



**VILLAGE OF NORTH BALTIMORE**  
**Committee of the Whole - 1/6/26**

January 06, 2026  
5:30 PM

**Agenda**

- I. Call to order**
- II. Pledge of Allegiance**
- III. Public Safety**
  - [1.](#) Peddlers and Solicitors
- IV. Public Works**
- V. Public Utilities**
  - [1.](#) RCAP Training for Principal Forgiveness eligibility
- VI. Personnel, Policy and Ordinance Review**
  - [1.](#) Event Policy
  - 2. DORA Discussion
  - [3.](#) Purchasing Policy
- VII. Finance and Technology**
- VIII. Economic and Community Development**
- IX. Administrator - Josh Bender**
- X. Fiscal Officer - Matt Clouse**
- XI. Mayor - Aaron Patterson**
- XII. Adjournment**

## CHAPTER 709. - PEDDLERS AND SOLICITORS

Item 1.

*Footnotes:*

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**Cross reference**— *Trespass, § 541.06.***State Law reference**— *Power to regulate, Ohio R.C. 715.61 et seq.; charitable solicitations, Ohio R.C. Ch. 1716.*

## 709.01 - Definitions.

Whenever used in this chapter, the following words shall be as herein defined unless a different meaning clearly appears from the context:

- (a) "Canvassing" or "canvasser" or "solicitation" or "solicitor" or "door-to-door salesperson" or "peddler" includes any person who calls at residences or places of business without the invitation or previous consent of the owner(s) or occupant(s) of such premises for the purpose of any one or more of the following activities:
- (1) Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs or services of any kind, character or description whatever, for either present or future delivery; or
  - (2) Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or character; or
  - (3) Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication; or
  - (4) Seeking to obtain contributions or to sell any goods, articles or services of any kind for the support or benefit of any charitable, religious or nonprofit association, organization, corporation or project; or
  - (5) Seeking to obtain from an occupant of any residence an indication of such occupant's belief in regard to any social, political or religious matter; or
  - (6) Seeking to influence the personal belief of the occupant of any residence in regard to any social, political or religious matter; or
  - (7) Taking of a poll or census by any person, firm or corporation other than a governmental body or agency thereof.
- (b) "Canvasser for charitable or religious purposes" means any person who calls at residences or places of business without the invitation or previous consent of the owner(s) or occupant(s) of such premises for the purpose of soliciting or receiving contributions or pledges for charitable or religious purposes, or to offer or attempt to sell, or request a

donation for, any advertisement, advertising space, book, card, chance, coupon, device, magazine, merchandise, ticket, token, flag, souvenir, foodstuff, service or any other article or thing in connection with which any appeal is made for any charitable or religious purpose, or when or where in connection with any such sale, donation or contribution, any statement is made that the whole or any part of the proceeds of any such sale will go to or be donated to any charitable or religious purpose.

- (c) "Charitable" includes the words patriotic, philanthropic, social service, welfare, eleemosynary, benevolent, educational, civic, fraternal, veteran's, medical and social research, either actual or purported.
- (d) "Contribution" includes the words gift, food, clothing, money, property or donations of any kind, including those made under the guise of a loan of money or property.
- (e) "Door-to-door salesperson" means a person who travels from door-to-door calling on private residences or places of business in the village for the purpose of taking orders for future delivery of goods or services.
- (f) "Peddler" means any person who sells or offers for sale and immediate delivery goods or merchandise or services of any kind or description other than from a fixed and established place of business, including those who sell from vehicles on the public streets or from goods carried from door-to-door.
- (g) "Person" means any individual, firm, partnership, corporation, company, association, joint stock company, church, religious sect, religious denomination, society, organization or league, or any combination of them, and includes any trustee, member, receiver, assignee, agent or other representative thereof.
- (h) "Religious" and "religion" as used herein shall not include the word charitable, but shall be given their commonly accepted definitions.
- (i) "Religious organization" means any church, body of communicants or group that is not organized or operated for profit that gathers in common membership for regular worship and religious observances.
- (j) "Residence" means every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.

(Ord. No. 53-82, 6-28-82; Ord. No. 2016-39, 12-20-16)

#### 709.02 - Notice prohibiting canvassing or solicitation.

Notice by the owner(s) or occupant(s) of any residence or place of business of the determination to refuse to receive any uninvited canvassers or solicitors shall be given by displaying a weatherproof card, decal or sign not less than three inches by four inches in size nor more than one square foot in total

surface area upon or near the main entrance door to the residence or place of business, indicating such determination by the owner or occupant, containing the words "No Solicitors Invited", with letters at least one-third inch in height. Any such sign which complies with the requirements of this section shall be exempt from any additional or different requirements contained in the provisions of section 1175.05 of the Planning and Zoning Code.

(Ord. No. 53-82, 6-28-82)

#### 709.03 - Canvassing or solicitation in violation of notice.

It is unlawful and shall constitute a trespass for any person to go upon any premises and ring the door bell upon or near any door, or rap or knock upon any door, or create any sound in any other manner calculated to attract the attention of any occupant of such residence or place of business for the purpose of securing an audience with the occupant(s) thereof and engage in canvassing as defined in section 709.01, in defiance of the notice exhibited at the residence or place of business in accordance with the provisions of section 709.02.

(Ord. No. 53-82, 6-28-82)

#### 709.04 - Time limit on canvassing or solicitation.

It is unlawful and shall constitute a nuisance for any person to go upon any premises and ring the doorbell upon or near any door, or rap or knock upon any door, or create any sound in any manner calculated to attract the attention of any occupant of such premises, including any residence or place of business, for the purpose of securing an audience with the occupant(s) thereof to engage in canvassing or solicitation as defined in section 709.01, prior to 10:00 a.m. or after 5:00 p.m., Monday through Saturday. No canvassing or solicitation shall be conducted on Sunday or on the following specified holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

(Ord. No. 2016-39, 12-20-16)

#### 709.05 - License application requirements.

- (a) Licenses for canvassers, solicitors, peddlers, and door-to-door salespersons shall be obtained from the village office. The applicant shall furnish a recent photograph, not more than one year old and approximately three inches by three inches square, and shall fill out the application giving his or her name, home address, name and address of the person by whom employed, all places of residence and all employment during the preceding year, the nature and character of the goods to be sold or services to be furnished by the applicant, names of other towns in which the applicant has recently conducted a business for which licenses are

herein required, and a personal description of the applicant.

- (b) The application shall be made at least ten days before the license is required in order to give the police chief an opportunity to investigate the moral character of the applicant. The ten day waiting period shall not be waived by the municipal administrator.
- (c) The application shall be accompanied by a fee of \$100.00 payable to the village to compensate the village for the costs incident to the issuance of the license.
- (d) The applicant must also appear in person in the office of the village finance officer and give all required information requested by that office so that all necessary tax forms will be promptly filed along with taxes due the village tax administrator CCA.

(Ord. No. 2016-39, 12-20-16)

#### 709.06 - License issuance; expiration.

If the police chief determines after a reasonable investigation that the applicant is of good moral character and proposes to engage in a lawful commercial or professional enterprise, a license shall be issued which shall expire one year from the date issued.

(Ord. No. 2016-39, 12-20-16)

#### 709.07 - Appeals of denial of license.

Any applicant who has applied for a license in accordance with this chapter, and to whom the police chief has, after investigation, denied a license, shall be entitled to appeal to council. Notice of the appeal shall be filed with the clerk of council within five days after the denial of the license by the police chief. Council, on appeal, may grant or reject the application for a license.

(Ord. No. 2016-39, 12-20-16)

#### 709.08 - Exemption from certain license application requirements.

Canvassers and solicitors canvassing or soliciting for any religious or charitable organization as defined in section 709.01(a)(4), (a)(5) or (a)(6) of this code, that are recognized as a religious or charitable organization by Federal Internal Revenue Code, and persons canvassing on behalf of a candidate for public office, or seeking to influence a person's beliefs regarding any political, social or religious matter shall be exempt from the licensing requirements of this chapter. They however, shall file notice with the village police department of their intent to canvass or solicit in the village at least 24 hours before starting their canvassing or solicitation and they also shall comply with the requirements of section 709.04 of this Code.

(Ord. No. 2016-39, 12-20-16)

709.09 - Carrying or exhibiting license; identification badge.

The license shall be carried by any canvasser, solicitor, peddler, or door-to-door salesperson at all times when canvassing or soliciting, and shall be exhibited to any person solicited or any police officer on request. The identification badge issued pursuant to this chapter shall be worn at all times while engaging in the business of canvassing, soliciting or peddling in the village.

(Ord. No. 2016-39, 12-20-16)

709.10 - Revocation of license.

The chief of police shall have the authority to revoke the license of any person or entity that violates any provision of this chapter.

(Ord. No. 2016-39, 12-20-16)

709.99 - Penalty.

- (a) Whoever violates any provision of this chapter for which no penalty is otherwise provided is guilty of a minor misdemeanor.
- (b) Whoever violates section 709.05(a) through (d) is guilty of a misdemeanor of the fourth degree.

(Ord. No. 2016-39, 12-20-16)

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**Fw: RCAP's Annual 101 Utility & 201 Financial Management Classroom Workshop**

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**From** NBAdmin <NBAdmin@northbaltimore.net>

**Date** Wed 12/10/2025 10:04 AM

**To** Bill Cook <bcook@northbaltimore.net>; David Richmond <drichmond@northbaltimore.net>; Dee Hefner <dhefner@northbaltimore.net>; Paula Beaupry <pbeaupry@northbaltimore.net>; Tim Engard <tengard@northbaltimore.net>; Eric Sweat <esweat@northbaltimore.net>; preacherbill52@gmail.com <preacherbill52@gmail.com>; Dave Richmond Personal Email <tdrgroup419@gmail.com>

**Cc** CINDY BROOKES <cabrookes@glcap.org>; NBWater <NBWater@northbaltimore.net>

Council,

We have been notified that in order to remain eligible for Principal Forgiveness for the Lead Service Line Replacement Project, at least 50% of Council must complete the required training.

The required courses are:

- 101 Utility Management
- 201 Financial Management

[Self-Paced Online Trainings](#) | [Great Lakes Community Action Partnership](#)

You'll find these courses at the very bottom of the page. Make sure you register with the ISpring portal first.

Please notify me once you have completed the training and forward any certificates you may receive.

While not required, I will also be completing this training.

Thank you for your cooperation. Let me know if you have any issues or questions.

Sincerely,

*Josh Bender*

Village Administrator  
North Baltimore, Ohio  
Office: 419-257-2394

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**From:** Cindy Brookes <cabrookes@glcap.org>

**Sent:** Wednesday, December 10, 2025 9:31 AM

**To:** NBAdmin <NBAdmin@northbaltimore.net>

**Subject:** Re: RCAP's Annual 101 Utility & 201 Financial Management Classroom Workshop

Josh,

Item 1.

Since North Baltimore will be receiving Principal Forgiveness for the Lead Service Line, at least 50% of the Council will need to attend the in person or complete our Self-Paced On-line Training. A link to the online is provided below. Here is a copy of the note from the email earlier - **Note:** A majority of the current governing board (Council, BPA, Board members) must attend both sessions to comply with the Principal Forgiveness requirement. The certificate is valid for 5 years.

[Self-Paced Online Trainings | Great Lakes Community Action Partnership](#)

It is the 101 and 201 Training that are required and are at the very bottom of the listing.

If you would like to attend and learn what is shared it would not hurt since you have great influence over what is shared with the Council and it would be beneficial to be on the same page.

I hope that helps you decide.

**Cindy Brookes | Sr. Rural Development Specialist**

**Great Lakes Community Action Partnership**

**800-775-9767 | 419-469-6341 direct line**

**6787 South State Route 100, Tiffin, OH 44883**

[www.glcap.org/rcap](http://www.glcap.org/rcap)

Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

*Helping Communities Thrive, One Neighbor at a Time*

Click [HERE](#) to view and register for upcoming RCAP trainings

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**From:** NBAdmin <NBAdmin@northbaltimore.net>

**Sent:** Wednesday, December 10, 2025 8:42 AM

**To:** Cindy Brookes <cabrookes@glcap.org>

**Subject:** Re: RCAP's Annual 101 Utility & 201 Financial Management Classroom Workshop

Cindy - are you recommending I attend this?

Sincerely,



*Josh Bender*

Village Administrator  
North Baltimore, Ohio  
Office: 419-257-2394

**From:** Cindy Brookes <cabrookes@glcap.org>  
**Sent:** Wednesday, December 10, 2025 8:35 AM  
**To:** Cindy Brookes <cabrookes@glcap.org>  
**Subject:** RCAP's Annual 101 Utility & 201 Financial Management Classroom Workshop

**Attention: Elected Officials, Administrators, Fiscal Officers, Board of Public Affairs and BPA Clerks:**

RCAP is again offering **101 Utility Management and 201 Financial Management for Governing Boards** in person at NO COST!

Both courses will be held in a one-day workshop in **Newark, Ohio** on **March 18** at the **Doubletree by Hilton**. Registration is at **9:00 am**. A block of rooms is being offered at a discounted rate of \$110 per night until February 15, with the mention of "GLCAP Meeting". (740) 322-6455

**Who benefits the most from this workshop?**

- Communities receiving or anticipating Principal Forgiveness under the OEPA "Disadvantaged Community" criteria; this is a mandatory course.
- Utility administrators, fiscal officers, and elected officials who want to know more about the roles and responsibilities under Ohio Revised Code.
- Officials seeking information on how to meet compliance, how to read financial documents, and what to ask before making decisions on rates, loans, and budgets.

It's important to follow the **blue** links below to register for each course separately, because these are two separate courses. You can also access links through the attached flyer or forward to others. **\*\*Note:** A majority of the current governing board (Council, BPA, Board members) must attend both sessions to comply with the Principal Forgiveness requirement. The certificate is valid for 5 years.

*There is limited space available so please register early.*

**Location:** Doubletree by Hilton, 50 North 2nd Street, Newark, OH 43055

**Date and time:** Wed, Mar 18, 2026 9:00 AM – 3:30 PM

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**AGENDA**

**101 Utility Management for Governing Boards**

**Register at:** [101 Utility Management for Governing Boards](#)

**Date and time:** Wed, Mar 18, 2026 9:00 AM - 12:00 PM

**Presenter:** Matt Kline, RCAP Sr. Rural Development Specialist

**LUNCH: 12-1 (on your own)**

Item 1.

**201 Financial Management for Governing Boards**

**Register at:** [201 Financial Management for Governing Boards](#)

**Date and time:** Wed, Mar 18, 2026 1:00 PM - 3:30 PM

**Presenter:** Heidi Milner, RCAP Sr. Rural Development Specialist

**Cindy Brookes | Sr. Rural Development Specialist**

**Great Lakes Community Action Partnership**

**800-775-9767 | 419-469-6341 direct line**

**6787 South State Route 100, Tiffin, OH 44883**

[www.glcap.org/rcap](http://www.glcap.org/rcap)

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*Helping Communities Thrive, One Neighbor at a Time*

**Click [HERE](#) to view and register for upcoming RCAP trainings**

## NORTH BALTIMORE - ALL EVENTS PERMIT APPLICATION

Event date[s]: \_\_\_\_\_ Beginning/Ending times: \_\_\_\_\_

Event name: \_\_\_\_\_ Sponsor/Organization: \_\_\_\_\_

Contact person[s]: \_\_\_\_\_ Contact phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event type [describe]: \_\_\_\_\_

Event location: \_\_\_\_\_

Liquor: ☐ Served ☐ Sold ☐ Not applicable

Permit type requested:

☐ Oversized load travel permit [route]: \_\_\_\_\_☐ Parade [route]: \_\_\_\_\_☐ Parking restrictions [location(s)]: \_\_\_\_\_☐ Stationary event [location(s)]: \_\_\_\_\_☐ Street closure [street(s)]: \_\_\_\_\_☐ Other closure [location(s)]: \_\_\_\_\_

Village of North Baltimore Involvement Requested

☐ Fire Department☐ Barricades☐ Police Department☐ Barricade lights☐ Public Works Department☐ Parking Cones

Other requests/unusual circumstances: \_\_\_\_\_

Certificate of Liability Insurance attached: ☐ Yes ☐ No ☐ Pending ☐ Not applicableLiquor permit attached: ☐ Yes ☐ No ☐ Pending ☐ Not applicableFire Department Inspection request: ☐ Yes ☐ No ☐ Pending ☐ Not applicable

## INSURANCE &amp; LIABILITY REQUIREMENTS

The applicant is responsible for any injury, damage, or loss arising from or related to the event.

A Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured is required for all events on Village property unless waived by Council. Coverage must include Commercial General Liability of at least \$2,000,000 per occurrence and aggregate, with thirty (30) days' written notice of cancellation.

If the event is sponsored by the Village, a First Amendment demonstration, or otherwise covered under Village insurance, the Council may document a waiver.

The applicant agrees to defend, indemnify, and hold harmless the Village of North Baltimore, its officials, employees, volunteers, and agents from all claims or expenses arising from the event.

Insurance Status: ☐ Attached ☐ Pending ☐ Waived

## SAFETY & EVENT MANAGEMENT REQUIREMENTS

- Food vendors and food trucks must provide an anticipated menu and a plan for grey-water disposal (the Village has designated disposal locations).
- All electrical cords, cables, and other tripping hazards must be secured, covered, or routed to prevent injury.
- Events anticipating more than 100 attendees require coordination with the Wood County Sheriff's Office Auxiliary, unless current manpower is determined sufficient by the Mayor.
- Applications must be received no fewer than sixty (60) days prior to the scheduled event date.

## NOTICE TO APPLICANTS

Pursuant to Section 559.13(a)(3) of the Codified Ordinances of the Village of North Baltimore:

No person or persons on Reservoir Property and adjacent Village-owned land, or in any Village-operated park or recreational facility, shall post or affix any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatever on any public lands or highways or roads adjacent to Reservoir lands or other park property, except signs and markings posted by Village authorities.

The Village of North Baltimore's Administration and employees are not responsible for any lost or stolen property or damage to Village property during approved permit days/hours. The permit holder assumes all liability for replacement cost of lost or stolen Village property.

**I acknowledge that I have read and understand all requirements set forth in this permit application and the Village's special event policies.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed applications to the Village Administrator, Village of North Baltimore, 205 N. Main Street, North Baltimore, OH 45872, or email [NBAdmin@northbaltimore.gov](mailto:NBAdmin@northbaltimore.gov)

## FOR VILLAGE USE ONLY

Special Conditions: \_\_\_\_\_

| Approvals                              |  |       |
|----------------------------------------|--|-------|
| Aaron Patterson, Mayor                 |  | Date: |
| Joshua Bender, Village Administrator   |  | Date: |
| Ted E. Francisco II, Fire Chief        |  | Date: |
| David Lafferty, Chief of Police        |  | Date: |
| Josh Long, Public Works Superintendent |  | Date: |

## VILLAGE OF NORTH BALTIMORE SPECIAL EVENTS & FESTIVALS POLICY

### 1. Purpose

This policy establishes consistent procedures for reviewing, approving, and managing all public events and festivals within the Village of North Baltimore. Its intent is to promote safe, enjoyable, and well-organized activities that foster community engagement while protecting public health, safety, and property.

### 2. Scope

This policy applies to any public or private event that uses or closes any public street, sidewalk, park, right-of-way, or Village facility; requires Village personnel, materials, or equipment; or expects significant public attendance, traffic impact, or public safety involvement. Private gatherings on private property not requiring Village services or permits are exempt.

### 3. Permit Requirement and Timeline

All events meeting the above criteria require an All Events Permit approved by the Village Administrator and Mayor. Applications must be submitted at least sixty (60) days before the proposed event. Applications may be accepted up to two (2) years in advance of the event date. Only one application per organizer will be processed every two weeks. Final approval is contingent on submission of all required documentation.

### 4. Application Review

The Village Administrator will distribute applications to affected departments for review, including Police, Fire, and Public Works. Department heads may attach conditions or require coordination meetings prior to approval. The Administrator or Council may deny or revoke a permit if the applicant fails to provide required information, poses a safety or liability risk, or has outstanding obligations to the Village.

### 5. Required Documentation

Each application must include a completed All Events Permit Application; a site map or route plan showing road closures, staging, and parking areas; a vendor list and contact information; a Certificate of Liability Insurance as required under Section 6; a fire safety plan if applicable; for food vendors and trucks, an anticipated menu and grey-water disposal plan (the Village maintains designated grey-water locations); and a description of measures to mitigate trip hazards such as electrical cords, hoses, or uneven surfaces.

### 6. Insurance Requirements

A Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured is required for all events conducted on Village property, streets, or facilities, unless expressly waived by the Village Administrator or Council. Minimum Commercial General Liability coverage shall be \$2,000,000 per occurrence and aggregate. Certificates must provide thirty (30) days' written notice of cancellation. Proof of coverage must be submitted with the application or marked "Pending."

DORA participants must name the Village as an Additional Insured and provide a certificate demonstrating compliance. If the event is sponsored or managed directly by the Village, constitutes a First Amendment demonstration, or is otherwise covered under Village insurance, the Administrator

or Council may document a waiver. The applicant shall defend, indemnify, and hold harmless the Village, its elected and appointed officials, employees, volunteers, and agents from all claims, damages, or expenses arising from the event.

7. Coordination with Law Enforcement and Safety Agencies

Any event expecting more than one hundred (100) attendees must coordinate directly with the North Baltimore Police Department. For the duration of the event, at least two (2) police officer must remain assigned to general village coverage, and at least two (2) police officers must be assigned to the event itself. The Police Chief and Mayor, with the concurrence of the Council Public Safety Committee Chair, will determine whether additional support from the Wood County Sheriff's Office Auxiliary is necessary. The Police Chief, Fire Chief, or Public Works Superintendent may impose additional safety, traffic-control, or emergency-access requirements based on the size and nature of the event.

8. Public Health and Food Service

The Village will notify the Wood County Health Department at least thirty (30) days prior to each approved event involving food service. Organizers are encouraged to contact the Health Department immediately after Council approval to ensure compliance with inspection and licensing requirements.

9. Signage and Posting

Per Section 559.13(a)(3) of the Village Codified Ordinances, no person shall post or affix any sign, placard, advertisement, or inscription on Village property except as authorized by the Village. Temporary event signage must be removed within 24 hours after the event concludes.

10. Clean-Up and Restoration

Organizers are responsible for all post-event cleanup and restoration of Village property. Failure to restore the area may result in billing for cleanup costs, denial of future event permits, or the requirement of a refundable deposit or surety bond for subsequent events.

11. Departmental Oversight

The following officials are responsible for departmental coordination and compliance oversight: Police Chief for security, traffic control, and law enforcement coordination; Fire Chief for fire safety, emergency access, and inspection approvals; Public Works Superintendent for street closures, barricades, and sanitation services; and Village Administrator for overall event coordination, insurance verification, and permit issuance.

12. Revocation and Enforcement

The Village Administrator or Mayor may revoke a permit if event activities deviate materially from the approved plan, pose a risk to public safety, or violate Village ordinances. Unpermitted events, or those failing to comply with this policy, may be subject to citation or denial of future permits.

13. Effective Date

This policy shall take effect immediately upon adoption by Village Council and shall apply to all events scheduled on or after that date.

Approved by Village Council: \_\_\_\_\_ Date: \_\_\_\_\_

Attested by: \_\_\_\_\_ Village Administrator

DRAFT

Revised 2022-10-18

## **Exhibit A**

### **Amended North Baltimore Purchasing Policy and Procedures (Authorized Pursuant to Ordinance 2022-10)**

All employees of the Village of North Baltimore are required to follow these amended policies and procedures for the purchase and payment for goods and services. Please review these policies and procedures carefully. Should you have any questions you should contact the Village Finance Officer, the Village Administrator or, in the administrator's absence, the Mayor.

#### **Definitions**

"Finance Department" shall include the Village Finance Officer, the Village Treasurer, and such other persons designated by the Finance Officer to assist in the processing of claims for the Village.

"Certifying Officer" shall mean the Clerk of the Village of North Baltimore in the case of formal contracts that require a certification of the availability of funds before said contracts can be entered into and become legally binding on the Village. "Certifying Officer" shall also include the Finance Officer, who shall have authority to sign invoice certifications for the purchase of goods or services routinely used by the various departments of the Village of North Baltimore, and for which funds have already been appropriated by the Village legislative authority.

#### **Forms**

The Village Finance Officer shall be responsible for designing standard forms for use in processing orders and claims for goods and services used by the Village.

#### **What Purchases & Services Require a Purchase Order?**

Everything the Village does that will require a payment to a vendor requires that a purchase order be put in place. If the department has already received supplies or services without a purchase order, directions for preparing a purchase order shall be obtained from the Finance Department. The invoice is already dated prior to the purchase order date and is technically an illegal purchase.

This is an Ohio Revised Code requirement that the Finance Office is enforcing, not just a Village policy. There have been many vouchers that have been sent to the Finance Office in which invoice date precedes the purchase order certification date. Directions for preparing purchase order in these cases shall be obtained from the Finance Department. This means that the purchase was completed WITHOUT PRIOR APPROVAL and could



result in payment liability by someone other than the Village. The departments should be very careful not to make purchases without having an approved purchase order in place to avoid having to pay for expenses out of pocket or explaining to an auditor during an audit why there are purchases made without prior approval.

### **Procedures for Purchases under \$5000**

- 1) A requisition form is completed and then approved by the department head.
- 2) The completed requisitions are submitted to the Finance Department.
- 3) The Account Clerk prepares a purchase order. The purchase order is then forwarded to the administrator and Finance Officer for approval. The purchase order may be refused by the Finance Officer for a number of reasons: incomplete information, not allowed by ORC or Village policy, insufficient funds in account, required signatures do not appear, etc.
- 4) Once the purchase order has been reviewed for accuracy and the funds are available, the Finance Office will complete the certification section of the purchase order.
- 5) **A PURCHASE ORDER IS NOT VALID UNTIL THE FINANCE OFFICE DATES AND SIGNS THE FORM.** This means that orders placed before the Finance Office dates and signs the purchase order are illegal according to ORC and the Village does not have the obligation to pay the invoice. Do NOT assume that if a purchase order is dropped off in the Finance Office that it will be automatically certified by the Finance Office the same day.... Time delays do occur throughout the entire process. Backdating of purchase orders by the Finance Office is not allowed. Please allow at least 24 hours for approval.
- 6) After the purchase order is approved, the department head will be given a pink and yellow receiver form with the purchase order number attached and then the merchandise or services can be ordered.
- 7) When the supplies or services have been received, the pink receiver form is to be completed and approved by the Department Head. The pink receiver form will need to be submitted to the Finance Office to verify the supplies or services have been received and is complete for payment.
- 8) The invoice is matched with a pink receiver form and the purchase order issued for the item(s). Invoice information is entered into the financial software by the Account Clerk. An edit listing is produced. The Finance Officer verifies these listings using the original vendor invoice and approved if correct.
- 9) Updated invoices are selected for payment by the Account Clerk.
- 10) Checks are printed and mailed to vendors.
- 11) Checks are updated by the Account Clerk.

### **Procedures for Purchases over \$5000**

- 1) Three comparative quotes are needed for purchases which total or exceed \$5,000. If three quotes are not available the purchase must be approved by the Administrator or, in the Administrator's absence, the Mayor.

- 2) A requisition form is completed along with a comparative quote form and then approved by the department head.
- 3) The completed requisition and quotation forms are submitted to the Finance Department.
- 4) The Account Clerk prepares a purchase order. The purchase order is then forwarded to the administrator and Finance Officer for approval.

The purchase order may be refused by the Finance Officer for a number of reasons: incomplete information, not allowed by ORC or Village policy, insufficient funds in account, required signatures do not appear, etc.

- 5) Once the purchase order has been reviewed for accuracy and the funds are available, the Finance Office will complete the certification section of the purchase order.
- 6) **A PURCHASE ORDER IS NOT VALID UNTIL THE FINANCE OFFICE DATES AND SIGNS THE FORM.** This means that orders placed before the Finance Office dates and signs the purchase order are illegal according to ORC and the Village does not have the obligation to pay the invoice. Do NOT assume that if a purchase order is dropped off in the Finance Office that it will be automatically certified by the Finance Office the same day.... Time delays do occur throughout the entire process. Backdating of purchase orders by the Finance Office is not allowed. Please allow at least 24 hours for approval.
- 7) After the purchase order is approved, the department head will be given a pink and yellow receiver form with the purchase order number attached and then the merchandise or services can be ordered.
- 8) When the supplies or services have been received, the pink receiver form is to be completed and approved by the Department Head. The pink receiver form will need to be submitted to the Finance Office to verify the supplies or services have been received and is complete for payment.
- 9) The invoice is matched with a pink receiver form and the purchase order issued for the item(s). Invoice information is entered into the financial software by the Account Clerk. An edit listing is produced. The Finance Officer verifies these listings using the original vendor invoice and approved if correct.
- 10) Updated invoices are selected for payment by the Account Clerk.
- 11) Checks are printed and mailed to vendors.
- 12) Checks are updated by the Account Clerk.

### **Purchases of \$50,000 or higher**

These purchases are authorized in accordance with the laws of the State of Ohio, (ORC 731.14 and others), and the ordinances of the Village of North Baltimore and generally will require competitive bidding unless the purchase is exempt from competitive bidding pursuant to state purchase contract.

**Emergency Purchases**

Occasionally it is necessary for a department to make an emergency purchase without completing a purchase order ahead of time. This situation could occur after normal village office hours. A true emergency must exist that requires immediate attention. An emergency that occurs during regular office hours does not constitute a situation that can be justified without a purchase order. An emergency during regular office hours could be “walked through” with an estimate of the cost of repairs.

If a true emergency exists after normal village office hours which requires immediate repairs by non-village employees and/or the purchase of materials the department head needs to contact the Finance Officer immediately on the next business day to notify the office of the circumstances of the emergency and complete a description of the situation. A requisition should also be completed. The requisition should be legibly marked with a brief reason for the emergency.

Please keep in mind that this “emergency” process is for “true emergencies” that cannot wait until the village office is open.

**Violations of Purchasing Policies**

Employees violating any of the purchasing procedures set forth in this policy will be subject to disciplinary action as set forth in the Village of North Baltimore Personnel Policy and Procedure Manual.