

VILLAGE OF BURBANK
REGULAR MEETING: DECEMBER 7, 2017

Mayor 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, Chris Letzelter, Tracy Lenhoff and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer & Contracts/Grants Administrator, residents Ken Dibler, Cathy Kopp, Jeff McCaffrey, visitors Bill Heffelfinger along with Bob Morehead with The Post.

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

Minutes - November 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 Tracy. 6 ayes, 0 nays

Committee Reports:

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

Regular Meeting:

Allan did the first reading of Ordinance 2017-08, an Ordinance approving a contract to employ Allan M. Michelson as Solicitor of the Village of Burbank for a period of two (2) years from January 1, 2018 through December 31, 2019

Lori made a motion to waive the 2nd and 3rd readings of Ordinance 2017-08, seconded by Dennis. 6 ayes, 0 nays

Tracy made a motion to adopt Ordinance 2017-08, seconded by Gary. 6 ayes, 0 nays

Council Reports:

Safety

Chris & Tracy reporting:

- Read the November Police Report to those in attendance
- The Fiscal Officer provided Council and the Mayor with the Police Hour Report for the time covered by the most recent billing - thru November 18th; based on the hours billed Creston has patrolled 774 hours out of the 1200 hours authorized or about 65%; Burbank had authorized 1120 hours through November or about 93% of the total budgeted hours; he asked Council to

provide Chief Meshew with the hours they are to patrol for the first quarter of 2018 and Council decided to request 60-80 hours per month

Finance

Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$187,140.17. **Lori made the motion to accept these payments, seconded by Chris. 6 ayes, 0 nays.**
- A question was raised by resident Cathy Kopp about the higher than normal payments. Tracy addressed those with the highest impact to the December paid bills; \$108,035.15 paid to Dirt Dawg Excavating and \$36,000.00 paid to Engineering Associates as OPWC pass-through monies for the Water Street Project along with the Village matching funds amounting to \$1,250.00 to Engineering Associates and \$12,003.91 to Dirt Dawg Excavating; no further questions were raised on this matter

Gary Harris reporting:

- Confirmed that with no changes offered by Council for the 2018 Temporary Appropriations the only changes involved are those based on his review of total appropriations through November of this year; he reported on the changes involving the General Fund adding an additional \$24,260 (\$15,000 is OWDA Debt reduction that was accidentally omitted from the original budget and \$5,000 for our next Audit), Streets with an additional \$10,000 for Contracted Services i.e. Mtc/repair and Parks adding an additional \$2,200 with \$1200 for contracted services and \$1000 for Repairs/Mtc. for a total increase of \$36,460; he asked if there were any questions or comments on these changes - none were offered; he asked Allan to do the first reading of Ordinance 2017-07
- Allan did the first reading of Ordinance 2017-07, an Ordinance to set Temporary Appropriations for the current expenses of the Village of Burbank, State of Ohio, during the year ending December 31, 2018 and declared to be an emergency for the public peace, health, safety and welfare
- **Gary made a motion waiving the 2nd and 3rd readings of Ordinance 2017-07, seconded by Norton. 6 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2017-07 as an emergency, seconded by Norton. 6 ayes, 0 nays**
- Reported that earlier this month, on November 17th, after attending the District 16 Review Meeting he sent an update to Council reporting that we are #4 out of 5 total applications being sent to Columbus for consideration in being awarded a Small Government Grant for the Henrietta and Hower Streets Project; he confirmed that this is highly competitive as we will be competing against a total of 94 other government subdivisions for \$12MM of available grant monies; he stated that we will have the opportunity to revise our scoring in 1st Qtr. of 2018 and this is the last chance that we will have to adjust our score and per the comments at District 16, "score, score, score" is the only way to

move up for stronger positioning and this can only happen if we put in matching funds (minimum \$35,300) and/or adjust our loan up or down depending upon what we decide about matching funds; this can be better addressed once 2017 closes; he asked if there were any questions or comments – none were offered

- Provided the Water Street Construction Update stating that the project is now 100% completed at a total rounded cost of \$160,000, \$16,000 paid by Burbank and \$144,000 paid by OPWC; he asked if there were any questions or comments; the Mayor stated how well Dirt Dawg did and how pleasant it was to work with the on-site personnel and she hopes that they will have future opportunities to bid similar work
- Reviewed the 2017 CDBG Grant Application and confirmed that Burbank has been awarded the \$95,000 CDBG Grant to do the sidewalks on W. Middle and Depot Streets; Wayne County will advertise the project for bidding; he asked if there were any questions or comments – none were offered
- He asked if Council would issue a motion authorizing moving forward with this project
- **Tracy made a motion authorizing the Mayor to sign the Notice of CDBG Grant Award and authorizing the Fiscal Officer and the Contracts and Grants Administrator to issue all necessary purchase orders and pay all related invoices including those that represent costs, if any, above the budgeted project total cost estimate, seconded by Dennis. 6 ayes, 0 nays**
- He asked Allan if this work can this be considered a street project and use street funds; Allan confirmed that yes, the use of Street funds for this project is not seen as a problem or issue for the Village
- He asked Allan if there are any updates on delinquent property taxes; Allan reported no changes since last month's report

Parks

Lori and Dennis reporting:

- ✚ Confirmed that the Message Board has been installed and expressed a special thank-you to Chris Letzelter for his assistance in this project
- ✚ Confirmed the need to install a Park safety notice on this board located in the main Park next to Village Hall; it was also confirmed that a similar notice needs to also be posted at the School Park
- ✚ Confirmed the need of a clean-up day for the Village storage shed; Mayor Dibler suggested contacting our waste hauler for the annual Spring Clean-up free dumpster drop near the storage shed for use by our clean-up crew and residents

Water & Sewer

Lori and Dennis had nothing to report.

Streets

Chris and Norton reporting:

- ❖ Confirmed that it may take up to three (3) months from now before the street signs are reinstalled; Stop sign at Henrietta and E. Middle Street and the street signs for Henrietta and Water Streets
- ❖ The Contracts Administrator reported that the street repairs for the intersections at E. Middle and Front and Diagonal as well as at the east boundary of the Village limits on E. Middle have been completed by Most Paving as of November 30th ; he asked if there were any questions or comments – none were offered

Zoning

Chris and Norton had nothing to report.

New Business:

Gary Harris reporting:

- ✓ Confirmed that our next Council Meeting is Thursday, January 4, 2018
- ✓ Confirmed depositing \$949.00 for October Traffic Fines
- ✓ Confirmed that he reinvested a Street/Hwy/Permissive CD based on the current interest rate of 0.35% that matured on December 3rd; he asked if there were any questions or comments about this action – none were offered
- ✓ Confirmed that he was contacted by our lawn mowing contractor and asked if Council wants one additional mowing in December due to the warmer weather and the cost would be \$145; Council determined that no additional mowing is desired
- ✓ Reminded Council that the January meeting is the annual Organizational Meeting where the Mayor assigns Council members to our various departments as well as electing a Council President; Gary Gallion and Chris Letzelter confirmed that they will not be returning to Council in 2018 since their terms will expire at the end of this month
- ✓ Visitor Bill Heffelfinger requested access for his brother to 121 S. Street that was his house before the property was acquired by Burbank; Allan indicated that there is no legal issue here so long as someone from Council is present; Mayor Dibler asked Chris to be the point of contact for scheduling and participating in this visit; Mr. Heffelfinger thanked Council for their assistance and support in this matter

Old Business:

Gary Harris had nothing to report.

- o Lori asked about the vacant lot on W. Middle that was forfeited to the State due to delinquent property taxes; Allan offered to look into this and report back as to when the property will go up for a Sheriff's sale
- o Lori asked about going forward with Council members being paid \$30 per meeting for attending Special Meetings that might be called for in the future, now that the Fiscal Officer reported back stating that this is possible per his

discussion with OPERS; Allan stated that he will bring an Ordinance to the January meeting to have Council vote on this matter

Public Participation:

- ✓ A comment was made that Ross Cochrell wants the PO back in Burbank and to relocate it to the corner lot that is part of the property owned by the Village at 121 S. Street; the Mayor encouraged anyone interested in pursuing this to contact the Lodi Post Master
- ✓ The Mayor announced that we need 2 Council members starting in January; resident Jeff McCaffrey offered to serve; Mayor Dibler asked him to return in January to be sworn in
- ✓ Cathy Kopp volunteered to be responsible for Burbank's Face Book page
- ✓ **Lori made a motion to approve Cathy Kopp as the Administrator of Burbank's Facebook Page, seconded by Chris. 6 ayes, 0 nays**

There being no further business to come before Council, Lori made a motion to adjourn at 7:55 PM, seconded by Gary. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris