

**VILLAGE OF BURBANK
ORGANIZATIONAL & REGULAR MEETING, JANUARY 16, 2020**

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

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler, Tracy Lenhoff and David Wilkinson. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer; resident Thomas Lenhoff and visitor Bob Morehead with The Post.

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

ORGANIZATIONAL MEETING

- ✓ **Allan swore in Carolyn Dibler as the Mayor of the Village of Burbank for the term 2020-2023**
- ✓ **Allan swore in Tracy Lenhoff and Chris Norton returning appointed Council members for the term 2020-2023**
- ✓ **Tracy nominated Thomas Lenhoff to fill the seat vacated by Carolyn Dibler, seconded by Dennis. 5 ayes, 0 nays**
- ✓ **Allan swore in Thomas Lenhoff to Council whose term will expire on 12/31/2021**
- ✓ **Tracy nominated David as President Pro-Tem of Council, seconded by Chris, 6 ayes, 0 nays**
- ✓ Mayor Dibler asked if any Councilmember wanted to be on a different committee; a brief discussion took place and then the Mayor confirmed the Department Chairs: Finance - Tracy and Ken, Parks - Dennis and David, Safety - Tracy and Thomas, Streets - Chris and David, Water/Sewer - Dennis and Ken, Zoning - Chris and Thomas
- ✓ Gary asked for confirmation for those Council members to be assigned to the Audit Committee, Mayor Dibler confirmed Chris, Ken and Tracy
- ✓ A brief discussion took place considering a change in Meeting start times; **Ken made a motion to have Allan change the Council Meeting start times from 7:00 PM to 8:00 PM for the months of May through October in the Council Rules, seconded by David. 6 ayes, 0 nays**

This concluded the Organization Meeting.

REGULAR MEETING

Minutes – December 5, 2019 Regular Meeting

Dennis made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Tracy. 6 ayes, 0 nays

Minutes – December 17, 2019 Special Meeting

Tracy made a motion to waive the reading of the Special Meeting Minutes and to approve the Special Meeting Minutes as submitted, seconded by David. 6 ayes, 0 nays

Committee Reports:

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

Council Reports:

Safety

Tracy and Thomas had nothing to report.

- ✚ Carolyn identified the need to go into Executive Session near the end of tonight's meeting to discuss the most recent offer issued by the Sheriff's Department to patrol Burbank

Finance

Tracy and Ken reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$21,772.38 and reported that \$13,670.00 of this amount was for the Police Patrol hours in Burbank and offered the list of paid bills to anyone who wanted to review the details, no such requests were made- **Tracy made the motion to accept these payments, seconded by Ken. 6 ayes, 0 nays.**

Gary reporting:

- **Nature Works Grant** – confirmed that on December 19th he did receive the NatureWorks Grant Agreement and also expressed the need to vote on and pass the necessary legislation that needs to accompany the signed Agreement; Allan did the first reading of Ordinance 2020-01, "an Ordinance approving the

NatureWorks Local Grant Program State/Local Project Agreement (Wayne -034) authorizing the Mayor to execute the Agreement on behalf of the Village, and declaring the same an emergency"; **Chris made a motion to waive the 2nd and 3rd readings of Ordinance 2020-01, seconded by Dennis, Allan asked for a roll-call vote – Chris, aye, Dennis – aye, Ken – aye, Tracy – aye, Thomas – aye, David – aye; Tracy made a motion to approve Ordinance 2020-01 as an emergency, seconded by Dennis, Allan asked for a roll-call vote – Chris – aye, Dennis – Aye, Ken – aye, Tracy – aye, Thomas – aye, David – aye; Gary asked for a motion authorizing the Fiscal Officer to release all necessary purchase orders to initiate all aspects of this project as well as authorizing him to process all payments for work that is completed and verified as being satisfactory once the countersigned Agreement is returned by the Ohio Department of Natural Resources, Dennis stated so moved, seconded by Chris. 6 ayes, 0 nays;** he did ask Council to confirm the location of the pad for the Port-a-Jon as well as asking if posts should be sunk in the pad with eyelets to be able to chain the unit to the ground to prevent any vandalism as well as posts to block any cars from hitting the Port-a-Jon and he was advised to so proceed; he also asked where the pad is to be located and Council confirmed to locate the pad just to the north of the light pole near the center of the parking lot on the west side; he asked if there were any other questions or comments – none were offered

- **OPWC Grant Application (Front Street Storm Sewers & Repaving)** –he confirmed that an update was received on December 30th from Engineering Associates, the survey work is done on Front Street and the engineering design work has just begun; at this point in time, the project is on schedule for having the construction bid packages ready for distribution on March 20th– he asked if there were any questions or comments – none were offered
- **2019 CDBG Grant Application (sidewalks on Mill Street)** – he confirmed that on December 30th an update was received from the Wayne County Planning Department confirming that the environmental studies are now underway for this project; he requested Wayne County to include Engineering Associates on the bidders list for engineering this project – he asked if there were any questions or comments – none were offered
- confirmed distributing the Employee/Elected Officials payroll data sheets to be reviewed and returned to him by the end of tonight’s meeting if there are any changes
- confirmed distributing the W2’s to all government officials at tonight’s meeting
- distributed and briefly reviewed the 2019 Financial Summary Report; he asked if there were any questions or comments – none were offered

Parks

Dennis and David had nothing to report.

Water & Sewer

Dennis and Ken reporting:

- confirmed that the most recent sewer bill listed a new telephone number for residents to contact the Wayne County Sewer Billing at 330-287-5477

Streets

Chris and David reporting:

- confirmed that the Village has been lucky so far with the minimal amount of snow plowing and salting required thus far this year
- identified pot holes on Diagonal Road and East Middle Street and at the intersection of E. Middle Street and Grant Street; confirmed that the goal will be to temporarily patch these areas with gravel and/or millings until the weather improves for a more permanent type of patching
- reported that the snow plowing contractor cannot fit down Reed Court due to vehicle parking; David to contact Ben to talk with the homeowners involved
- confirmed the need to install a new Stop sign on Mill Street at the intersection of Water Street

Zoning

Chris and Thomas had nothing to report.

- ✚ Gary reported on the status of the Culvert on Water Street – he confirmed that documentation cannot be located at Wayne County nor the engineering firm hired to do the original design work (URS now owned by AECOM) detailing any design for this culvert and that the post installation design calculations that we paid Engineering Associates to run are conflicted; some show meeting the non-ODOT criteria and some do not and in the one ODOT criteria calculation that was run, it did not meet design; so, he asked, do we invest anywhere from \$64,000 to \$170,000 on a design that cannot handle anything beyond the 10 year rain event calculation that the original design may have met or the ODOT 10 year rain event calculation that it does not meet, realizing that whichever calculation and resulting design criteria selected that not even this design would be capable of handling all upcoming rain events and that flooding will continue to occur; he also reported that the Wayne County Engineering Office sent him a Flood Insurance Rate Map showing that this particular property is in a Special

Flood Hazard area subject to inundation and the area appears to come right up to the back of the residence on this property; after some discussion Council asked Allan to proceed with the research he offered to perform in trying to locate funding to purchase the property and then funding to remove the structure and make this area a "green area" due to the continuous flooding anticipated to happen as a result of the significant rain events that now seem to be occurring more often; Allan confirmed that this residence was originally built in 1902, long before any Flood Plain restrictions were put into effect and that the most current County tax appraisal for this property is valued at \$64,000.00; Council also asked Allan to meet with the property owner to review the Village position going forward and Gary offered his assistance, if needed

✚ Gary confirmed that the Killbuck Creek blockage work which was completed in November and the check to fully reimburse the Village in the amount of \$9,400 has been received and deposited

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, February 6, 2020 at 7:00 PM
- ✓ confirmed depositing \$565.50 for October Traffic Fines
- ✓ Allan reported that Council will need to decide at February's meeting if they want to extend for another year or go out for bids as the current contract expires at the end of February; the rates would increase from \$14.74 to 15.08 for regular customers
- ✓ **David made a motion to approve a one-year contract extension with Kimble for trash removal services, seconded by Dennis. 6 ayes, 0 nays**
- ✓ Allan reminded Council that both the Park and Police levy's are up for a vote and we can either get them on the ballot this November or in the Spring or November of 2021; Council opted for the Spring of 2021 and Gary raised the point that if no other communities put any issues on the Spring ballot that Burbank will have to pay for this expense with the Wayne County Board of Elections and Allan thought the fee would be around \$1,000.00
- ✓ Tracy stated that it is time to renew the domain and hosting fees for the Village website at a cost of \$125.87 for the year
- ✓ **David made a motion to approve spending \$125.87 for the annual renewal of the Village website domain and hosting fees, seconded by Dennis. 6 ayes, 0 nays**

Old Business:

Gary Harris reporting:

- asked if Council has decided yet on taking a Wage Survey on Front Street to possibly aid the Village in obtaining a Block Grant to replace the sidewalks on the east side of Front Street that, for the most part, are unusable; Council asked Gary to obtain a current list of residents on Front Street in preparation for discussion at February's meeting
- confirmed that he brought with him the results of the Sesquicentennial financial audit, the same summary sheet that he sent to Village government officials on December 20th showing a net loss of \$34.50 in case anyone wants to review the findings; he once again congratulated Cathy Kopp and her team for the excellent job done in keeping the Village financial exposure at such a minimal amount
- Allan asked if Council had any issues on the matter dealing with the lawsuit as pertains to the old Fire Station/Post Office property as discussed and voted on at December's meeting; he stated that he needed to confirm once more that Council has no objection to this property transaction; Council reconfirmed no objections or issues

Public Participation:

Nothing offered

Ken made a motion, at 8:23 PM, to go into Executive Session, after a break, to discuss matters related to the proposal from the Sheriff's Department for Burbank coverage, seconded by Tracy. 6 ayes, 0 nays

Tracy made a motion to return to Regular Session at 8:57 PM, seconded by Dennis. 6 ayes, 0 nays

A brief discussion took place about the furnace at Village Hall and trying to quiet the unit during meetings; Gary said he would work on this with a contractor if we can appropriate up to \$500.00

David made a motion to appropriate up to \$500 to have the furnace worked on, seconded by Dennis. 6 ayes, 0 nays

There being no further business to come before Council, Chris made a motion to adjourn at 9:03 PM, seconded by David. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris