

VILLAGE OF BURBANK
REGULAR MEETING: JUNE 1, 2017

Mayor Dibler called the meeting to order at 7:06 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Gary Gallion, and Chris Letzelter. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Jim Brandenburg, Zoning Inspector; resident Ken Dibler and Bob Reed and Creston Police Officer **Sergeant** Hamilton.

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

Norton made a motion to excuse Tracy Lenhoff and Lori Menk, seconded by Gary. 4 Ayes, 0 Nays

Minutes - May 4, 2017 Regular Meeting

Norton made a motion to waive the reading of the Regular Minutes and to approve the Minutes as submitted, seconded by Gary. 4 ayes, 0 nays

Public Hearing - 2018 Budget

- Fiscal Officer distributed the changes to the 2018 Budget made to the original budget that had been distributed to Council at April's meeting; he asked if there were any questions and/or comments about these changes and/or the budget in general - none were offered
- **Gary made a motion to approve the changes to the budget and authorizing the Fiscal Officer to submit this revised budget to the Wayne County Auditor, seconded by Norton. 4 ayes, 0 nays**
- Fiscal Officer then reviewed additional changes that he plans to make to the budget once we complete 2017 as well as any Grants that may be awarded and that he plans to review any changes with Council at January's meeting
- Fiscal Officer asked if there were any questions or comments from all present - none were offered and this ended the Public Hearing

Committee Reports:

Streets - Reviewed the cost data from Most Paving to repair Henrietta between E. Middle and Water Street and that they would proceed with the work

Safety - Clarified the hours to be worked increasing in July to 40 hours per week

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

Council Reports:

Safety

Chris had nothing to report.

- **Sergeant** Hamilton read highlights from the May Police Report
- Council then discussed their concerns about 4-wheelers in the Village and asked the officers to increase their attention to these vehicles; **Sergeant** Hamilton confirmed that anyone caught fleeing and alluding Police can be charged with a 1st degree misdemeanor and **anyone causing injury** by said vehicles can be charged with a felony

Finance

Gary reporting:

- Gary read the Paid Bills and the Automatic Deductions amounting to \$20,601.40. **Gary made the motion to accept these payments, seconded by Dennis. 4 ayes, 0 nays.**

Gary Harris reporting:

- Water Street OPWC Grant Update - sent e-mail to engineers with questions for clarification for the "boiler-plate" contractor purchase order; language for PO completed and ready to issue a PO once bids are received back from contractors - expect to release for bid in June - any questions or comments - none were offered
- 2017 CDBG Grant Application - waiting for notification from WCPD on which sub-divisions have been awarded 2017 Grants - any questions or comments - none were offered
- Plan is to file an OPWC Grant Application in time to meet the September 18th deadline covering Henrietta and Hower Streets in the approximate amount of \$265,000 unless Council does not want him to proceed or if Council wants to change the streets we are applying for funds to repair; at this time it appears that it will be best if we file for an OPWC "0%" interest loan to cover the Village matching funds estimated to be \$50,000 so as to minimize impact to Village available financial resources; at this time, the estimated impact to the Village will be a \$1700 per year payment for 30 years if we are awarded this grant- it should be noted that by not supplying any monies from the Village funds it may have a negative impact to our "scoring" for this Grant - any questions or comments - resident Ken Dibler raised concerns about following this practice and how the annual payments will increase each time we are awarded any Grants and finance the Village portion with a loan; Fiscal Officer responded that without Grants the Village has no ability to do this infrastructure work and with Burbank being the second smallest subdivision in Wayne County, next to Congress, our annual revenues are insufficient to afford Village matching funds for these Grants
- He requested Allan to do the first reading of Ordinance 2017-05 which is necessary, based on his discussion with the Assistant Auditor, to properly report the \$500 Grant received from our insurance carrier for the Park Message Board
- Allan did the first reading of Ordinance 2017-05 "An Ordinance to amend the Certificate of Estimated Resources"

Parks

Dennis reporting:

- ✦ Confirmed that the panels needed to cover the opening of the removed slides have been received and will be installed in the next week or two
- ✦ Confirmed that he cannot locate any parts for the monkey bars due to the age of the unit
- ✦ Confirmed that the repairs for the Park Tables and Benches has not yet been completed
- ✦ Confirmed that Jim was approached to auger the holes for the Park Message Board

Water & Sewer

Dennis had nothing to report.

Streets

Gary and Norton reporting

- ❖ Council asked the status of the Emergency Road Repairs; the Fiscal Officer stated that he did inspect each street that was to have been repaired and that all repairs had been completed per the satellite views and the areas specified for repair; Fiscal Officer also stated that the “edge sealing” had not been completed since the Contract issued did not include that portion of the work and he confirmed that the contractor would agree to do the sealing at the bid cost in the original quote
- ❖ **Gary made a motion to approve the temporary repairs on Henrietta Street as well as the “sealing” of all Emergency Repairs for a total of \$3,200, seconded by Dennis. 4 ayes, 0 nays**
- ❖ Gary was approached by a Church trustee reporting a problem with a downspout that they want to repair going into the storm sewer line; some of this work will be in the right-of-way and they request permission to do the needed repairs that are in the right-of-way
- ❖ **Norton made a motion to authorize the Church to conduct repairs for their section of downspout that enters the storm sewer in the right-of-way, seconded by Chris. 3 ayes, 1 abstain**
- ❖ Confirmed installing the Stop sign at Depot and W. Middle Streets; reported that a Stop sign is missing on Henrietta and E. Middle Streets and that we need a reflective sign at this location
- ❖ Chris stated that he has the street signs for Henrietta and Water Streets that were turned over to him by one of the residents

Zoning

Chris and Norton had nothing to report.

- Jim read the Zoning report
- A Hearing then took place on a request for an easement on the property of Chris Letzelter; Allan asked Jim to confirm that he had sent letters informing all adjacent property owners about tonight's meeting and Jim confirmed that he had done so; a discussion took place on the specifics of the request (7-8' reduction in distance from a structure to the property line); Allan asked if there were any questions or comments from Council and those present - none were offered
- **Gary made a motion to approve the easement request, seconded by Norton. 3 ayes, 1 abstain (it should be pointed out that Councilman Chris Letzelter did not participate in the discussion on approval of the Variance and he abstained from voting on this measure)**
- Jim reported that he showed a prospective buyer the 121 S. Street property tonight before the meeting; Allan confirmed that any interested party must put an offer in writing for the amount being bid for consideration by Council
- Jim presented pictures and damaged mower blades for resident Bob Reed who is asking Council to be reimbursed for damages in the amount of \$47.79, the cost to replace the blades; a discussion took place and it was confirmed by Allan that the plate that covers this storm sewer access, when moved, created that hazard damaging the blades thus, Council needs to compensate for this one-time damage; Council commented that Bob Reed should not drive over this plate in the future but rather he needs to use a trimmer in the vicinity of this plate; Jim confirmed that he poured stone into this opening to avoid a reoccurrence
- **Chris made a motion to reimburse Bob Reed \$47.79 for the damaged blades, seconded by Norton. 4 ayes, 0 nays**
- Norton requested a change in the zoning on a matter pertaining to landowners being allowed to raise poultry, goats, rabbits, etc. allowing Village residents these rights that are now before the Ohio House of Representatives for review; Allan recommended that Council table this motion until the "Bill" is reviewed and a decision is rendered at the State level

New Business:

Gary Harris reporting:

- ✓ Our next Council Meeting is Thursday, July 6, 2017
- ✓ Confirmed depositing \$770.00 for April Traffic Fines
- ✓ Confirmed that we have two CD's that Matures on 5/29 and 6/3 for the General Fund and Streets/Hwy/Perm respectively, he will plan to reinvest based on the current interest rates of 0.25% unless Council disagrees - no disagreements were offered
- ✓ He confirmed that a new computer from Ohio will be delivered in June; will Council give the OK to auction/sell this device - E-bay asking price is

294.99 w/windows 7, 8 gb ram, 64 bit processor, Intel Core i7-3770, cpu 3.4 ghz + can we also auction/sell 1 extra printer that we have; the Mayor asked if these could be donated and the Fiscal Officer stated that yes, the State of Ohio turns the old computer equipment over to the subdivisions to dispose of as they wish; Council agreed to wait until July's meeting to revisit this matter

- ✓ He confirmed that the gutters are full of debris and may collapse and/or back-up inside the building and ruin many ceiling tiles – he confirmed that he has a quote from our mowing contractor to clean these out at a cost of \$30 now and \$30 for a Fall clean out
- ✓ **Chris made a motion to approve Jimmy's Maintenance and Lawn Care cleaning out the gutters now and in the Fall for \$30 each time, seconded by Gary. 4 ayes, 0 nays**
- ✓ He confirmed that we have dead trees in Park behind Village Hall – he asked if Council wanted to remove the trees or let the weather bring them down and that the location for many of the trees is not good; he confirmed receiving two quotes to cut and remove the trees, one cost at \$3,750 and the second bid at \$3,000; Council wanted to have one more bid on this work so this matter will be revisited at July's meeting
- ✓ Stated a concern that he has on the Snow Plowing and salting done this past Winter, which in his opinion was mild, in the amount of \$9620 versus \$3640 in 2016, \$2742.50 in 2015, \$1562.50 in 2014; his recommendation is that for the balance of 2017 and going forward that Street Chairs order any and all plowing and/or salting and not leave it to the discretion of the contractor; the Mayor stated that this would be addressed in the contract for this Winter season and that she will meet with the Street Chairs on this matter
- ✓ Reported that on June 22nd he will be attending a free workshop offered by OPWC dealing with Grant Admin., Small Gov't (optional Grant if not awarded OPWC), Grant Scoring, Programs, etc.
- ✓ Reported that he has a quote from the mowing contractor to spray the weeds at the School Park located in all three play areas for a cost of \$120 and that signs would be posted to remain clear of the area for 24 hours; Council decided to first have the Park Chairs look into this matter

Old Business:

Gary Harris reporting

- Audit update – AOS has had our financial records since April 24th – Audit is now completed as of 5/27/2016 at a cost of \$4,202.50 and the AOS Office is to call to schedule an Audit Review
- Council did not provide any updates to him for adding any additional sidewalks to be included in the 5 year Capital Improvement Plan related to Grants so none will be added
- Allan reported that he has approached the County Prosecutor's Office to expedite actions on Village delinquent property taxes; two properties owing \$6,900 and \$6,200 will be filed for tax foreclosure and one property owing \$13,800 will be sent a second letter requesting payment of these back taxes by the Prosecutor's office

Public Participation:
Nothing offered.

There being no further business to come before Council, Gary made a motion to adjourn at 8:55 PM, seconded by Norton. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris