

**VILLAGE OF BURBANK**  
**REGULAR MEETING, SEPTEMBER 5, 2019**

Interim Council President, Carolyn Dibler, called the meeting to order at 7:03 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Tracy Lenhoff, Ken Dibler and David Wilkinson; Chris Norton arrived at 7:08 PM. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer, Zoning Inspector – Ben Berger; residents Cathy Kopp, Mary Yost, Lori Menk, Roger and Dawn Hartley and visitors Dave VanNewkirk, Terry Moore, Deb Urban, Chris Ketler, Sargent Hamilton and Bob Morehead with The Post newspaper.

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

Minutes – August 1, 2019 Regular Meeting

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

Carolyn and Tracy thanked Cathy Kopp and her team for the wonderful job that they did with the Village Sesquicentennial Celebration acknowledging the amount of hard work and effort that it took to organize and put the entire function together; Cathy also expressed her appreciation to Lori, Terry and Deb and all the other people who participated and for their efforts in helping to make it a great success.

Committee Reports:

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

Council Reports:

Safety

Carolyn and Tracy had nothing to report.

- Sargent Hamilton stated that he was asked by Chief Meshew to present a matter of concern to Council; the Chief is disappointed that the Village did not give his department the opportunity to bid the security detail for the Sesquicentennial Celebration; Allan reported that someone had stated that the quoted rate from

Creston was \$60 per hour for Special Event security to which Sargent Hamilton stated that this did not come from anyone in Creston as this is not the normal rate charged for such an event; Carolyn asked Gary, at Allan's request, to look back at the past minutes to determine who reported the \$60 rate for Creston coverage; Sargent Hamilton stated that the prime concern of Creston is that they were not contacted about this to which Allan responded that the first choice was to contact Creston for a price and that there must have been some miscommunication; Carolyn stated that going forward there needs to be better communication between the Village and Creston on such matters and apologized for any miscommunication that may have taken place; Lori stated that she may have some information in her notes that are at home and she will also investigate and share any pertinent information

### Finance

Ken and Tracy reporting:

- read the Paid Bills and the Automatic Deductions amounting to \$11,203.95 – offered the detailed list to anyone wanting to know the specific payments – no requests were made; **Ken made the motion to accept these payments, seconded by Tracy. 6 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) confirmed that the project is now complete with the only other task yet to happen is the “final walkthrough” with the Engineer and Contractor– he asked if there were any questions or comments – Lori stated that a sidewalk was broken by the contractor at the corner of Henrietta and South Streets and the need for stop bars – Gary said that he would investigate; Dennis asked about needing backfill between the newly paved streets and the lawns – Gary stated that this will be done as part of the contract requirements
- **Nature Works Grant** – confirmed that we are now waiting for a decision from ODNR with a targeted decision by the end of October– he asked if there were any questions or comments – none were offered
- **OPWC Grant Application (Front Street Storm Sewers & Repaving)** – stated that we need to pass legislation tonight allowing Acting Mayor Dibler to file an application for the OPWC Grant; he asked Allan to please do the first reading of Resolution R2019-04
- Allan did the first reading of Resolution R2019-04 “A Resolution authorizing Carolyn Dibler, Acting Mayor, to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvements and/or the

Local Transportation Improvement Program(s) and to execute contracts as required”

- **Carolyn made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution R2019-04, seconded by Dennis. 6 ayes, 0 nays**
- **Carolyn made a motion to adopt Resolution R2019-04, seconded by David. 6 ayes, 0 nays**
- reported that based on his review of the finances and without putting the Village at a high risk, it appears that the best we can do this year is the same score as we had last year 44 points; he is hoping that the Wayne County Commissioners will select Burbank as one of the Priority Projects and he intends to try to improve our chances by committing that Burbank will pay for the fieldwork and 50% of the design engineering costs in advance of Grant monies becoming available, he confirmed that he is continuing to coordinate with ODOT in trying to meet an end-of-August, 2020 construction completion schedule thus allowing ODOT to proceed with resurfacing SR 83 through Burbank in September, 2020; he recommended to use the CD monies from the Highway and Permissive Funds as our matching funds, in the amount of \$24,000 which will still leave a balance of \$17,800 in the CD and using the annual income from these same funds, along with the Gas Tax revenue to pay the Loan payments in the amount of \$2,470 per year for 30 years; once the increased revenue kicks-in from the increased gas tax for the Street Fund, estimated to bring an additional \$6,000 per year, this can be used in consideration for paying the next couple of loans for the next couple of Grants that we apply for provided additional matching funds can be appropriated from the General Fund and/or further reduction of invested monies for this purpose; one major consideration and potential serious impact is the extent to which the Village will need to commit funds for any drainage issue i.e. the culvert on Water Street versus the level of support available from State or Federal Agencies for such work; he asked if he can have **a motion authorizing the Acting Mayor and Fiscal Officer to generate and sign-off on any and all additional 2019 OPWC Grant documentation that is deemed necessary, David stated so moved, seconded by Ken. 6 ayes, 0 nays**
- he recommended the payment of our matching funds, before actual grant monies become available, to begin to proceed with engineering; he stated that he is hoping, but cannot guarantee, that this may improve our chances for being named as a Priority Project for Wayne County at the September 26<sup>th</sup> Wayne County Commissioners Meeting in Wooster that he will be attending along with Engineering Associates; he reported that the risk exposure that we will have is the payout of \$10,000 for the Field Work and Preliminary Design before we officially know if we have been awarded the

grant; he stated that the monies will not be wasted as the engineering work will be used once a grant is received for the storm sewer replacement on Front Street;

- he asked for **a motion authorizing the use of Local Revenues/Matching Funds to finance engineering fieldwork and preliminary design beginning in October, with Village funds, if the Village of Burbank is selected by the Wayne County Planning Department as one of its Prioritized Projects for OPWC Funding in September and then proceeding in November, with final design and the spending of an additional \$14,000 with Village Funds, if awarded the OPWC Grant at the District 16 Meeting in November, Carolyn stated so moved, seconded by Dennis. 6 ayes, 0 nays**
- **2019 CDBG Grant Application** – this is the approved Grant for replacing the sidewalks on Mill Street – he reported that per an update received earlier today, the WCPD has not yet received final approval from the State of Ohio for any Block Grant awards – he asked if there were any questions or comments – none were offered

## Parks

Dennis and David reporting:

- ✚ confirmed that the clean-up at the Old School Park is nearly done but the contractor is waiting on Gary to confirm if they will be doing the work on the culvert on Water Street before they complete this job as they plan on using the scraped blacktop/stone as backfill on the culvert project; Gary stated that he has updates on this and will present those updates later this evening
- ✚ confirmed that the electrical work in the Park is complete and everything is functional including the Park security system; confirmed that the system records 24/7 and begins wiping day 31 and each single day thereafter allowing us to have 30 days' history at all times
- ✚ confirmed discarding two picnic tables that had been in bad condition; announced that he has a bid to replace those units with two new units that are handicap accessible at a price of \$1,328 ea. + freight; Carolyn recommended purchasing next year and to have monies available in the budget
- ✚ reported that the mowing service had not been emptying the trash receptacles; Gary reported that he will so notify the mowing contractor
- ✚ Cathy reported that JAG Healthcare is having an October Fest on 10/4/19 and suggested that the Village set-up a table with community information and manned with Council volunteers and asked Council to advise JAG if the Village will be present

- ✦ it was reported that mulch in the playground areas look low; Gary stated that he would contact our insurance on requirements and forward it to the appropriate Council members
- ✦ it was reported that the baseball diamond area doesn't look good and the question was asked about who maintains that section of the Park; Council acknowledged that Norwayne Youth Baseball maintains the field and preps it each Spring before baseball season begins
- ✦ Chris Kelter, the MC at the Sesquicentennial thanked Cathy for engaging his services for the event and was "shocked" when he won the "duck race" with the \$1,000 prize; Chris stated that he wanted to donate \$500 of his winnings to the Park and provided a personal check to the Village for that amount – he was applauded by all present for his generous donation; Cathy and Terry reported that the total net cost to the Village for the event was \$270.11 and that Gary reported that he needed to Audit the results as provided to all of Council; Cathy thanked Roger & Dawn for the work they did with the Village memorabilia, for framing several of them and hanging them in Village Hall; Tracy reported that she won the afghan and will be donating that to the Village for display at Village Hall and will obtain estimates for framing and hanging the afghan; Carolyn once again thanked Cathy, Terry, Lori, Deb and all those who assisted for the wonderful job they did in having this celebration

#### Water & Sewer

Dennis and Ken had nothing to report.

#### Streets

Carolyn reporting:

- asked the status of the culvert project on Water Street; Gary stated that he has three quotes for the work to temporarily divert the culvert discharge, one quote at \$13,500, a second at \$3,850 (with debris removal) and a third at \$16,940
- **Ken made a motion to appropriate up to \$4,000 and to award the work to Quality Excavation, seconded by Tracy. 6 ayes, 0 nays**
- **Carolyn made a motion to have Allan and Gary proceed to fill out the Emergency Management Grant Application for permanent culvert discharge repairs, seconded by Tracy. 6 ayes, 0 nays**
- Gary asked for a **motion to appropriate up to \$500 in the event that Engineering Associates requires compensation to meet with Gary and Quality**

**Excavating to finalize temporary repairs, so moved by Tracy and seconded by Carolyn. 6 ayes, 0 nays**

- Gary asked if anyone from Council noticed a difference in the street lighting where LMRE installed LED's on East Middle Street beginning near the intersection at Front Street; David reported that the brightness is 20 times what it had been and Gary asked if Council wanted to proceed to install LED's throughout the Village
- **Tracy made a motion to have LED's installed throughout the Village, seconded by David. 6 ayes, 0 nays**

Zoning

David and Zoning Inspector Ben Berger reporting:

- ❖ reported that some of the property owners backing up to the Old School Park would like to purchase 30-40' of this property
- ❖ reported that a surveyor was out at 111 W. Middle Street recently and Council reported that the property is looking pretty shabby
- ❖ Ben to look at the sidewalk issue at 21 Front Street in relation to the right-of-way

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, October 3<sup>rd</sup> at 7:00 PM
- ✓ confirmed depositing \$826.50 for July Traffic Fines
- ✓ Allan did the first reading of Resolution R2019-05, 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
- ✓ **David made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution R2019-05, seconded by Carolyn. 6 ayes, 0 nays**
- ✓ **Dennis made a motion to adopt Resolution R2019-05, seconded by Carolyn. 6 ayes, 0 nays**

Old Business:

Gary Harris had nothing to report.

Public Participation:

Nothing was offered.

**There being no further business to come before Council, Tracy made a motion to adjourn at 8:34 PM, seconded by Chris. Unanimous.**

X

Acting Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris