

**VILLAGE OF BURBANK  
REGULAR MEETING, MAY 3, 2018**

Mayor Carolyn Dibler called the meeting to order at 7:11 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Tracy Lenhoff, Lori Menk and Jeff McCaffrey. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Ben Berger - Zoning Inspector, Becky Foster running for Wayne County Commissioner, Bob Morehead with The Post, residents Ken Dibler and Cathy Kopp.

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

The Mayor asked Ms. Foster to proceed as she was placed on the Agenda per her request to address those present. Ms. Foster, a Republican candidate for a seat on the Wayne County Commissioners addressed those present with her background, her current employment and past local small business owner. Ms Foster distributed her campaign literature and stated that she would like to remain for the rest of the Council meeting to hear what some of our local issues are about.

Minutes - April 5, 2018 Regular Meeting

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

Committee Reports:

Zoning confirmed that they reviewed the proposed revised code pertaining to nuisance poultry in the Village, pool issues and sidewalks

Parks reported that we need another Port-a-Jon company as the company used last year is not answering their telephone or returning calls

Streets confirmed obtaining the PEP Grant and proceeding to drive through the Village to determine which signs need to be procured

Safety confirmed that they met with Mayor Armentrot in Creston on matters pertaining a new Police Contract

Finance and Water/Sewer had nothing to report

Council Reports:

Safety

Lori and Tracy reporting:

- Tracy read the April Police Report
- Lori raised concerns about no Thursday or weekend coverage by Police that appears on the new schedule but only for a limited amount of time

- Tracy confirmed that she, the Mayor and the Fiscal Officer met with Mayor Armentrot and Chief Meshew earlier this week; the Mayor confirmed that Creston justified the request for a \$5.00 per hour increase in the rate to be charged for Police Officers from the current \$30 per hour to \$35 per hour and that all parties agreed to remove the 20 hour per week limitation in the old contract and that Creston offered a two year contract with no increase during the contract period
- Allan did the first reading of Ordinance 2018-03 an Ordinance “as an emergency
- **Chris made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2018-03, seconded by Tracy. 5 ayes, 0 nays**
- **Lori made a motion to adopt Ordinance 2018-03 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- it was reported that Chief Meshew had requested that Burbank advise him by the 15<sup>th</sup> of May the hours needed in Burbank for June; a discussion took place and the Fiscal Officer recommended that the Village go to 40 hours per week beginning in June and at least through August; Council agreed with this especially with the racetrack in West Salem opening and the increased volume of traffic through Burbank along with concerns for Park safety that will be improved based upon increased patrol hours in the Village
- Chris reported that per the Wayne County Emergency Management Association (WCEMA) agency Burbank stands a good chance in obtaining approval on installing a Tornado Warning Siren; he reported that the Fiscal Officer is investigating Grant options for those grants referenced by WCEMA

#### Finance

Tracy reporting:

- read the Paid Bills and the Automatic Deductions amounting to \$5,851.83 and asked if anyone wanted to review the specific line items for these payments - no requests were made. **Tracy made the motion to accept these payments, seconded by Lori. 6 ayes, 0 nays.**
- Gary reported that the Wayne County Planning Department (WCPD) has awarded the engineering bid for the Depot and W. Middle Streets Sidewalk project for the CDBG Grant; there were 5 bidders, myself and two Wayne County Officials scored each bidder, working independently; the PO for the engineering work is about to be issued by WCPD - the next step is going out for construction bids as soon as the engineering is done - he confirmed that he has received the 27 page contract for the engineering work, that he has completed his review and has provided his feedback to WCPD - he asked if there were any questions or comments and none were offered
- Gary confirmed that he is scheduled to travel to Columbus on May 10<sup>th</sup> to attend the Grant Award meeting hosted by Small Government to see if Burbank is awarded the Grant for the Henrietta and Hower Streets infrastructure upgrades

- Gary confirmed that today he met with Engineering Associates to generate the cost engineering and construction cost estimates applicable for the Ohio Department of Natural Resources Grant hereinafter referred to as the Nature Works Grant for our Park; he reported that he is targeting doing only the infrastructure for the Park for this grant application comprised of the driveway, parking lot and ADA sidewalks to the portable toilet, shelter, basketball court and stage – also as an option he is investigating a sidewalk to the baseball field, spectator section; he asked if there were any questions or comments or disagreements with this scope of work – none were offered
- Gary requested a motion authorizing him to proceed with the Nature Works Grant application
- **Chris made a motion authorizing the Mayor and any other government official to sign the Nature Works Grant Application and all necessary paperwork and forms with signatures needed for submittal by June 1, 2018. 6 ayes, 0 nays**
- Gary asked Allan if there were any updates on delinquent property taxes – Allan reported that 231 E. Middle Street and 12 Front Street property owners reached agreements and they are making payments; 118 W. Middle Street will be going up for a tax sale date within the next two months; Lori stated that she is mowing the grass at this property and Allan confirmed that she can be reimbursed for any gasoline purchase to mow this property
  - Gary asked Allan if there were any updates on the 121 S. Street property; Allan confirmed that he has received a bid of \$6,000 from a Mr. Ron Cutlet but, because our last ad for this property had a \$12,500 minimum bid, the Village would need to run new ads for the number of required weeks before this bid could be considered; Tracy reported that she knows someone who is interested and that Ben will be showing the house on Friday, May 3<sup>rd</sup>; Allan confirmed that the Village owes the back taxes on this property in the amount of \$6,700 + the current year's property taxes

### Parks

Dennis and Jeff reporting:

- ✚ reported that he has contacted Miller's who last furnished the Park Port-a-Jon and they can deliver a handicap unit on Monday at a cost of \$140 per month + \$20 delivery fee; Ben stated that Liberty Fluid Management, Rob Cutlip, can deliver a handicap unit tomorrow at a cost of \$100 per month with weekly servicing and no delivery charge
- ✚ **Dennis made a motion to approve using Liberty Fluid Management for the Port-a-Jon rental this year, seconded by Lori. 6 ayes, 0 nays**

### Water & Sewer

Dennis had nothing to report.

### Streets

Chris & Lori reporting:

- o reported that this weekend coming up he (Chris) will remount the Stop signs
- o Lori reported that she and Chris will drive the Village to determine which new street/safety signs are needed; confirmed that the PEP Grant is only for \$500 and the Fiscal Officer confirmed that General Fund monies can be made available to assist if needed
- o Chris confirmed that he is taking photos of the pot holes and prioritizing the needed repairs

### Zoning

Chris and Jeff reporting:

- ❖ Ben read the Zoning Inspectors Report
- ❖ Ben reported that he did inspect the culvert at 136 E. Middle Street and took pictures of the drainage issue; he reported that it needs to be repacked with gravel and rock to correct the situation
- ❖ Chris reported that he has completed this research related to poultry and livestock within the Village limits; he also reported recommending changes to sections 308 and 308.01 of the Zoning Code related to pools, section 308.03 regarding fencing around such pools, 308.04 regarding buildings over 100 ft<sup>2</sup> and section 310.05 to be added pertaining to sidewalk maintenance; Allan responded that this would require a 30-day notice in the newspaper for a public hearing that he will place in June for the July meeting
- ❖ Gary asked if there was any liability to the Village if fencing around certain pools were not required in any revised Zoning and Allan confirmed that there would be no liability to the Village

### New Business:

Gary Harris reporting:

- ✓ just before the start of the Finance presentation, Ken Dibler volunteered to return to Council and the Mayor appointed him to fill the vacancy left by Gary Gallion who did not return when his term ended December 31, 2017; Allan swore Ken into office and Ken proceeded to take his seat on Council
- ✓ confirmed the next Council meeting will be Thursday, June 7, 2018
- ✓ confirmed depositing \$442.00 for March Traffic Fines
- ✓ confirmed that he has not received any modification requests to the 2019 proposed budget and that he will proceed to advertise the budget for a Public Hearing at 7:00 PM on June 7<sup>th</sup> and then proceed to submit the budget to the Wayne County Auditor shortly thereafter; he asked if there were any questions or comments - none were offered
- ✓ he recommended that the next Records Commission Meeting be held at 6:50 PM on June 7, 2018 unless someone prefers a different date and/or time - none was offered

- ✓ Mayor Dibler appointed Cathy Kopp to the Records Commission since Ken Dibler has now been appointed to Council and is no longer able to be the public representative on this commission

Old Business:

Gary Harris had nothing to report:

Public Participation:

- o Cathy Kopp asked if it would be OK to post the 150<sup>th</sup> Village anniversary information on Face book and Council gave her the OK to do so; she also volunteered to “head-up” the committee for the anniversary

**There being no further business to come before Council, Lori made a motion to adjourn at 8:27 PM, seconded by Tracy. Unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris