

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 05, 2024 at 6:00 p.m. 20

THE BOWLING GREEN TOWNSHIP BOARD OF TRUSTEES SPECIAL PUBLIC MEETING SESSION held today Monday 5, 2024 at 6:00 PM – Agenda By Board of Trustees “Trustee Wolf 2/1/24 special meeting 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.”

DOCUMENTATION. Township office on 2/2/24@8:02AM documented email to William J. Owen cc Duane J. Wolf Attachment: DRAFT Record of Proceedings Motion (20240201_Minutes_Special Meeting_DRAFT.pdf).

Township office on 2/2/24@9:18AM text Trustees photo of sign posted@township building public entrance west window. Trustee Trihaft text@9:20AM Thanks. Trustee Wolf text@9:26AM 🙏. The township office text@9:28AM emailed Motions to county prosecutors office this AM for purpose of resolution. Trustee Wolf text@9:29AM Thanks. Trustee Trihaft text@9:29AM Thanks.

Township office on 2/2/24@2:16 – 2:28PM email, voicemail, phone call, contact with Auditor Of State-Local Government Services (AOS-LGS) “assistance toward answers to questions asked during public meeting for purpose of clarification & compliance before the board moves forward through the accounting process, AOS-LGS Denise 1hr25m call info for 2/5/24 special meeting to gather info & assistance toward answers to questions asked during public meeting for purpose of clarification & supporting documentation as board moves forward through accounting process. Training, ¹ Fiscal Integrity Act (FIA) training portal demo, ² Uniform Accounting Network Modules, Auditor of State of Ohio 2024 Local Government Officials Conference dates March 26-28, IRS income tax, State of Ohio Department of Taxation income tax & school district tax, Ohio Public Employee Retirement System Membership, forms pending.”

Township office received William J. Owen 2/5/24@1:59 PM email dialog “I have drafted a Resolution and Chuck Hall from our office will attend the meeting this evening.”; and

Township office received Amy Kerr 2/5/24@2:28 PM email dialog “ Please see attached Resolution. Charles Hall will be in attendance of this evening’s meeting to answer any questions. Resolution appointing Administrator Bowling Green.docx”.

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 guests to speak.

VISITOR/GUEST SIGN IN. Chuck Hall Bettsville documented dialog special meeting, resolution draft by county prosecutors office, township administrator pay amount perspective, certified public records training.

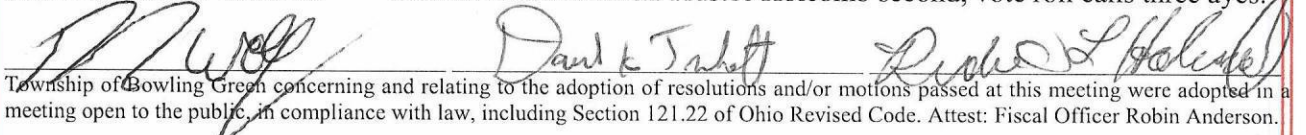
Kristen Columber township residence 9739 Allen Rd documented dialog reply yes to township administrator pay perspective, verify contact number with township office for forms.

DISCUSSION. Trustee Wolf speaks to other township officials and guests that have read and reviewed “Attached Township DRAFT copy for reading of ROP Minutes of Meeting 2/1/24”; and

2024 Compensation Chart - Trustee Wolf recognized Fiscal Officer Anderson to speak on 2024 annual salary based on township budget that the county auditor certified \$939,414.06 is 2024 official estimate of resources determines pay amount for 2024. Trustee Wolf dialog \$20,770 divided by twelve, then divided by two, said amount \$865.42 is half of fiscal officer monthly pay for 2024, others verify; and

Trustee Wolf dialog read aloud the following RESOLUTION # 2024-0205:02
Date February 5, 2024 IN THE MATTER OF APPOINTING A TOWNSHIP ADMINISTRATOR WHEREAS, it was moved by Trustee Trihaft and seconded by Trustee Holcomb to appoint a Township Administrator to serve in a part-time capacity as set forth herein; and WHEREAS, Section 505.031 of the Ohio Revised Code authorizes a board of township trustees to appoint a Township Administrator as administrative head of the township under the direction and supervision of the Board and who shall hold office at the pleasure of the Board; and WHEREAS, the Board of Trustees of Bowling Green Township desires to appoint a Township Administrator to review the policies and procedures of the township and who shall be authorized to receive training necessary to perform administrative and fiscal duties; and WHEREAS, Kristin Columber is a Bowling Green Township resident and qualified to serve as Township Administrator; and WHEREAS, upon consideration it is the desire of the Board to appoint Ms. Columber to serve in a part-time capacity as Township Administrator commencing forthwith, and to be paid \$865.42 monthly salary for a maximum twenty (20) hours per week; then THEREFORE BE IT RESOLVED, the Board of Trustees hereby appoints Kristin Columber to the position of Township Administrator to perform the duties identified herein and to serve in this capacity until March 31, 2024, unless otherwise determined by the Board. Vote on motion: Chairman Wolf, AYE Holcomb AYE Trihaft AYE. IN WITNESS WHEREOF, we, the Board of Trustees of Bowling Green Township, Marion County, Ohio, have hereunto subscribed our names this 5th day of February 2024. Board of Trustees Duane Wolf, Chairman David K. Trihaft Holcomb signatures and Whereupon the resolution was declared adopted this 5th day of February 2024. Attest Robin Anderson Fiscal Officer.

ADJOURNMENT 6:20PM: 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.

¹ Ohioauditor.gov / Menu / Local Government / New Fiscal Officer / Incoming Fiscal Officers / Fiscal Integrity Requirements / Learn More / Register Now / Training Portal Demo / Complete the form below to register for this event / Register

² Ohioauditor.gov / Menu / Trainings / Important Links / UAN Trainings / About the Uniform Accounting Network / Training / UAN Accounting Module Training / Online Training Sessions