

**VILLAGE OF BURBANK**  
REGULAR MEETING: MAY 4, 2017

Acting Mayor Tracy Lenhoff called the meeting to order at 7:00 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Chris Letzelter and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Jim Brandenburg, Zoning Inspector; resident Cathy Kopp, Dave Still, Bob Cochrell, Creston Police Officers Sargent Hamilton and Officer Steinbrenner, Visitor Phyllis Woodward 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 Carolyn Dibler and Gary Gallion, seconded by Norton. 5 Ayes, 0 Nays**

Minutes - April 6, 2017 Regular Meeting

**Tracy 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**

Special Meeting Minutes - April 19, 2017

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

Committee Reports:

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

Auction - 121 S. Street

Allan asked if there were any bidders present to make an offer on this Village owned property; no bids were offered

Council Reports:

Safety

Tracy and Chris had nothing to report.

- Sargent Hamilton read highlights from the April Police Report noting the 30 citations issued and confirming the current schedule of 20 hours per week and that an officer was on duty tonight during this meeting; confirmed now doing "safety checks" of two business' per tour of duty, including 121 S. Street to keep the officer moving around the Village

- Chris asked the officers if they had checked to see if the “platform” under the bridge has been removed yet and if not removed he asked that they keep an eye on this area so children are not hurt or any other suspicious activity; Sargent Hamilton indicated that they would do so

## Finance

Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$16,039.43. **Tracy made the motion to accept these payments, seconded by Chris. 5 ayes, 0 nays.**

Gary Harris reporting:

- Updated everyone on the Water Street OPWC Grant - the Village paid \$7000 to Engineering Associates for the completion of field work which moves this into the engineering design phase - we remain targeting engineering completion by the end of this month or early June and going out for construction bids in June
- Updated everyone on the 2017 CDBG Grant Application - he presented the Grant Application in the amount of \$90,380 + Burbank’s payment for engineering \$3,000 + Burbank’s construction oversight amounting to \$2,500 to the Wayne County Board of Commissioners on April the 18th; stated that the meeting went well and Burbank’s Application was well received with awards notification expected in June; he offered a copy of the completed Application to anyone who wanted to review it here at this meeting; he asked if there were any questions or comments; no questions or comments were offered
- Distributed two documents one outlining the Grant Strategies and Emergency Fund monies that he plans on proceeding with, if Council agrees, and the report given to the Wayne County Planning Commission outlining the 9 year plan (including this year) for all Village infrastructure work via Grant Applications - note - the “Target Year” is the year that Construction is targeted to take place; we always file the Applications 1 year sooner; he confirmed that Burbank will most probably not be awarded every Grant every year but he intends on applying every year; he confirmed that this initial schedule will most likely carry out beyond 10 or more years because of those years where the Village is not awarded any Grants; he cautioned those present that future grants are also in question due to the current administration in Washington indicating possible loss of grant funding to some extent; impacts are yet to be determined for future grant applications and schedule changes may take place due to Grant financing procedures and timing; he confirmed that the year 2020 is critical for us since ODOT will be repaving SR 83 and that we will want to do Front Street infrastructure improvements since we are able to help leverage our Grant Applications with the ODOT scheduled work
- He asked if any chairpersons had any changes that they wanted to make to the proposed 2018 budget distributed at April’s meeting - none were offered; he indicated that he will proceed with his final review, for this

phase, and that he will make any necessary changes as well as advertising for a public hearing scheduled for the June Council Meeting at which time the public can review the 2018 budget

### Parks

Dennis and Lori reporting:

- ✦ Confirmed that the Park Message Board has delivered and asked if there were any volunteers to install the board
- ✦ Confirmed that a location to install the board has been selected; Jim confirmed that he has a powered auger
- ✦ **Lori made a motion to approve up to \$50 to be spent for concrete to install the Message Board Posts, seconded by Tracy. 5 ayes, 0 nays**
- ✦ Confirmed that the panels to be used to cover the openings left by the removal of two Park slides, are scheduled to ship Monday, May 8<sup>th</sup>; confirmed that efforts are being made to obtain repair parts for the Park Monkey Bars; confirmed that the repairs for the Park Tables and Benches will be worked on Saturday, May 6<sup>th</sup>
- ✦ Reported that a storm sewer at the School Park is full of debris and needs to be cleaned out; asked if the company doing street repairs can do this; Fiscal Officer confirmed no signed contract has yet been received and he agreed to follow-up on the status of the contract with Most Paving

### Water & Sewer

Dennis and Lori had nothing to report.

### Streets

Norton had nothing to report.

### Zoning

Chris and Norton had nothing to report.

- o Jim read the Zoning report and confirmed receiving \$100 for a Variance Application for which he will schedule a Public Hearing for June 1, 2017; he confirmed that he will be sending out notices to the adjacent property owners impacted by this variance
- o Jim reported that Reed Court near 208 E. Middle Street has some serious pot-holes and he offered to fill these with stone
- o **Norton made a motion to authorize spending up to \$200 for stone to fill the pot-holes reported on Reed Court, seconded by Lori. 5 ayes, 0 nays**

### New Business:

Gary Harris reporting:

- ✓ Our next Council Meeting is Thursday, June 1, 2017 (there will not be a Financial Report that night since he will not receive the Bank Statement until June 2<sup>nd</sup> at the earliest
- ✓ Confirmed depositing \$335.00 for March Traffic Fines
- ✓ On April 24<sup>th</sup> he delivered the 2015 and 2016 records to Central Region personnel to begin a Full Audit ; he confirmed that this will cost several thousands of dollars this year as several personnel have been listed to conduct this audit; he reported having several requests for additional information which was sent out either the same day or within 24 hours of the request and today he had a 30 minute discussion with the Assistant Auditor clarifying several questions; with all data and clarifications now received the Audit should swing into full gear very soon; he will keep Council updated on status and costs
- ✓ Reminded Council of the need to schedule our Records Commission Meeting for June 1, 2017; suggested a 6:50 PM meeting time unless there is a preference for a different date and/or time - none were offered so this will be the next scheduled meeting
- ✓ Confirmed having one CD that Matures on 5/27 for Streets, he plans to reinvest based on the current interest rate of 0.35% unless Council disagrees - no disagreements were presented
- ✓ Confirmed that the Mayor wanted Council to decide on the number of Police Vests to purchase for Creston and he reviewed the Mayor's recommendation of 1 or 2 vests; a discussion took place by Council and they agreed to purchase 2 vests at the Mayor's recommended value of \$450 each (the actual vests cost \$420 but the Mayor did not want to have to come back to ask for more funding in case there were some additional adders/expenses; Allan confirmed that the Police Fund could pay for these vests
- ✓ **Chris made a motion to purchase two bullet proof vests at a maximum of \$900, seconded by Tracy. 5 ayes, 0 nays**
- ✓ Confirmed that Delinquent Property Taxes cost the Village \$15,470 in lost revenue in 2016 and asked Council if they wanted to pursue collecting these taxes; Allan confirmed that the Prosecutor's Office would send out Collection Letters if Council wants him to look into this with the Prosecutor's Office - Council approved his moving forward with this effort
- ✓ Asked if anyone knew a Linda Lou Nichols - a reported past employee of Burbank and Council confirmed that this is Linda Gray; he needed this to complete a request for information from OPERS
- ✓ Lori reported that she contacted the Lodi Postmaster asking about a meeting that was to have taken place about the closure of the Burbank Post Office - no return call as of the meeting tonight; Mr. Cochrell reported that he called the Cleveland Office suggesting a new/alternate location for the Burbank Post Office - no return call

Old Business:

Gary Harris had nothing to report.

Public Participation:

- ❖ Mr. Still reported vandalism at his storefront property has occurred a few times and he was complimentary about the timely police response and courtesy extended by the police; he was dissatisfied with the lack of response or update from the police; Sargent Hamilton confirmed that incident reports were generated, that in one instance they knew the juveniles involved and that Mr. Still preferred to not file any charges; Allan confirmed that Mr. Still can pick-up the reports at the Creston Police Department as is standard operating procedure and he can then submit these to his insurance carrier to handle this matter

**There being no further business to come before Council, Lori made a motion to adjourn at 7:57 PM, seconded by Norton. Unanimous.**

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris