

VILLAGE OF BURBANK
REGULAR MEETING
MAY 6, 2014

Mayor Joy Sherwin called the meeting to order at 7:02PM.

A roll call was taken with the following officials present: Dennis Rigerman, Carolyn Dibler, Chris Letzelter, Tracy Lenhoff and Gary Gallion. Also in attendance: Allan Michelson - Solicitor, Martha Evans for Gary Harris - Fiscal Officer; Bob Reed - Zoning Inspector, Officer Brian, Bob Morehead with The Post and Abby Armbruster with The Daily Record and Village business owner Ross Cochrell.

The Mayor asked everyone to stand and Pledge Allegiance to the Flag.

Gary made a motion to excuse Jason Balyer, seconded by Carolyn. 5 ayes, 0 nays

Minutes - April 1, 2014 Regular Meeting

Gary made a motion to waive the reading of the Minutes as issued, seconded by Chris. 5 ayes, 0 nays.

Gary made a motion to approve the Minutes as issued, seconded by Chris. 5 ayes, 0 nays.

Committee Reports:

Parks - nothing to report Zoning - nothing to report

Streets/Water & Sewers - nothing to report Safety & Finance - nothing to report

Safety

Tracy had nothing to report.

Officer Brian reporting:

- 29 citations issued in April; with the weather improving and dry roads he expects he will be busy this summer
- He will be enforcing the National Click It or Ticket program for both Burbank and Creston
- Effective now, he will be patrolling 3 days per week
- Reported that the house located at 127 South Street has broken water pipes, the basement is full of water and black mold is on the walls; the Owner has been notified and will take care of the problem

- Allan did the first reading of Ordinance 2014-05; an Ordinance approving a contract for Police services from the Village of Creston declared as an emergency
- **Chris made a motion to waive the 2nd and 3rd readings of Ordinance 2014-05, seconded by Tracy. 5 ayes, 0 nays**
- **Chris made a motion to adopt Ordinance 2014-05 as an emergency, seconded by Tracy. 5 ayes, 0 nays**

Zoning

Carolyn reporting:

- ✓ Discussed changes in the Zoning Book and map; Allan commended Zoning Board of Appeals for a good job but he had a few changes he would like them to consider; Allan will have a revised copy of the Book and Ordinance with changes within a week for the Zoning Committee and Council to consider; there are 50 plus changes; there are also several Zoning Map changes
- ✓ Discussed the procedure to be followed after the Zoning Committee and Council have agreed to the Zoning Book and Map revisions:
 1. A Special Meeting will be called to schedule the Public Hearing
 2. Each property owner that is affected with the Zoning Map changes must be notified of a public hearing individually by letter 30 days prior to the hearing as well as advertised in the newspaper
 3. The Public Hearing will be a Special Meeting due to the possibility that several residents may have questions; Allan stated the 2nd half of the month is usually available for him
- ✓ Allan mentioned he will send a letter to the Wayne County Building Dept. to remind them before issuing a building permit they must have a Zoning Permit from the Village

Bob reporting:

- ✓ Distributed and reviewed his report and discussed a few of the entries on the report in further detail:
 1. Fire destroyed a house at 101 S. Front Street; Allan stated the options for the Village - (1) have house condemned (2) send a letter to the owner to have him demolish the house in 30 days (3) Village put the funds up front to demolish the house and then attach to the taxes for that property
 2. Joy and Bob went to Wayne County Municipal Court on the Yates case and the Defendant won the case; Joy asked Council for authorization to have Allan accompany her and Bob on any future cases

3. The property at 141 Water Street is owned by Tom Stanley; there appears to be something going on with this property that is highly dangerous and the owner lives in Wadsworth; Bob gave Allan the information on potential buyers for this property and Allan will handle it going forward

Parks

Dennis reporting:

- o Distributed documents pertaining to an Income Survey to all Council Members to review; Chris thought collectively as a group, Council could deliver the Survey to each household and provide envelopes for individuals to return the surveys; this Survey is needed if the Village wants to obtain any Grant monies for Streets and/or Parks
- o Three bids were received for Park clean-up and repair; Jason, through Dennis, recommended that the Village hire Brannam & Associates at the quoted rate of \$8,125
- o Allan did the first reading of Ordinance 2014-06; an ordinance accepting the proposal of Jim Brannam for repairs, restoration, clean-up and other work for the Community Park declaring the same as an emergency
- o **Gary made a motion to waive the 2nd and 3rd readings of Ordinance 2014-06, seconded by Tracy. 5 ayes, 0 nays**
- o **Dennis made a motion to adopt as an emergency Ordinance 2014-06, seconded by Chris. 5 ayes, 0 nays**
- o Martha reviewed the monies available in the Park fund that could be used for this work and by using funds from numerous Account Codes sufficient funds are available for this work
- o Gary Gallion presented an idea to have a “work day” in the Park with individuals and 4-H members volunteering to help clean-up the Park
- o Council agreed to have the “work day” on Saturday, June 7th in advance of the reunion being held in the Park the last Saturday of June
- o Discussed the idea of allowing individuals or businesses purchase advertising space in the Park on bleachers, etc. for \$200/year, \$300 for two years or \$400 for 4 years; see/contact the Baseball Association for more details

Streets

Chris and Gary reporting:

- ❖ Reported that they will be getting pole numbers for the lights on E. Middle Street that are not working properly
- ❖ New pricing will be obtained for replacing lights at the intersection

- ❖ Reported that the Committee will be obtaining estimates to remove debris from Village storm drains

Water & Sewer

Gary and Chris had nothing to report.

Finance

Tracy reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$6,987.24. **Tracy made the motion to pay the bills, seconded by Gary. 5 ayes, 0 nays.**
- Martha Evans relayed the request from Gary Harris recommending the 2015 Budget Public Hearing be held on June 3rd at 7:00 PM; this was approved by Council
- Martha Evans relayed the request from Gary Harris to hold the next Records Commission Meeting on June 3rd at 6:45 PM, this was approved by Council

New Business:

Martha Evans reporting for Gary Harris:

- He deposited \$404 in April for March Court Fines and one Zoning Permit
- Our next Council Meeting is June 3rd
- He will post the next Zoning Board of Appeals Meeting for June 5th at 6:00 PM
- Since postings are not staying posted at Cochrell's, he plans to scan the posting to Carolyn to "hand to" Mr. Cochrell so he can post on the inside of his business window in a location that he prefers that is visible to the public
- Gary requested to be notified anytime a Zoning Fine has been imposed along with the case number so he can look for the monies in the monthly check received from the Wooster Court where both Zoning Fines and Traffic Fines will appear
- Bob Reed read his letter of resignation effective May 6, 2014; the Village camera was given to Martha; the Village printer and Hall Key will be placed in Village Hall in the near future; Chris asked if Bob knew of anyone who would want the job and Bob reported that he did not know of anyone; Allan pointed out that the Village needs to have a Zoning Inspector and the Village may have to consider having a special meeting to appoint a new inspector

Old Business:

Martha Evans reporting for Gary Harris:

- ✚ Reminded Council that the fire extinguishers at Village Hall do not have 2014 safety tags installed; Joy's husband will take these items to Albright Welding in Orrville for inspection and new tags

- ✚ Confirmed that Gary has retrieved the Village Hall Key from Steve Matwiju's nephew
- ✚ Allan confirmed that he took care of the new contract but obtaining the current Liability Insurance Certificate from MB Excavating is up to the Street Chairs to obtain
- ✚ Allan did the first reading of Ordinance 2014-02 an Ordinance approving a contract for street and road repairs and other services from Mark Steidl, dba MB Excavating, from October 1, 2013 through December 31, 2014 as an emergency
- ✚ **Dennis made a motion to waive the 2nd and 3rd readings of Ordinance 2014-02, seconded by Carolyn. 5 ayes, 0 nays**
- ✚ **Gary made a motion to adopt as an emergency Ordinance 2014-02, seconded by Dennis. 5 ayes, 0 nays**
- ✚ Allan did the first reading of Ordinance 2014-01 an Ordinance approving a contract with Leo Rowe for the 2014 season for grounds maintenance as an emergency
- ✚ **Gary made a motion to waive the 2nd and 3rd readings of Ordinance 2014-01, seconded by Carolyn. 5 ayes, 0 nays**
- ✚ **Gary made a motion to adopt as an emergency Ordinance 2014-01, seconded by Dennis. 5 ayes, 0 nays**

Public Participation:
Nothing offered.

There being no further business to come before council, Carolyn made a motion to adjourn, seconded by Tracy at 8:50 PM. Unanimous.

X

Mayor, Joy Sherwin

X

Fiscal Officer, Gary Harris