

Village of Sugar Grove

Council Finance Committee – Minutes

December 12, 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, yes; Solenbarger, yes; and Mayor Nye, absent.

Village Officials Present:

Jill Bradford, Chief Fiscal Officer

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

4. Approval of Agenda for December 12, 2023:

- a. Ms. Deeds moved to approve the agenda without additions. 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.

5. Approval of Minutes for November 14, 2023:

- a. Ms. 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 November 30, 2023

i. Prior UAN Balance:	\$1,241,648.92
ii. Receipts:	+\$52,092.76
iii. Payments:	-\$38,504.10
iv. Adjustments:	+377.31
v. Current UAN Balance:	\$1,255,614.89
vi. Entered Bank Balance:	\$1,251,926.33
vii. Deposits in Transit:	+\$6,705.52
viii. Outstanding Payments:	-\$3,018.00
ix. Adjustments:	+\$1.04
x. Adjusted Bank Balance:	\$1,255,614.89

b. Cash Activity Report as of November 30, 2023

c. <u>Fund Status Report as of November 30, 2023</u>	\$625,226.87
i. General Fund:	\$1,255,237.58
ii. All Funds:	

d. Revenue Status Report as of November 30, 2023

e. Appropriations Status Report as of November 30, 2023

f. Purchase Order Charges as of November 30, 2023

g. Vendor-Payee Payment Register as of November 30, 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.

Discussion: Ms. Bradford reviewed the monthly financials as presented. She also discussed the transition of banks and that we will see two banking statements until everything is transitioned over to the Vinton County Bank accounts.

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

The Chair declared the motion passed 3-0.

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7. Public Participation: None

8. Old Business:

a. Check Budget Compliance Calendar:

i. Discussion: Items for this month include the County Engineer Ordinance for plowing of snow, however, this ordinance was approved earlier by council and has been submitted to the county. This is also end of fiscal year 2023 and Ms. Bradford will be closing out the fiscal year and creating monthly and annual reports.

b. Update on Purchasing Services from Sheriff's Office

i. Discussion: Ms. Bradford stated that we will need an agreement or something from the County Sheriff's office so that a purchase order can be in place. Currently she does not have any payment information as to how this will need to be processed.

c. Other:

i. Discussion: Mr. Solenbarger stated that he would like a steel sign with a design for the cemetery. He would like the name on top with maybe a tree in the middle and "established" with a date on the bottom. He also noted that there could be a shadow box with the sign inside. He would like to see this accomplished as soon as possible and has seen something like it for around \$130.00.

9. New Business:

a. Review of Temporary Appropriations:

i. Discussion: Temporary Appropriations were reviewed and followed what the discussion was at the November Finance Committee meeting. Temp appropriations will go into effect on January 1, 2024 and will be submitted to Council for approval at the next meeting.

b. Other:

i. Discussion: None

10. Next regularly scheduled committee meeting is February 13, 2024 at 6:00pm.

11. Adjournment:

a. Mr. Lester moved to adjourn the meeting at 6:30 pm. Mr. Solenbarger seconded the motion.

i. Discussion: None

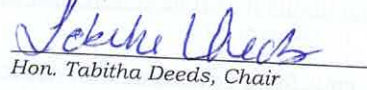
ii. Roll call: Deeds, yes; Lester, yes; Solenbarger, yes.

The Chair declared the motion passed 3-0.

SUBMITTED:


Jill M. Bradford, Clerk

ATTEST:


Hon. Tabitha Deeds, Chair