

**VILLAGE OF BURBANK**  
REGULAR MEETING: NOVEMBER 2, 2017

Mayor Dibler called the meeting to order at 7:07 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Chris Letzelter, Tracy Lenhoff and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer & Contracts/Grants Administrator, residents Ken Dibler, Cathy Kopp, Jeff McCaffrey and Dan Wiley, visitors Don Hunt, Sargent Hamilton and Patrolman Birkbeck - Creston Police and Bob Morehead with The Post.

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

**Chris made a motion to excuse Chris Norton and Gary Gallion, seconded by Dennis. 4 Ayes, 0 Nays**

Minutes - October 5, 2017 Regular Meeting

**Chris made a motion to waive the reading of the Regular Minutes and to approve the Minutes as submitted, seconded by Lori. 4 ayes, 0 nays**

Committee Reports:

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

Auction of 121 S. Street

Allan asked if anyone was present for the Auction; Mr. Donald Hunt stated that he just heard about this auction and is interested but does not have the ability to put the 10% down tonight; Council and Allan agreed to give Mr. Hunt until Tuesday, November 7<sup>th</sup>, to provide the deposit to Allan at his Medina office, to sign all paperwork and confirmed the need for the balance of funds due 30 days from the date of the deposit; the deposit amount will be \$1,250 with a balance of \$11,250

**Chris made a motion to accept the bid from Mr. Donald Hunt in the amount of \$12,500 for the 121 S. Street property, seconded by Dennis. 4 ayes, 0 nays**

2017/2018 Snow Plowing/Salting Contract

Contracts Administrator confirmed sending communications to Council on all bids and answering all questions that were posed to him; he asked if there were any questions or discussion needed to select the lowest bidder and to award the contract to that bidder - none were offered

**Chris made a motion to award the contract to Barren Management Corporation dba AAA Lawncare & Landscaping for the 2017/2018 Snow Plowing & Salting contract for the Village of Burbank, seconded by Lori. 4 ayes, 0 nays**

2018 Parks Mowing Contract

Contracts Administrator confirmed sending communications to Council that he received from the 2017 Contractor, Jimmy's Maintenance and Lawn Care, offering to hold pricing for a contract renewal for the 2018 mowing season; he confirmed that he had not received any negative feedback about this contractor during the mowing season and recommend that Council approve awarding the 2018 contract to this same contractor unless there are issues to discuss or concerns - none were offered

**Chris made a motion to award the 2018 mowing contract to Jimmy's Maintenance and Lawn Care, seconded by Dennis. 4 ayes, 0 nays**

2017 Mowing Contract - Additional Funding

Contracts Administrator stated that the current contractor continued to mow the Parks and 121 S. Street beyond the dates that he was authorized per the contract and PO due to the extended mowing season caused by warmer than normal temperatures; he confirmed contacting the contractor and instructing them that they cannot arbitrarily decide to continue mowing beyond dates specified in any contract or PO unless they obtain prior approval - the contractor apologized for this oversight and the Contracts Administrator feels that this will not happen again with this contractor; he then asked Council for a motion authorizing \$380 to pay for these additional mowing's

**Lori made a motion authorizing the payment of an additional \$380 to cover the additional mowing's in October for the Parks and 121 S. Street properties, seconded by Dennis. 4 ayes, 0 nays**

Zoning Inspector Update/Motion to Hire

The Mayor advised Council that the individual who was going to apply for this position decided to withdraw his name at this time; no further action was taken by Council on this matter

Council Reports:

Safety

Chris & Tracy had nothing to report.

- Sgt. Hamilton read the Police Report, presented the November schedule which has Burbank scheduled for 80 hours; the Sargent also reported that traffic citations and warnings have increased two to three fold due to the increased Police presence in Burbank which shows that the officers are doing their jobs

#### Finance

Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$3,288.51 **Tracy made the motion to accept these payments, seconded by Chris. 4 ayes, 0 nays.**

Gary Harris reporting:

- 2017 OPWC Application update - due to the limited funding on projects for OPWC, Burbank and others have been moved into the Small Government Grant program for the Henrietta and Hower Streets Project - OPWC funding may still be possible depending upon how much unused monies for 2017 projects, like our Water Street Project, are returned to OPWC; he confirmed that he is still planning to attend the OPWC District 16 Meeting scheduled for 11/17 @ 10:00 AM in Mansfield to reflect Burbank's persistence in seeking Grant money assistance; he asked if there were any questions or comments - none were offered
- Water Street Construction Update - on Wednesday he did the final walk-through with Engineering Associates and Dirt Dawg Excavating, LLC; there is a minor punch-list that is anticipated to be completed by next Friday (Nov. 10<sup>th</sup>); he stated that the Water Street project is basically completed and under budget and was completed on schedule; he asked if there were any questions or comments - the Mayor expressed her appreciation to the Contractor - Dirt Dawg Excavating and the quality of work they did and the ease she had in dealing with the workers on the job site
- 2017 CDBG Grant Application - Burbank has received a "preliminary" notification about the anticipated award of a \$95,000 CDBG Grant to do the sidewalks on W. Middle and Depot Streets; he stated that this is not the official notification of an award which will happen upon receipt of the official documentation; WCPD did submit our application with a revised quote from Engineering Associates in the amount of \$105,380 with \$90,380 allocated to construction costs and \$15,000 allocated to engineering + construction administration and construction observation; at our April 6, 2017 Council Meeting both the Grant Administrator and Lori Menk volunteered their time to do the construction observation services which will save the Village thousands of dollars by doing the construction observation duties; he asked if there were any questions or comments - none were offered
- He asked Allan about any updates on delinquent property taxes; Allan confirmed that the property at 12 Front Street will be paying back taxes over a period of time as negotiated with the County Prosecutor's Office; 231 E. Middle Street will be foreclosed by the end of this year; 118 W.

Middle Street did not sell at auction and the Village can take possession at no cost; a discussion ensued and Council was leaning towards acquiring this property; the Fiscal Officer stated that the Village is not in the real estate business, that we have other vacant properties already owned by the Village if there is interest in creating a Village garden and that there are always costs associated with any property owned by the Village - he encouraged Council to not take possession of this property; Council will make further comment at next month's Council meeting

- He confirmed sending an e-mail to Council on October 24<sup>th</sup> stating the need for Council to review their department's 2018 anticipated spending to see if they wish to make any changes (increases or decreases) to that budget; if no changes are submitted to him on or before November 30<sup>th</sup>, the Appropriations budget will be submitted as originally issued unless during his review of 2017 expenditures he determines that changes are needed based on grant status revisions and/or spending trends; as always, if anyone on Council or the Mayor wants to meet with him to review, discuss or analyze any Appropriation matter please call or send him an e-mail - he asked if there were any questions or comments and none were offered

#### Parks

Lori and Dennis reporting:

- ✚ Confirmed that they have no update on the Message Board; requested assistance from Councilman Letzelter to install the board by next meeting and he did offer his assistance

#### Water & Sewer

Dennis had nothing to report.

#### Streets

- ❖ Contracts Administrator confirmed that he did issue a PO to Most Paving to make street repairs on intersections at E. Middle and Front Street, E. Middle and Diagonal, E. Middle Village Limits and Hower at Henrietta; he also confirmed that he sent Council an update received from the Contractor that they will schedule the work when they are back in this area

#### Zoning

Chris had nothing to report.

#### New Business:

Gary Harris reporting:

- ✓ Confirmed that our next Council Meeting is Thursday, December 7, 2017
- ✓ Confirmed depositing \$239.00 for September Traffic Fines

- ✓ Confirmed that he will be reinvesting a General Fund CD based on the current interest rate of 0.35% that matures on November 28<sup>th</sup> unless there is an objection by Council - no objections were raised
- ✓ Confirmed that Council needs to renew Allan's contract at next month's meeting as the current contract expires 12/31/17; Allan confirmed that he would be pleased to extend his contract at the same rate/cost structure as currently exists; Council asked him to prepare the contract based on this information
- ✓ Confirmed the need to schedule the Records Commission Meeting for 6:50 PM on December 7, 2017 unless there is a schedule conflict or issues with this date and time - none were offered
- ✓ Council asked about receiving additional pay anytime they attend a Special Meeting; Fiscal Officer confirmed that he needs to investigate this with OPERS due to new payroll guidelines previously issued by OPERS - he will report on this at the next Council meeting

Old Business:

Gary Harris had nothing to report.

Public Participation:

- ✓ A question was raised about sidewalk safety on Depot and W. Middle Streets once the new sidewalks are installed, if the CDBG Grant is awarded to Burbank; Council stated that the responsibility for maintaining the sidewalks should pass over to the homeowners once new sidewalks are installed

There being no further business to come before Council, Lori made a motion to adjourn at 8:08 PM, seconded by Tracy. Unanimous.

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris