

Village of Bluffton Council Meeting Agenda

Bluffton Town Hall, Third Floor

*Meeting being conducted using Zoom conferencing

*broadcast at 154 North Main Street, Bluffton OH

April 27, 2020 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, April 13

Bills

Committee Reports

Insurance – April 15 and 21

Personnel – April 15

Ordinance – April 15

Finance – April 16 and 22

Streets, Alleys, Lights & Sidewalks – April 16

Boards & Commissions

Allen County Public Health – April 15

LEGISLATION

ORDINANCE NO. 03-2020 -Tabled until July, 2020

ORDINANCE NO. 04-2020

2nd Reading

Emergency

AN ORDINANCE TO PROVIDE FOR THE COLLECTION AND DISPOSAL OF GARBAGE, REFUSE AND RECYCLABLES FROM RESIDENTIAL UNITS WITHIN THE VILLAGE; TO PROVIDE RATES FOR SUCH COLLECTION CONTRACT; TO PROVIDE FOR BILLING AND COLLECTION OF CHARGES BY THE VILLAGE; TO REPEAL ORDINANCES AND RESOLUTIONS INCONSISTENT THEREWITH, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 05-2020

1st Reading

AN ORDINANCE TO ACCEPT A FULLY REVISED VERSION OF THE VILLAGE OF BLUFFTON PERSONNEL POLICY AND PROCEDURE MANUAL PROVIDED BY CLEMANS, NELSON & ASSOCIATES, INC., AND TO REPEAL ALL OTHER ORDINANCES AND POLICY INCONSISTENT THEREWITH AND DECLARING AN EMERGENCY.

ORDINANCE NO. 06-2020

1st Reading

AN ORDINANCE TO ACCEPT A CODIFIED VERSION OF THE BLUFFTON, OHIO CODE OF ORDINANCES PROVIDED BY AMERICAN LEGAL PUBLISHING CORPORATION, AND TO REPEAL ALL OTHER ORDINANCES INCONSISTENT THEREWITH.

RESOLUTION NO. 11-2020

1st Reading

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.

RESOLUTION NO. 12-2020

1st Reading

Emergency

A RESOLUTION FOR THE ADDITION OF THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY TO THE VILLAGE OF BLUFFTON, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL, EFFECTIVE FROM APRIL 1, 2020, AND ENDING ON DECEMBER 31, 2020, AND DECLARING AN EMERGENCY.

RESOLUTION NO. 13-2020

1st Reading

Emergency

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH CINTAS CORPORATION TO PROVIDE UNIFORM SERVICES FOR VILLAGE EMPLOYEES AND DECLARING AN EMERGENCY.

RESOLUTION NO. 14-2020

1st Reading

Emergency

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO AWARD THE CONTRACT FOR THE 2020 WATER METER REPLACEMENT PROJECT TO EVERETT J. PRESCOTT, INC., AND DECLARING AN EMERGENCY.

Administrator's Report

- Public Works Department Report

Safety Services Reports

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

Council Meeting – Monday, April 27 at 7:00 pm

Council Meeting – Monday, May 11 at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting April 13, 2020 at 7:00 p.m.

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

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on March 9, 2020 and the Committee of the Whole held on March 18, 2020. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Steiner, to approve the bills from April 13, 2020 as presented. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Kingsley, to approve the bills from March 23, 2020 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:

2nd Reading:

Ordinance 03-2020 - An Ordinance to enact a no parking zone on the southwesterly side of West Washington St. from Main St. to the mid-block alley by the Village of Bluffton. Cupples motioned to adopt the Ordinance, seconded by Kingsley. Sehlhorst motioned to Table Ordinance 03-2020, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion tabled.

1st Reading:

Ordinance 04-2020 – An Ordinance to provide for the collection and disposal of garbage, refuse, and recyclables from residential units within the Village; to provide rates for such collection contract; to provide for billing and collection of charges by the Village; to repeal Ordinances and Resolutions inconsistent therewith. Kingsley motioned to adopt the Ordinance, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved.

3rd Reading:

Resolution 06-2020 – A Resolution establishing positions and wages for swimming pool staff and rates for 2020. 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.

1st Reading:

Resolution 10-2020 – A Resolution accepting a bid and authorizing the Village Administrator to enter into a contract with the Bluffton Stone Company/Bluffton Paving Inc. to acquire aggregate and asphalt material, asphalt application and equipment rental, for the 2020 construction year in the Village of Bluffton, Ohio and declaring an emergency. Talavinia motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved. Cupples motioned to adopt the Resolution, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved

Village Administrator, Jesse Blackburn, presented a request from Republic Services to terminate their trash and recycling contract one month early. Steiner motioned, seconded by Talavinia, to approve the termination of Republic Service's contract on May 1, 2020 and to award Rumpke's contract on May 1, 2020. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Kingsley, to declare 52 tapping saddles with sizes ranging from 4" to 10" as surplus items. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

Village Administrator, Jesse Blackburn, presented the resignation of John Bowers, effective April 22, 2020. Sehlhorst motioned, seconded by Kingsley, to accept the resignation of John Bowers, effective April 22, 2020. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved with reluctance from all Council members.

Fire Chief, Jon Kinn, presented the resignation of Mike Cox from the Fire Department. Talavinia motioned, seconded by Kingsley, to accept the resignation of Mike Cox, effective April 1, 2020. Roll Call: Yes (6)

Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved with reluctance from all Council members.

As a result of the resignation of Mike Cox, Chief Kinn would like to promote Nathan Jordan to Assistant Chief to replace Mike Cox and promote Tony Pinks to Captain to replace Nate Jordan. Talavinia motioned, seconded by Stahl, to approve the promotions of Nathan Jordan to Assistant Chief and Tony Pinks to Captain effective April 13, 2020. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

EMS Chief Basinger presented personnel changes to Council. Steiner motioned, seconded by Talavinia, to approve moving Holly Bertka to Captain and Rick Skilliter to Assistant Chief. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Sehlhorst, to approve moving forward with a 5-year subscription to the EMS response software. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved

Stahl motioned to adjourn the meeting, seconded by Kingsley.

The following meetings/events were included on the agenda and/or scheduled during the meeting: All will be held via Zoom due to the COVID-19 stay at home guidelines.

Insurance Committee – Wednesday, 4/15 at 10:30 a.m.

Personnel Committee – Wednesday, 4/15 at 1:00 p.m.

Ordinance Committee – Wednesday, 4/15 at 5:00 p.m.

Finance Committee – Thursday, 4/16 at noon

Streets, Alleys, Lights, and Sidewalks Committee – Thursday, 4/16 at 5:00 p.m.

Council Meeting – Monday, 4/27 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 4/27/2020

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
360 INTERACTIVE	225.00	Police	MOBILE ROUTER
ACCENT BUSINESS COMMUNICATIONS	815.76	Administrative	PHONES
ALL SERVICE AERATION, INC	532.50	Park	PORTABLE TOILETS
ALLOWAY TESTING	170.00	Multiple	TESTING
ALLOWAY TESTING	1,176.90	Multiple	TESTING
ANTHEM BLUE CROSS BLUE SHIELD	535.80	Multiple	LIFE & VISION/DENTAL INSURANCE
BLACKBURN, JESSE	14.99	Administrative	ZOOM SUBSCRIPTION
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON NEWS	65.00	Administrative	PUBLISHING
CLEMANS, NELSON & ASSOCIATES, INC	437.50	Administrative	POLICY MANUAL RETAINER
CULLIGAN BY WATERCO	11.00	Rescue	BOTTLED WATER
DEGEN EXCAVATING CO., INC.	1,248.04	Sewer	SEWER COLLECTIONS
DOMINION EAST GAS	797.01	Multiple	NATURAL GAS
EMERGENCY SERVICES MARKETING CORP	3,137.00	Rescue	EMS RESPONSES APP
FLOWNETWORK	4,990.00	Water	LISTENING DEVICE
FOUR U PACKAGING & SUPPLIES	670.90	Street	ROAD REPAIR MIX
GARY LUGIBIHL EXCAVATING	700.00	Sewer	EXCAVATION
GRAINGER INC	99.40	Sewer	SUPPLIES
HANCOCK-WOOD ELECTRIC CO-OP	165.45	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	69.00	Multiple	ELECTRICITY
MARY HOFFER	20.00	Administrative	TOWN HALL REFUND
MASTERPIECE SIGNS & GRAPHICS, INC.	105.00	Administrative	EMPLOYEE RECOGNITION
NW OHIO ADVANCED ENERGY IMPROVEMENT DISTRICT	10,600.02	Administrative	SPECIAL ASSESSMENT BFR
PERRY CORPORATION	1,732.61	Administrative	IT CONTRACT
PERRY CORPORATION	856.16	Administrative	UPS FOR EMS BUILDING
PROMO HITS	226.00	Administrative	COVID-19 SUPPLIES
Republic Services #388	30.16	Refuse	TRASH SERVICES
Republic Services #388	374.96	Refuse	TRASH SERVICES
Republic Services #388	20,932.75	Refuse	TRASH SERVICES
SAM'S CLUB	18.14	Police	SUPPLIES
SHELL FLEET PLUS	1,158.16	Multiple	FUEL
STAPLES BUSINESS ADVANTAGE	12.45	Multiple	OFFICE SUPPLIES
TIME WARNER CABLE	39.99	Multiple	CABLE
TREASURER OF STATE	68.25	Land & Buildings	BOILER INSPECTION
TSYS Health Services	14.72	Rescue	EMS MERCHANT SERVICES
VANCE'S OUTDOOR INC.	288.40	Police	AMMO
VERIZON WIRELESS	260.53	Multiple	CELL PHONES
VERIZON WIRELESS	118.33	Multiple	CELL PHONES
VILLAGE OF OTTAWA	32,860.54	Water	WATER
IT REFUNDS	7,273.36	Tax	INCOME TAX REFUNDS
	<u>97,851.78</u>		
BIWEEKLY PAYROLL 4/24	40,646.37		
MEDICARE	556.04		
OPERS	2,348.69		
OP&F	2,045.07		

Council Signature : _____

Date : _____

Attendees were: Jerry Cupples, Dave Steiner, Kevin Nickel, Jesse Blackburn, and Ryan Burkholder.

The Insurance Committee met at 10:30 on Wednesday April 15 by zoom. We discussed two renewal quotes from Anthem. The committee has asked to see a closer comparison as to the amount each employee would be paying monthly, as well as the amount the village portion of the H S A deductible on each quote. Another meeting has been set for Tuesday April 21.

The Insurance Committee met again on Tuesday April 21 at 10:30 with the same in attendance.

We discussed a summary of the two Anthem options from Fortman Insurance provided by Kevin Nickel. Option 1 had a higher premium, a lower deductible and lower out of pocket expense. Option 2 had a lower premium, a higher deductible, however the Village would contribute more to the H S A.

The Committee is recommending the Village accept option 1 as the cost savings in premium is not worth the employees increase in deductible and max out of pocket expense.

Jerry Cupples

Village of Bluffton

Monthly Health Insurance Premiums

Effective May 1 of each year

2019	Monthly			Annual			EE %	Annual EE Share	EE Share Pay Period	Bluffton Share	Bluffton %	# of EE on Plan	Annual Totals			
	Premium	Annual Premium	Annual Premium	Annual Premium	Annual Premium	Village Share							Employee Share	HSA Total		
Single	366.26	4,395.12	13.54%	595.10	22.89	3,800.02	86.46%	5	21,975.60	19,000.10	2,975.50	5	21,975.60	19,000.10	2,975.50	5,400.00
EE/Children	618.24	7,418.88	13.54%	1,004.52	38.64	6,414.36	86.46%	2	14,837.76	12,828.73	2,009.03	2	14,837.76	12,828.73	2,009.03	4,320.00
EE/Spouse	805.03	9,660.36	13.54%	1,308.01	50.31	8,352.35	86.46%	1	9,660.36	8,352.35	1,308.01	1	9,660.36	8,352.35	1,308.01	2,160.00
Family	1,130.64	13,567.68	13.54%	1,837.06	70.66	11,730.62	86.46%	9	122,109.12	105,575.55	16,533.57	9	122,109.12	105,575.55	16,533.57	19,440.00
								17	168,582.84	145,756.72	22,826.12	17	168,582.84	145,756.72	22,826.12	31,320.00

Proposal 1 - \$2,800/\$5,600 Deductible, \$4,000/\$8,000 MOOP

2020	Monthly			Annual			EE %	Annual EE Share	EE Share Pay Period	Bluffton Share	Bluffton %	# of EE on Plan	Annual Totals			
	Premium	Annual Premium	Annual Premium	Annual Premium	Annual Premium	Village Share							Employee Share	HSA Total		
Single	422.25	5,067.00	13.54%	686.07	26.39	4,380.93	86.46%	5	25,335.00	21,904.64	3,430.36	5	25,335.00	21,904.64	3,430.36	5,600.00
EE/Children	712.78	8,553.36	13.54%	1,158.12	44.54	7,395.24	86.46%	2	17,106.72	14,790.47	2,316.25	2	17,106.72	14,790.47	2,316.25	4,480.00
EE/Spouse	928.14	11,137.68	13.54%	1,508.04	58.00	9,629.64	86.46%	1	11,137.68	9,629.64	1,508.04	1	11,137.68	9,629.64	1,508.04	2,240.00
Family	1,303.53	15,642.36	13.54%	2,117.98	81.46	13,524.38	86.46%	9	140,781.24	121,719.46	19,061.78	9	140,781.24	121,719.46	19,061.78	20,160.00
								17	194,360.64	168,044.21	26,316.43	17	194,360.64	168,044.21	26,316.43	32,480.00

Proposal 2 - \$3,000/\$6,000 Deductible, \$5,000/\$10,000 MOOP

2020	Monthly			Annual			EE %	Annual EE Share	EE Share Pay Period	Bluffton Share	Bluffton %	# of EE on Plan	Annual Totals			
	Premium	Annual Premium	Annual Premium	Annual Premium	Annual Premium	Village Share							Employee Share	HSA Total		
Single	412.31	4,947.72	13.54%	669.92	25.77	4,277.80	86.46%	5	24,738.60	21,388.99	3,349.61	5	24,738.60	21,388.99	3,349.61	6,000.00
EE/Children	695.98	8,351.76	13.54%	1,130.83	43.49	7,220.93	86.46%	2	16,703.52	14,441.86	2,261.66	2	16,703.52	14,441.86	2,261.66	4,800.00
EE/Spouse	906.26	10,875.12	13.54%	1,472.49	56.63	9,402.63	86.46%	1	10,875.12	9,402.63	1,472.49	1	10,875.12	9,402.63	1,472.49	2,400.00
Family	1,272.80	15,273.60	13.54%	2,068.05	79.54	13,205.55	86.46%	9	137,462.40	118,849.99	18,612.41	9	137,462.40	118,849.99	18,612.41	21,600.00
								17	189,779.64	164,083.48	25,696.16	17	189,779.64	164,083.48	25,696.16	34,800.00

Difference between Proposal 1 and Proposal 2

2020	Monthly			Annual			EE %	Annual EE Share	EE Share Pay Period	Bluffton Share	Bluffton %	# of EE on Plan	Annual Totals			
	Premium	Annual Premium	Annual Premium	Annual Premium	Annual Premium	Village Share							Employee Share	HSA Total		
Single	9.94	119.28	13.54%	16.15	0.62	103.13	86.46%	5	596.40	515.65	80.75	5	596.40	515.65	80.75	(400.00)
EE/Children	16.80	201.60	13.54%	27.30	1.05	174.30	86.46%	2	403.20	348.61	54.59	2	403.20	348.61	54.59	(320.00)
EE/Spouse	21.88	262.56	13.54%	35.55	1.37	227.01	86.46%	1	262.56	227.01	35.55	1	262.56	227.01	35.55	(160.00)
Family	30.73	368.76	13.54%	49.93	1.92	318.83	86.46%	9	3,318.84	2,869.47	449.37	9	3,318.84	2,869.47	449.37	(1,440.00)
								17	4,581.00	3,960.73	620.27	17	4,581.00	3,960.73	620.27	(2,320.00)

Recommendation is to move forward with Proposal 1. The Village cost would be \$1,640.73 less with Proposal 2 but would result in increased deductibles and max out of pocket for employees.

Personnel Committee & Finance Committee - Minutes

Village of Bluffton

April 15, 2020, 1:00 PM By Teleconference (ZOOM)

Present: Phill Talavinia, Mitch Kingsley

Staff: Jesse Blackburn, Ryan Burkholder, Brian Lloyd, Matthew Oglesbe, Kevin Nickel

TOPIC: Wage Ordinance
 Public Works Uniforms
 Personnel Manual

WAGE ORDINANCE (Schedule)

- We reviewed the wage schedule draft proposed staff.
- We agreed amend the draft in a couple of ways:
 - will show a range of starting wages (those will be set with the document draft amounts as the high end and numbers not more than current wages as low end).
 - annual raise: will make the amount open; but make a provision requiring council to consider this raise in January of each year.

UNIFORMS– PUBLIC WORKS

- Staff invited and got quotes from another uniform company to compare to CINTAS; after analysis of the prices and additions, it was evident the costs were very similar between the companies; Public Works staff consensus is a preference for the CINTAS uniforms.
- Committee will propose entering contract with CINTAS.

PERSONNEL MANUAL

- Committee will propose legislation to adopt the Personnel Manual at next council meeting.

WAGE INCREASE FOR 2020

- We recommend that council appropriate a 3% wage increase for employees for 2020 in response to strong performances and good productivity in the last 12 months.

Respectfully submitted,
Mitchell Kingsley

Phill Talavinia

Mitchell Kingsley

Ordinance Committee Minutes (Sehlhorst & Kingsley)

Village of Bluffton

April 15, 2020

Present: Joe Sehlhorst, Mitch Kingsley

Staff: Jesse Blackburn, Richard Johnson

TOPICS: CODIFICATION

ANIMALS

ZONING

I. Codification

- American Legal Publishing (ALP) has provided the Village with a final version of the Codification of the Bluffton Ordinance. This version is the current best collection of our ordinance and will become the governing document once adopted by council. We are under (year to year) contract with ALP to incorporate new ordinances enacted after this version; they will also host a website for this ordinance. The Village website will link to it.
- We will prepare legislation and bring this to council for adoption – 3 readings.

Future Agenda: Animals; Zoning Ordinance Revisions

Submitted,

Joe Sehlhorst

Mitchell Kingsley

From: Joe Sehlhorst, Village of Bluffton Rep. for Allen County Health Board

April 15, 2020; Start: 7:00 pm; 5th Update

Allen County Health Board Conference Call

Subject: Update 5 COVID 19 Public Health Crisis

Notes Taken:

As of 7:00 pm, April 15, 2020, there have been 51 (45C, 6P) cases in Allen County.

Present in many of our surrounding counties.

Putnam 4. Paulding 5, Van Wert 2, Hancock 17. Defiance 12. Mercer 13. Auglaize 18. Wood 64. Shelby 27

Status Update:

Allen

April 15 – 51 cases; 28 hospitalized, Age Range: 20-80+ yrs. Old, 4 Deaths

April 8 – 22 cases; 17 hospitalized, Age Range: 20-80+ yrs. old, 1 Death

April 1 - 6 cases; 5 hospitalized, Age Range: 40-80 yrs. old, No Deaths

March 25 – No cases

Ohio

April 15th – 7791; 2237 hospitalized; 361 deaths. Present 87 counties

April 8th – 5000+; 1500 hospitalized, 193 deaths. Present 83 counties

April 1st – 2547 cases; 679 hospitalized, 65 deaths. Present 72 counties

March 25th - 704 confirmed cases, 10 deaths. Present in 55 counties.

Global: 2 Million

USA: 634K; Cases going up.

COVID-19 vs. Flu Comparisons. This is not the flu!!!

Death Rate Trends: Flu deaths 2/100,000;

COVID-19 Rate: OH 44/100K (Allen 51/100k); NY 762/100K; MI 203/100K; LA 365/100k

Testing still very limited. Staffing shortage. PPE shortage.

State looking at 5 day trends. Expected to peak this week or end of April.

Overall, cases are up, hospital rate down, ICU rate down, death rate down.

- Allen County 55% hospitalized. State of Ohio 29% Avg; 9% ICU

Exit Strategy

- Lifting by layers. We need to see numbers going down.
- Markers – the ability for contact tracing to gather information
- Currently w/ social distancing order: Cases now average 2-5 contacts per person
- Social Distancing w/ Contact Tracing is one of the best ways to contain the spread.
- Once social distancing measures ease, more challenging to conduct contact tracing.

Allen County has requested an assist team of volunteers (medical students, etc.) to do contact tracing.

- Next week those people will get trained and begin contact tracing

Complaints continue. Businesses required to explain why they are essential. Ensure social distancing and facility sanitation.

Medical Service Providers using telehealth.

No congregate shelter planning

- United Way spearheading this effort.
- Other organizations and agencies coming together helping people that have been displaced due to positive COVID-19 test, homeless, provide shelter for relatives that have been infected.
 - o Using hotel rooms. Cost \$80,000 month
 - Kathy requested welcomed municipal contributions to help the less fortunate.

Village of Bluffton
Finance Committee Meeting
April 16, 2020 @ 12:00 PM

Finance Committee members present, David Steiner & Phil Talavinia

Staff present: Village Administrator Jesse Blackburn, Fiscal Officer Kevin Nickel and Police Chief Ryan Burkholder

The committee discussed budget items in view of the COVID-19 epidemic. There was a consensus that the Jefferson Street reconstruction project would not be completed in 2020 due to notification from the State of Ohio that all funding is frozen and the uncertainty of Village revenues due to State mandated stay at home orders.

There was discussion about the need to curtail the amount of street work for 2020 due to expected reduced revenues. The Village Administrator is going to contact Bluffton Paving to see what their schedule is for doing work in the village in 2020. After we know the schedule we can, determine later, based on conditions and the Village financial position at that time how much to spend.

We discussed the enactment of a 3% pay increase for the Village employees. The Fiscal officer is working on an analysis of the amount of cost for the increase to be presented at our next committee meeting.

Meeting adjourned at 12:30 PM.

David Steiner

Phil Talavinia

April 16, 2020

Start: 5 pm End: 5:30 pm

Streets Committee Meeting (Zoom)

Attendance: Joe Sehlhorst, Jerry Cupples, Admin. Jesse Blackburn

Topic 1: 2020 Street Paving Program

- Adjustments made due to COVID-19 pandemic. Unknown revenue for 2020.
- See attachment. Excel spreadsheet
- Streets postponed include:
 - o - \$19,801 Washington St. (Jackson to Main, Main to Thurman)
 - o - \$19,925 Campus Drive
 - o - \$23,750 Fire Dept. Parking Lot
 - o - \$28,680 + Alleys
 - o Over \$92,156 cut
- Goal is to begin paving soon. Then evaluate budget later in year to see if we can have postponed projects completed in the fall.
 - o Scheduling could be an obstacle since others are making similar paving delay requests.
- Note: 2019 Street Paving Program initially moved to be included in 2020 Paving Program.

Topic 2: Street Striping

- Painting to be scheduled. Estimated \$8k-\$10k. Typically, striping occurs during summer.

Shelved Projects

- Projects discussed before COVID-19 pandemic
 - o Ph. II Jefferson St. Bid opening postponed. OPWC update
 - o Bike Rack Grant with Allen County Health Dept.
 - o Wayfinding w/ BACC
 - o Washington St. Crosswalk
 - o Bentley Rd. Entrance Improvement Project
 - o Lake St. Pathway improvement; Crosswalk Main St. & County Line
 - o Misc.

2020 Street Paving Program

remove



Estimated Costs		
Washington St		ADA ramp
Dead End to Jackson	\$23,432.00	
Jackson to Main	\$11,856.00	4
Main to Thurman	\$7,945.00	
Thurman St		
Main to E. Elm	\$32,782.00	1
High St.		
N. Jackson to N. Spring St	\$26,015.00	
College View Dr.	\$9,210.00	
Campus Dr.	\$19,925.00	1
Albert St.	\$17,390.00	
Sara Ln.		Concrete Patch
Vine Ave.		
Lawn to Spring	\$10,645.00	
Grove St.		k
Bentley Rd. to corp limit	\$4,080.00	
Huber St		
S. R. 103 to Mound St.	\$14,470.00	
Fire Dept. Lot	\$23,750.00	
Jefferson St.		
Main to Lawn	\$16,800.00	patch
Alleys		
Jefferson - Riley: behind businesses	\$23,700.00	
415 N. Main alley to Main St.	\$18,490.00	
122 N. Jackson Alley	\$4,980.00	
Dr. Jordan/Vance St. Apt.	\$5,469.00	
Curbs		
Curb - Washington St.	\$4,000.00	
Curb Repair	\$20,000.00	
ADA ramps	\$15,000.00	
Centerline Striping	\$8,000.00	
Patch work	\$10,000.00	

*grading needs done to ensure water flows to catch basin at Wash. &

begin at Jackson - not Main

Grand Total \$327,939.00

2020 Street Paving Program



Estimated Costs		
Washington St		ADA ramp
Dead End to Jackson	\$23,432.00	
Thurman St		
Main to E. Elm	\$32,782.00	
High St.		
N. Jackson to N. Spring St	\$26,015.00	
College View Dr.	\$9,210.00	
Campus Dr.	\$19,925.00	
Albert St.	\$17,390.00	
Vine Ave.		
Lawn to Spring	\$10,645.00	
Grove St.		
Bentley Rd. to corp limit	\$4,080.00	
Huber St		
S. R. 103 to Mound St.	\$14,470.00	

*stop at joint before Bentley

Grand Total \$157,949.00

2020 Paving - Parks/L&B

Pathway Paving

Cobb Lake Pathway	\$12,214.00
Buckeye Lake Pathway	\$7,420.00
6' wide path at Village Park to be installed by Bluffton Paving	\$15,990.00

approx. 780 ft. long from road to Field #3

Brush Dump

any area that is currently accessible
 **\$60,000 max for this year

**Village of Bluffton
Finance Committee Meeting
April 22, 2020 @ 12:00 PM**

Finance Committee members present, David Steiner & Phil Talavinia

Mayor: Richard Johnson

Staff present: Village Administrator Jesse Blackburn, Fiscal Officer Kevin Nickel and Police Chief Ryan Burkholder

We discussed the enactment of a 3% pay increase for the Village employees. The Fiscal officer provided an analysis of the employee payroll costs of the 3% increase. We requested that the analysis of cost include related employee tax and pension expenses to be provided to the whole Council at the April 27th meeting. The committee recommends that the pay increase that was included in the 2020 appropriations be approved.

Meeting adjourned at 12:15 PM.

David Steiner

Phil Talavinia

ORDINANCE NO. 04-2020

AN ORDINANCE TO PROVIDE FOR THE COLLECTION AND DISPOSAL OF GARBAGE, REFUSE AND RECYCLABLES FROM RESIDENTIAL UNITS WITHIN THE VILLAGE; TO PROVIDE RATES FOR SUCH COLLECTION CONTRACT; TO PROVIDE FOR BILLING AND COLLECTION OF CHARGES BY THE VILLAGE; TO REPEAL ORDINANCES AND RESOLUTIONS INCONSISTENT THEREWITH, AND DECLARING AN EMERGENCY.

WHEREAS, It is necessary for the preservation of the public health and safety of the residents of the Village to provide for the collection of garbage, refuse and recyclables within the Village.

WHEREAS, The current contract for the collection of garbage, refuse and recyclables is set to expire on May 1, 2020.

WHEREAS, an emergency exists in that the timeliness of the approval of rates and collection of garbage, refuse and recyclables is necessary for the preservation of the health, safety and welfare of the citizens of the Village of Bluffton, Ohio;

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

Section 1:

Definitions. When used herein, the meaning of the following works shall be:

- A. Residential Unit. Means one or two residences under a common roof, for the purpose of this contract a single-family residence is one unit and two family residences shall be the equivalent of two (2) residential units. A place of abode of a person or persons that received either directly or indirectly, water and sewage service.
- B. Commercial or Industrial Unit. All units other than residential units as defined above.
- C. Garbage. Animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.
- D. Refuse. All rejected waste matter accumulating in the Village, which included such matter as rags, paper, magazines, old clothes, shoes, barrels, boxes, baskets, worn-out furniture (including bedsprings, mattresses, stuffed furniture and appliances), carpet, glass and glassware, ashes, toys, bicycles, and all similar materials, but does not include earth, sand, brick, stone, plaster, or other substances accumulated as a result of major building or remodeling operations.
- E. Yard Waste. Yard Clippings, brush and branch clippings.

- F. Recyclable. Plastic food and beverage containers being accepted at locations within our Recycling District, newspapers (including inserts) and computer paper, tin, steel, and aluminum food and beverage containers, cardboard and corrugated boxes, magazines, catalogs and bound books, and glass.
2. The CONTRACTOR shall furnish all labor, material, and equipment necessary for the collection and disposal of garbage and refuse from the residential units within the Village of Bluffton according to the following collection specifications:
- A. Collection and disposal shall be on a regular weekly schedule, which is to be published in the Bluffton News, Bluffton Icon and on the Village website as needed. CONTRACTOR shall supply an up to date route to the Village Administrator's Office.
- B. Collection shall be from curbside or such other place as is agreed between the CONTRACTOR and the customer.
- C. The CONTRACTOR shall collect each week all unlimited garbage and refuse for each residential unit in the Village of Bluffton using the CONTRACTOR provided totes
- D. The CONTRACTOR shall collect all unlimited recycling for each residential unit in the Village of Bluffton as defined by the accepted bid. Customers shall use containers provided by CONTRACTOR
- E. Collection of unlimited garbage, refuse and recycling shall take place on the designated days established by the VILLAGE
- F. Collection shall not begin before 6:00 A.M. local time.
- G. Route shall begin with the collection of garbage and refuse from the trash barrels in the Downtown area, as depicted on the route map.
3. The CONTRACTOR hereby is awarded an exclusive franchise to collect residential garbage and refuse in the corporation limits of the Village of Bluffton. Commercial and industrial units are open to other private haulers on a contractual basis for service.

4. The CONTRACTOR agrees to carry insurance as follows:
 - A. The CONTRACTOR shall furnish the Village Fiscal Officer a Certificate of Compliance with Workman's Compensation statutes of the State of Ohio, if applicable.
 - B. The CONTRACTOR shall carry in his own name a policy of automobile liability insurance for the operations under this contract, with a minimum \$500,000 Combined Single Limit.
 - C. The CONTRACTOR shall carry in his own name a policy of comprehensive liability covering all operations other than motor vehicles, with limits of not less than \$500,000 Combined Single Limit.

5. The CONTRACTOR shall at no cost to the VILLAGE, remove and dispose of refuse and recycling weekly from the Bluffton Municipal Building, the trash barrels in the downtown area, the Village Swimming Pool, the Village Park, the Waste Water Treatment Plant, the Fire Station/EMS Building, the Public Works Maintenance Shop, and any other municipal facilities that may arise during the contract. Furthermore, the CONTRACTOR shall at no cost provide 8 garbage totes to the VILLAGE for use at Downtown Community Events and dispose of this trash with the regularly scheduled route for community scheduled events. The VILLAGE will facilitate the delivery of new/replacement of old totes with supplied inventory of totes from CONTRACTOR.

6. The CONTRACTOR shall furnish necessary equipment for a special Cleanup Event or as needed to occur as determined by the Village Council. The CONTRACTOR shall be compensated according to the rate stated on the Schedule of Charges, below.

7. Schedule of Charges.

A. The VILLAGE shall pay the CONTRACTOR, for the collection and disposal of garbage and refuse as defined by Section 2.C. of this agreement above, the amount of \$19.56 per residential unit, per month. The number of residential units shall be the total of the single-family residences, duplexes, apartments, and mobile homes receiving, either directly or indirectly water and sanitary sewer service from the VILLAGE OF BLUFFTON.

* Charges consist of the bid from the Contractor plus Fifty Cents (\$ 0.50) Dollars per month for each residence for billing and collection of garbage, refuse and recycling services.

- B. The CONTRACTOR shall be paid a minimum of \$ 160.00 per load per pick-up and \$40.00 per ton for a 30 or 40 yard roll off dumpster load for furnishing necessary labor and equipment for special clean-up events and as needed as referred to, in Section 6.
- C. The term of the contract will be for 3 years, with the option to renew the contract for one additional year following the 3-year contract, if agreeable to both parties. The VILLAGE reserves the right to terminate the contract at such time that is deemed necessary to enable the VILLAGE to comply with the requirements of the North Central Solid Waste District H.B. 592.
- D. Unit price for contractor to supply upon request of resident, 4 yard, 6 yard, 8 yard or larger containers to be delivered to residence for Home Improvement projects and disposal thereof.

The sum of:

4 yard \$80.00 per

6 yard \$100.00 per

8 yard \$120.00 per

8. All complaints shall be given prompt and courteous attention and in the case of alleged missed scheduled collections, the CONTRACTOR shall investigate and if such allegations are verified shall arrange for such collection within 24 hours after the complaint is received. The CONTRACTOR must be available at all times for direct supervision of those individuals picking up refuse and garbage. The CONTRACTOR will maintain an office and an available phone number to receive complaints 24 hours a day. The CONTRACTOR will provide an 800 number or receive collect calls.
9. The CONTRACTOR shall undertake to perform all waste collection services rendered hereunder in a neat, orderly, and efficient manner; to use care and diligence in the performance of this contract, and to provide neat, orderly and courteous employees on its crews.
10. It is further mutually agreed that in the event the CONTRACTOR shall wholly fail to collect and dispose of the garbage and all other material required herein for any one week, the VILLAGE may then proceed with such work and deduct all reasonable cost from the amount hereinafter specified as payment to the CONTRACTOR for such services or in the event that such payments due to the CONTRACTOR are insufficient to fully compensate the VILLAGE for such reasonable cost, it shall be the obligation of the CONTRACTOR to reimburse the VILLAGE for such cost.
11. ASSIGNMENT. No assignment or transfer of this Contract or any part thereof, and no assignment of moneys due under this Contract, shall be made by the CONTRACTOR without the consent in writing of the VILLAGE DULY ENDORSED ON THIS contract.
12. The CONTRACTOR shall furnish a corporate surety bond or letter of credit acceptable to the Village Solicitor, for the faithful performance during the entire contract term in the amount of Fifty Thousand and No/Dollars (\$50,000.00) for the three year contract, should any bid be rejected the certified check will be returned to the bidder and should any bid be accepted, the check of the successful bidder will be returned upon the execution of the contract.

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

SECTION3: 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 April, 2020 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:

Village Solicitor

ORDINANCE NO. 05-2020

AN ORDINANCE TO ACCEPT A FULLY REVISED VERSION OF THE VILLAGE OF BLUFFTON PERSONNEL POLICY AND PROCEDURE MANUAL PROVIDED BY CLEMANS, NELSON & ASSOCIATES, INC., AND TO REPEAL ALL OTHER ORDINANCES AND POLICY INCONSISTENT THEREWITH.

WHEREAS, the failure to regularly update the Personnel Policy and Procedure Manual for the Village of Bluffton, Ohio has resulted in outdated policies along with inconsistencies between the various sections of this Manual; and

WHEREAS, Village Council believes these outdated policies and inconsistencies need to be eliminated and a fully updated version of the Personnel Policy and Procedure Manual needs to be adopted.

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

SECTION 1: That Village Council adopts the fully revised version 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.

SECTION 2: 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 _____ 2020 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

ORDINANCE NO. 06-2020

AN ORDINANCE TO ACCEPT A CODIFIED VERSION OF THE BLUFFTON, OHIO CODE OF ORDINANCES PROVIDED BY AMERICAN LEGAL PUBLISHING CORPORATION, AND TO REPEAL ALL OTHER ORDINANCES INCONSISTENT THEREWITH.

WHEREAS, the collection of ordinances from the Village of Bluffton, Ohio dates back into the 1800's, with laws that are no longer relevant, and;

WHEREAS, Village Council believes the codification, or organization, and updating of these ordinances will provide current, enforceable laws, that are accessible to both government and citizens, and;

WHEREAS, the adoption of the codified version of the Bluffton, Ohio, Code of Ordinances provided by American Legal Publishing is necessary along with repealing all other ordinances inconsistent therewith.

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

SECTION 1: That Village Council adopts the codified version of the Bluffton, Ohio, Code of Ordinances provided by American Legal Publishing Company 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 _____ 2020 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

**RESOLUTION NO. 11-2020
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, 2020.

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 _____, 2020 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

MAYOR

ATTEST _____
FISCAL OFFICER

APPROVED _____
SOLICITOR

RESOLUTION NO. 11- 2020 (A)
VILLAGE OF BLUFFTON, OHIO

Pay Increases Effective on January 1, 2020

Jan Basinger – Public Works Department

Old Base Wage : \$22.14/hr New Base Wage : \$22.8/hr

Dan Bowden – Public Works Department

Old Base Wage : \$32.54/hr New Base Wage : \$33.52/hr

Nathan Jordan – Public Works Department

Old Base Wage : \$22.12/hr New Base Wage : \$22.78/hr

Scott Phillips – Public Works Department

Old Base Wage : \$24.05/hr New Base Wage : \$24.77/hr

Kyle Swank – Public Works Department

Old Base Wage : \$16.00/hr New Base Wage : \$16.48/hr

Phil Zimmerly – Public Works Department

Old Base Wage : \$16.64/hr New Base Wage : \$17.14/hr

Bryan Lloyd – Assistant Administrator

Old Base Wage : \$59,280.00/Year New Base Wage : \$61,058.40/Year

Kevin Nickel – Fiscal Officer

Old Base Wage : \$60,000.00/Year New Base Wage : \$61,800.00/Year

Jesse Blackburn – Administrator

Old Base Wage : \$62,920.00/Year New Base Wage : \$64,807.60/Year

Ryan Burkholder – Police Chief

Old Base Wage : \$61,697.97/Year New Base Wage : \$63,548.91/Year

Mathew Oglesbee – Police Lieutenant

Old Base Wage : \$58,422.08/Year New Base Wage : \$60,174.74/Year

Tyler Hochstetler – Police Sergeant

Old Base Wage : \$51,869.43/Year New Base Wage : \$53,425.51/Year

Lonny Kent – Patrol Officer

Old Base Wage : \$26.20/hr New Base Wage : \$26.99/hr

Hope Hannah – Patrol Officer

Old Base Wage : \$20.74/hr New Base Wage : \$21.36/hr

Abigail Michael – Patrol Officer

Old Base Wage : \$20.74/hr

New Base Wage : \$21.36/hr

Dominic Francis – Patrol Officer

Old Base Wage : \$20.74/hr

New Base Wage : \$21.36/hr

Eric Rayle – Patrol Officer

Old Base Wage : \$20.74/hr

New Base Wage : \$21.36/hr

Lesley Crawford – Patrol Officer

Old Base Wage : \$16.64/hr

New Base Wage : \$17.14/hr

Angie Essinger – Utility Clerk

Old Base Wage : \$16.00/hr

New Base Wage : \$16.48/hr

Rhonda Hohenbrink – Income Tax Administ

Old Base Wage : \$18.80/hr

New Base Wage : \$19.36/hr

Bernie Ludwig – Cemetery Sexton

Old Base Wage : \$4,860.04/Year

New Base Wage : \$5,005.80/Year

Jared Arnold – Part-time Patrol Officer

Old Base Wage : \$12.00/hr

New Base Wage : \$12.36/hr

Nathan Jordan – Part-time Patrol Officer

Old Base Wage : \$14.19/hr

New Base Wage : \$14.62/hr

Charles Montgomery – Part-time Patrol Offi

Old Base Wage : \$14.74/hr

New Base Wage : \$15.18/hr

Elliott Tyzzer – Part-time Patrol Officer

Old Base Wage : \$13.65/hr

New Base Wage : \$14.06/hr

Troy Hartzog – Part-time Patrol Officer

Old Base Wage : \$13.10/hr

New Base Wage : \$13.49/hr

Cody Ganson – Part-time Patrol Officer

Old Base Wage : \$13.10/hr

New Base Wage : \$13.49/hr

RESOLUTION NO. 12-2020

A RESOLUTION FOR THE ADDITION OF THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY TO THE VILLAGE OF BLUFFTON, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL, EFFECTIVE FROM APRIL 1, 2020, AND ENDING ON DECEMBER 31, 2020, AND DECLARING AN EMERGENCY.

WHEREAS, the global pandemic, COVID-19/Coronavirus has caused a need for the federal government to enable public employees access to expanded leave in the form of Family and Medical Leave Expansion and Emergency Sick Leave under the Families First Coronavirus Response Act Policy, and;

WHEREAS, an emergency exists in the timely implementation of this policy is necessary for the preservation of the health, safety and welfare of the employees and citizens of the Village of Bluffton, Ohio.

BE IT THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO (AT LEAST TWO-THIRDS OF THE MEMBERS ELECTED THERETO CONCURRING) THAT:

Section 1. That Village Council adopts the Families First Coronavirus Response Act Policy to the Personnel Policy and Procedure Manual of the Village of Bluffton, Ohio from April 1, 2020 to December 31, 2020.

Section 2. That the Council of the Village of Bluffton, Ohio determines that this Resolution is an emergency measure for the preservation of the health, safety and welfare of the Village for the reasons set forth above and shall be in force and effect immediately from and after its passage.

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 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 _____, 20____ by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

Village Solicitor

**VILLAGE OF BLUFFTON, OHIO
PERSONNEL POLICY AND PROCEDURE MANUAL**

FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY

FAMILY AND MEDICAL LEAVE EXPANSION AND EMERGENCY SICK LEAVE

Effective April 1, 2020, and ending on December 31, 2020, employees will be entitled to the limited use, expanded leave in the following manner:

I. Family and Medical Leave Expansion- “Public Health Emergency Leave”

The Employer’s Family and Medical Leave Policy is hereby amended to include eligible employees who, because of a qualifying need related to a public health emergency, have need to avail themselves of “Public Health Emergency Leave,” as defined below.

- A. An eligible employee is entitled to take up to twelve (12) weeks of Family and Medical Leave, provided the employee has not utilized Family and Medical Leave prior to the need for Public Health Emergency Leave, and such leave is for a qualifying need related to the COVID-19/Coronavirus public health emergency. An employee becomes eligible for public health emergency leave after being employed for at least 30 calendar days by the Employer.
- B. Public Health Emergency leave will only be for a qualifying need related to a public health emergency. The only qualifying need related to a public health emergency recognized by this policy is if an employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- C. Public Health Emergency Leave will consist of unpaid leave for the first ten (10) days a qualified employee take public health emergency leave. An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for unpaid leave during the first ten (10) days of public health emergency leave.
- D. After the first ten (10) days of public health leave, the Employer shall provide paid leave for each day of public health emergency leave remaining of the employee’s overall FMLA entitlement that an employee takes after taking leave under such section for the ten (10) days. The Employer cannot require the employee to utilize any accrued but unused paid leave from the employee’s balances during the term of public health leave.
 - 1. Full Time Employees. The amount of pay that an eligible full-time employee may receive, as provided in the previous paragraph, will be calculated based on an amount that is not less than two-thirds (2/3) of an employee’s regular rate of pay; and the number of hours the employee would otherwise be normally scheduled to work.

**VILLAGE OF BLUFFTON, OHIO
PERSONNEL POLICY AND PROCEDURE MANUAL**

2. **Part Time Employees.** The amount of pay that an eligible part-time employees or employees with varying schedules may receive will be calculated based upon an amount that is not less than two-thirds (2/3) of an employees regular rate of pay and the number of hours the employee would otherwise be normally scheduled to work.

To the an extent that the Employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken public health emergency leave or other leave, the Employer shall use the following in place of such number:

- a. If the employee worked over the past six (6) months, a number equal to the average number of hours that the employee was scheduled per day over the six (6) month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
 - b. If the employee did not work over the past six (6) months, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
3. Regardless of whether the employee is full-time, part-time, seasonal, or otherwise, in no event shall any pay in this policy for public health emergency leave exceed \$200 per day and \$10,000 in the aggregate.

- E. In any case where an employee has the necessity for public health emergency leave and the need is foreseeable, an employee shall provide the Employer with such notice of leave as soon as is practicable. The Employer will provide a form for such request that the employee must fill and return to the Employer as soon as is practicable. **A failure to provide practicable notice may result in the employee being absent without approved leave.**

F. **Special Rule for Health Care Providers and Emergency Responders**

An Employer of an employee who is a health care provider or an emergency responder may elect to exclude such employee from the application of the provisions in the amendments made under of section 3102 of this Act.

The Employer has not elected, pursuant to the Family and Medical Leave Expansion Act to exclude health care providers and emergency responders from the application of the new public health emergency leave.

- G. Under the Family and Medical Leave Expansion Act, the requirements that an Employer restore an employee who returns from FMLA leave to his or her position or an equivalent one do not apply to Employers with fewer than 25 employees if certain conditions are met:
- 1. the employee takes public health emergency leave;

**VILLAGE OF BLUFFTON, OHIO
PERSONNEL POLICY AND PROCEDURE MANUAL**

2. the employee's position no longer exists due to economic conditions or other changes in the Employer's operating conditions that affect employment and are caused by the COVID-19/Coronavirus emergency;
3. the Employer makes reasonable efforts to restore the employee to an equivalent position; **and**
4. if the Employer cannot restore the employee to an equivalent position, the Employer makes reasonable efforts to contact the employee if an equivalent position becomes available during the "contact period." The "contact period" is one year from either (a) the date public health emergency leave ends, or (b) the date that is 12 weeks after public health emergency leave starts, whichever is earlier.

II. EMERGENCY PAID SICK LEAVE ACT LEAVE

- A. The Employer's Sick Leave Policy is hereby amended to include Emergency Paid Sick Leave to eligible employees who are unable to work or telework, due to a need for leave because
1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
 5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

There is an exception that an Employer of an employee who is a health care provider or an emergency responder may elect to exclude such employees from the application of this subsection regarding Emergency Paid Sick Leave. The definition for emergency responder can be found in the definitions section at the end of this policy.

**VILLAGE OF BLUFFTON, OHIO
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The Employer has not elected, pursuant to the Emergency Paid Sick Leave Act to exclude health care providers and emergency responders from the application of the new public health emergency leave.

- B. An employee shall be entitled to emergency paid sick leave for eighty (80) hours for full-time employees. For part-time employees, the employee will be entitled to a number of hours equal to the number of hours that such employee works, on average, over a two (2) week period. The paid sick leave under this policy shall be available for immediate use by the employee for the purposes described in this policy, regardless of how long the employee has been employed by an Employer. Emergency paid sick leave under this policy will be in addition to any accrued sick leave already accrued by an employee, and the use of emergency paid sick leave will not be deducted from an employee's existing sick leave accrual.

- C. Emergency paid sick leave will be calculated pursuant to paragraph D below.

For full-time employees emergency paid sick leave will be calculated employees based upon the number of hours the employee would otherwise be normally scheduled to work at the employee's regular rate of pay.

For part-time employees paid leave will be calculated based upon the number of hours the employee would otherwise be normally scheduled to work at the employee's regular rate of pay. For part-time employees or employees with varying schedules, and to the extent that the Employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken public health emergency leave or other leave, the Employer shall use the following in place of such number:

1. If the employee worked during the past six (6) months, a number equal to the average number of hours that the employee was scheduled per day over the six (6) month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
 2. If the employee did not work over the past six (6) months, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- D. With respect to any emergency paid sick leave provided for any use described in subsections A 4, 5, or 6 referenced above in this policy, the employee's required compensation under this subparagraph shall be two-thirds (2/3) of the amount described in Sections C and D of this policy.

Regardless of the employee's full or part-time status, in no event shall such paid sick time exceed:

1. \$511 per day and \$5,110 in the aggregate for a use described in A 1, 2, or 3 as referenced above regarding qualifying reasons for emergency sick leave; and

**VILLAGE OF BLUFFTON, OHIO
PERSONNEL POLICY AND PROCEDURE MANUAL**

2. \$200 per day and \$2,000 in the aggregate for a use described in A 4, 5, or 6 as referenced above regarding qualifying reasons for emergency sick leave.
- E. An employee may first use the paid sick leave provided under this policy for the purposes described in this policy, and the Employer will not require an employee to use other paid leave provided by the Employer before the employee uses the emergency paid sick leave under this policy for the purposes specified above.
- F. Paid sick leave provided to an employee under this policy shall cease beginning with the employee's next scheduled shift immediately following the termination of the need for paid sick leave under this policy.
- G. Any employee requesting such leave provided in this section shall provide notice to the Employer as soon as is practicable that the employee requires the need for leave. The Employer will provide a form for the employee to complete designating the request for leave, and the type of leave to be requested. **A failure to provide practicable notice may result in the employee being absent without approved leave.**
- H. The Employer will not require, as a condition of providing Emergency Paid Sick Leave under this policy, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick leave.
- I. Paid sick leave under this section shall not carry over from one year to the next.
- J. After the first workday (or portion thereof) an employee receives paid sick leave under this Act, the Employer will require the employee to follow reasonable notice procedures in order to continue receiving such paid sick leave.
- K. The Employer shall post and keep posted, in conspicuous places on the premises of the Employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in this Act.

DEFINITIONS

1. "Child care provider" means a provider who receives compensation for providing child care services on a regular basis.
2. "Eligible Employee" means an employee who has been employed for at least 30 calendar days by the Employer with respect to whom leave is requested.
3. "Health Care Provider" is anyone employed at any doctor's office, hospital, health care center, clinic, post-secondary educational institution offering health care instruction,

**VILLAGE OF BLUFFTON, OHIO
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medical school, local health department or agency, nursing facility, retirement facility, nursing home, home health care provider, any facility that performs laboratory or medical testing, pharmacy, or any similar institution, employer, or entity. This includes any permanent or temporary institution, facility, location, or site where medical services are provided that are similar to such institutions.

This definition includes any individual employed by an entity that contracts with any of the above institutions, employers, or entities institutions to provide services or to maintain the operation of the facility. This also includes anyone employed by any entity that provides medical services, produces medical products, or is otherwise involved in the making of COVID-19 related medical equipment, tests, drugs, vaccines, diagnostic vehicles, or treatments. This also includes any individual that the highest official of a state or territory, including the District of Columbia, determines is a health care provider necessary for that state's or territory's or the District of Columbia's response to COVID-19.

4. "Emergency Responder" is an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual that the highest official of a state or territory, including the District of Columbia, determines is an emergency responder necessary for that state's or territory's or the District of Columbia's response to COVID-19.
5. "Employer" means any public sector agency or any private sector entity with fewer than five hundred employees.
6. "Public Health Emergency" means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.
7. "Public Health Emergency Leave" means a particular type of Family and Medical Leave that is in part unpaid and paid that qualified employees may utilize in response to the COVID-19/Coronavirus pandemic.
8. "Qualifying need related to a public health emergency" means that, for the purposes of the Family and Medical Leave Expansion Act, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

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9. "School" means an elementary school or secondary school as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

RESOLUTION NO. 13-2020

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH CINTAS CORPORATION TO PROVIDE UNIFORM SERVICES FOR VILLAGE EMPLOYEES AND DECLARING AN EMERGENCY.

WHEREAS, the need for consistently uniformed employees continues to be a priority of Village Council and this need is not being met by the current policy, and;

WHEREAS, a contract has been identified from Cintas Corporation to supply and maintain consistent uniforms, and;

WHEREAS, an emergency exists in that the award of this contract is necessary for the preservation of the health, safety and welfare of the employees of the Village of Bluffton, Ohio.

BE IT THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO (AT LEAST TWO-THIRDS OF THE MEMBERS ELECTED THERETO CONCURRING) THAT:

Section 1. That the Village Administrator is hereby authorized to enter into a contract whose terms are described in Exhibit (A) for the supply of uniforms to designated Village Employees.

Section 2. That the Council of the Village of Bluffton, Ohio determines that this Resolution is an emergency measure for the preservation of the health, safety and welfare of the Village employees for the reasons set forth above and shall be in force and effect immediately from and after its passage.

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 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 _____, 20____ by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

Village Solicitor

Resolution 13-2020 -Exhibit (A)



PWD Request

Government uniform plan

- 11 Shirts
- 11 Pants
- 1 Carhartt coat
- 1 logoed jacket

Cost \$13.94 / week / employee
Yearly \$724.88 / employee

Direct purchase items

- 2 Sweatshirts \$50
 - 1 Rain Jacket \$65 / year replaced as needed approximately every 2 years
 - Carhartt bibs \$35 / year replaced as needed approximately every 3 years
 - \$150 boot reimbursement / year
 - \$300 / employee
- \$1024.88

Total yearly cost X8 employees **\$8199.04**

Current practice

- \$550 Clothing allowance
- \$100 Carhartt
- \$650 / year per employee

Total yearly cost **\$5200**

Gloves as need at local hardware

Cost difference per year **\$2,999.04**

Benefits: Weekly washing, repair / replacements of Cintas garments (shirts, pants, Carhartt coat, and logoed jacket), cleaner more professional appearance, PWD recognition on garments, enhanced visibility for employee safety, and recognized standard

Resolution 13-2020 -Exhibit (A)

Village of Bluffton - Cintas Uniform Pricing					
Item	Description - Shirts Rental	QTY	Price	TOTAL	
69690	Ansi - non class Tshirt	11	\$0.35	\$3.85	
Item	Description - Pants Rental	QTY	Price	TOTAL	
74533	Carhartt Rugged Flex Pant	11	\$0.48	\$5.28	
Item	Description - Jackets	QTY	Price	TOTAL	
970	Ansi Class 2 High Vis Bomber Jacket	1	\$1.00	\$1.00	
59970	Enhanced Vis Hip Length Jacket	1	\$0.62	\$0.62	
Item	Advantage Description / Shirts and Pants	QTY	Price	TOTAL	
UA	Uniform Advantage Per Wearer	22	\$0.05	\$1.10	Covers damage outside of normal wear
PA	Prep Advantage Per Wearer	22	\$0.05	\$1.10	Covers handling costs
EA	Emblem Advantage Per Wearer	11	\$0.09	\$0.99	Covers emblem costs

Garment Options per Employee		
Shirt and Pant Program	\$9.13	No Setup Cost - \$102 for emblem and prep for new additions
Shirt and Pant Program with Advantage	\$12.32	Never Pay Employee Setup Cost
Shirts and Pants w/ Rental Jackets and Advantage	\$13.94	Never Pay Employee Setup Cost

Garment Options - 8 Employees Weekly Total		
Shirt and Pant Program	\$73.04	No Setup Cost - \$102 for emblem and prep for new additions
Shirt and Pant Program with Advantage	\$98.56	Never Pay Employee Setup Cost
Shirts and Pants w/ Rental Jackets and Advantage	\$111.52	Never Pay Employee Setup Cost

RESOLUTION NO. 14-2020

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO AWARD THE CONTRACT FOR THE 2020 WATER METER REPLACEMENT PROJECT TO EVERETT J. PRESCOTT, INC., AND DECLARING AN EMERGENCY.

WHEREAS all bid documents have been submitted by Everett J. Prescott (EJP), reviewed by Choice One Engineering, and EJP has been recommended for award of the contract for the 2020 Water Meter Replacement Project.

WHEREAS, an emergency exists in that the award of this project is necessary for maintenance and improvement of Village infrastructure and is necessary for the preservation of the health, safety and welfare of the citizens of the Village of Bluffton, Ohio.

BE IT THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO (AT LEAST TWO-THIRDS OF THE MEMBERS ELECTED THERETO CONCURRING) THAT:

Section 1. That the Village Administrator is hereby authorized to award the contract for the 2020 Water Meter Replacement Project to Everett J. Prescott, Inc., and shall proceed according to law.

Section 2. That the Council of the Village of Bluffton, Ohio determines that this Resolution is an emergency measure for the preservation of the health, safety and welfare of the Village for the reasons set forth above and shall be in force and effect immediately from and after its passage.

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 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 _____, 20____ by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

Village Solicitor

Village of Bluffton

Administrator's Report

To: Mayor Johnson & Council Members



04-27-20

Bluffton Paving – 2020 Projects

Initial grinding and preparation work necessary before paving and patching work gets completed was started today. Bluffton Paving will be milling roadways listed in the report provided by the Streets, Lights, Alleys and Sidewalks Committee beginning tomorrow, 4/28.

Community Clean Up

Dates for the Community Clean Up have been set for **Monday, May 18 – Thursday, May 21**. Items that may not be disposed of include hazardous materials (motor oil, paint, etc.), vehicle batteries and tires. Appliances that use Freon, such as refrigerators, will not be accepted unless it is certified that the Freon has been legally removed and disposed of. The use of these dumpsters is reserved for Village residents only. Village employees may randomly verify that individuals utilizing the dumpsters are residents of the Village.

Village Residential Trash & Recycling Contract

Following flyer will be mailed out by Rumpke in the coming weeks to provide residents necessary information about a NEW REFUSE & RECYCLING PROVIDER. An additional informational flyer is being prepared by their company to be distributed before the end of this week. Rumpke is taking over the contract one month earlier than originally contracted – helping out Republic who made the request. Rumpke will be using Republic's carts until the first week of June when new carts will be delivered.

AEP Ohio – Bluffton Area Improvements:

AEP continues to work with Village staff and Choice One as new poles are being planned for both the Jefferson St. Phase II, along with the Co. Line Rd. portion of the Bluffton Area Improvements project. The Pathway Board is also involved in offering input as a Pathway along the East side of Co. Line Rd. is being studied.

I-75 Resurfacing and Reconstruction – ODOT Project ID 94214

Interstate 75 between Napoleon Road and state Route 235, just south of the village of Beavertown to three miles north of the village of Bluffton, in Allen and Hancock counties will experience lane restrictions and ramp closures for paving and reconstruction through November 2020. Shelly Company, Findlay is the general contractor.

NEW IMPACTS

- **I-75 northbound entrance ramp from SR 103 will close on Sunday, May 3 for two weeks.**

Detour: SR 103 to SR 235 back to I-75

More information can be found at:

<https://transportation.ohio.gov/wps/portal/gov/odot/projects/projects/94214>



2020 Water Meter Replacement Project

Meeting scheduled with SSI and Village staff to finalize the units of billing with the new meters that will be installed beginning in May. Current units of billing are per 100 cubic feet, which is 748 gallons. New Sensus iPerl meters will report usage per gallon and require the units to change from 100 cubic feet. Result could be a more accurate and easily understood utility bill. This topic needs further study and discussion with Utility Committee.

Planning Commission Meeting

Meeting to hopefully be scheduled for the first week of May to discuss easement conditions pertaining to a Minor Lot Split.

Council Committee Meetings: Request for meetings with:

- Ordinance – Animals, zoning
- Personnel – PWD staffing level
- Utilities – billing units for water/sewer



Department of Public Works
Assistant Village Administrator

4/27/2020

To: Mayor and Village Council Members

Public Works Department planning

Work completed

- ✓ Dirt work
- ✓ Fire hydrant flushing
- ✓ Sanitary camera work
- ✓ Dixie highway berm repair
- ✓ Water on at pool
- ✓ Mowing
- ✓ ADA ramp removal (prep for asphalt)

Upcoming projects

- Hydrant flushing
- Prep for park opening
- Prep for pool opening
- Weed trimming & spraying
- Dirt work
- Bank mowing (rental form lima bobcat)
- Sink hole repair (Cherry St.)

Current Staffing Situation:

The PWD is back to a full operation but continuing to practice social distancing. They will continue to work in 2-man teams or separated with equipment. We are also stagger starting times to minimize contact with one and other.

Hydrant Flushing:

Hopeful to complete flushing by the end of this week.

Wastewater Collections

With the departure of John Bowers left a hole to be filled. Ohio EPA requires an Operator of Record for our wastewater collection system with a Class II licensure. I am working with the Village's EPA representative to insert myself into this position in the interim while needing to meet with personnel committee to discuss future planning. Nathan Jordan is performing the majority of the collection system work at this time. He was able to spend quite a few hours with John before his departure to be up to speed on our system. I appreciate Nathan's willingness and help in this transition.

Rumpke will be your new service provider effective May 4, 2020.

CONTACT INFORMATION



CALL
1-800-828-8171



EMAIL
centralohio.market@rumpke.com



WEBSITES
www.rumpke.com

WHO IS RUMPKE?

Rumpke is a family-owned waste and recycling company that has provided services to residents and businesses throughout the region for more than 87 years. Today, Rumpke ranks among the largest service providers in the country. More than 400 communities throughout Ohio, Kentucky, West Virginia and Indiana, including Cincinnati and Columbus, rely on Rumpke for reliable weekly service.

HOLIDAY SCHEDULE

- » If the holiday falls on a weekday before your regular service day, collection will be delayed one day.
- » If the holiday falls on Saturday or Sunday, collection will NOT be delayed.
- » Visit www.rumpke.com for holiday schedules and weather updates.

Observed Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

COLLECTION DAY

Your service day will remain the same.

SERVICE OPTIONS

Standard Service: All residents will receive a 95-gal. trash cart and a 65-gal. recycling cart. Residents may request a smaller, 65-gal. trash cart by contacting Rumpke at 1-800-828-8171.

Need More Space? Additional containers are \$3 per month with a \$15 delivery fee and may be rented by contacting Rumpke at 1-800-828-8171.

GENERAL SERVICE GUIDELINES

Place trash and recycling curbside the evening before your service day. The driver will not be able to complete the route if unscheduled or unacceptable materials are placed at the curb or in your cans.

Unacceptable materials include:

- Household Hazardous Waste: batteries, paint, tires, pool chemicals, propane tanks, syringes and electronics. For disposal options, contact the North Central Ohio Solid Waste District by calling (419) 228-8278, ext. 20.
- Construction Materials: Contact Rumpke before placing curbside. A special collection may be required.

Regarding recycling, please DO NOT bag your recyclables. Leave your items loose in the container. See reverse side to learn what can be recycled.

RESIDENTIAL ROLL OFFS

- Roll off containers are available for rent. Contact Rumpke customer service at 1-800-828-8171 for more details.

BULKY ITEMS

- Residents may dispose of bulky items and those that do not fit in the provided cart. However, if this occurs on a regular basis, additional carts will need to be added to the account. Please limit bulky items to one per week.
- Fabric & Upholstered Items: Please wrap all fabric and upholstered items such as furniture, mattresses and box springs securely in plastic.



www.rumpke.com | 1-800-828-8171

RUMPKE