

# RECORD OF PROCEEDINGS

Minutes of Bowling Green Township Board of Trustees Special Session

Meeting

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

Held Thursday, February 01, 2024 at 6:00 p.m. \_\_\_\_\_ 20 \_\_\_\_\_

*THE BOWLING GREEN TOWNSHIP BOARD OF TRUSTEES SPECIAL PUBLIC MEETING SESSION* held today Thursday, February 1, 2024 at 6:00 PM – Agenda By Board of Trustee Wolf 10:38 AM 1/31/24 text “Ok I just got finished talking with the prosecutor about the open fiscal officer position. With what we discussed he recommended hiring for a part time administrator for 2 months to be able to review the townships policies and procedures and to take training for the administration and fiscal responsibilities of the township. Wondering if everyone is available for tomorrow night for a special meeting to talk with interested people for the position The prosecutors office said they could either be there in person for questions or by phone”

Trustee Trihaft 10:39 AM 1/31/24 text “That would work.”

Township office of the fiscal officer 10:45 AM 1/31/24 text “Considering the township citizens and the open meetings act we need a date time and purpose for special meeting posting”

Trustee Wolf 10:55 AM 1/31/24 text “Tomorrow night 6pm for the purpose of discussing, interviewing and hiring a part time administrator for 2 months”

Trustee Trihaft 10:56 AM 1/31/24 text “Sounds good.”

Township office of the fiscal officer 11:41 AM 1/31/24 text photo “Public Notice Special Meeting Thursday, February 1, 2024 at 6:00 PM location township building board meeting room by Trustee Duane J. Wolf Notification on January 31, 2024 text to township board member “Tomorrow night 6 PM for the purpose of discussing, interviewing and hiring a part time administrator for 2 months” of the public notice sign posted at township building west entrance on window@11:41am.

Trustee Wolf 11:42AM text “Thanks”. Trustee Trihaft 11:45AM text “Ok”.

DOCUMENTATION. Board of Trustees received copy of Ohio Revised Code (ORC) 505.031 Appointment of township administrator and ORC 505.032 Powers and duties of township administrator.

Trustee Wolf dialog documented 9:40AM 1/26/24 Gmail “New Clerk” communication from township legal counsel.

TRUSTEE ROLL CALLS. Bowling Green Township Trustee Duane J. Wolf calling meeting to order with Trustees David K. Trihaft and Richard L. Holcomb. Chairman Wolf dialog recognized Kristen Columber to speak on interest in fiscal officer position after end of March, bring her in and talk to her about part time administrator, two months, some pay, not appointed or elected, training, can’t guarantee time on appointment until after fiscal officer position opens, do, try to do, get feet wet, ready, chose her to do position, pay her to do training, see qualification, talk to her, see if she’s interested, more than capable.

VISITOR/GUEST SIGN IN. Kristen Columber township resident address 9739 Allen Road documented on sign in sheet – Kristen Columber dialog speaking of current employment, job history, family, yes interested.

DISCUSSION. Trustee Wolf dialog Ohio Revised Code more in depth than what prosecutor sent, fix salary, paid hourly, 505.031, questions or comments, part time, two months, <sup>1</sup> take training, fiscal duties, transit period, <sup>2</sup> Auditor of State <sup>3</sup> Ohio Township, online website training. Trustee Trihaft dialog training online or in person. Trustee Wolf dialog reimburse or pay for classes, half of what fiscal officer makes for a month. Trustee Trihaft dialog that would work. Trustee Wolf dialog create position first, part time township administrator starting today 2/1 to March 31<sup>st</sup> or April 1<sup>st</sup>.

Trustee Trihaft dialog **Motion** to do that. Trustee Wolf dialog made up word document, see form. Other board members return form to Trustee Wolf. Bill Owen answered my question about hiring a part time administrator position. Trustee Holcomb second vote roll calls three ayes.

Trustee Wolf dialog set a salary for half of what the fiscal officer makes. Trustee Trihaft dialog **Motion** to pay half of what the fiscal officer makes for the two months as part time township administrator Trustee Holcomb second vote roll calls three ayes.

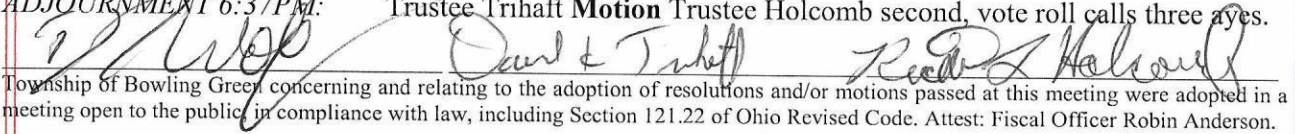
Trustee Trihaft dialog draw something up. Trustee Wolf dialog **Motion** we hire a part time township administrator. Trustee Trihaft **Motion** that we hire Kristin Columber to part time position as township administrator Trustee Holcomb second vote roll calls three ayes.

Township fiscal officer dialog questions part time township administrator position, payment type, what state and federal withholding forms are required, is position considered employee or contractor, request for county prosecutor to provide the township office with a resolution for signatures and attestation in accordance with county prosecutor “offer to assist Duane in drafting a Resolution.”

Trustee Wolf dialog for the fiscal officer ask for assistance in drafting a Resolution, email Motions to Bill Owen, cc him (Duane) on email. No Motion.

Trustee Wolf dialog **Motion** to have a special meeting Monday night at 6PM Trustee Trihaft second. Date 2/5/24 time 6PM Trustees Wolf and Trihaft dialog purpose is to finalize township administrator hiring, pay and documentation. No roll call vote recorded. Trustee Wolf dialog paperwork when he was appointed, contractor or employee, employee or will ask him (county prosecutor) to see.

ADJOURNMENT 6:37PM: Trustee Trihaft **Motion** Trustee Holcomb 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.

<sup>1</sup> Website: Section 507.12 – Ohio Revised Code – Ohio Laws (codes.ohio.gov)  
<sup>2</sup> Ohio Auditor of State (ohioauditor.gov) - Local Government - New Fiscal Officers  
<sup>3</sup> Ohio Township Association (ohiotownships.org) – Programs – New Member Training Program