

**VILLAGE OF BURBANK**  
REGULAR MEETING: SEPTEMBER 8, 2015

Mayor Carolyn Dibler called the meeting to order at 7:05 PM.

A roll call was taken with the following officials present: Jason Balyer, Dennis Rigerman, Ben Berger, Chris Letzelter and Tracy Lenhoff. Also in attendance: Gary Harris – Fiscal Officer; James Brandenburg – Zoning Inspector, resident Carolynne Edwards and visitors Vince Crawford with Waste Management and Jeff and Lisa Pride.

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

**Chris made a motion to excuse Gary Gallion, seconded by Tracy. 5 ayes, 0 nays**

Minutes – August 4, 2015 Regular Meeting

**Jason made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Ben. 5 ayes, 0 nays**

Committee Reports:

Parks, Zoning, Safety, Finance, Streets & Water/Sewer – nothing to report

Waste Management Presentation:

Vince Crawford reporting:

- ✚ Issued an apology for a missed pick-up in the Village earlier this year/latter part of last year and it was due to the drivers running out of hours and unable to work due to these ODOT restrictions.
- ✚ Confirmed that pick-up times in Burbank are later due to Waste Management having won the contract for the City of Wooster with the same pick-up day as Burbank; Waste Management is working on routing changes in an effort to pick-up earlier in Burbank
- ✚ Confirmed that a letter will go out to Burbank residents, by mid-October, about the availability of trash carts/containers for our residents along with details pertaining to these carts
- ✚ Confirmed that they cannot take any household hazardous materials nor do they offer any disposal containers for such materials; Burbank needs to contact the Stark-Tuscarawas-Wayne Joint Solid Waste District to determine “how to” dispose of such wastes
- ✚ Stated that our current contract may have an “option to extend” the contract beyond the current expiration in February, 2016; the Fiscal Officer recommended that Waste Management consider making a presentation to

the Village in December, 2015, thus allowing the Village time to obtain competitive bids should the proposed pricing beyond February, 2016, be too high

- ✚ Mrs. Edwards stated she does not want the containers as they are too cumbersome for her and her husband; she was advised that this is not a requirement and she can continue to use her current method of disposing of trash for pick-up
- ✚ Carolyn reported a complaint about a recent missed pick-up; Vince advised her that our residents need to call the customer service number as their goal is to return for any missed pick-up within 24 hours of receiving a call; Vince recommended that we list the Customer Service number on the Village Website for our residents

### Council Reports:

#### Safety

Tracy reporting:

- Reported that she has no patrol schedule for September; Carolyn stated that she will be contacting Chief Meshew about this
- It was reported that a Creston Police cruiser has been observed driving through the Village at higher rates of speed than what it posted; Carolyn stated that she will also report this to the Chief

#### Finance

Tracy reporting:

- Tracy read the Bills to be Paid and the Automatic Deductions amounting to \$3,327.52. **Tracy made the motion to pay the bills, seconded by Chris. 5 ayes, 0 nays.**
- The Fiscal Officer did the first reading on Resolution 2015-03 a Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor for the 2016 Budget year
- **Dennis made a motion to waive the second and third readings of Resolution 2015-03, seconded by Ben. 5 ayes, 0 nays**
- **Jason made a motion to adopt Resolution 2015-03, seconded by Dennis. 5 ayes, 0 nays**
- The Fiscal Officer requested if Council does want to form an Audit Committee based on the hand-out he distributed at June's meeting and the revised copy generated on August 19, 2015 and distributed at tonight's meeting; he re-confirmed that this recommendation is not a necessity but that it does allow for immediate release of payments thereby avoiding the potential for any late payments caused by the rescheduling of Council Meetings; the Fiscal

Officer confirmed that as requested by Council at August's meeting he did forward a copy of the original write-up of the Audit Committee hand-out to West Salem Clerk-Treasurer for review and input and that no changes were recommended by that office; the Fiscal Officer then reviewed the two changes to the original hand-out that streamlined the process and asked if Council wanted to proceed to set-up this committee; Jason Balyer, Tracy Lenhoff and Chris Letzelter volunteered to be on the Committee and the Mayor approved them for this position

- **Chris made a motion to adopt and implement an Audit Committee per the revised procedure and guideline revised on August 19, 2015 and to have Allan incorporate this change into the Rules of Council, seconded by Tracy. 5 ayes, 0 nays**

### Parks

Jason and Dennis reporting:

- Confirmed that the port-a-jon has been removed for the 2015 season
- Reported that vandalism occurred in the Park in the Kitchen building and the glass sliding doors were damaged; confirmed that no damage to the picnic tables have taken place and that they need to add concrete pads to anchor park benches, tables, etc.
- Confirmed that the Contractor will soon resume work in the Park to complete all bid items as well as removing a tree that has fallen-over; the Fiscal Officer requested that the work not resume until the signed proposal, with Village terms and conditions, is received from the Contractor and Jason confirmed that work will re-start once we have the signed proposal with Village terms and conditions
- Confirmed that the merry-go-round has been repaired by the Park volunteers and it appears to be done per our insurance specification requirements
- Confirmed that they are in the process of obtaining pricing for security cameras for the Park
- A potential donor (Romich Foundation) contacted our Park chairs based on the write-up in the newspaper on how several Village residents donated their time to clean-up and do work in the Park; it is hoped that some preliminary discussions will soon get under way related to renewal efforts for Burbank Park and a possible donation towards such efforts; as such donations are treated as "restricted funds" there are guidelines that need to be followed, by the Village, should a donation be offered; the Park chairs were advised to have the potential donor contact the Fiscal Officer and/or the Village Solicitor if a donation is offered

### Water & Sewer

Jason and Dennis had nothing to report.

### Streets

Chris and Ben reporting:

- ❖ Reported that a sign “Slow Children” is down on Water and Front Street and that it will be replaced
- ❖ Requested status on Block Grant; Fiscal Officer reported that 3 bids were received for the engineering plans and specifications; the most competitive bid price was received from TMS Engineers and that proposal was sent to the Village Solicitor for review and input; based on the feedback from Allan, the Fiscal Officer will have further discussions with both Allan and TMS; an order will be placed for the engineering of this project as soon as the formal award letter is received from the State and/or Wayne County Planning Department; the Fiscal Officer requested a motion allowing him to place this engineering order once award notice has been received; the Fiscal Officer recommended the removal of “stop bars” and “traffic markings” from the scope of work for the Grant project due to the added maintenance costs once “stop bars” are installed; Council asked about the traffic markings and Chris stated that he felt this was ODOT’s responsibility to maintain these markings; the Fiscal Officer suggested contacting ODOT as the markings at the intersection of S.R. 83 and Main Street are in poor condition; Streets agreed to make this call
- ❖ **Chris made a motion to approve issuing a Purchase Order, not to exceed \$9,100 with TMS Engineers, Inc., to generate the plans and specifications once the grant award written confirmation & go ahead is received from the State of Ohio and/or Wayne County Planning Department with monies from the General Fund and possibly the Street Fund, seconded by Dennis. 5 ayes, 0 nays**
- ❖ Requested the Fiscal Officer to provide cost data on the previous contractor used by the Village for street repairs; the Fiscal Officer stated that he would supply this information to the Street Chairs along with information on the Village Hall heating unit that was also requested
- ❖ Confirmed that there is not enough time to submit an application for a Public Works Grant due to the level of detail and investigation necessary; the Fiscal Officer confirmed that paving the streets was one of the action items listed when the Village submitted the Community Development Implementation Strategy plan to the Wayne County Planning Department earlier this year

### Zoning

Jim reporting:

- ✓ Distributed and then read the Zoning Report
- ✓ Requested Council to consider vacating an alley between two properties that will never be used by the Village; Council raised the question about “what if”

a future need arises where this is needed for storm sewer runoff now that the Village is looking to replace all storm sewers by applying for a Grant in 2016; Jim will send a message to Allan requesting him to look into this matter

- ✓ Confirmed that the property located at 121 South Street will soon be going up for a tax sale and that if not sold paperwork is in place that this property will transfer to the Village at no cost to the Village; the owner of this property has relocated so the letter sent by the Village Solicitor to demolish the garage cannot be mailed until the owner's new location has been identified
- ✓ Commented that the Village may want to consider selling this property (121 South Street) if it comes into the possession of the Village since this property borders the old school park; Council confirmed that they committed to the School Alumni Association to keep the monument that they built/placed in the school park; Jim thought with its location a developer, in the future may want to consider purchasing this property

#### New Business:

Gary Harris reporting:

- ✚ Confirmed that our next Council Meeting is October 13<sup>th</sup>
- ✚ Confirmed depositing \$85 for July Traffic Fines and \$25 for a Deck Permit
- ✚ Confirmed that the Antique Store will be closed January and February; Council confirmed that this store has a "for sale" sign; Fiscal Officer stated that another "posting site" for Council Meeting Dates along with Ordinance/Resolutions may need to be located
- ✚ Recommended to Council that we insert the 2015 Budget on the Ohio Checkbook website to offer even more transparency to our residents as well as suggesting we insert a "link" on our Village website for the Ohio Checkbook website
- ✚ **Chris made a motion to upload the 2015 Budget to the Ohio Checkbook website and to add a "link" to the Ohio Checkbook website on our Village website, seconded by Tracy. 5 ayes, 0 nays**
- ✚ Thanked Jim for his work in diagnosing the outdoor building and bulletin board lighting problems and his ongoing efforts to repair
- ✚ Reported that past Council member Steve Matwiju told him that per Bob Reed, the prior Village Zoning Inspector, that Jim is doing an excellent job as the new Village Zoning Inspector
- ✚ Visitors Mr. & Mrs. Pride announced their desire to open a food store in Burbank where they would also sell produce from their farm; they are now in negotiations with a property owner to acquire an existing structure along Front Street; they also indicated that they may turn one of the properties into residential rental units; the Fiscal Officer suggested that they may be able to qualify for a CHIP Grant and to check the Village Bulletin Board as it

contains the contact information for such a Grant; Council confirmed that they will work with them to the extent allowed in assisting them in their efforts and Council welcomed their plans and ideas and wished them success

Old Business:

Gary Harris reporting:

- Confirmed that all Village government officials are now able to access the Ohio Checkbook website which will soon, by the end of the year as forecast by the Treasurer of State's office, include public access
- Stated the need for the Street Chairs to select the contractor for street snow plowing and salting for October's meeting so that a contract can be signed at the November Council Meeting
- Tracy and Jim presented pricing for a new Village Hall air conditioner; Jim and Jason volunteered to install the new unit; the Fiscal Officer asked if any building and/or electrical modifications would be required and he was advised that none would be required
- **Jason made a motion to approve the purchase of a new Village Hall air-conditioning unit up to \$600, seconded by Tracy. 5 ayes, 0 nays**

Public Participation:

- o Mrs. Edwards stated that she was advised that she will lose her driveway due to the survey conducted for the Armbrust property; Council stated that they do not believe this to be the case and suggested she consider a survey of her own or contact the Wayne County Map office; Jim offered to see if he could assist her in this matter
- o Mrs. Edwards also requested that our snow plow contractor stop piling up snow in front of her driveway; Chris said that he would take care of this

**There being no further business to come before Council, Chris made a motion to adjourn at 9:10 PM, seconded by Dennis. unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris