

RECORD OF PROCEEDINGS

Minutes of Bowling Green Township Board of Trustees Regular Session

Meeting

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

Held Thursday, February 15, 2024 at 6:00 p.m. _____ 20 _____

THE BOWLING GREEN TOWNSHIP BOARD OF TRUSTEES regular session public meeting held today Thursday, February 15, 2024 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 Duane J. Wolf calling meeting to order with Trustee David K. Trihaft, Trustee Richard L. Holcomb, Administrator Kristin E. Columber.

VISITOR/GUEST SIGN IN: Jennifer Conroy - Craig Hibner - Ohio Township Association Risk Management Authority (OTARMA) representative attendees for annual review dialog and documentation prepared by Burnham & Flower Craig Hibner, Summary of Coverages for Bowling Green Township, Marion County, Local Agency Knapp Insurance Jennifer Conroy, Agent - OTARMA 2/14/24 Invoice Effective Date 3/28/2024 Description 2024-2025 Anniversary Contribution amount \$4,685, minus-\$418.96 OTARMA Distribution, Annual Contribution Due \$4,266.04 - CBIZ, An Insurance Valuation Report of Tangible Property Assets for Bowling Green Township as of 11/12/20 - 2024 MORE Grant Program Application (\$1,000 maximum) - Craig Hibner dialog review documentation copy(s) given to all township officials, answers questions. Jennifer Conroy dialog administrator appointed position, dialog fiscal officer years with township, dialog equipment inventory, valuation, email reference with Trustee Wolf. Fiscal Officer Anderson dialog request for township office to be cc on email, reasoning everyone on same page. Trustee Trihaft Motion to approve OTARMA purchase order Trustee Holcomb second vote roll call three ayes. Trustee Wolf dialog Jennifer provided 2023 OTARMA invoice amount was \$4,797. No Motion.

SCIOTO VALLEY JOINT FIRE DISTRICT (SVFD):

Scioto Valley Joint Fire District Governing Board Member Trustee Wolf dialog no report reasoning absence at board meeting yesterday. Trustee Trihaft dialog Andrew. No Motion.

OLD BUSINESS AND / OR UNFINISHED BUSINESS:

Township Administrator - Trustee Wolf dialog any questions yet? Administrator Columber dialog question on township printer. Fiscal officer dialog yes, HP. No Motion.

Ohio Township Association Risk Management Authority (OTARMA) - IT Risk Control Visit 12/21/23 board meeting - Policy Templates - Cyber Risk Control - Managing Ohio Risk Exposures (MORE \$1000 maximum) Grant Program - IT recommendations - Township Records Storage Security - Trustee Wolf 1/18/24 board meeting dialog documented following IT recommendations, website host Richwood Marketing security, records storage room, Uniform Accounting Network security, fiscal officer records management, computers and electronic devices. Trustee Wolf 1/19/24 documented security protection and control of website is included in monthly hosting. - Board Resolution 20240215:01 OTARMA Statement of Action Taken Form Trustee Trihaft Motion reviewed and are following recommendation Nos. 1 - 3 Trustee Holcomb second vote roll calls three ayes. Board members acknowledged, signed by Chairman Trustee Wolf.

Township Building - Township Records Storage Security Room - Dry Lane Construction Co. Storage Room Proposal - Trustee Trihaft 1/18/24 board meeting dialog documented "Dry Lane Construction Co. TO: David Trihaft Bowling Green TWP We are pleased to submit the following proposal for: Labor and material for the following work ... Date: 1/11/2024 Job Name: Storage room 1. Supply & Install 35' of wall 6' high with a 3'x6'8" wood door with lock and 7 /15" osb on the outside 2. Supply & Install 25' of wood shelving two rows out of 3/4" plywood and 2x4s Labor \$1,992.00 Material \$1,498.00 Total \$3,490.00"...Trustee Trihaft 1/18/24 board meeting Motion that we accept Butch's bid Trustee Holcomb second vote roll calls three ayes. - Trustee Trihaft documented 2/13/24 Butch might start on loft project tomorrow or Thursday, 2/14/24 Butch not coming until next week. Purchase order 7-2024 pending.

Township Equipment - Tractor (JD6145MCabTractor-2020) - Loader (JD 640R Std Fm Loader-2020) - Mower / Chopper (JD 225GP CX15 Flex-Wing Rotary Cutter-2012) - Snow Plow Blade (JD: FrontierAF12G-1 OFtBoomMountedFrontBlade-2012) - Trustee Wolf 1/18/24 board meeting dialog building, equipment rotation 10 years old, quotes, replacement, tractor rear window defrost, third remote, swing broom, buy to do broom & scrapper, talk to Sawyer, Dexter. Trustee Holcomb dialog blade, stone roads. Trustee Trihaft dialog chopper, blade 10 years or more, Sawyer, loader quote, replace both. Board understanding new tractor, loader, chopper, snow blade, state contract, no bid with trade-in Trustee Wolf Motion for Trustee Trihaft to get quote from Ag-Pro Trustee Holcomb second vote roll calls three ayes. Trustees Wolf and Trihaft dialog tractor sale. No Motion. - Trustee Trihaft dialog documented 2/14/24 Sawyer Parrott AG-Pro representative attendee to bring quotes on machinery we want to trade. Trustee Trihaft update today 2/15/23 Sawyer has not got his pricing on the tractor so he is not coming to the meeting until he has all the figures to present to us. No Motion.

Township Road 2-G - Winnemac - Tile - Billenstine - Trustees Wolf and Holcomb dialog today 2/15/24 no available bill or info on Billenstine tile. Board dialog. No Motion.

CITIZEN SERVICE: Township Road 13-A - Clark - Trustee Trihaft dialog documented on map - CSR - Daniel Gingrich wants us to dig up tile and put a breather in to help water, boils up. Met with him and looked over the area. On Clark road, 40' right of way, north of Baker driveway culvert 12" tile north of culvert, dig tile, will get with Baker. Trustee Holcomb dialog call before you dig. No Motion.

Township Road 1-B - Codding - Trustee Wolf dialog documented on map - Citizen Service for driveway on Codding - Tom McKinniss wants driveway, get county engineer specification sheet used by the township. Board dialog county engineer website ¹ online resources. No Motion.

¹ Co.marion.oh.us / Online Resources / Details and Standards / Driveway Specifications

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Township Road 15-B – Arbella – Trustee Holcomb dialog documented Larry Fields citizen service for dead deer removal in front of house. No Motion.

Township Road 42-B – Ground Hog – Trustee Holcomb dialog documented Derek DeVries citizen service for dead hog removal from north section of road. No Motion.

COMMUNICATIONS: Ohio Public Employee Retirement System (OPERS) – Account Summary 12/15/23 balance (\$0.02) - 1/9/24 payment #9913 \$671.10 balance as of 1/31/2024 \$0.00. No Motion.

Marion County Board of Elections 1/19/24 email subject Elected Positions – Administrator Columber dialog I was appointed. Trustee Wolf dialog not elected position, you will be hopefully. Fiscal Officer Anderson dialog I did not resign. No Motion.

State of Ohio Office of the Auditor 1/31/24 email subject Trustee info & attachments Re: FY22-FY23 Audit - Governing Board Members – Township office dialog documented corrections, edits, updates, audit communication, additional recipient Administrator Kristin Columber.

Marion County Engineer - 2023 Township Highway System Mileage Certification that as of 12/31/23 the township was responsible for maintaining 22.688 miles of public road, signed by the trustees 2/5/24 at the county engineer’s office, signed by engineer 2/9/24 – The Trustees dialog county engineer closed Ground Hog, two bridges, Carter boards, county engineer’s office provided list of township officials & new township parcel map posted on wall by Trustees Wolf and Trihaft 2/5/24. No Motion.

Marion County Engineer 1/29/24 cover letter subject Township Road Program – Township Map – Township Participating in County Program (interest in joining the County’s # 422 Seal Coat Program) – Township Estimate Only – Trustee Wolf dialog three or four roads selected for chip & seal, Bell School short end, Wrights, Mt. Olive Green Camp, Broadwell, Windfall. Trustee Trihaft dialog Mt. Olive Green Camp, Broadwell, Bell School double chip & seal. Trustee Holcomb dialog Linwood. Board understanding Bell School double chip & seal, Linwood, Broadwell, Windfall, Mt. Olive Green Camp township roads participating in Marion County Road Program approved by Trustee Wolf Motion Trustee Holcomb second vote roll calls three ayes joining the County’s #422 Seal Coat Program \$18,500 per center line mile of road section, length, width, approximate miles 4.733 (estimate \$87,560.50) on the following chart:

2024 TOWNSHIP ROADS PARTICIPATING IN MARION COUNTY ROAD PROGRAM 422 C & S				
Sec. #	Name of Road	Width	Length	*See below
TR 44-C	BELL SCHOOL "DOUBLE CHIP & SEAL"	10'	0.257	BEGIN TR7-END 3410 D. WRIGHT
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TR 49-C&D	LINWOOD	16'	1.118	BEGIN JCT CR2 WINNEMAC-END SR37
TR45-A	MT. OLIVE GREEN CAMP	14'	0.957	BEGIN JCT 44-B BELL SCHOOL-END SR37
TR7-C&D	WINDFALL	16'	1.864	BEGIN JCT CR2 WINNEMAC-END SR37
TR46-A	BROADWELL	10'	0.280	BEGIN TR6-END 3980 R MURPHY
BOARD OF TRUSTEES APPROVED 2/15/2024@REGULAR BOARD MEETING			4.733	TOTAL APPROXIMATE MILES

Township Road 7-Windfall – Rough Road Conditions – Trustee Wolf dialog Windfall rough road condition. Trustee Trihaft dialog rough road comparison with Winnemac, road base. Trustee Holcomb dialog road base. Board dialog road engineering & maintenance history. Trustee Wolf Motion for Trustee Trihaft to talk to them about options, other roads, crown, recondition on Windfall Trustee Holcomb second roll calls three ayes. Board dialog clarify them. Trustee Trihaft dialog Iberia ².

Township Road 1-B – Codding – Jake Miller ³ - Trustee Holcomb dialog documented map location, Jacob Miller new house, stone in driveway, Sheldon, Codding north section. Trustee Trihaft documented map location dialog old Goedicke farm. No Motion.

Township Road 51-A – Fairview – Dennis Wolf – Trustee Holcomb dialog documented map location, ditch breaking up. Trustee Trihaft dialog location at Eston’s. No Motion

Township Road 12-Clark - ORC Utility & Infrastructure Form 1099-S \$3,973.29 amount agrees with AEP Columbus Region check #60291 receipt #53 date 9/13/23. No Motion.

Marion County Township Association Dinner Meeting 3/7/24@6PM Meeker Union Hall \$20 per person – Trustee Trihaft dialog purchase \$100 in door prizes from Andrew’s Pastries, Marion. Trustee Wolf Motion Trustee Holcomb second vote roll calls three ayes. Board dialog dinner meeting attendee with other, gift cards quantity, 4@\$25, 5@\$20, reimbursement with receipts. No Motion.

John Deere Maintenance – 500 – Township office received 2/1/24 email notification on 2019 John Deere 310L Backhoe Severity info n/a, type, model, pin, engine hours. No Motion.

Cyber Security – Township office documented 2/5/24 Shelly email as possible fraud, called Shelly office contact dialog confirming fraud. No Motion. Township office deleted Richard Holcomb email reasoning possible fraud, no available email on file for Trustee Holcomb. No Motion.

Tax Analysis Division – Ohio Dept. of Taxation – Township Local Tax Certification, CY 2023 – 2/9/24 Online Confirmation – No Lodging Tax in Effect in CY2023. No Motion.

State and Local Fiscal Recovery Funds (SLFRF) Non-Entitlement Units of Local Government (NEU) \$0.00 Coronavirus relief fund balance report on 4/1/24. Board dialog. No Motion.

Ohio Department of Administrative Services weekly reports. No Motion.

² Earthworm Construction LLC, Iberia, Ohio 43325

³ 20200416 Trustee Holcomb time sheet / Tuesday, April 14 – 4 Hr install culvert for Jake Miller Codding rd to south

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PRESENTATION OF ADMINISTRATIVE and FINANCIAL REPORTS and RECORD OF PROCEEDINGS:

Board of Trustees Public Record of Proceedings January 18, 2024 Minutes of the Regular / Reorganization Meeting, Record of Proceedings February 1, 2024 Minutes of the Special Meeting, Record of Proceedings February 5, 2024 Minutes of the Special Meeting Trustee Trihaft Motion to approve all three meeting minutes as read Trustee Holcomb second vote roll calls three ayes.

UAN Backup CD 01/14/24 exchanged 2/14/24 stored offsite.

Time Sheets documented by trustees pursuant ORC 505.24 section (C):

Trustee Wolf documented Township timecard 2/24: 22 AEP Contractor 23 Picked up cemetery tools from Mcauliffes, AEP Contractor. 24 Turned in receipt to Fiscal Officers box, Prosecutor, Drove Roads 25 Prosecutor 26 Prosecutor 1 Special Meeting 2 Prosecutor 5 Prosecutor, Engineers meeting, Special meeting 6 Drove Roads 7 AEP Contractor 9 Budget email sent to the Auditors office 15 Township Meeting. Trustee Trihaft dialog forgot timesheet. Trustee Holcomb documented drive roads daily, county meet for road Feb 9 pickup deer in front of Larry Fields Feb 10 pickup dead pig on Ground Hog Feb 13 grade all stone roads.

OTARMA Policy Update - Annual Sexual Harassment Training - Township Board members review & sign anti-harassment info for personnel including the elected officials. No Motion.

OTARMA Policy Update - Ohio Bureau of Motor Vehicles 1173 Driver Abstract - The trustees review driving record request forms info for OTARMA compliance purpose. Trustee Wolf dialog reimbursement on motor vehicle records. Ohio State Treasurer \$15 payment #9943 pending.

January 2024 bank reconciliation, balances, outstanding and cleared payments, cleared receipts, cash activity. January 2024 Marion County Auditor Direct Deposit total \$12,984.47 compared with Uniform Accounting Network (UAN) January 2024 receipt detail total \$12,984.47.

Purchase order #7-2024 amount \$3,490 - Dry Lane Construction Company

Trustee Trihaft Motion to approve Butch purchase order Trustee Holcomb second vote roll calls three ayes.

Payment listing February 2024 #s9937-9946, total payments on chart below:

Table with columns: ID, Date, Description, Amount, Status. Includes entries for Robin L. Anderson (\$1,494.32), Richard L. Holcomb (\$911.38), David K. Trihaft (\$910.29), Duane J. Wolf (\$870.29), Verizon (\$120.36), Mcauliffe's Ace Hardware (\$61.96), Ohio State Treasurer (\$15.00), MID OHIO ENERGY COOPERATIVE INC. (\$182.00), Kristin E Columber (\$657.80), Ohio Public Employees Retirement System (\$1,378.26). Total Payments: \$6,601.66.

Trustee Trihaft Motion to pay bills Trustee Holcomb second vote roll calls three ayes. Fund, revenue, appropriation summary(s). Cash journal revenue 1,108.20, expenditure \$6,601.66, balance \$673,800.05.

NEW BUSINESS: Marion Public Health District Advisory Meeting on Wednesday, March 6, 2024 6:30PM - Trustee Trihaft dialog documented receiving notification. Trustee Wolf dialog nominated Trustee Trihaft to attend Trustee Holcomb dialog second would like to attend vote roll calls three ayes.

Township Roads 38-LaRue Green Camp south short section - 7-Allen - AEP Contractor - Trustee Wolf documented two printout road maps, dialog AEP contractor called, using poles for internet service, basically Allen, , 37@LaRue Green Camp, south, no new, replace, will fix anything that they tear up, Allen road, LaRue Green Camp, dead end road, county told them to call, poles high enough, Spectrum internet. No Motion.

ANNOUNCEMENTS: 2024 meetings 6 p.m. third Thursday each month, next meeting 3/21/24.

ADJOURNMENT 8.33PM: Trustee Holcomb Motion Trustee Trihaft second, vote roll calls three ayes.

Handwritten signatures of David K. Trihaft and Richard L. Holcomb.

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.