

VILLAGE OF BURBANK
REGULAR MEETING
DECEMBER 9, 2014

Mayor Carolyn Dibler called the meeting to order at 7:05 PM.

A roll call was taken with the following officials present: Jason Balyer, Dennis Rigerman, Chris Letzelter, Tracy Lenhoff and Gary Gallion. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer; James Brandenburg – Zoning Inspector; Bob Morehead with The Post, Jonathan Scholles with The Daily Record and Village resident Leo Rowe.

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

Gary made a motion to excuse Ben Berger, seconded by Tracy. 5 ayes, 0 nays

Minutes – November 11, 2014 Regular Meeting

Gary made a motion to waive the reading of the Minutes as issued and to approve the Minutes as issued, seconded by Chris. 5 ayes, 0 nays.

Committee Reports:

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

Council Reports:

Safety

Tracy had nothing to report.

- Jason brought up concerns about cars and trucks running the traffic light a lot; Carolyn stated that she will advise Officer Brian on this fact and concern

Zoning

James Brandenburg reporting:

- ✓ Read the Zoning Report
- ✓ Reported that the property at 121 S. Front Street will need to “board-up” all windows and he confirmed sending the owner of the property a letter to that effect
- ✓ Allan reported that he was informed by Lisa Johnson with the Wayne County Planning Department that the State Attorney General’s Office has offered to

release additional monies to permit the demolition of the property at 101 S. Front Street with anticipated completion on or before January 31, 2015

Parks

Jason reporting:

- Received a call from a resident about a water leak at the garage/storage building in the Park; upon investigation he found a burst water pipe for the holding tank and was successful in shutting-off the water
- Expressed a desire to push for a new equipment Grant for Park needs; the Fiscal Officer suggested applying for Grants to meet the infrastructure needs of the Village; Allan reported that Gloria Glens was successful in applying for a Park Grant through Nature Works and suggested that Parks investigate this option

Streets

Chris reporting:

- ❖ Confirmed that he will contact Lampion for a status on the Traffic Light replacement project; the Fiscal Officer reminded all present that with the recent transfer of funds into an additional investment for Emergency Road Repair's that insufficient funds are available for an entire replacement project and perhaps a lesser project such as the "battery back-up" for the traffic light be considered; Carolyn voiced her concern for the back-up system due to a recent power outage, caused by a traffic accident that hit a utility pole and shut-off some Village power - including that for the traffic light, and how traffic moved through the Village at higher speeds than normal; Carolyn also stated that in a loss of power the Village is responsible to have a traffic light "blinking caution and/or stop in all four directions thus reinforcing the need for a battery back-up

Finance

Tracy reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$13,301.75. **Tracy made the motion to pay the bills, seconded by Jason. 5 ayes, 0 nays.**
- The Fiscal Officer reviewed the proposed Temporary Appropriations with Council along with the distribution of the "2015 Proposed Temporary Appropriations & Budget" document and asked if there were any questions or matters to be discussed - none were offered
- Allan did the first reading of Ordinance 2014-11 an Ordinance to set temporary appropriations for the current expenses of the Village of Burbank,

State of Ohio, during the year ending December 31, 2015 and declared to be an emergency for the public peace, health, safety and welfare

- **Gary made a motion to waive the 2nd and 3rd readings of Ordinance 2014-11, seconded by Jason. 5 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2014-11 as an emergency, seconded by Tracy. 5 ayes, 0 nays**

Water & Sewer

Gary had nothing to report.

New Business:

Gary Harris reporting:

- ✚ Our next Council Meeting is January 13th
- ✚ He will ask the Zoning Board of Appeals, the Zoning Inspector and the Zoning Chair if they want to have a January meeting
- ✚ Requested a motion from Council to approve all necessary actions for year-end processing
- ✚ **Gary made a motion to approve the payment of any late December invoices along with any and all wage related taxes and “other” taxes, invoices, etc. for year-end processing, seconded by Tracy. 5 ayes, 0 nays**
- ✚ Confirmed that he distributed his report to Council on the Community Development Conference that he attended from 11/19-11/21/2014; stressed the importance of applying for Block Grants to repair Village infrastructure for streets, sidewalks, drain sewers, etc. especially for the next six (6) years while the Village qualifies as an LMI (Low to Moderate Income) subdivision within Wayne County
- ✚ Reviewed with Council his meeting with Lisa Johnson at the Wayne County Planning Department on December 8, 2014; recommended that Council develop 2-3 top priorities for infrastructure Grant monies, prioritize these and select the 1st priority and make application for a Grant; the Village will be responsible to hire an Engineer to develop Plans and Specifications and suggested the Village proceed in making such contact, after the top priority is identified, and obtain a free estimate on Engineering costs and a cost estimate to complete the selected priority; stated that the Village, due to our limited revenues, is unable to consider doing multiple projects in any given year thus the need to take advantage over the next six years, beginning in 2015, to make annual Grant applications for infrastructure projects
- ✚ Carolyn requested that Council present the top priorities at January’s meeting so that the top priority can be selected for filing a Grant Application

- ✦ Provided Council a 2nd advance notice about the need to determine how Council will proceed with the upcoming Park and Police Tax Levies up for renewal voting in November of 2015; reiterated the importance of these levies for the Village and the need to decide if the levies are going to be allowed to expire or renew with an increase or renew “as-is”; stressed the importance to inform Village residents about their needed votes and why these measures are important to the Village and its residents; reminded Council that in June of 2015 we need to pass an Ordinance for the Wayne County Auditor to certify tax valuations and amounts if we intend to put these levies up for a vote in November; Council requested what revenue dollars might be received if we request a higher millage for these two levies; Allan indicated that he will report back on this at the next meeting
- ✦ Reminded Council of the need to revise the Code of Miscellaneous Ordinances, Council Rules with the change in meeting dates and locations (if Council is going to relocate to Burbank Parke for its monthly meetings); Council also discussed amending the above if Council decided to remove the Board of Zoning Appeals and having Council assume these responsibilities; after further discussion Council agreed to have Allan proceed to make all of these changes and Allan indicated that this require a Public Hearing in February if Council proceeds with the recommended change to the Zoning Board of Appeals; Allan was instructed to place the ad in preparation for this change and to do the first reading for such an Ordinance at the January meeting
- ✦ Reminded Council that January is the annual Organization Meeting and election of the 2015 Council President; Carolyn asked if Council can eliminate the Water/Sewer Chair and reinstate if/when it is needed; Allan confirmed that yes, both of these actions can be taken
- ✦ Distributed a document to Council for assistance programs offered by Columbia Gas and stated that with the Village rated as an LMI subdivision, many of our residents may qualify for these programs; Jason suggested posting this document on our website and requested a posting on the Village Hall bulletin board; Tracy will post to the website and Gary Harris will post onto the bulletin board
- ✦ Jason requested new signs for entering the Village; Chris reported that other higher priorities are needed first but that he will investigate the possibility of improving the current appearance of the existing Village signs; Jason stated that he will also investigate to see if the County Vocational school can offer some assistance to improve the appearance of these signs

Old Business:

Gary Harris reporting:

- Issued a statement of congratulations to Mayor Dibler and all current Council members as well as prior Mayor Joy Sherwin and past Council members also to Allan who all operated within the strict and absolutely necessary budget and spending guidelines of the prior Fiscal Officer, Martha Evans, that ultimately allowed this Village to save and invest funds that have now resulted in the Village accomplishing its goal of reaching \$150,000 in investment reserves for use in the event of any Emergency Road Repair or related emergency; confirmed his intention to continue the budget and spending policies initiated by Martha Evans with the goal of maximizing Village financial reserves while meeting the basic needs of the Village of Burbank
- Requested the status of the Road Repair Contract; Chris stated no action has taken place; the Fiscal Officer stated that at this time the Village has no contractor to perform any street repairs; Chris confirmed that this is correct
- Requested the status of the Zoning Inspector's review

Executive Session

A motion was made by Jason at 8:10 PM to enter into Executive Session to discuss the review of the current Zoning Inspector, James Brandenburg, seconded by Gary. 5 ayes, 0 nays

A motion to return to the Regular Meeting was made by Gary at 8:30 PM, seconded by Jason. 5 ayes, 0 nays

Regular Meeting

Old Business:

- Council expressed its appreciation to the Zoning Inspector for a job well done and the intention of Council to continue employing James Brandenburg as the current Zoning Inspector

Public Participation:

Nothing offered.

There being no further business to come before Council, Jason made a motion to adjourn at 8:35 PM. Unanimous

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris