

Minutes of the Sycamore Township Citizen Finance Committee

Sycamore Township, Hamilton County, Ohio

September 8, 2020

Chris Virgulak, Chairman, began the meeting with calling for a motion to approve the meeting minutes from August 25. Mr. Rob Porter asked if he could comment. He said he had heard three different versions of the meeting on August 25 and wanted to be sure that the minutes reflected what actually happened at the meeting. Mr. Virgulak said that he was informed by Ray Warrick the audio wasn't working, Mr. Warrick took notes during the meeting. Mr. Virgulak commented the committee was trying to get them correct. Mr. Brockman made a motion to approve the meeting minutes from August 25, Mr. Ginn seconded it. Vote: all aye.

There was a discussion about the Frey Municipal Software (BUCS), that the Township currently uses, and financial reporting.

Mr. Virgulak said they had received input from Mark Hurst, the Township CPA, about BUCS and Uniform Accounting Network (UAN) at the meeting on August 25. Mr. Virgulak said that he was happy that Mr. Porter, Township Fiscal Officer, and Debbie Campbell, Accounting Director, came to the meeting and stated that they are always welcome to attend, their input was appreciated. Mr. Porter thanked him for inviting him.

There was a discussion about the complex transactions that the Township makes with the four Joint Economic Development Districts (JEDZ) and the multiple Tax Increment Financing Projects (TIF'S). The Committee would like to see monthly reports in a timely manner. They have looked at reports from other Townships and commented that Sycamore Township doesn't currently publish any reports. Mr. Porter told the committee that he has never been asked for any reports prior to Mr. Warrick requesting the UAN report. BUCS can now easily create the UAN report.

Mr. Virgulak mentioned that Ms. Campbell had gone to Hamilton Township to speak to Ellen Horman about UAN and the reports that she gives her Trustees. Ms. Campbell commented that the report that Mr. Warrick would like to see Sycamore Township present to the Trustees is created from three different reports and entered into a spreadsheet at Hamilton Township. Mr. Porter informed the committee that BUCS can create many reports, including custom reports which UAN cannot create. He explained that Sycamore Township has used BUCS for over 20 years, and it is updated many times through out the year. He commented that if we switch software we will lose much of our history.

Mr. Porter stated he has heard that the UAN software is be used by 90% of Townships in Ohio and stated how most of them are very small in comparison to Sycamore Township.

The committee commented that today's world is all about transparency, and they need reports to show that. Mr. Porter asked the committee to let him know what reports that they wanted to see and to give him the opportunity to produce them or have them created. Mr. Virgulak offered to go to Sycamore Township to meet with Ms. Campbell to see what reports BUCS has to offer, and to see if the reports reflect the necessary information.

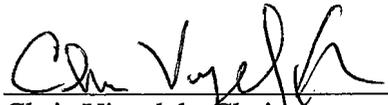
A discussion ensued regarding previous requested information about TIF Projects and analysis prior to the TIF's being entered into. Mr. Porter said that the fiscal office does not have that information, that information is researched by the Trustees and the Administrator.

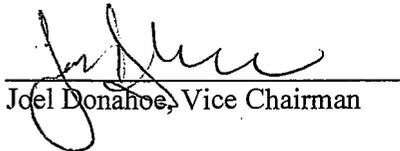
Mr. Porter informed the committee that he has worked with Mark Hurst for some time and if the Township were to change software, Mr. Hurst recommended something more robust than UAN.

Mr. Virgulak asked Mr. Warrick if he had any comments, he said no.

There was a discussion regarding future meetings. It was decided to schedule the next Citizen Finance Committee Meeting on the fourth Tuesday of the month, 10/27/2020 at 6:00 p.m., Sycamore Township Administration Building, 8540 Kenwood Road.

A motion was made by Mr. Virgulak to adjourn the meeting, seconded by Mr. Ginn. The meeting adjourned at 6:54 p.m.


Chris Virgulak, Chairman


Joel Donahoe, Vice Chairman