

Village of Sugar Grove, Ohio

Board of Public Affairs

Rules and Bylaws

1. Authority and Purpose

These bylaws are adopted pursuant to Ohio Revised Code §§ 735.28–735.29 to govern the operation and responsibilities of the Board of Public Affairs for the Village of Sugar Grove. The Board shall supervise the village's public utilities, including water, sewer, and electric services (if applicable).

2. Membership

- The Board shall consist of three (3) elected members who are residents of the Village.
- Members shall serve four-year terms, staggered to ensure continuity.
- A vacancy shall be filled by appointment of the Mayor with Council approval.

3. Officers

- The Board shall elect a Chair and Fiscal Officer annually at its first meeting of the calendar year.
- The Chair shall preside over meetings; the Secretary shall record minutes and assist in communications.

4. Meetings

- The Board shall meet at least monthly, with regular dates set annually.
- Special meetings may be called by the Chair or at the request of any two members.
- All meetings shall be open to the public per Ohio's Open Meetings Act (ORC § 121.22).
- A quorum shall consist of two (2) members.

5. Duties and Responsibilities

- Oversee the operation, maintenance, and financial performance of all public utilities.
- Approve utility billing rates and recommend capital improvements.
- Review and approve expenditures related to utility services.
- Maintain public utility records in compliance with ORC and state auditing requirements.

6. Rate Setting

- The Board shall propose and approve rates for water, electric, and related services.

- Sewer rates are established by Council per ORC § 735.29.

- All rate changes shall be documented and made available to the public.

7. Records and Reports

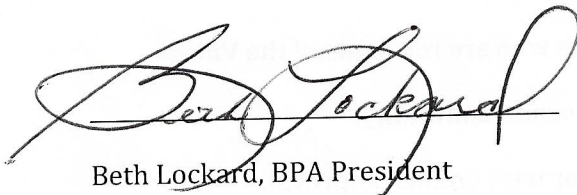
- Meeting minutes, financial reports, and utility usage records shall be maintained and filed with the Village Fiscal Officer.

- The Board shall submit regular summaries of actions and financials to Council.

8. Amendments

These bylaws may be amended by a majority vote of the Board and shall be reviewed annually for relevance and compliance.

Adopted this 14th day of July, 2025.



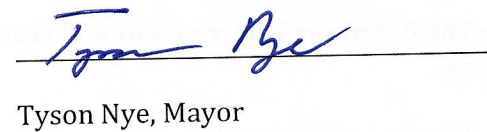
Beth Lockard, BPA President



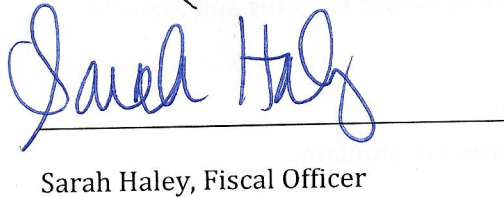
Beverly Kruer, Board Member



Roberta Selby, Board Member



Tyson Nye, Mayor



Sarah Haley, Fiscal Officer