

VILLAGE OF SUGAR GROVE

SPECIAL COUNCIL MEETING MINUTES

January 20, 2026 – 6:00 PM

Village Administrative Building

101 Bridge Street, Sugar Grove, Ohio 43155

The Special Meeting of the Village of Sugar Grove Council was called to order on January 20, 2026, at 6:12 PM by Mayor Chad Lester. The meeting was properly noticed in accordance with Ohio law.

ROLL CALL

Present: Tabitha Deeds, Karl Hartmann, Jonathan Carsey, Gerald Selby

Absent: Beverly Kruer, Kendall Leland

Mayor Present: Chad Lester

Fiscal Officer Present: Sarah Haley

Village Solicitor Absent: Darren Meade

Public Present: None

In the absence of Council President Kendall Leland, Council Member Tabitha Deeds served as Acting Council President for the meeting.

RESOLUTIONS

Resolution No. 021-2026 – Consolidated Then and Now Resolution (Fiscal Corrections).
Motion to adopt Resolution No. 021-2026 was made by Deeds and seconded by Selby. Roll call vote: Deeds – Yes; Selby – Yes; Hartmann – Yes; Carsey – Yes. Motion passed.

Resolution No. 022-2026 – Supplemental Appropriation and Interfund Transfer.
Motion to adopt Resolution No. 022-2026 was made by Hartmann and seconded by Carsey. Roll call vote: Hartmann – Yes; Carsey – Yes; Deeds – Yes; Selby – Yes. Motion passed.

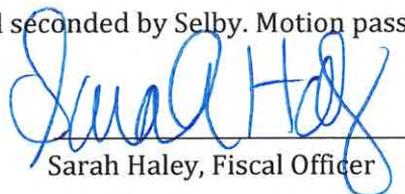
Resolution No. 023-2026 – Request for Advance of Taxes Collected (Tax Year 2025).
Motion to adopt Resolution No. 023-2026 was made by Selby and seconded by Hartmann. Roll call vote: Selby – Yes; Hartmann – Yes; Deeds – Yes; Carsey – Yes. Motion passed.

ADJOURNMENT

Motion to adjourn was made by Deeds and seconded by Selby. Motion passed. The meeting was adjourned at 6:16 PM.



Tabitha Deeds, Acting Council President



Sarah Haley, Fiscal Officer

Stand in for tabitha deeds

SPECIAL MEETING NOTICE

Notice is hereby given that a Special Meeting of the Village Council of the Village of Sugar Grove, Fairfield County, Ohio, will be held as follows:

Date: January 20, 2026

Time: 6:00 PM

Location: Village Administrative Building
101 Bridge Street
Sugar Grove, Ohio 43155

Purpose of the Special Meeting:

To consider and act upon the following items:

- Resolution No. 021-2026 (Hickory Valley Sod Farms / Then and Now Certificate)
- Resolution No. 022-2026 (Interfund Transfer / Supplemental Appropriation)
- Resolution No. 023-2026 (Advance of Taxes – Tax Year 2025)

This Special Meeting is being held pursuant to Ohio Revised Code Section 121.22. The meeting is open to the public.

By Order of Council

Notice provided via the following locations:

- Village of Sugar Grove website (sugar-grove.com)
- Village Administrative Office, 101 Bridge Street, Sugar Grove, Ohio
- Village of Sugar Grove Post Office

Dated: January 19, 2026

Sarah Haley

Sarah Haley, Fiscal Officer

VILLAGE OF SUGAR GROVE
SPECIAL COUNCIL MEETING AGENDA

January 20, 2026 – 6:00 PM

Village Administrative Building
101 Bridge Street, Sugar Grove, Ohio 43155

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Resolution No. 021-2026 – Consolidated Then and Now Resolution (Fiscal Corrections)
5. Resolution No. 022-2026 – Supplemental Appropriation / Interfund Transfer (Working Amendment to Reso 012-2026)
6. Resolution No. 023-2026 – Request for Advance of Taxes Collected (TY2025)
7. Adjournment

RESOLUTION NO. 021-2026

A RESOLUTION AUTHORIZING AND RATIFYING AN EMERGENCY PAYMENT,
ESTABLISHING A THEN AND NOW PURCHASE ORDER,
PROVIDING SUPPLEMENTAL APPROPRIATIONS FOR THE ROCKET WAY SEWER PROJECT,
AND DECLARING AN EMERGENCY

WHEREAS, the Village of Sugar Grove received an Ohio Water Development Authority (OWDA) disbursement on December 31, 2025, in the amount of Ninety-Seven Thousand Five Hundred Ninety-Six Dollars and Thirty-Eight Cents (\$97,596.38) for the final payment to Hickory Valley Sod Farm for work performed on the Rocket Way Sewer Project; and

WHEREAS, said OWDA disbursement was properly deposited and receipted into Fund 2062-923-0000 on December 31, 2025; and

WHEREAS, on January 5, 2026, prior to completion of the Village's 2026 UAN system download, a manual check was issued to Hickory Valley Sod Farm, Check No. 14916, in the amount of \$97,596.38; and

WHEREAS, Village Council previously authorized payment to Hickory Valley Sod Farm at meetings held on November 17, 2025 and December 15, 2025; and

WHEREAS, following completion of the 2026 UAN system download, the system auto-voided Check No. 14916 due to warrant sequencing, requiring the payment to be recorded as an electronic payment referencing the original manual check in accordance with UAN guidance; and

WHEREAS, the temporary appropriations adopted for fiscal year 2026 did not include sufficient appropriation authority within Fund 2062 to cover this payment; and

WHEREAS, it is necessary to ratify the payment, approve a Then and Now Purchase Order, and provide supplemental appropriation authority to ensure proper accounting, legal compliance, and audit documentation;

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

Section 1. Authorization and Ratification of Payment

Council hereby authorizes and ratifies the emergency payment to Hickory Valley Sod Farm in the amount of \$97,596.38 for work performed on the Rocket Way Sewer Project.

Section 2. Then and Now Purchase Order

Council hereby approves and authorizes a Then and Now Purchase Order for the payment described herein pursuant to Ohio law.

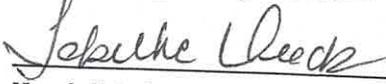
Section 3. Supplemental Appropriation

Council hereby adopts a supplemental appropriation in the amount of \$97,596.38 within Fund 2062-800-500 (Capital Outlay) to properly account for the payment authorized herein.

Section 4. Emergency

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

ADOPTED: January 20, 2026

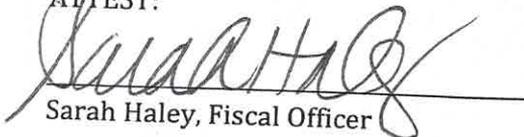


Kendall Leland, Council President



Chad Lester, Mayor

ATTEST:



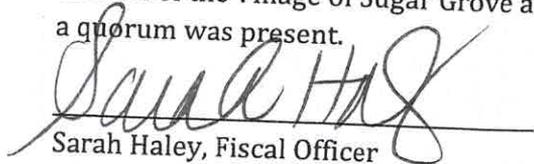
Sarah Haley, Fiscal Officer

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. 021-2026, duly adopted by the Council of the Village of Sugar Grove at a special meeting held on January 20, 2026, at which a quorum was present.



Sarah Haley, Fiscal Officer
Village of Sugar Grove, Ohio

RESOLUTION NO. 022-2026

A RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION AND INTERFUND TRANSFER

WHEREAS, the Village of Sugar Grove Council adopted 2026 Temporary Appropriations pursuant to Resolution No. 013-2026; and

WHEREAS, Council previously authorized an interfund transfer from the General Fund to the Sewer Operating Fund pursuant to Resolution No. 012-2026 in the amount of \$21,444.00; and

WHEREAS, additional Sewer Operating Fund obligations have been identified, including utility expenses, requiring an increase to the authorized interfund transfer to maintain proper budgetary compliance and cash flow.

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

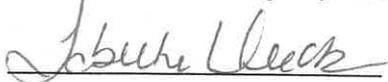
SECTION 1. The interfund transfer previously authorized by Resolution No. 012-2026 is hereby increased to a total amount of \$24,101.66, to be transferred from the General Fund to the Sewer Operating Fund (Fund 5201).

SECTION 2. A supplemental appropriation in the General Fund is hereby authorized to permit the full transfer amount stated herein.

SECTION 3. The Fiscal Officer is authorized and directed to make all necessary accounting entries to effectuate this transfer.

SECTION 4. This Resolution is declared an emergency measure necessary for the immediate preservation of the public peace, health, safety, and fiscal integrity of the Village and shall take effect immediately upon its adoption.

PASSED this 20th day of January, 2026.

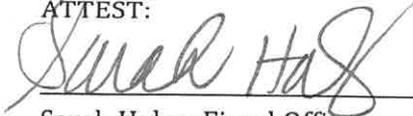


~~Kendall Leland, Council President~~



Chad Lester, Mayor

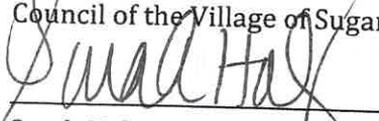
Tabitha Deeds
ATTEST:



Sarah Haley, Fiscal Officer

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. 022-2026 as duly passed by the Council of the Village of Sugar Grove at a special meeting held on January 20, 2026.



Sarah Haley, Fiscal Officer

RESOLUTION NO. 023-2026

A RESOLUTION REQUESTING ADVANCE DISTRIBUTION OF TAXES COLLECTED FOR TAX YEAR 2025

WHEREAS, Ohio Revised Code Section 321.34 authorizes the County Auditor, upon resolution of a taxing authority, to advance to that taxing authority a portion of real and public utility property taxes already collected prior to final settlement; and

WHEREAS, the Village of Sugar Grove desires to request advance distributions of taxes collected for Tax Year 2025 from Fairfield County in order to assist with cash flow and ongoing operations; and

WHEREAS, Fairfield County has requested that each taxing authority submit a resolution and completed request form in order to be eligible for such advances.

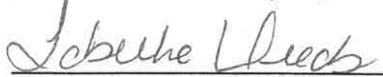
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF SUGAR GROVE, FAIRFIELD COUNTY, OHIO, THAT:

SECTION 1. The Fiscal Officer is hereby authorized and directed to submit a request to the Fairfield County Auditor for advance distributions of taxes collected for Tax Year 2025, pursuant to Ohio Revised Code Section 321.34.

SECTION 2. The Fiscal Officer is further authorized to execute and submit any required forms or documentation necessary to effectuate such request.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

PASSED this 20th day of January, 2026.



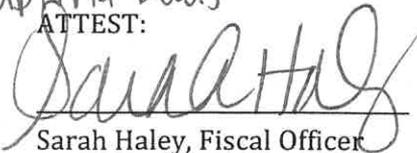
Kendall Leland, Council President



Chad Lester, Mayor

Tabitha Deeds

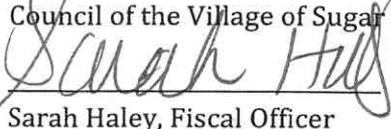
ATTEST:



Sarah Haley, Fiscal Officer

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. 023-2026 as duly passed by the Council of the Village of Sugar Grove at a special meeting held on January 20, 2026.



Sarah Haley, Fiscal Officer

Request for Advance of Taxes Collected

Municipalities, School Districts, Townships

Revised Code Section 321.34

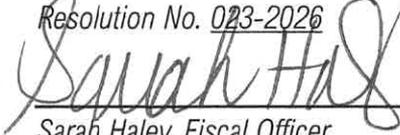
To the Auditor of **Fairfield County, Ohio:**

Lancaster, Ohio, January 20, 2026

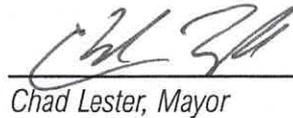
YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of said County, in favor of Village of Sugar Grove as a taxing authority of the State of Ohio in said County for 90% of the current collection of taxes assessed and collected for and in behalf of said Village of Sugar Grove which shall be held and treated as an advance payment on the current collection of taxes due said Village of Sugar Grove at the ensuing settlement for tax year 2025 as provided by law.

Pursuant to Resolution adopted by the Village of Sugar Grove adopted January 20, 2026.

Resolution No. 023-2026



Sarah Haley, Fiscal Officer



Chad Lester, Mayor

MEMORANDUM TO FILE

Date: January 20, 2026

RE: Advance of Property Taxes Collected – Tax Year 2025

This memorandum is prepared to document the Village of Sugar Grove's request for advance distributions of property taxes collected for Tax Year 2025, pursuant to Ohio Revised Code Section 321.34.

Fairfield County permits taxing authorities to receive advances of real and public utility property taxes already collected prior to final settlement, upon submission of a council-approved resolution and a completed request form.

On January 20, 2026, Village Council adopted Resolution No. 023-2026 authorizing the Fiscal Officer to request and receive advances of taxes collected for Tax Year 2025. The resolution and the County-provided request form will be submitted to Fairfield County by the stated deadline of February 9, 2026.

This memorandum is maintained as part of the Village's permanent fiscal records to document compliance with statutory requirements and County procedures related to tax advances.



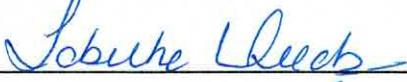
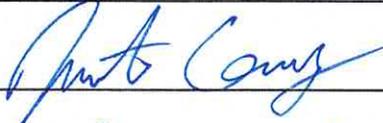
Sarah Haley, Fiscal Officer

Village of Sugar Grove, Ohio

VILLAGE OF SUGAR GROVE
COUNCIL IN ATTENDANCE

Date of Meeting JANUARY 20, 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		
Tabitha Deeds	Council President	6:00		
Gerald Selby	Council Member	6:00		
Kendall Leland	Council Member	absent		
Karl Hartmann	Council Member			
Bev Kruer	Council Member	absent		
Jonathan Carsey	Council Member	6:00		
Darren Meade	Solicitor	absent		
Sarah Haley	Fiscal Officer	6:00		

**THE VILLAGE OF SUGAR GROVE
SPECIAL COUNCIL MEETING
JANUARY 20, 2026**

SIGN IN SHEET FOR PUBLIC ATTENDANCE

IF YOU ARE A CITIZEN ATTENDING THE MEETING, PLEASE SIGN IN BELOW IN ORDER THAT WE MAY PROPERLY RECORD YOUR PRESENCE ON OFFICIAL MINUTES. IF YOU WISH TO ADDRESS THE COMMITTEE, PLEASE DO SO DURING PUBLIC PARTICIPATION. IF YOU WOULD LIKE TO RECEIVE AGENDAS IN ADVANCE TO THE REGULARLY SCHEDULED MEETING, PLEASE PROVIDE YOUR EMAIL ADDRESS BELOW. WE APPRECIATE YOUR INTEREST AND SUPPORT.

PLEASE PRINT LEGIBLY

NAME	ADDRESS	E-MAIL ADDRESS
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Procedural Notice

All persons in attendance are expected to conduct themselves in accordance with Ohio Basic Code 132.05.

A.No person, with purpose to prevent or disrupt a lawful meeting, procession, or gathering, shall not do either of the following:

1. Do any act which obstructs, or interferes with the due conduct of the meeting, procession, or gathering
2. Make any utterance, gesture, or display which outrages the sensibilities of the group

WHOEVER VIOLATES THIS SECTION IS GUILTY OF DISTURBING A LAWFUL MEETING, A MISDEMEANOR OF THE FOURTH DEGREE (R.C. 2917.12)