

RECORD OF PROCEEDINGS

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held Thursday, December 21, 2023 at 6:00 p.m. 20

THE BOWLING GREEN TOWNSHIP BOARD OF TRUSTEES regular session public meeting held today Thursday, December 21, 2023 at 6:00 PM understanding public notice posted board meeting dates and times at public entrance of township building and on township website "bgtownship.com".

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

VISITOR/GUEST SIGN IN: Aaron Willis Cyber Risk Services Advisor Ohio Township Association Risk Management Authority (OTARMA) Cyber IT Risk Consultant dialog documented IT visit purpose to assist with identifying and controlling internal IT risk and loss exposures, scope of visit discussing demographics, IT assets, operations, IT policies, member services, resources, IT hardware and software inventory, IT risk assessment, Auditor of State (AOS) uniform and compatible computerized financial management and accounting system known as the Uniform Accounting Network (UAN) agreement with the township public office for the provision of necessary goods, materials, supplies and services to public office of township fiscal officer, township facilities, Business Continuity Plan (BCP), township records storage security, township records recovery, township fiscal officer appointment as records custodian management, records history, record retention, Ohio History Connection State Archives, Local Government Records Program. Township clerk / fiscal officer dialog 4/1/1987 appointment to unexpired term, holding township public office thirty-seven years, current term ending 4/1/2024. Trustee Wolf dialog township online devices, online services, website host, storage room. Trustee Trihaft dialog township cemetery maps, security cameras. No Motion.

SCIOTO VALLEY JOINT FIRE DISTRICT (SVFD):

Scioto Valley Joint Fire District Governing Board Member Trustee Wolf dialog documented Fire Board Report Grants several still pending The Council on Aging grant for the Knox Box at the Kiwanis Village has been approved and is being worked on. Talked about pay and performance pay trying to recruit more people. # of the new members have passed their EMT classes, they are taking their National Registry soon Calls for Nov 11 Fire and 34 EMS for a total of 285 as of the Fire Board meeting Last Year we had a total of - 345 for the year. Meeting Date and time same for next year. Unknown who LaRue Village will appoint to the Board since Lance didn't run again. Board dialog. No Motion.

OLD BUSINESS AND / OR UNFINISHED BUSINESS:

Marion County Township Association 12/6/23 6PM dinner meeting swear in ceremony – Trustee Wolf dialog documented \$50 receipt #151901 and Oath of Office swearing in by Judge Teresa Ballenger. Duane J. Wolf \$50 reimbursement payment #9922 pending. No Motion.

Richwood Bank IntraFi. ICS & CDARS for Public Funds In the State of Ohio - Emily Davis attendance and information provided with explanation Re: Required Conversion to Insured Cash Sweeps (ICS) for township officials at 11/16/23 regular township public board meeting – Trustee Holcomb received bank information today 12/21/23. Trustee Trihaft dialog vote. Board dialog understanding that beginning January 1, 2024, all municipal fund accounts held by bank will be integrated into ICS account allowing the township to stay in Ohio Revised Code compliance, the township receiving monthly statement activity and earning a return on ICS demand deposit accounts as documented.

Township Equipment - Fuel - Trustee Trihaft dialog documented 12/11/23 Central Ohio Farmers Co-op ticket #251759 diesel 134.5-gal., \$388.98 payment #9921 pending. No Motion.

Township Property Services Contract – Tyler Howell – Trustee Wolf dialog Tyler will arrange tomorrow to pick up check, \$833.36 payment #9917 pending. No Motion.

PRESENTATION OF ADMINISTRATIVE and FINANCIAL REPORTS and RECORD OF PROCEEDINGS:

Trustee Wolf Motion to accept 11/16/23 record of proceedings minutes and supporting documentation Trustee Trihaft second vote roll calls three ayes.

UAN Backup CD 11/07/23 exchanged 12/09/23 stored offsite.

Time Sheets documented by trustees pursuant ORC 505.24 section (C): Trustee Holcomb documented drive roads daily Nov 28 Dig grave for Raymond Jones Nov 29 Funeral Nov 29 Dig grave for Howard Nov 30 Funeral for Howard. Trustee Wolf documented Township timecard 29 Funeral Jones / dug Howard 30 Funeral Howard 1 Drove Roads 6 Township Association Meeting 9 Worked at the Township building to get equipment moved around for winter 13 Dropped off paper work for being sworn in at township office and receipt for the dinner/ Fire Board 18 Checked roads for Ice 20 Drove Rds. Trustee Trihaft documented mid Nov – mid Dec Nov 16-twp meeting 18-drive north roads 19-drive south roads 21-to cemetery-text 25 drive north roads 26 drive south roads 27 call from Snyder funeral home-text everyone 28 Dick & I dig grave Raymond Jones 29 cemetery funeral Jones-dig new grave Howard-papers to Robin 30 burial-check to Robin Dec-2 drive north roads 3 drive south roads 9 Duane and I work building-drive north roads 10 drive south roads 11-call fuel-text everyone 12 fuel slip to Robin 16 drive all road. Trustee Trihaft documented mid Oct – mid Nov Oct 19 twp meeting 21 drive north roads 22 drive south roads 28 drive north roads 29 drive south roads Nov 4 drive north roads 5 drive south roads 11 drive north roads 12 drive south roads. No dialog. No Motion.

November 2023 township outstanding direct deposits total \$13,053.05 - Marion County Auditor dialog documented "gas tax and mileage direct deposit was processed 11/30/23 and would have posted 12/4/23. This will show up on your December statement." Board dialog. No Motion. Township receipt detail, bank reconciliation balance \$667,546.62, outstanding & cleared payments, outstanding & cleared receipts. December 2023 payment #s9909-9922 listing purpose, fund, revenue, appropriation fund summary(s), cash flow summary by fund system year 2023. No dialog. No Motion.

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Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	St
9909	12/21/2023	12/09/2023	PR	Robin L. Anderson	\$1,469.05	
	Purpose:	4993986				
9910	12/21/2023	12/09/2023	PR	Richard L Holcomb	\$895.97	
	Purpose:	4992868				
9911	12/21/2023	12/09/2023	PR	David K. Trihaft	\$894.89	
	Purpose:	4993920				
9912	12/21/2023	12/09/2023	PR	Duane J. Wolf	\$854.89	
	Purpose:	4993501				
9913	12/21/2023	12/09/2023	WH	Ohio Public Employees Retirement System	\$1,150.48	
	Purpose:	December 2023 / OPERS ACCOUNT CREDIT AS OF 11/15/2023 (\$0.02) / UAN ADJ (\$-.02) EMPLOYEE LINE ITEMS				
9914	12/21/2023	12/09/2023	AW	Verizon	\$120.36	
	Purpose:	Wireless service monthly charges mobile broadband unlimited 25% access discount 4-lines				
9915	12/21/2023	12/09/2023	AW	MID OHIO ENERGY COOPERATIVE INC.	\$130.00	
	Purpose:	Electric service meeter 75789-76488kWh699days10/31-11/30/23				
9916	12/21/2023	12/09/2023	AW	TREASURER OF STATE	\$618.00	
	Purpose:	UAN Fees 1st QTR24-Jan Feb Mar surcharge + user fee				
9917	12/21/2023	12/09/2023	AW	Tyler Howell	\$833.36	
	Purpose:	Board approved \$7500 Property Services Final Payment Re Contract Apr-Dec 2023 aggregate sum of \$7500 split into 9 number(833.33x9=7499.97+3cents)equal monthly payments				
9918	12/21/2023	12/09/2023	WH	Ohio Treasurer of State	\$222.24	
	Purpose:	Forth Quarter 2023				
9919	12/21/2023	12/09/2023	WH	School District Income Tax	\$107.85	
	Purpose:	Fourth Quarter 2023				
9920	12/21/2023	12/09/2023	WH	United States Treasury	\$477.12	
	Purpose:	Forth Quarter 2023				
9921	12/21/2023	12/13/2023	AW	Central Ohio Farmers Co-op, Inc.	\$388.98	
	Purpose:	134.5Gals@2.885 diesel ordered 12/11/23@14:06:29ticket#251759 per Trustee Trihaft				
9922	12/21/2023	12/14/2023	AW	Duane J. Wolf	\$50.00	
	Purpose:	Receipt No. 151901 for Marion Co Township Dinner Meeting reimbursement + Trustee Duane Wolf Oath Office document 12/6/23 swearing in by Judge Teresa Ballenger				
				Total Payments:	\$8,213.19	

Trustee Wolf Motion to pay bills Trustee Trihaft second vote roll calls three ayes.

FISCAL YEAR END PROCESS:

Ohio Revised Code 505.04 Annual Inventory Asset Listing Reports Year 2023 – Board dialog 12/9/23 active assets report. No Motion.

Ohio Revised Code 149.42 Township Records Commission -Whereas in accordance with the Ohio Revised Code 149.42 Township Records Commission Year 2023 resolve whereupon Trustee Chairperson Richard Holcomb and Fiscal Officer Robin Anderson the appointed records custodian acknowledge there are no applications for township records inventory disposal. Board dialog. Trustee Trihaft Motion to approve resolution second by Trustee Wolf vote roll call three ayes.

2023-2024 Tax and Wage Documentation - 2023-2024 Ohio Township Association compensation charts. Uniform Accounting Network employee information, W-2 & Notice to Employees. Board dialog employee information forms, sign & return today 12/21/23; and

Resolution Year 2024 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 pending yearend revision. Board dialog. Trustee Wolf Motion Trustee Holcomb second vote roll calls three ayes.

Resolution Year 2024 Annual Revenue Budget Measures – Governing board adopts 2024 Annual Revenue Budget Measure - County budget commission / auditor certificate of estimated resources, pending yearend tax revision and total amount from all sources available for expenditures and balances. Board dialog. No Motion.

Resolution Year 2024 Resolution Annual Appropriation Measures – Governing board adopts 2024 Annual Appropriation Measures – Board approves temporary appropriations by December 31, 2023 authorizing encumbrances and expenditures measures effective January 1, 2024. Board dialog. Trustee Wolf Motion Trustee Trihaft second vote roll calls three ayes.

Resolution Year 2024 Blanket Certificates and Purchase Orders - duplicate discretionary spending authority effective January 1, 2024 – Board dialog 2023 purchase orders expire December 31, 2023 invoices received shall carryover same level of expenditure authority on payment process for January 2024 meeting Trustee Trihaft Motion Trustee Wolf second vote roll calls three ayes.

Resolution Year 2024 Board Meetings 6 p.m. on third Thursday of each month Trustee Wolf Motion to approve Trustee Trihaft second vote roll calls three ayes, next meeting January 18, 2024@6PM, sign posted in window at west entrance after meeting today 12/21/2023.

CITIZEN SERVICE: Dated 11/29/23 Receipt #68-2023 \$800 dated 11/21/23 Trustee Trihaft documented text picture of Jones cemetery monument, Raymond Jones passed away, 11/22/23 Stofcheck

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funeral home LaRue call @ Raymond Jones funeral 11AM Wed., 11/29/23 lot 264/3grave. No Motion. Dated 11/30/23 Receipt #69-2023 \$800 dated 11/27/23 Trustee Trihaft documented text Snyder Ruth Anne Howard funeral Thursday, 11/30/23, Lot 53 next to Paul buried 1st grave on South end, Ruthann buried 11/30/23 on 2nd grave from South end, next to Paul. No Motion.

COMMUNICATIONS: ODJFS - Trustee Wolf returned 11/16/23 document - Reprint and review missing ODJFS communication 11/16/23 board meeting, ask Wolf &Trihaft to check their paperwork.

Ohio Department of Administrative Services [DAS] contracts November - December. No Motion.

Ag-Pro John Deere Year End Orders for FY23 and FY24, Spring 2024 Catalog. Trustee dialog. No Motion.

Ohio Auditor of State Fiscal Integrity Act Certification Summary four-year term 4/1/20-3/31/24 The Township Fiscal Officer Robin Anderson achieved 58.75 hours training. No Motion.

Ohio Cooperative December 2023. No Motion.

OTARMA 2024 Calendar Post at township building. No Motion.

Smith Material Supply, Inc. "Merry Christmas" greeting card, 2-two stick-on calendars. No Motion.

Ohio Bureau of Workers Compensation Important Feb. 1 deadline - Jan1-Dec31 All Transaction Report balance agreement with UAN report. No Motion.

League of Women Voters public officials for 2024 reply links go to county engineer office, bgtownship.com. No Motion.

Marion County Engineers "Merry Christmas" greeting card. No Motion.

Ohio Township Risk Management Authority Winter Newsletter. No Motion.

M.J. Knapp Agency "Merry Christmas" greeting card. No Motion.

The Best of Uline Fall/Winter catalog. Trustee Trihaft dialog. No Motion.

State and Local Fiscal Recovery Funds (SLFRF) Ohio NEU program update webinar on 1/10/24 fiscal officer registration confirmed. No Motion.

NEW BUSINESS: Township Building - Trustee Wolf dialog propane. No Motion.

Township Building - Trustee Wolf dialog room upstairs. No Motion.

Township Road 2-G - Winnemac - Trustee Trihaft dialog documented text

12/01/23@12:41PM Dick is going to get a piece of tile off Jeffrey Billenstine to fix a place close to the railroad crossing on Winnemac north. Should be less than a \$100 so we can use our BC to cover it. Thanks David.

Trustee Holcomb dialog documented location on road map, Billenstine dropped off tile, gave to us. Trustee Wolf dialog dirt cover. Board dialog understanding the township office did not receive invoice as of meeting today. No Motion.

Township Roads - Aggregate - Trustee Holcomb dialog stone roads. Trustee Trihaft dialog snow plowing. Board dialog emergency, icy roads. No Motion.

ANNOUNCEMENTS: 2024 meetings 6 p.m. third Thursday each month, next meeting 1/18/24.

ADJOURNMENT 7:49 PM: Trustee Wolf Motion Trustee Trihaft second, vote roll calls three ayes.

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 law, including Section 121.22 of Ohio Revised Code. Attest: Fiscal Officer Robin Anderson.

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