

**VILLAGE OF BURBANK**  
REGULAR MEETING: OCTOBER 6, 2016

Mayor Carolyn Dibler called the meeting to order at 7:00 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Gary Gallion, Chris Letzelter, Tracy Lenhoff and Lori Menk. Also in attendance: Gary Harris - Fiscal Officer, Jim Brandenburg - Zoning Inspector; residents Leo Rowe, Linda Gray, Bert Reed, Cathy Kopp, Ken Dibler, Barb Bishop, Sharon Waters, Cheryl Muhlback, visitors Bob Morehead with The Post and Joy Molnar with MSL Realty.

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

Minutes -September 1, 2016 Regular Meeting

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

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

**Lori made a motion to excuse Allan Michelson, seconded by Tracy. 5 ayes, 0 nays.**

Committee Reports:

Street Chairs met with Most Paving, Scott Ferrell, drove him around all Burbank Streets in order that he could generate a quote for street repairs - as of the meeting tonight the quote has not yet been received.

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

Council Reports:

Safety

Chris and Tracy reporting:

- Tracy read the Police Report for September
- Chris reported that there are tree limbs on Front Street blocking the view of the traffic lights

Finance

Tracy and Gary reporting:

- **Tracy read the Paid Bills and automatic deductions amounting to \$3,861.54. Tracy made a motion to accept the Paid Bills, seconded by Lori. 5 ayes, 0 nays**

Fiscal Officer reporting:

- Reported that he, Mayor Dibler and Engineering Associates made a presentation to the Wayne County Commissioners and the State OPWC Representative on our Application for an OPWC Grant; we were informed that a revised “Scoring Report” would be issued the next day based on any score modifications that the Commissioners award based on all Application presentations
- He confirmed that as of the meeting Burbank was in 11<sup>th</sup> place out of 14 applicants with a score of 35 (the highest score was 45.0) and that we scored second highest with a 49 versus the highest score of 51 for a Small Government Grant which is the Grant we would pursue if we do not win an OPWC Grant
- He stated a possible need for a Special Meeting for Council to determine what actions to take, if any, in the event that we need to consider “how to” increase our score for the OPWC Grant
- Updated Council on the Income Survey and asked if anyone on Council knew anyone on Front Street as the only residents yet to respond all live on Front Street and there are 13 needed responses; he confirmed that we have collected 85% of all survey’s and if we can push obtaining this last 13 we will be complete; Chris Letzelter volunteered to survey these remaining residences and requested that the Fiscal Officer leave survey forms on the desk; Jim also asked if he could help survey and he was told that he could

#### Parks

Dennis and Lori reporting:

- ✚ Confirmed that the border has now been installed in the Parks and is ready for the mulch, the tire swing has been repaired and that the defective slide has been removed by Bert Reed with help from Linda Gray and that the holes, from the slide foundation, have been filled-in
- ✚ Confirmed that the Port-a-jon was removed from the Park
- ✚ Fiscal Officer reminded the Chairpersons that a PO is needed as well as approved funding for the mulch before any mulch can be delivered, he also stated that we need signed releases before anyone helps to spread any mulch (Lori agreed to be responsible for obtaining the signed releases) and confirmed the need for Burbank to supply traffic controllers for the trucks delivering the mulch; a discussion took place to confirm how much mulch to get as the first estimate was 60 cubic yards but this was increased to between 90-100 cubic yards
- ✚ **Dennis made a motion to approve spending up to \$2,000 for mulch and to issue a Purchase Order for the mulch, seconded by Lori. 5 ayes, 0 nays**
- ✚ Lori asked that the members of Council volunteer their time to help spread mulch and that she will check with Frank Brothers on the availability of

mulch; a discussion took place of where and how to mark the spot to dump the mulch, it was suggested to paint an "X" or use a flag

- ✚ Confirmed that the Park Mural is done, Barb Bishop confirmed her desire to have the dedication for the Mural on Sunday, November 13<sup>th</sup> so as to be in close proximity to Veterans Day on November 11<sup>th</sup> - she also confirmed that they have acquired 34 flags for the dedication and requested that a flag pole be installed in the Park as well; it was confirmed that a flag pole was in Council chambers and available for installation; Barb expressed appreciation to all of the residents who assisted and volunteered their time and that people have approached her, young and old alike, expressing pride in Burbank as a result of the Mural
- ✚ **Lori issued a motion to approve the Mural dedication on November 13, 2016, seconded by Gary. 5 ayes, 0 nays**
- ✚ Barb asked about being reimbursed for some Mural expenses that went over budget; the Fiscal Officer told her to submit the original receipts as Council had previously approved up to \$400

#### Water-Sewer

Dennis Lori had nothing to report.

#### Streets

Gary reporting:

- ✓ Confirmed waiting for the Street Repair bid
- ✓ Fiscal Officer, speaking for Allan, confirmed that his offices had not received any bids for snow plowing and none were received in the Village mail; Gary indicated that he would contact last year's contractor on this matter

#### Zoning

Chris had nothing to report.

Jim reporting:

- o Read the Zoning Report
- o Fiscal Officer, for Allan, did the first reading of Ordinance 2016-09, an Ordinance of the Village of Burbank, Ohio vacating a portion of Grant Street in the Village
- o **Chris made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2016-09, seconded by Tracy. 5 ayes, 0 nays**
- o **Gary made a motion to approve adopting Ordinance 2016-09 as an emergency, seconded by Chris. 4 ayes, 1 abstain**
- o Stated that he will rent the equipment needed to "cap" the sewer line at 121 S. Street and he will volunteer his time to do the work

#### New Business:

Gary Harris reporting:

- Confirmed the next Council meeting will be Thursday, November 3rd
- Confirmed depositing \$398 for August Traffic Fines
- Requested a motion to increase previously approved funding of the basketball hoops for the Park
- **Gary made a motion to increase the approved monies from \$100 to \$148 for the Park basketball hoops, seconded by Lori. 5 ayes, 0 nays**
- Reporting for Allan, he read the report on receiving approvals to waive past due taxes and fees on the 121 S. Street property (provided the Village of Burbank waives their \$3,080.73 claim) in the amount of \$9,641.73 but that two agencies would not waive their claims in the amount of \$6,616.24 those being Wayne County and Wayne County Sewer Department; when the Village offers this property for sale the bid price must include payment for these claims and anything collected above and beyond these amounts would go to the Village
- **Chris made a motion to release the Village of Burbank's claim for \$3,080.73 in delinquent property tax collections for 121 S. Street, seconded by Tracy. 5 ayes, 0 nays**
- He reminded everyone that any purchase made for the Village is tax exempt and if anyone pays the taxes he is unable to reimburse the tax payment
- He requested approval to post the Notice of Council Meetings on the Village website
- **Lori made a motion to approve posting the dates of the monthly Council Meetings on the Village website for the remainder of 2016 and beyond, seconded by Gary. 5 ayes, 0 nays**
- He reported that unless there is an objection, he plans to reinvest the monies that we have in a Street/Highway/ Permissive CD based on the current interest rate of 0.25%; no objections were made
- Gary stated that "Trunk of Treat" will be held in the Church Parking Lot on October 31<sup>st</sup> from 5:30 - 7:30 PM; Barb offered to set-up and do face painting
- Carolyn confirmed receiving a letter from MSL Realty about an issue at 207 E. Middle Street where the garage for this property, that the owner wants to put up for sale, is located in the "alley"; she confirmed that this will need to wait for input from Allan at the next meeting

Old Business:

Gary Harris reporting:

- Confirmed that he is holding the final invoice for the Traffic Light Pole while the contractor completes a few issues identified by ODOT during their inspection; as soon as the contractor finishes he will contact ODOT for a final

inspection and then release the invoice once confirmation is received that no open issues exist

- Reading a statement from Allan, in order for the General Fund Tax Levies to appear on the May ballot will require passing an Ordinance in December requesting the amounts of revenues based on the type of Levy that Council wants to put on the ballot; we will then need to pass a Resolution in January with the final types of Levies and file these with the Board of Elections on or before February 1, 2017; the cost to Burbank will be \$600-700 if no one else puts an issue on this ballot

Public Participation:

- ✚ Kathy Kopp asked about home delivery of the mail and why she could not get this service, she was advised to contact the Lodi Postmaster while the Burbank Post Office remains closed

**There being no further business to come before Council, Lori made a motion to adjourn at 8:20 PM, seconded by Gary. Unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris