



VILLAGE OF NORTH BALTIMORE Committee of the Whole 11/4/25

November 04, 2025
5:30 PM

Agenda

I. Call to order: Council President Dee Hefner

II. Pledge of Allegiance

III. Public Safety - Dee Hefner

1. DORA discussion with establishments
2. K9 Officer
3. Police Cruiser
4. Drug Task Force
5. Dispatch

IV. Public Works - Paula Beaupry

1. Seasonal employee
2. Goose Harassment

V. Public Utilities - Eric Sweat

1. Lean Line Service Replacement
2. Combined Sewer Overflow (CSO) Modifications Project

VI. Finance and Technology - Tim Engard

1. Village Website
2. 27 pay-period's in 2026

3. Funding 501(c)(3) creation

VII. Personnel, Policy and Ordinance Review - Dave Richmond

1. Village Festivals and Events Policy

VIII. Economic and Community Development - Bill Cook

1. Council Public Hearing on Adult-Use Cannabis Operators Dec 9th
2. Light up North Baltimore

IX. Administrator - Josh Bender

1. Benches on Credit Union Property
2. Code Enforcement Report

X. Finance Officer - Matt Clouse

1. Finance Report

XI. Mayor - Aaron Patterson

XII. Adjournment

ORDINANCE 2023-06

AN ORDINANCE CREATING AND ESTABLISHING THE PART-TIME POSITION OF SEASONAL PARK MAINTENANCE WORKER AND DECLARING AN EMERGENCY

WHEREAS, Council for the Village of North Baltimore believes it is important to keep the Village's park and park facilities well-maintained; and

WHEREAS, Council for the Village of North Baltimore believes additional part-time, seasonal staff is needed to timely and adequately perform these duties and responsibilities; and

WHEREAS, Council for the Village of North Baltimore now wants to create the at-will, part-time position of Seasonal Park Maintenance Worker.

NOW, THEREFORE BE IT ORDAINED by the Council of the Village of North Baltimore, Wood County, Ohio that:

SECTION 1: Council for the Village of North Baltimore hereby creates and establishes the following part-time position and the job description attached hereto and incorporated herein by reference:

- Seasonal Park Maintenance Worker

SECTION 2: The Seasonal Park Maintenance Worker position shall be at-will, part-time, and work no more than 32 hours per week.

SECTION 3: The Seasonal Park Maintenance Worker position shall have a starting pay rate of \$15.00/hr., paid bi-weekly.

SECTION 4: The Seasonal Park Maintenance Worker position shall be a member of the Ohio Public Employee's Retirement System (OPERS), and the required deductions shall be made from his/her pay.

SECTION 5: The Seasonal Park Maintenance Worker position shall be covered under the Village of North Baltimore's worker's compensation plan. However, this position is not entitled to receive, and shall not receive, any other Village benefit (i.e., health insurance, vacation, etc.).

SECTION 6: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision-making bodies of the Village of North Baltimore which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

SECTION 7: Council hereby declares this legislation an emergency measure necessary for the health, safety and welfare of the residents of the Village and for the further reason to start the park employee as soon as possible due to mowing demands.

Wherefore, provided this Ordinance receives the required affirmative votes of Council, it shall take effect and be in full force imminently upon passage by Council

Passed in Council this 16th day of May, 2023.

Bill Cook
Bill Cook, President of Council

Approved: 6-0

Janet L. Goldner
Janet Goldner, Mayor

ATTEST:

Anthony T. Swartz
Anthony T. Swartz, Acting Clerk of Council

APPROVED:

Approved as to form this 15th day of May 2023:

Brian M. Zets
Brian M. Zets, Esq.
Village Solicitor

NORTH BALTIMORE - ALL EVENTS PERMIT APPLICATION

Item 1.

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

| | |
|--|---|
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Barricades |
| <input type="checkbox"/> Police Department | <input type="checkbox"/> Barricade lights |
| <input type="checkbox"/> Public Works Department | <input type="checkbox"/> Parking Cones |

Other requests/unusual circumstances: _____

Certificate of Liability Insurance attached: Yes No Pending Not applicable

Liquor permit attached: Yes No Pending Not applicable

Fire Department Inspection request: Yes No Pending Not applicable

INSURANCE & 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 the Administrator or 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 Administrator or 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 NBAAdmin@northbaltimore.net

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

Events anticipating more than one hundred (100) attendees require coordination with the Wood County Sheriff's Office Auxiliary unless the Mayor determines that current police manpower is sufficient. The Police Chief, Fire Chief, or Public Works Superintendent may impose additional safety, traffic control, or emergency access requirements based on event scope.

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



VILLAGE OF NORTH BALTIMORE

205 North Main Street, North Baltimore, OH 45872

Phone (419)-257-2394

Fax (419)-257-2457

Village of North Baltimore, Ohio

Code Enforcement Report

Reporting Period: October 1 – 31, 2025

- **212 S Tarr** – Inoperable vehicles observed on property.
- **220 S East St** – Inoperable vehicles noted.
- **108 N Tarr** – Litter and outdoor furniture present in yard area.
- **209 Frazier** – Excessive litter and overgrown grass.
- **122 Bate St** – Littering, inoperable vehicles, and unmaintained grass observed.
- **401 W Broadway** – Littering and general blight identified on property.
- **237 Central Ave** – Littering and failure to clean property.
- **115 Zillman** – Littering and inoperable vehicles present.
- **427 Margaret Ave** – Inoperable vehicles and litter accumulation.



Item 1.

VILLAGE OF NORTH BALTIMORE

205 North Main Street, North Baltimore, OH 45872

Phone (419)-257-2394 Fax (419)-257-2457

COTW Topics for November 4, 2025

- 1. We continue to move forward with the Neptune My 360 Single Sign On (SSO) setup. The addition of the SSO feature is more involved, so the implementation of the program is coming along slowly.**
- 2. I continue to work with our insurance provider PEP on the reimbursement for 1/2 of the Water Treatment plant filter #1 repairs.**
- 3. The Baldwin Group will be installing the new Mayor's Court program on Friday, November 7th.**
- 4. Jackson Township will be reviewing the EMS contract agreement, and we will continue to work on completing this contract.**
- 5. We had Budget meetings on October 23rd & 24th. I continue to work with the Department heads on their budgets for 2026.**