

Village of Bluffton Council Meeting Agenda

February 27, 2023 at 7:00 PM



Opening Ceremonies

Call to Order, Mayor Johnson presiding

Pledge of Allegiance



Minutes

Approval of the minutes for the Village Council meeting held on Monday, February 13, 2023

Bills

Committee Reports

Personnel Committee: 02-20

Ordinance Committee: 02-20

Safety Services Committee: 02-20

Joint Personnel & Finance Committees: 02-24

Utilities Committee: 02-24

Finance Committee: 02-27

Boards & Commissions

Bluffton Beyond Tomorrow: 02-22

LEGISLATION

ORDINANCE NO. 02-2023

2nd Reading

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2023 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO

ORDINANCE NO. 03-2023

2nd Reading

AN ORDINANCE AMENDING THE CURRENT RULES AND REGULATIONS FOR THE MAPLE GROVE CEMETERY

ORDINANCE NO. 04-2023

1st Reading

Emergency

AN ORDINANCE IMPLEMENTING THE POLICY AND PROCEDURES FOR THE VILLAGE OF BLUFFTON, OHIO TO ENSURE THE TIMELY DEPOSITING OF PUBLIC MONIES IN ACCORDANCE WITH O.R.C. SECTION 9.38 AND DECLARING AN EMERGENCY

RESOLUTION NO. 03-2023

3rd Reading

Emergency

A RESOLUTION TO ACCEPT REVISED VERSIONS OF SECTIONS 5.01, 5.03, 5.04, AND 6.05 OF THE VILLAGE OF BLUFFTON PERSONNEL POLICY AND PROCEDURE MANUAL PROVIDED BY CLEMANS, NELSON & ASSOCIATES, INC. AND DECLARING AN EMERGENCY

RESOLUTION NO. 06-2023

1st Reading

A RESOLUTION ESTABLISHING PAY INCREASES TO THE WAGES/SALARIES OF CERTAIN VILLAGE EMPLOYEES OF THE VILLAGE OF BLUFFTON, OHIO.

RESOLUTION NO. 07-2023

1st Reading

Emergency

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH SMITH PAVING AND EXCAVATING, INC., OF NORWALK, OH AND DECLARING AN EMERGENCY

**Village Administration Report:
Mayor:**

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

Meeting Dates (meetings held at the Town Hall unless otherwise noted*)

Village Council – Monday, February 27th at 7:00 pm

Village Council – Monday, March 13 at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting February 13, 2023, at 7:00 p.m.

Mayor Johnson presiding. Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia present.

Cupples motioned, seconded by Steiner, to hire Austin Probst as a full-time patrol officer, effective on February 13, 2023, at a rate of \$18.50/hour with 4 personal days and one week of vacation for 2023. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Following the action to hire Officer Probst, Mayor Johnson swore in Officer Probst who was then congratulated by all present.

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on January 23, 2023. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Steiner, to approve the bills as presented. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

The Fiscal Officer gave the following readings:

1st Reading:

Ordinance 02-2023 – An Ordinance approving the annual appropriations for the 2023 Fiscal Year for the Village of Bluffton, Ohio. Steiner motioned to adopt the Ordinance, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Ordinance 03-2023 – An Ordinance amending the current rules and regulations for the Maple Grove Cemetery. Cupples motioned to adopt the Ordinance, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

3rd Reading:

Resolution 01-2023 – A Resolution adopting a complete streets policy for the Village of Bluffton, Ohio. Sehlhorst motioned to adopt the Resolution, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

2nd Reading:

Resolution 03-2023 – A Resolution to accept the revised versions of sections 5.01, 5.03, 5.04, and 6.05 of the Village of Bluffton Personnel Policy and Procedure Manual provided by Clemans, Nelson & Associates, Inc. Kingsley motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

1st Reading:

Resolution 05-2023 – A Resolution authorizing the advertisement for public bid on the SR 103 Curb Replacement Project and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Stahl motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Stahl motioned, seconded by Sehlhorst, to approve the advertising for seasonal mowing positions for 2023. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Talavinia, to declare the old leaf machine, a box of old pagers, and an old ACU unit as surplus. The leaf machine will be scrapped and the pagers and ACU unit will be listed for sale on GovDeals. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the meeting.

The following meetings/events were included on the agenda and/or scheduled during the meeting.

Personnel Committee on Monday, February 20 at noon.

Ordinance Committee on Monday, February 20 at 5:00 p.m.

Safety Services Committee on Monday, February 20 at 6:00 p.m.

Tree Commission on Wednesday, February 22 at 7:00 p.m.

Bluffton Beyond Tomorrow on Wednesday, February 22 at 7:30 p.m.

Council Meeting on Monday, February 27 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 2/27/2023

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ACCENT BUSINESS COMMUNICATIONS	815.75	Administrative	PHONES
AIM MEDIA MIDWEST	117.82	Administrative	ADVERTISING
ALLOWAY TESTING	1,395.50	Multiple	TESTING
ANTHEM BLUE CROSS BLUE SHIELD	20,467.73	Multiple	HEALTH INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	156.75	Multiple	LIFE INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	867.83	Multiple	HEALTH INSURANCE
BLUFFTON STONE CO.	52.09	Multiple	STONE
CHARTER COMMUNICATIONS	328.91	Multiple	CABLE
CHARTER COMMUNICATIONS	39.99	Multiple	CABLE
CHARTER COMMUNICATIONS	159.98	Multiple	CABLE
CINTAS	76.16	Administrative	UNIFORMS
CINTAS	76.16	Administrative	UNIFORMS
CLEMANS, NELSON & ASSOCIATES, INC	298.75	Administrative	RETAINER
DEGEN EXCAVATING CO., INC.	631.52	Sewer	JACKSON ST. JETTING
DEGEN EXCAVATING CO., INC.	762.72	Sewer	KIBLER ST. JETTING
DOMINION EAST GAS	1,157.31	Multiple	NATURAL GAS
EVERETT J PRESCOTT INC	11.25	Multiple	PARTS
EVERETT J PRESCOTT INC	1,415.88	Water	WATER METER
FASTENAL COMPANY	53.93	Multiple	PICK UP BROOM
FIRST NATIONAL BANK	13,557.41	Capital Improvements	LOAN PAYMENT
GARY'S REPAIR	51.70	Multiple	PARTS & SUPPLIES
GLOBAL ELECTRIC, INC	1,685.12	Sewer	CLARIFIER MOTOR
GLOBAL ELECTRIC, INC	777.98	Sewer	CLARIFIER MOTOR
GO KEYLESS	1,863.09	Land & Buildings	DOOR LOCKS
GRAINGER INC	212.89	Multiple	SAFETY GLASSES & BATTERY CHARGER
HANCOCK-WOOD ELECTRIC CO-OP	165.45	Multiple	ELECTRICITY
HAWTHORNE-SEVING, INC.	72.40	Street	FABRICATING METAL
KLEEM	511.11	Street	STREET SIGNS
KLEEM	599.13	Street	STREET SIGNS
LEIBER GARAGE	69.89	Police	PD AUTO REPAIRS
LIMA MEMORIAL HOSPITAL	800.00	Police	NEW HIRE PHYSICAL
MATHESON TRI-GAS, INC	190.15	Multiple	OXYGEN & ACETYLENE
MURPHY TRACTOR & EQUIPMENT CO., INC.	123.57	Multiple	PICK UP BROOM
NORTHERN TOOL & EQUIPMENT CO.	39.99	Administrative	ANNUAL MEMBERSHIP FEE
OHIO MUNICIPAL LEAGUE	250.00	Administrative	2023 ANNUAL MEMBERSHIP
OWENS COMMUNITY COLLEGE	500.00	Police	2023 LEPD CONSORTIUM FEE
PERRY CORPORATION	176.64	Administrative	SOLID STATE DRIVES
PERRY CORPORATION	2,250.46	Administrative	IT CONTRACT
REINEKE FAMILY TIRE & SERVICE CENTERS	52,605.00	Multiple	SERVICE TRUCK
STAPLES BUSINESS ADVANTAGE	170.00	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	58.78	Multiple	SUPPLIES
TAWA TREE MULCH DIVISION	19,490.00	Administrative	BRUSH GRINDING
TAWA TREE MULCH DIVISION	2,400.00	Park	PLAYGROUND MULCH
TOMMY TIRE SALES LLC	1,850.00	Multiple	SKID STEER TIRES
TREASURER OF STATE	150.00	Fire	2023 VFFD FUND
TREASURER OF STATE	150.00	Administrative	ELEVATOR INSPECTION
VANCE'S OUTDOOR INC.	709.25	Police	AMMO/TASER CARTRIDGES
VERIZON WIRELESS	87.62	Multiple	CELL PHONES
VILLAGE OF OTTAWA	48,902.86	Water	WATER
ZOLL DATA SYSTEMS	156.56	Rescue	EMS CHARTS

INCOME TAX REFUNDS

41.00 Administrative
179,554.08

INCOME TAX REFUNDS

BIWEEKLY PAYROLL 2/10/23	43,292.18
MEDICARE	588.04
OPERS	3,378.48
OP&F	3,736.22
BIWEEKLY PAYROLL 2/24/23	44,631.06
MEDICARE	607.46
OPERS	3,305.66
OP&F	4,007.66
JANUARY FIRE & EMS	7,894.29
MEDICARE	114.42
OPERS	729.79
FICA	138.67

Council Signature : _____

Date: _____

Personnel Committee - Minutes

Village of Bluffton

February 20, 2023

Present: Phill Talavinia, Mitch Kingsley

Staff: Jesse Blackburn; Kevin Nickel; Bryan Lloyd; Ryan Burkholder

TOPIC: •Confirm Personnel Manual Changes; Cell phone language
 •Annual wage review
 •Cell Phone Stipend

•Our committee reviewed and recommended changes in our policy manual. Proposed changes have been written by our consultant, Clemens-Neslon. In its last meeting Council began the first reading adopting new language in four sections:

1. Sick Leave Section 5.01
2. Vacation Section 5.03
3. Holidays (pay and comp time protocol) Section 5.04
4. Uniforms Section 6.05

We looked at new language for Cell Phone use (Section 6.11) and approved adding that language to Council in the next readings of Personnel Policy Manual.

•We discussed the annual wage review which Council has committed to. All employee reviews have been completed. The Finance Committee included some wage adjustments of 6% in its preliminary allocations (budget).

We are recommending across the board adjustment of 6%, except for the Fire and EMS volunteers (individual runs pay). Compared to the allocations brought by finance committee so far this leaves an additional \$6,500±.

Further discussion developed about adjusting wages for some positions to better align with the wider market. There are five positions we will recommend adjustments. Funding for these adjustments comes to about \$5,800.

•Agreed that we should meet with Finance Committee before bringing the above wage recommendations to council: Set for this Friday, 11:30 AM.

Respectfully submitted,

Phill Talavinia

Mitchell Kingsley

Ordinance Committee Minutes

Village of Bluffton

February 20, 2023, 5:00 PM

Present: Joe Sehlhorst, Mitch Kingsley

Staff: Jesse Blackburn, Mayor Richard Johnson

Public: Precious Grundy (Lima News)

TOPIC: Access Ordinance
 Safety Services Director Ordinance
 Parking

- Administrator seeking clarification of part of our Street Access Ordinance. Concerns language “encouraging” the placement of corner lot driveways on the minor street side. We decided to leave the language because the administrator has a final say on the final placement.
- Committee discussed whether we want to take action to repeal the Safety Services Director Ordinance. We feel that in the long term the Village does not need to have this intermediate layer of management. The mayor is the overseer for our chiefs and that is a workable chart of lines of authority. We recommend the repeal of the ordinance.
- The parking requirements found in our zoning ordinance are copied from a standard that may not apply to Bluffton in this era. We need to gather more information and ideas for how to structure parking in our ordinance.

Submitted,

Joe Sehlhorst

Mitchell Kingsley

Safety Services - Minutes

Village of Bluffton

February 20, 2023

Present: Phill Talavinia, Ben Stahl, Rich Johnson

Staff: Jesse Blackburn; Jan Basinger, Jon Kinn

TOPIC: •EMS On call proposal

- Our committee reviewed and recommended bringing legislation to Council at their next regularly scheduled meeting. This topic was presented at a January Safety Services meeting.
- If this passes the pay ordinance will also need to be updated

Respectfully submitted,

Phill Talavinia

Ben Stahl

Meeting Start 6:15pm

Meeting End 6:45pm

Personnel Committee & Finance Committee- Minutes

Village of Bluffton

February 24, 2023

Present: David Steiner, Phill Talavinia, Mitch Kingsley

Mayor Rich Johnson

TOPIC: •Annual wage review

•We discussed the annual wage review which Council has committed to. Most employee reviews have been completed. The Finance Committee included wage adjustments of up to 6% in its preliminary allocations (budget).

We suggest that council discuss and decide on an adjustment of 5% or 6%. If there is no adjustment for the Fire and EMS volunteers (note that last year there was significant adjustment of these wages to bring them in line with market) this would preserve about \$5,700 in the current allocations (6%).

Further discussion developed about adjusting wages for some positions to better align with the wider market. There are five positions we will recommend adjustments. Funding for these adjustments comes to about \$6,800.

Respectfully submitted,

David Steiner

Phill Talavinia

Mitchell Kingsley

Village of Bluffton
Utilities Committee Meeting
January 24, 2023 @ 12:30 PM

Committee members present, David Steiner & Jerry Cupples

Mayor Richard Johnson present.

Staff present, Jesse Blackburn, Village Administrator. Kevin Nickel, Fiscal Officer

The committee was presented with three options for the refuse contract expiring April 30, 2023

1. Advertise for bids.
2. Extend the current contract for one additional year with an 11% increase (\$2.16 per resident per month)
3. Extend the contract current contract for one additional year with an 11% increase and two additional years with a 4% increase each year. (Monthly increase of \$ 2.16 first year \$.85 second year and \$.88 the third year per residential customer.)

After discussion it was decided, given current inflation rates to recommend to council that the contract be extended for option 3, for a three-year period.

adjourned at 1:00 PM.

David Steiner

Jerry Cupples

ORDINANCE NO. 02 -2023

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2023 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO.

WHEREAS, it is necessary to appropriate funds for the 2023 Fiscal Year for the Village of Bluffton, Ohio.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO:

SECTION 1: The attached Exhibit A shall be approved as the Annual Appropriations for the Village of Bluffton, Ohio, for the 2023 Fiscal Year. The approved level of control for appropriations is at the fund, function level.

SECTION 2: The effective date of these appropriations shall be March 13, 2023.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and Adopted this _____ day of _____, 2023 by the governing board of the Village of Bluffton, Ohio by the following vote:

Yes: _____ No: _____ Abstain: _____

Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

SOLICITOR

VILLAGE OF BLUFFTON 2023 TEMPORARY APPROPRIATIONS

Exhibit A

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Permanent 2023 AMOUNT
GENERAL FUND:		
POLICE EXPENSES		
	PERSONAL SERVICES	622,416.00
	EMPLOYEE BENEFITS	241,054.00
	OPERATING	112,241.00
TOTAL		975,711.00
FIRE EXPENSES		
	PERSONAL SERVICES	37,525.00
	EMPLOYEE BENEFITS	4,137.00
	OPERATING	43,221.00
TOTAL		84,883.00
STREET & LIGHTING EXPENSES		
	OPERATING	74,667.00
TOTAL		74,667.00
RESCUE EXPENSES		
	PERSONAL SERVICES	140,031.00
	EMPLOYEE BENEFITS	20,198.00
	OPERATING	61,422.00
TOTAL		221,651.00
DISPATCHER EXPENSES		
	MISC. SERVICES	55,609.00
COUNTY HEALTH DISTRICT EXPENSES		
	PROFESSIONAL SERVICES	20,247.00
MOSQUITO CONTROL EXPENSES		
	MOSQUITO CONTROL	12,679.00
CULTURAL AFFAIRS EXPENSES		
A1-3C-52390	MISC. SERVICES	11,000.00
POOL EXPENSES		
	PERSONAL SERVICES	73,140.00
	EMPLOYEE BENEFITS	11,290.00
	OPERATING	59,974.00
TOTAL		144,404.00
BRUSH DUMP EXPENSES		
	OPERATING	25,000.00
TOTAL		25,000.00
STORM SEWER EXPENSES		
A1-6D-52550	STORM SEWERS	-
SIDEWALKS EXPENSES		

A1-6G-52550	SIDEWALK PROGRAM	20,000.00
AIRPORT EXPENSES		
A1-6X-52390	MISC SERVICES	70,250.00
A1-6X-52430	REPAIR & MAINTENANCE	4,000.00
A1-6X-52550	RUNWAY LIGHT PROJECT	-
TOTAL		74,250.00
MAYOR/ADMIN EXPENSES		
	PERSONAL SERVICES	184,987.00
	EMPLOYEE BENEFITS	47,857.00
	OPERATING	165,150.00
TOTAL		397,994.00
LEGISLATIVE EXPENSE		
	PERSONAL SERVICES	26,000.00
	EMPLOYEE BENEFITS	4,620.00
	OPERATING	-
TOTAL		30,620.00
MAYOR'S COURT EXPENSE		
	COURT COSTS	-
FISCAL OFFICER'S EXPENSE		
	PERSONAL SERVICES	71,229.00
	EMPLOYEE BENEFITS	29,102.00
	OPERATING	11,963.00
TOTAL		112,294.00
LAND & BUILDINGS EXPENSE		
	PERSONAL SERVICES	26,745.00
	EMPLOYEE BENEFITS	3,177.00
	OPERATING	144,130.00
TOTAL		174,052.00
ECONOMIC DEVELOPMENT EXPENSE		
	MISC CONTRACTUAL SERV	18,000.00
AUDITOR & TREASURER FEES EXPENSE		
	PROFESSIONAL SERVICES	14,000.00
DELINQUENT LAND ADVERTISING EXPENSE		
	PUBLISHING	-
AUDITOR'S EXPENSE		
	PROFESSIONAL SERVICES	-
INCOME TAX ADMIN. EXPENSE		
	PERSONAL SERVICES	45,136.00
	EMPLOYEE BENEFITS	18,256.00
	OPERATING	52,882.00
TOTAL		116,274.00

SAFETY EXPENSE

MISC. SERVICES -

OTHER EXPENSE

OPERATING 105,320.00

TRANSFERS 1,090,500.00

ADVANCES -

TOTAL 1,195,820.00

TOTAL GENERAL FUND EXPENSES 3,779,155.00

STREET MAINTENANCE EXPENSE

PERSONAL SERVICES 170,408.00

EMPLOYEE BENEFITS 56,110.00

OPERATING 1,027,718.00

TOTAL 1,254,236.00

SNOW REMOVAL EXPENSE

OPERATING SUPPLIES 10,000.00

REPAIR & MAINTENANCE -

TOTAL 10,000.00

TOTAL STREET FUND EXPENSES 1,264,236.00

STATE HIGHWAY EXPENSES

OPERATING 37,425.00

TOTAL EXPENSE 37,425.00

CEMETERY EXPENSES

PERSONAL SERVICE 6,254.00

EMPLOYEE BENEFITS 962.00

MISC. SERVICES 18,945.00

TOTAL EXPENSES 26,161.00

PARK EXPENSES

OPERATING SUPPLIES 347,402.00

TOTAL EXPENSES 347,402.00

BENROTH BRIDGE EXPENSES

B5-6G-52430 MAINTENANCE -

COURT COMPUTER EXPENSES

B7-1A-52420 OPERATING SUPPLIES -

DUI ENFORCEMENT EXPENSES

B8-1A-52390 TRAINING -

B8-1A-52420 OPERATING SUPPLIES -

TOTAL EXPENSES -

PERMISSIVE LICENSE FUND

B9-6A-52550 STREET CONSTRUCTION -

TOTAL EXPENSES

BLUFFTON IN BLOOM FUND

C4-1A-52390 MISC SVC 7,500.00

AMERICAN RESCUE PLAN ACT

C5-5J-52560 SYSTEM EXPANSION 286,947.00

STORM SEWER IMPROVEMENT EXPENSES

D2-6D-52390 MISC. SERVICES -

D2-6D-52550 STORM SEWERS 40,000.00

TOTAL EXPENSES 40,000.00

FIRE & RESCUE IMPROVEMENT FUND

D3-1B-52520 EQUIPMENT 58,390.00

TOTAL EXPENSES 58,390.00

POOL IMPROVEMENT FUND

D4-3D-52510 POOL CAPITAL ITEMS 50,000.00

TOTAL EXPENSES 50,000.00

EQUIPMENT REPLACEMENT EXPENSES

D5-1F-52520 EQUIPMENT -

D5-5X-52610 PRINCIPAL -

TOTAL EXPENSES -

AIRPORT IMPROVEMENT EXPENSES

OPERATING 105,000.00

Total 105,000.00

TOWN HALL IMPROVEMENT EXPENSES

D8-7E-52510 BUILDING IMPR. 15,000.00

POLICE EQUIPMENT EXPENSES

D9-1A-52520 POLICE EQUIPMENT REPLACEMENT 43,000.00

TOTAL EXPENSES 43,000.00

WATER EXPENSES

PERSONAL SERVICES 93,839.00

EMPLOYEE BENEFITS 44,715.00

OPERATING 956,522.00

E1-5X-52710 TRANSFERS 100,000.00

TOTAL EXPENSES 1,195,076.00

SEWER FUND EXPENSES

PERSONAL SERVICES 120,850.00

	EMPLOYEE BENEFITS	51,072.00
	OPERATING	462,480.00
	TRANSFERS	300,000.00
TOTAL EXPENSES		934,402.00
REFUSE FUND EXPENSES		
E7-5K-52390	REFUSE SERVICE	305,680.00
TOTAL EXPENSES		
WATER/ SEWER IMPROVEMENT FUND EXPENSES		
	OPERATING	354,744.00
	DEBT	1,047,079.00
	ADVANCES	607,888.00
TOTAL EXPENSES		2,009,711.00
POLICE CONTINUING TRAINING		
F4-1A-52390	TRAINING	7,000.00
NATIONAL NIGHT OUT		
F6-6B-52420	OPERATING SUPPLIES	4,000.00
SHANNON CEMETERY		
F7-1A-52390	MISC SERVICES	-
F8-1A-52390	K9 EXPENSES	2,163.00
ONE OHIO OPIOID		
	OPERATING	-
FALLEN OFFICER MEMORIAL		
	OPERATING	14,000.00
POLICE UNITY TOUR		
	OPERATING	200.00

ORDINANCE NO. 03-2023

AN ORDINANCE AMENDING THE CURRENT RULES AND REGULATIONS FOR THE MAPLE GROVE CEMETERY

WHEREAS; the Village of Bluffton has determined that the current Rules and Regulations for the Maple Grove Cemetery needed to be updated to come in line with the current needs of the Village of Bluffton, Ohio as well as the Cemetery itself;

WHEREAS; the Village of Bluffton wishes to amend the Rules and Regulations for the Maple Grove Cemetery;

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO THAT:

Section 1. That the Rules and Regulations for the Maple Grove Cemetery located in the Village of Bluffton shall be amended to include the following language (see attached Exhibit).

Section 2. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this ordinance were made in open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

Passed and adopted this _____ day of _____, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

Elliott T. Werth, Village Solicitor

INTRODUCTION

Maple Grove Cemetery was laid out in the year 1869. It is located on Grove Street just inside the corporation limits. The probable population at this time is 4,200. It is municipally owned and governed by a Board of three Trustees appointed by the Mayor of the Village of Bluffton.

It is the duty of the Mayor to appoint only such persons as possess the necessary zeal and sagacity and are entirely worthy of their confidence. They serve without compensation of salary.

It is their duty to hold at least one meeting per quarter to transact whatever business may come before them, to hear complaints that may be registered against the Cemetery and take whatever action evolves upon them as such. It is their duty to enforce the Rules and Regulations of the Cemetery and to appoint a Sexton to supervise the grounds.

In the first 65 years that Maple Grove Cemetery was in existence there were no set of Rules and Regulations. In 1934 a set was enacted and are enforced for the protection of the lot owners and the taxpayers of the Village of Bluffton. The lot owners and the public at large are to be commended for their cooperation in the past.

New ideas, innovations and practices have gradually crept into our present day cemeteries and have had a tendency to increase the cost of upkeep and maintenance, while on the other hand the funds available for this increased cost has been slowly dwindling.

This condition has been more apparent since addition of five acres in 1930, necessitating the expenditure of approximately twice the money for maintenance as in previous years.

The only source of revenue made available for cemetery purposes is derived from the sale of lots and it must be remembered that the greater portion of lots now occupied were originally sold for \$10.00. It is well in this connection to add that to buy, plat and improve a lot at the present time the cost of the lot to the Village would be \$175.00 before it could be put up for sale. Or in other words the original investment on a lot is \$175.00.

The revenue has ever been sufficient to pay the cost of maintenance therefore the bulk of the burden has been placed upon the shoulders of the taxpayers of the Village of Bluffton. This, in our opinion, is an imposition on the taxpayer and it is our contention that those directly benefited by a burial ground should be expected to bear the burden of its upkeep, especially when all other sources of revenue fail.

Therefore it is urged that the prospective purchaser of a lot kindly bear these facts in mind.

Our only aim and intent in setting forth the following Rules and Regulations is to decrease the cost of maintenance, to beautify the grounds and systemize the government of the cemetery.

It is presumed and anticipated that certain conscientious lot owners or relatives of lot owners will realize that their contributions towards the maintenance of their lots and monuments have been insufficient to provide a fund for their proper care and we earnestly solicit such contributions and when made will see that proper credit is given.

SUGGESTIONS TO LOT OWNERS

Cemetery rules have been formulated after due consideration and long experience, for the benefit and guidance of lot owners, and it is expected that they be duly appreciated and complied with. People should not insist upon bringing their and personal customs and prejudices into our modern cemeteries. We meet here on common ground, and expect all to conform to established customs in cemetery matters.

Our best cemeteries are conducted on one general plan, dictated by experience and educated taste. If we are to have harmony prevail in the cemetery, individual rights must be subordinate to this plan.

If the cemetery officers were consulted, the lot owner might learn what the prevailing custom in the best cemeteries was, and thus avoid mistakes in the management of their lot.

Lot owners should secure ample ground for their families when they first purchase a lot.

Burying one's family and friends in single grave or small lots, which incurs unnecessary expense, besides the very undesirable task of removals.

It is a mistake to buy lots in partnership, as it too frequently leads to unseemly misunderstandings.

Great mistakes are often made in introducing unnecessary stone work into lots, and money is unnecessarily wasted that could be put to better use. Costly monuments are frequently erected, and no provision made that will forever afterward avoid their neglect, and the neglect of the lot upon which they are placed. Better a well-kept lot without the costly stone work, than a fine monument and a neglected lot.

Do not think the cemetery management wishes to see your lot neglected. It is the most interested party, after yourself, in seeing that proper attention is given it.

In the selection of a family monument, secure one as different in design as possible from those on nearby lots.

Lend your assistance in preserving neatness and careful keeping of the grounds, remembering that whatever is beneficial to the appearance of the cemetery in general is of interest to you as a lot owner.

The following Rules and Regulations have been recommended by the Board of Trustees of Maple Grove Cemetery and adopted by the Bluffton Village Council:

MAPLE GROVE CEMETERY
VILLAGE OF BLUFFTON
CEMETERY RULES AND REGULATIONS

These rules are a combination of the original rules adopted by Ordinance No. 15-95 and amended by Ordinance No. (s) 05-98 and 06-04.

AN ORDINANCE: TO REGULATE SUCH PUBLIC BURIAL GROUND IN MAPLE GROVE CEMETERY, THE IMPROVEMENT THEREOF, THE BURIAL OF THE DEAD THEREIN, TO DEFINE THE TENURE AND CONDITIONS ON WHICH LOTS THEREIN SHALL BE HELD, AND PROTECT SUCH BURIAL GROUNDS, CEMETERIES AND ALL FIXTURES THEREOF AND TO PRESCRIBE RULES IN THE REGULATION THEREOF.

WHEREAS, it is necessary in view of the change of times that the rules and regulations governing the public burial grounds in Maple Grove Cemetery be updated for the improvement thereof.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO:

SECTION I: That Chapter 94 of the Codified Ordinances for the Village of Bluffton, OH which regulates public burial ground in maple grove cemetery, the improvement thereof, the burial of the dead therein, to define the tenure and conditions on which lots therein shall be held, and protect such burial grounds, cemeteries and all fixtures thereof and to prescribe rules in the regulation thereof in this Ordinance, be, and the same is, hereby repealed.

SECTION II: No person shall be permitted to occupy a lot unless in possession of a deed therefor.

a. The caretaker is expressly charged with the duty of enforcing the Statues enacted for the protection of Cemeteries and he/she is required to arrest and prosecute all persons violating said enactments in or around the cemetery grounds.

b. The rules of this cemetery shall not be deviated from without the consent of the board of Cemetery trustees.

c. Persons desirous of purchasing a lot may go to the clerk of the cemetery who will show them the lots for sale.

d. After a lot is selected and the clerk of the cemetery has been paid an order for interment may at any time be given.

e. Prospective purchasers of a lot may, upon application at the office of the cemetery clerk secure a reservation of any one lot for a period not to exceed thirty days.

f. Lots in this Cemetery are exempt from taxation and cannot be seized for debt, nor attached by any process of law; neither can they be mortgages.

g. The courts have held that a deed to a cemetery lot represents personal property, not real estate, and that a widow/widower has dower right therein; but her right of burial in the lot be not be denied.

h. The deed to a lot conveys only burial rights and the title of the land remains in the Corporation of the Village of Bluffton, Ohio.

i. Sale of lots by the lot owners cannot be permitted except by the consent of the Board of the Cemetery trustees.

j. No lot can be exchanged for another unless the difference in value is twenty-five dollars (\$25.00) and when such exchange is made the original deed must be surrendered by proper assignment. No lot can be transferred unless permission is obtained from the Board. The expense of transfer or exchange, paid by the party applying for the same. Proprietors shall not allow interment to be made in their lots for a remuneration.

k. All lots shall be subject to the laws of the State of Ohio, also subject to all Rules and Regulations which may from time to time be adopted for the government of said cemetery.

l. The boundaries of all lots in this cemetery are designated by corner stones and numbers. These stones are set even with the surface of the ground and no others are permitted.

m. Owners of lots can have bodies exhumed from such graves by paying additional cost of re-interment. Where bodies are to be exhumed to other cemeteries the regular charge for disinterment shall be made. All costs, fees, permits, etc. regarding this process will be the responsibility of the person requesting.

SECTION III: To secure a good effect in the cemetery, it is essential that every portion of it be well cared for, as partial neglect would mar the beauty of the entire surroundings; therefore, the care of all lots is assumed by the trustees; the avenues and walks will be kept in good condition; trees and shrubbery will be trimmed and pruned, and the turf will be kept mowed. No persons other than the employees will be permitted to perform any work on any lot without a permit from the caretaker.

a. All grading or improvement of lots, must be done by the employees of the cemetery. Moderate estimates will be given by the caretaker, and all charges must be paid before the work is begun.

b. If any trees or shrubs situate in said lot, shall by means of their roots, branches or otherwise, become detrimental to the adjacent lots or avenues, or dangerous or inconvenient, it shall be the duty of said trustees and they shall have the right to remove said trees or shrubs or such parts thereof as are detrimental or dangerous.

c. The placing of boxes, unsecured toys, shepherd hooks, and similar articles upon the graves or lots, or flowers planted in the sod are prohibited. The board of trustees reserve the right to remove all flowers, potted plants, or wreaths, etc., when frosted, faded or withered.

d. Rusty, unpainted, or broken benches, seats, or urns, will be removed from the lots and not be allowed to be replaced.

e. When permission for special planting has been obtained the trees or shrubs planted become the property of the cemetery.

f. All winter decorations must be removed by April 1st for Spring Clean-up. After April 1st, cemetery personnel will remove and discard any remaining decorations. All summer decorations must be removed by November 1st for Fall Clean-up. After November 1st, cemetery personnel will remove and discard any remaining decorations. There are to be no decoration on the ground from April 1st through November 1st to accommodate the proper maintenance (mowing and trimming) of the rounds. Any decorations or other items placed on the ground during this restricted period will be removed by cemetery personnel and held for approximately 1 (one) month to allow the owners to claim the property, then discarded if not claimed.

SECTION IV: Whenever a burial is to be made, notice thereof must be given to the Clerk of the Cemetery no less than twenty-four hours previous to the interment with the name of the deceased and the location of the burial lot.

- a. No funerals will be permitted on the following holidays except in the case of contagious disease, or where ordered by the Board of Health; Memorial Day, Labor Day, Thanksgiving, Christmas, or Easter. Saturday funerals must arrive at the cemetery no later than 1:00 p.m. Sunday funerals will not be permitted except in the case of contagious disease, or where ordered by the Board of Health.
- b. The arrangement of the location of graves upon a lot is determined by the caretakers, as it is necessary that some uniformity shall prevail.
- c. No interment will be allowed until all fees are paid.
- d. No grave shall be opened for interment or for removal by any person not authorized by the board of trustees.
- e. Funerals on reaching the cemetery will be under the charge of the caretaker and each driver will be required to carefully observe and obey all directions given.
- f. All interments in lots for which deeds or certificates of ownership have been issued, shall be restricted to the members of the family and immediate relatives of the proprietors thereof, except special permission to the contrary, burials of automobiles or animals is strictly forbidden.
- g. No more than 2 cremain urns will be allowed to be buried on a single lot. In the case of a cremains burial an urn constructed of metal, cement, or plastic must be used or burial will not be permitted.
- h. In the case of a regular burial a vault constructed of metal or cement must be used or burial will not be permitted. Bottom seal or air sealed dome style vaults will not be permitted.

SECTION V: FOUNDATIONS & MONUMENTS

No base stone shall be set other than level. The work must be cut so as to fit properly on a level base. All foundations shall be finished true and level. A foundation will be connected to bordering foundations when conditions allow, as determined by the Cemetery Sexton. All stone work shall have the surface next to the foundations bedded off, or squared sufficiently true and level to allow every part to be in contact with the foundation. The use of sprawls between base stones and foundations or the removal of any part of the foundation to accommodate irregularities or other defective workmanship in the base stone will not be allowed.

- a. Every lot owner shall keep in good repair any monument or any other structure which he or she may have on their lot. Should they fail to do so, the trustees may either repair same at the expense of the owner or remove it from the lot.
- b. Granite is recommended as the best and most durable material for monuments and grave markers. The use of any other material will not be permitted.
- c. To prevent the excessive and unsightly crowding of monuments, nor more than one monument will be allowed on a lot and must be placed near the center. Veteran's plaques must be mounted on monuments if one is to be erected or already in place.
- d. Soliciting of work in this cemetery or the placing of designers', dealers', agents', contractors' names or advertisements upon any work is prohibited.
- e. Obnoxious, reflective or otherwise unpopular inscriptions will not be allowed on any monument, block or grave marker.
- f. All foundations must be built by persons authorized to do so by the Board at the expense of the lot owner. They must be built to the specifications set by the trustees of the cemetery.
- g. All foundations for monuments, blocks, and markers, must not be less than three feet deep. All foundations must have a 4" border beyond the base of the monument.

SECTION VI:

- a. Children will not be permitted to enter the cemetery unless attended by competent persons, who will be responsible for their conduct.
- b. No person shall have in their possession an open container of beer or intoxicating liquor while on cemetery property.
- c. Scattering or leaving discarded flowers, paper, cans, jars, bottles, baskets or any rubbish whatsoever upon lots, roadways or grounds is strictly prohibited. The cemetery has provided receptacles for such rubbish and visitors are required to use them.
- d. All person(s) are prohibited from gathering any flowers, either wild or cultivated, or breaking any trees or shrubs or plants, either wild or cultivated.
- e. Except at funerals honoring current or past military, police, or any other public service decedent funerals, the discharging firearms is prohibited in and around the cemetery grounds, to the distance of one hundred yards.
- f. Any person disturbing the quiet and good order of the place by noise or improper conduct, or who shall violate any of the foregoing rules, will be compelled instantly to leave the cemetery.
- g. The officers and employees of this cemetery having been appointed under an act of the Legislature of Ohio, special police officers, with power to arrest on sight and prosecute all those who violate the ordinance, or commit trespass, all persons therefore, are reminded that the grounds are sacredly devoted to the burial of the dead, and that the provisions and penalties of the law will be strictly enforced in all cases of wanton injury, disturbance and disregard of the rules.
- h. It is the utmost importance that there should be a strict observance of all properties due to the place, whether embraced in these regulations or not.

SECTION VII: Admission of automobiles upon the roads of this cemetery is restricted to those persons who observe the traffic rules adopted by the cemetery officials.

- a. The speed of automobiles is limited to 10 miles per hour
- b. Visitors upon foot have the primary right to the use of the roads and all vehicle drivers are required to observe their right by careful driving and a strict adherence to the rules.
- c. Any driver who runs an automobile or other vehicle upon the lawns, where damage results therefrom shall be required to make good such damage.
- d. Automobiles are reminded that this is a cemetery and not a park; that the roads herein are not public highways; that unnecessary use of the roads entails a large expense upon the taxpayers for their maintenance and that the privilege to drive thereon must not be abused.
- e. Failure to comply with the Rules renders the offender liable to arrest. Habitual offenders may be denied permission to bring their automobiles into the cemetery.

SECTION VIII: Any person, or persons violating any of the provision of this chapter, for which no other penalty is provided, shall be subject to the penalty provisions of § 10.99.

SECTION IX: Should any section of this Ordinance, or rules prescribed herein, be held unlawful or unconstitutional by any Court of law, said ruling shall not invalidate the other sections herein set forth.

SECTION X: The Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed and adopted this ____ day of _____, 20____, by the governing board of the Village of Bluffton, Ohio by the following vote:

Ayes: _____

Noes: _____

Abstain: _____

CLERK

MAYOR

Approved as to Form:

VILLAGE SOLICITOR

ORDINANCE NO. 04-2023

AN ORDINANCE IMPLEMENTING THE POLICY AND PROCEDURES FOR THE VILLAGE OF BLUFFTON, OHIO TO ENSURE THE TIMELY DEPOSITING OF PUBLIC MONIES IN ACCORDANCE WITH O.R.C. SECTION 9.38 AND DECLARING AN EMERGENCY

WHEREAS; the Village of Bluffton has determined that in order to maximize cash flow and safeguard assets, deposits need to be made in a timely manner. O.R.C. Section 9.38 requires that all deposits exceeding \$1,000.00 be made by the next business day following day of receipt provided the funds are able to be safeguarded until the time of deposit. If the funds are safeguarded, and the total does not exceed \$1,000.00 the deposit may be permitted up to three business days following receipt;

WHEREAS; an emergency exists that requires immediate action by council for the preservation of the health, safety and welfare of the Village of Bluffton Ohio.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO THAT:

Section 1. The Village of Bluffton has determined that in order to maximize cash flow and safeguard assets, deposits need to be made in a timely manner pursuant to O.R.C. Section 9.38;

Section2. The Village of Bluffton has determined that all deposits exceeding \$1,000.00 be made by the next business day following day of receipt provided the funds are stored in a safe, vault, or secured locked location. If the funds are safeguarded, and the total does not exceed \$1,000.00 the deposit may be permitted up to three business days following receipt;

Section 3. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this ordinance were made in open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

Passed and adopted this _____ day of _____, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to form:

Elliott T. Werth, Village Solicitor

RESOLUTION NO. 03-2023

A RESOLUTION TO ACCEPT REVISED VERSIONS OF SECTIONS 5.01, 5.03, 5.04, AND 6.05 OF THE VILLAGE OF BLUFFTON PERSONNEL POLICY AND PROCEDURE MANUAL PROVIDED BY CLEMANS, NELSON & ASSOCIATES, INC. AND DECLARING AN EMERGENCY

WHEREAS, the need has arisen to update certain sections the Personnel Policy and Procedure Manual for the Village of Bluffton, Ohio; and

WHEREAS, the following sections are in need of said updates as supplied in Exhibit A:

- Section 5.01 – Sick Leave
- Section 5.03 – Vacation
- Section 5.04 – Holidays
- Section 6.05 – Uniforms; and

WHEREAS, it is necessary to provide for the usual daily operation of the Village and for the immediate preservation of the public peace, health, safety, and general welfare of the Village that this ordinance take effect at an early date.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO:

SECTION 1: That Village Council adopts the updated sections of the Village of Bluffton Personnel Policy and Procedure Manual provided by Clemans, Nelson & Associates, Inc. with current versions to be maintained by the Village Administrator and Fiscal Officer.

SECTION2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and adopted this _____ day of _____ 2023 by the governing board of the Village of Bluffton, Ohio by the following vote (2/3 required):

Yes: _____ No: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to Form:

Village Solicitor

Passed and adopted this _____ day of _____, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to form:

Elliott T. Werth, Esq.
Village Solicitor

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

SICK LEAVE

**SECTION 5.01
PAGE 1 OF 4**

A. POLICY

1. Accrual - Each full-time employee and eligible part-time employee shall be entitled to .0575 hours of sick leave for each hour the employee is in active pay status (except overtime hours worked). Employees may accrue sick leave without limit. Only part-time employees regularly scheduled to work at least 20 hours a week are eligible for sick leave accrual.
2. Credit For Prior Service - Employees who previously separated from the Employer or from the state, a county, municipality, board of education, library, civil service, township or other political subdivision of this state may transfer their unused balance of accumulated sick leave, provided the time between separation does not exceed ten (10) years and no portion of the unused balance was previously converted to cash. Employees are responsible for requesting the Employer credit such previously accrued sick leave.
3. Usage - Upon approval of the department head, sick leave may be used for the following reasons:
 - a. Personal illness, injury, pregnancy or childbirth related conditions of the employee or of a member of the employee's immediate family that requires the employee's presence, as reasonably necessary, or death of an immediate family member; and
 - b. Exposure of the employee or a member of the employee's immediate family who also resides in the same household as the employee to a contagious disease which could be communicated and would potentially jeopardize the health of the employee or the health of others.
 - c. **An employee who is becoming a parent for a child new in the family by childbirth, adoption or fostering shall be allowed to use accumulated sick leave (paid) for up to six weeks following event. After that time, the parents will be allowed to take another six weeks of leave (unpaid) or use vacation or personal leave days for that period of time.**
 - d. **For an employee mother who gives birth by C-section, the initial period under sick leave may be up to eight weeks, with an additional four (4) weeks unpaid or use accumulated vacation/personal days for that period of time.**
4. An employee who is on sick leave from the Village is prohibited from working another job, participating in any recreational or social activities, if the activity is inconsistent with the employee's absence from work, until the employee has

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

SICK LEAVE

**SECTION 5.01
PAGE 2 OF 4**

returned to work. While on sick leave, the employee is expected to remain at his home during the hours of the day during which he would otherwise be on duty. An employee may, if necessary, leave his/her home for doctor's appointments or procuring medications or prescriptions.

5. Immediate Family - For purposes of this policy, "immediate family" is defined as the employee's: mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, legal guardian or other person who stands in the place of a parent.
6. Payment - Employees who are absent on approved sick leave will be paid at the employee's applicable hourly or salaried rate. If requested sick leave is denied and as a result an employee is overpaid, such over payment shall be deducted from the employee's next paycheck. Sick leave will be charged in quarter hour (1/4) increments.
7. Denial - The Employer maintains the right to investigate the circumstances surrounding an employee's request for sick leave. A request for sick leave will be denied if:
 - a. The employee fails to comply with the required procedure for proper sick leave usage;
 - b. The employee fails to present a required medical practitioner's statement or a properly completed request form; or
 - c. Investigation of the request discloses facts that are inconsistent with the proper use of sick leave, such as excessive occasions of sick leave usage, a pattern of using sick leave before or after regular days off, alteration of a medical practitioner's statement or other evidence of intent to defraud. Application by an employee for sick leave through fraud or dishonesty will also result in disciplinary action consistent with Village policy.
8. Use of Other Leave - Employees who have no accrued sick leave who are absent will be considered absent without leave unless the employee requests and the department head approves the use of accrued vacation leave for such absence. Employees who have no accrued sick leave or vacation leave may be granted a leave of absence without pay upon request, as provided in this manual.

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

SICK LEAVE

**SECTION 5.01
PAGE 3 OF 4**

B. PROCEDURE

1. An employee who requests sick leave for a scheduled medical appointment should notify the employee's department head or designee as soon as possible before the appointment. An employee who requests sick leave for other than a scheduled appointment must notify the department head or designee of the employee's absence and reason therefore by no later than the employee's scheduled starting time. Employees of the police department requesting sick leave must notify the department head or designee by no later than one (1) hour prior to the employee's scheduled starting time. Employees must follow the same applicable notification requirement each day the employee will be absent, unless instructed to do otherwise by the department head.
2. Immediately upon returning to work from sick leave, an employee must complete a "Request For Leave of Absence" form, attach all required supporting documents and submit the form to the employee's department head. A sick leave request should not be considered approved until signed by the department head.
3. Employees who obtain medical attention while on sick leave must attach a medical practitioner's statement to the "Request For Leave of Absence" form which should indicate the date and nature of the illness or injury for which the employee was treated.
4. If an illness or injury extends longer than two (2) or more consecutive work days, or in cases of an excessive or pattern of use of sick leave, the department head may require a medical practitioner's statement that states the date(s) of the illness or injury; the nature of the illness or injury; and the date the employee is able to return to work and perform all essential functions of the employee's position, and any applicable work restrictions. The doctor's certificate must be presented to the department head no later than the sixth (6th) consecutive work day after the commencement of the employee's absence or upon the employee's return to work, whichever occurs first.
5. The department head shall review the completed "Request For Leave of Absence" form and the circumstances surrounding the absence. A recommendation for approval or denial of the sick leave shall be made and the appropriate signature placed on the "Request For Leave of Absence" form. If approved, the form shall be forwarded to the Fiscal Officer.
6. The department head should inform any employee whose sick leave request is denied of such denial, the reason(s) for the denial, that the employee will not be paid for the absence, and should initiate any necessary disciplinary action required.

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

SICK LEAVE

**SECTION 5.01
PAGE 4 OF 4**

7. Sick leave records will be updated at the completion of each biweekly pay period.
8. For Police Department employees, please see the Bluffton Police Department Policy Manual Section 1007, Sick Leave, for more information.

Original Adoption Date: _____ Revision Date: _____

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

VACATION

**SECTION 5.03
PAGE 1 OF 3**

A. POLICY

1. All full-time employees and eligible part-time employees earn paid vacation leave and begin accruing such leave upon appointment. Upon an employee's completion of one (1) full year of service, all accrued vacation leave will be credited to the employee, who will then be eligible to take such leave. If an employee terminates employment with the Village within the employee's first year of employment, the employee will not be entitled to receive the vacation leave that has accrued. Part-time hourly employees regularly schedule to work at least 20 hours per week shall be eligible for vacation leave.

2. Eligible employees accrue paid vacation leave according to the following schedule:
 - a. All full-time hourly employees of the Village shall receive vacations, with full salary, based upon the following schedule:
 - (1) Upon completion of one year of continuous service – 2 weeks (80 hours) vacation.
 - (2) Upon completion of eight years of continuous service – 3 weeks (120 hours) vacation.
 - (3) Upon completion of fifteen years of continuous service – 4 weeks (160 hours) vacation.
 - (4) Upon completion of twenty years of continuous service – 5 weeks (200 hours) vacation.

 - b. Eligible part-time hourly employees accrue paid vacation leave according to the same schedule as full-time hourly employees prorated by the hours assigned at hiring.**

3. All full-time salaried employees of the Village shall receive vacations, with full salary, based upon the following schedule:
 - a. Upon completion of one year of continuous service – 3 weeks (120 hours) vacation.

 - b. Upon completion of eight years of continuous service – 4 weeks (160 hours) vacation.

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

VACATION

**SECTION 5.03
PAGE 2 OF 3**

- c. Upon completion of fifteen years of continuous service – 5 weeks (200 hours) vacation.
 - ~~d. Part time hourly employees and part time I patrol officers upon completion of one year of continuous service and throughout their employment: maximum of 40 hours accumulation each year prorated by the number of hours worked.~~
4. Vacation leave is credited on January 1 of each calendar year for all employees completing at least one year of service with the Village of Bluffton. Upon completion of one (1) year of continuous service, a pro-rated amount of vacation is credited to the employee on their anniversary date. Employees earning the additional third week of vacation, based on years of service, shall have the additional week credited on their anniversary date. Employees earning the additional fourth or fifth week of vacation, based on years of service, shall have the additional week credited on January 1 of the year in which the qualifying anniversary occurs.
 5. For employees hired prior to July 5, 1987, seniority for vacation purposes is determined according to the total service the employee has with the Village of Bluffton, the state or any political subdivision thereof. The anniversary date of employment for such an employee, for computing vacation leave, is the anniversary date of such prior service, unless deferred by ordinance. For all employees hired on or after July 5, 1987, except OPERS or OPFDPF retirees, seniority is determined according to the total service the employee has with the Village of Bluffton only. In either case, prior service need not be continuous.
 6. An employee who has retired under OPERS, OPFDPF or any other state retirement plan and who is hired after June 24, 1987 shall not have any prior service with the Village of Bluffton, the state or any political subdivision thereof counted for computing vacation leave.
 7. Vacation time accrued during a calendar year will be considered “use it or lose” time. No payment will be made for unused vacation remaining at the end of the year. Accrued, but unused, vacation time may not be carried over into the next calendar year. In extreme circumstances, an employee earning at least four (4) weeks of vacation per year, can request that Council or its designee approve up to one (1) week of vacation be carried over into the next calendar year, to be used by March 30 of that year. An employee wishing to carry over the 1 week must demonstrate that every effort was made to use the vacation during the calendar year in which it was earned and unforeseen circumstances or circumstances beyond the employee’s control occurred making it impossible for the vacation time to be used in the current year.

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

VACATION

**SECTION 5.03
PAGE 3 OF 3**

8. Vacation may be taken in one-quarter (1/4) hour increments with the approval of the department head.
9. Except in special or meritorious circumstances, vacation will not receive approval to be carried over from one (1) vacation year to the next.
10. Vacation is not earned while an employee is in non-paid status (i.e., leave of absence without pay, disciplinary suspension).
11. Upon separation from employment with the Village, employees with one (1) or more years of service with the Village shall be entitled to compensation at their current rate of pay for any earned but unused vacation to the employee's credit at the time of separation.

B. PROCEDURE

1. Employees shall request vacation leave in writing on a "Request For Leave of Absence" form.
2. Requests for leave of less than one (1) week should be made at least seven (7) days in advance. All other requests for leave should be made at least fourteen (14) days in advance. Vacation scheduling is subject to approval of the department head, based upon the operational needs of the department. Requests will be honored based upon the request received first and then by seniority.

Original Adoption Date: _____ Revision Date: _____

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

HOLIDAYS

**SECTION 5.04
PAGE 1 OF 1**

A. POLICY

1. Holidays Observed - All full-time employees are entitled to receive their regular rate of pay for the following holidays:
 - a. New Year's Day (January 1);
 - b. Memorial Day (on the day observed);
 - c. Independence Day (July 4);
 - d. Labor Day (first Monday in September);
 - e. Thanksgiving Day (fourth Thursday in November);
 - f. Day After Thanksgiving Day; and
 - g. Christmas Day (December 25).

2. Date of Observance - If a holiday falls on a Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday for those employees regularly scheduled to work Monday through Friday. Certain department employees scheduled to work on a continuous basis, seven (7) days per week, shall observe the actual date of the holiday.

3. Work on a Holiday - Most employees will normally not be scheduled to work on the day observed as a holiday. Any employee who is required to work on a day observed as a holiday shall be paid for all hours actually worked at the employee's applicable rate plus receive eight (8) hours holiday pay.

To ensure consistent services are provided to the Bluffton Community during weekends and recognized holidays, Public Works Department employees are required to perform necessary procedures and are compensated with the following:

- a. \$75 a day
- b. Two (2) hours of Comp Time per day.

The employee responsible for weekend duty will also cover the after-hours phone number the week after their assigned weekend duty. Any hours worked beyond the normal weekend duty responsibilities will be eligible for Overtime.

4. Employees on Paid Leave - If a holiday occurs while an employee is on sick leave or vacation leave, such day will not be charged against the employee's sick, injury or vacation leave balance.

Original Adoption Date: _____ Revision Date: _____

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

HOLIDAYS

**SECTION 5.04
PAGE 1 OF 1**

A. POLICY

1. Holidays Observed - All full-time employees are entitled to receive their regular rate of pay for the following holidays:
 - a. New Year's Day (January 1);
 - b. Memorial Day (on the day observed);
 - c. Independence Day (July 4);
 - d. Labor Day (first Monday in September);
 - e. Thanksgiving Day (fourth Thursday in November);
 - f. Day After Thanksgiving Day; and
 - g. Christmas Day (December 25).

2. Date of Observance - If a holiday falls on a Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday for those employees regularly scheduled to work Monday through Friday. Certain department employees scheduled to work on a continuous basis, seven (7) days per week, shall observe the actual date of the holiday.

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Original Adoption Date: _____ Revision Date: _____

**THE VILLAGE OF BLUFFTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

UNIFORMS

**SECTION 6.05
PAGE 1 OF 1**

A. POLICY

1. Uniforms will be provided to those employees required by the Employer to be in uniform.
 - a. Full-time police officers will be provided uniforms and equipment as approved within guidelines established by ordinance.
 - b. All supervisors and full-time Public Works department employees will be provided with uniform service.
 - c. Full-time Public Works employees shall wear the provided uniform at all times while on duty unless otherwise permitted by their supervisor; of if exigent circumstances exist.**
 - d. Full-time Public Works employees shall wear appropriate work boots or other approved protective footwear when performing their duties. Employees performing office work or working where injury is unlikely, may wear non-protective footwear, provided said footwear is appropriate for public service.**

Original Adoption Date: _____ Revision Date; _____

**RESOLUTION NO. 06-2023
VILLAGE OF BLUFFTON, OHIO**

A RESOLUTION ESTABLISHING PAY INCREASES TO THE WAGES/SALARIES OF CERTAIN VILLAGE EMPLOYEES OF THE VILLAGE OF BLUFFTON, OHIO, EFFECTIVE AS STATED IN THE ATTACHED EXHIBIT (A), AND DECLARING AN EMERGENCY.

BE IT RESOLVED by the Council of the Village of Bluffton, Ohio, two-thirds (2/3) of all those elected or appointed thereto concurring:

SECTION 1. That effective immediately upon adoption of this Resolution, the wages and or salaries of Village employees shall be increased as listed herein on Exhibit (A), shall be effective January 1, 2023.

SECTION 2. This Resolution is hereby declared to be an emergency measure for the immediate preservation of the public peace, health and safety of the Village of Bluffton, Ohio, and for the further reason it is immediately necessary to enact said increases without further delay.

SECTION 3. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were made in an open meeting of this Council and that all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

WHEREFORE, This Resolution shall take effect and be in force from and after the earliest period allowed by law and approval by the signatures below.

Passed and adopted this ____ day of _____, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

MAYOR

ATTEST _____
FISCAL OFFICER

APPROVED _____
SOLICITOR

RESOLUTION NO. 07-2023

**A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE ADMINISTRATOR
TO ENTER INTO A CONTRACT WITH SMITH PAVING AND EXCAVATING, INC.,
OF NORWALK, OH AND DECLARING AN EMERGENCY**

WHEREAS, The Council finds that competitive bidding has been held for the S.R. 103 Curb Repair project, and;

WHEREAS, The Council finds that the bidding process was conducted according to law. Bids were opened on the date and time advertised and thereafter reviewed by Choice One Engineering. That review finds that Smith Paving and Excavating, Inc. of Norwalk, OH has the lowest, best bid for the project.

WHEREAS, An emergency exists in that approval and timely acceptance of this bid is needed for efficient maintenance of Village infrastructure for the benefit of the health, safety and welfare of the Village of Bluffton, Ohio and;

**IT IS THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF
BLUFFTON, OHIO (the requisite number voting in the affirmative) THAT:**

SECTION 1: The Mayor and Village Administrator are hereby authorized to accept the bid and execute an agreement with Smith Paving and Excavating, Inc., Nowalk, OH for the S.R. 103 Curb Repair project.

SECTION 2: That an emergency exists for the reasons set forth in this resolution.

SECTION 3: That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this resolution were made in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

Passed and adopted this _____ day of _____, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to form:

Elliott T. Werth, Esq.
Village Solicitor

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



02-27-23

BWC Safety Grant

The Ohio Bureau of Workers Compensation has approved Bluffton's application for a Safety Intervention Grant in the amount of **\$40,000.00**

The grant is to support the purchase of a self-contained, 25 cu. yd. Dinkmar leaf collection machine manufactured in Galion, OH..

Ohio Bureau of Workers' Compensation



- Council Approval is needed to complete this purchase amounting to \$93,017.50

PROJECT REQUESTED FOR AWARD:

- **S.R. 103 Curb Replacement** – Three (3) bids were opened Friday, February 17th. Choice One Engineering determined Smith Paving & Excavating of Norwalk, OH was lowest, responsible bid at \$97,183.00. Bid price is 13% below engineers estimate of \$115,870.00. Project being financed with local funds and assessments per Resolution No. 31-2022.
- **Public Meeting** to present this project to affected property owners will be held on Wednesday, March 15th at 7:00 pm in the Community Room on the third floor of the Town Hall.

Construction Project Update:

1. Lawn & Jackson Watermain Replacement:

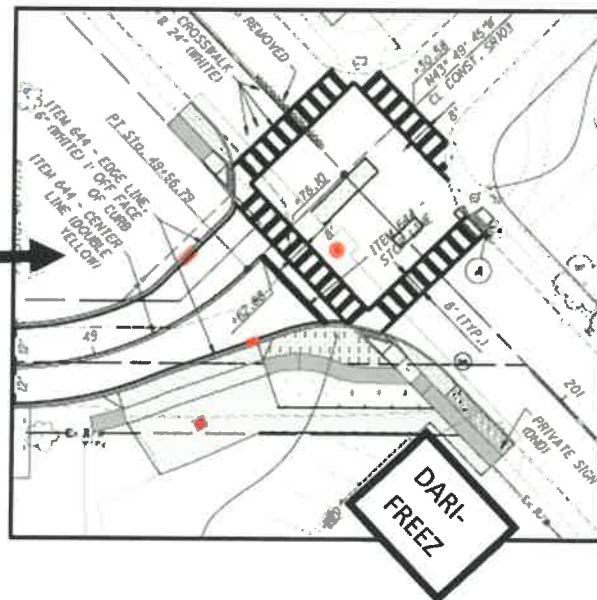
Concrete repair work will begin late March with trench paving and seeding in April.

2. Bentley Rd. Intersection Improvements

Hohenbrink Excavating, Findlay, OH will be the Detour signage is placed. Official Road Closure and construction planned to begin next Monday, March 6th.

3. S.R. 103 Sanitary Replacement

Beaverdam Contracting Incorporated (BCI), Bluffton OH will begin this project on Wednesday, March 1st. Traffic impacts will be minimal.



Natural Gas Aggregation – opportunity coming to Bluffton voters

The May 3rd ballot will include the option to vote for a natural gas aggregation.

What is aggregation?

Definition. In Ohio, local communities are allowed, by law, to join their citizens together to buy natural gas and/or electricity as a group and thereby gain buying power to solicit the lowest price for the group's natural gas and/or electricity needs. This is called Governmental Aggregation.

Informational Public Meeting – March 13th at the Town Hall – 6:30 pm

Mayor Johnson: - Special Events

Saturday August 12 – St. John's UCC close W. College Ave from S. Jackson to S. Lawn from 10:00 am – 3:00 pm

Request Executive Session – legal matters, land purchase

Council Committee Meetings: Request for meetings with:

- ✓ Parks and Recreation –Annual Swimming Pool Resolution, S.R. 103 Pathway construction schedule



Village of Bluffton Natural Gas Aggregation

- The Village of Bluffton is placing Natural Gas Aggregation on the May 3, 2023, ballot.
- Like the electric aggregation that passed in November 2011, residents will have the option to purchase their natural gas through an aggregation.
- Eligibility
 - All Dominion East customers are eligible to participate.
 - If customer is in current agreement, they will not be included, but can join after current deal expires
- Allen County passed gas aggregation countywide (unincorporated) areas in November 2022. Bluffton will join the County's aggregation.

★ INFORMATIONAL PUBLIC MEETING ★

The Village is having an informational meeting about the gas aggregation on March 13, 2023 at 6:30 pm in the Community Room at the Town Hall. You can bring your gas bill to review what you are currently doing.

Questions – Call Jesse Blackburn at 419-358-2066 ext 102.



VILLAGE OF BLUFFTON

154 N. MAIN STREET, P.O. BOX 63 BLUFFTON, OHIO 45817-0063
419-358-2066

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: St. John's UCC 150th Anniversary DATE(S) OF EVENT: _____
 APPLICANT: St. John's UCC CONTACT PERSON: Jason Cox
 APPLICANT'S ADDRESS: 223 W. College Ave Bluffton CONTACT'S PHONE: 419-234-8422
 E-MAIL ADDRESS (OPTIONAL): bccoxjra@hotmail.com
 LOCATION OF EVENT: West College Ave. between S. Jackson and S. Lawn Ave.
 TIME(S) FOR EVENT: Approx 10A-3P Saturday August 12, 2023
 DESCRIPTION OF EVENT: 150th Anniversary Celebration of St. John's United Church of Christ

SERVICES REQUESTED FROM VILLAGE: Must provide map of plans and any other information required as necessary.

TRAFFIC CONTROL: NUMBER OF OFFICERS REQUESTED:
 Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police
 ROAD CLOSURE: West College Ave. from S. Jackson to S. Lawn Ave.
 SECURITY: NUMBER OF OFFICERS REQUESTED:
 Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police
 EMS SERVICES: FIRE DEPT. SERVICES:
 WATER SERVICE: OTHER SERVICES: _____

ALCOHOL SERVED: YES _____ NO * Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: Menonite Mutual Insurance * Village must be listed as Additional Insured
 ATTACH CERTIFICATE OF INSURANCE TO APPLICATION 21 separate files - can e-mail

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:	
NAME OF VENDOR	TYPE OF SERVICE PROVIDED

* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HEALTH DEPARTMENT PERMITS

I understand that the granting of this permit for the special event creates no agreement or guarantee, express or implied, to any person or entity for any liability whatsoever connected with this special event. Any liability is the sole responsibility of the person or organization responsible for the special event. By signing this application, I acknowledge that all statements made herein are true and correct and that I have the authority to bind the organization that I represent.

APPLICANT'S SIGNATURE: Jason Cox DATE: 7-11-2022

APPROVED
 MAYOR'S SIGNATURE: _____ DATE: _____