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

-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

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GREAT LAKES BILLING ASSOCIATES, INC. 1,912.38 Rescue EMS BILLING SERVICE HACKENBERG, FEIGHNER, 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 LBERT 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 KOI ENTERPRISES, INC. 398.79 Fire BATTERIES FOR ENGINE 101	GGC FEEDS, LLC	193.50	Multiple	GRASS SEED
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HOWE ENTERPRISES LLC 50.00 Street ELBERT DUBENION FRAME JACOMET'S MARTIAL ARTS 500.00 Police DEPARTMENT TRAINING JUSTIN SHANNON 513.20 Land & Buildings 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		67.92	Street	FABRICATING METAL
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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		50.00	Street	ELBERT DUBENION FRAME
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KLEEM 4,423.00 Street STREET SIGNS KOI ENTERPRISES, INC. 398.79 Fire BATTERIES FOR ENGINE 101	KENT KARHOFF LLC	800.00	Cemetery	BURIALS & FOUNDATIONS
KOLENTERPRISES, INC. 398.79 Fire BATTERIES FOR ENGINE 101	KLEEM	1,129.13	Street	STREET SIGNS
VOLENTER PRINCE INC.	KLEEM			STREET SIGNS
KOLENTERPRISES, INC. 70.11 Multiple PARTS				BATTERIES FOR ENGINE 101
	KUI ENTERPRISES, INC.	70.11	Multiple	PARTS

LEEKING	1,250.00	Pool	DOOL LEAV DETECTION
LEXIS NEXIS RISK DATA MANAGEMENT INC.			POOL LEAK DETECTION
MARATHON FLEET SERVICES		Administrative	ADDRESS SEARCHES
MIAMI PRODUCTS & CHEMICAL CO.		Multiple Water	FUEL
NEW HORIZON COMMUNICATIONS			CHLORINE
NORTHWESTERN OHIO SECURITY SYSTEMS		Administrative	PHONES
OHIO PEACE OFFICER TRAINING		Land & Buildings	MONITORING
PERRY CORPORATION	185.00		TRAINING
		Administrative	IT CONTRACT
PERRY CORPORATION		Administrative	IT CONTRACT
PERRY CORPORATION		Administrative	IT CONTRACT
PHILLIPS, SCOTT	140.25		CEU REIMBURSEMENT
RUMPKE	27,344.73		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		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		EMS CHARTS
	129,808.02		
SEPTEMBER 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		
	3,030.20		

Date:_____

Council Signature :_____

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Bluffton Airport Commission

Minutes from 09/25/2024

Began at 3:00 p.m. Adjourned at 4:15 p.m.

Attended by:

Roger Edwards Dave Blank Nick Vance Phill Talavinia

Shawn Stratton Michael Barham Jesse Blackburn 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:

<u>SECTION 1</u>: 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.

	and adopted this Bluffton, Ohio by the fo		
Yes:	No:	Abstain:	
Attest:			
Fiscal Officer		Mayor	r
Approved as to	Form:		
Village Solicito	or		

ORDINANCE NO. 09-2024

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

WHEREA	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 Coun	ty of Allen, State of Ohio, to wit:	
	Parcel Number:	28-0212-01-013-000	
	And;		
WHEREA		Commission approved recommending the Petition for Zoning lic hearing on February 21, 2022.	
	EREFORE, LET IT BE TON, OHIO:	ORDAINED BY THE COUNCIL OF THE VILLAGE	
	Zoning Amendment of	Village of Bluffton, Ohio has approved the Petition for a parcel of land which has been recommended for re-zoning Planning Commission from R-I Residential to R-II bed as follows:	
Section 2:	Situated in the County of	f Allen, State of Ohio, to wit:	
	Parcel Number:	28-0212-01-013-000	
and relating and that all of actions were	to the adoption of this Couleliberations of this Cou	ermined that all formal actions of this Council concerning ordinance were adopted in an open meeting of this Council noil and any of its committees that resulted in such formal public, in compliance with all legal requirements including Code.	
Passo the Village o	ed and adopted this of Bluffton, Ohio by the	day of 2024 by the governing board of following vote (2/3 required):	
Yes:	No:	Abstain:	
Attest:			
Fiscal Office	er	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.

	l and adopted this Bluffton, Ohio by the f		2024 by the governing board of quired):
Yes: No:		Abstain:	
Attest:			
Fiscal Officer		——————————————————————————————————————	r
Approved as t	to Form:		
Village Solici	tor		

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 reemployment 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:	
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