

VILLAGE OF BURBANK
REGULAR MEETING: NOVEMBER 3, 2016

Mayor Carolyn Dibler called the meeting to order at 7:04 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Gary Gallion, Tracy Lenhoff and Lori Menk. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer, Jim Brandenburg – Zoning Inspector; residents Cathy Kopp, Ken Dibler, Barb Bishop, visitors Doug Walters with Burbank Parke, Bob Morehead with The Post, Emily Morgan with The Daily Record and Kevin Lewis with Ohio LECET.

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

Minutes –October 6, 2016 Regular Meeting

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

Gary made a motion to excuse Chris Letzelter, seconded by Tracy. 5 ayes, 0 nays

Committee Reports:

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

Council Reports:

Safety

Tracy had nothing to report.

- Officer Allan Lomeli read the Police Report for October
- Council asked if anyone was policing the Village in the early morning hours and Officer Lomeli reported that no one is currently covering this time period

Finance

Tracy and Gary reporting:

- **Tracy read the Paid Bills and automatic deductions amounting to \$2,568.78. Tracy made a motion to accept the Paid Bills, seconded by Gary. 5 ayes, 0 nays**

Fiscal Officer reporting:

- Reported that he and Mayor Dibler attended the OPWC Commissioner Review Meeting on October 24th where they assigned County priorities for all OPWC projects; Burbank moved from being number 11, in scoring, to the number 1 Wayne County priority due, in part, to Burbank only applying once over 30 years for OPWC monies

- He confirmed that he and Mayor Dibler are planning to also attend the District Meeting on November 18th in Mansfield where final points are awarded and the issuance of Grants is determined
- He updated Council on the Income Survey and reported that he will go out on Saturday in a final effort to obtain the last 5 survey's and Jim took the balance of those needing to be completed as well as his advising me that 2 of the sites are now "vacant"
- Allan did the first reading of Ordinance 2016-10 "An Ordinance granting Director of Transportation authority to maintain state highways, apply standard longitudinal pavement markings and erect regulatory and warning signs on state highways inside Village corporation. Giving consent of the Village to the plowing of snow and use of abrasives for ice control under the supervision of the Director of Transportation, State of Ohio."
- **Gary made a motion to waive the 2nd and 3rd readings of Ordinance 2016-10, seconded by Lori. 5 ayes, 0 nays**
- **Norton made a motion to adopt Ordinance 2016-10, seconded by Dennis. 5 ayes, 0 nays**

Parks

Dennis and Lori reporting:

- ✚ Confirmed that the Park Mulch is done and that a total of 117 yds³ was delivered and that this work was accomplished by 10 adults and 5 children who volunteered; a discussion took place on the remaining open items in the Parks as identified by our insurance company inspector and it was stated that an update would be available at December's meeting; the Fiscal Officer stated that in his opinion the work must be 100% complete before contacting the Insurance Inspector for a final inspection

Water-Sewer

Dennis Lori had nothing to report.

Streets

Gary and Chris reporting:

- ✓ Confirmed that the Traffic Light Pole CDBG Grant project is completely installed but that a few open items on the ODOT Inspection punch list may need to be final inspected by ODOT to confirm satisfactory completion as reported by Perram Electric; the Fiscal Officer confirmed that he is working with the ODOT District 3 office in Ashland who has responsibility for northern Wayne County including the Village of Burbank for this final inspection
- ✓ Fiscal Officer confirmed that he is holding the final invoice from Perram, and that the final cost is \$631.25 lower than the bid price of \$41,500, until ODOT does the final inspection or approves the project as satisfactorily completed

- ✓ Allan confirmed, for the second time, that his office had not received any bids for snow plowing and that none were received in the Village mail; Allan confirmed the need to call those contractors, who were mailed bid requests, to push for bids; Norton asked that Allan forward him the list of contractors and Allan confirmed that he would do so; the Fiscal Officer agreed to forward Norton a copy of the past contract as Norton indicated that he has a few other potential contractors to call
- ✓ Confirmed that the road repair quote, in the amount of \$5,900 issued by Most Paving Company, was intended to repair the streets adequately for over the winter months; Norton stated that he felt the cost estimate was fair but he does not recall which streets were included in the bid price; the Fiscal Officer reminded Council that he sent out a list of financial concerns related to the bid received from this contractor and that they needed to be addressed; Council requested that Allan proceed to generate the contract for Most Paving Company and to incorporate the financial concerns in the contract language

Zoning

Norton had nothing to report.

Jim reporting:

- o Read the Zoning Report
- o Stated that he found a volunteer to “cap” the sewer line at 121 S. Street and at no cost to the Village; he confirmed that he is waiting for the report from the various utility companies before proceeding with the “capping”; the Fiscal Officer reminded him that a “Release” must be signed before any work begins by the volunteer
- o Visitor Doug Walters distributed hand-outs to Council, Zoning and the Solicitor on a “lot split” for properties owned by Burbank Parke to meet EPA requirements for water wells planned for this property; a discussion took place on the details of this plan, the necessity of the plan due to EPA guidelines and impacts to the current property
- o **Norton issued a motion to approve the lot split as requested by Burbank Parke, seconded by Gary. 5 ayes, 0 nays**

New Business:

Gary Harris reporting:

- Confirmed the next Council meeting will be Thursday, December 1st
- Confirmed depositing \$133 for September Traffic Fines
- Confirmed the need for Council to review 2017 Appropriations to determine if any changes are needed based on any planned or needed projects for the Village in 2017; he confirmed that he will review the Appropriations as relates to a possible OPWC Grant award and the obligated \$26,000 matching

fund that the Village will need to contribute; he asked Council to review the 2017 Budget distributed to Council at the April and May meetings and to be prepared to discuss and finalize any changes needed to the budget; he requested that all such changes be submitted to him in advance of the December Council meeting so he can prepare the Ordinance to be voted on at that meeting; confirmed that if no one from Council contacts him about any changes then the original budget as generated will be submitted except for the possible changes due to the matching fund amount discussed at the meeting

- Confirmed the need to schedule the Records Commission Meeting for December 1st and proposed a 6:50 PM start time for that meeting just prior to the regular Council Meeting
- **Gary issued a motion to hold the Records Commission Meeting at 6:50 PM on December 1st, seconded by Tracy. 5 ayes, 0 nays**
- Carolyn read a letter received from Wayne County pertaining to the Dog License Law and the need to obtain licenses for any dog 3 months or older; she asked if anyone wanted to obtain any free banners or signs being offered by the County that support this requirement and to call to let her know if there is any interest; it was suggested that perhaps a banner and/or sign be displayed at Village Hall

Old Business:

Allan reporting:

- Reminded Council of the need to be prepared to pass an Ordinance at December's meeting on the General Fund Tax Levies to determine the revenues for the type of Levy's that Council will want on the May Ballot; the Fiscal Officer distributed, for the second time, the spread sheet detailing the revenue to the Village and the cost to homeowners based on the type of Levy that Council needs to determine at December's meeting

Public Participation:

- ✚ Kevin Lewis offered his services to the Village to assist in locating any contractors to perform any road construction or other general contractor type of services, he also distributed his business card to Council
- ✚ Barb Bishop confirmed that a meeting is going to take place tomorrow pertaining to the Mural dedication and she also confirmed that flag poles are available and will be installed in time for the dedication

There being no further business to come before Council, Gary made a motion to adjourn at 8:10 PM, seconded by Norton. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris