

Village of Bluffton Council Meeting Agenda

October 14th, 2024 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, September 23rd, 2024

Bills

Public Comment:

- Jacob Szabo – Ordinance Comment

Committee Reports

Parks & Recreation – 9/25

Ordinance – 10/08

Parks & Recreation – 10/08

Boards & Commissions

Airport Commission – 9/25

Tree Commission – 10/09

Pathway Board – 10/10

LEGISLATION

ORDINANCE 08-2024

2nd Reading

AN ORDINANCE TO MAKE CHANGES TO CHAPTER 90, SECTION 02, PART D, NUMBER 1 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF BLUFFTON, OH.

ORDINANCE 09-2024

1st Reading

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY LOCATED ON SUNSET DRIVE WITHIN THE VILAGE OF BLUFFTON, OHIO.

RESOLUTION NO. 24-2024

3rd Reading

A RESOLUTION TO ACCEPT THE REVISED VERSIONS OF SECTIONS 3.14 AND 5.02 OF THE VILLAGE OF BLUFFTON, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL

Village Administration Report:

Mayor:

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

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

- Safety Services – Income Tax Increase Informational Meeting – Monday, Oct. 14th at 6:00 pm
- Council Meeting – Monday, October 14th at 7:00 pm
- Safety Services – Income Tax Increase Informational Meeting – Monday, Oct. 28th at 6:00 pm
- Council Meeting – Monday, October 28th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting September 23, 2024, 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 September 9, 2024. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (1) Talavinia, motion approved.

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

The Fiscal Officer gave the following readings:

1st Reading:

Ordinance 08-2024 – An Ordinance to make changes to Chapter 90, Section 02, Part D, Number 1 of the codified ordinances of the Village of Bluffton, OH. Sehlhorst motioned to adopt the Ordinance, seconded by Talavinia. Roll Call: Yes (3) Messrs: Cupples, Steiner, and Talavinia. No (3) Kingsley, Sehlhorst, and Stahl, Abstain (0), motion tied. Mayor Johnson voted Yes, motion approved.

3rd Reading:

Resolution 21-2024 – A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Steiner motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

2nd Reading:

Resolution 24-2024 – A Resolution to accept the revised versions of Sections 3.14 and 5.02 of the Village of Bluffton, Ohio Personnel Policy and Procedure Manual. 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.

1st Reading:

Resolution 26-2024 – A Resolution making certain transfers and declaring an emergency. Cupples motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Stahl motioned to adopt the Resolution, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Sehlhorst motioned, seconded by Kingsley, to approve the special event request for the High School Homecoming Parade. Main St. will be closed from 5:30 p.m. until the end of the parade on Friday, September 27, 2024. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Stahl motioned, seconded by Sehlhorst, to approve the special event request for the Bluffton University Block Party. Vine St. will be closed from 10:00 a.m. until 10:00 p.m. on Saturday, October 5, 2024. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Sehlhorst motioned, seconded by Kingsley, to approve the special event request for the Bluffton University Christmas at the Houshower House event. Spring St. will be closed between College Ave. and Franklin St. from 6:00 p.m. until 7:00 p.m. on Sunday, November 24, 2024. 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.

Parks & Recreation Committee with Allen County Public Health on Wednesday, September 25 at noon.

Airport Commission on Wednesday, September 25 at 3:00 p.m. at the Bluffton Airport.

Ordinance Committee on Tuesday, October 8 at 5:00 p.m.

Pathway Board on Thursday, October 10 at noon.

Safety Services – Income Tax Increase Informational Meeting on Monday, October 14 at 6:00 p.m.

Council Meeting on Monday, October 14 at 7:00 p.m.

Safety Services – Income Tax Increase Informational Meeting on Monday, October 28 at 6:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 10/14/2024 PRELIMINARY

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AETNA	22,523.10	Multiple	HEALTH INSURANCE
ALL SERVICE AERATION, INC	482.50	Multiple	PORTABLE TOILETS
ALLEN COUNTY EMA	440.88	Fire	GAS METER O2 SENSORS
ALLOWAY TESTING	50.00	Multiple	TESTING
ALLOWAY TESTING	50.00	Multiple	TESTING
ALLOWAY TESTING	75.00	Multiple	TESTING
ALLOWAY TESTING	255.00	Multiple	TESTING
ALLOWAY TESTING	300.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	20,853.70	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	1,251.56	Multiple	ELECTRICITY
ANGIE ESSINGER	168.40	Multiple	PETTY CASH REIMBURSEMENT
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON PAVING, INC.	4,670.00	Street	MISC. REPAIRS
BLUFFTON STONE CO.	62.72	Multiple	STONE
CHARTER COMMUNICATIONS	43.42	Administrative	CABLE
CHARTER COMMUNICATIONS	169.98	Administrative	CABLE
CHARTER COMMUNICATIONS	174.98	Multiple	CABLE
CHERRY'S OUTDOOR WORLD	973.99	Police	ACKERMAN DUTY WEAPON
CHOICE ONE ENGINEERING	2,125.00	Capital Improvements	POCONO DR. UTILITY IMP.
CHOICE ONE ENGINEERING	2,785.00	Multiple	GENERAL ENGINEERING
CHOICE ONE ENGINEERING	6,430.45	Street	SR 103 AT NAVAJO IMPROVEMENT
CINTAS	87.58	Administrative	UNIFORMS
CINTAS	85.18	Administrative	UNIFORMS
CINTAS	87.38	Administrative	UNIFORMS
CITIZEN'S NATIONAL BANK	852.17	Street	CONCRETE REPAIR
CITIZEN'S NATIONAL BANK	35.00	Administrative	COMMERCIAL PESTICIDE LICENSE - BLACKBURN
CITIZEN'S NATIONAL BANK	16.37	Police	TRAINING MEAL
CITIZEN'S NATIONAL BANK	68.48	Police	TRAINING MEAL
CITIZEN'S NATIONAL BANK	27.76	Police	TRAINING LT/CHIEF
CLEMANS, NELSON & ASSOCIATES, INC	175.00	Administrative	RETAINER
COLONIAL SURFACE SOLUTIONS, INC.	233.40	Street	CROSSWALK BRACKETS
CONNECT PARENT CORPORATION	221.56	Administrative	PHONES
CRAUN-LIEBING CO	305.70	Sewer	GRIT PUMP PARTS
DEGEN EXCAVATING CO., INC.	1,086.31	Street	ELM ST. STORM LINE JETTING
DOTY, MICHAEL	70.50	Police	PD AUTO REPAIRS
DOTY, MICHAEL	90.75	Police	PD AUTO REPAIRS
EVERETT J PRESCOTT INC	768.76	Water	SUPPLIES
FAMILY HARDWARE DO IT BEST	437.65	Multiple	SUPPLIES
GGC FEEDS, LLC	189.00	Park	FERTILIZER - FALL MAINTENANCE
GGC FEEDS, LLC	193.50	Multiple	GRASS SEED
GRAINGER INC	919.65	Land & Buildings	MISC SUPPLIES
GREAT LAKES BILLING ASSOCIATES, INC.	1,912.38	Rescue	EMS BILLING SERVICE
HACKENBERG, FEIGNER, BISHOP & WERTH, LLC	1,000.00	Administrative	SOLICITOR FEES
HAWTHORNE-SEVING, INC.	67.92	Street	FABRICATING METAL
HAWTHORNE-SEVING, INC.	23.28	Street	FABRICATING METAL
HOWE ENTERPRISES LLC	50.00	Street	ELBERT DUBENION FRAME
JACOMET'S MARTIAL ARTS	500.00	Police	DEPARTMENT TRAINING
JUSTIN SHANNON	513.20	Land & Buildings	TOWN HALL CLEANING
KENT KARHOFF LLC	800.00	Cemetery	BURIALS & FOUNDATIONS
KLEEM	1,129.13	Street	STREET SIGNS
KLEEM	4,423.00	Street	STREET SIGNS
KOI ENTERPRISES, INC.	398.79	Fire	BATTERIES FOR ENGINE 101
KOI ENTERPRISES, INC.	70.11	Multiple	PARTS

LEEKING	1,250.00	Pool	POOL LEAK DETECTION
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
MARATHON FLEET SERVICES	2,042.38	Multiple	FUEL
MIAMI PRODUCTS & CHEMICAL CO.	796.20	Water	CHLORINE
NEW HORIZON COMMUNICATIONS	554.38	Administrative	PHONES
NORTHWESTERN OHIO SECURITY SYSTEMS	202.00	Land & Buildings	MONITORING
OHIO PEACE OFFICER TRAINING	185.00	Police	TRAINING
PERRY CORPORATION	26.82	Administrative	IT CONTRACT
PERRY CORPORATION	336.79	Administrative	IT CONTRACT
PERRY CORPORATION	32.53	Administrative	IT CONTRACT
PHILLIPS, SCOTT	140.25	Sewer	CEU REIMBURSEMENT
RUMPKE	27,344.73	Refuse	TRASH SERVICES
SHELL FLEET PLUS	1,778.53	Multiple	FUEL
STAPLES BUSINESS ADVANTAGE	198.25	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	170.57	Multiple	SUPPLIES
STEVE SWISHER	356.00	Police	SIREN REPLACEMENT
SUPERIOR UNIFORM SALES, INC.	2,232.70	Police	UNIFORMS
SUPERIOR UNIFORM SALES, INC.	154.90	Police	UNIFORMS
SUPERIOR UNIFORM SALES, INC.	148.15	Police	UNIFORMS
SUPERIOR UNIFORM SALES, INC.	889.89	Police	UNIFORMS
TREASURER OF STATE	150.00	Fire	VOLUNTEER FIREFIGHTERS DEPENDENCY FUND
TREASURER OF STATE OF OHIO	2,492.80	Administrative	FINANCIAL AUDIT
UNITED FIRE APPARATUS CORP	19.35	Fire	RUBBER LATCH CLAMP
VERIZON WIRELESS	106.60	Multiple	CELL PHONES
VERIZON WIRELESS	160.44	Multiple	CELL PHONES
VETTER LUMBER CO.	369.98	Multiple	SUPPLIES
WESSLER ENGINEERING	1,727.50	Sewer	SANITARY ON-CALL SERVICES
ZOLL DATA SYSTEMS	166.09	Rescue	EMS CHARTS
	<u>129,808.02</u>		
SEPTMBER MONTHLY	2,569.00		
MEDICARE	37.22		
OPERS	269.03		
FICA	40.14		
BIWEEKLY PAYROLL 10/4/24	58,313.80		
MEDICARE	800.16		
OPERS	4,103.00		
OP&F	5,656.28		

Council Signature : _____

Date: _____

Bluffton Airport Commission

Minutes from 09/25/2024



Began at 3:00 p.m.

Adjourned at 4:15 p.m.

Attended by:

Roger Edwards

Nick Vance

Shawn Stratton

Jesse Blackburn

Dave Blank

Phill Talavinia

Michael Barham

Pat Schwan

Topics of Discussion:

1. FAA Funded Project: - Taxilane Reconstruction

Pat Schwann from Richland Engineering will have plans ready to advertise in November and open bids in December.

- Extension of Taxilane C to the Quonset hut will be offered as an Alternate Bid
- Additional work near hanger will be offered as an Alternate Bid

2. ODOT Grant for Taxiway Lighting:

- Plans are being designed to have ready to advertise for bids in January and open bids in February of '25.

3. 10 Year Capital Improvement Program

- Commission requested an addition to the current plans to include airport hanger construction using BIL funds

4. FAA Fiscal Year '25 planning meeting: Oct. 24th

Topics to address:

- Can BIL money be used for Airport repair needs?
- Update 10 year CIP to include hanger construction

ORDINANCE NO. 08-2024

AN ORDINANCE TO MAKE CHANGES TO CHAPTER 90, SECTION 02, PART D, NUMBER 1 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF BLUFFTON, OH.

WHEREAS, the Zoning Department has discovered an inconsistency with Village laws and current practices, and;

WHEREAS, the current practice of issuing an Animal Permit does not allow the presence of roosters, however roosters are not listed in Chapter 90, Section 02, Part D, Number 1 as Prohibited Animals, and;

WHEREAS, the Zoning Department has dealt with neighborly issues presented by the presence of roosters within the Village, and;

WHEREAS, the need for consistency amongst Village laws and practices is imperative, and;

WHEREAS, this need is met by adding roosters as Item (L) Roosters to Part D of Chapter 90, Section 02 of the Codified Ordinances of the Village of Bluffton, OH.

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

SECTION 1: That Village Council adopts the following addition of Item (L) Roosters to Chapter 90, Section 02, Part D, Number 1 of the Village of Bluffton Codified Ordinances.

§ 90.02 PERMIT REQUIRED FOR CERTAIN ANIMALS; FEE.

(D) Prohibited animals.

(1) It shall be unlawful for any person to keep, maintain, or have possession or under his control live within the Village of Bluffton any of the following animals:

(L) Roosters.

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 _____ 2024 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. 09-2024

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY LOCATED ON SUNSET DRIVE WITHIN THE VILAGE OF BLUFFTON, OHIO.

WHEREAS, Robert Fett filed a Petition for Zoning Amendment with the Bluffton Village Planning Commission requesting a re-zoning from R-I Residential to R-II Residential for certain property located on Sunset Drive described as follows:

Situated in the County of Allen, State of Ohio, to wit:

Parcel Number: 28-0212-01-013-000

And;

WHEREAS, The Village Planning Commission approved recommending the Petition for Zoning Amendment at a public hearing on February 21, 2022.

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

Section 1: That the Council of the Village of Bluffton, Ohio has approved the Petition for Zoning Amendment of a parcel of land which has been recommended for re-zoning by the Bluffton Village Planning Commission from R-I Residential to R-II Residential and is described as follows:

Section 2: Situated in the County of Allen, State of Ohio, to wit:

Parcel Number: 28-0212-01-013-000

Section 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and 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 _____ 2024 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. 24-2024

A RESOLUTION TO ACCEPT THE REVISED VERSIONS OF SECTIONS 3.14 AND 5.02 OF THE VILLAGE OF BLUFFTON PERSONNEL POLICY AND PROCEDURE MANUAL.

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

WHEREAS, the following sections are in need of said updates as supplied in Exhibit A:
Section 3.14 – Resignation
Section 5.02 – Sick Leave Conversion.

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

SECTION 1: That Village Council adopts the updated sections of the Village of Bluffton Personnel Policy and Procedure Manual 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 _____ 2024 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

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

RESIGNATION

SECTION 3.14

PAGE 1 OF 2

A. POLICY

1. Employees may voluntarily resign by submitting a written letter of resignation to their supervisor at least two (2) weeks prior to the effective date of the employee's planned separation. The letter shall be a signed, dated statement indicating the employee desires to resign and indicate the effective date of separation. Failure to give proper, timely notification may render the employee ineligible for future re-employment with the Village of Bluffton and will negate the eligibility for payment of accrued but unused sick leave.
2. An employee who resigns in good standing may be reinstated, at the discretion of the Employer, to the employee's former position or a similar position provided the former employee remains qualified to perform the duties of the position and reinstatement would be in the best interest of the Employer.
3. It is the Employer's policy to provide the following information in response to requests for employment references regarding former employees:
 - a. The employment dates;
 - b. The employee's position(s) held;
 - c. The beginning and ending pay rates; and
 - d. The employee's reason for resigning as stated in the letter of resignation.

In addition, the Employer will comply with the Ohio Public Records Act.

B. PROCEDURE

1. Letters of resignation should contain the following information:
 - a. A statement indicating the employee intends to resign;
 - b. The date of the letter;
 - c. The effective date of resignation;
 - d. The reason for the resignation (optional); and
 - e. The employee's signature.
2. The letter of resignation should be forwarded to the Village Administrator's office immediately.

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

SICK LEAVE CONVERSION

SECTION 5.02

PAGE 1 OF 1

A. POLICY

1. Upon separation and/or retirement (without completing the full retirement requirements for the pension plan in which the employee is a member) from active service, an employee shall receive payment of accrued but unused sick leave for active service with the Village of Bluffton if the employee has at least ten (10) years of service as a public employee with the Village, state or any political subdivision of the state or any combination thereof. The amount of the payment shall be one-fourth (1/4) of the employee's accrued but unused sick leave, up to a maximum of forty (40) days accrued leave.
2. Upon retirement from active service, and, having met the full retirement requirements for the pension plan in which the employee is a member, the employee shall receive the following payment of the employee's accrued but unused sick leave.
 - (a) Upon giving between 60 and 89 days notice of retirement, the employee shall receive payment of 40 days (320 hours) of accrued but unused sick leave.
 - (b) Upon giving between 90 and 119 days notice of retirement, the employee shall receive payment of 60 days (480 hours) of accrued but unused sick leave.
 - (c) Upon giving 120 days or more notice of retirement, the employee shall receive payment of 80 days (640 hours) of accrued but unused sick leave.
3. Payment shall be based on the employee's rate of pay at the time of retirement.
4. The employee may elect to receive such payment in one (1) or more payments; however, payment under this policy shall eliminate all sick leave credit accrued by the employee at the time of payment.
5. Beneficiaries of a deceased employee shall be eligible for the sick leave conversion benefits for which the employee would have otherwise qualified hereunder.
6. No payment of accumulated sick leave will be made when less than two weeks notice is given or for involuntary termination of employment .

B. PROCEDURE

Employees who are eligible to receive payment hereunder shall, upon separation and/or retirement from active service under OPERS or OPFPF, contact the Fiscal Officer's office to complete the required request form.

Original Adoption Date: _____ Revision Date: _____