

Village of Sugar Grove Board of Public Affairs

Regular Meeting – MINUTES

January 15, 2024

6:00pm at Village Hall

PROCEDURAL NOTICE:

All persons in attendance are expected to conduct themselves in accord with Ohio Basic Code 132.05:

- (A) No person, with purpose to prevent or disrupt a lawful meeting, procession, or gathering, shall do either of the following:
 - a. Do any act which obstructs or interferes with the due conduct of the meeting, procession, or gathering;
 - b. Make any utterance, gesture, or display, which outrages the sensibilities of the group.
- (B) Whoever violates this section is guilty of disturbing a lawful meeting, a misdemeanor of the fourth degree (R.C. 2917.12)

1. **Call to Order:**

Hon. Beth Lockard, Chair, called the meeting to order at approximately 6:02 pm.

2. **Pledge of Allegiance and silent meditation.**

3. **Oath of Office:**

Hon. Tyson Nye, Mayor, administered the Oath of Office to Beth Lockard, reelected to the Board of Public Affairs for the term January 1, 2024 through December 31, 2027.

Hon. Tyson Nye, Mayor, administered the Oath of Office to Bobbi Selby, appointed to the Board of Public Affairs for the term January 1, 2024 through December 31, 2027.

4. **Roll Call:** Ms. Kruer, yes; Ms. Lockard, yes; Ms. Selby, yes.

Village Officials Present:

Tyson Nye, Mayor; Jill Bradford, Clerk.

Members of the Public Present per sign-in sheet:

Chris Gorby, resident; Robin Sanborn, resident.

5. **Nomination & Election of Officers:**

Ms. Kruer nominated Ms. Lockard to preside over all meetings of the Board of Public Affairs as the Board's President for 2024.

Discussion: None

Roll Call: Ms. Kruer, yes; Ms. Lockard, abstain; Ms. Selby, yes.

The Chair declared the motion passed 2-0.

Ms. Lockard assumed the role of Chair for 2024 and presided over the meeting.

Ms. Kruer nominated Ms. Selby to preside over all meetings of the Board of Public Affairs in absence of the Board's President as the Board's designated Vice-President for 2024.

Discussion: None

Roll Call: Ms. Kruer, yes; Ms. Lockard, yes; Ms. Selby, yes.

The Chair declared the motion passed 3-0.

6. **Approval of Agenda:**

Ms. Lockard moved to approve the agenda for the Regular Meeting dated January 15, 2024. Ms. Kruer seconded the motion.

Discussion: None

Roll Call: Ms. Kruer, yes; Ms. Lockard, yes; Ms. Selby, yes.

The Chair declared the motion passed 3-0.

7. **Approval of Minutes:**

Ms. Lockard moved to approve minutes from the Regular Meeting dated December 18, 2023. Ms. Selby seconded the motion.

Discussion: None

Roll Call: Ms. Kruer, yes; Ms. Lockard, yes; Ms. Selby, yes.

The Chair declared the motion passed 3-0.

8. **Approval of BPA Regular Meeting Dates & Times for 2024:**

Ms. Lockard moved to approve the Board of Public Affairs Regular Meeting dates and times for 2024 as the third Monday of each month at 6:00 pm.. Ms. Kruer seconded the motion.

Discussion: Discussion was had to keep the meeting times and dates the same as long as council does also. Meeting dates can be changed to match the council meeting times.

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Roll Call: Ms. Kruer, yes; Ms. Lockard, yes; Ms. Selby, yes.

The Chair declared the motion passed 3-0.

9. Approval of Financial Report:

- a. UAN Appropriation Status Report as of December 31, 2023 - TENTATIVE
- b. UAN Revenue Status Report as of December 31, 2023 - TENTATIVE
- c. UAN Fund Status Report as of December 31, 2023- TENTATIVE

Due to not being closed out for the calendar year end, the December 31, 2023 financials will be approved at the February BPA meeting.

10. Public Participation:

Ms. Sanborn feels that the letterhead that the water bills are sent out on is vague and would like to see the Village of Sugar Grove more prominent. She was also wondering if there are still late fees and would like to see the percentages for late fees on the billing.

Mr. Gorby asked about the trees that will be planted. The trees will be 100% property of the homeowner and the resident will be responsible for the sidewalk issues. He asked if residents could cut down the tree since it is the responsibility of the homeowner.

11. Old Business:

a. Approve Updates/Changes to BPA Handbook:

Ms. _____ moved to approve the updates and changes to the BPA handbook.
Ms. _____ seconded the motion.

Discussion: This item was TABLED.

Roll Call: Ms. Kruer, ____; Ms. Lockard, ____; Ms. Selby, ____.

The Chair declared the motion passed ____-__.

b. Other

- i. **Discussion:** None

12. New Business:

a. Backflow Reports:

- i. **Discussion:** *Ms. Bradford explained that all reports were received for 2023.*

b. School Update:

- i. **Discussion:** *Students are in the new building this past Wednesday 1/10/24. Old buildings will still have water but at a reduced usage as there are still practices being held in the gym. Water meter for the bus barn is still not installed and it may be a while as they are still awaiting an electrical panel. Ms. Lockard explained that the school took possession of the new building on 1/3/2024. There was a sewer backup on 1/10/24 and all classrooms had to run their water for 20 minutes. It was asked if the bulk water meter was in our possession and when the last read was.*

c. Other

- i. **Discussion:** *We are currently having an emergency water situation in the Village due to the cold temperatures and weather. Mayor Nye talked to Travis Groves and he is helping get through this situation. The Mayor would like to keep Travis on hand as needed for emergencies. BPA members support this recommendation. The school has been notified of the water emergency along with residents. He stated that meter reads will go out the week of January 15th.*
- ii. *BPA reviewed the school's meter historicals for this billing period as there have been issues with meter reads. Adjustments were discussed and Ms. Bradford will make those adjustments and bill the district. Ms. Lockard suggested that a meeting be held with the school and village officials to discuss issues.*

13. Next regular meeting is scheduled for February 19, 2024 at 6:00pm.

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14. **Adjournment:**

Ms. Kruer moved to adjourn the meeting at 6:54 pm. Ms. Selby seconded the motion.

Discussion: None

The Board of Public Affairs adjourned by acclamation.

SUBMITTED:

Jill M. Bradford, Clerk

ATTEST:

Hon. Beth Lockard, Chair

1/15/24

2

LEGIBLY***

[illegible]

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11/16/24

Meeting of the Board of Public Affairs

The following is a summary of the meeting held on November 16, 2024, at the Board of Public Affairs. The meeting was held in the Board Room, 1000 Main Street, 3rd Floor, and was attended by the following members: [List of members]. The meeting was chaired by [Name] and lasted for approximately 2 hours. The agenda items were discussed and the following actions were taken:

Item	Discussion	Action
1. [Item 1]	[Discussion details]	[Action taken]
2. [Item 2]	[Discussion details]	[Action taken]
3. [Item 3]	[Discussion details]	[Action taken]
4. [Item 4]	[Discussion details]	[Action taken]
5. [Item 5]	[Discussion details]	[Action taken]
6. [Item 6]	[Discussion details]	[Action taken]
7. [Item 7]	[Discussion details]	[Action taken]
8. [Item 8]	[Discussion details]	[Action taken]
9. [Item 9]	[Discussion details]	[Action taken]
10. [Item 10]	[Discussion details]	[Action taken]
11. [Item 11]	[Discussion details]	[Action taken]
12. [Item 12]	[Discussion details]	[Action taken]
13. [Item 13]	[Discussion details]	[Action taken]
14. [Item 14]	[Discussion details]	[Action taken]
15. [Item 15]	[Discussion details]	[Action taken]
16. [Item 16]	[Discussion details]	[Action taken]
17. [Item 17]	[Discussion details]	[Action taken]
18. [Item 18]	[Discussion details]	[Action taken]
19. [Item 19]	[Discussion details]	[Action taken]
20. [Item 20]	[Discussion details]	[Action taken]
21. [Item 21]	[Discussion details]	[Action taken]
22. [Item 22]	[Discussion details]	[Action taken]
23. [Item 23]	[Discussion details]	[Action taken]
24. [Item 24]	[Discussion details]	[Action taken]
25. [Item 25]	[Discussion details]	[Action taken]
26. [Item 26]	[Discussion details]	[Action taken]
27. [Item 27]	[Discussion details]	[Action taken]
28. [Item 28]	[Discussion details]	[Action taken]
29. [Item 29]	[Discussion details]	[Action taken]
30. [Item 30]	[Discussion details]	[Action taken]
31. [Item 31]	[Discussion details]	[Action taken]
32. [Item 32]	[Discussion details]	[Action taken]
33. [Item 33]	[Discussion details]	[Action taken]
34. [Item 34]	[Discussion details]	[Action taken]
35. [Item 35]	[Discussion details]	[Action taken]
36. [Item 36]	[Discussion details]	[Action taken]
37. [Item 37]	[Discussion details]	[Action taken]
38. [Item 38]	[Discussion details]	[Action taken]
39. [Item 39]	[Discussion details]	[Action taken]
40. [Item 40]	[Discussion details]	[Action taken]
41. [Item 41]	[Discussion details]	[Action taken]
42. [Item 42]	[Discussion details]	[Action taken]
43. [Item 43]	[Discussion details]	[Action taken]
44. [Item 44]	[Discussion details]	[Action taken]
45. [Item 45]	[Discussion details]	[Action taken]
46. [Item 46]	[Discussion details]	[Action taken]
47. [Item 47]	[Discussion details]	[Action taken]
48. [Item 48]	[Discussion details]	[Action taken]
49. [Item 49]	[Discussion details]	[Action taken]
50. [Item 50]	[Discussion details]	[Action taken]
51. [Item 51]	[Discussion details]	[Action taken]
52. [Item 52]	[Discussion details]	[Action taken]
53. [Item 53]	[Discussion details]	[Action taken]
54. [Item 54]	[Discussion details]	[Action taken]
55. [Item 55]	[Discussion details]	[Action taken]
56. [Item 56]	[Discussion details]	[Action taken]
57. [Item 57]	[Discussion details]	[Action taken]
58. [Item 58]	[Discussion details]	[Action taken]
59. [Item 59]	[Discussion details]	[Action taken]
60. [Item 60]	[Discussion details]	[Action taken]
61. [Item 61]	[Discussion details]	[Action taken]
62. [Item 62]	[Discussion details]	[Action taken]
63. [Item 63]	[Discussion details]	[Action taken]
64. [Item 64]	[Discussion details]	[Action taken]
65. [Item 65]	[Discussion details]	[Action taken]
66. [Item 66]	[Discussion details]	[Action taken]
67. [Item 67]	[Discussion details]	[Action taken]
68. [Item 68]	[Discussion details]	[Action taken]
69. [Item 69]	[Discussion details]	[Action taken]
70. [Item 70]	[Discussion details]	[Action taken]
71. [Item 71]	[Discussion details]	[Action taken]
72. [Item 72]	[Discussion details]	[Action taken]
73. [Item 73]	[Discussion details]	[Action taken]
74. [Item 74]	[Discussion details]	[Action taken]
75. [Item 75]	[Discussion details]	[Action taken]
76. [Item 76]	[Discussion details]	[Action taken]
77. [Item 77]	[Discussion details]	[Action taken]
78. [Item 78]	[Discussion details]	[Action taken]
79. [Item 79]	[Discussion details]	[Action taken]
80. [Item 80]	[Discussion details]	[Action taken]
81. [Item 81]	[Discussion details]	[Action taken]
82. [Item 82]	[Discussion details]	[Action taken]
83. [Item 83]	[Discussion details]	[Action taken]
84. [Item 84]	[Discussion details]	[Action taken]
85. [Item 85]	[Discussion details]	[Action taken]
86. [Item 86]	[Discussion details]	[Action taken]
87. [Item 87]	[Discussion details]	[Action taken]
88. [Item 88]	[Discussion details]	[Action taken]
89. [Item 89]	[Discussion details]	[Action taken]
90. [Item 90]	[Discussion details]	[Action taken]
91. [Item 91]	[Discussion details]	[Action taken]
92. [Item 92]	[Discussion details]	[Action taken]
93. [Item 93]	[Discussion details]	[Action taken]
94. [Item 94]	[Discussion details]	[Action taken]
95. [Item 95]	[Discussion details]	[Action taken]
96. [Item 96]	[Discussion details]	[Action taken]
97. [Item 97]	[Discussion details]	[Action taken]
98. [Item 98]	[Discussion details]	[Action taken]
99. [Item 99]	[Discussion details]	[Action taken]
100. [Item 100]	[Discussion details]	[Action taken]

The meeting was adjourned at 2:00 PM. The next meeting of the Board of Public Affairs is scheduled for November 23, 2024, at the same location and time. The agenda for the next meeting will be distributed to the members of the Board in advance of the meeting.