

**VILLAGE OF BURBANK
REGULAR MEETING, MAY 6, 2021**

NOTE - DUE TO COVID-19, THIS MEETING WAS HELD VIA ZOOM MEETINGS

Mayor Carolyn Dibler, called the meeting to order at 8:10 PM.

A roll call was taken with the following officials present: Chris Norton (joined at 8:42 PM), Dennis Rigerman, Ken Dibler, Thomas Lenhoff, David Wilkinson; also, in attendance: Allan Michelson - Solicitor, Gary Harris - Fiscal Officer and visitors Dan Priebe (resident) and Mark Buckingham former resident.

Mayor Dibler welcomed our guests and advised everyone that Dan Priebe is here tonight to become an appointed member of Council - Allan asked for a motion -

Ken announced himself and made a motion to appoint Dan Priebe to the Council seat vacated by the passing of Tracy Lenhoff, seconded by David who announced himself. Vote 4 ayes, 0 nays.

Allan swore Dan Priebe into Office after confirming that he has been a resident for at least one-year and that he is a registered voter - Mayor Dibler and all present welcomed Dan to Council

Mayor Dibler announced the revised Committee Chairs based on Dan's addition to Council:

Safety - Chris and Ken, **Zoning** - Dan and Thomas, **Streets** - Chris and David, **Parks** - David and Dennis, **Sewers/Water** - Dennis and Dan, **Finance** - Ken and Thomas

David announced himself and made a motion to excuse Ben, seconded by Dennis who also announced himself. Vote - 5 ayes, 0 nays

Minutes - April 1st Regular Meeting Minutes

Dennis announced himself and made a motion to waive the readings and to approve the submitted April Regular Meeting Minutes, seconded by David who announced himself. Vote; 5 ayes, 0 nays

Council Reports:

Safety

Ken reporting:

- read the April Sheriff's Report

Finance

Ken & Thomas reporting:

- read the May Paid Bills and the Automatic Deductions amounting to \$10,036.47;
Ken announced himself and made the motion to accept these payments, seconded by Dennis who announced himself. Vote - 5 ayes, 0 nays.

Gary reporting:

- reported that on April 21st he provided all Financial and other documentation to the IPA Audit firm responsible for our 2019 and 2020 Audit – confirmed that he has responded to the first set of questions and that he is now waiting for other questions or confirmation that the audit is complete and the initial report (draft copy) will be released for review and comment – he asked if there were any questions or comments – none were offered
- confirmed that on April 3rd he advised Council that we **may** be eligible to receive \$38,820 in grant monies for possible infrastructure improvements from the American Recovery Plan Act passed by Congress earlier this year; he also confirmed that he attended a Webinar on this program on April 27th sponsored by the Ohio Municipal League where general guidelines were discussed in advance of receiving “specific” details sometime this month – at that time we should be informed on final amounts, if any, that will be available for Burbank to receive and what specific projects will be allowed under this program; Burbank already has the necessary credentials allowing us to receive any such grant monies by having pre-registered for the US Government's System for Award Management aka “SAM” as well as obtaining a Dun & Bradstreet number for the Village – confirmed that he will update Council as updates are received – he asked if there were any questions or comments – none were offered
- confirmed that on May 4th he sent to all of Council the 2022 Budget Preparation guidelines and timeline and that he also deposited the 2022 Preliminary Budget at Village Hall by each elected officials seat at Village Hall – confirmed that tonight he just wants to review the timeline, found on the 2022 Budget Preparation/Review Guidelines, so everyone is aware of the deadlines to respond to him with any recommended budget changes – confirmed that any recommended changes must be provided to him no later than June 25th otherwise the preliminary budget he distributed will become the budget for 2022 unless through his continued review further changes are needed to this budget that he intends to present to Council for final approval during the July 1st Public Hearing on the budget at our July 1st Council Meeting – he reaffirmed that he is always available to answer any questions or sit with anyone needing additional information to aid anyone on any budget considerations – he asked if there were any questions or comments – none were offered
- reported that he can apply for another PEP Grant if Council wants him to and, as discussed last year, we can add LED's and replace our sodium street light bulbs for improved lighting in the Park – it is possible that the grant of

\$1,000 may not be sufficient to replace all Park lights and perhaps we can consider using park funds to finance the rest of the lights if necessary – he asked Council for a motion if Council wants him to proceed to file for the Grant

- **David announced himself and made a motion to authorize the Fiscal Officer to proceed to file the PEP Grant Application for replacing sodium lights with LED lights in the Park, seconded by Dennis who announced himself. Vote; 5 ayes, 0 nays**

Parks

Dennis and David reporting:

- ❖ Mayor Dibler asked about the status of the juvenile’s Community Service – David reported that he has not been contacted by the juvenile since March - Allan confirmed contacting the Prosecutor’s Office and obtaining a 60-day extension that will expire the end of this month and that it is the juvenile’s responsibility to contact the Village for work assignments and it is not the Village’s responsibility – Gary asked if another extension is possible if needed and Allan felt that this would not be a problem – Allan stated that he will notify the Probation Officer about the lack of follow-up by the juvenile
- ❖ David reported that there is a tree that fell down, on Village property, in the Park and that he has a quote to remove the tree for \$600 – Gary asked if that includes all debris removal and clean-up and David stated yes – Gary stated that he is OK with this estimate to proceed if Council so desires
- ❖ **Dennis announced himself and made a motion to appropriate \$600 to remove the “downed” tree in the Park, seconded by David who announced himself. Vote; 5 ayes, 0 nays**
- ❖ Gary asked about the port-a-jon and if it is still in the Park, David confirmed that it is and Gary asked what is the monthly cost and when will we receive our first invoice – David asked Gary if he was ever contacted by Liberty Fluid, the contractor who set the unit in the Park and Gary responded “no” – David stated that he will contact the company to have them contact Gary

Water & Sewer

Dennis and Dan had nothing to report.

Streets

David reporting:

- confirmed that there are no signs down and that the stop sign reported at last month’s meeting was corrected by someone and is not an issue

- Dennis reported that there are some serious pot-holes needing repair on Diagonal and David reported the same on West Middle – Gary offered to provide the contact names and phone numbers for contractors used in the past to make such repairs

Zoning

Thomas and Dan had nothing to report.

- Mayor Dibler stated that Ben did not forward any report and asked about the status on 141 and 133 Water Street – Allan reported that a Pre-Trial conference is scheduled for July 27th on the 141 Water Street property and no word yet on the FEMA Grant for the 133 Water Street property and that we will not hear about this Grant until some time in June – Mayor Dibler reported that a neighbor to 133 Water Street would like to purchase a section of that property and stated that she also has some ideas for a use for this property – Allan stated until the Grant is confirmed and the work, if awarded the Grant, is completed then we can deal with such questions or usage at that time
- David stated that resident Marti McCord needed a shed permit – Allan offered to contact Ben on this to see if a Variance Hearing is necessary and to ask about the fee to be collected if a Variance is indeed necessary

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, June 3rd at 8:00 PM
- ✓ confirmed depositing \$37.50 for March Traffic Fines
- ✓ confirmed that he has already dropped off documents at Village Hall needing signatures and asked everyone to please sign them as quickly as possible
- ✓ announced that he would like to schedule the next Records Committee Meeting for 7:50 PM on Thursday, June 3rd just prior to the regular Council Meeting for Committee members, Mayor Dibler, Solicitor Allan Michelson, resident Cathy Kopp and Fiscal Officer Gary Harris – those present agreed to proceed

Old Business:

Gary reporting:

- ❖ confirmed that he scheduled a meeting with Joel Berry, a Forester who works with the Ohio State Agricultural campus in Wooster, to meet on May 14th at 2:00 PM to visit both Park sites and make recommendations on which trees to plant for consideration by Council as they ponder the requests to allow residents to plant trees in memorial of past residents – visitor Mark, speaking for Lori Menk who was unable to connect to the Zoom meeting, asked if Lori could attend this meeting and Gary confirmed that it is an open meeting and of course she could attend

- ❖ reminded Council of his recommendations to consider either a Street Levy or an increase in the General Fund Levies for the Village during the three previous Council meetings and doing so due to the extreme increase in the costs of snow plowing this past winter that were 70% higher than in past years – announced that he plans to go out for bids in September for the upcoming winter season and Council suggested that he proceed to obtain bid pricing as soon as possible and not wait until September
- ❖ Allan reported that he will have an Ordinance to vote on at the June Meeting for moving forward on the three General Fund Levies to be on the November ballot and that in July Council will need to vote on a Resolution authorizing the Fiscal Officer to proceed to file the necessary paperwork with the Board of Elections to place these on the November ballot
- ❖ Chris confirmed that he received a Text from the Deputy who patrols Burbank and apologized for his inability to attend tonight’s meeting and that he is looking forward to meeting all of Council – Chris also confirmed that the Deputy has been a firefighter medic and that in his discussions with the Deputy he raised concerns about vandalism in the Park and traffic speeds on Front Street and County Road 70 (East Middle Street) – Chris stated that the Deputy hopes to provide Council with his schedule – Dennis asked if the Deputy could be on alert for illegal burning in the Village and Chris suggested that he contact the Deputy and that he will provide him with the Deputy’s cell number – Mayor Dibler asked that he provide this number to all of Council
- ❖ Mayor Dibler announced the unofficial passage of the Park and Police Levies from the May 4th Special Election

Public Comment:

- visitor Mark asked Council what their decision is about planting trees in memorum of past residents and also asked about naming the baseball field in his grandmothers name, Norma Buckingham, who was invited to play professional baseball in the women’s league and also due to her past involvement as a coach for little league for many years for the team that played on our Park baseball diamond – Gary reminded Council that they were considering a fee schedule and a formal process regarding trees planted in memorum of past residents – Mayor Dibler prefers that plaques would be used as opposed to a sign – Mayor Dibler suggested that the Old School Park be considered for planting such trees and perhaps add some benches to make it as welcoming as possible and reminded all that we are still waiting on the Post Officer to decide if they will be returning to Burbank near this same Park – Allan stated that for the naming of the ball field Council would need to pass a Resolution and Mark offered to make a donation to assist with whatever he can do to assist the Village – Mark also passed along a comment

from Lori Menk about a possible Grant available from the Cleveland Indians for the ball park - David commented that perhaps a sign posted on the fence in the ball park with the name of the person for whom the ball park is named for if approved like the one in Creston - Mark thanked Council for their consideration in these matters

There being no further business to come before Council, Ken announced himself and made a motion to adjourn at 9:20 PM, seconded by David who announced himself. Vote; 6 ayes, 0 nays

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris