

Village of Sugar Grove

Council Finance Committee – Minutes

November 14, 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 6:01 pm.

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

3. **Roll Call:**

Council Members Deeds, *yes*; Lester, *absent*; Solenbarger, *yes*; and Mayor Nye, *absent*.
(Mayor Nye called in and attended the meeting via phone)

Village Officials Present:

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

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

4. **Approval of Agenda for November 14, 2023:**

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

i. **Discussion:** None

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

The Chair declared the motion passed 2-0.

5. **Approval of Minutes for October 17, 2023:**

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

i. **Discussion:** None

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

The Chair declared the motion passed 2-0.

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

a. Bank Reconciliation Report as of October 31, 2023

i. Prior UAN Balance:	\$1,227,659.09
ii. Receipts:	+\$39,385.36
iii. Payments:	-\$25,395.53
iv. Adjustments:	+105.00
v. Current UAN Balance:	\$1,241,753.92
vi. Entered Bank Balance:	\$1,242,111.68
vii. Deposits in Transit:	+\$1,502.92
viii. Outstanding Payments:	-\$1,861.82
ix. Adjustments:	+\$1.14
x. Adjusted Bank Balance:	\$1,241,753.92

b. Cash Activity Report as of October 31, 2023

c. Fund Status Report as of October 31, 2023

i. General Fund:	\$617,492.15
ii. All Funds:	\$1,241,648.92

d. Revenue Status Report as of October 31, 2023

e. Appropriations Status Report as of October 31, 2023

f. Purchase Order Charges as of October 31, 2023

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

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

Discussion: Ms. Bradford reviewed the financials for the month of October. She pointed out the outstanding checks along with stating that late fee notices have been sent out for utilities collection.

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

The Chair declared the motion passed 2-0.

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7. Public Participation: None

8. Old Business:

a. Purchase of Maintenance Vehicle/Quotes:

- i. Discussion: It was discussed that the council will determine the specs of the vehicle and that they would like to see 2 quotes if possible. This committee will recommend a max of \$20,000 for the truck to be purchased in January of 2024. They would like to see all wheel drive, possibly 6 foot bed, 4x4 and no crew cab. More discussion can be held with council members at the meeting.

b. Veterans Cemetery Money:

- i. Discussion: The money can only be used for flags for the cemetery. We are currently waiting to see how much the BU Veteran Association will be giving to the Village. It was discussed that the fence can be upgraded or replaced.

c. Check Budget Compliance Calendar:

- i. Discussion: We have already approved the snow plow resolution with Fairfield County, so it is in place for the winter.

d. Other:

- i. Discussion: Ampstun & Neptune Training - Training on the billing system and the new meters is happening this week. We are keeping our current billing system, so Jill and Alyssa will be trained and the trainer will also be answering their questions. The office would like to get pamphlets created to be able to get billing and payment information out to the village.

9. New Business:

a. 2024 Annual Budget Discussion:

- i. Discussion: Ms. Bradford asked for recommendations for the budget for next year. Temporaries need to be in place prior to January 1, 2024. Items discussed were a set-aside of \$20,000 for a maintenance vehicle. \$50,000 would also be set aside for the acquisition of property for a village office/municipal building or remodel of the current building. The budget will be reviewed with any of the recommendations at the December finance committee meeting and then approved at the December Council meeting.

b. Motion by Mr. Solenbarger and seconded by Ms. Deeds to recommend to council to change online payment services from PayGov to Next Bill Pay.

- i. Discussion: This new company is a set flat fee and not a percentage based on the payment. It also allows for autopay.

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

The Chair declared the motion passed 2-0.

c. New/Updated Procedures Implemented in Fiscal Office:

- i. Discussion: Requisition forms & Gas logs - Ms. Bradford stated that these forms have been implemented and seem to be working out thus far. She has asked for inventory to be updated and the inventory sheets were given to Mr. Brucker when he assumed the supervisor position to update at that time. Mayor Nye will talk with Shad in regards to this.

d. Other:

- i. Discussion: Discussion was had about using the Sheriff's office for security services due to the vacant position in our Village Police department. We could use them for 3 hour shifts at \$50 per hour. It was suggested for the officers to write tickets using our codes so that we would get the fines for the village. Chief is ok with this and Ms. Bradford said the salary and benefits line item will cover the purchase service due to the vacancies. We have had no applicants and this would be less liability for the village also. Mr. Solenbarger

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thinks it is a good idea. Also, council will approve rate increases based on evaluations in December. These will take effect in January.

10. Next regularly scheduled committee meeting is December 12, 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**

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

The Chair declared the motion passed 2-0.

SUBMITTED:

ATTEST:

Jill M. Bradford, Clerk

Hon. Jeff Solenbarger, Chair

