

VILLAGE OF SUGAR GROVE

REGULAR COUNCIL MEETING MINUTES

January 12, 2026 – 6:00 PM

Council met in regular session on Monday, January 12, 2026, at 6:03 PM in the Village Municipal Building. The meeting was called to order by Mayor Chad Lester.

ROLL CALL

Council Members Present: Tabitha Deeds, Gerald Selby, Karl Hartmann, Kendall Leland
Council Members Absent: None

Officials Present: Mayor Chad Lester, Fiscal Officer Sarah Haley

Public in Attendance: None

A quorum was established.

APPROVAL OF AGENDA

Motion by Deeds, second by Leland, to approve the January 12, 2026 agenda as presented.
Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Motion passed.

APPROVAL OF MINUTES

Motion by Hartmann, second by Selby, to approve the minutes of the December 15, 2025 Council meeting. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes.
Motion passed.

NEW BUSINESS

John Alderman, representative from AEP, addressed Council regarding a request to approve a resolution to supplement an easement for 2026.

Resolution 017-2026 Supplemental Easement and Right-of-Way Agreement With Ohio Power Company (AEP) For Electric Transmission Purposes: Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

APPOINTMENTS

Council President (2026): Motion by Deeds, second by Hartmann, to appoint Kendall Leland as Council President for 2026. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Motion passed.

Finance Committee (2026): Motion by Hartmann, second by Deeds, to appoint Tabitha Deeds, Kendall Leland, and Gerald Selby to the Finance Committee. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Motion passed.

Records Commission: Motion by Deeds, second by Selby, to appoint Karl Hartmann to the Records Commission. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Motion passed.

LEGISLATION

Resolution 001-2026 – Local Rules Amendment: Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 003-2026 – Public Works Supervision: Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 004-2026 – Records Commission Establishment: Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 007-2026 – Appointment of Jonathan Carsey (Emergency): Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 008-2026 – Council Compensation (2026): Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 009-2026 – Finance Committee Compensation (2026): Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 010-2026 – Board of Public Affairs Compensation (2026): Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 011-2026 – Fiscal Officer Remote Work & Office Availability: Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 012-2026 – Interfund Transfer (Emergency): Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 013-2026 – Temporary Appropriations (Emergency): Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 014-2026 – OPERS Reallocation (Emergency): Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 015-2026 – Local Rules Amendment: Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 016-2026 – Appointment of Sylvia Fuller to BPA (Emergency): Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

Resolution 098-2025 – Adoption of IT / Cybersecurity / Disaster Recovery Policies (Emergency): Motion made and seconded to adopt. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Resolution adopted.

OATHS OF OFFICE

Mayor Lester administered the Oath of Office to Jonathan Carsey following adoption of Resolution 007-2026, and to Sylvia Fuller following adoption of Resolution 016-2026.

INFORMATIONAL ITEMS

The following informational items were presented with no action taken: 2026 Payroll Schedule; 2026 Observed Holidays; Cell Phone Policy (future resolution anticipated); Fiscal

Officer Public Office Hours; FLSA Compliance Memorandum; Chart of Accounts Cleanup Summary.

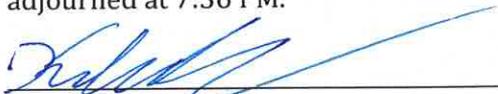
EXECUTIVE SESSION

Motion by Leland, second by Deeds, to enter Executive Session at 7:03 PM pursuant to ORC 121.22(G)(1) to discuss the employment of a public employee, including matters relating to the resignation of Jay Solenbarger and plans for a replacement. Roll Call Vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Leland – Yes. Motion passed.

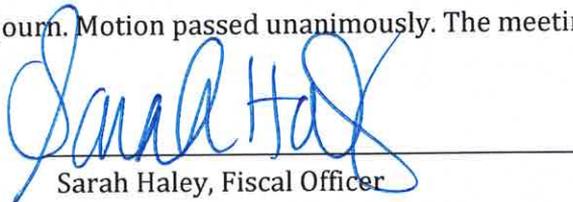
Council exited Executive Session at 7:36 PM. No action was taken upon return to open session.

ADJOURNMENT

Motion by Leland, second by Deeds, to adjourn. Motion passed unanimously. The meeting adjourned at 7:36 PM.



Kendall Leland, Council President



Sarah Haley, Fiscal Officer

Village of Sugar Grove, Ohio

Council Meeting Agenda

January 12, 2026

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes – December 15, 2025
5. Approval of Agenda – January 12, 2026

6. Appointments
 - Appointment of Council President (2026)
 - Appointment of Finance Committee (2026)
 - Appointment of Council Member to Records Commission

7. Ordinances & Resolutions
 - Resolution 001-2026 – Local Rules Amendment
 - Resolution 002-2026 – Donation of Surplus Property (Emergency)
 - Resolution 003-2026 – Public Works Supervision
 - Resolution 004-2026 – Records Commission Establishment
 - Resolution 007-2026 – Appointment of Jonathan Carsey (Emergency)
 - Resolution 008-2026 – Council Compensation (2026)
 - Resolution 009-2026 – Finance Committee Compensation (2026)
 - Resolution 010-2026 – Board of Public Affairs Compensation (2026)
 - Resolution 011-2026 – Fiscal Officer Remote Work & Office Availability
 - Resolution 012-2026 – Interfund Transfer (Emergency)
 - Resolution 013-2026 – Temporary Appropriations (Emergency)
 - Resolution 014-2026 – OPERS Reallocation (Emergency)
 - Resolution 015-2026 – Local Rules Amendment
 - Resolution 016-2026 – Appointment of Sylvia Fuller to BPA (Emergency)
 - Resolution 098-2025 – Adoption of IT / Cybersecurity / Disaster Recovery Policies (Emergency)

8. Informational Items
 - 2026 Payroll Schedule
 - 2026 Observed Holidays
 - Cell Phone Policy
 - Fiscal Officer Public Office Hours
 - FLSA Compliance Overview
 - Chart of Accounts Cleanup Summary

9. Old Business

10. New Business

11. Executive Session (if necessary, pursuant to ORC 121.22)

12. Adjournment

RESOLUTION NO. 017-2026

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A SUPPLEMENTAL EASEMENT AND RIGHT-OF-WAY AGREEMENT WITH OHIO POWER COMPANY (AEP) FOR ELECTRIC TRANSMISSION PURPOSES, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Sugar Grove, Ohio, is the owner of certain real property located in Berne Township, Fairfield County, Ohio, identified as Tax Parcel No. 0070176500; and

WHEREAS, Ohio Power Company, a unit of American Electric Power, has requested a Supplemental Easement and Right-of-Way to revise, modify, and clarify the location, width, and boundaries of an existing electric transmission easement across Village-owned property, identified as Easement No. 206, Line No. TLN160:05096 (East Logan – Lancaster Transmission Line); and

WHEREAS, the Village Council has determined that execution of the Supplemental Easement and Right-of-Way is in the best interest of the Village; and

WHEREAS, the Village will receive monetary consideration totaling \$5,452.00 in full compensation for the supplemental easement rights granted;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF SUGAR GROVE, FAIRFIELD COUNTY, OHIO:

SECTION 1.

That the Mayor is hereby authorized to execute, on behalf of the Village of Sugar Grove, Ohio, the Supplemental Easement and Right-of-Way Agreement with Ohio Power Company, together with any documents necessary to complete the transaction.

SECTION 2.

That the Fiscal Officer is authorized to accept and deposit all consideration received in connection with the easement.

SECTION 3.

That this Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village, and shall take effect immediately upon adoption.

Adopted this 12th day of January 2026.



Council President -



Chad Lester, Mayor

ATTEST:



Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:



Darren Meade, Solicitor

CERTIFICATION

I, Sarah Haley, Fiscal Officer of the Village of Sugar Grove, Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 017-2026, duly adopted by the Village Council of Sugar Grove, Ohio.



Sarah Haley, Fiscal Officer

Line Name: East Logan - Lancaster (T)

Line No.: TLN160:05096 Easement No.: 206

EASEMENT PAYMENT SCHEDULE

THE UNDERSIGNED:

GRANTOR: Village of Sugar Grove, Ohio, an Ohio municipal corporation

ADDRESS: PO Box 7, Sugar Grove, Ohio 43155

HEREBY OFFER to accept amount as determined in accordance with the schedule below in full payment of the Easement and Right of Way for an electric transmission, distribution and communication lines, being, in, on, over, under, through and across the land of the Undersigned Situated in Berne Township, now in the Village of Sugar Grove, Section 3, Township No. 13, Range No. 18, Tax Parcel Number 0070176500, Fairfield County, State of Ohio, under an easement dated 1-12, 2026 from the Undersigned to the Company, to wit:

PAYMENT SCHEDULE

Easement Acquisition Cost Description:	Items Paid
Supplemental Easement Consideration Paid @ Lump Sum=\$3,500.00	\$3,500.00
New Easement Consideration Paid - 0.244 Acres +/- @ \$8,000.00 /ac =\$1,952.00	\$1,952.00
942 - Sub-Totals	\$5,452.00
Total Consideration includes Initial Consideration Paid	\$5,452.00

The amounts so determined are full payment for the Easement and Right of Way. Any construction damages will be paid separately unless noted above.

Accepted on January, 20 26

Signed on January, 20 26

Property ROW, LLC Contract Agent for:

Ohio Power Company

By: John Alderman

GRANTOR

By: Chad Lester - Mayor

Field Agent: John Alderman

By: _____

For Office Use Only:

Attach Required W-9

GL	PCBU	Project BPID	Work Order	Account	Dept.	CC	Act	Easement Payment
160	TRANS	P19119017	T10170606001	1070001	10425	942	691	\$5,452.00



Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE MANNER AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE SURVEYOR. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND ACCEPTS TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXCAVATE, LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

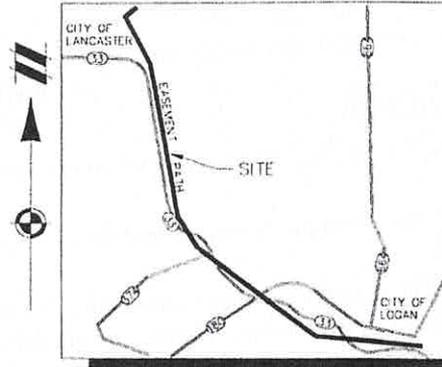
NOTICE: CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE SURVEYOR NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OR PERSONS ENGAGED IN THE WORK, OR ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

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LEGEND:

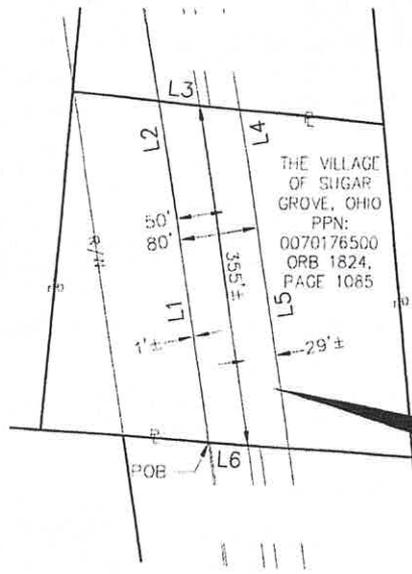
PLEASE NOTE: NOT ALL LEGEND ITEMS SHOWN MAY BE USED.

- PROPERTY LINE
- RIGHT-OF-WAY
- EXISTING AEP EASEMENT RIGHT-OF-WAY
- NEW AEP EASEMENT RIGHT-OF-WAY
- POINT OF BEGINNING
- EXISTING EASEMENT AREA
- NEW EASEMENT AREA



VICINITY MAP
NOT TO SCALE

LINE TABLE		
LINE #	BEARING	LENGTH
L1	N8°43'58"W	281.46'
L2	N9°50'45"W	74.76'
L3	S84°07'34"E	83.11'
L4	S9°50'45"E	52.63'
L5	S8°44'03"E	300.38'
L6	N86°13'11"W	81.95'



EASEMENT AREA
CONTAINING 0.651±
TOTAL ACRES
0.407 AC. EX. EASEMENT
0.244 NET AC. NEW EASEMENT
(EASEMENT LENGTH 355±)

NEW EASEMENT NUMBER: 206
 NEW LINE NAME: LANCASTER - EAST LOGAN
 NEW LINE NUMBER: TLN380;OH146
 ORIGINAL LINE NAME: EAST LOGAN - LANCASTER
 ORIGINAL LINE NUMBER: TLN160;05096
 SUPPLEMENTING ORIGINAL EASEMENT 44 MR. & MRS. JACOB JUNKERMAN
 SUPPLEMENTING SUPPLEMENTAL EASEMENT AND RIGHT OF WAY INST. NO.
 202400006304 04/30/2024



NOTES:

THIS EXHIBIT IS FOR EASEMENT PURPOSES ONLY AND HAS BEEN CREATED USING PUBLIC RECORDS AND FIELD DATA. BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM NAD83, OHIO SOUTH ZONE.

K:\2200787\CONV\PLAN SETS\NEW\811\2200787EX-RSL02_2025.DWG 12/18/2025 9:44 AM BRENT HUGHES

PREPARED FOR: AMERICAN ELECTRIC POWER	OHIO POWER COMPANY TRANSMISSION LINE REBUILD PROJECT	REV. 2 2025.12.08 ADDED SUPPLEMENTAL ESMAT REV. 1 2025.11.11 DEED CORRECTION
PREPARED BY: ATWELL <small>888.850.4200 www.atwell-group.com 7100 E. PLEASANT VALLEY RD., SUITE 220 INDEPENDENCE, OH 44131 440.349.2000</small>	EASEMENT ACROSS THE LANDS NOW OR FORMERLY OWNED BY: THE VILLAGE OF SUGAR GROVE, OHIO CONTAINING 0.651± ACRES SITUATED IN BERNE TOWNSHIP, FAIRFIELD COUNTY, OHIO SECTION 3, T-13N, R-18W	REVISIONS SCALE: 1" = 150 FEET AEP-LL CAD FILE: 22000787EX-RSL02_2025.DWG 12-08-2025 SHT. 1 OF 1



Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE MANNER ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE CARRIER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:

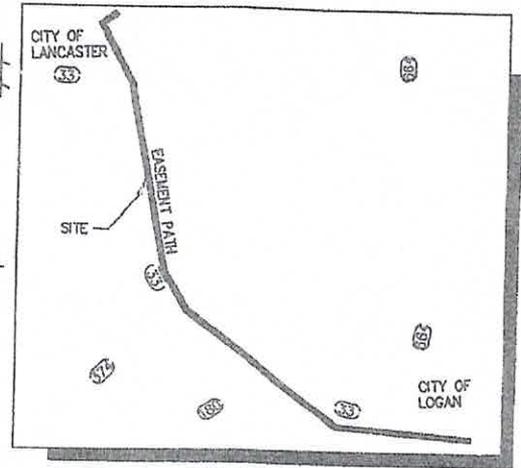
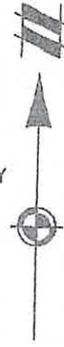
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE ENGINEER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY HEAVY STRUCTURES, OR OF ANY OTHER PERSONS.

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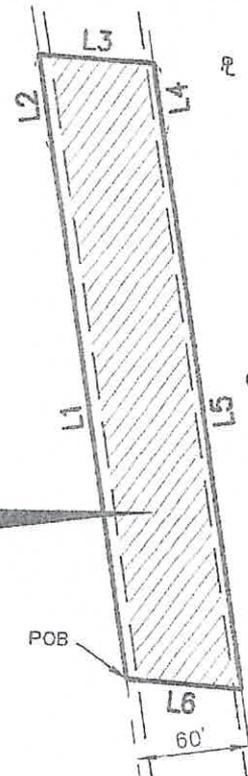
LEGEND:

PLEASE NOTE: NOT ALL LEGEND ITEMS SHOWN MAY BE USED.

- PROPERTY LINE
- R/W RIGHT-OF-WAY
- EXISTING AEP EASEMENT RIGHT-OF-WAY
- NEW AEP EASEMENT RIGHT-OF-WAY
- POB POINT OF BEGINNING
- EXISTING EASEMENT AREA
- NEW EASEMENT AREA



VICINITY MAP
NOT TO SCALE



VILLAGE OF SUGARGROVE, OHIO
ORB 1824, PG. 1085
PPN: 0070176500

EASEMENT AREA

CONTAINING 0.475±
TOTAL ACRES
0.396 AC. EX. EASEMENT
0.079 NET AC. NEW EASEMENT
345± EASEMENT LENGTH

LINE TABLE		
LINE #	BEARING	LENGTH
L1	N9°05'36"W	291.95'
L2	N9°19'49"W	52.10'
L3	S87°07'09"E	61.39'
L4	S9°19'49"E	39.24'
L5	S9°05'36"E	305.79'
L6	N86°13'11"W	61.55'

NEW LINE NAME: LANCASTER — EAST LOGAN
NEW LINE NUMBER: TLN380:OH146
ORIGINAL LINE NAME: EAST LOGAN — LANCASTER
ORIGINAL LINE NUMBER: TLN160:05096
SUPPLEMENTING ORIGINAL EASEMENT 44—JACOB JUNKERMAN ETUX



NOTES:

Line Name: East Logan - Lancaster (T)
Line No.: TLN160:05096 **Easement No.:** 206

SUPPLEMENTAL EASEMENT AND RIGHT OF WAY

On this 12th day of January, 2026 **Village of Sugar Grove, Ohio, an Ohio municipal corporation**, whose address is PO Box 7, Sugar Grove, Ohio 43155, (“Grantor”), whether one or more persons, owns an interest in a tract of real property that is more particularly described lands of the Grantor, situated in the State of Ohio, Fairfield County, Berne Township, now in the Village of Sugar Grove, Section 3, Township No. 13, Range No. 18, Tax Parcel Number 0070176500 in that certain document, dated 05/19/2020 recorded in Official Record Book 1824, Page 1085, of the real property records of Fairfield County, Ohio, and such tract is subject to easements and rights-of-way granted in favor of Ohio Power Company.

Ohio Power Company, a(n) Ohio corporation, a unit of American Electric Power, whose principal business address is 1 Riverside Plaza, Columbus, Ohio 43215, (“AEP”) is the current owner and holder of the rights, title, and interest, or a portion thereof, granted in or arising under that certain right of way and easement, dated 04/23/2024, and recorded in Instrument Number 202400006304, also under that certain right of way and easement, dated 10/17/1922, and recorded in Deed Record Book 33, Page 122 of the official records of Fairfield County, Ohio (the “Original Easement”).

NOW, THEREFORE, in consideration of the sum of Ten and NO/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor hereby grants, conveys and warrants this Supplemental Easement and Right of Way (“Easement”) to AEP for electric transmission, distribution, and communication lines and appurtenant equipment and fixtures, being, in, on, over, under, through and across to supplement the Original Easement insofar as it encumbers such tract of real property owned by Grantor as more particularly described above.

Auditor/Key/Tax Number: 0070176500

The location, width, and boundaries of the easement area are hereby revised, modified, and clarified to be as described and depicted on Exhibit “A”, attached hereto and made a part hereof (“Easement Area”).

The Easement is also supplemented by the addition of the following language:

AEP, its successors and assigns, are granted the right to construct, reconstruct, operate, maintain, alter, inspect and patrol (by ground or air), protect, repair, replace, renew, upgrade, relocate within the Easement Area, remove and replace poles, towers, and structures, made of wood, metal, concrete or other materials, including crossarms, guys, anchors, anchoring systems, grounding systems, underground conduits, ducts, vaults, transformers, pedestals, risers, pads, communications facilities, and all other appurtenant equipment and fixtures, and to string conductors, wires and cables. The electric facilities may consist of a variable number of towers, poles, wires, guys, anchors and associated fixtures, including the right to enlarge, and may transmit electricity of any voltage or amperage, together with the right to add to said facilities from time to time, and the right to do anything necessary, useful or convenient for the enjoyment of the Easement Area herein granted, together with the privilege of removing at any time any or all of said facilities erected on the Easement Area.

AEP and its successors and assigns, shall have the right, in AEP's reasonable discretion, to cut down, trim, and otherwise control, using herbicides or tree growth regulators, or other means, and at AEP's option, to remove from the Easement Area any and all trees, overhanging branches, vegetation, brush, including all root systems or other obstructions. AEP shall also have the right to cut down, trim, remove, and otherwise control trees situated on lands of the Grantor which adjoin the Easement Area, when in the reasonable opinion of AEP those trees may endanger the safety of, or interfere with the construction, operation or maintenance of AEP's facilities or ingress or egress to, from or along the Easement Area.

AEP and its successors and assigns are granted the right of unobstructed ingress and egress, at any and all times, on, over, across, along and upon the Easement Area, and across the adjoining lands of Grantor as may be reasonably necessary to access the Easement Area for the above referenced purposes.

In no event shall Grantor, its heirs, successors, and assigns plant or cultivate any trees or place, construct, install, erect or permit any temporary or permanent building, structure, improvement or obstruction including but not limited to, storage tanks, billboards, signs, sheds, dumpsters, light poles, water impoundments, above ground irrigation systems, swimming pools or wells, or permit any alteration of the ground elevation, over or within the Easement Area. AEP may, at Grantor's cost, remove any structure or obstruction if placed within the Easement Area and may re-grade any alterations of the ground elevation within the Easement Area. AEP shall repair or pay Grantor for actual damages to growing crops, fences, gates, field tile, drainage ways, drives, or lawns caused by AEP in the exercise of the rights herein granted.

The failure of AEP to exercise any of the rights granted herein, including but not limited to the removal of any obstructions from the Easement Area, shall not be deemed to constitute a waiver of the rights granted herein and the removal of any facilities from the Easement Area shall not be deemed to constitute a permanent abandonment or release of the rights granted herein.

Except as modified by this Supplemental Easement and Right of Way, all terms and provisions of the Original Easement and all rights arising in connection with the Original Easement shall remain in full force and effect, and the Original Easement shall keep its priority in title as of the date of its recording. Those provisions and rights are expressly ratified, reaffirmed by and incorporated within this Supplemental Easement and Right of Way. The Original Easement along with this Supplemental Easement and Right of Way shall for all purposes function as a single instrument, however, to the extent any terms or provisions of the Original Easement conflict with, limit or are inconsistent with any term or provision of the Supplemental Easement and Right of Way, the terms and provisions of this Supplemental Easement and Right of Way shall control. Nothing herein will in any manner vary, change, modify, or restrict the rights and privileges that AEP may have acquired through any instrument other than the Original Easement or by any other means.

The terms and conditions as supplemented by this instrument, are the complete agreement, expressed or implied between the parties hereto and shall inure to the benefit of and be binding on their respective successors, assigns, heirs, executors, administrators, lessees, tenants, licensees, and legal representatives.

This instrument may be executed in counterparts, each of which will be deemed an original, but all of which taken together will constitute one and the same instrument.

Any remaining space on this page intentionally left blank. See next page(s) for signature(s).

IN WITNESS WHEREOF, the Grantor has executed this Easement effective the day, month and year first above written.

GRANTOR

Village of Sugar Grove, Ohio, an Ohio municipal corporation

[Signature]
Chad Lester - Mayor

State of Ohio §

County of Fairfield §

This instrument was acknowledged before me on the 12th day of January, 2026, by Chad Lester, Mayor for Village of Sugar Grove, Ohio, an Ohio municipal corporation, on behalf of said agency.

[Signature]
Notary Public
Print Name: John Alderman
My Commission Expires: 08-09-2027



John Thomas Alderman
Notary Public, State of Ohio
Commission #: 2022-RE-852159
My Commission Expires 08-09-2027

This instrument prepared by Marland L. Turner, Senior Counsel - Real Estate, American Electric Power Service Corporation, 1 Riverside Plaza, Columbus, OH 43215 for and on behalf of Ohio Power Company, a unit of American Electric Power.

When recorded return to: American Electric Power - Transmission Right of Way, 8600 Smiths Mill Road, New Albany, OH 43054.

RESOLUTION NO. 001-2026

A RESOLUTION AUTHORIZING THE DONATION OF SURPLUS PROPERTY FROM THE DISBANDED SUGAR GROVE POLICE DEPARTMENT TO THE BALTIMORE POLICE DEPARTMENT, DECLARING AN EMERGENCY, AND CERTIFYING THE SAME.

WHEREAS, the Sugar Grove Police Department was formally disbanded and certain equipment remains unused;

WHEREAS, the Council has determined that these items are obsolete or surplus to the needs of the Village;

WHEREAS, the Baltimore Police Department assists in the redistribution of surplus law-enforcement equipment to smaller agencies within Fairfield County, serving a valid public purpose;

WHEREAS, Council previously authorized this donation by motion at its December 15, 2025 meeting and desires to formalize that authorization by resolution;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio, that:

SECTION 1. Council hereby declares the remaining items from the disbanded Sugar Grove Police Department to be surplus property and authorizes their donation to the Baltimore Police Department.

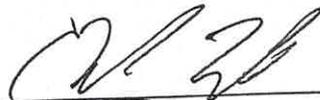
SECTION 2. The Mayor and Fiscal Officer are authorized to take all actions necessary to effectuate this donation and to execute any documents required.

SECTION 3. This Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village and shall take effect immediately upon its adoption.

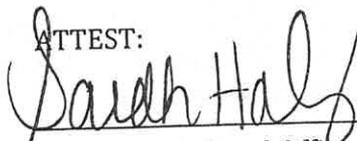
Adopted this 12th day of January, 2026.



Council President -



Chad Lester, Mayor

ATTEST:


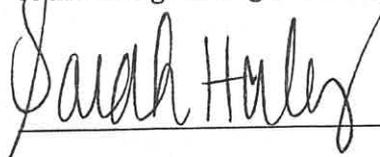
Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:

Darren Meade, Solicitor

CERTIFICATION

I, Sarah Haley, Fiscal Officer of the Village of Sugar Grove, Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 100-2026 duly adopted by the Council of the Village of Sugar Grove, Fairfield County, Ohio, on the 6th day of January, 2026.



Sarah Haley, Fiscal Officer

RESOLUTION NO. 003-2026

A RESOLUTION CONFIRMING THE DESIGNATION OF A COUNCIL MEMBER AS SUPERVISORY AUTHORITY OVER THE PUBLIC WORKS EMPLOYEE AND CERTIFYING THE SAME.

WHEREAS, the Village employs a Public Works employee responsible for day-to-day operations and maintenance;

WHEREAS, Council has authority to establish supervisory oversight for Village employees;

WHEREAS, Council designated Kendall Leland as supervisory authority for the Public Works employee by motion at its December 15, 2025 meeting;

WHEREAS, Council desires to formally confirm and clarify that designation for administrative and audit purposes;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio, that:

SECTION 1. Council hereby confirms the designation of Kendall Leland as supervisory authority over the Public Works employee for purposes of oversight, direction, and evaluation.

SECTION 2. This designation does not alter Council's collective authority with respect to hiring, discipline, or termination unless otherwise provided by law or policy.

Adopted this 12th day of January, 2026.



Council President -



Chad Lester, Mayor

ATTEST:



Sarah Haley, Fiscal Officer

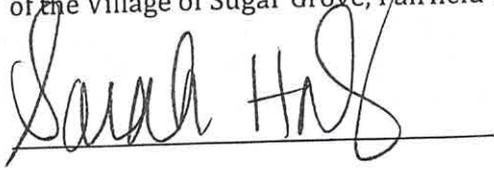
APPROVED AS TO FORM:



Darren Meade, Solicitor

CERTIFICATION

I, Sarah Haley, Fiscal Officer of the Village of Sugar Grove, Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 101-2026 duly adopted by the Council of the Village of Sugar Grove, Fairfield County, Ohio, on the 6th day of January, 2026.

A handwritten signature in black ink, appearing to read "Sarah Haley", is written over a horizontal line. The signature is stylized and cursive.

Sarah Haley, Fiscal Officer

Village of Sugar Grove, Ohio

Resolution No. 004-2026

A RESOLUTION ESTABLISHING A RECORDS COMMISSION FOR THE VILLAGE OF SUGAR GROVE, OHIO, SUPERSIDING ANY PRIOR CONFLICTING POLICIES OR PRACTICES, AND DECLARING AN EMERGENCY

WHEREAS, Ohio Revised Code Section 149.39 requires each village to establish a Records Commission to oversee the retention and lawful disposition of public records; and

WHEREAS, the Village of Sugar Grove desires to formally establish its Records Commission in accordance with Ohio law and current best practices for public records management; and

WHEREAS, the Village Council finds it necessary to clarify and standardize Records Commission membership, authority, and procedures to ensure compliance, transparency, and historical preservation;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio:

Section 1. Establishment.

There is hereby established a Records Commission for the Village of Sugar Grove pursuant to Ohio Revised Code Section 149.39.

Section 2. Membership.

The Records Commission shall consist of the following statutory members:

- Mayor
- Fiscal Officer
- Village Solicitor
- One elected member of Village Council, appointed by Council

Section 3. Advisory Participation.

The Records Commission may invite non-voting advisors, including but not limited to the Village Archivist, records management professionals, or consultants, to attend meetings and provide technical or historical guidance. Such individuals shall serve in an advisory capacity only and shall not vote.

Section 4. Duties.

The Records Commission shall:

- Review and recommend records retention schedules;

- Authorize the lawful disposition of records in accordance with approved retention schedules;
- Ensure the preservation of records of historical value; and
- Perform such other duties as required by law.

Section 5. Compensation.

Statutory members of the Records Commission shall receive no additional compensation for service on the Commission. Non-statutory advisors may be compensated pursuant to contract, resolution, or established policy.

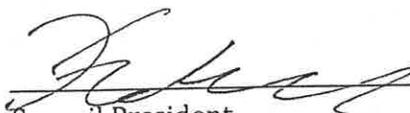
Section 6. Superseding Clause.

This Resolution shall supersede and replace any prior resolutions, policies, procedures, or informal practices of the Village of Sugar Grove that are inconsistent with the provisions set forth herein, to the extent of such inconsistency.

Section 7. Emergency.

This Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village of Sugar Grove and shall take effect immediately upon passage.

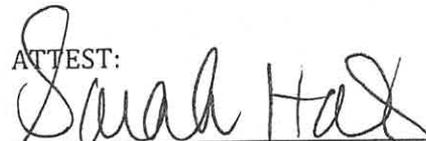
PASSED: January 12, 2026



Council President -



Chad Lester, Mayor

ATTEST:


Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:

Darren Meade, Village Solicitor

Resolution No. 007-2026

A RESOLUTION APPOINTING JONATHAN CARSEY TO FILL A VACANCY ON VILLAGE COUNCIL FOR THE UNSERVED PORTION OF THE TERM ENDING DECEMBER 31, 2029, AND DECLARING AN EMERGENCY

WHEREAS, a vacancy exists on the Village Council of the Village of Sugar Grove, Fairfield County, Ohio; and

WHEREAS, Village Council has restored a lawful quorum and desires to fill the remaining vacancy in order to ensure the full and effective operation of Village government; and

WHEREAS, Jonathan Carsey is qualified, willing, and able to serve as a Member of Village Council.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio:

SECTION 1. APPOINTMENT.

Jonathan Carsey is hereby appointed to fill a vacancy on Village Council for the unexpired term ending December 31, 2029.

SECTION 2. OATH OF OFFICE.

Upon taking the oath of office as required by law, Jonathan Carsey shall immediately assume the duties and responsibilities of Village Council Member.

SECTION 3. EMERGENCY.

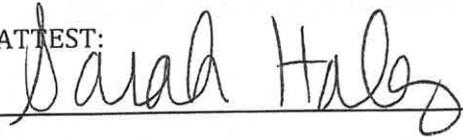
This Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the Village, to ensure that Village

Council may continue to conduct business without interruption, and shall take effect immediately upon adoption.

Adopted: January 6, 2026

Chad Lester, Mayor

ATTEST:



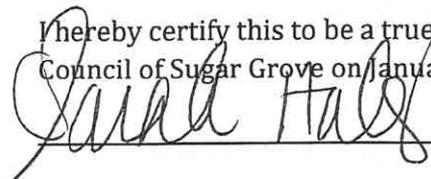
Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:

Darren Meade, Solicitor

CERTIFICATION

I hereby certify this to be a true and correct copy of a resolution duly adopted by the Village Council of Sugar Grove on January 6, 2026.



Sarah Haley, Fiscal Officer

RESOLUTION NO. 008-2026

A RESOLUTION CONFIRMING COMPENSATION FOR MEMBERS OF VILLAGE COUNCIL FOR CALENDAR YEAR 2026 AND CERTIFYING THE AVAILABILITY OF FUNDS

WHEREAS, the Village of Sugar Grove Council desires to clearly establish compensation for Members of Village Council for calendar year 2026; and

WHEREAS, Members of Village Council serve in an official public capacity and are entitled to compensation as established by Council; and

WHEREAS, it is in the best interest of the Village to confirm compensation on an annual basis for clarity, consistency, accountability, and payroll administration; and

WHEREAS, compensation shall be paid only for regular and special meetings attended by Members of Village Council; and

WHEREAS, this Resolution is intended to apply to the office of Village Council Member, and not to any individual person;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio:

SECTION 1. COMPENSATION ESTABLISHED

Members of Village Council shall receive compensation in the amount of Fifty Dollars (\$50.00) per meeting, for regular and special meetings attended, during the period of January 1, 2026 through December 31, 2026.

SECTION 2. PAYMENT METHOD

Compensation shall be calculated based on meetings attended and shall be paid monthly at the end of each month in accordance with established Village payroll procedures.

SECTION 3. ATTENDANCE REQUIREMENT

Compensation shall be paid only for meetings at which the Council Member is present. No compensation shall be paid for meetings not attended.

SECTION 4. OFFICE-BASED COMPENSATION

This Resolution applies to the office of Village Council Member and shall automatically apply to any individual duly elected or appointed to that office during calendar year 2026.

SECTION 5. CERTIFICATION OF FUNDS

The Fiscal Officer hereby certifies that the amount required to meet the obligations established by this Resolution has been lawfully appropriated and is available for expenditure, or will be lawfully appropriated, in accordance with Ohio Revised Code Section 5705.41(D).

SECTION 6. EFFECTIVE DATE

This Resolution shall be in full force and effect from and after the earliest period allowed by law.

Adopted: January 12, 2026

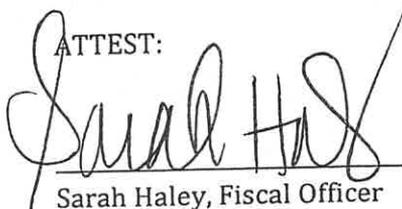


Council President -



Chad Lester, Mayor

ATTEST:



Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:



Darren Meade, Solicitor

RESOLUTION NO. 009-2026

A RESOLUTION CONFIRMING COMPENSATION FOR MEMBERS OF THE FINANCE COMMITTEE FOR CALENDAR YEAR 2026 AND CERTIFYING THE AVAILABILITY OF FUNDS

WHEREAS, the Village of Sugar Grove Council desires to clearly establish compensation for Members of the Finance Committee for calendar year 2026; and

WHEREAS, Members of the Finance Committee serve in an official advisory capacity to Village Council; and

WHEREAS, it is in the best interest of the Village to confirm compensation on an annual basis for clarity, consistency, accountability, and payroll administration; and

WHEREAS, compensation shall be paid only for regular and special meetings attended by Members of the Finance Committee; and

WHEREAS, this Resolution is intended to apply to the office of Finance Committee Member, and not to any individual person;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio:

SECTION 1. COMPENSATION ESTABLISHED

Members of the Finance Committee shall receive compensation in the amount of Twenty-Five Dollars (\$25.00) per meeting, for regular and special meetings attended, during the period of January 1, 2026 through December 31, 2026.

SECTION 2. PAYMENT METHOD

Compensation shall be calculated based on meetings attended and shall be paid monthly at the end of each month in accordance with established Village payroll procedures.

SECTION 3. ATTENDANCE REQUIREMENT

Compensation shall be paid only for meetings at which the Finance Committee Member is present. No compensation shall be paid for meetings not attended.

SECTION 4. OFFICE-BASED COMPENSATION

This Resolution applies to the office of Finance Committee Member and shall automatically apply to any individual duly appointed to that office during calendar year 2026.

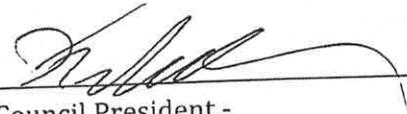
SECTION 5. CERTIFICATION OF FUNDS

The Fiscal Officer hereby certifies that the amount required to meet the obligations established by this Resolution has been lawfully appropriated and is available for expenditure, or will be lawfully appropriated, in accordance with Ohio Revised Code Section 5705.41(D).

SECTION 6. EFFECTIVE DATE

This Resolution shall be in full force and effect from and after the earliest period allowed by law.

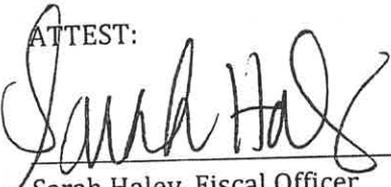
Adopted: January 12, 2026



Council President -



Chad Lester, Mayor

ATTEST:


Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:

Darren Meade, Solicitor

RESOLUTION NO. 010-2026

A RESOLUTION CONFIRMING COMPENSATION FOR MEMBERS OF THE BOARD OF PUBLIC AFFAIRS FOR CALENDAR YEAR 2026 AND CERTIFYING THE AVAILABILITY OF FUNDS

WHEREAS, the Village of Sugar Grove Council desires to clearly establish compensation for Members of the Board of Public Affairs for calendar year 2026; and

WHEREAS, Members of the Board of Public Affairs serve in an official public capacity in accordance with Ohio law and Village authority; and

WHEREAS, it is in the best interest of the Village to confirm compensation on an annual basis for clarity, consistency, accountability, and payroll administration; and

WHEREAS, compensation shall be paid only for regular and special meetings attended by Members of the Board of Public Affairs; and

WHEREAS, this Resolution is intended to apply to the office of Board of Public Affairs Member, and not to any individual person;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio:

SECTION 1. COMPENSATION ESTABLISHED

Members of the Board of Public Affairs shall receive compensation in the amount of Fifty Dollars (\$50.00) per meeting, for regular and special meetings attended, during the period of January 1, 2026 through December 31, 2026.

SECTION 2. PAYMENT METHOD

Compensation shall be calculated based on meetings attended and shall be paid monthly at the end of each month in accordance with established Village payroll procedures.

SECTION 3. ATTENDANCE REQUIREMENT

Compensation shall be paid only for meetings at which the Board of Public Affairs Member is present. No compensation shall be paid for meetings not attended.

SECTION 4. OFFICE-BASED COMPENSATION

This Resolution applies to the office of Board of Public Affairs Member and shall automatically apply to any individual duly appointed to that office during calendar year 2026.

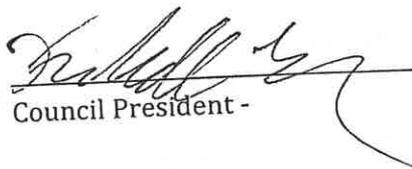
SECTION 5. CERTIFICATION OF FUNDS

The Fiscal Officer hereby certifies that the amount required to meet the obligations established by this Resolution has been lawfully appropriated and is available for expenditure, or will be lawfully appropriated, in accordance with Ohio Revised Code Section 5705.41(D).

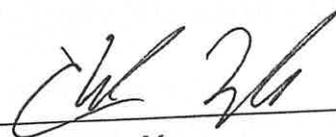
SECTION 6. EFFECTIVE DATE

This Resolution shall be in full force and effect from and after the earliest period allowed by law.

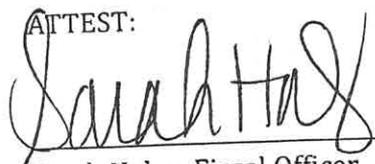
Adopted: January 12, 2026



Council President -



Chad Lester, Mayor

ATTEST:


Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:

Darren Meade, Solicitor

RESOLUTION NO. 011-2026

A RESOLUTION AUTHORIZING AND ACKNOWLEDGING THE FISCAL OFFICER REMOTE WORK AND OFFICE AVAILABILITY POLICY FOR THE VILLAGE OF SUGAR GROVE, OHIO. WHEREAS, the Fiscal Officer of the Village of Sugar Grove is a statutory officer whose duties are prescribed by the Ohio Revised Code; and

WHEREAS, the Ohio Revised Code does not require that all Fiscal Officer duties be performed exclusively within Village Hall, provided duties are performed timely and in compliance with records retention and internal control requirements; and

WHEREAS, the Village of Sugar Grove is currently engaged in significant financial, administrative, and compliance remediation efforts requiring flexibility in work location and scheduling; and

WHEREAS, Council desires to formally acknowledge and authorize a clear, transparent framework for the Fiscal Officer's remote work and office availability;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio, that the Fiscal Officer Remote Work & Office Availability Policy is hereby approved and authorized.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Adopted this 12th day of January, 2026.

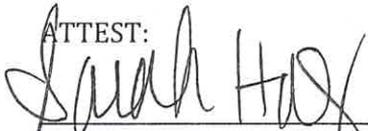


Council President (to be selected 1/12/2026)



Chad Lester, Mayor

ATTEST:



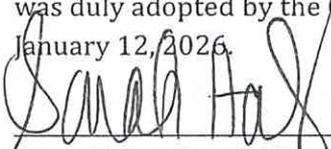
Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:

Darren Meade, Solicitor

CERTIFICATION

The undersigned Fiscal Officer hereby certifies that the foregoing Resolution No. 011-2026 was duly adopted by the Council of the Village of Sugar Grove, Fairfield County, Ohio, on January 12, 2026.



Sarah Haley, Fiscal Officer, Village of Sugar Grove

RESOLUTION NO. 012-2026

A RESOLUTION AUTHORIZING AN INTERFUND TRANSFER FROM THE GENERAL FUND TO THE SEWER OPERATING FUND AND DECLARING AN EMERGENCY

WHEREAS, the Village of Sugar Grove operates a public sanitary sewer system, the continued operation of which is essential to public health, safety, and welfare; and

WHEREAS, the Sewer Operating Fund (Fund 5201) has insufficient available resources at the beginning of the 2026 fiscal year to cover essential operating costs, including sewer plant electric service, debt service, and required payroll; and

WHEREAS, the Village Council has determined that a limited interfund transfer is necessary to stabilize sewer operations during the first quarter of 2026, pending adoption of permanent appropriations and further financial planning; and

WHEREAS, Ohio law permits interfund transfers when authorized by Council and supported by sufficient funds in the source fund;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio, that:

Section 1. Authorization of Transfer

Council hereby authorizes the transfer of Twenty-One Thousand Four Hundred Forty-Four Dollars (\$21,444.00) from the General Fund (Fund 1000) to the Sewer Operating Fund (Fund 5201) for the purpose of supporting essential sewer operations during the first quarter of the 2026 fiscal year.

Section 2. Fiscal Officer Authority

The Fiscal Officer is hereby authorized and directed to execute the interfund transfer described herein and to reflect the transfer in the Village's accounting records and temporary appropriations as approved by Council.

Section 3. Temporary Nature

This transfer is intended as an interim measure pending adoption of permanent appropriations and further Council review of long-term sewer operating and capital funding needs.

Section 4. Emergency

This Resolution is hereby declared an emergency measure necessary for the immediate preservation of public health and safety to ensure uninterrupted operation of the Village's sewer system. This Resolution shall take effect immediately upon its adoption.

ADOPTED: January 12, 2026

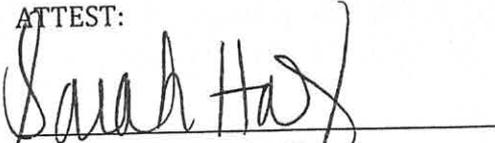


Council President -



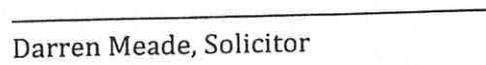
Chad Lester, Mayor

ATTEST:



Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:



Darren Meade, Solicitor

CERTIFICATION

I, Sarah Haley, Fiscal Officer of the Village of Sugar Grove, Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 012-2026, duly adopted by the Council of the Village of Sugar Grove at a meeting held on January 12, 2026, at which a quorum was present.



Sarah Haley, Fiscal Officer
Village of Sugar Grove, Ohio

VILLAGE OF SUGAR GROVE, OHIO
RESOLUTION NO. 013-2026

A RESOLUTION PROVIDING FOR TEMPORARY APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026, AND DECLARING AN EMERGENCY

WHEREAS, pursuant to Ohio Revised Code Sections 5705.38 and 5705.39, the Village Council of the Village of Sugar Grove is required to adopt temporary appropriations to permit the Village to meet its lawful expenditures for the first quarter of the fiscal year; and

WHEREAS, the Fiscal Officer has prepared estimated temporary appropriations sufficient to cover necessary operating expenses until permanent appropriations are adopted; and

WHEREAS, it is necessary for the efficient operation of the Village that such temporary appropriations be adopted immediately;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio, that:

Section 1.

Temporary appropriations for the fiscal year ending December 31, 2026, are hereby adopted in the following amounts by fund:

1000 - General Fund	\$64,328.30
2011 - Street Construction, Maintenance & Repair	\$3,487.50
2062 - Rocket Way Sewer Project	\$6,000.00
2101 - Permissive Motor Vehicle License Tax	\$11,287.50
5101 - Water Operating	\$42,087.68
5102 - Water Operating Replacement & Improvement	\$51,000.00
5201 - Sewer Operating	\$19,869.49
5202 - Sewer Replacement & Improvement	\$6,000.00
5601 - Sanitation	\$14,125.00

Section 2.

The Fiscal Officer is hereby authorized and directed to certify and submit these temporary appropriations to the Fairfield County Auditor in accordance with applicable law.

Section 3.

This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village and shall take effect immediately upon its passage.

PASSED: January 12, 2026

CERTIFICATION

The Fiscal Officer hereby certifies that the foregoing Resolution was duly passed by the Council of the Village of Sugar Grove, Fairfield County, Ohio, on January 12, 2026.



Council President -



Chad Lester, Mayor

ATTEST:


Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:



Darren Meade, Solicitor

VILLAGE OF SUGAR GROVE, OHIO

RESOLUTION NO. 014-202~~5~~

A RESOLUTION REALLOCATING APPROPRIATIONS WITHIN THE GENERAL FUND TO PROVIDE FOR PAYMENT OF DECEMBER 2025 OPERS OBLIGATIONS; DECLARING AN EMERGENCY.

WHEREAS, the Village of Sugar Grove, Ohio requires sufficient appropriations to meet its statutory obligations, including required employer contributions to the Ohio Public Employees Retirement System (OPERS); and

WHEREAS, it is necessary to reallocate appropriations within the General Fund to cover the December 2025 OPERS payment; and

WHEREAS, this Council finds that sufficient funds exist within the General Fund to permit the reallocation set forth herein; now, therefore,

BE IT RESOLVED by the Council of the Village of Sugar Grove, Ohio:

SECTION 1. That the following appropriations within the General Fund (1000) are hereby reallocated as follows:

- Decrease appropriations in account 1000-730-431 in the amount of \$1,708.83;
- Increase appropriations in account 1000-790-211 in the amount of \$1,708.83.

SECTION 2. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare, and to ensure timely payment of required OPERS obligations. This Resolution shall take effect immediately upon its adoption.

Adopted this 12th day of January, 2026.

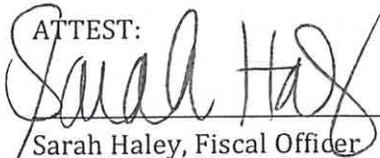


Council President



Chad Lester, Mayor

ATTEST:

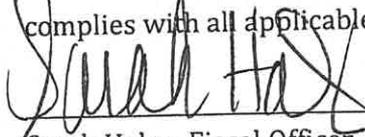


Sarah Haley, Fiscal Officer

Darren Meade, Solicitor

CERTIFICATION

I, the undersigned Sarah Haley, Fiscal Officer of the Village of Sugar Grove, Ohio, hereby certify that the funds required for this appropriation reallocation are available or will be available from revenues to be received in the current fiscal year and that this Resolution complies with all applicable fiscal requirements.



Sarah Haley, Fiscal Officer

RESOLUTION NO. 015-2026

A RESOLUTION ADOPTING AN AMENDMENT TO THE COUNCIL RULES OF PROCEDURE REGARDING THE USE OF ORDINANCES AND RESOLUTIONS, AND DECLARING AN EMERGENCY.

WHEREAS, the Council of the Village of Sugar Grove, Ohio, has adopted Rules of Procedure to govern the orderly conduct of Council meetings and legislative actions; and

WHEREAS, Council desires to clarify and codify the distinction between ordinances and resolutions consistent with Ohio Revised Code Sections 731.16 and 731.17; and

WHEREAS, Council further desires to ensure consistent legislative practices and avoid procedural confusion regarding reading requirements and emergency measures; and

WHEREAS, Council finds that adoption of this amendment is necessary for the immediate preservation of orderly governance and the efficient conduct of Council business;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio, that:

SECTION 1. Council hereby adopts the amendment to the Council Rules of Procedure entitled "Legislative Instruments – Ordinances vs. Resolutions," attached hereto and incorporated herein by reference.

SECTION 2. This amendment shall be effective immediately upon adoption and shall govern all Council legislative actions occurring on or after the effective date.

SECTION 3. This Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village, and shall take effect immediately upon its adoption.

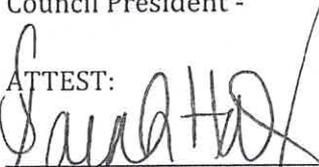
Adopted this 12th day of January, 2026.



Council President -



Chad Lester, Mayor

ATTEST:


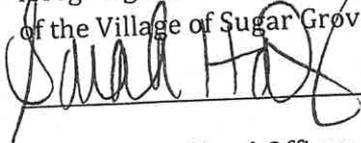
Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:

Darren Meade, Solicitor

CERTIFICATION

I, Sarah Haley, Fiscal Officer of the Village of Sugar Grove, Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 015-2026 duly adopted by the Council of the Village of Sugar Grove, Fairfield County, Ohio, on the 12th day of January, 2026.



Sarah Haley, Fiscal Officer

VILLAGE OF SUGAR GROVE, OHIO
RESOLUTION NO. 016-2026

A RESOLUTION APPOINTING SYLVIA FULLER TO THE BOARD OF PUBLIC AFFAIRS OF THE VILLAGE OF SUGAR GROVE, OHIO, AND DECLARING AN EMERGENCY

WHEREAS, a vacancy exists on the Board of Public Affairs of the Village of Sugar Grove, Fairfield County, Ohio; and

WHEREAS, pursuant to Ohio Revised Code Chapter 735, the Mayor is authorized to appoint members to the Board of Public Affairs, subject to confirmation by Village Council; and

WHEREAS, Sylvia Fuller is qualified, willing, and able to serve as a member of the Board of Public Affairs;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio, that:

Section 1. Appointment.

Sylvia Fuller is hereby appointed to serve as a member of the Village of Sugar Grove Board of Public Affairs, effective January 12, 2026, for the remainder of the unexpired term or for the term prescribed by law.

Section 2. Emergency.

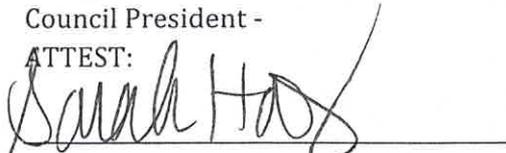
This Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the Village, and shall take effect immediately upon its adoption.

PASSED: January 12, 2026

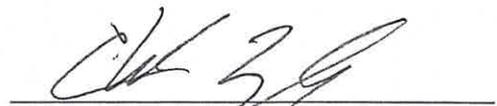


Council President -

ATTEST:



Sarah Haley, Fiscal Officer



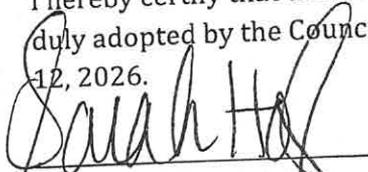
Chad Lester, Mayor

APPROVED AS TO FORM:

Darren Meade, Solicitor

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution No. 016-2026,
duly adopted by the Council of the Village of Sugar Grove, Fairfield County, Ohio, on January
12, 2026.



Sarah Haley, Fiscal Officer

RESOLUTION NO. 098-2025

A RESOLUTION ADOPTING THE VILLAGE OF SUGAR GROVE INFORMATION TECHNOLOGY, CYBERSECURITY, ACCEPTABLE USE, AND DISASTER RECOVERY POLICIES, AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Sugar Grove relies on information technology systems to conduct essential governmental functions; and

WHEREAS, Council desires to formally adopt policies governing cybersecurity, acceptable use of Village systems, and disaster recovery to ensure continuity of operations, data protection, and compliance with best practices; and

WHEREAS, Council previously introduced this Resolution for informational purposes and now desires to consider and adopt the Resolution in full; and

WHEREAS, an emergency exists to ensure the immediate implementation of these policies to protect Village systems and data from potential threats and disruptions;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sugar Grove, Fairfield County, Ohio, that:

SECTION 1. Council hereby adopts the Village of Sugar Grove Information Technology, Cybersecurity, Acceptable Use, and Disaster Recovery Policies, as presented and maintained by the Fiscal Officer.

SECTION 2. The Fiscal Officer is authorized to implement and administer these policies and to make non-substantive updates as necessary to maintain compliance with technological and regulatory changes.

SECTION 3. This Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village and shall take effect immediately upon its adoption.

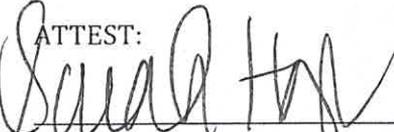
Adopted this 12th day of January, 2026.



Council President -



Chad Lester, Mayor

ATTEST:


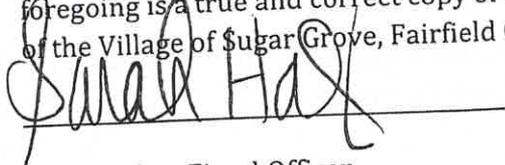
Sarah Haley, Fiscal Officer

APPROVED AS TO FORM:

Darren Meade, Solicitor

CERTIFICATION

I, Sarah Haley, Fiscal Officer of the Village of Sugar Grove, Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 098-2025 duly adopted by the Council of the Village of Sugar Grove, Fairfield County, Ohio, on the 6th day of January, 2026.

A handwritten signature in black ink, appearing to read "Sarah Haley", is written over a horizontal line.

Sarah Haley, Fiscal Officer



VILLAGE OF SUGAR GROVE ~ Mayor Chad Lester

101 Bridge St PO Box 7, Sugar Grove, OH 43155

Phone: 740.746.8406

2026 Holidays Observed by the Village of Sugar Grove, Ohio

(The Village Administrative Office & Maintenance Facilities Will Be Closed)

January 1, 2026 – New Year's Day

January 19, 2026 – Martin Luther King Day

February 16, 2026 – President's Day

May 25, 2026 – Memorial Day

June 19, 2026 – Juneteenth

July 4, 2026 – Independence Day

September 7, 2026 – Labor Day

October 12, 2026 – Columbus Day

November 11, 2026 – Veteran's Day

December 25, 2026 – Christmas Day

By the Authority of Mayor Chad Lester

 1.12.26

Mayor Chad Lester

Date

**Village of Sugar Grove
2026 Biweekly Payroll Schedule**

▲ Months with three (3) payrolls are highlighted and noted below.

January 2026

- January 8, 2026
- January 22, 2026

February 2026

- February 5, 2026
- February 19, 2026

March 2026

- March 5, 2026
- March 19, 2026

April 2026 (THREE-PAY MONTH)

- April 2, 2026
- April 16, 2026
- April 30, 2026

May 2026

- May 14, 2026
- May 28, 2026

June 2026

- June 11, 2026
- June 25, 2026

July 2026

- July 9, 2026
- July 23, 2026

August 2026

- August 6, 2026
- August 20, 2026

September 2026

- September 3, 2026
- September 17, 2026

October 2026 (THREE-PAY MONTH)

- October 1, 2026
- October 15, 2026
- October 29, 2026

November 2026

- November 12, 2026
- November 26, 2026

December 2026

- December 10, 2026
- December 24, 2026

Council Memorandum – Fiscal Officer Public Office Hours

To: Village Council

From: Sarah Haley, Fiscal Officer

Date: January 2026

This memorandum provides notice of the Fiscal Officer's posted public office hours, established in conjunction with the Fiscal Officer Remote Work & Office Availability Policy.

Effective January 2026, public office hours will be held on Mondays and Wednesdays from 9:00 a.m. to 1:00 p.m. Additional availability is provided by appointment and through electronic communication.

These hours will be evaluated periodically and adjusted as operational needs allow.

MEMORANDUM

To: Village Council, Village of Sugar Grove

From: Sarah Haley, Fiscal Officer

Date: January 12, 2026

Re: Cell Phone Stipends – Discussion and Policy Direction

Purpose

The purpose of this memorandum is to provide background information and policy considerations regarding the Village's historical practice of issuing cell phone stipends, and to request Council direction on an approved and compliant method for handling cell phone usage and related compensation moving forward.

Background

During year-end review and preparation for the 2026 payroll year, it was identified that cell phone stipends have historically been issued outside of payroll and without a formally adopted authorization or reimbursement structure. This practice predates the current administration and staff and was common at the time it originated.

Because the January stipend had not yet been processed, payment was intentionally paused to allow Council the opportunity to review the matter and determine the appropriate approach before continuing or modifying the practice. No retroactive action is proposed.

Why Council Action Is Required

Cell phone stipends constitute a form of compensation or reimbursement, depending on structure, and each available method carries different financial, tax, and compliance implications for the Village. As compensation and policy decisions are within Council's authority, formal direction is required before proceeding.

Available Options for Council Consideration

Council may wish to consider one or more of the following approaches:

1. Process cell phone stipends through payroll as taxable compensation, subject to applicable employer contributions.

2. Issue Village-owned cell phones to positions where operational necessity requires ongoing access, with the Village paying service providers directly.
3. Allow employees and officials to opt out of carrying a Village-issued phone, with no stipend or reimbursement provided.
4. (Optional) Establish a formal accountable reimbursement plan, requiring documentation of actual business-related expenses.

Professional Recommendation

From an administrative and compliance perspective, the cleanest and most defensible approach is to eliminate cash stipends and instead rely on Village-owned devices where operationally necessary, with the option for individuals to opt out without receiving a stipend or reimbursement. This approach minimizes payroll impact, avoids employer contribution costs, and provides clear separation between personal and Village expenses.

No Retroactive Action

No retroactive changes, repayments, or disciplinary actions are proposed. Any policy or procedural changes would be implemented prospectively following Council direction.

Requested Council Action

Council is asked to discuss the information presented and provide direction regarding the preferred method for handling cell phone usage and compensation so that appropriate policy documents and/or legislation may be prepared, if necessary.

Village of Sugar Grove – Fiscal Officer Remote Work & Office Availability Policy

This policy establishes expectations for remote work, office availability, and scheduling specific to the Fiscal Officer of the Village of Sugar Grove.

Authority

The Fiscal Officer is a statutory officer of the Village of Sugar Grove whose duties are prescribed by the Ohio Revised Code and the Village Officers' Handbook. State law does not mandate a fixed work location for the Fiscal Officer, provided duties are performed timely, records are safeguarded, and internal controls are maintained.

Policy Statement

The Fiscal Officer may perform certain duties remotely when operational needs, workload demands, confidentiality requirements, and efficiency warrant. Remote work is an authorized work method when it supports the effective administration of Village finances and records.

Current Operational Considerations

The Village of Sugar Grove is currently engaged in significant financial, administrative, and compliance remediation, including audit resolution, historical cleanup, policy development, system transitions, and records reconstruction. Certain duties require extended periods of focus, confidentiality, and minimal interruption, which may not always be achievable in a public-facing office environment.

Office Availability and Schedule

The Fiscal Officer will maintain in-office presence as operationally feasible and is actively working toward establishing regular, consistent posted office hours once workload conditions allow. Until a permanent schedule is established, the Fiscal Officer will provide a weekly work schedule to the Mayor and Council President.

Nothing in this policy alters the Fiscal Officer's statutory duties or accountability to Village Council.

Public Access

The Fiscal Officer remains accessible to the public during normal business hours through reasonable means, including scheduled office hours, appointments, telephone, and electronic communication. Public records requests and statutory duties will continue to be handled in compliance with applicable law.

Records, Security, and Internal Controls

All Village records accessed remotely or in-office shall be safeguarded in accordance with records retention and security requirements. Remote work shall not compromise internal

controls, segregation of duties, or audit requirements. Village equipment and systems accessed remotely shall be secured appropriately.

Review and Council Acknowledgment

This policy may be reviewed periodically and adjusted as operational needs evolve. Village Council acknowledges and authorizes the Fiscal Officer's work arrangement as outlined in this policy.

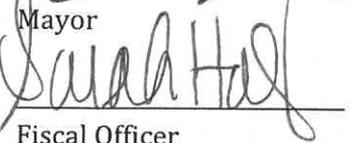
Adopted by Council on: 1.17.20



Council President



Mayor



Fiscal Officer

Council Memorandum

To: Village Council

From: Fiscal Officer

Re: FLSA Compliance, Overtime Controls, and Fiscal Responsibility

Date: January 2026

This memorandum is provided to support Council discussion regarding employee compensation, overtime practices, and potential salary considerations.

Attached for Council's reference is an overview of the Fair Labor Standards Act (FLSA) as it applies to public-sector employees, including public works and utility positions. The attachment explains why salary status does not eliminate overtime obligations and outlines the fiscal risks associated with improper employee classification.

Compliance with the FLSA is directly tied to the Village's fiscal responsibility under Ohio law, including the requirement that expenditures be authorized, controlled, and sustainable. Council may wish to consider these principles as part of any discussion related to overtime, staffing, or future compensation structure.

No action is requested at this time. This memorandum is provided for informational and discussion purposes.

FLSA Overview: Salary, Overtime, and Exemptions

Purpose

This document provides an overview of how the Fair Labor Standards Act (FLSA) applies to employee classification, salary, and overtime, particularly as it relates to public-sector and public works positions. It is intended for informational and policy guidance purposes.

Key Principle: Salary Does Not Eliminate Overtime

Under the Fair Labor Standards Act (FLSA), being paid on a salary basis does not automatically make an employee exempt from overtime requirements. Overtime eligibility is determined by a combination of salary basis, salary level, and job duties.

The Three Tests for Overtime Exemption

1. Salary Basis Test

The employee must be paid a predetermined and fixed salary that does not fluctuate based on hours worked or quantity of work performed.

2. Salary Level Test

The employee must earn at least the minimum weekly salary threshold established by federal law. Meeting this threshold alone does not create an exemption.

3. Duties Test

The employee's primary job duties must fall within one of the FLSA-recognized exemption categories, such as executive, administrative, or professional work. These duties typically involve managing people, exercising independent judgment, or performing advanced professional work.

Application to Public Works and Utility Employees

Public works, utility, maintenance, and field operations employees almost always perform manual or operational labor. Under the FLSA, such work is explicitly classified as non-exempt, regardless of the employee's pay rate or salary status.

As a result, public works employees are generally entitled to overtime pay for all hours worked over forty (40) in a workweek, even if they are paid on a salary basis.

Risks of Improper Salary Classification

Improperly classifying a non-exempt employee as salaried can create significant legal and financial risk for a public employer. These risks may include:

- Liability for back overtime pay
- Penalties and interest
- Loss of transparency in timekeeping
- Increased audit and compliance exposure

Key Takeaways for Policy and Governance

- Salary status does not eliminate overtime obligations.
- Public works and utility employees are almost always non-exempt.
- Overtime must be managed through scheduling, policy, and supervision.
- Compensation decisions should follow operational structure, not replace it.

Conclusion

Before considering salary conversion or compensation restructuring, a public employer should conduct a careful review of job duties, overtime patterns, and operational necessity. Doing so protects both the employer and the employee while ensuring compliance with federal labor law.

FLSA Compliance & Fiscal Responsibility – Executive Summary

This executive summary outlines key Fair Labor Standards Act (FLSA) principles as they apply to municipal employees and explains why compliance is directly tied to the Village's fiscal responsibility under Ohio law.

Key Points

- Salary does not eliminate overtime obligations under the FLSA.
- Overtime exemption depends on job duties, not pay rate or title.
- Public works and utility employees are almost always non-exempt.
- Improper classification can result in back pay liability and penalties.
- Overtime must be managed through policy and scheduling, not compensation restructuring.

Fiscal Responsibility Under Ohio Law

Ohio law requires municipalities to exercise fiscal control and avoid unauthorized obligations. Failure to comply with federal labor laws may result in financial liabilities that violate these principles.

Relevant Ohio Revised Code sections include:

- ORC 5705.34 – Appropriations required before expenditure
- ORC 5705.41 – Prohibition on unauthorized obligations
- ORC 117.38 – Responsibility for accurate fiscal reporting

Conclusion

Ensuring proper FLSA classification and overtime control protects both employees and the Village. Compensation decisions should follow operational structure and fiscal readiness, consistent with federal and state law.

Council Summary – Chart of Accounts Cleanup

Meeting Date: January 12, 2026

Prepared by: Sarah Haley, Fiscal Officer

Village of Sugar Grove

Purpose

This summary is provided to inform Council of a routine accounting cleanup performed as part of the Village's transition into the 2026 fiscal year.

What Was Done

- The Fiscal Officer reviewed the Village's UAN chart of accounts.
- Obsolete and inactive accounts were deactivated.
- All historical data remains intact and unchanged.

Why This Was Necessary

- Several accounts related to functions no longer in operation (such as Law Enforcement) remained active in the system.
- Cleaning up unused accounts improves financial clarity, reporting accuracy, and audit readiness.
- This action aligns the chart of accounts with current Village operations.

Impact to Council

- There is no impact to existing appropriations, payments, or prior-year records.
- No additional funding or legislation is required.
- This is an administrative action within the Fiscal Officer's authority.

Audit and Compliance

This cleanup is consistent with best practices recommended by the Auditor of State. Documentation has been prepared and retained for audit purposes.

Next Steps

- The cleaned chart of accounts will be used to prepare 2026 permanent appropriations.
- Council will continue to receive normal financial reports using the updated structure.

This summary is provided for informational purposes only.

Sarah Haley

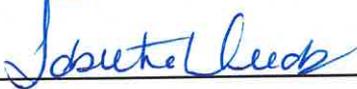
Fiscal Officer

Village of Sugar Grove

VILLAGE OF SUGAR GROVE
COUNCIL IN ATTENDANCE

Date of Meeting JANUARY 6, 2026

Type of Meeting SPECIAL

<u>Printed Name</u>	<u>Title</u>	<u>Time In</u>	<u>Time Out</u>	<u>Signature</u>
Chad Lester	Mayor	6:00	7:34	
Tabitha Deeds	Council President	6:00	7:36	
Gerald Selby	Council Member	6:00	7:34	
Kendall Leland	Council Member	6:00	7:36	
Karl Hartmann	Council Member	6:00	7:36	
Beverly Kruer	Council Member	Absent		
Vacant Seat				
Darren Meade	Solicitor	Absent		
Sarah Haley	Fiscal Officer	6:00	7:36	