VILLAGE OF NORTH BALTIMORE
Committee of the Whole 8/4/2026 (Amended)

August 04, 2026
5:30 PM

Minutes

I. Call to order: Council President Dee Hefner

II. Pledge of Allegiance

III. Roll Call

Mayor Patterson – HERE, Ms. Beaupry – HERE, Ms. Hefner – HERE, Mr. Richmond – ABSENT, Mr. Engard – HERE, Mr. Sweat – ABSENT*

NOTE: Mr. Sweat was delayed by a train and arrived after roll call had been completed.

IV. Agenda Amendments

1. The topic "Wood County Park District Grant" was added under the Public Works Committee section [Section VI, Item 2].
2. A draft document was added under the "Downtown Facade Program" topic [Section VII, Item 2].
3. Ordinance No. 2026-21 and the extension agreement with the Ohio Auditor of State [Section X, Item 1. "Contracts"] have been updated. These changes were made to reflect an updated contract sent by the Auditor's Office on 8/4/2026.

V. Public Safety - Tim Engard

1. School Event Agreement
   Administrator Bender stated that the school event agreement had been prepared with the assistance of Police Chief Bingham and village solicitor Bob Bohmer.

   The proposed agreement allows NBPD officers to provide security for school sporting events such as basketball and football games.

Administrator Bender requested a motion for approval be made at the August council meeting [8/11/2026].

2. K9 Officer Contract
   Ms. Hefner asked Administrator Bender for details on when the K9 Officer, Kelly Foor, would start; Administrator Bender stated that he did not have an exact date yet.

VI. Public Utilities - Eric Sweat

1. Answering Service
   Water Department Superintendent Brian Roberts reported that the department's answering service was now functioning properly, which should reduce costs.

2. CSO Project
   Administrator Bender reported that the combined sewer overflow [CSO] modification project had been completed satisfactorily. Mr. Roberts stated that he would submit paperwork to the EPA by September 1st to inform them of the next steps – he stated that flow testing was set to follow.

3. Neptune360 Software
   Ms. Hefner asked Mr. Roberts for an update on the Neptune360 software that had been discussed in Fall 2025 [to alert property owners of water leaks].

   Mr. Roberts replied that the software was limited by a 12-hour delay on alerts. He felt that the expense for this was too high to justify given its limitations; He stated that the software provider was currently working to perform upgrades that could decrease delays.

4. Utility Clerk Position
   Administrator Bender reported that Ms. Chloe Hardy had resigned as Utility Clerk. He stated that interviews for the position have started, and he expects to present a recommendation to hire prior to the August 11th, 2026, meeting of council.

5. Fire Department
   Ms. Hefner apologized to Fire Chief Francisco for missing him during the "Public Safety" section. She asked if he had any comments.

   Chief Francisco reported that everything was good and that the department was in the process of testing equipment.

VII. Public Works - Paula Beaupry

1. PW Building

Administrator Bender stated that he met with Mr. Phil Walter III of Cleary Building Corp. to review the proposed public works building. He reported that Mr. Cleary had a similar viewpoint on the project as Morton Construction and Mr. Rex Huffman [Executive Director and General Counsel for Wood County Port Authority]. All parties agreed that a criteria architect was necessary in accordance with Ohio procurement law.

Mr. Engard asked if Garmann Miller was the cheapest option. Administrator Bender replied that ORC required the most qualified firm to be awarded the project – Garmann Miller was selected in early 2026 after an RFQ process was completed.

Ms. Hefner asked about project costs; Administrator Bender stated that the original quote from Garmann Miller for $20,000.00 will likely be reduced due to the project scope decreasing [the fire station component was removed].

After the project estimates are determined, the village can begin a bid process. Administrator Bender stated that the village is not obliged to accept any bids and can request bids multiple times if necessary.

Administrator Bender requested permission to request an updated proposal from Garmann-Miller; council members indicated their support.

2. Wood County Park District Grant
   Economic Development Specialist Mason Davis reported that a resolution would be presented at the 8/11/2026 meeting of council. This resolution will authorize the submission of a grant application to the Wood County Park District's Park Improvement Grant Program.

   Mr. Davis stated that the village had most recently been awarded funds to construct fencing on the Village Park sled hill. He requested input on what projects he should submit requests for.

   Administrator Bender stated that he would like to replace the metal benches at the park.

   Ms. Hefner suggested that the village request funding assistance with the construction of a new park pavilion; Mr. Davis replied that he had applied for this project through ODNR's NatureWorks grant program and wouldn't have notification about funding until November.

VIII. Economic and Community Development - Dee Hefner

1. Festival
   Ms. Hefner reported that the community had positive feedback regarding the recent Village 150th/America250 festival. She stated that many

business owners had success with the event and that many had requested the event to operate again in 2027. She acknowledged that several amenities requested by the community such as a splash pad or pool were unable to be accomplished – she stated that the village was able to host a festival.

Ms. Hefner stated that she had spoken with Mr. Aaron Patterson to determine if the North Baltimore Festival Committee was interested in hosting summer festivals; she stated that they were not interested.

Mr. Engard raised concerns about the village hosting the festival, referring to previous comments by the village's previous solicitor, Mr. Jeff Dennis; Ms. Hefner replied that she had spoken with the current solicitor, Mr. Bob Bohmer, who informed her that the village was legally able to host a festival with public funds. She stated that she had also spoken with him about different fundraising methods to ensure they were best practice.

Mr. Engard requested that Mr. Dennis' comments regarding festivals be clarified; Administrator Bender stated that he would ask Mr. Dennis.

Finance Officer Justin Overmyer asked council to confirm who the certified spenders were for village operated events; Ms. Hefner confirmed that Administrator Bender would sign all contracts.

Mr. Engard stated that he was interested in upgrading North Main Street's electrical infrastructure – to allow vendors to plug into light posts; Ms. Hefner requested Administrator Bender meet with Mr. Engard and Long Electric Services.

Mr. Sweat was interested in establishing a location to hang festival banners.

Ms. Hefner discussed various logistical elements of festival planning and stated that she was willing to plan for the event, if desired by council.

2. Downtown Facade Program
   Ms. Hefner stated that she and Mr. Davis had prepared a draft copy of guidelines for the proposed North Baltimore Downtown Façade Program. She stated that the village legal counsel would review the document prior to the next council meeting [8/11/2026].

   Administrator Bender stated that a resolution to authorize the creation of the program would be presented at the following meeting [8/11/2026].

3. Cemetery Land – Parcel Split

Ms. Hefner asked Administrator Bender if the surveyor [Van Horn, Hoover & Associates Inc.] for the cemetery parcel split had any updates; He replied that he had reached out to the surveyor but not received any information yet.

IX. Personnel, Policy and Ordinance Review - Richard Bosak

Nothing of note.

X. Finance and Technology - Dave Richmond

Nothing of note.

XI. Administrator - Josh Bender

1. Farmland Lease Agreement
   Administrator Bender stated that the previous farmland lease agreement has been signed in 2024 [for agricultural use on village owned property adjacent to Old Maplewood Cemetery].

   He was interested in placing emergency legislation August 11th, 2026, council meeting agenda to authorize a bid process for the lease.

   Ms. Hefner asked if the contract was a 1-year lease; Administrator Bender confirmed. She recommended placing stipulations in the contract if a housing developer desired the property.

   Mr. Sweat asked when the lease was set to begin; Administrator Bender replied that it begins on 12/1/2026 and ends on 11/30/2027.

2. Code Enforcement Software
   Administrator Bender, Ms. Hefner, and Code Enforcement Officer Jacob Lamb had two software demonstrations provided to them via CivicPlus and GoGov.

   The GoGov software costs $5,400.00 per year. The subscription is expected to rise by 3% annually; The CivicPlus software is approximately $5,900.00 per year, with a 3-year agreement and approximately $4,000.00 for implementation. The subscription is expected to rise by up to 7.00% annually.

   Ms. Hefner acknowledged that the CivicPlus platform had more utility, then stated that the GoGov platform would be sufficient.

   Administrator Bender stated that a motion could be called at the 8/11/2026 council meeting to approve a 1-year agreement with GoGov.

3. ~~Master Professional Services Agreement~~

4. Eagleville Bridge Resolution
   Administrator Bender stated that the resolution regarding the Eagleville Bridge would be presented at the 8/11/2026 meeting of council as an emergency. He explained that the resolution would authorize a petition to the Wood County Commissioners, requesting that they determine the responsible party for maintenance of the bridge.

   Administrator Bender stated the importance of planning ahead for the bridge as it was not rated highly [on its safety inspection]. He stated that the upcoming East Broadway sidewalk project would cross the bridge as well.

   Administrator Bender reported that ODOT had recently encumbered the necessary funds for the East Broadway sidewalk project.

5. Quarry Road Repave
   Administrator Bender reported that the bid let for the Quarry Road repave project was scheduled for 8/24/2026 at 10:00 AM [note: rescheduled to 8/28/2026 at 10:00AM]. He noted that the project scope called for the widening of the road by 1 foot to the North. Traffic will be maintained, with one lane being closed at a time.

6. OPWC - N. Main
   Administrator Bender stated that OPWC funding had been considered for the Quarry Road repave project. However, it was determined to be an unsuitable project for OPWC.

   Administrator Bender stated that he had completed a walkthrough of North Main Street, from the intersections of Walnut to Quarry Road, with Kleinfelder, Inc. He was interested in applying for OPWC funds to complete various improvements on North Main Street; planned improvements include reconstruction and/or repaving of the roadway, new sidewalks, and new storm catch basins.

   Administrator Bender detailed OPWC funding. He wanted to keep the project costs below $499,000.00. He expected the project to receive a 50.00% grant and 50.00% loan (a 0.00% loan over 20-30 years).

   Administrator Bender noted that his goal was to improve Main Street first, as there was funding available for this street, and then work on side streets after receiving PCR [pavement condition rating] scores and traffic counts from Lake Erie West Regional Council.

Mr. Engard asked if there were any plans for street lighting in the scope; Administrator Bender replied that there were not, but the STBG S. Main project did call for improvements.

Ms. Mills explained the funding timeline for OPWC – The application is due September 11th, 2026. Once submitted, it will be scored by the county and then the OPWC district, who will determine which projects are recommended to the state for funding. She expected award announcements to be made in May-June 2027.

Administrator Bender asked if OPWC projects must begin with 18 months after an award, stating that the project could begin in July 2027; Ms. Mills confirmed.

7. STBG – S. Main Street
   Ms. Paulette Mills of Kleinfelder, Inc. shared details on the proposed S. Main Street improvement project, to be submitted for Surface Transportation Block Grant (STBG) funds through Lake Erie West Regional Council; planned improvements include new sidewalk, rapid flashing beacons, curb bumpouts, crosswalks, and roadway resurfacing.

   Ms. Mills noted that the street was wide, resulting in higher cost estimates. She stated that the cost should remain under $500,000.00 to meet STBG scoring criteria. Kleinfelder's estimate for the project totaled $482,480.00.

   Ms. Mills recommended that the village not request grant funding for the engineering phase of the project and instead use local funds to pay expenses. She stated that this would shorten the project timeline and increase the number of points scored on the application.

8. Complete Streets Ordinance
   Ms. Mills stated that the establishment of a "complete streets" policy would improve the village's STBG application score.

   She stated that a complete street policy establishes that a community will not just improve roadways but enhance pedestrian safety.

9. Health Department Presentations
   Administrator Bender stated that Safa Ibrahim of the Wood County Health Department would complete the following presentations at upcoming council meetings:
   a. August 11th - Food Accessibility Presentation
   b. September 8th - Active Transportation Plan

XII. Fiscal Officer - Justin Overmyer

1. Contracts

Mr. Overmyer reported that contracts would be presented at next week's meetings: a contract for electric services and an auditor contract. He asked council if he should present each contract for approval or if he has discretion to enter into these contracts.

He stated that the village was currently "off contract" and did not have a supplier. He stated that the village was paying approximately 0.11 cents per kW.

Mr. Sweat recalled that former Fiscal Officer Matthew Clouse entered into the previous electric contract without requiring formal approval from council.

Mr. Overmyer stated that the rate offered by suppliers changes daily. He stated that he would present the contract once signed with a supplier.

Mr. Overmyer stated that he received notification earlier in the day that the village was required to undergo a 1-year audit, rather than the scheduled biannual audit. He explained that this was due to the village receiving a large amount of federal funding in 2025; Administrator Bender and Mr. Overmyer stated that these funds were utilized for the East Broadway Street reconstruction and the East Water Street bridge project.

He stated that the audit would take place as soon as possible – he stated that the audit was intended to be completed in June, but the village had not been informed until this date [8/4/2026]. He stated that an extension was granted.

Mr. Overmyer stated that the 1-year audit will cost approximately $16,000.00. He expected the biannual audit to cost $19,500.00 and will take place in 2028.

2. 2026 Assessments

Mr. Overmyer stated that the village community assessments for trees, street lighting, sidewalks, and street cleaning were up for renewal. He asked council if the rates for the assessment should remain the same or be modified – he reported that the assessments generate the following funds annually: $22,000.00 [trees], $60,000.00 [sidewalks], $78,000.00 [street lighting], and $86,000.00 [street cleaning].

Mr. Sweat stated that there should be an increase based on consumer index percentages or other metrics. He stated that the expenses for services such as tree removal will increase from year to year.

Ms. Hefner asked Mr. Overmyer to prepare information on how much was spent from these assessments funds this year.

Mr. Overmyer reported that there were 2 additional assessments for grass mowing and delinquent utilities. He stated that collections notices would be sent out to inform property owners of any delinquent utility balances, which would need to be paid prior to September 1st, 2026.

XIII. Mayor - Aaron Patterson

Administrator Bender asked council if they would like to call for a special meeting to discuss the proposed drug enforcement agreement with the Wood County Sheriff; Ms. Hefner suggested August 18th, 2026, at 4:30 PM.

XIV. Adjournment

The meeting was adjourned at approximately 7:40 PM.