

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

May 11, 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 27

Bills

Committee Reports

Ordinance – April 29

Utilities – April 30, May 11

Personnel – May 1

Parks and Recreation – May 6

Boards & Commissions

Allen County Public Health – April 29/May 6

Planning Commission – May 6

Pathway Board – May 7

LEGISLATION

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

ORDINANCE NO. 05-2020

2nd 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.

ORDINANCE NO. 06-2020

2nd 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

2nd Reading

Emergency

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. 15-2020

1st Reading

A RESOLUTION AUTHORIZING THE ATTACHED WAGE SCHEDULE TO BE ADDED TO THE PERSONNEL POLICY AND PROCEDURE MANUAL OF THE VILLAGE OF BLUFFTON, OHIO AS EXHIBIT A: WAGE SCHEDULE FOR VILLAGE EMPLOYEES

Administrator's Report

- Public Works Department Report

Safety Services Reports

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

Personnel Meeting – Monday, May 11 at 6:30 pm

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

Council meeting –

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting April 27, 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 April 13, 2020. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl 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:

2nd 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, and declaring an emergency. Talavinia motioned to suspend the rules, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved. Kingsley motioned to adopt the Ordinance, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved.

1st Reading:

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

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

Resolution 11-2020 – 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). Steiner motioned to adopt the Resolution, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

Resolution 12-2020 – A Resolution for the addition of the Families First Coronavirus Responses 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. Stahl motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (0), No (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. Abstain (0), motion failed. Kingsley motioned to adopt the Resolution, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved.

Resolution 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. Sehlhorst motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (1) Stahl, Abstain (0), motion approved. Talavinia 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.

Resolution 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. Steiner motioned to suspend the rules, seconded by Talavinia. 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 Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved

Steiner motioned, seconded by Cupples, to accept the Insurance Committee recommendation to move forward with the Health Insurance proposal. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

EMS Chief Basinger informed Council that EMS received \$5,170.18 as part of the CARES Act. These funds are to be used for COVID-19 expenses. Chief Basinger would like to purchase a UV light system for disinfecting the squad units and other smaller spaces. Talavinia motioned, seconded by Steiner, to approve the purchase of a UV light disinfectant system for \$3,995 plus shipping and handling. 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: All will be held via Zoom due to the COVID-19 stay at home guidelines.

Parks and Recreation Committee – Wednesday, 5/6 at 1:00 p.m.

Planning Commission – Wednesday, 5/6 at 4:00 p.m.

Pathway Committee – Thursday, 5/7 at noon.

Council Meeting – Monday, 5/11 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 5/11/2020

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ALL SERVICE AERATION, INC	532.50	Park	PORTABLE TOILETS
ALLOWAY TESTING	127.50	Multiple	TESTING
AMERICAN ELECTRIC POWER	11,942.65	Multiple	ELECTRIC
ANTHEM BLUE CROSS BLUE SHIELD	15,814.51	Multiple	HEALTH INSURANCE
BASINGER, JAN	209.97	Park	GRASS SEED
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON NEWS	530.50	Administrative	PUBLISHING
BLUFFTON STONE CO.	104.61	Multiple	STONE
CENTURYLINK	270.14	Administrative	PHONES
CENTURYLINK	61.37	Administrative	PHONES
CHOICE ONE ENGINEERING	310.00	Street	JEFFERSON ST PHASE II ENGINEERING
CHOICE ONE ENGINEERING	13,675.00	Park	SR 103 PATHWAY
COMPMANAGEMENT, INC.	2,040.00	Administrative	WORKERS COMP REP
EVERETT J PRESCOTT INC	13,400.00	Capital Improvements	WATER METER REPLACEMENT PROJECT
EVERETT J PRESCOTT INC	2,050.00	Capital Improvements	WATER METER REPLACEMENT PROJECT
FAMILY TRUE VALUE HARDWARE	193.54	Multiple	SUPPLIES
GREAT LAKES BILLING ASSOCIATES, INC.	810.57	Rescue	EMS BILLING SVC.
HACKENBERG, FEIGHNER, BISHOP & WERTH, LLC	1,525.00	Administrative	SOLICITOR FEES
JIM JORDAN OFFICE SUPPLY ACCOUNT	72.25	Administrative	FLAGS
KOI ENTERPRISES, INC.	33.36	Multiple	PARTS
LEIBER GARAGE	44.53	Police	PD AUTO REPAIRS
MARATHON FLEET SERVICES	637.29	Multiple	FUEL
MID-AMERICAN CLEANING CONTRACTORS	461.18	Administrative	TOWN HALL CLEANING - APRIL
MID-AMERICAN CLEANING CONTRACTORS	461.18	Administrative	TOWN HALL CLEANING - MAY
MILLSTREAM-KENNEDY INC.	1,945.00	Administrative	ENVELOPES
NORTHWESTERN OHIO SECURITY SYSTEMS	196.00	Land & Buildings	FIRE SYSTEM MONITORING
OHIO'S BEST MARINE LLC	959.71	Rescue	BOAT MOTOR REPAIR
PAULINE WILLIAMS	20.00	Administrative	TOWN HALL REFUND
PENNCARE 30	152.00	Rescue	EMS CHARTS
PERRY CORPORATION	145.21	Administrative	IT CONTRACT
REINEKE FAMILY TIRE & SERVICE CENTERS	2,421.33	Police	CRUISER REPAIRS
Republic Services #388	190.44	Refuse	TRASH SERVICES
RICHLAND ENGINEERING LTD.	6,131.62	Airport	AIRPORT MASTER PLAN
SAM'S CLUB	85.00	Administrative	MEMBERSHIP FEE
SHELL FLEET PLUS	646.22	Multiple	FUEL
SMARTBILL	792.50	Multiple	BILLING SERVICES
STAPLES BUSINESS ADVANTAGE	103.40	Multiple	OFFICE SUPPLIES
THE LAWFT	52.99	Police	UNIFORMS
TSYS Health Services	4.17	Rescue	EMS MERCHANT SERVICES
USA BLUE BOOK	92.82	Sewer	DE-GREASING SUPPLIES
USA BLUE BOOK	177.95	Sewer	DE-GREASING SUPPLIES
VANCE'S OUTDOOR INC.	784.75	Police	AMMO
INCOME TAX REFUNDS	2,315.33	Administrative	INCOME TAX REFUNDS
	<u>87,524.09</u>		
APRIL MONTHLY 4/30	2,569.00		
MEDICARE	37.22		
OPERS	192.17		
FICA	40.14		

BIWEEKLY PAYROLL 5/8	39,188.48
MEDICARE	534.91
OPERS	2,241.93
OP&F	2,054.22

Council Signature : _____

Date : _____

Ordinance Committee Minutes (Sehlhorst & Kingsley)

Village of Bluffton

April 29, 2020

Present: Joe Sehlhorst, Mitch Kingsley
Staff: Jesse Blackburn, Richard Johnson

TOPICS: ANIMALS

ZONING

I. ANIMAL ORDINANCE

Discussion of criteria for an ordinance proposed by Mitch. We want to allow as much freedom as possible for people to enjoy animals; the limits on this freedom arise when hosting the animals becomes a nuisance to residents of the Village.

We are exploring an approach which requires people with non-traditional pets to register with the Village. In addition, we would need a means to determine in the most objective way possible what is a nuisance. At this stage we want to lay out certain issues which would be a clear nuisance like foul odors, or continuous loud noise. But we know there needs to be a system for the few cases where neighbors are in a dispute. One reference is the ordinance in St. Marys.

Jesse will put together some elements from that ordinance and others for us to review in our next meeting.

Submitted,

Joe Sehlhorst

Mitchell Kingsley

**Village of Bluffton
Utility Committee Meeting
April 30, 2020 @ 3:00PM**

Utility Committee members present: David Steiner & Jerry Cupples

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

The committee discussed the conversion from billing in 100 cubic foot increments for water and sewer to billing by the gallon with the new meters. After calculations are done to complete the water and sewer rate structure to be the same except for rounding the committee will meet again to review the proposed rate structure. A flyer explaining the change in method of billing will be given to each resident when each meter is changed. The flyer will also be available on the Village web site.

At 3:20 PM the committee adjourned the meeting.

David Steiner

Jerry Cupples

Personnel Committee & Finance Committee - Minutes

Village of Bluffton

May 1, 2020, 12:00 PM By Teleconference (ZOOM)

Present: Phill Talavinia, Mitch Kingsley

Staff: Jesse Blackburn, Ryan Burkholder, Brian Lloyd, Matthew Oglesbee

TOPIC: Wage Schedule (Personnel Manual)

WAGE SCHEDULE

- We reviewed the wage schedule with revisions from our last meeting.
- The draft was amended to show a range of starting wages.
- Annual wage adjustment: council to consider a raise in January of each year.
- New employee bump after probationary period:
 - these are set amounts at determined times and are now more parallel between police and public works;
 - removed the bump for salary personnel on the theory that if a salary level employee is a 'go' after the probationary period, mayor and council should then meet to review and keep at a competitive rate.
- Much discussion on whether a new employee hired near end of the year gets both the one-year bump plus the annual raise; our answer is generally, yes. Council and Mayor can make an exception if there is a good reason in a particular case.
- With these changes drafted into the schedule we will offer a resolution at next council to adopt these into the personnel manual which we are in process of adopting.

Note: in a few unique cases we should expect the police chief to ask council to bring certain people into conformity with the incentive provisions in the new schedule.

Respectfully submitted,
Mitchell Kingsley

Phill Talavinia

Mitchell Kingsley

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

April 29, 2020; Start: 7:00 pm; 6th Update

Allen County Health Board Conference Call

Subject: Update 5 COVID 19 Public Health Crisis

Notes from Facebook Allen County Health Dept. Facebook Post – Unable to attend

Status Update:

Allen

April 29 – 116 cases; 43 hospitalized, 22 Deaths (14-16 deaths from long term care facility)

April 22 – 94 cases; 40 hospitalized, 12 Deaths

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 29th – 17303 cases; 3421 hospitalized; 937 Deaths.

April 22nd – 14117; 2882 hospitalized (880 ICU), 610 deaths. Present 88 counties

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.

Nation: 1 million cases

World: 3 Million cases

Local Cases: Allen 116, Putnam 64, Hancock 37, Auglaize 32

Age Risk Case Demographics Allen: Age 80 +: 50%; Ages 79-60: 41%; Age 59-50: 6%; Age 49-40: 2%; Age 39: - 1%

Highest At Risk: Those that are Diabetic, Heart Issues, and Lung Disease

Allen County Health Demographics Adults: 13% Diabetic, 6% Heart Issues, 13% Lung Disease

Allen County Adults: 35% Obese, which can complicate breathing.

Health officials are continuing to collect and process data to understand more about COVID-19. The COVID-19 is considered a lagging disease (14 days). Often, if positive, you will begin to see signs by day 5. After recovery, there seems to be issues with the body. Health officials continue learning.

Safe Return to Work; Restart Ohio: We will need to learn to live with this virus. COVID not going anywhere until we have a vaccine and/or new tools. Goal for everyone is to keep ourselves and others safe.

5 Keys: 1. Recommend face coverings, 2. Daily Health Assessments, 3. Good Hygiene, 4. Clean & Sanitize, 5. Social Distancing; Limit capacity.

Testing. Testing. Testing. – This is the best way to catch the cases early to better track and contain.

Employer-Employee Relationship: Each has an expectation for safety. Complaints coming into the Health Dept. are those questioning work place safety. There are those that have no/little concern for COVID-19 and others that are very concerned. Our actions affect other people. We should be protecting the people that can't protect themselves.

PPE still a challenge. Also, limited amount of cleaning supplies.

Kathy Luhn, Health Director, meeting with Superintendents to discuss issues and graduation.

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

May 6, 2020; Start: 7:00 pm; 7th Update

Allen County Health Board Conference Call

Subject: Update 7 COVID 19 Public Health Crisis

Notes from Facebook Allen County Health Dept. Facebook Post – Unable to attend

Status Update:

Allen

May 6 – 139 cases; 47 hospitalized, 28 Deaths

April 29 – 116 cases; 43 hospitalized, 22 Deaths (14-16 deaths from long term care facility)

April 22 – 94 cases; 40 hospitalized, 12 Deaths

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

May 6 – 21,576 cases; 4,052 hospitalized (1151 ICU); 1,225 Deaths.

April 29th – 17303 cases; 3421 hospitalized; 937 Deaths.

April 22nd – 14117; 2882 hospitalized (880 ICU), 610 deaths. Present 88 counties

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.

Nation: 1.2 million cases

World: 3.6 Million cases

Local Cases: Allen 139, Putnam 71, Hancock 39, Auglaize 36

It was requested that the Health Department consider reporting Recovered Cases data. Something similar to Delaware County Health Dept. has begun doing.

The Ohio Department of Health has issued new testing guidance to set priorities for those who need testing. Those areas include nursing homes and other congregate living settings such as developmental centers, treatment facilities, homeless and domestic violence shelters, youth detention centers, and other areas where community outbreaks could occur.

Health Dept. and Schools held meeting to discuss graduation and end of school year. Safe Graduation; Some schools doing Drive Up Line to get diploma, Other schools planning Single Family appointment graduation. Schools working with students to pick up supplies from class and lockers.

PARADES NOT PERMITTED: Word is some parents or groups may possibly be planning gatherings. Please report to Health Dept.

Long Term Care facilities partnering with local hospitals for support. Helping assist with supplies, informational resources, and reminders of how to stay safe.

Allen County has received PPE equipment such as N95 masks and gloves. Still running short on gowns and shoe covers.

Health Department and Local Chambers meeting Thursday to discuss "Responsible Restart." Printouts/Resources available coronavirus.ohio.gov

If this restart fails, Governor has the power to ramp it up. It may take 3 weeks until we see what happens. Nobody has the playbook. We should start observing what others in the World are doing.

If you see something not right, give the Health Dept. a call. They can reach out to those and educate them.

Parks & Rec - Minutes
Village of Bluffton
Via Zoom call
May 6th, 2020

Present: Council - Ben Stahl, Mitchell Kingsley
Staff - Rich Johnson, Jesse Blackburn, Bryan Lloyd, Ryan Burkholder, Matt Oglesbee
Public - Lyle Henry
Start: 1:05 End: 2:00
Topics: 2020 appropriations, COVID-19 closures

Minutes:

- 2020 Parks & Recreation appropriations
 - No additional cuts anticipated
- COVID-19 Closures
 - Outdoor recreation (e.g., shuffleboard, basketball)
 - Discussion of the spirit of the intent of ODH's order and what physical distancing is possible in sports/recreation
 - No clear guidance from state/regional officials
 - Advice is to "err on the side of caution" and "do what's best in your situation"
 - Chief Burkholder to contact Ohio representative
 - Ben Stahl to reach out to Ohio and Allen Co Depts of Health
 - Some communities have facilities open, some do not; no statewide consistency
 - Administration and Police have concerns about enforcement when some areas are open and some are still closed
 - Committee recommendation is to maintain recreation closures but looks for council consensus at the next meeting
 - Playgrounds
 - Still explicitly closed by state order until further notice
 - Pool
 - Public Works needs at least two weeks notice in order to get the pool ready to open
 - Committee doesn't want to mislead guard applicants when we don't know what the status of the pool will be this summer
 - Administration to contact prospective employees
 - Memorial Day parade
 - Canceled by state order

Ben Stahl

Mitchell Kingsley

**Village of Bluffton
Planning Commission Meeting
May 6, 2020**

via Zoom teleconference & broadcast at 154 N. Main St.

Meeting began at 4:07 PM

Planning Commission members present: Rich Johnson, Mitch Kingsley, Dick Ramseyer, Roger Edwards, Bob Amstutz

Staff present: Jesse Blackburn

Community members present: Derek Dukes, Brandon Falk

The Planning Commission was presented with a potential Minor Land Division (lot split) that would result in a flag lot being created. The Subdivision Administrator requested clarification from the Planning Commission regarding the easement conditions required for a flag lot from the Village Subdivision Ordinance.

Conversation ensued from members of the Planning Commission, community members and staff present.

Dick Ramseyer made a motion that was seconded by Roger Edwards that defined the easement conditions required for a project on Dixie Highway to be reviewed as a Minor Land Division consist of:

- Permanent ingress/egress easement of at least 50' in width for the rear lot; with a proper legal description and survey; and properly recorded with the Allen County Recorder's Office.

Motion passed with 5 votes in favor, 0 against.

At 4:45 PM the commission adjourned the meeting.

Rich Johnson

Mitch Kingsley

Meeting: Bike and Pedestrian Pathway Board

Date/Time: Thursday, May 7, 2020, Noon

Location: via Zoom

Members Present: Dick Ramseyer, Greg Denecker, Mitch Kingsley, Dima Snyder, Fred Steiner, Laura Voth, Karen Wood

Members Absent: John Rich

Village Liaison Present: Ben Stahl, Jesse Blackburn, Joe Sehlhorst

Village Liaison Absent: Bryan Lloyd

MINUTES:

Minutes of the March 5, 2020 meeting were approved as presented. Dima Snyder made the motion to approve; Fred Steiner placed a second. Motion carried.

BUSINESS:

Lions Way Bentley North Phase II – 2020

Dick Ramseyer reported that \$68,150 has been received in cash and pledges which exceeds the current goal of \$67,000 cost of Phase II. Jesse Blackburn reported 1) AEP says the poles will be moved within about a month and 2) that it is reasonable to think the drainage issue on Bentley will be complete early August. Jesse will provide Don Snyder Excavating with the final Choice One drawings so an estimate can be provided. We are still on track for an August 2020 installation. September 3 or September 29 at 4 pm were reserved for possible ribbon cutting – to be finalized later in the summer.

Bike Racks Grant Opportunity for Bluffton

Meeting was held with the Village Streets and Alleys Committee and a signed approval for the installation of the bike racks was secured, to be paid for out of the \$5,000 grant designated for bike racks in 2020. Shelly Miller, Creating Healthy Communities Program Coordinator for Allen County Health District, unfortunately had to put the project on the back burner due to the shutdown related to the corona virus. The project is ready to go, once things open up again.

Future Pathway Projects and Connectivity – Lake Street

Fred Steiner and Dick Ramseyer met with the Village Streets and Alleys Committee to brainstorm about ways in which Lake Street can be enhanced for Pathway purposes. Lake Street is used for this purpose now, according to the annual count done to determine bike path usage. The Village Committee is researching options further.

Lions Way County Line Path – 2021 or 2022

Jesse Blackburn shared that AEP is indicating a plan to replace the poles along County Line Road in either Fall 2021 or Spring 2022. AEP expects to have the drawing phase done by June 7, 2020. AEP is working cooperatively with the Village and the bike path to consider space needs for the future bike path. Choice One Engineering is doing a redesign with the poles moved which will hopefully allow for a grass separation between the bike path and County Line Rd.

Dick Ramseyer will keep Katherine Kreuchauf, President of Findlay-Hancock County Community Foundation up to date on plans as conversations continue regarding potential funding.

Future Pathway Projects

- 2023 new Pathway along SR 103 from Allen-Hancock County Line Road connecting to Lions Way Commerce Lane. Will require a 20% match to the \$850,000 grant received by the Village.
- Connect Bentley North Phase II to Buckeye Park, along Riley Street (5 year plan).
- Connect the Parkview Path in three directions: to the Triplett Path going to Village Park, to Main Street, and to the Johnny Appleseed Park.
- Connect the Village Park to Hancock County Township Rd. 15.
- Connect Hancock County Township Rd. 33.
- 2030 (estimated time) ODOT will be rebuilding I-75/SR 103 overpass.

Future Events

Dick reported that the Ride to Remember will be virtual this year. People will be invited to donate as they feel led. This event usually nets about \$5,000 for the Bluffton pathways.

Dare to Dream – decision will be made at a later date regarding whether this event will be held.

The Tri-County Bike Path Count will take place May 11-17. Volunteers needed.

Discussion held regarding bike path etiquette. Research being done by Corwin Croy.

Meeting Adjourned.

Next meeting will be held at noon on Thursday, June 4, 2020 at Bluffton Town Hall, 3rd Floor or via Zoom, depending on restrictions due to Covid-19.

Respectfully Submitted,

~Laura Voth

Village of Bluffton
Utility Committee Meeting
May 11, 2020 @ 1:00PM

Utility Committee members present: David Steiner & Jerry Cupples

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

The committee was informed that the meters and radio readers to replace old meters have arrived. Excel tables of water and sewer rates as prepared by the administration along with a sample water and sewer bill were presented. There was discussion on the appearance of the meter readings for both cubic foot for old meters and in gallons for the new meters. After the conversion is complete, the billing for water and sewer will be in gallons.

The administrator proposed that the spending for camera work be limited to \$10,000 of the \$50,000 appropriated for 2020. The sewer camera projects that will be completed in 2020 will be Jefferson Street and Campus Drive.

At 1:30 PM the committee adjourned the meeting.

David Steiner

Jerry Cupples

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.

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

**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: _____

ATTEST _____
FISCAL OFFICER

MAYOR

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. 15-2020

A RESOLUTION AUTHORIZING THE ATTACHED WAGE SCHEDULE TO BE ADDED TO THE PERSONNEL POLICY AND PROCEDURE MANUAL OF THE VILLAGE OF BLUFFTON, OHIO AS EXHIBIT A: WAGE SCHEDULE FOR VILLAGE EMPLOYEES

WHEREAS, Section 4.01 of the Personnel Policy and Procedure Manual for the Village of Bluffton outlines the Policy and Procedure for the compensation of employee, and;

WHEREAS, there exists a deficiency in the current compensation system for employees as defined in Section 4.01 of the aforementioned Manual, and;

WHEREAS, the addition of the attached document as Exhibit A: Wage schedule for Village Employees fulfill said deficiencies that exist in the Personnel Policy and Procedure Manual.

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 request Clemans, Nelson & Associates, Inc to add the attached document to Section X Exhibits, as Exhibit A: Wage schedule for Village Employees, to the Personnel Policy and Procedure Manual for the Village of Bluffton and make additional changes to Section 4.01 Policy and Procedure as needed.

Section 2. 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

Wage Schedule for Village of Bluffton Employees 2020

Full-Time Police Department Employee Requirements and Starting Wages

- Prospective employees must have a high school diploma/GED.
- Prospective employees must have successfully completed an OPOTA approved police academy and must hold a current/valid certification from OPOTA.
- Emergency Medical Responder (EMR) certificate through the Ohio Division of EMS. This is not required at time of hire but must attend next available class. Must maintain through length of employment.
- The following pay scale applies to new police officers hired for full time service on or after July 1st, 2020

No previous experience through two years of experience	3 through 8 years of experience	More than 8 years of experience
\$17.00-\$18.00/hr	\$18.50-\$19.50/hr	\$20.00-\$21.00/hr
+\$1.00 more per/hr after probationary period	+\$1.00 more per/hr after probationary period	+\$1.00 more per/hr after probationary period

The Chief of Police will be responsible for determining the length of service and qualifications for prospective new hires.

Village Council has the authority to modify the starting pay and requirements based on prospective employee's qualifications.

All increases in pay at one year of service will be applied only after a successful evaluation of the employee's performance, and a recommendation by the Chief of Police. All increases in pay as they pertain to this scale must be approved by Village Council*.

Salaried Position Requirements

- All salaried employees must maintain the minimum requirements as all full-time police employees.
- In addition to the above-mentioned requirements salaried employees shall have the following:
 - Police Chief:** Minimum of Bachelor's Degree and minimum of 10 years of full-time experience
 - Police Lieutenant:** Minimum of Bachelor's Degree and minimum of 5 years full-time experience
 - Police Sergeant:** Minimum of Associate's Degree and minimum of 3 years full-time experience

The requirements above and the following pay scale applies to employee's hired/promoted to the respective ranks on or after July 1st, 2020

Chief of Police	Police Lieutenant	Police Sergeant
\$60,000-\$65,000	\$58,000-\$63,000	\$50,000-\$55,000
\$2080.00 per annum after two years of service	\$2080.00 per annum after two years of service	\$2080.00 per annum after two years of service

All increases in pay at year two of service will be applied only after successful evaluation of the employee's performance and recommendation by the Chief of Police and approval of Village Council. The Mayor will be responsible for evaluation of the Chief of Police*.

Wage Schedule for Village of Bluffton Employees 2020

Full-Time Public Works Department Employee Requirements and Starting Wages

-Prospective employees must have a high school diploma/GED

-The following pay scale applies to new Department of Public Works employees hired for full time service on or after July 1st, 2020

Tier 1 Applicant	Tier 2 Applicant	Tier 3 Applicant
\$16.00 – 18.00/hr	\$18.50 – 20.50/hr	\$21.00 – 25.00/hr
+\$1.00 more per/hr after probationary period	+\$1.00 more per/hr after probationary period	+\$1.00 more per/hr after probationary period

The Village Administrator will be responsible for determining the length of service and qualifications for prospective new hires and where they fall into place according to the three-tier system. The tiers are identified by applicant credentials which include: EPA licenses /certificates held, prior experience

Village Council has the authority to modify the starting pay and requirements based on prospective employee’s qualifications.

All increases in pay at completion of probationary period will be applied only after a successful evaluation of the employee’s performance, and a recommendation by the Village Administrator.

All increases in pay as they pertain to this scale must be approved by Village Council.*

Salaried Administration Position Requirements

-All salaried employees must maintain the minimum requirements as all full-time Public Works Department employees.

-In addition to the above-mentioned requirements salaried employees shall have the following:

Village Administrator: Minimum of Bachelor’s Degree

Assistant Village Administrator: Minimum of Bachelor’s Degree

Fiscal Officer: Minimum of Bachelor’s Degree

The following pay scale applies to employee’s hired/promoted to the respective positions on or after July 1st, 2020

Village Administrator	Assistant Village Administrator	Fiscal Officer
\$60,000 - \$75,000	\$50,000 – \$60,000	\$55,000 - \$65,000
\$2080.00 per annum after two years of service	\$2080.00 per annum after two years of service	\$2080.00 per annum after two years of service

The Mayor will be responsible for evaluation of the Village Administrator and Fiscal Officer*.

Wage Schedule for Village of Bluffton Employees 2020

All Full-Time Village of Bluffton Hourly and Salary Employees

In the month of January of each year, Village Council will consider an annual wage adjustment for Village employees to be effective January 1.

This wage adjustment will be based on the employee's current rate of pay and will only be approved after a positive employee performance review completed in accordance with current policy.

Licensure and Certification

Police Department Employees:

Employees that hold OPOTA instructor certificates/specialized instructor certificates, or specialized courses shall be eligible for the following compensation:

\$.50 more/per hour for hourly employees. \$1,040.00 per annum for salaried employees. Employees are eligible to be compensated for up to two certifications only. The Chief of Police will be responsible for determining if employees meet the requirements/departmental needs for these increases in pay.

Note: Current police instructors will be eligible for the new adjustment(s) relating to their instructor certifications upon the start date of this schedule.

Public Work's Department Employees:

Public Works Department Employees that hold valid Ohio EPA professional operator licensures shall be eligible for the following compensation:

- Class I professional water operator \$1.00 more/per hour*
- Class I professional wastewater operator \$.50 more/per hour
- Class II professional wastewater operator \$.50 more/per hour
- Class III professional wastewater operator \$2.00 more/per hour**

Employees listed with the Ohio EPA as operators of record for the Village of Bluffton will receive compensation of up to \$1.00 more/per hour.

*all PWD employees are required to obtain a valid Class I water licensure within 3 years of service.

**PWD employees with a valid Class II wastewater licensure before January 1, 2020 who obtain a Class III licensure after January 1, 2020 will be compensated \$1.00 per hour.

Wage Schedule for Village of Bluffton Employees 2020

Part-time and Seasonal Employees

Part-time Police Officer Requirements

- Prospective employees must have a high school diploma/GED.
- Prospective employees must have successfully completed an OPOTA approved police academy and must hold a current/valid certification from OPOTA.
- Emergency Medical Responder (EMR) certificate through the Ohio Division of EMS. This is not required at time of hire but must attend next available class. Must maintain through length of employment.
- Part-time police officers are assigned to work less than 35 hours per week. Officers designated as part-time will have a starting rate of pay of \$14.00/hr. Increases in pay will be decided and approved by Village Council. Part-time police officers are not eligible for the accrual of paid leave or holiday benefits.

Part-time Public Works Department and Administrative Staff Employees

Part-time Public Works Department employees

Prospective employee requirements:

- Valid State of Ohio Driver's license
- High school diploma/GED

Part-time Public Works employees are assigned to work less than 35 hours per week. Employees designated as part-time will have a starting rate of pay of \$14.00/hr. Increases in pay will be decided and approved by Village Council. Part-time Public Works employees are not eligible for the accrual of paid leave or holiday benefits.

Seasonal Public Works Department employees

Prospective employee requirements

- Valid State of Ohio Driver's license
- High school diploma/GED

Seasonal employees are assigned to work less than 1600 hours per year ORC 4141.33.2. Employees designated as Seasonal will have a starting rate of pay of \$11.00 /hr. Increases in pay will be decided and approved by Village Council. Seasonal employees are not eligible for the accrual of paid leave or holiday benefits.

Wage Schedule for Village of Bluffton Employees 2020

Utility Clerk

Prospective employee must have a high school diploma/GED and be bondable

The Utility Clerk is a part-time position assigned to work less than 35 hours per week.

The Utility Clerk will have a starting rate of pay of \$16.00/hr. Increases in pay will be decided and approved by Village Council.

The Utility Clerk is eligible for paid leave and holiday leave in accordance to Village policy manual section 5 Employee benefits

Village Income Tax Administrator

Prospective employee requirements

-Must have a high school diploma/GED

-Education and experience in accounting and finance preferred.

-Must be bondable.

The Tax Administrator is a part-time position assigned to work less than 35 hours per week.

The Tax Administrator will have a starting rate of pay of \$17.00/hr. Increases in pay will be decided and approved by Village Council.

The Tax Administrator is eligible for paid leave and holiday leave in accordance to Village policy manual section 5 Employee benefits

Cemetery Sexton

Prospective employee must have a high school diploma/GED

The Cemetery Sexton is an as needed position with a starting annual salary of \$5000. Increases in pay will be decided and approved by Village Council.

The Cemetery Sexton is not eligible for and accrual of paid leave or holiday benefits.

Village of Bluffton

Administrator's Report

To: Mayor Johnson & Council Members



05-11-20

Bluffton Pathway Board – Bentley Road North Pathway

Choice One Engineering has been highly diligent in their pursuit of ensuring the timely movement of the utility poles along Bentley Road owned by Century Link and AEP. Century Link will begin moving poles mid-May and AEP is scheduling for the end of May. Once poles have been moved, a contractor to be determined will perform necessary storm sewer improvements before a Pathway is constructed. Pathway construction is planned for August 2020.

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.

New Refuse & Recycle Carts

Rumpke has hired a third-party contractor to exchange trash and recycle carts the first week of June.

VILLAGE RESIDENT NOTICE: All Republic carts must be placed curbside during your normal pick up day June 1, or June 3rd. Do not return carts until they have been replaced with Rumpke carts.

To request a smaller (65 gal. vs. current 95gal. size) trash cart, please contact Rumpke at 1-800-828-8171.

New rates of \$19.56 will appear on the Utility Bill due by June 10, 2020.

AEP Ohio – Bluffton Area Improvements:

Thank you to American Electric Power. Teleconference meeting was held on May 7th with AEP officials, Choice One Engineering and the Village of Bluffton. Continued coordination of AEP's Bluffton Area Improvements Project and Village projects is occurring.

2020 Water Meter Replacement Project – Change in Billing Units

New Sensus iPerl meters will report usage per gallon and require the billing units to change from 100 cubic feet. Rates are not being changed, only the billing units. Meters and new radios are scheduled for install late May.

Planning Commission Meeting

Meeting was held on May 6. Minutes from meeting are attached in Council Packet.

Council Ruling on request for exemption from Village contract with Rumpke:

Village resident has requested to be exempted from exclusive contract for refuse and recycling services being provided by Rumpke.

Request for Surplus designation:

Following items has been identified as surplus pending Council designation:

- Jail cell walls from the Town Hall
- Misc. ductile iron water line

Council Committee Meetings: Request for meetings with:

- Ordinance – Animals
- Streets, Alleys, Lights and Sidewalks – w/ Police Dept. – traffic sign replacement in alleys



Department of Public Works
Assistant Village Administrator

5/11/2020

To: Mayor and Village Council Members

Public Works Department planning

Work completed

- ✓ Dirt work
- ✓ Sanitary camera work
- ✓ Sink hole repair
- ✓ Hydrant flushing
- ✓ Weed eating parks and cemetery
- ✓ Concrete patch work College Ave.
- ✓ Back lot clean up
- ✓ Park maintenance

Upcoming projects

- Dirt work at cemetery
- Line striping Main St.
- Meter change outs
- Mosquito machine calibration
- Meter reading
- Move Fire Hydrants on N. Bentley for bike path
- Bank mowing (May 18-22)
- Pool warranty work

Water Usage

The closure of the University and major business has decreased our daily water usage. Last month the Average daily usage recorded .41 MGD including hydrant flushing. The previous months have been closer to .5 MGD.

Water Meters

The new water meters have arrived, the PWD is eager to start the installation process. Once the software and billing are in line the installation process will begin. This process is anticipated to take several months to complete.

Hydrant Flushing

Hydrant flushing was completed April 30th. No hydrants were broken during this process and no leaks were found. The PWD is still learning the ins and outs of the listening device but has been a nice addition.

County Line Rd Sewer

J&D Snyder completed the installation of a new sanitary sewer on County Line earlier this year. They will be completing the dirt work soon as well as having Patriot Concrete repair the sidewalk.

Street paving

Bluffton Paving has completed the road portion of this years paving project. They will be returning to complete 2 pathways as well as the brush dump lot.



BLUFFTON POLICE DEPARTMENT
154 N. MAIN STREET
BLUFFTON, OHIO 45817
(419) 358- 2961
FAX (419) 358-2963



Police Activity Summary
April 2020

Police Calls for Service – 500
Traffic Stops – 24
Citations – 4

Citations

Driving Under Suspension	-	2
OVI	-	1
Speed	-	2
Stop Sign	-	1
Total	-	6

Complaint Reports

Breaking and Entering	-	1
Civil	-	1
Driving Under Suspension	-	1
Drug Offense	-	1
Miscellaneous	-	2
OVI	-	1
Theft	-	1
Total	-	8

- Theft loss for April is \$80.00 with \$0.00 recovered.

