

**VILLAGE OF BURBANK
ORGANIZATIONAL & REGULAR MEETING, JANUARY 3, 2019**

Mayor Carolyn Dibler called the meeting to order at 7:05 PM.

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

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

Lori made a motion to excuse Chris Norton, seconded by Tracy. 5 ayes, 0 nays

ORGANIZATIONAL MEETING

- ✓ **Ken nominated Tracy Lenhoff as the President of Council, seconded by Dennis. 5 ayes, 0 nays**
- ✓ Mayor Dibler asked if any Councilmember wanted to be on a different committee; no requests were made so the Mayor declared the same Committee Member Chairpersons as those assigned in 2018

This concluded the Organization Meeting.

REGULAR MEETING

Minutes - December 11, 2018 Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Tracy and Lori reporting:

- Lori read the December Police Report
- Mayor Dibler confirmed that she sent the "preliminary Hours Report" to Chief Meshew with the 2019 Patrol Hours for the Village; Gary confirmed that he

had furnished this report as a guide only and that Council can modify and adjust the hours as they deem appropriate staying within the annual limit of 1000 hours for 2019

- Lori asked if any request was made for more night patrols versus daylight patrols; Mayor Dibler stated that this will be a topic for a group meeting this Spring with Chief Meshew

Finance

Tracy and Ken reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$13,932.50 and reported that \$11,020.00 of this amount was for the Police Patrol hours in Burbank- **Tracy made the motion to accept these payments, seconded by Ken. 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)** Engineering Associates will have the drawings for bid ready to inspect on January 11th - he does plan to review these drawings and then proceed to prepare an ad for the project seeking bidders; as it stands now he anticipates running the ad starting the 3rd or 4th week in January with bid opening near the end of February or 1st week in March - he asked if there were any questions or comments - none were offered - he then asked if he could have **a motion authorizing the Fiscal Officer to place the Request for Bid ad and pay the associated fees, Lori said so moved and seconded by Dennis. 5 ayes, 0 nays**
- **Nature Works Grant** - he asked if there was any input from the Park Chairs on the proposed Survey and public meeting to be completed in time to meet the targeted mid-May resubmittal of the Nature Works Grant Application; the question of what was needed was raised to Gary who responded with some topics and ideas to be included on the survey; Mayor Dibler asked Dennis and David to be on the committee and she also offered to participate and Cathy also volunteered; the goal is to have a "draft" survey available at the February Council Meeting and they did identify a targeted Public Hearing Date/Open House for April 13th
- **New OPWC & CDBG Grant Applications (Front Street Storm Sewers & Repaving)** - the meeting with the Small Government Committee to determine who will win Grants is now confirmed to take place on May 9th at 10:30 AM in Columbus which he does plan on attending and Mayor Dibler indicated that if she can work it out, she will also plan on attending this meeting - he asked if there were any questions or comments - none were offered
- **Consideration for Changing Banks** - he confirmed that on December 18th he sent Council the result of his meeting with Westfield Bank and what they offered versus our current banking with Wayne Savings; he reported one change to what had been previously reported - when he first met with

Westfield they stated .15% interest on the checking account versus the .05% we receive at Wayne Savings; Westfield made a mistake and will offer .10% interest which is double that of our current interest rate and also offered to increase the Money Market interest up from 1.5% to 1.6% from the current .15% being earned with Wayne Savings; he stated that if we change banks it will take 4-6 weeks before the change is made due to new checks needing to be ordered, notification to all State and County agencies about this change in banking and setting up the direct deposit and withdrawal for funds paid to and received from these State and County agencies - he asked if there were any questions or comments - none were offered; he asked if Council wanted to change banks or remain with our current bank and Council voiced the desire to make the change

- Allan did the first reading of Resolution R2019-01, a "Resolution authorizing opening and maintaining a bank account for the Village with Westfield Bank, designating Westfield Bank as a depository for funds of the Village of Burbank, and declaring the same an emergency"
- **Lori made a motion to waive the 2nd and 3rd readings of Resolution R2019-01, seconded by Tracy. 5 ayes, 0 nays**
- **Tracy made a motion to adopt Resolution R2019-01 as an emergency, seconded by Lori. 5 ayes, 0 nays**
- he asked Allan if there were any updates on delinquent property taxes; Allan stated that nothing has been paid and that the Prosecutor's Office needs to reactivate these cases; he also stated that he will investigate to see if there are any other properties with delinquent taxes

Parks

Dennis and David reporting:

- ✚ it was reported that the School Park flag is in tatters and that no one is flying the flag properly; Ken stated that the School Alumni committee were to maintain all aspects of the flag at this site but he does not have any contact information; Cathy stated that she will research to see if she can find anyone for Council to speak with

Water & Sewer

Dennis and Ken had nothing to report.

Streets

Lori Reporting:

- confirmed that she received a complaint about a missing sign for "no engine brake" on the south side of town on Front Street; Cathy stated that she knows someone who can do the install and will get back to us on this matter; Gary was asked to send the list of recently purchased signs and related items to the Street Chairpersons, Mayor Dibler and Cathy

Zoning

David had nothing to report.

- ❖ Ben reported that the property on Mill Street is down to two stacks of pallets, the car has been moved into the garage, the sign was removed and there remains one truck in the alley; Allan confirmed that he had written a letter to the property owner on these matters

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, February 7, 2019 at 7:00 PM
- ✓ confirmed depositing \$502 for November Traffic Fines
- ✓ confirmed depositing \$500 received from the PEP Grant reimbursing the Village for a portion of the costs on the recently ordered street signs and related safety equipment
- ✓ confirmed that Jimmy's Lawn Service is interested in bidding a 2 year mowing contract with the Village with no price increases from the 2018 contract - does Council wish to enter into a new two-year contract with this contractor - Lori requested to wait until she has an opportunity to see if there will be any other bidders for this work
- ✓ confirmed that he is distributing the 2018 Financial results to Council after which he reviewed the details in the report; once done he asked if there were any questions or comments - none were offered; he did ask Council for **a motion from Council accepting the 2018 Financial Results and authorizing the Fiscal Officer to place the Legal Notice that 2018 Financial Reports are available for public viewing, Lori said so moved, seconded by Dennis. 5 ayes, 0 nays**
- ✓ confirmed that at February's meeting we will need to address any additional spending that Council wants to do that is above and beyond the Appropriations distributed to Council at the April 5th Council Meeting - if no changes are presented then the Appropriations will remain as presented in April with the one addition of now having an Appropriation for the Henrietta & Hower Streets Storm Sewers and repaving that was not yet awarded when the April appropriations were issued - any questions or comments - none were offered
- ✓ reported that the following terms expire in 2019 - Mayor Dibler, Chris Norton and Tracy Lenhoff; applications must be submitted by August to get onto the November ballot

Old Business:

Gary Harris reporting:

- ✚ confirmed that the trees in the Park, on Front and Depot Streets will be cut down on Monday, January 7th; he requested a **motion to authorize the Fiscal Officer to re-issue the Purchase Order and issue payment upon completion of the tree removal and stump removal (except for the**

trees in the Park) as previously approved for 2018, Tracy said so moved, seconded by Lori. 5 ayes, 0 nays

- ✚ Cathy reported considering having the Village's 150 Anniversary over several days, she is working on finding local businesses willing to participate in a Raffle, consideration was offered for vendors offering alcoholic beverages and a brief discussion was held on this topic; she suggested having this event, maybe with local bands as well, possibly the weekend of August 10th or 17th
- ✚ Allan confirmed that Henrietta is classified as an alley and the Village can post 15 mph speed limit
- ✚ Allan asked Council their decision on the trash hauling contract for the Village; he reviewed the three-year option and the recyclable option offered; Council felt the recycling was too expensive and Ken stated that he is still checking and looking into this as well and he is also looing into some grants that might help to offset such costs
- ✚ **Lori made a motion to renew the Kimble Contract for one (1) year, seconded by Ken. 5 ayes, 0 nays**
- ✚ Allan did the first reading or Ordinance 2019-01, an "Ordinance prohibiting the dumping of any materials in any water course in the Village and declaring the same an emergency"
- ✚ **Ken made a motion to waive the 2nd and 3rd readings of Ordinance 2019-01, seconded by Lori. 5 ayes, 0 nays**
- ✚ **Ken made a motion to adopt Ordinance 2019-01 as an emergency, seconded by Lori. 5 ayes, 0 nays**

Public Participation:

Nothing offered

There being no further business to come before Council, Tracy made a motion to adjourn at 8:13 PM, seconded by Lori. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris