

**VILLAGE OF BURBANK**  
REGULAR MEETING  
APRIL 14, 2015

Acting Mayor Gary Gallion called the meeting to order at 7:00 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Ben Berger, Chris Letzelter and Tracy Lenhoff. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer; James Brandenburg – Zoning Inspector, Officer Brian Hall, residents Bryan Armbrust, Leo Rowe and Jonathan Scholles with The Daily Record.

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

**Chris made a motion to excuse Carolyn Dibler and Jason Balyer, seconded by Tracy. 5 ayes, 0 nays**

**REGULAR MEETING**

Minutes – March 10, 2015 Regular Meeting

**Dennis made a motion to waive the reading of the Minutes, seconded by Ben. 5 ayes, 0 nays**

**Dennis made a motion to approve the Minutes as submitted, seconded by Ben. 5 ayes, 0 nays**

Committee Reports:

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

Council Reports:

Safety

Officer Hall reporting:

- Distributed the March Police Report
- Commented that citations and Village Police Activity have increased as have the hours, now at 15 per week, starting in April; patrolling mornings, evenings and weekends on a rotating basis with Officer's Hall and Klopenstein; the Fiscal Officer reminded Council that the Village also approved an additional 5 hours per month towards Service Calls in the Village
- Reported that some of the speed limit signs in the Village need to be replaced; Chris stated that the Village may have some in storage and he will check into this

- Allan did the first reading of Ordinance 2015-06 an Ordinance approving a contract for Police Services from the Village of Creston, Wayne County, Ohio from May 8, 2015 through May 7, 2016 and declaring the same an emergency; Allan noted that the only change in this new contract is an increase in the cost per hour for the Police Officer from \$29 to \$30
- **Chris made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2015-06, seconded by Tracy; 5 ayes, 0 nays**
- **Chris made a motion to adopt Ordinance 2015-06 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- Chris requested reports to Council from Creston stating patrol schedule times and service calls; Officer Hall stated he would pass this request along to the Chief

Tracy/Gary had nothing more to report.

#### Finance

Tracy/Gary reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$6,010.17. **Tracy made the motion to pay the bills, seconded by Dennis. 5 ayes, 0 nays.**
- Fiscal Officer distributed the proposed 2016 Budget to Council; each Chair received the budget details for their respective funds while the Mayor and Finance Chairs received copies of the entire Village Budget; distributed the 2016 Budget Preparation/Review Guidelines and reviewed this document with Council as it contains the deadline dates and actions required of all Council members and the Fiscal Officer; asked if there were any questions or concerns from Council, none were expressed; confirmed his availability to meet with any Councilperson at any time at Village Hall or over the phone or via e-mail for any review and/or to address any concerns; he proceeded to distribute documents to assist Council in reviewing and working the Budgets entitled Interpreting & Working With Budget Worksheets and Budgeting Key Points; he asked if there were any questions or discussion needed; none was offered or requested; he confirmed that Council needs to present any changes or adjustments to the Budget at the May 12<sup>th</sup> Council Meeting; no disagreements or concerns were expressed by Council
- Fiscal Officer distributed documents related to the 2015 Levies that expire this year for the Police and Parks; he distributed a spread sheet displaying estimated revenues and estimated costs to homeowners along with a document requesting each Councilperson to list their preference for Millage and Type of Levy to appear on the 2015 Ballot; he stated that Council needs to make these decisions at the May Council Meeting in order that he can

prepare the Ordinance in June requesting the Auditor to Certify the Tax Valuation for the Village which is part of the process to have the Levies on upcoming Ballots; he asked if there were any questions or discussion needed, none was offered or presented; he also suggested that Council may want to survey the citizens to determine what they want, for instance do they want more police coverage or are they OK with how it is currently working – if more is wanted then more monies need to be collected, etc.

### Parks

Dennis had nothing to report.

### Water & Sewer

Dennis had nothing to report.

### Streets

Chris and Ben reporting

- ❖ Reported nothing new to report on the search for or obtaining a contract for Road Repair
- ❖ Requested the status of the Block Grant for installing new Traffic Light Poles; the Fiscal Officer confirmed he delivered the Block Grant to the Wayne County Planning Department on 3/31/2015 and the next step will be a meeting with the Wayne County Planning Department along with all other subdivisions who applied for the Grant to express why each of our Grant requests are needed for our respective subdivisions; the Fiscal Officer volunteered to attend this meeting and invited any Councilperson to attend as well; Fiscal Officer confirmed that he will advise Council as soon as he is made aware of the meeting date and time; the Fiscal Officer confirmed that he has a copy of the complete submittal package made to the Wayne County Planning Department for any Councilmember and/or resident who would like to review the documents

### Zoning

Gary introduced resident Bryan Armbrust in order that he could make his appeal to Council to resolve the “property issue” that has arisen related to property he is trying to sell:

- ✓ Mr. Armbrust was recently informed that a piece of property that he thought he owned is actually owned by the Village of Burbank
- ✓ He asked how can this be resolved; a discussion took place between himself, Council, the Village Solicitor and Zoning Inspector reviewing history, current Wayne County Property Maps and land parcels; he was advised that the easiest way is for him to pay for a survey and if this is not an option he cares

to proceed with, the only other option is for the Village to pass a motion to proceed with an Auction of the property in question; Allan stated that an advertisement would need to run for 5 weeks for Lot 93 followed by the actual auction; it was further revealed that the property is appraised at \$4,740 currently, while in 1990 the same property was appraised at \$530; Allan stated that he would expect the total costs associated with an auction (advertising and legal fees) to be under \$1,000

- ✓ **Gary made a motion to proceed with an auction for Lot 93, seconded by Ben. 5 ayes, 0 nays**
- ✓ **Chris made a motion to amend the motion to include a minimum bid price of no less than \$750, seconded by Tracy. 4 ayes, 1 nay - motion carried**
- ✓ Allan stated he will attempt to have the ad begin running which would meet the 5 week requirement so as to hold the auction at the May 12<sup>th</sup> Council Meeting at which time an Ordinance to approve the sale would then be issued

James Brandenburg reporting:

- ✓ Read the Zoning Report
- ✓ An extended discussion pertaining to 27 Front Street took place as pertains to a second story porch alleged to be in need of structural work; Allen indicated that if the Village wants to pursue this action the Village would need to show that the structure is indeed unsound
- ✓ Guidance was requested by the Zoning Inspector on several matters; he is concerned about parking on Front Street and the possible hazards imposed by this parking - consideration is being given to limiting parking on Front Street and/or to adding "parking marks" on the road surface; Chris will be having discussions with ODOT on this matter; he was also asking which towing company to contact to tow away illegally parked vehicles - Fiscal Officer questioned potential costs and liability exposure to the Village in such cases and the Solicitor stated such details would need to be negotiated with any type of contract for this service so as to remove any exposure to costs and/or liabilities; he also asked about "how to" enforce parking violations where there is no clear indication that where cars are parked was once a driveway - Council agreed that there is a need to consider this request for clarification; he also expressed confusion on what direction traffic can proceed on Henrietta, is it two way or one way as the Code of Miscellaneous Ordinances states it is one way while Council states it is two way; Allan will review past notes on this matter to see if he can clear this up

New Business:

Gary Harris reporting:

- ✦ Confirmed that our next Council Meeting is May 12th
- ✦ Confirmed depositing \$74 for February Court Fines + \$117 for March Court Fines + \$19.91 for a refund check issued by James Brandenburg
- ✦ Stated that he intends to allow an upcoming CD due to mature on 4/20/2015 to rollover and reinvest at the current interest rate of 0.25% unless Council disagrees; no disagreement was expressed
- ✦ Recommended to Street Chairs that they begin to identify streets in need of “chip and seal” and to gather length and width data for each such street; there is a Public Works Grant Application period beginning this Fall; Chris stated such a need for all Village Streets and the Fiscal Officer reconfirmed the need to obtain the Street names and dimensions
- ✦ Stated that he intends to add Vince Crawford from Waste Management to May’s agenda as Mr. Crawford wants to address Council on Apps and on-line billing capabilities for our residents; the Fiscal Officer reminded Council that the current contract with this vendor expires 2/28/2016; Council voiced no objections adding Mr. Crawford to the Agenda

Old Business:

Gary Harris had nothing to report and no one else voiced any such business.

Public Participation:

Nothing offered.

**There being no further business to come before Council, Tracy made a motion to adjourn at 9:15 PM, unanimous.**

X

\_\_\_\_\_  
Mayor, Carolyn Dibler

X

\_\_\_\_\_  
Fiscal Officer, Gary Harris