

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, April 18, 2024 at 6:00 p.m.

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THE BOWLING GREEN TOWNSHIP BOARD OF TRUSTEES regular session public meeting held today Thursday, April 18, 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, all three ayes.

VISITOR/GUEST SIGN IN: Ron and Robin Anderson attended the entire meeting. Robin assisted Kristin with some questions during the meeting. Tyler Howell LaRue OH signed 2024 ~~✖~~ property services contract and discuss repayment for trimmer and batteries purchased at Menards \$225.17, Trustee Wolf – motion to reimburse Tyler, Trustee Trihaft 2nd. Tyler stated that his liability insurance is still the same as last year. Dave Hecker Richwood, OH - follow up on his citizen service complaint/service request. Dialog with the Trustees followed that the weather has not co-operated and it is a work in progress. No Motion. Sawyer Parrett representing Ag Pro/John Deere on quote for new tractor, blade and bush hog. Timeline for tractor is approximately 4 months, bush hog should be ready by July, and blade within the next 3-4 weeks.

SCIOTO VALLEY JOINT FIRE DISTRICT (SVFD):

Scioto Valley Joint Fire District Governing Board Member Trustee Wolf dialog documented Fire Board Report March 2024 2 Grants applied for - Saving money to purchase a truck, 4 Fire/19 EMS for a total for March of 23 Runs, Set up apparatus fund with CD's, 9 people qualified for the attendance bonus. No Motion.

OLD BUSINESS AND / OR UNFINISHED BUSINESS:

Township Equipment - Ag-Pro Companies John Deere Quote Summary – JD 6145M Cab Tractor – JD 640R Standard Farm Loader – JD FC15R Flex Wing Rotary Cutter – Frontier AF12G_10FT_Boom Mounted Front Blade with Hydraulic Angle for Current Loaders with Global Carrier - New Equipment Total \$210,319.10 - Trade In 2020 JD 6145M Tractor – 2012 JD CX15 Chopper – 2020 JD 640R Loader – Frontier AF12G Blade - Trade In Equipment Total \$134,500 – Balance Due \$75,819.10 – Township Membership with Ohio Department of Administrative Services - State Purchasing Contract OH STS515 AG Mach, Mowers, Tractors 018473 (PG 6G CG 22) discount % 23.25 - Trustee Trihaft dialog documented Forwarded message from Sawyer Parrott 8-page attachment. Trustees Trihaft and Wolf dialog state contract expired making to cost of trade fall under 2024 and not 2020. Cannot order with a defroster. Trustee Trihaft motion to trade tractor, loader, bush hog, and snow blade, Trustee Holcomb 2nd, vote, roll calls three ayes.

CITIZEN SERVICE: Trustee Trihaft contacted by Bradley Iron about the Roux property. Trustee Wolf received and email in regard to the bridge on Groundhog. Talk with the dairy.

COMMUNICATIONS: Kristin Columber presented her certificate – Trustee Wolf motion to name Kristin as record custodian - Trustee Holcomb 2nd, vote, roll calls three ayes.

Motion to allow online access to Richwood Bank Trustee Wolf move, Trustee Holcomb 2nd, vote, roll call three ayes.

Trustee Trihaft provided 2 copies of the swearing in from Gwen McKinnis.

Motion to pay the current bills, Ag-Pro, Verizon, Shelly Materials, Ohio Auditor of the State, Mid Ohio Energy Co-op, and Napa, Trustee Trihaft move, Trustee Holcomb 2nd, vote roll call three ayes.

Motion to leave unpaid bills at the township hall for signatures and to be mailed out, Quill, Sedgwick, and Robin as administrator, Trustee Trihaft move, Trustee Holcomb 2nd, vote, roll call three ayes.

PRESENTATION OF ADMINISTRATIVE and FINANCIAL REPORTS and RECORD OF PROCEEDINGS:

Board of Trustees Public Record of Proceedings February 15, 2024 regular meeting minutes Trustee Trihaft Motion to approve as read Trustee Holcomb second vote roll calls three ayes.

UAN Backup CD 04/18/24 exchanged 3/21/24 stored offsite.

Time Sheets documented by trustees pursuant ORC 505.24 section (C): Trustee Wolf documented Township timecard March 2024 29 AgPro 30 Drove Roads April 2024 4 Prosecutor 10 Engineer/Fire Board 11 Engineer 12 Prosecutor, 13 Drove Roads 16 Prosecutor/Cemetery 17 Prosecutor/Cemetery

Trustee Trihaft documented Mid March–mid April March 21 attended Workers Comp meeting for fire department/township meeting 23 Drove north roads 24 Drove south roads 24 Drove 28 Drove north roads 29 Drove roads April 1 Special township meeting 5 Drove north roads 6 Drove south roads 11 Drove north roads 12 Drove south roads 15 Cemetery to look at sink hole 16 Cemetery probe all around the hole 17 Cemetery with Trustee Wolf to look around

Holcomb documented drove roads daily, removed spreader and snow plow from tractor, checked air in truck tires, hauled stone to Carter Rd, graded roads.

Robin Anderson - documented April 1st – April 18th – please see attached

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Special Meeting 2024Apr1 - 2024Apr18 Regular Meeting Attendances
Bowling Green Township Outgoing Fiscal Officer Transition Timeline
By Robin Anderson

April 1st Special meeting agenda prepared, attended meeting, recorded minutes, drafted record of proceedings, updated list of township officials

April 2nd Emailed notification of changes to Cynthia Price Board of Elections Director, William J. Owen First Assistant Prosecuting Attorney, Donald S. Karquist Assistant Auditor AGS, Marion County Auditor Joan Kasoff, Chief Deputy Auditor Angela Smith, Brad Ivons Marion County Engineer, Roberta Ruth, Wendy French, Jennifer Conroy, Lavon Verity Marion County Township Association / Ohio Township Association, Richwood Bank Contacts: Melissa McKinnist, Emily Davis, Cody Johnston, Cc Trustee Wolf, Trustee Trihaft, Trustee Holcomb info n/a, Fiscal Officer Columbar

Notified Kelli Bailey Ohio Township Association 614-863-0045 re changes

Transferred Ohio Township Association News magazine subscription to Fiscal Officer Columbar

Ordered printer toner cartridge

Updated account bowlgreen_twp_0740@yahoo.com did not allow personal ID removal

Received 2022-2023 audit records inventory from audit team

Reviewed audit records inventory

Moved audit records inventory to locked storage room

April 3rd Backed up Documents

Backed up UAN

Boxed current township office files dated January 1st - April 1st, 2024

Boxed current township office files April 18th - May - December and office supplies

Disconnected computer system components

Phone call dialog with Auditor of State Local Government Services n/a

Phone call dialog with Marion County Prosecutor "Bill" re email protocol solution Kristin shall set up new township email account

Provided Kristin Columbar incoming fiscal officer copy of certificate of transition inventory for discussion and review after 6 PM at the township building, signed in duplicate and whereupon I, Robin Anderson outgoing fiscal officer, finalized transition today handing keys over 2-two-keys to the locked file cabinet, 2-two-keys to the locked storage room door, 1-one key to the township building, a total of 5-five keys on 1-one Richwood Bank key ring for purpose of accessibility by incoming township fiscal officer

April 4th Received township Richwood Bank March statement via USPS

Received Quill printer toner via delivery truck

Tested Kristin re bank statement and printer toner

April 5th Received township Bureau of Worker's Compensation re address change via USPS

Kristin tested and she later received Richwood Bank, BWC, Quill communications

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Special Meeting 2024Apr1 - 2024Apr18 Regular Meeting Attendances
Bowling Green Township Outgoing Fiscal Officer Transition Timeline
By Robin Anderson

April 9th Texted Kristin re new township email account bowlgreen_twp_0740@yahoo.com

Received new township email account for transition purposes

Forwarded emails from bowlgreen_twp_0740@yahoo.com:

Wendy French April 8th sent copy on endorsement & updated FP list attached

Keith Faber April 6th sent UAN Version 2024.2 - 941 Federal Quarterly Update

Ohio Department of Taxation April 5th sent Ohio IT 942 Update

billings@midohioenergy.com April 5th sent E-Bill Notification

Quill April 5th sent Your Free Gift is inside!

William Owen April 4th sent Oath of Office

Ohio Bureau of Workers' Compensation April 4th sent Free Enhanced Wellness Program

April 10th Ohio Bureau of Workers' Compensation April 10th sent This email box is not monitored

Ohio Bureau of Workers' Compensation April 10th sent Transition to OHID: Your BWC Account Update Coming April 29th

Christina Lemaster Account Specialist @Sedgwick April 10th sent Bowling Green Township Marion County 35XXXXX to bring to your attention that you still owe our 2025 fee

Auditor of State of Ohio, Keith Faber April 10th sent Audit Release Notification - 32653MARI-FA223

April 11th Texted Kristin received via USPS township electric bill arrangements made, picked up today

April 16th Forwarded emails from bowlgreen_twp_0740@yahoo.com:

Shelly Company April 16th sent Invoice # 2637287 date 4/21/2024 Carter Road \$272.49

April 17th Ohio Bureau of Workers' Compensation April 17th sent Transition to OHID

Kristin tested questions on login info for RBC, Mid-Ohio, Verizon, replied no online accounts created for RBC, Mid-Ohio, Verizon

Kristin tested BWC question on login OHID, replied BWC info found on inventory review page 9 we signed on 4/3/24

April 18th Forwarded email from bowlgreen_twp_0740@yahoo.com:

Richwood Bank April 18th sent This is your requested Security Alert on 4/18/2024 8:53AM your password was changed to ensure delivery of this notification a secure message has also been sent to your online secure mailbox

Marion County Auditor April 18th sent direct deposit 4-pdf \$352.24 Loc Gov, \$545.09 HB64 Loc Gov, \$764.61 Twp Mileage, \$10,217.37 Gas Tax and I composed email To County Auditor and Angela Smith Cc Kristin Columbar from me "Notification of new email bowlgreen_twp_0740@yahoo.com"

4/18/2024 Robin Anderson

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March 2024 bank reconciliation, balances, outstanding and cleared payments, cleared receipts, cash activity. February 2024 Marion County Auditor Direct Deposit total \$11,879.31 Richwood Bank \$756,265.94 UAN \$746,343.73 Ch # 9955, 9958m 9959 cleared. Trustee Trihaft Motion to pay bills Trustee Holcomb second vote roll calls three ayes. Cash journal.

ANNOUNCEMENTS:

ADJOURNMENT 8.23PM:

2024 meetings 6 p.m. third Thursday each month, next meeting 5/16/24.

Trustee Holcomb 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 Kristin Columbar.