

# **PUBLIC NOTICE**

## **AGENDA**

### **ADMINISTRATIVE SERVICES COMMITTEE MEETING**

*Committee Members: Lisa Evans, Kim Chamberland, and Sandy Russell*

**Tuesday, December 8 at 4:30 p.m.**

**Council Chambers, 745 Center Street, Milford, Ohio 45150**

Call to Order

Proceedings: Approval of the November 16, 2020 Administrative Services Committee Minutes

Agenda Items:

- 2020 Appropriations Amendment
- Agreement with Fraunfelter Accounting Services for 2020 and 2021 Basic Financial Statements
- Coronavirus Relief Fund Purchases
- And all additional matters that may properly come before the Committee

Adjourn

**Administrative Services Committee  
Meeting Minutes  
November 16, 2020**

Ms. Chamberland called the meeting to order at 4:30 p.m.

**Present:** Sandy Russell, Kim Chamberland Ms. Evans was absent from the meeting

**Staff:** City Manager, Michael Doss and Administrative Assistant Jackie Bain

**Visitor:** Captain Thiele from the MCFD

**Proceedings:**

*Approve the proceedings from the November 2, 2020 meeting Ms. Russell made a motion to approve. Seconded by Ms. Chamberland. All voted yes to approve.*

**CARES ACT FUNDS CITY PURCHASES**

Mr. Doss discussed with the committee the information submitted regarding the last round of opportunity to utilize CARES Funds. The total amount that we received in funds was \$539,625.00. We must incur these funds by the end of this week. Any monies that we do not have incurred we have to send back to the state. The total amount for this final list is \$219,717.00. This total with the amount that we have presently incurred \$319,243.95 equals the \$538,960.95. Which is a difference of \$664.05 we still have available to use. Mr. Doss reviewed with the committee the list and quotes for each item.

***The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing Coronavirus Relief Fund Purchases in the amount of \$219,717.00***

**JEDD VII LEGISLATION WITH UNION TOWNSHIP**

Mr. Doss presented the JEDD VII agreement with Union Township which will allow the City to collect income taxes from future developments at the site. Townships cannot collect income tax, but Joint Economic Development Districts allow them to partner with a municipality who can collect income tax on their behalf and receive a portion of that tax. After reviewing the information and Mr. Doss' explanation the committee had no further questions.

***The Committee Agreed to Recommend That the Law Director Draft a Resolution Approving The Union Township – City of Milford Joint Economic Development District VII Contract***

There being no further business, the meeting adjourned at 5:02 p.m. with a motion from Ms. Russell Seconded by Ms. Chamberland All yes

Respectfully submitted,  
Jackie Bain Administrative Assistant

These minutes have been approved and adopted by Ms. Russell and Ms. Chamberland November 17, 2020."



# CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150  
Phone: 513-831-4192  
Fax: 513-248-5096  
[www.milfordohio.org](http://www.milfordohio.org)



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**To:** Honorable Chair Lisa Evans, Committee Members Sandy Russell and Kim Chamberland  
Administrative Services Committee

**From:** Pat Wirthlin, Finance Director *P.W.*

**Date:** December 7, 2020

**Subject:** 2020 Final Appropriations

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## ~\$1.1 Million not all it Seems

Please see the attached chart showing appropriation amendments exceeding \$1 million. We accounted for most of the changes in the recent budget planning process. While \$1 million seems like a lot, the good news is that most of these expenses have been or likely will be reimbursed to the City and accordingly show on the revenue side of the budget as well.

## 27<sup>th</sup> Pay Period is a Rarity

Those of us fortunate enough to hold positions here with the City of Milford serve at the pleasure of Council, and none of us take that for granted.

For this reason, I sent a memo earlier today to all Councilmembers to be sure that all are aware of a unique payroll situation facing the City on December 30 involving a 27<sup>th</sup> pay period for year 2020.

The City's payroll cycle compensates employees every two weeks (biweekly). As a special case occurrence, once every 10 or 15 years there are 27 pay dates in a fiscal year. Over time the 26<sup>th</sup> pay date shifts a little earlier each year until the point that an additional pay date occurs in a fiscal year. This is called "payroll creep." Leap years follow a similar pattern.

The seven salaried and contract positions are at issue, because Council sets those as annual amounts. The all-inclusive amount involved for a 27<sup>th</sup> pay for those seven positions amounts to \$28,888. The 27<sup>th</sup> week would give those employees another paycheck above their annual set salary for the year. My recommendation is to compensate all (salaried and hourly) employees the 27<sup>th</sup> pay for time worked. The City's financial position can support this.

## **Final Transfers**

Final transfers for the year conservatively will pan out as follows:

- \$310,000 from General Fund to Streets (Durapatcher, US 50 Urban Paving)
- \$155,550 from General Fund to General Bond Retirement (Municipal Building Debt)
- \$116,000 from General Fund to Parks (Offsets Diverted Income Tax Receipts COVID)
- \$82,000 from General Fund to Cemetery (Support)
- \$179,750 from Streets & Utilities to General Bond (Public Works Facility Debt)
- \$252,071 from Land Improvement Fund to Economic Devpt Bond (FC Land Debt)
- \$3,000 from Wastewater Capital Fund to Operating Fund

## **Staff Suggestion for Committee Recommendation**

Recommendation authorizing the Law Director to prepare an Ordinance amending appropriations Ordinances 19-1483, 2020-10, and 2020-35 by increasing the individual items as listed on the included chart totaling \$1,100,488.

**City of Milford  
Final Appropriation & Transfer Amendments  
Fiscal Year 2020**

Fund		Appropriation Increase	Category	Purpose
<b>Appropriations</b>				
101	General Fund			
1000	Police	\$42,000	Personnel	27th Pay, Health Insurance Changes
1000	Police	\$6,000	Other	Storm Damage to Tahoe (Reimbursed)
1003	Police Contracts	\$14,000	Personnel	Pattison Basketball Detail (Reimbursed)
1300	Street Lighting	\$2,300	Other	Energy Cost Increase
7000	Manager	\$3,300	Other	DORA Cups (Reimbursed)
7200	Law Director	\$2,500	Personnel	27th pay
7200	Law Director	\$6,800	Other	Possible Vehicle Settlement re ODOT Manhole
207	Cemetery	\$5,000	Other	Storm Damage to Roofs (Reimbursed)
235	Local Coronavirus Relief Fund	\$50,000	Personnel	Rounds out CARES Fund Receipts (Reimbursed)
	Local Coronavirus Relief Fund	\$302,737	Other	Rounds out CARES Fund Receipts (Reimbursed)
417	Real Property Improvement Fu	\$555,851	Other	Park National Bank Purchase (Likely Reimbursed)
502	Water Utility Fund	\$17,000	Personnel	27th Pay
503	Wastewater Revenue Fund	\$3,000	Personnel	27th Pay
<b>Transfers</b>				
101	<b>General Fund</b>			
	Transfer Out to Park Fund	\$90,000	Transfer	To Compensate for Typical Income Tax Receipts Now Diverted to General Fund
<b>Grand Total</b>		<b><u>\$1,100,488</u></b>		



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**To:** Honorable Chair Lisa Evans, Committee Members Sandy Russell and Kim Chamberland  
Administrative Services Committee

**From:** Pat Wirthlin, Finance Director *PW*

**Date:** December 7, 2020

**Subject:** 2020 & 2021 Fraunfelter Contract

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## About Sean Fraunfelter

Sean Fraunfelter has been preparing the City's financial statements for 13 years. He also prepares the JEDD and CIC financials. Mr. Fraunfelter converts cash basis to Generally Accepted Accounting Principles (GAAP), which includes accruals, fixed assets, footnotes, and supplemental disclosures for pension, TIF and other tax abatements.

## Pricing

Mr. Fraunfelter's proposal increased a bit due to the complexities and frequency of Government Accounting Standards Board (GASB) standards. Also, the City's number of JEDDs has increased from four to seven in the last couple of years. Mr. Fraunfelter typically completes the financial statements well under budget.

Entity	Previous Contract		New Contract	
	2018	2019	2020	2021
City of Milford	\$ 9,000	\$ 9,000	\$ 9,450	\$ 9,975
JEDDs	\$ 1,200	\$ 1,200	\$ 1,575	\$ 1,575
CIC	\$ 600	\$ 600	\$ 525	\$ 525
Total Contract	\$ 10,800	\$ 10,800	\$ 11,550	\$ 12,075

## Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE AUTHORIZING A CONTRACT WITH FRAUNFELTER ACCOUNTING SERVICES TO PREPARE THE 2020 AND 2021 BASIC FINANCIAL STATEMENTS FOR THE CITY OF MILFORD, JOINT ECONOMIC DEVELOPMENT DISTRICTS (JEDD), AND COMMUNITY IMPROVEMENT CORPORATION (CIC) AT AN ANNUAL COST OF \$9,450 and \$9,975 RESPECTIVELY FOR THE CITY, \$1,575 EACH YEAR FOR THE JEDDS AND \$525 EACH YEAR FOR THE CIC.

*Please see the contract attached*

*City of Milford*

PROPOSAL FOR CONSULTING SERVICES  
FOR THE YEARS ENDING DECEMBER 31, 2020  
AND DECEMBER 31, 2021

Fraunfelter Accounting Services  
PO Box 8454  
West Chester, Ohio 45069  
Sean Fraunfelter, CPA  
fraunfelter@yahoo.com  
(513) 265-3045



## Fraunfelter Accounting Services

Sean Fraunfelter, CPA

P.O. Box 8454

West Chester, Ohio 45069

513-265-3045

email:fraunfelter@yahoo.com

November 30, 2020

Ms. Pat Wirthlin – Finance Director  
City of Milford  
745 Center Street – Suite 200  
Milford, Ohio 45150

Dear Pat:

Thank you for the opportunity to present this proposal for my GAAP consulting services. The past nineteen years working with cities in southwest Ohio have given me insight into the financial needs for your City given the constant changes in public finance and your reporting needs. Fraunfelter Accounting Services will provide you with a quality financial report at a very reasonable cost.

Fraunfelter Accounting Services is best suited to assist the City as my work is based on the following principles:

- Excellent communication with you during the entire conversion process as well as being available throughout the rest of the year to help answer accounting issues you may encounter.
- Provide timely and necessary work papers as described and updated throughout the conversion process.

I have worked solely in governmental accounting and reporting since 1996 and completed well over two hundred GAAP reports including over sixty plus CAFRs. Each CAFR filed with the GFOA program has received the CAFR award.

Fraunfelter Accounting Services

Sean Fraunfelter, CPA

P.O. Box 8454

West Chester, Ohio 45069

513-265-3045

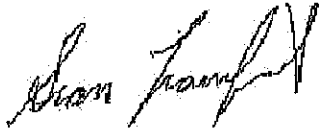
email:fraunfelter@yahoo.com

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My proposal is designed to give you confidence that I am the best qualified to assist your City in meeting the challenges this year and the years ahead. My role as consultant is to provide maximum added value to the "partnership." I do this through my commitment to your City in multiple ways. Pushing financial reporting to the limits and presenting information in the most current method possible.

I welcome the opportunity to continue working with the City and building upon our long-term relationship. I am committed to perform the work within the appropriate time period as determined by your office.

Sincerely,



Sean Fraunfelter, CPA  
Fraunfelter Accounting Services

## Fraunfelter Accounting Services

Sean Fraunfelter, CPA


P.O. Box 8454

West Chester, Ohio 45069

513-265-3045

email:fraunfelter@yahoo.com

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### *Why Fraunfelter Accounting Services?*

Fraunfelter Accounting Services started in March 2000 when I left the Auditor of State's office and started his own business. From 1996 to 2000, I worked for the Local Government Services (LGS) division of the Auditor of State office.

During my tenure with LGS, I worked on fifteen GAAP conversions between schools, cities and counties annually. I was also responsible for assisting other local governments in reconciliations, reconstructions and GAAP conversion planning.

In 2000, I became the Finance Director of the Butler County Transportation Improvement District. Fraunfelter Accounting Services started with three local governments (two schools and one city) during that year. It was then determined that I would pursue my consulting business. Since 2000, I have become the Finance Director at six different local governments, completed over one hundred sixty GAAP reports, assisted five different local governments with tax increment financing accounting and other financial reporting.

I participate in the National Government Finance Officer's Association CAFR review program over the past thirteen years reviewing approximately eight reports annually. This program provides insight into what GFOA expects in a qualified award report and assists with guidance to technically difficult questions.

I am a CPA with an approved 2018 peer review (provided) and have exceeded the required CPE requirements in each of my required CPA reporting cycle proving my desire to grow in reporting knowledge.

In summary, Fraunfelter Accounting Services allows your City to receive the highest level of expertise and service by working directly with me throughout your entire conversion and audit process.

## Fraunfelter Accounting Services

Sean Fraunfelter, CPA


P.O. Box 8454

West Chester, Ohio 45069

513-265-3045

email:fraunfelter@yahoo.com

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### *Scope of Work*

I understand the importance of completing the financial report by the required filing date of May 28 with the State of Ohio Auditor's Office and working with the audit team. I am very flexible in the schedule for performing the work to address these areas.

Services to be completed for the City are as follows:

- Complete the City's GAAP conversion.
- Prepare all the GAAP conversion work papers by line item on the financial statements such as, cash, receivables, capital assets, payables, pension and OPEB liabilities and debt, etc.
- Prepare the footnotes and management's discussion and analysis
- Prepare the basic financial statements
- Prepare required supplemental information related to pension and OPEB disclosures
- Implement new GASB statements effective during the reporting period. For FY2021 GASB 87 Leases will require additional analysis.
- Work with the audit team (for FY2020-2021 audit period)

### *Additional Scope of Work (if authorized)*

#### Joint Economic Development District (JEDD)

The City and Union Township has created six joint economic development districts that require reporting the annual activity through the Hinkle System. For fiscal year 2020, the City only requires a compilation filing for each of the six JEDDs. For fiscal year 2021, the JEDDs will be audited. The scope of work includes filing the cash basis reports by March 1 and assisting in the audit process.

#### Community Improvement Corporation (CIC)

The scope of work including filing the cash basis reports by March 1 and assisting in the audit process, if necessary, for fiscal years 2020 and 2021.

## Fraunfelter Accounting Services

Sean Fraunfelter, CPA

P.O. Box 8454

West Chester, Ohio 45069

513-265-3045

email:fraunfelter@yahoo.com

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### *Fraunfelter Accounting Services Conversion Listing*

Project (bold are current clients)	Number of Years
<b>City of Trenton</b>	15
<b>City of Milford</b>	13
<b>Milford/Union Township JEDDs</b>	5
<b>Yellow Springs EVSD</b>	7
<b>Dohn Community High School</b>	13
<b>Everest High School</b>	3
<b>Brookwood Academy</b>	4
<b>Patriot Preparatory Academy</b>	7
<b>Butler County TID (CAFR)</b>	19
<b>Montgomery County TID (CAFR)</b>	14
<b>Warren County Port Authority</b>	11
<b>Dayton-Montgomery County Port Authority</b>	11
<b>Dayton Regional ESID</b>	3
Non-current client School Reports	120
Non-current client other Reports	22
Total Reports	<u>267</u>

As the list above shows, Fraunfelter Accounting Services has completed a significant number of GAAP conversions since 2000 when the practice was started.

## Fraunfelter Accounting Services

Sean Fraunfelter, CPA

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### *City Conversion Timing*

One of the key components relates to evaluating the timing of the conversion process. I will work with you and your audit staff to modify the schedule below as needed but the expected timeline follows: (estimated dates)

- |  |             |
|--|-------------|
| 1. Provide a list of required information to Finance Director  | February 5  |
| 2. City finalizes accounting records for fiscal year and provides<br>All necessary cash and budgetary information. | February 23 |
| 3. Fraunfelter Accounting Services starts field work   | March 5     |
| 4. Field work is complete and modified trial balance prepared  | April 13    |
| 5. Draft compilation report ready for City review  | April 27    |
| 6. Report ready for submission to Hinkle   | May 14      |

*Information for the JEDDs and CIC will be requested no later than January 15 to allow sufficient review time by the City and/or Union Township.*

## Fraunfelter Accounting Services


Sean Fraunfelter, CPA

P.O. Box 8454

West Chester, Ohio 45069

513-265-3045

email:fraunfelter@yahoo.com



### *References*

Project	Contact	Phone Number	Email
<b>Cities/Townships</b>			
City of Trenton	Mike Engel	513-988-6304	<a href="mailto:mengel@ci.trenton.oh.us">mengel@ci.trenton.oh.us</a>
<b>Schools</b>			
Yellow Springs EVSD	Tammy Emrick	937-767-7381	<a href="mailto:emerick@ysschools.org">emerick@ysschools.org</a>
Patriot Prep Academy	Joel McCloskey	614-864-5332	<a href="mailto:jmccloskey@patriotprep.com">jmccloskey@patriotprep.com</a>
<b>Special Districts</b>			
Butler County TID	Dan Corey	513-785-3450	<a href="mailto:danc@bctid.org">danc@bctid.org</a>
Montgomery County TID	Steve Stanley	937-226-8266	<a href="mailto:Sstanley@mctid.org">Sstanley@mctid.org</a>

# Fraunfelter Accounting Services

Sean Fraunfelter, CPA

P.O. Box 8454

West Chester, Ohio 45069

513-265-3045

email:fraunfelter@yahoo.com

## *Not to exceed Cost bid*

The following table provides you with a *not to exceed cost* to complete your fiscal years 2020 and 2021 Annual Financial Report under the respective reporting requirements for the fiscal year.

<u>Description</u>	<u>Maximum Cost</u>
Preparation of 2020 Fiscal Year Report	\$9,450
Preparation of 2021 Fiscal Year Report (1)	\$9,975
(1) Includes 5 additional hours for GASB 87	
2020 Hourly Rate is \$105/hr (applied to both years)	
Additional Services to Completed the 2020-2021 annual Financial report/filing for City of Milford/Union Township Six JEDDs	\$1,575 _____
Additional Services to Completed the 2020-2021 annual Financial report/filing for City of Milford CIC	\$ 525 _____

*\*Note: Please sign to authorized completion*

The maximum cost for the fiscal year includes all costs that FAS could bill to the City with no additional charge for mileage or out of pocket expenses.

The project will be billed on a bi-weekly basis unless the current invoice is less than \$200 for the two-week period.

Sign below if this proposal reflects your City's decision to accept FAS proposal for consulting services for the fiscal years ending December 31, 2020 and December 31, 2021.

City of Milford

Date

\_\_\_\_\_

\_\_\_\_\_



October 17, 2018

Sean Fraunfelter  
Fraunfelter Accounting Services  
P.O. BOX 8454  
West Chester, OH 45069-8454

Dear Sean Fraunfelter:

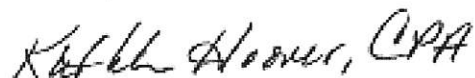
It is my pleasure to notify you that on October 17, 2018, the Ohio Peer Review Committee accepted the report on the most recent Engagement Review of your firm. The due date for your next review is December 31, 2021. This is the date by which all review documents should be completed and submitted to the administering entity.

Should you perform, or become engaged to perform, any engagements under the Statements on Auditing Standards, *Government Auditing Standards*, examination engagements under the Statements on Standards for Attestation Engagements or engagements under the Public Company Accounting Oversight Board (PCAOB) standards that are not subject to PCAOB permanent inspection, you must immediately notify us so we may determine if the firm should have a different due date for a System Review in accordance with the *Standards for Performing and Reporting on Peer Reviews*.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,



Kathleen Hoover, CPA, Chair  
OSCPA Peer Review Committee  
peerreview@ohiocpa.com (800) 686-2727  
The Ohio Society of CPAs

cc: John Keller

Firm Number: 900004045382

Review Number: 561688



# CITY OF MILFORD

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**To:** Honorable Chair Lisa Evans, Committee Members Sandy Russell and Kim Chamberland  
Administrative Services Committee

**From:** Pat Wirthlin, Finance Director 

**Date:** December 7, 2020

**Subject:** CARES Act Fund Purchases – Police Blinds, Law Director Laptop, Salaries

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## ~\$8K New CARES Funds

The County redistributed another round of CARES funds to the City in the amount of \$8,803, representing funds that other municipalities returned to the County as unencumbered. This brings the City's total CARES receipts to date to \$548,428. We have already earmarked the new funds.

## \$1.9K Laptop Law Director

Mike Minniear would appreciate a laptop for ZOOM and other virtual events during the COVID crisis. Total is \$1,900.

## \$549 Police Shades

Police would appreciate \$549 for door shades. The amount was left off the original quote.

## ~\$6K Salaries

Finance is requesting that the remaining amount of \$6,354 be put toward COVID salaries.

## Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE AUTHORIZING CORONAVIRUS RELIEF FUND PURCHASES ACCORDING TO THE ATTACHED CHART FOR A TOTAL AMOUNT OF \$8,803.

**City of Milford  
CARES Act Fund Requests**

*December 2020*

<u>Department</u>	<u>Item</u>	<u>Vendor</u>	<u>Amount</u>
Finance	COVID Payroll	Various Employees	\$6,354
Law Director	Laptop	e-Technologies	\$1,900
Police	Shades	Osborne Reconstruction	\$549
			<hr/>
	<b>Total</b>		<b>\$8,803</b>
			<hr/> <hr/>

## Pat Wirthlin

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**From:** Pat Wirthlin  
**Sent:** Thursday, December 3, 2020 12:42 PM  
**To:** Tom Wilson  
**Cc:** Mike Minniear  
**Subject:** RE: CARES Quote for Law Director Laptop

Hi Tom,

We will have a PO for you in the amount of **\$1,900** for the Law Director laptop and wireless mouse on **December 16** (after the next Council meeting).

Pat

---

**From:** Tom Wilson <TWilson@etechgroup.com>  
**Sent:** Thursday, December 3, 2020 10:13 AM  
**To:** Pat Wirthlin <pwirthlin@milfordohio.org>  
**Cc:** Mike Minniear <minco2440@aol.com>  
**Subject:** RE: CARES Quote for Law Director Laptop

Pat,

Here is the quote for the laptop.

Laptop:

Description- Lenovo ThinkPad T15 Gen 1 20S6 - Core i7 10510U / 1.8 GHz - Win 10 Pro 64-bit - 8 GB RAM - 256 GB SSD  
TCG Opal Encryption 2, NVMe - 15.6" IPS 1920 x 1080 (Full HD) - UHD Graphics - Bluetooth, Wi-Fi - black - kbd: US  
Quantity- 1  
Price- \$1,747.99

Wireless mouse:

Description- Microsoft Wireless Mobile Mouse 1850 - Mouse - right and left-handed - optical - 3 buttons - wireless - 2.4  
GHz - USB wireless receiver - black  
Quantity- 1  
Price- \$13.45

Total- \$1,761.44

--Tom

*Round up to  
\$1,900*

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**From:** Pat Wirthlin <pwirthlin@milfordohio.org>  
**Sent:** Thursday, December 3, 2020 8:27 AM  
**To:** Tom Wilson <TWilson@etechgroup.com>  
**Cc:** Mike Minniear <minco2440@aol.com>  
**Subject:** CARES Quote for Law Director Laptop

Tom,

Could you please provide a quote for a laptop for the City's Law Director, Mike Minniear? His needs will be similar to those of the seven Council laptops. (Lenovo ThinkPad T15 Gen 1 20S6). He will also need a wireless mouse.

Thanks Much,

Pat

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**From:** Pat Wirthlin

**Sent:** Thursday, December 3, 2020 7:55 AM

**To:** ETech - Tom ([twilson@etech-group.com](mailto:twilson@etech-group.com)) <[twilson@etech-group.com](mailto:twilson@etech-group.com)>

**Cc:** Mike Minniear <[minco2440@aol.com](mailto:minco2440@aol.com)>; Jackie Bain ([jbain@milfordohio.org](mailto:jbain@milfordohio.org)) <[jbain@milfordohio.org](mailto:jbain@milfordohio.org)>; Cassie Uecker <[cuecker@milfordohio.org](mailto:cuecker@milfordohio.org)>

**Subject:** FW: Covid-19 CARES Act funds

Tom,

Here is more detail on the Court laptop ...

Pat

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**From:** Tom Wilson <[TWilson@etechgroup.com](mailto:TWilson@etechgroup.com)>

**Sent:** Tuesday, September 8, 2020 1:28 PM

**To:** Pat Wirthlin <[pwirthlin@milfordohio.org](mailto:pwirthlin@milfordohio.org)>

**Cc:** Mike Minniear <[minco2440@aol.com](mailto:minco2440@aol.com)>

**Subject:** RE: Covid-19 CARES Act funds

Pat,

Here is the quote for a laptop for the court.

Description- Lenovo ThinkPad T15 Gen 1 20S6 - Core i5 10210U / 1.6 GHz - Win 10 Pro 64-bit - 8 GB RAM - 256 GB SSD  
TCG Opal Encryption 2, NVMe - 15.6" IPS 1920 x 1080 (Full HD) - UHD Graphics - Bluetooth, Wi-Fi - black - kbd: US  
Quantity- 1  
Price- \$1,654.20

--Tom

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**From:** Pat Wirthlin <[pwirthlin@milfordohio.org](mailto:pwirthlin@milfordohio.org)>

**Sent:** Thursday, September 3, 2020 8:08 AM

**To:** Tom Wilson <[TWilson@etechgroup.com](mailto:TWilson@etechgroup.com)>

**Cc:** Mike Minniear <[minco2440@aol.com](mailto:minco2440@aol.com)>

**Subject:** RE: Covid-19 CARES Act funds

Tom,

Please continue with the quote. I just want to clarify for the record that this will be a Court laptop ... not just for the magistrate.

Pat