

**VILLAGE OF BURBANK  
REGULAR MEETING, MAY 9, 2019**

Interim President of Council, Carolyn Dibler, called the meeting to order at 7:05 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler (arrived at 7:22 PM) and David Wilkinson. Also in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer, resident Cathy Kopp and visitor Bob Morehead with The Post newspaper.

Carolyn asked everyone to stand and Pledge Allegiance to the Flag.

**Carolyn made a motion to excuse Tracy Lenhoff, seconded by David. 5 ayes, 0 nays**

Minutes – April 4, 2019 Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Carolyn reporting:

- stated that she did not have the April Police Report

Finance

Carolyn reporting:

- read the Paid Bills and the Automatic Deductions amounting to \$9,584.18 - **Carolyn made the motion to accept these payments, seconded by Chris. 5 ayes, 0 nays.**

Gary reporting;

- Small Government – the Grant Agreement for Small Government/OPWC (for the Henrietta and Hower Streets Storm Sewer and Pavement Improvements) has a revised date to start construction and it is now July 1st – any questions or comments – none were offered

- Nature Works Grant – refer to the May 9<sup>th</sup> Public Hearing Meeting Minutes for details
- New OPWC Grant Application (Front Street Storm Sewers & Repaving) – the meeting with the Small Government Committee took place this morning at 10:30 which he did attend – the results of that meeting, as relates to Burbank, is that the cut-off point was a score of 59 and Burbank scored 57; in the priority list below the cut-off point we are number 8 with projects totaling \$1,949,552 ahead of us; outlook for this year (Round 33) is not promising and he does not anticipate an award this year; for the Round 34 application for Front Street he does plan on taking a totally different tact and apply for a larger loan (which results in more points) with a goal of 60+ points for this next round and he will pay close attention so as to not negatively impact the Village’s financial position – any questions or comments – none were offered
- 2019 CDBG Grant Application – as a result of the April 1<sup>st</sup> change by HUD, in the way in which LMI projects are determined, he was advised on April 17<sup>th</sup> by the WCPD that our application for new sidewalks on the east side of Front Street was rejected; as a result of this a very quick decision had to be made about “dumping” Front Street and going with a neighborhood, that in the official records from our Wage Survey results taken in 2016, showed that Mill Street is an LMI neighborhood; he contacted Carolyn and Tracy after reviewing options with Allan due to the need of an immediate decision on this in order that the Wayne County Planning Department would know how we were going to proceed; he then contacted Tracy and Carolyn and explained the situation and they both agreed to make this change as it is our only option for a CDBG grant this year; he then revised the application for a grant in the amount of \$67,650.00 that includes \$15,000.00 in Village matching funds, took new photos and obtained an aerial view of the street and sidewalks and submitted the new document package; on May 2<sup>nd</sup> he was advised that our application was approved and that the Wayne County Commissioners offered to cover an additional \$10,000 thus reducing the Village matching funds by 2/3 down to a total of \$5,000; depending upon the availability of the funds, engineering will begin this year or next year in 2020 – any questions or comments – none were offered

### Parks

Dennis and David reporting:

- ✚ Dennis reported that he contacted the Port-a-Jon contractor about the reported damage to the unit
- ✚ David confirmed that the Park clean-up with the Norwayne Youth Baseball organization went very well and they also painted the baseball team storage shed

- ✚ reported that most of the equipment was removed from the Park, but left the Park in a poor condition and also with the wood borders and concrete blocks remaining; Dennis reported that he was told that the resident taking the first load of materials would return to take the rest – as of this Meeting time, no one has returned; Dennis agreed to contact the individual involved to have him remove all items by May 18<sup>th</sup>; Gary will contact the mowing contractor to see if he is interested in removing the left over materials, leveling the area and planting grass
- ✚ **Carolyn made a motion to approve paying up to \$1,800 to finish clearing the Park, seconded by David. 5 ayes, 0 nays**
- ✚ estimates were provided to Gary for installing cameras in the Park to monitor the Park due to increased vandalism; Gary reported that our insurance carrier has a \$1,000 Grant program that the Village can apply for that would cover a portion of the expenses – he is to investigate and report back to Council at the June meeting on his findings and budget impacts
- ✚ Carolyn asked Gary to investigate who has the responsibility of maintaining the Old School bell and flagpole “area” as well as the items themselves – she recommended looking in the 2010 and 2011 Meeting Minutes; Cathy reported that Gary Gallion will be repairing the flag pole lanyard once he secures a bucket truck

#### Water & Sewer

Dennis and Ken had nothing to report.

#### Streets

Chris Reporting:

- no update available on pot hole repairs
- it was reported that a Stop sign is missing at the intersection of Mill and Water Streets
- Cathy reported that the “no dumping” signs have been reinstalled

#### Zoning

David and Chris had nothing to report.

- ❖ Ben reported that break-ins are occurring at 121 South Street and the owner was told that he has to travel to Creston to file a report; Allan stated that this is not correct on a Breaking and Entering crime; Carolyn is to call the Chief to get this corrected and to beef-up patrols

- ❖ Carolyn, David (who was also asked to contact the Wayne County Emergency Management Agency and ask for their participation in an upcoming meeting with the homeowner) and Allan will schedule a meeting with the homeowner on Water Street with the “wash-out” issues resulting from drainage issues and steps to move this forward
- ❖ Ben reported the residence at 141 Water Street is uninhabitable; Allan reported that it is a candidate for demolition; an Order To Correct will be issued to the owner of the property

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, June 6<sup>th</sup> at 7:00 PM
- ✓ confirmed depositing \$639 for April Traffic Fines
- ✓ confirmed that on April 19<sup>th</sup> he transferred \$65,915.22 into the Checking Account at Westfield Bank thus closing out all accounts at Wayne Savings
- ✓ confirmed that on April 17<sup>th</sup> he was advised by the Auditor of State’s Office that our Audit has qualified for review by Agreed Upon Procedures resulting in a 40% reduction in Audit costs down from \$4,000 to \$2,400
- ✓ reported that on May 27<sup>th</sup> and 31<sup>st</sup> we have two CD’s maturing for Streets and the General Fund respectively and that he intends to reinvest based on the current interest rates of .6% on the General Fund and .9% on the Street Fund unless Council objects – no objections were voiced
- ✓ distributed the 2020 Budget Worksheets to Council along with two handouts to assist Council in reviewing the information; he stated that any changes to the proposed budget distributed to Council must be made at the June 6<sup>th</sup> meeting otherwise, the proposed budget will become the 2020 actual budget; he offered to meet with anyone at any time to assist them or answer any questions that they might have – he asked if there were any questions – none were offered
- ✓ reported that the dehumidifier no longer permits any settings for humidity control so he purchased a new unit this week at a cost of \$255.56 (included a 5% discount) – he requested **“a motion authorizing the purchase of a new dehumidifier and approving the spending of \$255.56, Carolyn stated so moved, seconded by Dennis. 5 ayes, 0 nays**
- ✓ reported the need to schedule the Records Commission Meeting in June and he recommended that the meeting to be held on June 6<sup>th</sup> at 6:50 PM unless there are objections; Carolyn requested that this meeting be moved out to July 11th the date of the July Council Meeting (due to the July 4<sup>th</sup> Holiday) in order to make further progress on the Historical Records; no opposition was raised by

the Record Commission members so the meeting is scheduled for July 11<sup>th</sup> at 6:50 PM

- ✓ Ken stated that he was contacted by a home owner where someone's tree fell into the home owner's yard and is blocking the creek and asked who is responsible to remove the tree; Allan stated that this is the home owner's responsibility even though he did not create the problem

Old Business:

Gary Harris reporting:

- asked if anyone notified Creston Police about both signs now installed for "No Engine Brake" and to enforce this Ordinance; Carolyn stated that she will notify the Chief when she speaks with him about 121 South Street
- Allan did the 1<sup>st</sup> Reading of "Ordinance 2019-04 – An Ordinance amending Ordinances No. 2000-5 and 2012-11 regarding open burning regulations in order to change allowed open burning in the Village and declaring the same an emergency"
- **Carolyn issued a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2019-04, seconded by David. 5 ayes, 0 nays**
- **Carolyn made a motion to adopt Ordinance 2019-04 as an emergency, seconded by David. 5 ayes, 0 nays**

Public Participation:

Nothing offered

**There being no further business to come before Council, Carolyn made a motion to adjourn at 8:16 PM, seconded by Chris. Unanimous.**

X

Acting Mayor, Tracy Lenhoff

X

Fiscal Officer, Gary Harris