



Village of North Baltimore

205 North Main Street, North Baltimore, OH 45872 | Phone: (419) 257-2394 | Fax: (419) 257-2457 | www.northbaltimore.gov

Village Administrator Amended Report for Tuesday, October 13, 2026

Submitted Tuesday, October 13, 2026

1. E. Broadway Sidewalk and Pedestrian Improvements (\$1,937,900 – No Local Match)

Design work with American StructurePoint is ongoing. The project has \$1,937,900 programmed through ODOT HSIP. Construction is currently programmed for July 2029 (State Fiscal Year 2030). No Village cash match is currently expected, although the Village will be responsible for tree removal.

2. Surface Transportation Block Grant (STBG) – S. Main Street Improvements

The Village has officially been awarded \$1,227,176 in STBG funding for improvements to S. Main Street from south of the railroad tracks to SR 18. The total project estimate is \$1,743,170, with the Village's anticipated share of \$515,994, consisting of \$209,200 for design and \$306,794 for the 20% construction-related match. The project includes resurfacing, drainage, lighting, sidewalks, ADA ramps, and pedestrian safety improvements.

Construction is currently programmed for State Fiscal Year 2032 (July 2031–June 2032), although there is a possibility of advancing the project by one year. The Village intends to pursue future OPWC funding to reduce its construction-related local share when the project becomes eligible.

3. SR 18 Multi-Use Path and Poe Road Sidewalk Project

Carbon Reduction Program funding has been secured for up to \$688,000. Design is estimated at \$101,600 and is 100% Village-funded. The current construction estimate is approximately \$557,000, resulting in an estimated 20% Village construction share of approximately \$111,400. Total Village exposure is currently estimated at approximately \$213,000 before any additional funding offsets. Potential OPWC or ODNR assistance may further reduce the local construction share. Resolution No. 15-2026 remains necessary to authorize the design work by Kleinfelder.

4. N. Main Street and Related Sidewalk Safety Improvements

Walnut Street to Cherry Street: The Village submitted its 2026 OPWC application. The OPWC project cost is \$476,721, with \$238,361 requested as a grant and \$238,360 requested as a 0% loan over 15 years. The separate Village-funded design cost is \$124,800. If awarded, construction could begin as early as July 2027. Award decisions are expected in December.

Cherry Street to Quarry Road: ODOT Abbreviated Safety application work is being developed for RRFB devices and minor sidewalk-gap improvements. Under that program, the Village would be responsible for 100% of design and 10% of eligible construction. Cost estimates are currently being obtained. The remaining roadway, drainage, curb, and sidewalk work is anticipated for a 2027 OPWC application. Additional funding is being considered.

5. E. Walnut / Gillette / Rudolph Sidewalks

The Village is developing an ODOT Abbreviated Safety application for sidewalk-gap work. The current concept is to seek funding for approximately 150 feet on E. Walnut, sidewalk on the west side of Gillette, and approximately 150 feet on Rudolph. Cost estimates are currently being obtained.

6. Stormwater Projects – Park and Reservoir

The 2026 OPWC application for the combined Park and Reservoir stormwater improvements was submitted. The total project cost is \$501,754. The Village requested a \$225,877 grant and a \$225,877 0% loan over 30 years, with a \$50,000 local cash contribution. If awarded, construction could begin as early as July 2027. Award decisions are expected in December. WPCLF remains a backup or alternative financing option.

6. Other Infrastructure Projects

Quarry Road: I plan to rebid this project in early 2027. I expect a non-widened project to cost approximately \$130k.

7. Lead Service Line Replacement Project

Construction is planned to begin in October.

8. Planning Commission

October 14, 2026

9. All Events Permit

NB Festival Organization

October 31, 2026, 5:00–9:00 p.m.

Halloween Parade

10. Requested motions

- a. Hire Jordan Queen Full-time
- b. THM Aeration System: "I move to authorize the Village Administrator to execute the proposal with Dmytryka Jacobs Engineers, LLC, for the Water Treatment Plant Filter PLC Replacement Project in an amount not to exceed \$59,900"
- c. If we go with PEP instead of Ohio Plan: "Motion to Amend "I move to amend Resolution 28-2026 to strike out the Ohio Plan and replace it with the Public Entities Pool (PEP) as the Village's insurance provider for the 2026–2027 policy period and to revise the authorized premium amount to \$104,517.00, consistent with the PEP proposal presented to Council."
- d. E Broadway Reconstruction: "Motion to approve Contract Amendment No. 1 with OHM Advisors for the East Broadway Street Reconstruction Project, increasing the contract by \$22,000 to a total not to exceed \$166,770, with the Village's anticipated local share being 20% of the increase, and authorizing the Village Administrator to execute the amendment."



Lake Erie West Regional Council
300 Dr. Martin Luther King Jr. Drive, Suite 300, Toledo, OH 43604
P.O. Box 9508 Toledo, OH 43697-9508
Phone 419.241.9155 | www.lakeeriewest.org

October 8, 2026

Mr. Josh Bender
Village Administrator
Village of North Baltimore
205 N. Main Street
North Baltimore, Ohio 45872

Subject: South Main Street Improvements

Dear Mr. Bender:

This letter is regarding the application for the South Main Street Improvements project submitted for Surface Transportation Block Grant (STBG) funding in 2026. Lake Erie West is able to fund this project in the amount of \$1,227,176. Lake Erie West will proceed in working with the Ohio Department of Transportation District 2 office to get this project programmed in State Fiscal Year 2032.

If you should have any questions, feel free to contact me at (419) 820-4512 or via email at householder@lakeeriewest.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa A Householder", written in a cursive style.

Lisa Householder
Program Manager, Transportation
Lake Erie West Regional Council

LH

Estimate of Construction Cost					
(By Public Bidding and Letting)					
for					
Quarry Rd					
North Baltimore Rd to Rudolph Rd					
Henry Township/Village of North Baltimore					
Prepared By: Wood County Engineer's Office					
Date: 10/13/2026					
		Length =	0.50	mi	
		Average Width =	19.00	ft	
Item	Description	Quantity	Unit	Unit Price	Item Cost
Pavement					
253	Pavement Repair (full depth removal/6" 301)	125	sy	\$50.00	\$6,250.00
254	Pavement Planing	310	sy	\$12.00	\$3,720.00
407	Non Tracking Tack Coat (0.08 gal / sq yd)	914	gal	\$7.50	\$6,855.00
411	Stabilized Crushed Aggregate (3" avg depth x 2' wide)	77	cy	\$85.00	\$6,545.00
441	Asphalt Concrete Intermediate Course, Type 1, 449 (leveling with 0.75" min)	135	cy	\$230.00	\$31,050.00
441	Asphalt Concrete Surface Course, Type 1, 449 (1.25" depth) PG64-22	189	cy	\$240.00	\$45,360.00
611	Manhole, Adjusted to Grade with Concrete Collar	2	ea	\$2,250.00	\$4,500.00
Pavement Markings					
642	Center Line, 4 inch, Type 1	0.50	mi	\$1,500.00	\$750.00
642	Edge line, 4 inch, Type 1	1.00	mi	\$1,300.00	\$1,300.00
642	Stop Line, Type 1	23	ft	\$7.50	\$172.50
General					
614	Maintaining Traffic	1	ls	\$3,000.00	\$3,000.00
623	Construction Layout Stakes <i>(Repair area's will be identified/marked by inspector.)</i>	0	ls	\$0.00	\$0.00
624	Mobilization	1	ls	\$7,500.00	\$7,500.00
Subtotal Estimated Construction Cost =				\$117,300.00	
5% contingency =				\$5,900.00	
Total Estimated Construction Cost =				\$123,200.00	

NORTH BALTIMORE - ALL EVENTS PERMIT APPLICATION

Event date[s]: October 31st 2026 Beginning/Ending times: 5:00 pm. + 9:00 pm

Event name: North Baltimore Halloween Parade Sponsor/Organization: The North Baltimore Festival Organization

Contact person[s]: Aaron Pottner Contact phone #: 410-315-5645 E-mail: apottner@5040@gmail.com

Event type [describe]: Halloween parade

Event location: North Baltimore Main St. from Elm St. to Water St.

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 applicable

Liquor permit attached: ☐ Yes ☒ No ☐ Pending ☐ Not applicable

Fire Department Inspection request: ☐ Yes ☒ No ☐ Pending ☐ Not applicable

INSURANCE & LIABILITY REQUIREMENTS

Insurance Requirement: 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, rights-of-way, or facilities unless waived in accordance with the Event Policy. Minimum Commercial General Liability coverage shall be \$1,000,000 per occurrence and aggregate.

Waivers: Insurance shall not be required for events meeting all exemption criteria set forth in the Event Policy. For other events, Village Council may, by formal action, approve alternative coverage or waive the insurance requirement as provided in the Event Policy.

Indemnification and Responsibility: Except where waived pursuant to the Event Policy, the applicant agrees to defend, indemnify, and hold harmless the Village of North Baltimore, its elected and appointed officials, employees, volunteers, and agents from claims, damages, or expenses arising from or related to the event. The applicant is responsible for damage to Village property caused by the event.

Insurance Status: ☐ Attached ☐ Pending ☐ Exempt under Event Policy ☐ Council Waiver

SAFETY & EVENT MANAGEMENT REQUIREMENTS

- Applications must be submitted at least thirty (30) days prior to the event unless waived by the Village Administrator for good cause.
- Any event determined by the Police Chief to require law enforcement coordination shall coordinate directly with the North Baltimore Police Department.
- Food vendors shall not operate without proof of current food service licensure and Commercial General Liability insurance of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate naming the Village of North Baltimore as an Additional Insured.
- Food vendors must provide an anticipated menu and a plan for grey-water disposal (the Village has designated disposal locations).
- Trip hazards must be secured or covered.
- The Police Chief, Fire Chief, or Public Works Superintendent may impose reasonable safety or traffic-control conditions.

SIGNAGE, CLEAN-UP, AND RESTORATION

Posting of signs on Village property is prohibited except as expressly authorized in connection with an approved event. All temporary event signage shall be removed within twenty-four (24) hours after the event concludes. Event organizers are responsible for all post-event cleanup and restoration of Village property. Failure to restore may result in billing for cleanup costs, denial of future event permits, or the requirement of a refundable deposit or surety bond.

NOTICE TO APPLICANTS

Approval of an event permit does not transfer responsibility for personal property, equipment, or materials brought onto Village property. The event organizer is responsible for compliance with all requirements of the Village of North Baltimore Event Policy and this permit. The Village is not responsible for loss, theft, or damage to personal property associated with an approved event.

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

Applicant Signature: _____

Date: _____

Oct 5, 2021

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

FOR VILLAGE USE ONLY

Special Conditions: _____

Council Approved	Date:	
Aaron Patterson, Mayor		Date:
Joshua Bender, Village Administrator		Date:
Ted E. Francisco II, Fire Chief		Date:
Richard Bingham, Chief of Police		Date:
Josh Long, Public Works Superintendent		Date:

**VILLAGE OF NORTH BALTIMORE
PERSONNEL POLICY AND PROCEDURES MANUAL**

New Hire Recommendation Form F-19a

PAGE 1 OF 1

Employee Name: Jordan Queen

Position: FT Police Officer Date of Hire: _____

Employment Status: Full-Time Part-Time Intermittent Temporary Seasonal

Volunteer FT-Instructional Period

Pay Range Assignment Number: _____ Minimum: _____ Maximum: _____

Starting Rate of Pay: 27.30 Provide justification for starting rate above minimum starting pay.

Has one year prior full time with Gibsonburg PD

Has one year with North Baltimore PD

Recommendation made by: Chief Richard Bingham
Include a memo that outlines the hiring process and rational for the hiring recommendation.

Recommendation approved by Village Council at a Council Meeting held on: _____



DMYTRYKA JACOBS ENGINEERS, LLC.

1101 Research Drive – Toledo, Ohio 43614

October 7, 2026

Brian Roberts
Water & Sewer Superintendent
226 High St.
North Baltimore, Ohio 45872

Subject: Water Treatment Plant – Filter PLC Replacement

Dear Mr. Roberts:

Thank you for your continued interest in Dmytryka Jacobs Engineers, Inc. (DJE) and the opportunity to offer the Village of North Baltimore engineering services for the upgrade of the filter PLC at the water treatment plant. Based on our discussions on my last visit we understand our scope of services for this effort to be as follows:

DJE Will:

- Provide and install a new PLC for the filter control panel.
- Modify the existing PLC program to work with the new PLC processor and I/O.
- Provide, configure, and install a new PanelView touchscreen.
- Update the existing HMI workstation to communicate with the new filter PLC.
- Provide commissioning/startup services.

DJE offers the above scope of services for the lump sum fee of \$59,900.00.

DJE will invoice monthly based on project completion percentage. Payment terms are Net 30 days. If this proposal is acceptable, we can begin this work immediately upon written authorization. If you have any questions regarding this proposal, please feel free to contact me.

Very truly yours,

Mark E. Lyons, P.E.
Director of Engineering



September 15, 2026

Mr. Joshua Bender
Village Administrator
Village of North Baltimore
205 N. Main Street
North Baltimore, OH 45872

RE: Amendment #1 for Construction Engineering and Contract Balancing
East Broadway Street Reconstruction Project
OHM Project Number 3515 25 0010

Dear Mr. Bender,

OHM Advisors (OHM) is pleased to submit this contract amendment to provide Construction Engineering Services supporting the above-referenced project. This amendment also serves to balance the remaining task items on the contract. Our proposal outlines the work efforts necessary to complete this work.

To facilitate your review, our Amendment is organized as follows:

- Scope of Services
- Schedule
- Compensation
- Authorization and Acceptance

Should you find our proposal acceptable, please sign the attached Amendment and provide a full copy to us for our files. Should you have any questions or comments, please contact me directly at (567) 318-6507 and Ron.Lajti@ohm-advisors.com.

Sincerely,
OHM Advisors

A handwritten signature in blue ink, appearing to read "Ron Lajti Jr.", positioned above a horizontal line.

Ron Lajti Jr., PE, PS
Principal

Encl: Amendment



Scope of Services

As noted during multiple progress meetings, plan discrepancies and unforeseen conditions required OHM and the contractor to perform substantially more work than originally anticipated. To account for the additional effort to complete the project to an acceptable standard, OHM requests an additional \$22,000.00 for these services. This amendment increases the fees for Tasks 1 and 2 and reduces the fee for Task 3 to reflect actual charges. Any contract funds remaining at project closeout will be credited accordingly.

Schedule

This amendment does not affect the project schedule.

Compensation

OHM Advisors will provide the above-outlined professional services in accordance with the following fee schedule. Our professional services will be performed on an hourly basis.

Task	Original Contract Amount	Revised Contract Amount
Task 1 – Engineering During Construction	\$ 28,550	\$56,020
Task 2 – Construction Observation	\$ 84,490	\$ 87,600
Task 3 – Construction and Material Testing	\$ 31,430	\$ 23,150
Current Contract Amount	\$ 144,770	\$166,770

Authorization and Acceptance

This document, including all Attachments constitutes the entire Agreement between the Village of North Baltimore and OHM Advisors and shall not be amended or changed, except by written authorization executed by both parties. This proposal is valid for 30 days from the date of submittal and upon expiration, OHM Advisors reserves the right to modify the proposal.

Approval and acceptance of this Proposal is effective upon the Village of North Baltimore's signature. OHM Advisors is authorized to commence services upon receipt of a signed copy of this document.

The Village of North Baltimore

East Broadway Street Reconstruction Project Amendment #1

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____