

**VILLAGE OF BURBANK  
REGULAR MEETING, AUGUST 2, 2018**

Mayor Carolyn Dibler called the meeting to order at 7:10 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler, Tracy Lenhoff and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Ben Berger - Zoning Inspector (arrived at 7:15), resident David Wilkinson and visitor Bob Morehead with The Post.

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

Minutes - July 20, 2018 Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Lori and Tracy reporting:

- Lori read the July Police Report
- confirmed that barriers are still installed on the north side of E. Middle Street east of Diagonal Road due to the "wash out" of a section of the road; Gary confirmed that he sent the bid price to Council on July 31<sup>st</sup> and that the Mayor asked about them doing the back-fill; Gary confirmed that he could not answer their question about current backfill under the collapsed section and Chris confirmed that it is all dirt and that they should back-fill with 4x8 rip/rap - Gary confirmed that he will forward this information to Most Paving and ask for a revised cost
- **Lori made a motion to approve a Purchase Order up to \$3000 with Most Paving to repair this section of road and add back-fill of rip/rap, seconded by Tracy. 5 ayes, 0 nays**
- Tracy confirmed that she has not received a schedule from the Chief over the last few months; the Mayor confirmed that she will contact the Chief on this and ask why the Officers are no longer attending the Council Meetings

Finance

Tracy and Ken reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$3,245.38. **Tracy made the motion to accept these payments, seconded by Chris. 5 ayes, 0 nays.**

Gary reporting:

- Small Government - the Grant Agreement for Small Government/OPWC (for the Henrietta and Hower Streets Storm Sewer and Pavement Improvements) that included a \$70,720 Loan was signed and mailed to OPWC on July 21st; receipt was confirmed by OPWC on July 26<sup>th</sup> for all Village documents; on July 31<sup>st</sup> I sent a Request to Proceed into OPWC that will allow Burbank to contract for the Design Engineering work with Engineering Associates at a cost of \$29,400 - the request was approved on August 1<sup>st</sup> and I will proceed to generate a PO to Engineering Associates with a start date of 9/10/2018 and a completion date of on or before January 2, 2019 - any questions or comments - none were offered
- Block Grant update - WCPD went out for construction bids on June 29<sup>th</sup>, bid results were sent to Council on August 1<sup>st</sup> with a recommendation to select the lowest bidder, Mid-Ohio out of Holmesville, Ohio; today I sent all of Council input from Engineering Associates on the list of bidders to aid in our decision process; based on the bid price and the total value of the grant, we have sufficient monies to cover using Engineering Associates for Construction oversight and Inspections at no cost to the Village nor will there be any need for matching funds from the Village- any questions or comments- none were offered; may I have **a motion from Council to approve Mid-Ohio Concrete as the contractor for the W. Middle & Depot Streets sidewalk project and authorizing the Mayor to sign the letter confirming the contractor, accepting the bid price and confirming the total value of the Block Grant and committing the Village to pay any costs above the Grant Value including any change orders and authorizing the use of Engineering Associates for construction oversight and inspections at a cost of \$12,000 paid for by the Grant monies, motion so moved by Chris and seconded by Dennis. 5 ayes, 0 nays**
- No update on the Nature Works Grant while ODNR reviews all applications and awards the Grants this Fall - any questions or comments - none were offered
- he asked Allan if there were any updates on delinquent property taxes and Allan reported that there are no changes from last month; Allan confirmed that he is going to approach the Auditor's office and ask why there appears to be no action yet on the Tax Sale for the property located at 118 W. Middle Street
- Allan did the first reading of Ordinance 2018-06 "An Ordinance accepting the bid of Mid Ohio Concrete for the 2018 Village Sidewalk improvements project, authorizing a contract for the work with Mid Ohio Concrete, and declaring the same an emergency"
- **Tracy made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2018-06, seconded by Ken. 5 ayes, 0 nays**

- **Tracy made a motion to adopt Ordinance 2018-06 as an emergency, seconded by Dennis. 5 ayes, 0 nays**

### Parks

Dennis had nothing to report.

### Water & Sewer

Dennis and Ken had nothing to report.

- ✚ The Mayor distributed documents pertaining to the Stark-Tuscarawas-Wayne Solid Waste Management District's Solid Waste Management Plan Summary; a discussion took place on this topic and it was confirmed that this is a requirement of the EPA to update the plan on a regular basis and to obtain as many Resolutions from the subdivisions in the service area covered by this plan
- ✚ Allan did the first reading of Resolution R2018-04 - "A Resolution to approve the Stark-Tuscarawas-Wayne Joint Waste Management District's Amended Draft Solid Waste Management Plan"
- ✚ The Mayor preferred to not vote on this at this time but rather to allow Council and the community time to review the details involved

### Streets

Chris & Lori reporting:

- o confirmed that no priorities have yet been set for needed street repairs nor has the list of signs needing replacement been generated but these are expected to be completed within the next 1-2 weeks
- o confirmed that no progress on the signs to be ordered for the PEP Grant has taken place; requested Gary to contact Canaan Township and/or the Wayne County Highway Department for input and/or assistance
- o confirmed the intent to contact Dynamerican to do more storm sewer jetting near the intersection of E. Middle and Henrietta
- o Allan spoke about the request by ODOT for a Resolution designating an official State Bicycle Route through the Village of Burbank on Middle Street for State Bike Route 71 (not a part of I71) at no additional cost to the Village
- o Allan did the first reading of Resolution R2018-05 - "A Resolution designating an official State Bicycle Route through the Village of Burbank"
- o **Lori made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution R2018-05, seconded by Tracy. 5 ayes, 0 nays**
- o **Tracy made a motion to adopt Resolution R2018-05, seconded by Lori. 5 ayes, 0 nays**

### Zoning

Chris had nothing to report.

- ❖ Ben read the zoning report
- ❖ Ben confirmed that he is getting two quotes on the Water Street repair near the culvert for damage caused by debris at the culvert entrance
- ❖ Ben confirmed that he is waiting to hear back from Gary Gallion about the old P.O. Building and property conditions
- ❖ a discussion took place about the vehicle missing plates owned by Dan Wiley Jr. and agreed that Ben and Allan should work together on this matter to issue an “order” to this resident giving 10 days to correct the situation and to take photos on the same day that the “order” is served
- ❖ Allan did the second reading of Ordinance 2018-05 “An Ordinance of the Village of Burbank, Ohio amending the Village Zoning Code, Ordinance No. 2004-10 and its amendments, in order to change the regulations with regard to swimming pools, the permit requirement for small accessory buildings, and the maintenance and cleaning of sidewalks in the Village, and the keeping of small livestock in the Village”

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, September 6, 2018 at 7:30 PM
- ✓ confirmed no deposits for June Traffic Fines were received and that he is investigating this matter
- ✓ confirmed the need for Parks to schedule a removal date for the port-a-jon from the Park; Lori recommended an end-of-September time frame due to continued use of the Park
- ✓ confirmed that he contacted LMRE as requested by Council on the People Fund Grant – they do not cover any paving or repairs for driveways or parking lots, they may be able to consider the cost to re-electrify the Park but we need to obtain bids for this work from electricians – he recommend that Ken be involved since he may be the most informed person on what was functional in the Park and what needs to be included in such work
- ✓ confirmed that he contacted LMRE as requested by Council on LED lighting for the Village – it can be done at no cost to the Village and it may take up to 6 months to complete the changeover; they stated that we have 45 LMRE poles in Burbank, the cost per month per light (at this time is \$9.00 = \$405 per month versus our current average cost of \$2627 over 7 months averages out to \$375 per month; LMRE also stated that if we proceed with this it would be a good time to also consider adding any new poles to the Village, at a cost of \$130 per pole with no additional adder to install the LED lighting beyond the \$9/mo/pole, if we need more lighting in any area of the Village – LMRE would like our response on these matters – LED’s and poles; Council is to let Gary know if he is to proceed or not

- ✓ confirmed that he contacted our insurance carrier as requested by Council as pertains to the removal of culvert blockages – our insurance coverage does include debris removal coverage however we have no street culverts included in our insurance coverage; he requested the cost adder to include this coverage on our insurance policy and I am waiting for a response
- ✓ the Mayor offered condolences for the Phyllis Woodburn family in the loss of a family member and injury to another family member in the accident at Pleasant Home Road and SR 83
- ✓ the Mayor was asked by Council to include in her discussion with Chief Meshew to increase patrols of the Park due to noise levels after sunset
- ✓ Allan reported that he may be late in arriving at September’s Meeting due to another commitment that concludes at the start time of our normal meeting time; the Mayor offered to move the start time for September’s meeting to 7:30 PM

Old Business:

Gary Harris reporting:

- asked if a decision has been made about re-roofing the storage shed in the Park – Council confirmed that they will continue to review the bids

Public Participation:

Nothing offered.

**There being no further business to come before Council, Lori made a motion to adjourn at 8:18 PM, seconded by Tracy. Unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris