

**VILLAGE OF BURBANK
REGULAR MEETING, OCTOBER 3, 2019**

Interim Council President, Carolyn Dibler, called the meeting to order at 7:04 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Tracy Lenhoff, Ken Dibler and David Wilkinson; also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer, Zoning Inspector – Ben Berger; residents Cathy Kopp, Linda Gray, Bert Reed and visitor Bob Morehead with The Post newspaper.

Carolyn asked everyone to stand and Pledge Allegiance to the Flag.

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

Minutes – September 5, 2019 Regular Meeting

Carolyn made a motion to waive the reading of the submitted September Minutes and to approve the Minutes as submitted, seconded by David. 5 ayes, 0 nays

Committee Reports:

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

Council Reports:

Safety

Carolyn and Tracy had nothing to report.

Finance

Ken and Tracy reporting:

- read the October Paid Bills and the Automatic Deductions amounting to \$14,446.29 – offered the detailed list to anyone wanting to know the specific payments – no requests were made; **Ken made the motion to accept these payments, seconded by Tracy. 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) confirmed the “final walkthrough” with the Engineer and Contractor has been

completed and that we are waiting for final punch-list to be completed; there was one issue at Rob's, on the back entrance to the old firehouse, that he did request a safer transition in one section of the east side building exit- he asked if there were any questions or comments - Carolyn reported a call from Gary Gallion about a rut in his grass next to the resurfaced roadway on Henrietta and she was not aware of who or what caused this since all work has been completed; Gary Harris to confirm if in right-of-way and correct if so

- **Nature Works Grant** - confirmed that we are waiting to hear by the end of October if we have been awarded the Grant - he asked if there were any questions or comments - none were offered
- **OPWC Grant Application (Front Street Storm Sewers & Repaving)** - he confirmed that the application was delivered to the WCPD on September 17th, 1 day ahead of the deadline; Engineering Associates and he attended the Community Review Meeting on September 26th, they answered all of the questions and were told that Burbank scored well for both OPWC and Small Government; at the end of that meeting we were number 3 and after the meeting we were placed in number 4 position out of 9 total applications; the meeting to determine the top priorities for Wayne County will be held on October 17th which he had planned on attending but that is the same day that he is on a morning flight to Houston, TX to attend a family wedding; he has asked the Director of Wayne County Planning, Mr. Trevor Hunt, to text him our status on the 17th at the conclusion of that meeting; he confirmed that Engineering Associates offered to not yet need the PO for beginning the Fieldwork and Preliminary Engineering until we know for certain if Burbank is a priority project for Wayne County and that they can wait until we are confirmed and if confirmed they will still meet our engineering requirements for this project; Carolyn offered to try to attend the meeting on October 17th, Gary to confirm the time and meeting location; he asked if there were any questions or comments - none were offered
- **2019 CDBG Grant Application** - this is the approved Grant for replacing the sidewalks on Mill Street - confirmed that we should hear about the release of this project in October thus allowing the environmental impact study to move forward followed by the soliciting of engineering firms to bid this project - he asked if there were any questions or comments - none were offered

Parks

Dennis and David reporting:

- ✚ Gary confirmed that the project at the Old School Park is complete; Carolyn commented that it looked very nice and it was done well; David asked when will they plant the grass seed - Gary confirmed that he walked the area, after it had been leveled and cleared and before they applied the straw and saw the grass seed present

Water & Sewer

Dennis and Ken had nothing to report.

Streets

Carolyn had nothing to report.

- Gary reported that the temporary repair on the Culvert on Water Street is 90% complete; he confirmed that during the work and as the result of a meeting at the site with Engineering Associates a few more items needed attention that will increase the costs; rip-rap needs to be added below the culvert discharge as well as up against the existing steel walls and newly added concrete blocks, extending the sump pump line to discharge into the drainage ditch, removing shale beyond the initial work area (to provide clear and unblocked drainage into Killbuck Creek and removing the tree that was downed during the repair work; Gary cautioned Council that these repairs are only temporary and any significant rain event will most probably cause these repairs to fail, he stated that even a moderate rain event could negatively impact these repairs; Gary requested a **Motion to appropriate an additional \$1,850 to cover the added work, Carolyn stated so moved, seconded by Tracy. 5 ayes, 0 nays**
- Gary reported that he plans to submit an OPWC Emergency Program Grant Application for the permanent repairs to the Culvert on Water Street in the amount of \$64,000; a discussion took place about the history on this particular culvert and Bert Reed disagreed with the background as reported to Gary by the son of the original owner of the property being impacted by this culvert; after much conversation Gary reported that he will not submit this Emergency Application, that he will contact Engineering Associates to determine if the existing culvert is properly sized and obtain an updated quote if sizing is needed to be changed
- **Carolyn made a motion authorizing the Fiscal Officer to have Engineering Associates begin to evaluate the Water Street Culvert, sseconded by Ken. 5 ayes, 0 nays**

Zoning

David and Zoning Inspector Ben Berger reporting:

- ❖ asked again about how to proceed with the request from the owner of 121 South Street wanting to purchase 30-40' of the Old School property so he can fence it in to

stack wood for sale; Allan reported that this is not in a commercial zone, thus the owner cannot run a business out of this property

- ❖ reported that the property at the intersection of West Middle and Front Street owned by Cockrell Investments is in the process of being purchased by Top Flight Financial Services and they want to file a permit to add a larger sign with LED lights on a timer; Ben double checked with the prospective new owner, reconfirmed that the sign dimensions will be within code
- ❖ **Carolyn made a motion to approve a permit for the sign at a fee of \$35, seconded by David. 5 ayes, 0 nays**
- ❖ Ben to inspect the walnut tree at 127 Mill Street to determine who is responsible for the clean-up of tree debris caused by the fruit dropping from this tree
- ❖ Allan confirmed that he filed a Grant with the Muskingham Water Shed for debris removal from Killbuck Creek and he will keep Council updated on the status
- ❖ Allan confirmed that the Village cannot file for a Grant with the Ohio Emergency Management Agency to help with the Water Street Culvert as it required that the home owner being impacted must have filed past insurance claims for water damage and no such claims were ever filed

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, November 7th at 7:00 PM
- ✓ confirmed depositing \$659.00 for August Traffic Fines
- ✓ recommended that Council conduct a Wage Survey on Front Street by the end of this year or early next year in preparation for filing a CDBG Grant to remove and replace the sidewalks on the East side of Front Street; Based on the last census, in 2010, this street did not qualify as an LMI neighborhood thus could not qualify for a CDBG Grant and recommended doing another survey as the status may have changed over the past 10 years; Council will need to determine who will do the survey and the timing of the survey – he views this as the best affordable option to replace these sidewalks
- ✓ reported that he was told by David that one of the old electrical panels in Village Hall is a fire hazard and needs to be replaced and that a quote was provided to do this work in the amount of \$700
- ✓ **Carolyn made a motion to appropriate \$700 for the removal and replacement of the electrical box in Village Hall, seconded by Tracy. 5 ayes, 0 nays**

Old Business:

Gary Harris had nothing to report.

- Allan reviewed the issue caused by using the Sheriff Dept. personnel to provide Safety at the Sesquicentennial event rather than Creston Police; his secretary while at Creston Police headquarters to have a document signed, was approached by Chief Meshew who brought up the matter of costs and the scheduling officers to provide a Safety Detail, he made the recommendation of 2 officers and 1 car at the cost of \$40 per hour for the first officer and car and \$30 per hour for the second officer for a combined rate of \$70 per hour and Cathy confirmed she had a quote of \$30 per hour from the Sheriff's Department

Public Participation:

- Cathy asked Council if they would donate a Gift Basket to the JAG Healthcare Open House event where she will attend and set-up a table to represent Burbank at this event; Carolyn asked Gary if funds could be so used and he confirmed that they could be so used
- **Carolyn made a motion to appropriate \$25 towards the gift basket to be donated at the JAG Healthcare Event, seconded by David. 5 ayes, 0 nays**

There being no further business to come before Council, Carolyn made a motion to adjourn at 8:12 PM, seconded by Tracy. Unanimous.

X

Acting Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris