



VILLAGE OF NORTH BALTIMORE Committee of the Whole - (5/5/26)

May 05, 2026
5:30 PM

Minutes

- I. Call to order: Council President Dee Hefner**
- II. Pledge of Allegiance**
- III. Police Officer Swearing-in**

Mayor Patterson explained that he would conduct the police officer swearing-in ceremony in the Village main office while the meeting continued. He requested that the new officers introduce themselves to council.

Officers sworn-in included: Ms. Kelly Foor [and K-9 dog Kya], Mr. Dan Daugherty, Ms. Jordan Queen, and Mr. Mike Welch.

- IV. Public Works - Paula Beaupry**

1. Dog Park

Mr. Mason Davis, Clerk of Council, shared information collected by Administrator Bender on the potential development of a dog park at Village Park.

Administrator Bender conducted an informal poll via the Village's Facebook page and found the following: Approximately 71% were in favor of a dog park, 23% were against the proposal, and about 6% were unsure.

Some residents indicated that they preferred that maintenance of existing recreational facilities was prioritized instead [eg. disc golf course removal, removed skate ramp, volleyball & tennis courts, etc.]. Another resident commented that they would prefer any funding be shifted toward street maintenance.

- V. Public Utilities - Eric Sweat**

1. Public Works Position

Public Works Director, Mr. Josh Long, stated that the department had a vacant position to be filled.

He also stated that the lot behind the cemetery, which allows residents to gather firewood [with permit from Village] had grown significantly. He inquired about how more residents could be made aware of this space.

[Permits to collect firewood can be completed at the Village Main Office between July 31st and August 31st. This service is free to residents.]

2. Water Operator Position

Water Department Superintendent, Mr. Brian Roberts, stated that the department was losing a water operator to the City of Bowling Green. He stated that he would follow policy to advertise for the position. Upon selection, he will request a formal approval from Council.

VI. Public Safety - Tim Engard

1. Police Cruisers

Mr. Engard asked about the police cruisers running in front of the municipal building while not-in-use.

Mr. Richmond stated that this topic had been discussed at a previous meeting [4/7/2026 Committee of the Whole Meeting]. He stated that cruiser equipment [such as computers] would need to be restarted each call if the cars did not idle.

Mr. Engard inquired if there were alternative options to keep equipment functional such as plug-ins or running off an auxiliary battery. Mr. Bosak and Mr. Engard discussed options based on their experience working in fire services.

Mr. Sweat stated that the department's goal was to spread out the idling time between multiple vehicles to limit maintenance costs in the future.

VII. Personnel, Policy and Ordinance Review - Richard Bosak

1. Revised Event Policy

Administrator Bender presented revisions to the event policy document.

He stated that he had received information concerning the Designated Outdoor Refreshment Area (DORA) [Ordinance No. 2026-02] from the Village's insurance provider. He and Ms. Hefner had been informed that the "additionally insured" requirement should remain on DORA policies. The

provider also informed them that only general liability or liquor liability is required to be held by participating establishments.

Mr. Bosak raised a concern that the event permit could require the Village to supply police officers for a private event under the current language. He preferred that a provision be added to emphasize the Police Chief's discretion in assignment of officers.

Ms. Hefner asked if Council would be interested in adding a fee schedule for outside entities to account for the use of Village resources for non-local events.

Mr. Sweat stated that he had seen similar policies in Whitehouse and Toledo.

Ms. Beaupry asked what actions would be taken in response to a recent petition being circulated [related to festivals & events in the Village].

Ms. Hefner stated that a meeting should be held when the next election is closer.

2. Revised Public Records Retention Policy

Administrator Bender presented revisions to the event policy document. He stated that these changes ensure conformity with ORC. He added that a key change was the removal of free redacted body camera footage for individuals who are involved in an incident. This change was made as the footage is provided during the discovery process. He stated that this would allow all record requests to be treated equally.

VIII. Finance and Technology - Dave Richmond

1. Fiscal Officer

Administrator Bender confirmed that the fiscal officer position had been posted. He stated that he had received three applicants for the role and would keep the posting active for the remainder of the week to secure more.

2. New Technology Updates

Mr. Richmond asked for an update on the wall-mounted phones in the policy lobby.

Ms. Hefner asked if the phone would be red, as requested during earlier meetings regarding the dispatch transition.

Administrator Bender stated that he was working with the Village's IT consultant to complete the installation of the phone.

Fiscal Officer Matt Clouse confirmed that the quote was for a red emergency phone.

IX. Economic and Community Development - Dee Hefner

1. June Festival

Ms. Hefner provided updates on America 250 / Village 150th Festival planned for June 27, 2026.

She stated that all vendors had been paid. She explained that insurance fees for the festival were about \$1,600.00 but reduced to approximately \$350.00 as all vendors had listed the Village as “additionally insured” per her request. The remaining balance is due to the Fire Department operating the beer tent.

Mr. Sweat stated that donations had been received from local businesses toward the festival. These included \$500.00 from Prism Propane, \$500.00 from Automated Building Components, and \$5000.00 from the American Legion Post 539.

X. Administrator - Josh Bender

1. Village Solicitor

Administrator Bender and Council discussed the process of hiring a new village solicitor. Administrator Bender will advertise the position and reach out to a previous candidate whom council interviewed.

2. Upcoming Presentations at 5/12/2026 Council Meeting

Julie Martini, 4 the Love of Cats, will present at the 5/12/26 Council Meeting. Administrator Bender stated that her initial funding from council for the Cat TNR program was nearly diminished. He and council discussed the logistics of allocating additional funds.

Mr. Andrew Kalmar, Wood County Park District, will present at the 5/12/26 Council Meeting. He will present a check for the Village’s recent grant award for the Park Improvement Program Grant.

3. Finance Officer

Mr. Matt Clouse noted that the transition to Constellation for the electric generator had been completed. He expected a quote to be prepared for property casualty insurance from the Ohio Plan soon.

Other updates included: the Village received a reimbursement check from the Ohio Public Works Commission (OPWC) in the amount of \$201,288.33. He also invoiced Jackson Township for the EMS services for the first half of 2026.

4. SR-18 Multi-Use Path (MUP)

Nothing of note.

5. E. Broadway Sidewalk

Administrator Bender reported that the Village was in negotiations with American Structurepoint, Inc. for the design of the East Broadway Street sidewalk development project. If an agreement cannot be made between the firm [with ODOT's approval] the firm ranked second would be selected. The project is 100% funded with no match required from the Village.

XI. Mayor - Aaron Patterson

Mayor Patterson brought up the topic of code enforcement, stating that he wanted to ensure that current policies reflected the council's previous discussions.

Mr. Bosak asked if code enforcement actions were driven by resident complaints or by the code enforcement officer's observations via patrol. He stated that excessive complaints could make residents feel targeted.

Mayor Patterson stated that this was a fair question. He replied that regardless of how the violation is identified, it should be handled by the code enforcement officer when appropriate.

Ms. Hefner suggested a map be developed of current code violations.

Administrator Bender replied that the map would take several administrative hours to create and maintain, which could be used for code enforcement action instead.

XII. Adjournment

The meeting was adjourned at approximately 6:53 PM.