

**VILLAGE OF BURBANK**  
REGULAR MEETING: APRIL 6, 2017

Mayor Carolyn Dibler called the meeting to order at 7:12 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Gary Gallion, Chris Letzelter, Tracy Lenhoff and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Jim Brandenburg, Zoning Inspector; resident Ken Dibler; visitors Matt Miller with Mules Excavating, Joel Landis with Most Paving and Emily Morgan with The Daily Record.

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

**Lori made a motion to excuse Chris Norton, seconded by Tracy. 5 Ayes, 0 Nays**

Minutes - March 2, 2017 Regular Meeting

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

Committee Reports:

Safety reported that with the new contract with Creston for Police protection there will be an increase in hours during the summer months of 40 hours per week  
Finance, Parks, Streets, Water/Sewer & Zoning - nothing to report

Council Reports:

Safety

Tracy and Chris had nothing to report.

- Officer Lomeli read highlights from the March Police Report noting the significant jump in citations issued and acknowledging the increase in traffic with the onset of summer
- Allan confirmed that Creston approved the new contract with Burbank at their Monday Council meeting effective May 8, 2017 through May 7, 2018; Allan did the first reading of Ordinance 2017-04, "An Ordinance approving a contract for Police Services from the Village of Creston, Wayne County, Ohio from May 8, 2017 through May 7, 2018 and declaring the same an emergency
- **Lori made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2017-04, seconded by Tracy. 5 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2017-04 as an emergency, seconded by Dennis. 5 ayes, 0 nays**

## Finance

Tracy and Gary reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$7,908.34. **Tracy made the motion to accept these payments, seconded by Lori. 5 ayes, 0 nays.**

Gary Harris reporting:

- Updated everyone on the OPWC Grant and confirmed that a PO has been issued to Engineering Associates and that they have begun the engineering work for the plans and specifications for Water Street; he confirmed that the goal is to have the engineering completed and a PO issued to the construction contractor in June or July with a targeted completion date for all construction work in 2017; he confirmed that an easement issue has arisen and that Allan's office is working on this for us
- Updated everyone on the 2017 CDBG Grant Application and that based on a meeting he had with the Wayne County Planning Dept. he has completed the application to do sidewalks with ADA curb ramps on W. Middle and Depot Streets; with the potential denial for a CDBG Grant on Mill Street, that street was not pursued in the 2017 application because it may not qualify as an LMI Neighborhood but W. Middle and Depot Streets did qualify as LMI; the application for sidewalks is for \$90,380 + Burbank's matching fund portion of \$3,000 for engineering and his offer to volunteer his time, valued at \$2,500, for construction oversight - he asked if anyone on Council with sidewalk construction experience would assist him and Lori volunteered; he asked if there were any questions or comments and Council did ask for an explanation on why Henrietta Street was not considered and he stated that he will cover this under the 2017 OPWC Grant Application; with no other questions or comments he asked for a motion authorizing him to proceed with sidewalks and allowing the Mayor to sign all necessary paperwork
- **Gary made a motion authorizing the Fiscal Officer to file the 2017 CDBG Grant Application in the amount of \$90,380 + \$3,000 of Village Matching Funds + \$2,500 worth of volunteered time from the Fiscal Officer for construction management and authorizing the Mayor to sign all necessary paperwork, seconded by Tracy. 5 ayes, 0 nays**
- Confirmed that he plans on filing a 2017 OPWC Grant Application for Henrietta Street that has a cost estimate of \$245,525; he confirmed not filing for both Henrietta and Mill Streets due to the potential matching cost impacts to Burbank that could exceed \$50,000; he will come back to Council over the next few months with a finalized plan of action and "how to" cover matching fund costs; he asked if there were any questions or comments and none were offered

- Confirmed sending Council revised bids on emergency street repairs so Council could be prepared with questions in advance; additional bid copies needed to be distributed to Council at the meeting; Fiscal Officer asked the first question of both contractors, Mule Excavating (ME) and Most Paving (MP), on estimated length of time that the repairs would be expected to last and the response was from 4 months (ME) up to 1 year (MP); asked about the cost per ton if more was needed and that ranged from \$190 (ME) to \$230 (MP); after asking other questions Council decided to wait and not make a decision at this time; Fiscal Officer asked MP when they would have their bid into him for a Street Maintenance Contract and they told him by the end of next week (10/14/17); ME did provide their bid at the meeting

### Parks

Dennis and Lori reporting:

- ✚ Confirmed that David Williams and Associates provided a quote to provide safety covers for the areas where two slides were removed at a cost of \$978 which includes freight; confirmed that the repair to the Monkey Bars can easily be done with clamps and a 10' length of pipe
- ✚ Confirmed that needed repairs on Park tables and benches can be done with 2" x 4" and 2" x 6" and that they will proceed to obtain materials and turn in receipts; confirmed that the Park mulch is in good shape and that some of the stakes, for the mulch border, have worked loose which will be driven back into the ground
- ✚ **Dennis issued a motion to spend up to \$1100 for 2 decorative panels from David Williams and Associates and to have the panels delivered to his home, seconded by Lori. 5 ayes, 0 nays**
- ✚ **Lori made a motion to add an additional \$145 to cover the freight costs for the Park Message Board that is in addition to the \$88 approved last month to cover the cost difference in awarded Grant monies, seconded by Tracy. 5 ayes, 0 nays**
- ✚ Confirmed that they will contact Got-To-Go to obtain written bid information as the units are needed in the Park now

### Water & Sewer

Dennis and Lori had nothing to report.

### Streets

Gary had nothing to report.

### Zoning

Chris had nothing to report.

- o Jim read the Zoning report and confirmed receiving \$25 for a sign permit for 27 Front Street; presented an Application for a Zoning Certificate to Council for 27 Front Street
- o **Lori made a motion that the owner of 27 Front Street needs to submit a site plan to Council for Council's review, seconded by Tracy. 5 ayes, 0 nays**

New Business:

Gary Harris reporting:

- ✓ Confirmed the next Council meeting will be Thursday, May 4th
- ✓ Confirmed depositing \$136 for February Traffic Fines
- ✓ Reminded Council of the need to update the Annual 5 Year Capital Improvement Plan/Maintenance (Plan) for any and all Capital Projects with input needed from Council at the June meeting if they wanted to add any sidewalks in the Village that currently do not exist; he confirmed no input yet received; he asked if there were any questions, comments or updates - none were offered
- ✓ Distributed 2018 Budget Worksheets, 2018 Council/Fiscal Officer Timeline and Budget Worksheet guidelines to Council; he reviewed the timeline with Council that does require Council input for any 2018 budget changes before the May meeting as well as reviewing the remaining important dates for 2018 budgets; he offered his services to meet with any Councilperson before May's meeting to review any budget questions, to offer assistance in preparing any budget changes; he asked if there were any questions or comments - none were offered; one question came up about the 2017 Grant Applications and being reflected in the Budgets - he did confirm that these impacts are not in this initial release but that they would be included in the final 2018 budget numbers
- ✓ Confirmed that he has one CD that matures on 4/21/2017 for Streets and that he plans to reinvest based on the current interest rate of 0.25% unless Council disagrees - no disagreement was offered

Old Business:

Gary Harris reporting:

- ❖ Reminded Council and those present, including The Daily Record, of the critical need for the upcoming General Fund Levies to pass at the May Special Election because these levies generate \$31,000 in revenue, which represent 69.9% of all General Property Tax Revenue estimated to be received by the Village in 2017; he confirmed potential serious and significant changes if these levies do not pass since the General Fund can be used to support costs in all other departments and how these funds directly finance street lights, liability insurance, auditing costs and the most crucial, debt reduction

payments in the amount of \$15,000 per year; he also confirmed that if these levies fail it may also negatively impact our ability to file applications for Grants due to matching fund requirements; Allan confirmed that these are “renewal” levies and do not represent an increase in tax payments

- ❖ Allan confirmed the auction for 121 South Street at the May meeting and the opportunity for prospective buyers to view the property on April 22<sup>nd</sup> and 29<sup>th</sup>; Allan and Jim reminded Council of the need to make the property safe for viewing and Council gave Allan the “go-ahead” to generate “waivers” for any visitor to sign acknowledging that they enter at their sole risk; these waivers will be forward to Jim for his use
- ❖ **Lori made a motion authorizing up to \$100 for materials to “board-up” broken windows at 121 S. Street, seconded by Tracy. 5 ayes, 0 nays**

Public Participation:

Nothing offered.

- **Lori made a motion to set the charge for a Zoning Certificate at \$25.00, seconded by Tracy. 5 ayes, 0 nays**

**There being no further business to come before Council, Chris made a motion to adjourn at 9:00 PM, seconded by Gary. Unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris