

VILLAGE OF BURBANK
ORGANIZATIONAL AND REGULAR MEETING
JANUARY 7, 2014

Mayor Joy Sherwin called the meeting to order at 7:03PM.

Allan conducted the swearing-in for the re-elected and/or newly elected Council Members those being Gary Gallion, Chris Letzelter, Jason Balyer and Dennis Rigerman.

Joy read the letter of resignation received from Steve Matwiju that stated an effective date of January 7, 2014; **Chris made a motion to appoint Tracy Lenhoff to the Council seat that had been held by Steve for the duration of Steve's term in office which runs through December 31, 2015, seconded by Gary. 5 ayes, 0 nays**

Allan conducted the swearing-in for Tracy Lenhoff.

A roll call was taken with the following officials present: Carolyn Dibler, Chris Letzelter, Tracy Lenhoff Gary Gallion, Jason Balyer and Dennis Rigerman. Also in attendance: Allan Michelson - Law Director, Gary Harris - Fiscal Officer; Bob Morehead with The Post and Abby Armbruster with The Daily Record.

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

Chris made a motion to accept the Committee recommendations made by the Mayor appointing Jason and Dennis to the Park Chair, Streets/Water & Sewer to be chaired by Chris and Gary, Safety /Finance to be chaired by Tracy with Carolyn chairing Zoning , seconded by Carolyn. 6 ayes, 0 nays

Gary Harris asked if those Committee Chairs shared by two Council Members would be Co-Chaired and Joy stated that this would be the case.

Allan reviewed sections of the Rules of Council for the benefit of the newly elected Council members with attention paid on how to introduce Ordinances, Resolutions along with Committee actions and passing measures through Council.

Gary Harris recommended making revisions to the Rules of Council related to Purchasing to better align the current Rules of Council with UAN guidelines on Purchasing; discussion amongst Council members then took place; pages 9 & 10 were reviewed; **Gary made a motion to increase from \$200 to \$3000 the**

value of a Purchase Order that can be authorized by the Fiscal Officer; adding language that requires passing a motion or ordinance or resolution for orders above \$3000; extending the maximum length of time that a Blanket Purchase Order can be outstanding to that of the end of the fiscal year in which it is written and eliminating the \$500 maximum value of a Blanket Purchase Order to that of the value of the Final Budgeted Appropriation amount with the understanding that all of these changes are within UAN Guidelines, seconded by Carolyn. 6 ayes, 0 nays

Council instructed Allan to make these changes to the Rules of Council which he agreed to do and he will also e-mail completed copies to Council members and the Fiscal Officer.

Chris made a motion to re-appoint Carolyn as President Pro Tempore of Council for 2014, seconded by Tracy. 6 ayes, 0 nays

This concluded the Organizational Meeting and Council then moved into the Regular Meeting session.

Minutes - December 3, 2013 Regular Meeting

Chris made a motion to waive the reading of the Minutes as issued, seconded by Jason. 6 ayes, 0 nays.

Carolyn made a motion to approve the Minutes as issued, seconded by Chris. 6 ayes, 0 nays.

Safety

Tracy had nothing to report.

Finance

Tracy reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$2,117.48. **Tracy made the motion to pay the bills, seconded by Gary. 6 ayes, 0 nays.**
- Gary Harris distributed copies of the 2013 and 2014 Financial Summary Reports; a review of the key financial accounts then took place including a review of returns on investments and the Village Debt Obligation to the Ohio Water Development Authority; Gary Harris asked if there were any questions on the 2013 or 2014 Financial Reports and with no questions being raised he also informed Council that the public Legal Notice for reviewing the 2013 Financial Reports was given to The Daily Record for publication; Gary Harris also advised Council that details for both years are available for review as

well as his offering his time to sit with any Council member on any budget matter and/or question.

Zoning

Carolyn reporting:

- ✓ Reported that she is in the process of obtaining details of the changes and revisions being made to the Zoning Ordinance as there continue to be some “open items” yet to be resolved; Gary Harris asked when the next meeting will be for the Zoning Board of Appeals so it can be posted and Carolyn stated that she will get back to him with that information.
- ✓ Allan indicated that there are no zoning cases to report about.

Parks

Jason and Dennis had nothing to report.

- o Gary Harris recommended to Council to open bidding for the 2014 Mowing season unless Parks wants to renew the contract with Brad Holloway who offered to keep the rates the same as for 2013; if it is desired to obtain new bids Gary Harris recommended having bids due by the February Council Meeting date in order that a PO can be issued at the March Meeting with mowing beginning in April.
- o Gary Harris recommended a change in language to the Mowing Bid documents adding “all bids are final upon receipt by the Village of Burbank” to avoid re-bidding which has happened in the past; Gary Gallion recommended adding “the Village retains the right to reject any and all bids submitted”; Jason and Dennis agreed to have Gary Harris revise the bid document with these changes.
- o Joy requested that Leo’s contact information be provided to the Parks Chair along with the other Mowing bidder information being provided by Gary Harris on last year’s bidders; 2013 bid documents and contract were provided to the Parks chair for review and use
- o Chris reported that the 4 concrete trash receptacles have been received, with no damage, and remain at MB Excavation awaiting a call to deliver and install

Streets

Chris and Gary reporting:

- ❖ Reported that some street lights are out and that they are in the process of obtaining pole numbers to be able to contact LMRE for light replacements
- ❖ Reported that some new and old street signs are yet to be installed on S. Street and W. Middle; they are preparing to repair on large pothole of

Diagonal Street; they are looking into storm drain clean-outs and are awaiting a bid from Jet Service for this work

- ❖ Reported that snow plowing is underway for the winter season and that the contractor had to come back to the Village to redo South St which was done

Water & Sewer

Gary and Chris had nothing to report.

New Business:

- Carolyn reported that she will release the updated Village Officials Roster
- Carolyn reported an additional charge on her latest Waste Management invoice and Gary recommended she call them to get this charge reversed; Allan confirmed that we have a three year contract with this hauler which runs through February 28, 2016
- Carolyn reported seeing another trash hauler in the Village picking up trash at one residence; Allan reminded Council that this is not allowed since we have a signed contract with Waste Management for this service and that if need be he can write a letter to the homeowner; Carolyn and Chris will keep an eye out for this and try to resolve it before asking Allan to generate any such letter; Gary Harris asked Allan to obtain new Certificates of Insurance and Workmen's Compensation as both expired 01/01/2014; Allan responded that he will obtain new certificates of insurance
- Jason commented that the Village does not get well informed about what is going on in the Village, new services, etc. and asked about a Village website; Tracy offered to manage a Village website and she will get together with Carolyn who has the initial website in the early set-up phase; Jason offered to also do a Village Facebook set-up which Allan said will require monitoring to avoid problems created by people putting up unacceptable postings
- Gary Harris reported depositing \$628 for November Traffic Fines, \$305 for December Traffic Fines and \$377.75 from LMRE as a Capital Credit
- Gary Harris recommended that the Village correct the dehumidifier problems encountered last year to avoid damage to written records and media storage devices now required to be stored off-site and are at Village Hall

Old Business:

- ✚ Gary Harris asked if there was any update on the traffic light matter; Council reported that no further update is available at this time and he reminded Council of the need for early payment updates as monies may need to be made available from Village investments which take time
- ✚ Gary Harris asked if anyone knew if Bob spoke with Cochrell about posting Village Ordinances/Resolutions as someone removed the first posting within

