

Village of Sugar Grove

Council Finance Committee – Minutes

August 15, 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:
- Do any act which obstructs or interferes with the due conduct of the meeting, procession, or gathering;
 - 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 6:24 pm.

2. **Pledge of Allegiance and Silent Meditation**

3. **Roll Call:**

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

Village Officials Present:

Jill Bradford, Chief Fiscal Officer; Alyssa Timmons, Assistant Fiscal Clerk

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

4. **Approval of Agenda for August 15, 2023:**

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

i. **Discussion: None**

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

The Chair declared the motion passed 3-0.

5. **Approval of Minutes for July 18, 2023**

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

i. **Discussion: None**

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

The Chair declared the motion passed 3-0.

6. **Review of Fiscal Officer's Financial Report:**

a. Bank Reconciliation Report as of July 31, 2023

i. Prior UAN Balance:	\$1,318,802.48
ii. Receipts:	+\$69,928.25
iii. Payments:	-\$68,634.18
iv. Adjustments:	+377.31
v. Current UAN Balance:	\$1,320,473.86
vi. Entered Bank Balance:	\$1,318,241.14
vii. Deposits in Transit:	+\$6,970.69
viii. Outstanding Payments:	-\$4,738.80
ix. Adjustments:	-\$0.83
x. Adjusted Bank Balance:	\$1,320,473.86

b. Cash Activity Report as of July 31, 2023

c. Fund Status Report as of July 31, 2023

i. General Fund:	\$606,655.86
ii. All Funds:	\$1,320,096.55

d. Revenue Status Report as of July 31, 2023

e. Appropriations Status Report as of July 31, 2023

f. Purchase Order Charges as of July 31, 2023

g. Vendor-Payee Payment Register as of July 31, 2023

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

- i. **Discussion: Ms. Bradford reviewed the monthly financials.**

Discussion was had in regards to the 2151 fund for the water meter project. Once the amended appropriations are approved at council, a requisition can be done for the project. This is the passthrough money from the township.

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

The Chair declared the motion passed 3-0.

Village of Sugar Grove

Council Finance Committee – Minutes

August 15, 2023

6:00pm at Village Hall

7. Public Participation: None

8. Old Business:

a. Medical Insurance Update:

- i. Discussion: Ms. Bradford reviewed the premiums and plans from COSE Benefits for medical insurance. After reviewing, it was suggested to go with the PPOHSA 7500MAX plan. Ms. Bradford will speak with her representative and find out the billing procedures.

b. Bank Change Update:

- i. Discussion: Ms. Bradford met with Vinton County Bank and will have a resolution for the Council to approve to start the process of changing banks. There will be a transitioning period with both banks as we currently have ACH payments and revenues being deposited into our checking account.

c. Check Budget Compliance Calendar:

- i. Discussion: The tax budget discussed later in new business is on the calendar for this month.

d. Other:

- i. Discussion: None

9. New Business:

a. Potential Zoning Rate Changes:

- i. Discussion: Shad will be taking on these duties as of September 1st. Due to him already being on payroll during the day, some of the zoning rates will need to be changed in regards to payroll payments. The current ones are set for someone who is currently not a full time employee.

b. 2024 Tax Budget Resolution:

- i. Discussion: This is an annual resolution for the 2024 Tax Budget through the Fairfield County Auditor's office. It sets the millage for tax revenues for the fiscal year 2024. Ms. Bradford reviewed.

c. USI Insurance Meeting:

- i. Discussion: Shad and Jill met with the USI Insurance representative to go over benefits of the program and what updates are needed.

d. Time Clock System:

- i. Discussion: Discussion was had in regards to using a time clock system for payroll. There is a cost to the program, but it could save the clerk's office in time. Ms. Bradford explained that she still needs to run payroll through the state software, so she would still need to pull a report from the system, not be able to download it into the system. There is already a time clock system for the police department. She didn't feel that it would be cost effective for efficiency.

e. Other:

- i. Discussion: Mayor association dues were discussed and asked if that is something the Village pays for. It was stated that if it is a benefit to the Mayor, then yes.
- ii. Discussion: Job descriptions are being updated and will be brought to Council for approval.
- iii. Discussion: Ms. Bradford is looking into the ipads and Mr. McManis will be getting them setup. Apple ID's will be needed.
- iv. Discussion: A fireproof safe may need to be purchased for safety.
- v. Discussion: Discussion was had in regards to hours/daily fee for zoning violations if they are not corrected in a timely manner.

10. Next regularly scheduled committee meeting is September 19, 2023 at 6:00pm.

11. Adjournment:

- a. Ms. Deeds moved to adjourn the meeting at 7:30 pm. Mr. Solenbarger seconded the motion.
 - i. Discussion: None

Village of Sugar Grove

Council Finance Committee – Minutes

August 15, 2023

6:00pm at Village Hall


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

The Chair declared the motion passed 3-0.

SUBMITTED:


Jill M. Bradford, Clerk

ATTEST:


Hon. Jeff Solenbarger, Chair

DATE: Aug. 15, 2023

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 WOULD LIKE TO ADDRESS THE COMMITTEE, PLEASE DO SO DURING PUBLIC PARTICIPATION. IF YOU WOULD LIKE TO RECEIVE FUTURE AGENDAS IN ADVANCE, PLEASE NOTE YOUR E-MAIL ADDRESS. WE APPRECIATE YOUR INTEREST AND SUPPORT. -Jeremy VanMeter, Clerk & Fiscal Officer *****PLEASE PRINT LEGIBLY*****

[illegible]

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:
- 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)

