

**COUNCIL MEETING
AGENDA
March 12, 2012
8:00 PM
BLUFFTON TOWN HALL**

MINUTES February 27, 2012

BILLS

ORDINANCE NO. 03-12 **1ST READING** **EMERGENCY**
AN ORDINANCE AMENDING ORDINANCE NO. 21-11 (THE ANNUAL
APPROPRIATION ORDINANCE) AND DECLARING AN EMERGENCY.

ORDINANCE NO. 04-12 **1ST READING** **EMERGENCY**
AN ORDINANCE SETTING THE PRICE FOR BURIAL LOTS IN CEMETERY
OWNED BY THE VILLAGE OF BLUFFTON, OHIO EFFECTIVE JULY 1, 2004 AND
DECLARING AN EMERGENCY.

ADMINISTRATOR'S REPORT

SAFETY

FINANCIALS

MEETING DATES

| | | |
|----------------|--|---------|
| March 12, 2012 | Personnel Committee | 7:00 PM |
| March 12, 2012 | Streets, Alleys and Lights Committee | 7:30 PM |
| March 12, 2012 | Council | 8:00 PM |
| March 14, 2012 | Tree Commission | 7:30 PM |
| March 15, 2012 | Retirement Celebration for Carol Bradley | 7:30 PM |
| March 26, 2012 | Council | 8:00 PM |

Regular Council

February 27, 2012

Mayor Fulcomer presiding. Messrs: Collier, Gallant, Kingsley, McGarrity, Sehlhorst and Steiner present.

Mr. Gallant moved, seconded by Mr. Kingsley to approve the minutes of the regular council meeting held on February 13, 2012. Roll Call: Yeas (6) Messrs: Gallant, Kingsley, Collier, McGarrity, Sehlhorst, and Steiner. Nays (0), motion approved.

Mr. McGarrity moved, seconded by Mr. Steiner to approve the bills as presented. Total non-payroll of \$102,412.43 and payroll of \$32,699.11. Roll Call: Yeas (6) Messrs: McGarrity, Steiner, Collier, Gallant, Kingsley, and Sehlhorst. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. McGarrity to approve the 2011 annual financial statements as presented. Roll Call: Yeas (6) Messrs: Steiner, McGarrity, Collier, Gallant, Kingsley, and Sehlhorst. Nays (0), motion approved.

The Fiscal Officer announced the following meetings:

| | | |
|----------------|----------------------------------|---------|
| March 1, 2012 | Income Tax Informational Meeting | 7:30 PM |
| March 12, 2012 | Personnel | 7:00 PM |
| March 12, 2012 | Streets, Alleys, and Lights | 7:30 PM |
| March 12, 2012 | Council | 8:00 PM |

Mr. Gallant moved to adjourn.

MAYOR

FISCAL OFFICER

Village of Bluffton
Bills to be paid
3/12/2012

PAYROLL:

| | |
|---------|--------------|
| Village | \$ 31,574.14 |
| Rescue | \$ 1,957.22 |

| | |
|----------------------|---------------------|
| TOTAL PAYROLL | \$ 33,531.36 |
|----------------------|---------------------|

NON-PAYROLL:

| | | |
|--------------------------------|------------------------------------|--------------|
| Alloway Testing | Lab Analysis | \$ 75.00 |
| All Service Aeration | Porta Toilets | \$ 252.50 |
| Allied Waste | Refuse Service | \$ 21.65 |
| Apollo | CPR Cards | \$ 3.00 |
| Aramark | Uniforms | \$ 243.70 |
| AECOM | Mound & Cherry St Application Fee | \$ 2,100.00 |
| Bluffton Hospital | Ambulance Supplies | \$ 167.35 |
| Bluffton News | Publishing | \$ 125.00 |
| Choice One Engineering | Cherry & Mound; Lawn, Jackson, Elm | \$ 1,978.60 |
| Corrpro Co | Annual Service Agreement | \$ 1,310.00 |
| Digital C.O.P.S. | Laptop | \$ 869.75 |
| Ruth Everett | Cleaning | \$ 200.00 |
| Global Electric | Sewer Plant & Park Repairs | \$ 11,240.24 |
| Go Green | Brush Dump Grinding | \$ 13,705.00 |
| Great Lakes Billing | EMS Run Collection Fees | \$ 1,270.17 |
| Hackenberg, Beutler, Rasmussen | Legal Services- Hancock Co | \$ 150.00 |
| Henderson Truck | Snow Plow & Hitch Assembly | \$ 10,985.10 |
| Kirtland's | Cruiser Maintenance | \$ 1,094.35 |
| Koorsen Fire | Air Samples & Air Compressor Maint | \$ 720.00 |
| Marathon | Gasoline | \$ 208.65 |
| James Mehaffie | Lodging & Parking | \$ 241.66 |
| NWOHio Security | Elevator & Alarm Monitoring | \$ 107.50 |
| AEP | Electricity | \$ 22,301.10 |
| Village of Ottawa | Water Usage | \$ 29,739.49 |
| Perry Corp | Copier Maintenance | \$ 39.96 |
| Everett J. Prescott | Meter Setters | \$ 1,350.00 |
| Red Wing | Resole Boots- Bowers | \$ 84.71 |
| Time Warner Cable | Internet | \$ 325.41 |
| Treasurer of State | Court Costs | \$ 550.00 |
| United States Treasury | Levy Proceeds | \$ 1,320.00 |
| Centurylink | Telephone Service | \$ 1,032.27 |
| W.C.O.I.L | Internet | \$ 4.95 |

| | |
|--------------------------|----------------------|
| Total Non-Payroll | \$ 103,817.11 |
|--------------------------|----------------------|

 Mayor/ Council President

X: Then and Now approved by Council

Statement of Cash Pos w/MTD

AS OF: 03/01/2012

YEAR: 2012

| FUND NO. | FUND DESCRIPTION | STARTING ACCOUNT: | | | | ENDING ACCOUNT: z | | | | UNEXPENDED BALANCE | OUTSTANDING ENCUMBRANCE | ENDING BALANCE |
|----------|----------------------|-------------------|-----------|-----------|------------------|-------------------|------------|------------|------------|--------------------|-------------------------|----------------|
| | | BEGINNING BALANCE | M-T-D | Y-T-D | [-DISBURSMENTS-] | M-T-D | Y-T-D | Y-T-D | Y-T-D | | | |
| A1 | GENERAL FUND | 1632795.89 | 231879.06 | 390069.41 | 132088.31 | 247509.14 | 1775356.16 | 339100.93 | 1436255.23 | | | |
| B1 | STREET FUND | 65693.95 | 12793.33 | 32076.11 | 16704.76 | 37665.92 | 60104.14 | 34559.96 | 25544.18 | | | |
| B2 | STATE HIGHWAY FUND | 21993.84 | 1038.09 | 2298.39 | 0.00 | 0.00 | 24292.23 | 0.00 | 24292.23 | | | |
| B3 | CEMETARY FUND | 8102.13 | 725.00 | 4425.00 | 363.13 | 4047.67 | 8479.46 | 9553.96 | 1074.50- | | | |
| B4 | PARK FUND | 20509.06 | 0.00 | 3750.00 | 477.04 | 827.65 | 23431.41 | 8342.02 | 15089.39 | | | |
| B5 | BENROTH MEMORIAL BR | 534.63 | 0.00 | 0.00 | 0.00 | 0.00 | 534.63 | 0.00 | 534.63 | | | |
| B6 | FEMA GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| B7 | COURT COMPUTER | 3337.14 | 60.00 | 108.00 | 0.00 | 0.00 | 3445.14 | 0.00 | 3445.14 | | | |
| B8 | DUI ENFORCEMENT & E | 547.01 | 26.00 | 26.00 | 0.00 | 396.00 | 177.01 | 0.00 | 177.01 | | | |
| B9 | PERMISSIVE LICENSE | 41708.50 | 0.00 | 0.00 | 0.00 | 41708.50 | 0.00 | 0.00 | 0.00 | | | |
| C1 | STREET DEBT SERVICE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| C2 | SWIMMING POOL DEBT | 863.28 | 0.00 | 0.00 | 0.00 | 0.00 | 863.28 | 0.00 | 863.28 | | | |
| D1 | CAPITAL IMPROVEMENT | 18742.16 | 0.00 | 0.00 | 0.00 | 0.00 | 18742.16 | 0.00 | 18742.16 | | | |
| D2 | STORM SEWER IMPROVE | 20046.82 | 0.00 | 0.00 | 0.00 | 0.00 | 20046.82 | 0.00 | 20046.82 | | | |
| D3 | FIRE & RESCUE IMPRO | 274273.41 | 12.07 | 26.61 | 834.00 | 834.00 | 273466.02 | 0.00 | 273466.02 | | | |
| D4 | SWIMMING POOL IMPRO | 47900.58 | 0.00 | 0.00 | 0.00 | 0.00 | 47900.58 | 0.00 | 47900.58 | | | |
| D5 | EQUIPMENT REPLACEME | 24473.72 | 0.00 | 0.00 | 9827.92 | 11689.74 | 12783.98 | 4800.00 | 7983.98 | | | |
| D6 | AIRPORT IMPROVEMENT | 579.79 | 0.03 | 0.06 | 0.00 | 0.00 | 579.85 | 0.00 | 579.85 | | | |
| D7 | STREET IMPROVEMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| D8 | TOWN HALL IMPROVEME | 3131.57 | 50565.62 | 81927.98 | 0.00 | 0.00 | 85059.55 | 175000.00 | 89940.45- | | | |
| D9 | POLICE EQUIPMENT RE | 5403.58 | 0.00 | 0.00 | 0.00 | 0.00 | 5403.58 | 30008.00 | 24604.42- | | | |
| E1 | WATER FUND | 333307.28 | 77303.77 | 141046.52 | 47768.98 | 116873.31 | 357480.49 | 390720.51 | 33240.02- | | | |
| E2 | SEWER FUND | 226891.82 | 66320.24 | 119930.76 | 55413.71 | 137321.24 | 209501.34 | 233139.88 | 23638.54- | | | |
| E3 | SEWER DEBT SERVICE | 176321.50 | 2050.25 | 4100.50 | 0.00 | 0.00 | 180422.00 | 0.00 | 180422.00 | | | |
| E4 | SEWER DEBT SERVICE | 39686.59 | 20500.00 | 41000.00 | 0.00 | 0.00 | 80686.59 | 245310.00 | 164623.41- | | | |
| E5 | WATER DEBT SERVICE | 0.00 | 0.00 | 0.00 | 14053.55 | 268072.70 | 268072.70- | 320713.75 | 588786.45- | | | |
| E6 | SEWER REPLACEMENT & | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| E7 | REFUSE FUND | 34747.88 | 17430.74 | 31837.80 | 15002.98 | 30045.35 | 36540.33 | 149989.84 | 113449.51- | | | |
| E8 | SEWER IMPROVEMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| E9 | WATER IMPROVEMENT F | 39649.20 | 0.00 | 0.00 | 0.00 | 0.00 | 39649.20 | 22369.00 | 17280.20 | | | |
| F1 | WATER CONSTRUCTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| F2 | COMMUNITY EVENTS | 6920.77 | 0.00 | 0.00 | 0.00 | 0.00 | 6920.77 | 0.00 | 6920.77 | | | |
| F3 | COMMUNICATIONS FUND | 7053.92 | 0.00 | 0.00 | 1140.00 | 1140.00 | 5913.92 | 2280.00 | 3633.92 | | | |
| F4 | POLICE CONTINUING PR | 649.87 | 0.00 | 0.00 | 0.00 | 0.00 | 649.87 | 0.00 | 649.87 | | | |
| F5 | UTILITY RECOVERY | 16459.88 | 0.00 | 0.00 | 0.00 | 0.00 | 16459.88 | 0.00 | 16459.88 | | | |
| G2 | UNCLAIMED MONIES TR | 225.20 | 0.00 | 0.00 | 0.00 | 0.00 | 225.20 | 0.00 | 225.20 | | | |
| G3 | INCOME TAX FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| G4 | CEMETARY TRUST - C/ | 1326.66 | 0.00 | 0.00 | 0.00 | 0.00 | 1326.66 | 0.00 | 1326.66 | | | |
| G5 | CEMETARY TRUST - MA | 524.37 | 0.00 | 0.00 | 0.00 | 0.00 | 524.37 | 0.00 | 524.37 | | | |
| H1 | SPECIAL ASSESSMENT | 897.17 | 0.00 | 0.00 | 0.00 | 0.00 | 897.17 | 0.00 | 897.17 | | | |
| H2 | SPECIAL ASSESSMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| H4 | SPECIAL ASSESSMENT | 849.41 | 0.00 | 0.00 | 0.00 | 0.00 | 849.41 | 0.00 | 849.41 | | | |
| H5 | SPECIAL ASSMT - MAI | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| H6 | SPECIAL ASSMT - JAC | 119.67 | 0.00 | 0.00 | 0.00 | 0.00 | 119.67 | 0.00 | 119.67 | | | |
| | TOTAL: | 3076268.25 | 480704.20 | 852623.14 | 293674.38 | 898131.22 | 3030760.17 | 1965887.85 | 1064872.32 | | | |

* End of Report: VILLAGE OF BLUFFTON *

ORDINANCE NO. 03-12

AN ORDINANCE: AMENDING ORDINANCE NO. 21-11 (THE ANNUAL APPROPRIATION ORDINANCE) AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to appropriate funds and amend Ordinance No. 21-11 (The Annual Appropriation Ordinance).

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

SECTION 1: That monies are appropriated for the General and Permissive License Tax Funds as follows:

Supplemental Appropriations:

General Fund:

A1-5L-52390 Brush & Leaf Disposal +\$2,705.00

Permissive License Tax Fund:

B9-6A-52550 Street Construction +\$41,708.50

SECTION 2: That an emergency exists in the daily operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof, and for the further reason that this appropriation transfer is needed so expenditures can be made.

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

Passed and Adopted this _____ day of _____, 2012 by the governing board of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Noes: _____ Abstain: _____

Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

SOLICITOR

ORDINANCE NO. 04-12

AN ORDINANCE SETTING THE PRICE FOR BURIAL LOTS IN CEMETERY OWNED BY THE VILLAGE OF BLUFFTON, OHIO EFFECTIVE JULY 1, 2004 AND DECLARING AN EMERGENCY

WHEREAS: After review of the needs of Village cemetery costs and maintenance needs, the Village finds that the price for burial lots should be increased to \$500.00 per lot.

WHEREAS: The Village finds that the change should become effective on July 1, 2004 in accordance with , and;

WHEREAS: An emergency exists in that the increased lot cost is necessary to provide for the continued proper maintenance and care of the cemetery and also to formalize the increase previously approved by the Village but not memorialized in legislation, all for the preservation of the health, safety and welfare of the citizens of the Village of Bluffton, Ohio.

IT IS THEREFORE ORDAINED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO (at least two thirds of the members elected thereto concurring) THAT:

SECTION 1: That the cost of cemetery lots for the Village Cemetery be and is hereby set at Five hundred and no/100 dollars (\$500.00) per lot effective July 1, 2004.

SECTION 2: That the Council of the Village of Bluffton, Ohio determines that this matter 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 ordinance were made in open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

Passed and adopted this ____ day of March, 2012 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to form:

F. Stephen Chamberlain
Village Solicitor

**To: Mayor Fulcomer
Council Members**

OPWC Notification

The Village has received notification from the Ohio Public Works Commission that our requests for financial assistance have been approved for the Lawn, Jackson and Grove Street and the Cherry and Mound Streets Water Main Replacement projects in the amounts of \$294,918 and \$281,359 respectively. This assistance covers 65% of the estimated costs for each of these projects and is in the form of a 30-year, 0% interest loans. While the bid process can be completed at any time, the Village cannot award any construction contracts until an Agreement is executed with the OPWC. Those Agreements will not be released until July 1, 2012, at the earliest. I am reviewing the engineered plans for these projects Monday afternoon with Choice One Engineering.

Aggregation

Following the approval of the aggregation measure on the March 6th ballot, I spoke with Commissioner Bassitt concerning the County's aggregation program and the possibility of the Village participating in the County's program. He provided me with the contact information with the representative from Palmer Energy that the County has been working with. I am meeting with this representative on Monday, March 12th to gather information. I invited representatives from the Village of Beaverdam to attend the meeting as they passed their aggregation measure as well and expressed interest.

Health District

I wanted to let everyone know that the Allen County Health Department will be holding an Open House on Friday, March 30, 2012 from 1:30 – 4:30 PM at the Allen County Sanitary Engineer's office to celebrate Dave Rosebrock's retirement after 38 years of service to the Allen County Health Department.

Retirement Celebration

Just a reminder- we will be having a gathering at the Town Hall for employees and officials to celebrate Carol Bradley's retirement on Thursday, March 15th from 11:30 AM to approximately 1:00 PM on the Third Floor. Please let me know if you are planning on attending for planning purposes. Her scheduled last day will be March 21, 2012.

Waterline Project

As I am typing this report, the second bacteriological sample is being pulled for the water main replacement on N. Dixie Highway. Following successful lab tests, the contractor should be able to switch customers to the new line next week and abandon the old line by the end of the week.

Sewer Plant

Dan Bowden has provided me with estimates for the repair and/or replacement of one of the ARS pumps at the Sewer Plant. There are two pumps that operate continuously, and have since the plant was put into operation in 2003. Due to the

importance of these pumps to the operation of the plant, we cannot afford to have either of the pumps out of service for an extended period of time. Dan provided an estimate for parts and supplies necessary to repair the pump which totaled \$9,980.30, plus shipping. Village personnel, with the assistance of Bryan Warner from Global Electric, would then pull the pump and perform the necessary maintenance on the pump. Dan also provided an estimate to replace the pump for a total of \$19,776, with a 16-18 week lead time. Since the plant went online in 2003, as components have been repaired or replaced, we have attempted, when possible, to acquire back-up equipment for vital components of the plant. After discussing this with Dan, my recommendation to Council is to purchase a new pump at this time and, in the near future, purchase the parts and supplies and repair the replaced pump. The replaced pump will then serve as a backup for the second pump. When it is time to repair that pump, it would be switched out and repaired at our leisure. Considering the 16-18 week lead time for a replacement pump, this would provide a safeguard against a future pump failure that would severely debilitate the operations of the plant for an extended period of time.

TIRC Meeting

The Allen County Tax Incentive Review Council is scheduled to meet on Tuesday, March 20, 2012. I will be attending on behalf of the Village to review the remaining agreement that the Village has active in Allen County.

Executive Session Request

I would like to request an Executive Session during Monday evening's Regularly Scheduled Council Meeting to discuss contracts.