

Village of Sugar Grove

Council Finance Committee – Minutes

July 18, 2023

6:00pm at Village Hall

PROCEDURAL NOTICE:

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

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

1. Call to Order

Hon. Jeff Solenbarger, Acting Chair, called the meeting to order at 6:07 pm.

2. Pledge of Allegiance and Silent Meditation

3. Roll Call:

Council Members Deeds, *absent*; Lester, *yes*; Solenbarger, *yes*; and Mayor Nye, *yes*.

Village Officials Present:

Jill Bradford, Chief Fiscal Officer

Members of the Public Present per sign-in sheet: None

4. Approval of Agenda for July 18, 2023:

- a. Mr. Lester moved to approve the agenda without additions. Mr. Solenbarger seconded the motion.

i. **Discussion:** None

ii. **Roll call:** Deeds, *absent*; Lester, *yes*; Solenbarger, *yes*.

The Chair declared the motion passed 2-0.

5. Approval of Minutes for June 13, 2023:

- a. Mr. Lester moved to approve minutes without corrections. Mr. Solenbarger seconded the motion.

i. **Discussion:** None

ii. **Roll call:** Deeds, *absent*; Lester, *yes*; Solenbarger, *yes*.

The Chair declared the motion passed 2-0.

6. Review of Fiscal Officer's Financial Report:

a. Bank Reconciliation Report as of June 30, 2023

i. Prior UAN Balance:	\$1,337,072.87
ii. Receipts:	+\$18,753.31
iii. Payments:	-\$37,023.70
iv. Adjustments:	+105.00
v. Current UAN Balance:	\$1,318,907.48
vi. Entered Bank Balance:	\$1,330,149.29
vii. Deposits in Transit:	+\$0.00
viii. Outstanding Payments:	-\$11,240.55
ix. Adjustments:	-\$1.26
x. Adjusted Bank Balance:	\$1,318,907.48

b. Cash Activity Report as of June 30, 2023

c. Fund Status Report as of June 30, 2023

i. General Fund:	\$603,237.02
ii. All Funds:	\$1,318,802.48

d. Revenue Status Report as of June 30, 2023

e. Appropriations Status Report as of June 30, 2023

f. Purchase Order Charges as of June 30, 2023

g. Vendor-Payee Payment Register as of June 30, 2023

Mr. Solenbarger moved to approve Financial Report items "a-g" as presented and file for audit at a later date. Mr. Lester seconded the motion.

Discussion: Ms. Bradford reviewed the monthly financials along with adjustments made to reconcile.

Roll call: Deeds, *absent*; Lester, *yes*; Solenbarger, *yes*.

The Chair declared the motion passed 2-0.

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7. Public Participation: None

8. Old Business:

a. Medical Insurance Update:

- i. Discussion: Ms. Bradford explained that she is looking into a coop for insurance. She spoke with the Berne Township Clerk in regards to who they use. This will allow the Village to possibly purchase insurance through a broker and pay the premiums through them instead of reimbursing the employee. She is also checking with the solicitor in regards to potential HSA resolution in case we have to set it up.

b. Bank Change Update:

- i. Discussion: Ms. Bradford explained that we will need to have our solicitor look into what is needed in a Resolution or if we would need to go out for proposals/bids.

c. Village Office Remodel Update:

- i. Discussion: Mayor Nye talked with Shad about doing this project. Ms. Bradford would like quotes on supplies so she can get a better estimate of how much the project will cost.

d. Check Budget Compliance Calendar:

- i. Discussion: Ms. Bradford supplied the estimates to the County Auditor's office for the 2024 Tax Budget. Once the hearing is done, the auditor's office will send us the budget to approve for next fiscal year.

e. Other:

- i. Discussion: None

9. New Business:

a. Gravestone Transformations Cemetery Project:

- i. Discussion: This is a rebudget item in the amount of \$6315 as Council has already approved last year.

b. Employee Handbook Update for Payroll: federal holidays

- i. Discussion: This is an item that has not been updated since 2003. Alyssa will be working on this and Ms. Bradford has reached out to the Solicitor in regards to updating federal holidays and what may be mandated or not for the Village.

c. Quotes for Heating for Maintenance Building:

- i. Discussion: Discussion was had on electric vs. propane for heating in the maintenance building along with efficiency. Quotes came in from Fairfield Heating & Cooling and R.N. Smith.

Mr. Solenbarger moved to recommend the electric heater with R.N. Smith in the amount of \$3,850.00. Mr. Lester seconded the motion.

Roll call: Deeds, absent; Lester, yes; Solenbarger, yes.

The Chair declared the motion passed 2-0.

d. Other:

- i. Discussion: Discussion was had in regards to job duties for Shad. The Village will need new curb paint and the paint we have is not the right kind. It was also discussed that both Shad and Alyssa should have the phone stipend in the amount of \$30 each. This is the same amount as others in the Village.

10. Next regularly scheduled committee meeting is August 15, 2023 at 6:00pm.

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11. Adjournment:

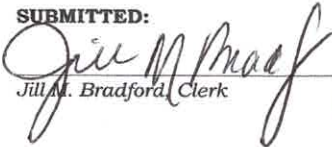
a. Mr. Lester moved to adjourn the meeting at 6:39 pm. Mr. Solenbarger seconded the motion.

i. **Discussion: None**

ii. **Roll call:** Deeds, *absent*; Lester, *yes*; Solenbarger, *yes*.

The Chair declared the motion passed 2-0.

SUBMITTED:


Jill M. Bradford, Clerk

ATTEST:


Hon. Jeff Solenbarger, Chair

CONTRACT FOR SECURITY SERVICES OF SUGAR GROVE VILLAGE POLICE

This Contract is made pursuant to the laws of the State of Ohio, by and between the Village Police Department of Sugar Grove, Ohio, hereinafter referred to as "**The Village**" and the Berne Union Local Schools Board of Education, hereinafter referred to as "**The Board**".

WITNESSETH:

WHEREAS, The Village Police has provided a School Resource Officer(SRO) services at Berne Union Local Schools; and

WHEREAS, the Board has determined that security services are beneficial to the students and the staff at Berne Union Local Schools; and

WHEREAS, pursuant to Section 311.29 of the Ohio Revised Code, the Village may enter into a contract with the Board to render any police service to the contracting Board; and


WHEREAS, the Village and the Board pursuant to Section 311.29 of the Ohio Revised Code, desire to enter into such an agreement,

NOW, THEREFORE, BE IT AGREED BY AND BETWEEN THE VILLAGE AND THE BOARD AS FOLLOWS:

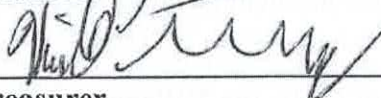
1. The Village will provide one (1) eight (8) hour a day, forty (40) hours a week and 184 days for each School Year, line patrol unit to the Berne Union Local School District requiring one (1) officer who will man this patrol service exclusively to the Board to keep the peace, protect the property and perform other necessary police functions within the boundaries of the school district.
2. The Board agrees to employee Jason Costlow on a one-year contract for the 2023-24 school year. The Board will pay the salary, retirement, Board portion of insurance(health, dental, vision and life), medicare and workers' compensation. The Board will pay for additional expenses to perform the job of the SRO if prior approval from the superintendent is granted.
3. The officer and equipment hereby under contract will, at all times, are subject to the rules, regulations and policies of the Office of the village Police, the laws of the State of Ohio and the United States Government. It is mutually agreed that the specific duties of the Officer will be formulated by the Superintendent of Schools or his designee subject to the final approval of the Village, so as to most effectively cope with the security needs of the school district.
4. The hours of service of the Officer under terms of this contract shall be established by mutual agreement between the contracting parties based on the above stated security needs.

5. The contract period for the officer to work will commence on or around July 1, 2023 and terminate on or around June 30, 2024.
6. This agreement may be terminated by either party serving thirty (30) days advance written notice of cancellation upon the other party.

**BERNE UNION LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

By: 
President

Date: 7-25-23


By: 
Treasurer

Date: 7-25-23

**VILLAGE OF SUGAR GROVE
VILLAGE COUNCIL**

By: 
President

Date: _____

By: 
Fiscal Officer

Date: _____

Village of Sugar Grove

Purchase Requisition

VENDOR: _____

ADDRESS: _____

Vendor Contact:

Email: _____

FAX: _____

Phone #: _____

UPON APPROVAL THE ORDER WILL BE PLACED BY: Requester _____

Quantity	Unit #	Description (include catalog/ item #)	Unit Price	Total Price
			Subtotal	\$

Less Discount (If Applicable): \$ _____

Shipping and Handling: \$ _____

Total Cost: \$ _____

Requisition By:

Date:

Billing Qtr

Read.

WK 1

WK 2

WK 3

3rd
Qtr