

**VILLAGE OF BURBANK
REGULAR MEETING, JUNE 3, 2021**

Acting Mayor David Wilkinson, called the meeting to order at 8:00 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Danual Priebe, Thomas Lenhoff; also, in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector (arrived at 8:12 PM), Gary Harris – Fiscal Officer and visitors Lori Menk, Justin Cotton, Cathy Kopp, Terry Moore, Sandra Dombrowski and Mark Buckingham former resident.

Acting Mayor Wilkinson welcomed our guests.

Chris announced himself and made a motion to excuse Mayor Dibler and Ken Dibler, seconded by David who also announced himself. Vote - 5 ayes, 0 nays

Minutes – May 6th Regular Meeting Minutes

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

Council Reports:

Safety

Thomas reporting:

- read the May Sheriff’s Report

Finance

Thomas reporting:

- read the June Paid Bills and the Automatic Deductions amounting to \$10,984.32;
Dan announced himself and made the motion to accept these payments, seconded by Chris who announced himself. Vote - 5 ayes, 0 nays.

Gary reporting:

- reported that the 2019/2020 Audit is complete with no Notice of Findings – there was one minor discrepancy noted on page 4 under Non-Payroll Cash Disbursements, 1.d having to do with a Then and Now Purchase Order issued after the vendor invoice was received – he reported that the “draft copy” of the Audit was sent to Council yesterday afternoon and that the

estimated cost for this audit is \$2,800.00 – he asked if there were any questions or comments – none were offered

- reported 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; confirmed that he has been attending numerous webinars on this legislation and another webinar is scheduled for June 24th hosted by the Ohio Office of Budget and Management that he is scheduled to also participate in – thus far few details that pertain to subdivisions, like Burbank, with populations of less than 50,000 have been released, hopefully this next session will release pertinent information that relates to our Village – confirmed that the government has indicated that any grant monies issued must be used towards COVID related issues with proof of such cause; the one area that may allow Burbank access to these funds is if we participate in Broadband access for our Village residents, and that he hopes to have more details after the June 24th webinar – he asked if there were any questions – Cathy asked if this service would be provided to residents at no cost and Gary said “no but they will pay a portion of the monthly fee for residents
- reminded Council that the 2022 Budget recommended changes must be provided to him no later than June 25th otherwise the preliminary budget that he provided to Council will become the budget for 2022 unless through his continued review further changes are needed – with final approval during the July 1st Public Hearing on the budget at our July 1st Council Meeting – confirmed that as always he is available to answer any questions or sit with anyone needing additional information to aid them with any budget considerations – he asked if there were any questions or comments – none were offered
- confirmed that he did apply for another PEP Grant to add LED’s and replace our sodium street light bulbs for improved lighting in the Park – reported that the person who handles the Grant Applications at PEP is on vacation until June 6th so he has no further update at this time – he asked if there were any questions or comments – Justin asked if this would be for all existing lights in the Park and Gary confirmed “yes”
- confirmed that we have two Ordinances to vote on tonight and he asked Allan to do the first readings on both – Allan did the first reading of Ordinance 2021-08 “an Ordinance requesting that the Wayne County Auditor certify to the Village of Burbank the total current tax valuation of the Village revenue that would be generated by a renewal of the existing 3.0 Mill Levy, another existing 3.0 Mill Levy and an existing 4.0 Mill Levy all for the current expenses of the Village and declaring the same an emergency”
- **Chris announced himself and made the motion to waive the 2nd and 3rd readings of Ordinance 2021-08, seconded by David who announced himself. Vote - 5 ayes, 0 nays.**
- **Dan announced himself and made the motion to approve Ordinance 2021-08 as an emergency, seconded by Thomas who announced himself. Vote - 5 ayes, 0 nays.**
- Allan did the first reading of Ordinance 2021-09 “an Ordinance approving amending appropriations for the State Highway Fund and declaring the

same an emergency” – he asked that Gary explain this Ordinance – Gary stated that it is a paperwork correction only to bring Highway Appropriations into line with the transfer of funds made earlier this year

- **David announced himself and made the motion to waive the 2nd and 3rd readings of Ordinance 2021-09, seconded by Dan who announced himself. Vote - 5 ayes, 0 nays.**
- **David announced himself and made the motion to approve Ordinance 2021-09 as an emergency, seconded by Dennis who announced himself. Vote - 5 ayes, 0 nays.**

Parks

Dennis and David reporting:

- ❖ Allan confirmed notifying the Probation Officer about the lack of follow-up by the juvenile and the Probation Officer confirmed that he has spoken with the juvenile and that the juvenile is to contact David for work assignments – Gary asked about getting time extensions to complete the community hours and Allan felt that this will not be a problem
- ❖ reading from the Agenda, David asked about the status of the consideration for naming the Ball Field in memory of Norma Buckingham that would read “Norma Buckingham Memorial Field” – Allan reminded Council that a Resolution will need to be passed and he has not yet been advised by Council to generate that Resolution – Council asked Allan to proceed to generate the Resolution – Justin reported concerns about using this Ball Field by the Norwayne Youth Baseball and Softball teams due to the mosquito problems in the Park, flooding, vandalism, etc. and voiced an idea to move the teams up to the Old School Park or to renovate the existing Ball Field in the primary Park especially since there is already a concession stand in the Park – David confirmed that the concession stand has been electrically rewired and wondered who would manage the concession stand if the teams were to remain in the Park and Justin stated that the teams would handle that – Justin reported that there are possible donors who would assist if the Village would also participate in the cost sharing – Gary asked what the estimated costs are to renovate the field and Justin thought somewhere between \$60-70,000 – Lori asked if anyone has yet contacted the Indians about a possible Grant and David reported that he has been very busy and not yet done so – Gary offered to contact the Indians to see if this project would even qualify for a Grant and also suggested that a “Commission” be established that would include Justin, Mark, other individuals and Council to begin discussions if we are indeed eligible for an Indians Grant and if Council and the Mayor want to consider moving forward with this idea and confirmed that the Village cannot afford to be the sole source for funding
- ❖ Gary confirmed that he still has not received an invoice from the port-a-jon contractor – David stated that it is the same cost as last year and that he will reach out to them again

- ❖ Sandra, who owns the Vintage Shop in Burbank, suggest a Village wide Garage Sale with concession stands in the Park and other activities to get the community involved – Cathy stated that we held a similar event in 2019 and perhaps something along these lines could happen again with another Duck Race and other activities – David told Sandra that Cathy has his phone number as he assisted her in putting the Sesquicentennial together if she wants to speak further with him about this

Water & Sewer

Dennis and Dan had nothing to report.

Streets

Chris and David reporting:

- confirmed that there are no signs down and every sign appears to be up as needed
- David reported that the two paving contractors he has been trying to reach have not yet called him back and that he is now thinking about getting a price to completely redo Diagonal and Middle Streets – Gary reported that a complete redo will require getting a Grant and based on the cost impact of Front Street this cannot be considered for a few years thus, patching is the only thing that the Village can do at this time
- Gary reported that the two contractors he sent bid requests to for snow plowing and salting have not yet responded to him and he will reach out to see if they are going to submit any pricing for this work

Zoning

Thomas and Dan had nothing to report.

- Ben asked for assistance from Council in his dealings with Village residents on Zoning matters – he is dealing with three residents on various issues and they just ignore his citations – on clean-up issues Allan stated that the Village can do one of two things, either file charges to appear in court with fines attached to the violations or the Village can do the clean-up and put a lien on the property(ies) to collect at some future date – Allan suggested a “set-aside” by the Village to pay for such clean-ups and Gary asked what amount of monies does Council wish to “set-aside” for such work – no amount was offered – Allan also stated that Ben can request a Sheriff to accompany him when he has to approach any resident on a zoning matter and feels the need for the Sheriff to be present – Chris offered to provide Ben with the cell phone number for the Deputy patrolling Burbank
- Allan provided updates on the two projects that he is involved with – 141 Water Street has a pre-trial conference date set for July 27th – 133 Water Street appears that the Village will be awarded the FEMA Grant to clear this property and make it a “green field” and he plans on running the required Legal Notice tomorrow

- Ben asked for clarification for resident Marti McCord who wants to build a shed – Allan reviewed the Zoning requirements and so long as the shed remains 10’ off the property lines and 20’ from any existing structure no variance is required and Ben confirmed that the proposed shed meets these requirements and the \$50 paid by the owner is the cost for the building permit

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, July 1st at 8:00 PM
- ✓ confirmed depositing \$25.00 for April Traffic Fines

Old Business:

Gary reporting:

- ❖ confirmed sending to Council on May 20th the Summary of his visit with Mr. Joel Berry (the Forester) that included recommendations on the types of trees to plant, planting suggestions and locations and lowering costs by planting seedlings versus a more established tree for Council’s use as they decide how or if to proceed with a tree planting program in remembrance of past residents
- ❖ confirmed receiving the Official Notice from the Board of Elections that indeed both levies (Police and Parks) did pass – Allan confirmed that the Park levy should bring in approximately \$14,900 per year and Gary thought the Police levy, with its increase, should bring in \$35-37,000 per year

Public Comment:

- visitor Sandra asked about parking being allowed on Front Street – Gary stated that he had provided Mayor Dibler with details and that he had confirmed with ODOT that the street is wide enough to allow parking also commenting that the cost to do so would be at Village expense – **Chris made a motion to authorize the Fiscal Officer to proceed to obtain pricing from the engineer to mark parking spots on SR 83/Front Street, seconded by David, vote - 6 ayes, 0 nays** - Gary said he would proceed to contact the engineer to obtain pricing to do such work for consideration by Council – Sandra asked about parking on County Road 70 in front of the Church and Chris suggested that she speak with the Church about any such arrangements – Sandra asked about signage and Allan referred her to the Zoning Code found on the Village webpage
- visitor Lori raised concerns about a “hole” next to a catch basin on West Middle Street – Chris confirmed that he and David took a look at it before the meeting and that the repair involves digging it up to analyze what is needed as the original contractor dug down, came across a 6” line, replaced the bad section and installed a riser around that new pipe – Lori asked about the

Dynamerican work in cleaning out the storm sewers and Chris confirmed that was done on Front Street only

There being no further business to come before Council, Chris announced himself and made a motion to adjourn at 9:26 PM, seconded by Dan who announced himself. Vote; 6 ayes, 0 nays

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris