spots - laptops & iPads
\$15,000.00	Estimate Scioto Valley Fire District Notice of Award and Subgrant Agreement - \$15000-\$17000
\$30,946.92	

FACILITIES: Mid Ohio Plumbing & Gas - Trustee Wolf dialog plumber project \$4710.50 is the estimate plus if any overages (prior board approval up to \$6000). Handouts fixtures information in accordance with hands free facilities, faucet, towel dispenser, soap dispenser, automatic flushing system, toilet. Checked Quill for dispenser supply. Timelines project ten days to two weeks need done or by Christmas, end of November at special meeting. Board dialog township requires vendor info/forms.

FACILITIES: Quill.com - Trustee Wolf dialog cleaning and sanitation supplies, order three more wipes for equipment. Board dialog out of stock items, purchase order (prior board approval up to \$500).

TECHNOLOGY: Richwood Marketing - Trustee Wolf dialog website project information, meeting with team next week, invoice 0003156 issued 10/27/2020 down payment due \$750 description Website Build Down payment for new website build - 50% of quoted price with balance due upon completion remit payment to Richwood Marketing Attn: Jeri Amrine 15 E Ottawa St. Richwood OH 43344. Board dialog Wolf take payment to meeting with team next week (board approved \$750 payment).

FACILITIES: J & S Isler, Inc. DBA - Trustee Wolf dialog request quote for meeting room general sanitize & fog would figure \$145@quarter. Board dialog. Trustee Wolf Motion in accordance with 2020 Coronavirus Relief Fund approve one time sanitize & fog Trustee Trihaft second vote roll calls three ayes.

FACILITIES: Air Purifier, Fellowes AeraMax Pure View AM3 PC Air Purifier, Stainless (9573001 Quill) - Trustee Wolf dialog air purifier information based on area sq. ft. covered for meeting room and open doors into bathrooms. Board dialog. Trustee Trihaft Motion in accordance with 2020 Coronavirus Relief Fund purchase air purifier for \$1199.99 or current Quill Price Trustee Holcomb second vote roll calls three ayes.

RECORD OF PROCEEDINGS
Bowling Green Township Board of Trustees Special Session

Minutes of

Meeting

Handwritten: *Wolf*
Stamp: SATURDAY
Stamp: REAR GRAPHICS 800 325 8094 FORM NO. 10148

Tuesday, October 31, 2020 at 8:30 a.m.

Held

DET *Wolf*

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TECHNOLOGY: MRA Hewlett Packard (HP) – Trustee Wolf dialog two laptop computers, HP quote number Q-034987 v2 date 10/29/2020 amount \$1174 x 2 Hardware / Software HP Envy x360 Convertible Laptop – 15t-ed000touch; HP Three-year Pickup and Return with Accidental Damage Protection for Consumer Notebooks. Board dialog. Trustee Trihaft Motion in accordance with 2020 Coronavirus Relief Fund purchase on two computers for township internet and virtual meetings Trustee Holcomb second vote roll calls three ayes Trustee Wolf undersigned \$1174 x 2, total amount \$2,348.

TECHNOLOGY: Verizon Wireless - Trustee Wolf submitted Verizon GSA-Multiple Award Schedule Purchase Order Term October 29th, 2020 for 12 months through 2021 Monthly Access Fees for service on 4 Lines (Estimated) \$200 – Equipment charge(s) 4 lines (Estimates) \$4800 – Total Access and Equipment Fees on 4 lines (Estimate) \$7200. Board dialog cautionary measures undersigning funds authorized on Verizon purchase order terms, estimate, amount, quantity on Verizon purchase order. No Motion. Trustee Wolf dialog two Apple devices \$1181.24 x 2 Apple 12.9-inch iPad Pro, case, screen protector, total \$2362.48. Board discussion resolve Trustee Wolf Motion in accordance with 2020 Coronavirus Relief Fund purchase Apple devices / equipment total \$2362.48 for township internet and virtual meetings Trustee Trihaft second vote roll calls three ayes. Trustee Wolf dialog Verizon Monthly Access Fees amount \$160/month for service on 4-lines. Board discussion resolve Trustee Wolf Motion in accordance with 2020 Coronavirus Relief Fund for two months' total amount \$320 access fees Trustee Trihaft second vote roll calls three ayes. Trustee Wolf dialog \$99x2 Apple Care Two-year Warranty. Board discussion resolve Trustee Trihaft Motion in accordance with 2020 Coronavirus Relief Fund purchase \$198 warranty Trustee Wolf second vote roll calls three ayes.

SUBGRANTING: Scioto Valley Fire District (SVFD) Specified List – OBM Program Administrator Ohio Grants Partnership Paul Mann, CPA Guidance re SVFD Specified List – Marion County Prosecutors Office Nathan Heiser Assistance re COVID Subgranting review SVFD Specified List - Trustee Wolf Dialog documentation dated 10/26/20 from Marion County Prosecutors Office Nathan Heiser assistance on “Notice of Award and Subgrant Agreement - COVID 19 Relief Funding for the district to use per the Grant Funding regulations for COVID 19 expenses”. Trustee Wolf Dialog documentation with Bowling Green Township Fiscal Officer on error corrections and consideration on project end date 12/28/2020 request 12/21/20 reasoning township yearend closeout measures. Trustee Wolf proposed documentation for board approval: *“Notice of Award and Subgrant Agreement – 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 SKT0234 Township Fiscal Officer: 740-499-3986 Subgrantee: Scioto Valley Fire District LaRue, Ohio Fire District Clerk: 740-499-4339 DUNS #fire district provided to Trustee Wolf Award Amount: \$15,000.00 Payment Method: Funds will be forwarded within 3 business days of the signing of this document by all parties to Subgrantee to use for items that the Relief Funds were intended for. Project Description: To advance COVID 19 specified expenses Requirements: When the funds are encumbered, notice will be given to the Grantor on how the funds are being used. Upon receipt of a paid invoice (which will be no later than the 28th of December) and all other related documents requested to fulfill the grant requirements, will be forwarded to the Grantor for our records. At time of any audit of either entity and the need arises for more information or documentation, the request will be granted and fulfilled within 3 business days. If there is an issue with the spending of the money on non-related items or is deemed not covered by this grant, the money is to be returned to the Grantor within 14 days and no later than 12-28-2020. If there is a dispute that can't be resolved between the parties, the parties shall agree jointly within 5 business days on a referee/mediator to help them resolve the dispute. Certification Signatures: Bowling Green Township Trustee Duane J. Wolf 10/31/2020 - Scioto Valley Fire District Board David K. Trihaft 10/31/2020 - Bowling Green Township Fiscal Officer Robin Anderson 10/31/2020 - Scioto Valley Fire District Clerk Thomas P. Ford 10/31/2020; Marion County Prosecutor Nate Heiser 11/02/2020”* Whereas presented to township board today; and therefore, be it resolved Trustee Trihaft Motion to approve Notice of Award and Subgrant Agreementn amount \$15,000 Trustee Holcomb second vote roll calls three ayes undersigned by Trustee Wolf, Trustee Trihaft and Fiscal Officer Anderson. Trustee Wolf dialog township disbursement process pending SVFD information for purchase order and undersigned certification signatures from Scioto Valley Fire District Clerk and Marion County Prosecutor.

ADJOURNMENT:

Trustee Wolf Motion Trustee Holcomb second three ayes, time 10:20 a.m.

Handwritten signature: *Rob Anderson*

Handwritten signature: *Duane J. Wolf*

Handwritten: *ABSENT 11/7/2020*

DET

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.