

Bowling Green Township Board of Trustees Special Session

Monday, April 01, 2024 at 6:00 p.m.

THE BOWLING GREEN TOWNSHIP BOARD OF TRUSTEES SPECIAL PUBLIC MEETING SESSION held today Monday, April 1, 2024 at 6:00 PM – Agenda By Bowling Green Township Trustees will have a special meeting Monday, April 1, 2024 at 6:00 PM to appoint a fiscal officer and any business related to the fiscal officer’s office and or position Board Meeting 3/21/24 Motion Trustee Trihaft second Trustee Wolf vote roll calls three ayes.

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. Ron Anderson dialog attended the entire meeting on behalf of spouse Robin, explained we, Robin and I moved all the records to the new storage room over 4-four days, asked the trustees before taking apart the roll top desk, it is still at the house, to donate the old township roll top desk to Robin for her thirty-seven years of public service with the township. Trustees Wolf and Trihaft dialog. Trustee Trihaft Motion Robin gets the roll top desk Trustee Holcomb second vote roll calls three ayes.

Rhonda and Matt Burgraff attended the meeting whereupon Rhonda dialog help with the oath swearing-in Kristin Columber as incoming fiscal officer documenting signature, holds onto the signed document. Trustee Wolf dialog copy for the township office. No Motion.

DOCUMENTATION. Kaysi Roshon attended the meeting on behalf of her mother Kristin. Record of Proceedings March 21, 2024 Minutes - Trustee Trihaft dialog read and Motion to approve minutes as read Trustee Holcomb second vote roll calls three ayes.

Township office request for Resolution Copy on March 25, 2024 from Marion County Prosecutor’s Office. No Reply as of 4:10PM today 4/1/24. Trustee Wolf provided printout copies.

Report Summary(s) as of 4/1/24: fund, bank reconciliation, revenue, UAN receipt detail March 2024. County auditor direct deposit distribution sheets. Appropriations. No Motion.

American Rescue Plan Act (ARPA) account code 2273 CRF date 2023-2024 State and Local Fiscal Recovery Funds (SLFRF) Ohio Non-Entitlement Unit (NEU) Completed as of 4/1/24@login.gov Portal.treasury.gov/compliance COVID ARPA Annual Reporting Completed 4/1/24 by outgoing fiscal officer. Fiscal officer dialog federal grant information access System Award Management (SAM) and Dunn & Bradstreet (D & B) 2022 – 2023 file is with audit reports; 2024 file is current. No Motion.

Certificate of Transition / Ohio History Connection Records Retention Schedule (RC-2) – Part 1 & 2 Sections A. B. & E. 10-ten-pages inventory documented as of 4/1/24 by Robin Anderson Township Fiscal Officer/Township Records Custodian. Board dialog Kristin Columber, Incoming Fiscal Officer public records training certificate, resolution on records custodian. No Motion.

Trustee Trihaft dialog compensation question for Robin on a required amount to assist Kristin on calls for help. Anderson dialog history as visiting township fiscal officer received \$20 hourly. Trustee Wolf dialog \$300 each month by month until Kristin determines she is comfortable, come to next meeting. Robin Anderson dialog amount appreciated, acknowledges delayed retirement to help out with township fiscal officer duty. Trustee Trihaft Motion for training purposes pay Robin \$300 each month to assist Kristin until she is comfortable Trustee Wolf second vote roll calls three ayes. Outgoing/incoming fiscal officer(s) dialog other salaries line item, movement of funds, compensation, local government services outreach, UAN system training module, necessary board approval for movement of funds. No Motion.

Any Business Related to the fiscal officer’s office and or position for the next regular board of trustees public meeting, the following information file transition set for 4/3/2024 after 6 PM:

Iberia/Earthworm Construction LLC communications: PO#11-2024 \$16,533 / forms compliant – Trustee Trihaft contact

Property Services Contract communication – Trustee Wolf contact
Columbia Gas of Ohio, Inc. communication
Government Solutions communication
Uline communication
Ag-Pro invoice communications: \$25.99 – Trustee Wolf contact
Ohio Department of Administrative Services communication
Ohio Valley Acquisitions Re TR 38 LaRue Green Camp Dead End communications – Trustee Wolf contact

Utility Pipeline communications – Trustee Trihaft contact
Verizon Business invoice communications: \$120.36 – Trustee Wolf contact
Ohio Auditor of State invoice communications: \$618-UAN Fees – 2nd QTR 24 / \$397.70 Basic Audit, total \$1,015.70

Mid-Ohio Electric Cooperative April 2024 communication
Ohio Auditor of State (AOS) Assistant Auditor has completed the basic audit for the township for fiscal years 2023 and 2022: attached copies of signed engagement letter and discussion draft audit report to remain confidential prior to release of audit report by AOS website. Outgoing fiscal officer notified by AOS arranging pickup of township records (inventory schedule numbers 24, 25, 26) after 8:30 AM tomorrow from AOS Assistant Auditor and move to locked storage room.

ADJOURNMENT 6:39 P.M. Trustee Holcomb Motion Trustee Trihaft second, vote roll calls three ayes.