

**Council of the Village of Glendale, Ohio**

**Regular September Meeting**

**Monday, September 12, 2022, 7:00 p.m.**

**80 E. Sharon Ave., Glendale, Ohio 45246**

**Agenda**

**I. Establishment of Quorum & Approval of Agenda**

**II. Approval of Minutes**

1. August 1, 2022 Regular Council Meeting

**III. Public Comment & Presentations**

**IV. Old Business**

1. **Ordinance 2022-04** An Ordinance Inserting Chapter 154.59 in the Village of Glendale Code of Ordinances, Establishing Regulations Related to Residential and Commercial Signage in the Village of Glendale, as Recommended by the Glendale Planning and Historic Preservation Commission (*Tabled*)

**V. New Business**

1. **Ordinance 2022-48** An Ordinance Appointing Glendale Volunteer Firefighters, Establishing a One Year Probationary Period, and Declaring an Emergency
2. **Ordinance 2022-49** An Ordinance Authorizing Amendment of 2022 Appropriations of the Water Works and Sanitary Sewer Treatment Funds, and Declaring an Emergency
3. **Ordinance 2022-50** An Ordinance Authorizing Amendment of 2022 Appropriations of the Sanitary Sewer Treatment Fund, and Declaring an Emergency
4. **Ordinance 2022-51** An Ordinance Authorizing Amendment of 2022 Appropriations of the Community Fund, and Declaring an Emergency
5. **Ordinance 2022-52** An Ordinance Authorizing the Village Administrator to Enter into a Contract with Strawser Construction Inc. in an Amount Not to Exceed \$147,500 for the Resurfacing of Certain Public Roads and Parking Lots in the Village, Said Project Having Been Authorized by the ODOT 101G Cooperative Purchasing Agreement and Not Subject to Additional Bid, and Declaring an Emergency
6. **Ordinance 2022-53** An Ordinance Authorizing and Granting Consent to the Director of the Ohio Department of Transportation (ODOT) to Perform Timely

Bridge Inspections via the ODOT Bridge Inspection Program Services, as Described Within, and Declaring an Emergency

7. **Ordinance 2022-54** An Ordinance Amending the Job Description of Fire Chief for the Village of Glendale, and Declaring an Emergency
8. **Resolution 2022-24** A Resolution Authorizing the Conditional Use of Land at 1045 Laurel Avenue for an In-Ground Swimming Pool to be Constructed Pursuant to Certain Conditions
9. **Resolution 2022-25 (verbal)** A Resolution Appointing Two GCIC Board Members to Positions Currently Held by Messrs. Base-Smith & Besl
10. **Resolution 2022-26** A Resolution Designating Huntington National Bank as the Village Depository for its Active Interim and In-active Deposits and Authorizing the Village Administrator to Enter into a Treasury Management Services Agreement with Huntington National Bank and Declaring an Emergency
11. **Resolution 2022-27** A Resolution to Open and Maintain a Bank Account at Huntington National Bank for the Village of Glendale and Authorizing the Village Administrator to Enter into an Online Access in Bill Pay Agreement with Huntington National Bank and Declaring an Emergency
12. **Resolution 2022-28** A Resolution Adopting a Credit Card Usage Policy and Authorizing the Village Administrator to Enter into a Commercial Card Account Agreement with Huntington National Bank and Declaring an Emergency

## **VI. Reports from Mayor, Administrator, Standing Committees & Special Committees**

### **Mayor's Report**

**Births**

**Deaths**

### **Village Administrator's Report**

#### **Committee reports**

Finance Committee

Fire Committee

Laws & Claims Committee

Police Committee

Public Buildings & Historic Preservation Committee

Recreation & Playgrounds Committee

Streets, Public Improvements & Lights Committee

Utilities Committee

**Reports from the Clerk & Treasurer**

**VII. Review of Expenditures & Financial Reports**

1. 2022-08 General Fund
2. 2022-08 Enterprise Fund

**VIII. Adjournment**

**The next regular Council meeting is scheduled for October 3, 2022 at 7:00 p.m.**

**VILLAGE OF GLENDALE**  
**STATE OF OHIO**  
**ORDINANCE 2022-04**

**AN ORDINANCE INSERTING CHAPTER 154.59 IN THE VILLAGE OF GLENDALE CODE OF ORDINANCES, ESTABLISHING REGULATIONS RELATED TO RESIDENTIAL AND COMMERCIAL SIGNAGE IN THE VILLAGE OF GLENDALE, AS RECOMMENDED BY THE GLENDALE PLANNING AND HISTORIC PRESERVATION COMMISSION**

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**WHEREAS,** on August 2, 2021, the Glendale Planning and Historic Preservation Commission (GPHPC), upon the suggestion of an ad hoc committee, led by Vice Chair Thomas Kerr, voted to initiate the amendment procedure under §154.66 of the Glendale Zoning Code; and

**WHEREAS,** on October 4, 2021, the GPHPC, following a public hearing, unanimously approved GPHPC Resolution 2021-003, recommending approval of amendments to §154.42 and §154.46 of the Glendale Zoning Code; and

**WHEREAS,** on November 1, 2021, the Village Clerk caused notice of a Council public hearing on the draft amendments to be published in the Cincinnati Court Index, a newspaper of general circulation in the Village, with said notice describing the nature of the request and providing the Council hearing date and time, all consistent with the Clerk's obligations under §154.66 of the Glendale Zoning Code; and

**WHEREAS,** on December 6, 2021, the Council of the Village of Glendale conducted a public hearing on the amendments recommended by the GPHPC and at the hearing, Council heard from members of the public;

**BE IT ORDAINED,** by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring, that:

**SECTION I** Section 154.37 of the Glendale Zoning Code is hereby repealed in its entirety and amended as shown in Exhibit A, attached hereto and incorporated herein by reference

**SECTION II** All other sections of the Glendale Zoning Code, Chapter 154 of the Glendale Code of Ordinances, are to remain as written.

**SECTION III** The Village Council hereby finds and determines that all formal actions relative to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of its Committees, if any,

which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.

First Read: January 10, 2022

Second Read: February 7, 2022

Third Read: March 7, 2022

Tabled: March 7, 2022

Passed: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Donald A. Lofty, Mayor

\_\_\_\_\_  
Rebecca Terrell, Clerk

*Proposed amendments to Glendale Zoning Code  
As recommended to Village Council by GPHPC Resolution 2021-002*

§ 154.xx SIGNS

- (A) **Intent/Purpose:** The purpose of this section is to promote and protect the public health, convenience, comfort, prosperity, general welfare, and safety by encouraging safe and effective placement of signs which are visible from outdoors within the Village. It is the intent of this section to provide businesses in the Village with equitable sign standards in accord with fair competition and aesthetic standards acceptable to the community, to provide the public with a safe and effective means of conveying information and ideas as well as locating businesses, services and points of interest within the Village, and to provide for a safe vehicular and pedestrian traffic environment. This section is based on the premise that signs, if not regulated, can become a nuisance to adjacent properties or the community in general, can depreciate the value of other properties within the community, and can create distractions and obstructions that may contribute to traffic accidents. In this section, the Village intends to reduce and eliminate whenever possible these adverse effects of signs through objective, reasonable, content-neutral regulations as to the type, size, and location of signs while maintaining and preserving individual rights to commercial and noncommercial forms of expression.
- (B) **Severability:** This section must be interpreted in a manner consistent with the First Amendment guarantee of free speech. If any provision of this section is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this section which can be given effect without the invalid provision.
- (C) **Definitions:** For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
- (1) **ABANDONED SIGN.** A sign showing signs of weathering, rust, corrosion, exposed wiring, chipped paint, cracked, broken, torn, or missing faces, or loose materials, or other evidence of disrepair, or a sign which remains after a business operation has been closed to the public for at least ninety (90) consecutive days.
  - (2) **ANIMATED SIGN.** A sign that uses movement or change of artificial and natural lighting or noise to depict action or create a special effect or scene.
  - (3) **AWNING SIGN.** A sign constructed, in whole or in substantial part, of cloth, metal or other material affixed to a building in such a manner that the structure is raised away from the building regardless of whether it can or cannot be retracted to a flat position against the building.
  - (4) **BANDIT SIGN.** A sign constructed, in whole or in substantial part, of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood, or other like material that is generally less than six (6) square feet, typically lasts less than sixty (60) days without significant damage or deterioration, and which is placed within a public right-of-way or on public property.
  - (5) **BANNER (FLAG).** A non-freestanding, non-rigid cloth, plastic, paper, or canvas sign with a design, picture, or writing on it.

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*Proposed amendments to Glendale Zoning Code  
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- (6) **BENCH SIGN.** Any sign painted on, located on, or attached to any part of the surface of a bench, seat, or chair placed on or adjacent to a public roadway.
- (7) **CHANGEABLE COPY SIGN (MANUAL).** A sign designed so that the characters, letters or illustrations can be changed or rearranged manually without altering the face or surface of the sign. Electronic Signs as defined below are not considered to be Changeable Copy Signs.
- (8) **CHANGEABLE COPY SIGN (MECHANICAL/ELECTRICAL).** A sign designed so that the characters, letters or illustrations can be changed or rearranged mechanically or electronically without altering the face or surface of the sign. Electronic Signs as defined below are not considered to be Changeable Copy Signs.
- (9) **DETERIORATED.** Showing signs of weathering, rust, corrosion, exposed support materials or wiring, chipped paint, cracked, bent, broken, torn, missing faces, or loose materials or other evidence of disrepair or safety concerns.
- (10) **ELECTRONIC SIGN.** A sign, or any portion of a sign, that displays an electronic image or video, which may or may not include text, including, but not limited to, television screens, plasma screens, digital screens, LED screens, video boards, holographic displays, and other similar media.
- (11) **ESTABLISHED GRADE LINE.** The average finished grade for that area of the site where the sign is to be located, provided however that the height of the sign shall not be artificially increased by the use of mounding. All references to sign height are from the established grade line unless otherwise noted.
- (12) **EXTENSION.** A wall or other structure which is connected to, and extended from, a building.
- (13) **FLASHING SIGN.** A directly or indirectly illuminated sign that exhibits changing natural or artificial light or color effects by any means.
- (14) **FREESTANDING SIGN.** Any sign other than a Portable or Monument Sign, that is supported by structures or supports in or upon the ground and independent of support from any building; includes Pole Signs.
- (15) **ILLUMINATED SIGN.** Any sign lighted by or exposed to artificial lighting either by light on or in the sign or directed toward the sign.
- (16) **LOT.** A platted parcel or other tract of land separately identified with unique identification in the County Auditor's records.
- (17) **MONUMENT SIGN.** A sign supported by direct contact with the ground, generally attached to a wall or permanent base, constructed specifically for the display of the sign.
- (18) **MOTION SIGN.** A sign or portion of a sign which moves.
- (19) **NONCONFORMING SIGN.** A pre-existing legal or illegal sign which does not conform to the standards set forth in this section.

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*Proposed amendments to Glendale Zoning Code  
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- (20) OFF-PREMISES SIGN. a sign that displays any message directing attention to a business, product, service, profession, commodity, activity, event, person, institution, or other commercial message which is generally conducted, sold, manufactured, produced, offered, or occurs elsewhere than on the premises where the sign is located.
- (21) PENNANT SIGN. A triangular or irregular piece of fabric or other material, commonly attached in strings or strands, or supported on small poles intended to flap in the wind.
- (22) PERMANENT SIGN. Any permitted or legal nonconforming sign, intended to remain in place until a change of occupancy occurs, that is securely attached or installed upon a building, structure, or the Monument and is constructed of materials protected from exposure to the natural elements typically for more than one year or is made of materials that are weather-resistant for multiple years without significant damage or deterioration due to exposure to the elements or normal wear and tear. Permanent Signs are considered accessory uses to a principal use established by this Zoning Code.
- (23) POLE SIGN. A sign supported by or suspended from posts, pillars, columns or other structures which are not a building or attached to a building.
- (24) PORTABLE SIGN. Any sign that is designed to be, or capable of, being moved or transported (often with wheels) and not affixed or attached to any building, structure, or ground. Sidewalk Signs are not considered to be Portable Signs for purposes of this section.
- (25) PROJECTED IMAGE. An image projected onto a building, structure or sign.
- (26) REFACING. Any alteration to the face of a sign involving the replacement of materials or parts. Refacing does not refer to replacing the entire sign structure or the removal of the sign.
- (27) REFLECTIVE SIGN. A sign containing any material or device which has the effect of intensifying reflected light.
- (28) ROOF SIGN. Any sign erected on or above the roof line of a building.
- (29) SECTION. Refers to §154.37, in its entirety.
- (30) SIDEWALK SIGN. Any temporary sign, typically in the shape of an “A” or a “T”, or some variation thereof, which is readily moveable and not permanently attached to the ground or any structure. Sidewalk signs are generally placed on the sidewalk or right-of-way in front of businesses.
- (31) SIGN FACE. The surface intended for the display of information, whether written or graphical, on the sign, including blank spaces.
- (32) SIGN STRUCTURE. The supporting unit of a sign face, including but not limited to frames, braces and poles.

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*Proposed amendments to Glendale Zoning Code  
As recommended to Village Council by GPHPC Resolution 2021-002*

- (33) **SNIPE SIGN.** A sign that is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, fences, or other objects and that is not otherwise defined or authorized by the provisions of this Section, or other Village ordinances.
  - (34) **STREAMER.** A ribbon-shaped or cord-like rope which may have pennants or attached banners (or both) and which is stretched or hung between two or more supports.
  - (35) **TEMPORARY SIGN.** Any exterior sign that is not intended for permanent display by virtue of its construction from paper, cloth, canvas, light fabric, cardboard, wallboard or other light materials, and which is erected on stakes, wire, plastic, or cord or by way of its attachment to the ground or a structure in a non-permanent manner.
  - (36) **TRAILER SIGN.** Any sign which is attached to, supported by, or part of a structure, where the structure's primary purpose is the display of such sign, and where the structure is designed to move on trailer wheels, skids, or other similar devices, or transported, pushed, or pulled by a motor vehicle, whether or not such trailer is parked or being towed.
  - (37) **WALL SIGN, MOUNTED.** A sign that is attached to, erected against or painted on the outside wall of a building or structure, with the exposed display surface of the sign in a plane parallel to the plane of the building or structure.
  - (38) **WALL SIGN, PROJECTING.** A double-sided sign, with two faces, that is attached to the outside wall of a building or structure, generally by means of a bracket or decorative hardware, with the exposed display surfaces of the sign on a plane perpendicular to the building or structure.
  - (39) **WINDOW SIGN.** Any sign attached to the window of a building or erected on the inside of the building and visible from the exterior of the building.
  - (40) **YARD SIGN.** See "Temporary Sign".
- (D) **Permit Required.** All signs located on land within or hereafter annexed to the Village shall comply with this section. No person shall locate or retain any sign, or cause a sign to be located, relocated, altered, modified, or retained unless all provisions of this section have been met. To ensure compliance with these regulations, a sign permit shall be secured from the Village Zoning Administrator or his/her designee for each for all signs except those listed in subsections (J) and (K). Unless otherwise established in this section or otherwise in this Zoning Code, no person shall locate, alter, modify, or retain a sign in the Historic District without first applying for, and obtaining, a certificate of appropriateness. in addition to any other required permit under this section. Where applicable, sign permits shall not be issued until after a certificate of appropriateness is issued. In addition, some signs may require a building permit, and such signs may not be erected until such a permit is granted.
- (E) **Permit Application Requirements.** Persons wishing to locate or cause a sign to be located, relocated, or altered in the Village shall apply for a sign permit. No application fee shall

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*Proposed amendments to Glendale Zoning Code  
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be required, unless otherwise established by Village Council. A written application shall be required and the following materials must be submitted:

- (1) Scale elevation drawing(s) of proposed sign(s);
- (2) Foundation and anchoring drawing(s) of proposed sign(s);
- (3) A dimensioned site plan showing the location of proposed sign(s) and adjacent buildings or other structures;
- (4) Descriptions and specifications related to proposed materials;
- (5) For Wall Signs, a building elevation drawn to scale showing the proposed wall sign and the dimension from established grade to the top of the sign;
- (6) For Monument and Freestanding Signs, a sign base landscaping plan;
- (7) Written consent signed by the owner of the property on which the sign is proposed to be located indicating his/her approval of the sign.

- (F) Permit Application Review Process and Timing.** A request for a sign permit will be approved or denied within sixty (60) business days of receipt of a completed sign permit application, including all submittals required by subsection (E). For signs which require a certificate of appropriateness, the time period to approve or deny the permit application shall not begin until after the certificate of appropriateness is granted. Permits shall be approved if the sign type, size, and location meet the requirements of this section. Permit applications which are neither denied nor approved within sixty (60) business days of receipt of a completed sign application (and granting of a certificate of appropriateness where applicable) shall be deemed approved.
- (G) Relief from this Section.** Any party aggrieved from the provisions of this section by way of interpretation, enforcement, or other action, or who otherwise wishes to seek a variation from the requirements of this Zoning Code, may apply to the Village Board of Appeals pursuant to § 154.65 of this Zoning Code.
- (H) Expiration of Sign Approval.** Signs must be erected as specified in the permit application within one (1) year of the permit issuance date. Permits for which a sign is not erected within one (1) year will expire and a new application will be required before the sign may be erected.
- (I) Sign Permit Fee.** A sign permit fee will be required only if a permit is approved. The sign permit fee shall be established each year by the Village Council. The sign permit fee must be received prior to the issuance of the sign permit. No permit shall be issued until the sign permit fee has been received.
- (J) Signs Exempt from Permitting Requirements.** The following signs are exempt from the permitting requirements of this section and are permitted in any zoning district:
- (1) Temporary Signs which are nine (9) square feet per face or less, subject to location and other restrictions contained in this section.

*Proposed amendments to Glendale Zoning Code  
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**(K) Prohibited Sign Types and Locations.** In order to achieve the intents and purposes of this section, to reduce undue distraction to motorists and pedestrians, to reduce potential traffic hazards, and to ensure the effectiveness of traffic and other Governmental Signs needed to direct the public, the following signs types and sign locations are prohibited.

(1) Prohibited Sign Locations:

- a. In any public park or on any public property or right-of-way, unless otherwise expressly permitted within this Zoning Code, the Village Code of Ordinances or pursuant to a formally-adopted Village policy.
- b. On any traffic control sign, utility pole, fences, or street sign.  
On any tree, or other natural object, or in any location where the view of approaching or intersecting traffic or pedestrians would be obstructed.
- c. In any location which interferes with the safe movement of vehicles or pedestrians entering, leaving, crossing, or traversing a public right-of-way or sidewalk.
- d. In any locations where the illumination of the sign is directed or beamed upon a public thoroughfare, highway, sidewalk, or adjacent premises.
- e. On private property without the permission of the owner.
- f. On any fire escape or any door or window giving access to any fire escape.
- g. On any chimney, smokestack, or stair tower.

(2) Prohibited Sign Types in All Districts:

- a. Signs which move or rotate, such as: Motion Signs, balloons, Gas Inflated Signs or similar inflated signs, searchlights, Streamers, Animated Signs, Pennant Signs, spinners, flags, or any other similar devices.
- b. Internally illuminated signs.
- c. Electronic Signs.
- d. Bench Signs.
- e. Flashing Signs.
- f. Reflective Signs.
- g. Projected Images.
- h. Roof Signs.
- i. Trailer Signs.
- j. Bandit Signs; except as otherwise permitted.
- k. Snipe Signs.
- l. Portable Signs.

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*Proposed amendments to Glendale Zoning Code  
As recommended to Village Council by GPHPC Resolution 2021-002*

- m. Signs requiring a permit in accordance with this section which do not have a permit.
- n. Abandoned Signs.
- o. Neon Signs.
- p. Off-premises signs, except that off-premises signs not exceeding eleven inches by seventeen inches (11" x 17") in size are permitted as temporary window signs.

**(L) General Requirements for All Signs in All Districts.** All signs placed or posted in the Village must meet the following criteria:

- (1) **Illuminated Signs.** Signs shall be illuminated only by the following means:
  - a. By a white, steady, stationary light of reasonable intensity, directed solely at the sign or otherwise prevented from beaming directly onto adjacent properties, roadways or rights-of-way.
  - b. The level of illumination directed to the sign shall not be of an intensity sufficient to constitute a demonstrable hazard to vehicular traffic on any right-of-way, roadway, or parking lot from which the sign may be viewed.
  - c. No exposed light sources are permitted. All light fixtures shall be screened from view by site grading or evergreen shrubs.
  - d. All wiring, fittings and materials used in the construction, connection and operation of Illuminated Signs shall be in accordance with the provisions of the local electric code. All Illuminated Signs shall be properly grounded.
- (2) **Safe Installation.** All signs must be installed in a safe manner and shall not be in danger of falling.
- (3) **Properly Maintained/Not Deteriorated.** All signs shall be properly maintained and shall not show signs of deterioration. The structural integrity of all sign foundations must be maintained.
- (4) **Required Set-Back.** All signs shall be set back at least eight (8) feet from the curb/edge of the street, road, or state route or at least two (2) feet from the edge of the sidewalk farthest from the street, road, or state route, whichever is greater.
- (5) **Design.** Signs shall be designed to fully integrate with the building architecture and overall site design. Signs shall not resemble the color, shape, or other characteristic of traffic control devices or warning signs. Signs shall be limited to three (3) colors, three (3) typefaces/fonts, and three (3) lines per sign.

**(M) Requirements for Temporary Signs.**

- (1) Temporary Signs:
  - a. shall not be mounted, attached, affixed, installed or otherwise secured in a manner that will make the sign a permanent sign;

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**Temporary Sign Quantity.** Each lot within the Village is limited to thirty cumulative square feet of temporary signage.

**Temporary Signs not requiring a permit.** Temporary Signs which are nine (9) four (4) square feet or less per face are permitted in any district of the Village and do not require a permit.

**Temporary Signs requiring a permit.** Temporary Signs which are, individually, at least nine (9) four (4) square feet, but no larger than thirty (30) square feet, require a permit.

**Temporary Signs that are prohibited.** Temporary Signs which are larger than thirty (30) square feet are prohibited. In addition to the size-related requirements in (M)(1) above, all

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*Proposed amendments to Glendale Zoning Code  
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- b. shall not be illuminated;
- c. shall not include, be attached to, or incorporate any other sign type prohibited by this section;
- d. shall not be placed in a prohibited location as established by this section; and
- e. shall be removed or replaced when they are deteriorated.

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(N) **Measurement of Sign Area.** The surface area of a sign shall be computed as including the face of the entire display area not including the bracing, framing and structural supports of the sign, unless such support members are made part of the message or face of the sign. Where a sign has two or more display faces, the area of all faces of the sign shall be included in determining the area of the sign, unless the two faces are joined back-to-back, are parallel to each other and are not more than four (4) inches apart. The area of a sign consisting of individual letters or symbols, either freestanding or ground, or attached to or painted on a surface, building, wall, or window, shall be considered to be that of the smallest single rectangle which encompasses all the letters and symbols.

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(O) **Signs Standards in Residential Districts (Residential Uses/Dwellings).**

(1) The following signs are permitted for properties containing Dwellings used for Residential Purposes, as defined by 154.03, in all Residential Districts (AA-1; AA-2; A, B, and C):

- a. Mounted Wall Signs,
- b. Temporary Signs with a Maximum Area of four (4) square feet,

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(2) **Permitted number, height, area and location:** Each lot may erect and maintain signs up to a maximum of twenty (20) square feet of signage, provided that multiple Temporary Signs must be separated by at least two (2) feet, and all signs must meet the standards as outlined below:

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a. **Mounted Wall Signs**

- i. **Maximum Height Above Established Grade:** Eight (8) feet
- ii. **Maximum Area:** One (1) square foot
- iii. **Location:** Cannot protrude more than 2 inches from wall or building to which it is attached
- iv. **External Illumination Permitted:** No

b. **Temporary Signs**

- i. **Maximum Height Above Established Grade when Ground-Mounted:** Three (3) feet.
- ii. **Maximum Height when wall-mounted:** Below the roof parapet line.

*Proposed amendments to Glendale Zoning Code  
As recommended to Village Council by GPHPC Resolution 2021-002*

- iii. **Location:** Set back minimum of eight (8) feet from curb/edge of roadway or two (2) feet from edge of sidewalk farthest from the roadway, whichever is greatest
- iv. **External Illumination Permitted:** No
- v. **Other restrictions:** Per (K)(1), temporary signs which are four (4) square feet per face or less, subject to location and other restrictions contained in this section do not require a permit, but any temporary sign which does not meet all parameters with respect to size and location to be exempt from permitting, shall require a permit.

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**(P) Signs Standards in Residential Districts (Non-residential Uses).**

- (1) The following signs are permitted on properties containing non-residential primary uses in all Residential Districts (AA-1; AA-2; A, B, and C). Non-Residential uses are all uses which do not fall qualify as a "Dwelling" used for Residential Purposes, as defined by 154.03
  - a. Mounted Wall Signs.
  - b. Monument Signs.
  - c. Temporary Signs with a maximum area of nine (9) square feet.
- (2) **Permitted number, height, area and location:** Each lot may erect and maintain a maximum of three (3) signs per lot, up to a maximum of thirty (30) square feet of signage, as outlined below:
  - a. **Mounted Wall Sign**
    - i. **Maximum Height Above Established Grade:** Eight (8) feet
    - ii. **Maximum Area:** One (1) square foot
    - iii. **Location:** Cannot protrude more than two (2) inches from wall or building to which it is attached
    - iv. **External Illumination Permitted:** Yes
  - b. **Monument Sign**
    - i. **Maximum Height Above Established Grade:** Five (5) feet
    - ii. **Maximum Area:** Thirty (30) square feet
    - iii. **Location:** Set back Minimum of eight (8) feet from curb/edge of roadway or two (2) feet from edge of sidewalk farthest from the roadway, whichever is greatest
    - iv. **External Illumination Permitted:** Yes
    - v. **Other restrictions:** May include a Manual Changeable Copy Sign
  - c. **Temporary Signs**

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*Proposed amendments to Glendale Zoning Code  
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i. *Maximum Height Above Established Grade when Ground-Mounted:* Three (3) feet.

*ii. Maximum Height when wall-mounted:* Below the roof parapet line.

ii. *Location:* Set back Minimum of eight (8) feet from curb/edge of roadway or two (2) feet from edge of sidewalk farthest from the roadway, whichever is greatest

iii. *External Illumination Permitted:* No

iv. *Other restrictions:* Per (K)(1), temporary signs which are nine (9) square feet per face or less, subject to location and other restrictions contained in this section do not require a permit, but any temporary sign which does not meet all parameters with respect to size and location to be exempt from permitting, shall require a permit.

**(Q) Sign Standards in Business Districts.**

(1) The following signs are permitted in Zoning Districts "D" and "E":

- a. Wall Signs (Mounted and Projecting).
- b. Monument Signs.
- c. Window Signs.
- d. Freestanding Signs.
- e. Awning Signs.
- f. Sidewalk Signs.
- g. Temporary Signs with a maximum area of nine (9) square feet.

(2) Permitted number, height, area and location. Each lot may erect and maintain a maximum of three (3) signs per lot, up to a maximum of thirty (30) square feet of signage, as outlined below:

**a. Mounted Wall Sign**

- i. *Maximum Height Above Established Grade:* Eight (8) feet
- ii. *Maximum Area:* One and a half (1.5) square feet for every linear foot of width of the building face to which the sign is attached
- iii. *Location:* Cannot protrude more than two (2) inches from wall or building to which it is attached
- iv. *External Illumination Permitted:* Yes

**b. Projecting Wall or 'Extension Sign**

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*Proposed amendments to Glendale Zoning Code  
As recommended to Village Council by GPHPC Resolution 2021-002*

- i. **Maximum Height Above Established Grade:** Two (2) feet below the highest point on the building on which the sign is mounted
- ii. **Maximum Area:** One and one half (1.5) square feet for every linear foot of width of the building face or extension to which the sign is attached
- iii. **Location:** Cannot protrude more than three (3) feet from wall or building to which it is attached
- iv. **External Illumination Permitted:** A projecting sign is limited to external illumination by indirect lighting methods such as gooseneck lighting.
- v. **Other restrictions:** Minimum eight (8) feet above sidewalk; decorative supporting structures are not calculated in maximum square footage of sign.

**c. Monument Sign**

- i. **Maximum Height Above Established Grade:** Five (5) feet
- ii. **Maximum Area:** One half (0.5) square foot for every linear foot of frontage of the lot, with a maximum area of thirty (30) square feet.
- iii. **Location:** Set back minimum of eight (8) feet from curb/edge of roadway or two (2) feet from edge of sidewalk farthest from the roadway, whichever is greatest
- iv. **External Illumination Permitted:** Yes
- v. **Other restrictions:** May include a Manual Changeable Copy Sign

**d. Window Sign**

- i. **Maximum Height Above Established Grade:** Ground/1<sup>st</sup> floor only
- ii. **Maximum Area of a Window Sign:** One half of the total area of the window upon which the sign is attached, or in which the sign is visible
- iii. **Location:** Ground/1<sup>st</sup> floor of a building
- iv. **External Illumination Permitted:** No
- v. **Application:** Window signs may only be applied to the interior of the glazing.

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**e. Freestanding Sign**

- i. **Maximum Height Above Established Grade:** Five (5) feet
- ii. **Maximum Area:** One (1) square foot per linear foot of frontage of the premises, with a maximum of thirty (30) square feet



*Proposed amendments to Glendale Zoning Code  
As recommended to Village Council by GPHPC Resolution 2021-002*

iii. **Location:** Setback minimum of eight (8) feet from curb/edge of roadway or two (2) feet from edge of sidewalk furthest from the roadway, whichever is greatest

iv. **External Illumination Permitted:** Yes

**f. Awning Sign**

i. **Minimum Height Above Established Grade:** Eight (8) feet above the sidewalk; sixteen (16) feet above any driveway or parking lot

ii. **Maximum Area:** Text & graphics on awning may not be greater than fifteen (15) square feet

iii. **Location:** May only have text or graphics on the front portion of awning

iv. **External Illumination Permitted:** No

**g. Sidewalk Sign**

i. **Maximum Height Above Established Grade:** Three (3) feet

ii. **Maximum Area:** Six (6) square feet

iii. **Location:** Must be on paved public or private sidewalk or walkway; Cannot be in landscaped areas or areas used for vehicles; May only be placed where the width and location of the sign allows for a minimum width of five (5) feet of clear and passable sidewalk/walkway for pedestrians; May not be placed so as to obstruct access to parking meters, bicycle racks, and other features legally in the right-of-way; May not interfere with the opening of car doors in legal parking spaces, or with the operation of wheelchair lifts and ramps; May only be placed on the sidewalk/walkway from 9:00 a.m. to 5:00 p.m.

iv. **External Illumination Permitted:** No

v. **Other restrictions:** Signs must be weighted to be stable and windproof to resist wind gusts,

**h. Temporary Signs**

i. **Maximum Height Above Established Grade when Ground-Mounted:** Three (3) feet.

ii. **Maximum Height when wall-mounted:** Below the roof parapet line.

iii.

iv. **Location:** Set back Minimum of eight (8) feet from curb/edge of roadway or two (2) feet from edge of sidewalk farthest from the roadway, whichever is greatest

*Proposed amendments to Glendale Zoning Code  
As recommended to Village Council by GPHPC Resolution 2021-002*

- v. *External Illumination Permitted:* No
- vi. *Other restrictions:* S Per (K)(1), temporary signs which are nine (9) square feet per face or less, subject to location and other restrictions contained in this section do not require a permit, but any temporary sign which does not meet all parameters with respect to size and location to be exempt from permitting, shall require a permit.

**(R) Nonconforming Signs.**

- (1) All pre-existing Permanent legal signs that that conformed to the standards of the previous ordinance, but do not conform to the standards of this section must be brought into conformity upon the occurrence of any of the following events:
  - a. Any change in the use of the property following the date that this section became effective.
  - b. The discontinuance of the use of property for a period of more than six (6) consecutive months.
  - c. The damage or destruction of the sign amounting to a reduction of fifty percent (50%) or more of the market value of the sign (as determined by two established sign companies located in Ohio selected by the Village).
  - d. The structural alteration, rebuilding, enlargement, extension, or relocation of the existing nonconforming sign. However, the repainting or Refacing of an existing nonconforming sign is not considered an alteration within the meaning of this section.
  - e. The nonconforming sign or sign structure is determined by the Village Zoning Administrator to be unsafe, insecure, or otherwise to constitute a nuisance to the public.
- (2) All signs which lose their legal nonconforming status must be removed or brought into compliance with this section within thirty (30) days of the date of the event which resulted in the loss of that status.
- (3) All pre-existing Temporary signs that that conformed to the standards of the previous ordinance, but do not conform to the standards of this section must be brought into conformity within one (1) year of the effective date of this section or removed.

**(S) Abandoned Signs:** Abandoned signs shall be removed by and at the cost of the responsible party, whether the property owner or the business owner. If the business or property owner does not remove the sign within ten (10) days of the written notice from the Village Administrator, the Village may remove the sign and charge the business or property owner for the cost of such removal.

**(T) Maintenance of Signs.** Signs must be maintained in a safe, presentable, and sound structural condition at all times. In the event that any sign is or becomes unsafe or in

**Deleted:** .

**Deleted:** Signs which remain after a business operation has been closed to the public for at least ninety (90) consecutive days shall be considered abandoned.

**Deleted:**

*Proposed amendments to Glendale Zoning Code  
As recommended to Village Council by GPHPC Resolution 2021-002*

danger of falling, the owner thereof or the person maintaining the same, shall immediately upon receipt of written notice from the Village Zoning Administrator restore such sign to a safe and secure condition or remove the sign. If the owner of the sign does not remove the sign within ten (10) days of the written notice, the Village may remove the sign and charge the business or property owner for the cost of such removal.

**Deleted:** the Village Administrator may order its removal.

**(U) Removal of Prohibited/Unsafe Signs.**

- (1) Signs placed in prohibited sign locations as established in this section may be removed by the Village and stored at the Village Municipal Building or other service building for a period of not more than ten (10) days, after which the Village may dispose of such signs. Persons who wish to claim signs which are removed and retained by the Village may do so by contacting the Village Zoning Administrator during that time.
- (2) Signs that are insecure, in danger of falling, or which otherwise pose an *immediate* threat to public safety may be removed by the Village without notice to the owner. All costs incurred for the removal of such signage shall be the responsibility of the property owner. All unpaid costs shall be assessed to the property tax duplicate for the subject property. Signs so removed, to the extent possible, will be retained by the Village for a period of not more than ten (10) days and may be claimed by their owners by contacting the Village Administrator. After the retention period, the Village may dispose of such signs. Signs which cannot be removed without destroying the sign may be discarded.

**(V) Prior Sections Invalidated.** This section shall control all issues related to signs located in the Village of Glendale. In the event that any section of this Zoning Code refers to signs, such section is specifically superseded by the provisions of this section.

**(W) Violations.** In case any signs shall be installed, erected, constructed, or maintained in violation of any of the terms of this section, the Village Zoning Administrator shall notify in writing the owner or lessee thereof to alter or remove such sign so as to comply with this section. Such persons shall be given ten (10) days from the date of the written notice to alter the sign so as to comply with this section. Thereafter, failure to comply with any of the provisions of this section shall be deemed a violation and shall be punishable under § 154.99 of the Zoning Code.

**VILLAGE OF GLENDALE  
STATE OF OHIO  
ORDINANCE 2022-46**

**AN ORDINANCE APPOINTING GLENDALE VOLUNTEER FIREFIGHTERS,  
ESTABLISHING A ONE YEAR PROBATIONARY PERIOD, AND DECLARING AN  
EMERGENCY**

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**BE IT ORDAINED,** by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring, that:

**SECTION I** The following individuals are hereby appointed to the position of Volunteer Glendale Firefighter, effective upon completion of all personnel processing. This appointment will incorporate a one-year probationary period effective upon passage:

John Adams

Riley Cook

**SECTION II** This ordinance is hereby declared to be an emergency measure for the purpose of the timely and efficient administration of Village affairs, to allow the filling of vacancies in the Glendale Fire Department, thereby providing adequate manpower for responding to emergencies and other incidents in the Village, as provided by Ohio Revised Code 731.30, and shall take effect immediately upon its passage.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk

**VILLAGE OF GLENDALE**  
**STATE OF OHIO**  
**ORDINANCE 2022-47**

**AN ORDINANCE AUTHORIZING AMENDMENT OF 2022 APPROPRIATIONS OF THE WATER WORKS AND SANITARY SEWER TREATMENT FUNDS AND DECLARING AN EMERGENCY**

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**WHEREAS,** the Utilities Committee, at its August 4, 2022 meeting, unanimously recommended that approximately \$17,000 be appropriated for the purchase of new utility billing software; and

**WHEREAS,** the vendor of the new billing software shall be Ampstun, having been selected by Village staff, and the one-time setup cost shall be \$17,100;

**BE IT ORDAINED,** by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring, that:

**SECTION I** The 2022 appropriations for the Water Works and Sanitary Sewer Treatment Funds are to be increased as listed:

<u>Account Number</u>	<u>Account Description</u>	<u>Increase</u>
601.503.2349	Other Professional Fees	\$8,550
602.504.2349	Other Professional Fees	\$8,550

**SECTION II** This ordinance is hereby declared to be an emergency measure for the immediate preservation of the public peace, health or safety, as provided by Ohio Revised Code 731.30. Specifically, emergency action is necessary to ensure the timely and efficient payment of Village invoices and to ensure the continuation of important Village projects.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk

**VILLAGE OF GLENDALE  
STATE OF OHIO  
ORDINANCE 2022-48**

**AN ORDINANCE AUTHORIZING AMENDMENT OF 2022 APPROPRIATIONS OF THE  
SANITARY SEWER TREATMENT FUND AND DECLARING AN EMERGENCY**

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**WHEREAS,** the panel that operates EQ pumps at the Village Wastewater Plant requires unexpected replacement to ensure continued and reliable operation of this equipment;

**BE IT ORDAINED,** by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring, that:

**SECTION I** The 2022 appropriations for the Sanitary Sewer Treatment Fund are to be increased as listed:

<u>Account Number</u>	<u>Account Description</u>	<u>Increase</u>
602.504.2351	Other Professional Fees	\$9,200

**SECTION II** This ordinance is hereby declared to be an emergency measure for the immediate preservation of the public peace, health or safety, as provided by Ohio Revised Code 731.30. Specifically, emergency action is necessary to ensure the timely and efficient payment of Village invoices and to ensure the continuation of important Village projects.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk

**VILLAGE OF GLENDALE**  
**STATE OF OHIO**  
**ORDINANCE 2022-49**

**AN ORDINANCE AUTHORIZING AMENDMENT OF 2022 APPROPRIATIONS OF THE COMMUNITY FUND AND DECLARING AN EMERGENCY**

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**WHEREAS,** CSX Corporation, following crossing restoration at Oak Road in July, removed the traffic detection loops required for the active operation of a Quiet Zone; and

**WHEREAS,** under the terms of the March 2018 agreement between CSX and the Village of Glendale, the restoration of this equipment is the responsibility of the Village; and

**WHEREAS,** sufficient privately donated funds exist within the Community Fund to fund this repair, with no use of taxpayer revenue;

**BE IT ORDAINED,** by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring, that:

**SECTION I** The 2022 appropriations for the Community Fund are to be increased as listed:

<u>Account Number</u>	<u>Account Description</u>	<u>Increase</u>
809.397.2349	Other Professional Fees	\$30,000

**SECTION II** This ordinance is hereby declared to be an emergency measure for the immediate preservation of the public peace, health or safety, as provided by Ohio Revised Code 731.30. Specifically, emergency action is necessary to ensure the timely and efficient payment of Village invoices and to ensure the continuation of important Village projects.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk

**VILLAGE OF GLENDALE  
STATE OF OHIO  
ORDINANCE 2022-50**

**AN ORDINANCE AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH STRAWSER CONSTRUCTION INC. IN AN AMOUNT NOT TO EXCEED \$147,500 FOR THE RESURFACING OF CERTAIN PUBLIC ROADS AND PARKING LOTS IN THE VILLAGE, SAID PROJECT HAVING BEEN AUTHORIZED BY THE ODOT 101G COOPERATIVE PURCHASING AGREEMENT AND NOT SUBJECT TO ADDITIONAL BID AND DECLARING AN EMERGENCY**

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**WHEREAS,** the Village of Glendale is an approved participant in the Ohio Department of Transportation Cooperative Purchasing Program that allows municipalities to directly purchase pre-bid service contracts from qualified contractors without additional bidding; and

**BE IT ORDAINED,** by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring, that:

**SECTION I** The following streets and public parking lots in the Village are now in need of resurfacing using chip seal and Blackmat application:

Annadale Ln., Church Ave., Carruthers Pond Dr., Jefferson Ave., Lincoln Ave., Cole Ave., Summit Ave. & Summit Park parking lot, Myrtle Ave.

**SECTION II** The Administrator is hereby authorized to enter into a contract with Strawser Construction Inc. in an amount not to exceed \$147,500 and to make timely payments for satisfactory stages of completion as invoiced, with payments to be drawn from 201 Street Construction Fund.

**SECTION III** This ordinance is hereby declared to be an emergency measure for the immediate preservation of the public peace, health or safety, as provided by Ohio Revised Code 731.30. Specifically, emergency action is necessary to ensure the timely and efficient payment of Village invoices and to ensure the continuation of important Village projects.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk



**VILLAGE OF GLENDALE**  
**STATE OF OHIO**  
**ORDINANCE 2022-51**

**AN ORDINANCE AUTHORIZING AND GRANTING CONSENT TO THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) TO PERFORM TIMELY BRIDGE INSPECTIONS VIA THE ODOT BRIDGE INSPECTION PROGRAM SERVICES, AS DESCRIBED WITHIN, AND DECLARING AN EMERGENCY**

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**WHEREAS,** the Village of Glendale, an Ohio Local Public Agency (“LPA”), has deterred a need for Bridge Inspection Program Services (“Project”), including, but not limited to routine inspections, element level inspections, critical findings report, fracture critical member inspections, load rating calculations and reports, weight limits posting sign recommendations, scour assessments, scour plan of actions, development of fracture critical plans, and underwater dive inspection reports if needed;

**BE IT ORDAINED,** by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring, that:

**SECTION I** Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above-described project.

**SECTION II** The LPA shall cooperate with the Director of Transportation in the above-described project as follows:

The State shall assume and bear 100% of all the cost for Bridge Inspection Program Services requested by the City and agreed to by the State. Eligible Bridge Inspection Services are described in the Consultant’s Scope of Services Task Order Contract (Exhibit A).

The LPA agrees to pay 100% of the cost of those features which are not included in Exhibit A. Those features may include but not limited to the purchasing and erecting the recommended weight limits postings signs, the implementation of critical findings reports such as partial or total bridge closures, the implementation of the scour plan of actions. When recommendations affect public safety, ODOT expects full implementation by the municipality As of October 2019, FHWA requires installing weight limits posting signs within 30 days from the official date of the approved

recommendations. Timely implementation is essential to the success of this program.

**SECTION III** The LPA agrees that all right-of-way required for the described project will be made available in accordance with current State and Federal regulations.

**SECTION IV** The Project is based on the available funds provided by ODOT aimed at assisting the LPA in reaching compliance with State and Federal laws and policies for bridge inspection. The Project specifics (program duration, PID number, and consultant scope of services (Exhibit A)) shall be provided to the designated LPA Contractual Agent via email sent by ODOT Office of Structural Engineering (OSE). ODOT will seek additional funds to renew the project in future years. If such funds are allocated, ODOT will send an email with the Project specifics to the designated LPA Contractual Agent seeking approval for the new Project. ODOT will not proceed with any Project that does not have written authorization via email from the designated LPA Contractual Agent.

**SECTION V** The Village Administrator is hereby empowered on behalf of the Village of Glendale to provide written authorization via email to the Director of Transportation to complete the above-described project and any renewals.

**SECTION VI** This ordinance is hereby declared to be an emergency measure for the immediate preservation of the public peace, health or safety, as provided by Ohio Revised Code 731.30. Specifically, emergency action is necessary to ensure the continuation of important Village projects.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk

Scope of Services Meeting Date: \*\*/\*\*/\*\*  
Approved Final Scope of Services Minutes Date: \*\*/\*\*/\*\*

## **GENERAL ENGINEERING SERVICES**

### **Central Office, Office of Structural Engineering**

#### **Scope of Services**

The CONSULTANT may be required to perform the following services on a task order type basis for bridges designated by regulation or by agreement as City or Village inspection responsibility. Consultants must be prequalified for Level 1 Bridge Inspection services, which may include but are not limited to the following:

#### Task 1 - Scour Tasks

- Task 1A - Scour Critical Assessment
- Task 1B - Scour Plan-of-Action

#### Task 2 - Load Rating Tasks

- Task 2A - Field Measurements for Load Rating
- Task 2B - Load Rating Calculations

#### Task 3 – AssetWise Structure Inventory and Review, Including New SNBI Fields

#### Task 4 – Inspection Procedures

- Task 4A - Fracture Critical Plan
- Task 4B – Underwater Inspection Procedures

#### Task 5 - Bridge Inspection

- Task 5A – Routine Bridge Inspection
- Task 5B – Fracture Critical Inspection
- Task 5C – Underwater Dive Inspection

Services shall be conducted in accordance with the following:

- ODOT Manual of Bridge Inspection, Latest Version
- ODOT Bridge and Inventory Coding Guide, Latest Version
- ODOT Bridge Design Manual, Section 900), Latest Version
- Hydraulic Engineering Circulars 18, 20 and 23
- The Manual for Bridge Evaluation, Third Edition 2019 interim with revisions, AASHTO

Publication

- Bridge Inspector's Reference Manual, FHWA NHI Publication Number: 12-049,  
Publication Year: 2012
- Underwater Bridge Inspection, FHWA Publication Number: FHWA NHI-10-027,  
Publication Year: 2010

The CONSULTANT shall maintain a project cost accounting system that will segregate costs for individual task orders. The invoicing progress reports shall be detailed enough to show the breakdown of each assigned structure indicating the status of all subtasks. Completion of the individual subtasks is necessary for reimbursement credits.

The duration of the agreement will be twelve (12) months from the authorization date of the agreement.

The Department will be performing an annual Quality Assurance Review (QAR) for each selected consultant in accordance with Manual of Bridge Inspection to ensure accuracy and consistency of the inspection and documentation in AssetWise. This typically includes an office and field review.

The project will be divided into four (4) sub-projects (SP). A CONSULTANT will be selected for each sub-project. Municipalities opted into the previous inspection program will have the option to renew their legislation. Municipalities with population greater than 50,000 people are excluded from the program. The sub-projects have the following general geographic areas, category characteristics, and maximum contract values for the municipalities with municipal inspection responsibility obtained from AssetWise data as of July 2022.

**Project: SP01 - District (1, 2, &3), Total Structures = 485\***

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
<b>Single Span</b>	192	178	26	0	<b>396</b>
<b>Multi-Span</b>	24	20	31	14	<b>89</b>
<b>Culvert</b>	119	29	1	0	<b>149</b>
<b>Truss</b>	0	1	3	0	<b>4</b>
<b>Fracture Critical Inspection</b>	0	0	2	0	<b>2</b>
<b>Underwater Inspection</b>	0	0	0	0	<b>0</b>
<b>Load Rating**</b>	108	99	29	7	<b>243</b>

\* Level 1 Bridge Inspection structures

\*\* Tasked as budget allows w/priority for NBI bridges with many BrR updates

**Project: SP02 - District (4, 11, &12), Total Structures = 392\***

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	127	126	35	0	<b>288</b>
Multi-Span	22	25	37	20	<b>104</b>
Culvert	84	40	1	0	<b>125</b>
Truss	1	2	6	0	<b>9</b>
Fracture Critical Inspection	0	0	3	0	<b>3</b>
Underwater Inspection	0	0	0	0	<b>0</b>
Load Rating**	75	76	36	10	<b>197</b>

\* Level 1 Bridge Inspection structures

\*\* Tasked as budget allows w/priority for NBI bridges with many BrR updates

**Project: SP03 - District (5, 6, &10), Total Structures = 515\***

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	189	206	40	0	<b>435</b>
Multi-Span	11	11	37	21	<b>80</b>
Culvert	111	87	4	0	<b>202</b>
Truss	0	0	7	0	<b>7</b>
Fracture Critical Inspection	0	0	7	1	<b>8</b>
Underwater Inspection	0	0	0	0	<b>0</b>
Load Rating**	80	87	31	8	<b>259</b>

\* Level 1 bridge inspection structures

\*\* Tasked as budget allows w/priority for NBI bridges with many BrR updates

**Project: SP04 - District (7, 8 &9), Total Structures = 508\***

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	177	157	36	1	<b>371</b>
Multi-Span	29	45	49	14	<b>137</b>
Culvert	126	85	3	0	<b>214</b>
Truss	0	0	7	1	<b>8</b>
Fracture Critical Inspection	0	1	4	1	<b>6</b>
Underwater Inspection	0	0	0	0	<b>0</b>
Load Rating	103	101	43	8	<b>255</b>

\* Level 1 bridge inspection structures

\*\* Tasked as budget allows w/priority for NBI bridges with many BrR updates

Please note that the total number of structure types is estimated based on current AssetWise data queries, and it may be adjusted when tasks are assigned in the future which may include newly found orphan bridges. The estimated annual contract price value for each sub-project is as follows:

SP01 \$560,000  
SP02 \$530,000  
SP03 \$570,000  
SP04 \$590,000

**DBE Participation:**

<b>Project</b>	<b>Goal</b>
SP01	10%
SP02	0%
SP03	0%
SP04	0%

CONSULTANT shall clearly designate in the letter of intent the SP(s) they wish to be considered for.

Three (3) copies of the letter of intent shall be submitted. The letter of intent shall demonstrate that the CONSULTANT has a clear understanding of the scope of services.

**VILLAGE OF GLENDALE**  
**STATE OF OHIO**  
**ORDINANCE 2022-52**

**AN ORDINANCE AMENDING THE JOB DESCRIPTION OF FIRE CHIEF FOR THE VILLAGE OF GLENDALE**

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**BE IT ORDAINED**, by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring, that:

**SECTION I**        The position description of the Fire Chief is hereby amended as attached in Exhibit A.

**SECTION II**       This ordinance is hereby declared to be an emergency measure for the immediate preservation of the public peace, health or safety, as provided by Ohio Revised Code 731.30. Specifically, emergency action is necessary to allow the filling of vacancies in the Glendale Fire Department, thereby providing adequate manpower for responding to emergencies and other incidents in the Village.

First Read:        September 12, 2022

Second Read:

Third Read:

Passed:

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk

**VILLAGE OF GLENDALE**  
**POSITION DESCRIPTION**

**TITLE:** Fire Chief, Part Time

**DEPARTMENT:** Fire Department

**SUPERVISOR:** Village Mayor

**PREPARATION DATE:** April 30, 2022

**GENERAL PURPOSE:** Appointed by the Mayor and with the advice and consent of Council and under the general supervision of the Mayor, the Fire Chief performs a wide variety of tasks related to the effective and efficient operation of the Village of Glendale Fire Department.

**CORE VALUES:** The Village of Glendale has established the following as its core values and all employees are expected to embody and demonstrate these values:

- Integrity
- Respect
- Effective Communication
- Teamwork
- Accountability
- Positive Attitude
- Dedication to Service

**ESSENTIAL FUNCTIONS:**

- Directs and coordinates the overall activities of the fire department to ensure efficient utilization of personnel, equipment and financial resources to achieve desired level of service objectives regarding fire suppression, emergency medical services, fire code enforcement, life safety inspections, public education and fire investigation.
  - Meets with the Mayor on a regular basis to ensure desired level of service is established.
  - Provides effective verbal and written communication to the Mayor and Village Council regarding fire department needs, issues, programs, and activity.
  - Promptly communicates to Mayor any developments or other information that could affect the fire department's ability to perform its assigned functions or its standing within the community.



- Develops and obtains approval for his/her annual budget and manages fire appropriations efficiently within Village and State guidelines.
- Conserves Village resources by locating and applying for relevant grants and cost-sharing opportunities.
- Directs and oversees recruitment of skilled firefighters and other subordinates, recommends new hires for approval by Village Council, supervises, trains, and disciplines Fire Department personnel to ensure the following:
  - Department members receive proper orientation and training to understand and comply with the overall policies, performance standards, protocols, laws and philosophy of the Village and Fire Department.
  - Firefighter performance is monitored assuring the appropriate personnel, procedures, tools and equipment are used to effectively meet the service level objectives.
  - Department members are provided a means for professional growth.
  - Fair disciplinary procedures, consistent with Village policy, are applied to all Department members.
- Prepares personnel payroll reports.
- Ensures that the Department responds to fire and emergency medical service calls to perform quality assurance and to establish Incident Command.
- Attends public meetings as necessary or assigned to inform the public of fire department services, provide safety education, and to receive input from residents to ensure ongoing communication between the residents and the Fire Department.
- Provides written activity report at all regular meetings of Village Council.
- Works with residents and, develops effective and timely resolutions to resident concerns whenever possible.
- Works with the Mayor to create a succession plan, for the Chief and other leadership positions in the Department.
- Performs various tasks as assigned by the Mayor.

#### **CORE COMPETENCIES:**

- Leadership: Demonstrates and exemplifies personal characteristics of professionalism to provide a standard of excellence for others in the Village, inspires subordinates to improve, perform and engage in achieving goals, tasks, and assignments, provides information and training necessary to improve and to achieve goals, tasks and assignments, leads by positive example, provides appropriate review and follow-up of subordinates to ensure tasks/assignments are completed properly and in a timely manner, possesses and maintains a professional appearance and demeanor at all times.

- Service-Oriented: Is dedicated to meeting the expectations and requirements of Village personnel and members of the public, gets first-hand information and uses it for improvements in the timely and efficient delivery of services to Village residents, acts with Village residents in mind, establishes and maintains effective relationships with residents and members of the public and gains their trust and respect.
- Dealing with Ambiguity: Effectively deals with change, shifts gears comfortably, isn't upset when responsible for, or participating in, multiple investigations which are in progress and at various stages, acts without perfect or complete information, doesn't have to finish one task before starting another, comfortably handles risk, uncertainty, and unknown facts.
- Recruitment: Regularly engages in activities designed to ensure a consistent flow of qualified applicants to be volunteers for the Department.
- Personnel Development: Provides teaching, mentoring and motivation to subordinates, provides appropriate and timely positive and negative feedback to subordinates, enforces Village policies, procedures, and regulations in a documented, timely and uniform manner, effectively evaluates the performance of subordinates, to include the preparation of recommendations for improvement, training, and promotion, recommends appropriate discipline and training/retraining of subordinates.
- Planning: Accurately discerns the length and difficulty of tasks and projects, sets appropriate objectives and goals, breaks down work into the process steps, develops schedules and task/people assignments, anticipates and adjusts for problems and roadblocks, measures performance against goals, evaluates results.
- Organizational Savvy: Maneuvers through complex, political situations effectively and quietly, is sensitive to how people and organizations function, anticipates where the stumbling blocks are and plans his/her approach accordingly, views politics as a necessary part of working for a political subdivision and works to adjust to that reality.
- Presentation Skills: Is effective in a variety of formal presentation settings, including court testimony, one-on-one, small and large groups, with peers, direct reports, and bosses, is effective both inside and outside the Village on both controversial and routine topics, commands attention and manages group process during the presentation, changes tactics midstream when something is not working.
- Written Communication: Writes clearly, succinctly, and effectively in a variety of communication settings and styles; communicates message to achieve intended result.
- Ethical Conduct: Conducts him/herself in an ethical and legal manner both on and off the job.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises Assistant Chiefs in accordance with the organization's policies and applicable laws. Is responsible for the overall vision, direction, coordination, succession planning and sustainability planning for the fire department.

**REQUIRED QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty, general duty, and core competency satisfactorily. The requirements listed below are representative of the additional requirements of the position.

**EDUCATION and/or EXPERIENCE:** High School Diploma. College Degree preferred. At least ten years' experience as a Firefighter/Emergency Medical Technician. Must have at least three years' Command experience as a Captain or equivalent.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

**Certificates, Licenses, Registrations:** Must have an Ohio Firefighter Level II certification. Must be a certified Ohio Emergency Medical Technician, an Ohio certified Fire Safety Inspector, and an Ohio certified instructor. A valid Ohio state driver's license or ability to obtain one within three months. Must be bondable and insurable by the Village's insurance carriers as to all relevant insurance types, including but not limited to automobile insurance.

**Language Skills:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from residents, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and other groups.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, including budgeting.

**Mechanical Skills:** Demonstrated mechanical ability and knowledge of structural design.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**SPECIAL REQUIREMENTS:** Must possess a valid state driver's license. Must be bondable and be, and remain, insurable by the Village's insurance carriers, without penalty or surcharges, as to all relevant insurance types, including, but not limited to, automobile insurance.

**TOOLS AND EQUIPMENT:** Must be able to use personal computer, including applicable word processing, spreadsheet and data base software; calculator, telephone; cellular telephone, and copy/fax machine. Must have knowledge of single and double axle fire apparatus, pneumatic, gasoline, electric, and hydraulic powered hand tools and equipment, chain saws and other powered and non-powered hand tools, ladders, self-contained breathing apparatus, ropes, fire hose and nozzles, electrical generators, two-way radios and related equipment.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit and talk or hear at normal spoken word volume levels. The employee frequently is required to use hands to finger, handle, or feel objects. The employee is required to be able to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Must be able to see to perceive general surroundings and to review maps, plans, and emergency situations. Specific vision abilities required for this job include close and distance vision (which may be achieved through glasses, lenses, etc.) and the ability to adjust focus.

**WORK ENVIRONMENT:** While the employee will normally work in a quiet, climate-controlled office environment to perform the functions of this job, he/she may be required to participate in/command emergency situations which will occur in various environments including outside environments without protection from the elements and in locations in which loud noise, smoke, chemicals, unsanitary conditions, hostile members of the public, and other hazards may be present.

**PERFORMANCE REVIEW GUIDELINES:** The employee's performance will be evaluated on the performance or nonperformance of the essential functions, general functions, and core competencies listed herein as well as those additional duties which are similar, related, necessary or incidental to those functions/competencies or are assigned to the employee during the course of his/her employment.

**POSITION TYPE:** This is a part-time, with a maximum of 30 hours per week.

**EXPECTED HOURS OF WORK/ATTENDANCE REQUIREMENTS:** The normal working hours for this position shall be set by the Mayor. However, given the nature of the position, it is understood that the Fire Chief's schedule may vary from the normal work week and he/she shall be permitted, with the advance permission of the Mayor, to work a flexible schedule to ensure the efficient and timely completion of the Fire Chief's tasks.

Given the supervisory and hands-on work duties of the Fire Chief, in-person attendance is an essential function of this position. Remote work locations to perform the administrative functions of the position may be permitted with the prior consent of the Mayor.

**SELECTION PROCESS:** Applicants must complete and submit an application for employment. References are checked, and a criminal background investigation, is completed. Selected applicants will be interviewed and may be required to perform job-related tests. A physical, consistent with the requirements of the Ohio Revised Code, will be conducted post-offer.

**MODIFICATION OF JOB DESCRIPTION:** The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EMPLOYEE SIGNATURE:**

The signature below signifies that I have reviewed and understand the contents of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

**VILLAGE OF GLENDALE  
STATE OF OHIO  
RESOLUTION 2022-24**

**A RESOLUTION AUTHORIZING THE CONDITIONAL USE OF LAND AT 1045 LAUREL AVENUE FOR AN IN-GROUND SWIMMING POOL TO BE CONSTRUCTED PURSUANT TO CERTAIN CONDITIONS**

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**WHEREAS,** on September 12, 2022 the Glendale Planning and Historic Preservation Commission (“GPHPC”) reviewed the conditional use application filed by Luxe Pools by Design requesting permission to install an in-ground swimming pool on the property located at 1045 Laurel Avenue in the “A” zoning district; and

**WHEREAS,** after considering all of the information presented to it, the GPHPC recommended approval of the conditional use application, provided certain conditions set forth in Section I below are met; and

**WHEREAS,** as required under Section 154.62 of the Codified Ordinances of the Village of Glendale, the GPHPC forwarded the recommendation to the Village Council for approval, disapproval or approval with conditions; and

**WHEREAS,** Village Council has considered the recommendation and heard from interested parties regarding the application;

**BE IT RESOLVED,** by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring:

**SECTION I** Village Council hereby approves the conditional use application, subject to the following conditions:

1. Location per the site plan originally submitted to, and approved by, GPHPC on September 12, 2022.
2. Compliance with fencing regulations per the Glendale Codified Ordinances Section 154.55(I)(4) and the Building Code.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk

**VILLAGE OF GLENDALE  
STATE OF OHIO**

**RESOLUTION 2022-26**

**A RESOLUTION DESIGNATING HUNTINGTON NATIONAL BANK AS THE VILLAGE DEPOSITORY FOR ITS ACTIVE INTERIM AND IN-ACTIVE DEPOSITS AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A TREASURY MANAGEMENT SERVICES AGREEMENT WITH HUNTINGTON NATIONAL BANK AND DECLARING AN EMERGENCY**

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**WHEREAS,** on August 8, 2022, proposals for Banking Services were received by multiple financial institutions and Huntington National Bank (“HNB”) was the most eligible banking services candidate under that process; and

**WHEREAS,** the Council of the Village of Glendale, in conformance with the Ohio Uniform Depository Act, has sought and considered the rates of return available at area banks; and

**WHEREAS,** it has been determined that HNB offers the best benefits to the Village of Glendale of any bank located near the Village of Glendale; and

**WHEREAS,** HNB has provided an Agreement to the Village of Glendale that provides for Treasury Management Services by HNB as part of the proposal provided by HNB in the bid process; and

**WHEREAS,** the Village desires to enter into the attached Agreement and obtain the Treasurer Management Services as proposed by HNB and as agreed to in the attached Agreement;

**BE IT RESOLVED,** by the Council of the Village of Glendale, State of Ohio, a majority of all members thereof concurring, that:

**SECTION I** That Huntington National Bank is hereby designated as the authorized depository of this governmental entity and that one or more checking, savings or other deposit accounts (“Accounts”) may be opened and maintained with HNB in the name of the governmental entity.

**SECTION II** That the opening and maintaining of the Accounts, and transactions occurring in connection with the Accounts and all related services, will be governed by the attached “Treasury Management Services Agreement” and other written agreements provided by HNB, and by such rules, regulations and policies as HNB shall from time to time establish.

**SECTION III** That the Village Administrator is hereby authorized and directed to enter into a “Treasury Management Services Agreement” (“TM Agreement”) substantially similar to the Agreement attached hereto and incorporated by reference herein.

**SECTION IV** That this Governmental Entity is authorized to obtain banking services from HNB including treasury, management, and corporate card services, and to enter into such agreement or agreements and documentation for such services as are required by HNB from time to time.

**SECTION V** That the Governmental Entity is authorized to incur and repay indebtedness, grant or give security, and incur and perform related liabilities and obligations to HNB in connection with the banking services obtained by the Governmental Entity under the relevant Banking Agreements, including, without limiting the foregoing, with respect to: (a) transactions executed for the governmental entity by HNB; (b) credit card services under the Commercial Card Agreement; and (c) import and export services for letters of credit as provided in the Terms and Conditions for such import and export services and related reimbursements, financing, and security or collateral arrangements.

**SECTION VI** That the Governmental Entity is authorized to enter into, execute and deliver to HNB applications, documents, notes and agreements reflecting or evidencing such indebtedness, security, liabilities and obligations including those related to letters of credit, confirmation and payment services, reimbursement arrangements and related loans, lines of credit or similar financing arrangements, and security and collateralization arrangements, and a note or notes, security, pledge or similar agreement evidencing or securing such arrangements ("Banking Services Financing Agreements") each of which, when submitted and accepted or signed by an Authorized Person is authorized and approved in all respects.

**SECTION VII** That (a) each of the individuals identified in the table entitled "Authorized Persons" appearing below; and (b) any other person designated by any such individual whose identity and signature are provided to HNB each, an "Authorized Person" for purposes of certain Banking Agreements, an "Authorized Agent"; is authorized on behalf of the Governmental Entity and in its name to do any of the following:

- **Accounts and Agreements.** Open or close any deposit or other Account and execute on behalf of the Governmental Entity signature cards (and designate persons with check signing authority), application forms, authorization, set-up, and other documentation and agreements with HNB with respect to the Accounts and any services related to the Accounts including any of the Agreements between HNB and Village;
- **Payment Instructions.** Issue, and designate persons with the authority to issue written, telephonic, electronic, internet-based, or oral instructions and payment orders for the transfer or payment of funds of the governmental entity on deposit with HNB (or at any other financial institution) including by wire transfer, automated clearing house debit, book transfer, and other electronic or physical means;

- **Implementation and Setup.** Select the services the Governmental Entity will obtain from HNB, and instruct HNB on service-options and features desired by the Governmental Entity, and the setup, implementation, and security procedures relating to the services selected; and,
- **Authorization.** Designate, and advise HNB of the entity or persons (including officers and employees of this Governmental Entity or its service providers) who have some or all of the authority of an Authorized Person with respect to one or more Accounts of the Governmental Entity or services utilized by the Governmental Entity, and limitations on the scope of such authority, if any, including a person or persons who will serve as administrator or service administrator with respect to a service or services obtained by the Governmental Entity and will have authority to: manage the service on behalf of the Governmental Entity; select and administer security and operating procedures; designate persons as authorized users of a service; and, enable and administer user identification codes, passwords and other identification data.

**SECTION VIII** That all actions of the Authorized Persons, and Agreements, applications, documents, and authorizations executed and delivered by the Authorized Persons prior to the date of these resolutions and in connection with the transactions contemplated by these resolutions are ratified, confirmed and approved in all respects.

**SECTION IX** The HNB is authorized to rely on the full and unrestricted authority provided in this Resolution of any one Authorized Person unless otherwise certified to HNB by the official.

**SECTION X** That the Official is authorized to deliver a certified copy of these Resolutions to HNB and certify to HNB that the name, title, and specimen signature of each Authorized Person.

**SECTION XI** That this Resolution is hereby declared to be an emergency measure for the immediate preservation of the public peace; health and or safety, as provided by Ohio Revised Code 731.30. Specifically, emergency action is necessary to ensure the timely and efficient payment of Village invoices, to ensure the continuation of important Village projects, and to ensure the proper administration of Village affairs. Therefore, this ordinance shall take effect immediately upon its passage.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk



**VILLAGE OF GLENDALE  
STATE OF OHIO  
RESOLUTION 2022-27**

**A RESOLUTION TO OPEN AND MAINTAIN A BANK ACCOUNT AT HUNTINGTON NATIONAL BANK FOR THE VILLAGE OF GLENDALE AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN ONLINE ACCESS AND BILL PAY AGREEMENT WITH HUNTINGTON NATIONAL BANK AND DECLARING AN EMERGENCY**

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**WHEREAS,** on August 8, 2022, proposals for Banking Services were received by multiple financial institutions and Huntington National Bank (“HNB” or “Bank”) was the most eligible banking services candidate under that process; and

**WHEREAS,** the Council of the Village of Glendale, in conformance with the Ohio Uniform Depository Act, has sought and considered the rates of return available at area banks; and

**WHEREAS,** it has been determined that HNB offers the best benefits to the Village of Glendale of any bank located near the Village of Glendale; and

**WHEREAS,** HNB has provided an Agreement to the Village of Glendale that provides for “Online Access and Bill Pay” services from HNB as part of the proposal provided by HNB in the bid process; and

**WHEREAS,** the Village desires to enter into the attached Agreement and obtain the “Online Access and Bill Pay” services as proposed by HNB and as agreed to in the attached Agreement;

**BE IT RESOLVED,** by the Council of the Village of Glendale, State of Ohio, a majority of its elected members concurring that:

**SECTION I**           Huntington National Bank (the "HNB" or “Bank”), as a national banking association, is qualified under applicable law and regulations to be a depository for the Public Entity and is hereby designated as a depository of the Public Entity.

**SECTION II**       One or more account(s) may be opened and maintained in the name of the Public Entity, in accordance with the rules and regulations or procedures of the Bank pertaining to such accounts as amended by the Bank from time to time or as otherwise amended by a written agreement between the Public Entity and Bank.

**SECTION III**      Any of the individuals whose names are set forth in Section IV, below or whose genuine signatures appear on separate cards dated and filed with the Bank (collectively the “Authorized Signatories” and individually an “Authorized

Signatory") are hereby authorized to act individually on behalf of the Public Entity and in its name to:

- a) sign checks, drafts, notes, bills of exchange, acceptances, or other orders for payment of funds from any account maintained by the Public Entity;
- b) endorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the Public Entity for deposit in any such account, or for collection or discount by the Bank;
- c) identify, approve and guarantee the endorsements of any and all checks and drafts drawn by the Public Entity;
- d) waive demand, protest, and notice of protest, or dishonor of any check, draft, note, bill, certificates of deposit or other instruments made, drawn, or indorsed by the Public Entity;
- e) act for the Public Entity in the transaction of all other business (whether or not it is of the kind, nature or character specified in this certificate) on the Public Entity's behalf with the Bank, including but not limited to executing contracts and delegating person to engage in transaction in connection with such contracts;
- f) open and maintain an account in the name of the Public Entity (any account so opened shall be bound by the provisions of this certificate);
- g) certify to the Bank the names of the Authorized Signatories and shall certify such change to the Bank, and the Bank shall be fully protected in relying on such certification, or refusing to honor the signature of any individual not so certified;
- h) delegate other person(s) to perform any of the foregoing acts.

#### SECTION IV

Names or Titles of Authorized Signatories:

- Donald A. Lofty or current Mayor
- Michael Beaugrand or current Treasurer
- Rebecca Terrell or current Clerk

#### SECTION V

(i) The Bank is authorized to honor, receive, certify, or pay all instruments signed in accordance with this certificate even though drawn or indorsed to the order of any Authorized Signatory signing the same, tendered for cash, or in payment of a personal obligation or for deposit into a personal account of said Authorized Signatory and the Bank is not required or obligated to inquire into the circumstances of the issuance or use of any instrument signed in accordance with this certificate, or the application, or disposition of such instrument, or the proceeds thereof; (ii) Overdrafts, if any, shall not be considered to be a loan; and (iii) the provisions of this certificate shall remain in full force and effect until written notice of its amendment or rescission shall

have been received by the Bank and the Bank has a reasonable amount of time to act upon such notice, and that receipt of such notice shall not affect any action taken by the Bank prior thereto.

**SECTION VI** That the undersigned be, and hereby is, authorized and directed to certify to the Bank the foregoing resolutions and that the provisions thereof are in conformity with the laws and regulations governing the Public Entity.

**SECTION VII** That the Village Administrator is hereby authorized and directed to enter into an "Online Access and Bill Pay Agreement" substantially similar to the Agreement attached hereto.

**SECTION VIII** That this Resolution is hereby declared to be an emergency measure for the immediate preservation of the public peace, health and or safety, as provided by Ohio Revised Code. Specifically, emergency action is necessary to ensure the timely and efficient payment of Village invoices, to ensure the continuation of important Village projects, and to ensure the proper administration of Village affairs. Therefore, this ordinance shall take effect immediately upon its passage.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk

**VILLAGE OF GLENDALE  
STATE OF OHIO  
RESOLUTION 2022-28**

**A RESOLUTION ADOPTING A CREDIT CARD USAGE POLICY AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A COMMERCIAL CARD ACCOUNT AGREEMENT WITH HUNTINGTON NATIONAL BANK AND DECLARING AN EMERGENCY**

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**WHEREAS,** on August 8, 2022, proposals for Banking Services were received by multiple financial institutions and Huntington National Bank (“HNB”) was the most eligible banking services candidate under that process; and

**WHEREAS,** the Council of the Village of Glendale, in conformance with the Ohio Uniform Depository Act, has sought and considered the rates of return available at area banks; and

**WHEREAS,** it has been determined that HNB offers the best benefits to the Village of Glendale of any bank located near the Village of Glendale; and

**WHEREAS,** HNB has provided a “Commercial Card Account Agreement” to the Village as part of the proposal provided by HNB in the bid process; and

**WHEREAS,** the Village desires to enter into the attached Agreement; and

**WHEREAS,** the Agreement attached hereto requires that the Village adopt a credit card policy which possesses certain characteristics as outlined in the Agreement; and

**WHEREAS** the Village has drafted a credit card Agreement that conforms to the requirements of the attached Agreement;

**BE IT RESOLVED,** by the Council of the Village of Glendale, State of Ohio, a majority of its elected members concurring that:

**SECTION I** The Village hereby adopts a “Credit Card Usage Policy” which is attached hereto as Exhibit A, and which is compliant with state law and with the requirements of the attached HNB Agreement.

**SECTION II** That the Credit Card Usage policy adopted via Resolution #2019-12 is hereby repealed.

**SECTION III** That the Village Administrator is hereby authorized and directed to enter into a “Commercial Card Account Agreement” substantially similar to the Agreement attached hereto as Exhibit B and incorporated by reference herein;

**SECTION IV** That this Resolution is hereby declared to be an emergency measure for the immediate preservation of the public peace; health and or safety, as provided by Ohio Revised Code 731.30. Specifically, emergency action is necessary to ensure the timely and efficient payment of Village invoices, to ensure the continuation of important Village projects, and to ensure the proper administration of Village affairs. Therefore, this ordinance shall take effect immediately upon its passage.

Passed: September 12, 2022

Attest:

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Donald A. Lofty, Mayor

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Rebecca Terrell, Clerk

# Credit Card Usage Policy, Village of Glendale, Ohio

Adopted September 12, 2022 by Resolution 2022-28

**MUST BE SIGNED AND RETURNED TO THE VILLAGE ADMINISTRATOR UPON RECEIPT**

The name "Village of Glendale" will appear on the credit card.

Credit cards, defined not only as bank cards, but merchant cards, grocery cards, gas cards, or any card other than a bank card, are designed to make authorized expenditures in a manner that reduces paperwork and processing time. Use of a credit card is a privilege that Village of Glendale may withdraw at any time, with or without cause. Internal accounting controls and specific finance and accounting procedures for the use of the credit cards are set forth below.

Credit cards can be used for in-store purchases as well as mail, e-mail, internet, telephone, and fax orders. It is expressly understood that it is not an ATM (automated teller machine) card or a debit card and is not authorized to be used for personal or non-Village expenditures. Expenditures are restricted to municipal or public purposes related to the work of the cardholder or department where he or she is employed.

It is to be understood that the cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. The cardholder is also responsible for ensuring that the card is not used by unauthorized personnel. Cardholders cannot lend the card to anyone else. Card numbers may not be distributed and should not be saved in on-line accounts. The cardholder must comply with the Village's recordkeeping requirements (including retention of original receipts) for the protection of both the cardholder and the Village.

## *Procedures for usage of credit cards*

### **For usage of the bank credit card**

- All expenditures must be work-related. Personal use may result in criminal prosecution.
- A purchase order must be in place prior to using the credit card.
- The bank credit card is locked in the safe in the Finance Department.
- Purchaser must personally sign-out the credit card. They must include their name, vendor name and purchase order number. Following the purchase, the credit card should be immediately returned, and the amount spent indicated on the sign-in sheet.
- The receipt should be provided to the Village Administrator, in the event the authorized user is not the Village Administrator, as soon as possible for review, approval and notation of purchase order number. The receipt should then be submitted to the Finance Department for filing until the credit card statement is received.

- Once the statement has been received, the approved receipts will be attached to the statement and proof of payment.

**For usage of a merchant card, grocery card, gas card, or any card other than the bank credit card**

- All expenditures must be work related. Personal use may result in criminal prosecution.
- A purchase order must be in place prior to using the card.
- It is understood by each individual cardholder that it is their responsibility to obtain transaction receipts from the merchant or supplier each time the card is used.
- The receipt should be provided to the Village Administrator, in the event the authorized user is not the Village Administrator, as soon as possible for review, approval and notation of purchase order number. The receipt should then be submitted to the Finance Department for filing until the credit card statement is received.
- Once the statement has been received, the approved receipts will be attached to the statement and proof of payment.

**Authorized individuals to use credit cards**

The following Village employees or officials are authorized to use a Village credit card:

- Village Administrator
- Executive Finance Assistant
- Police Chief
- Fire Chief
- Public Works Foreman/Director
- Chief Utility Operator

Village officials or employees may be designated by the Village Administrator as authorized to use a credit card under any restrictions deemed appropriate.

**Authorized uses**

Credit cards may be used for expenses incurred while performing Village business. The following are examples of acceptable uses:

- Purchase of office supplies or other supplies needed to properly perform Village business.
- Gasoline and repairs to Village owned vehicles.
- Business meals and entertainment in connection with performing Village business. Reasonable gratuities are acceptable.

- Travel expenses incurred for meetings or training. Expenses include overnight accommodations, parking, meals, or any other costs related to the meeting or training.
- Parks and Recreation programs and events.

### **Unauthorized uses**

Use of a Village credit card for personal expenses is strictly prohibited.

In addition, the Village credit card may not be used for any strictly prohibited expenses including, but not limited to:

- Purchase of alcohol.
- Related party transactions.
- Cash advances and all other cash-related transactions.
- Any service or product that requires a contract.
- Purchases prohibited by Village policy or not related to Village business.
- Donations to charitable organizations.
- Payments to individuals and employees.
- Any illicit merchandise or services.

Employees agree to surrender and cease use of any credit card in their possession upon termination of employment, whether for retirement, voluntary suspension, resignation, or dismissal. Employees may also be asked to surrender the credit card at any time.

Misuse or fraudulent use of the credit card will result in disciplinary action, up to and including termination of employment.

Employees of the Village who cause a Village card account to incur penalties or interest charges, or where such card is otherwise used in conflict with the terms of the policy, the offending Employee may otherwise be held financially liable for such misuse, in addition to whatever other civil or criminal penalties to which the Employee may be subject for such misuse under Ohio law.

An officer, employee or public servant who knowingly misuses a credit card account commits a crime of misuse of credit cards and is subject to prosecution under R.C. 2913.21.

### **Maximum credit limits**

Credit card transactions are subject to the credit/spending limitations of the account. Purchases exceeding these limits are permitted only if authorized in writing by the Village Administrator.



## **Required documentation**

Credit card receipts for purchases made with a Village credit card must be submitted to the Village Administrator as soon as possible. The receipt must include the date of the purchase, a description of the item/service purchased and the amount or be stapled to an invoice supplied by the vendor. The business purpose of the charge must also be written on the receipt or invoice.

If the credit card is used for meals and/or entertainment, the following must be included with the receipt:

- Date of the purchase.
- Amount of the purchase.
- Individuals present at the meal/entertainment.
- Business purpose of the meal/entertainment.

Reasonable gratuities are acceptable.

## **Monitoring usage**

When a credit card statement is received, the Finance Department will match the credit card receipts turned in by the card users to the statement. The required documentation will be reviewed to insure completeness. Any credit card charge that is shown on the statement that cannot be matched with appropriate documentation will be investigated. If appropriate documentation cannot be acquired from the employee that made the charge, the charge amount may be deducted from the employee's next paycheck. Credit card transactions and detail shall be reviewed in accordance with Ohio law.

## **Quarterly review**

The number of credit cards and accounts issued shall be reviewed quarterly by the Village Administrator or their designee.

## **Lost/stolen cards**

If a card is lost or stolen, contact the Village Administrator as soon as possible to report the status of the card.

Upon an employee's termination of employment with the Village, all cards must be returned to the Village Administrator.

By signing below, you acknowledge that you have read, understand, and agree to the terms and conditions of this policy. You additionally acknowledge that as a responsible agent for Village of Glendale, you are empowered to safeguard its assets. Use of any Village credit card is a convenience that carries responsibilities. You certify that as a participating cardholder, you

understand and assume the responsibilities listed above and that failure to comply with the policies and procedures will result in revocation of any card in my possession and that I will be prohibited from using the Village's bank credit card. Improper use of Village credit cards can be considered misappropriation of funds which may result in disciplinary action up to and including termination of employment.

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Employee Signature

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Title

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Name (Print)

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Date