

**VILLAGE OF BURBANK
REGULAR MEETING, MAY 7, 2020**

**NOTE - DUE TO COVID-19, THIS MEETING WAS HELD VIA TELECONFERENCE THROUGH
FREECONFERENCECALLHD.COM**

Mayor Carolyn Dibler, called the meeting to order at 8:06 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler, Thomas Lenhoff and David Wilkinson; also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer, resident Lori Menk - no other visitors were present and the time of the meeting and instructions for joining the teleconference appeared in The Post and The Daily Record prior to the meeting date.

Chris announced himself and made a motion to excuse Ben Berger, seconded by Dennis who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David –aye.

Minutes – April 23, 2020 Regular Meeting

Dennis announced himself and made a motion to waive the reading of the submitted April Minutes and to approve the Minutes as submitted, seconded by David who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David –aye.

Council Reports:

Safety

Ken and Thomas reporting:

- read the Sheriff's report covering the time period March 29th through April 25th – he asked if there were any questions – nothing was offered

Finance

Ken reporting:

- read the April Paid Bills and the Automatic Deductions amounting to \$4,724.35; **Ken announced himself and made the motion to accept these payments, seconded by**

Dennis who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David -aye.

Gary reporting:

- **Nature Works Grant** – confirmed that the bid package was reviewed and approved by ODNR, so Burbank is clear to proceed if this is the direction that Council wishes to go; confirmed that Monday night he sent Council his 2020 Forecast for Revenues and in that document he posed the question that Council needs to decide this evening – do we “hold” or do we “proceed”; with no history on pandemic impacts in over a century, all that we can do is a “best guess” scenario when it comes to estimating the total impact to revenues due to COVID-19; reported that it is important to realize that any extension in time does add to the potential of a cost increase thus costing the Village more money due to any higher costs and a fixed amount of payment through the grant; he reviewed the matching fund amount of \$13, 875 and the Grant reimbursement amount locked in at \$31,125 - any questions or comments – a brief discussion took place about the merits of proceeding or not and Council was on-board to proceed; Gary stated that based on an approved motion he will proceed to place an ad in the newspaper for receiving construction bids that will advertise for two weeks, beginning next week with bid opening before the end of May; **David announced himself and made a motion to proceed with the Park improvements through the Nature Works Grant, seconded by Ken who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David -aye.**
- **OPWC Grant (Front Street Storm Sewers & Repaving)** – confirmed that Council was notified about the results of the bid opening for this project on May 6th along with his recommendation to pass an Ordinance awarding the construction in order that the Village is ready to go as soon as OPWC funding is confirmed and that Rising Son out of Mansfield was the lowest bidder (\$195,536/\$313,500); confirmed that Engineering Associates did verify that the pricing and all support documentation was provided; confirmed that we remain in a “hold” status as no update from OPWC is available on possible funding for this project in 2020; for our matching funds (\$24,108) this is less of an issue as we planned on using only Highway Fund monies for this project and these monies will not be negatively impacted by COVID-19 impacts, but 2020 revenues will be impacted by gasoline and license tax reductions for replenishing this fund; he reminded Council that we will also have to repay the \$74,100 loan over 30 years at an annual cost to the Village of \$2,337 that was going to be financed through the Traffic Fines collected which has substantially declined due to COVID-19 - he asked if there were any questions or comments – none were offered
- Allan did the first reading of Ordinance 2020-04, “an Ordinance accepting the bid of Rising Son Company, Inc. for the Front Street project of the Village upon

conditions of funding, authorizing the Mayor to execute a contract for same, and declaring the same an emergency”

- **Ken announced himself and made a motion to waive the 2nd and 3rd readings of Ordinance 2020-04, seconded by David who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David –aye.**
- **Ken announced himself and made a motion to adopt Ordinance 2020-04 as an emergency, seconded by David who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David –aye.**
- **2019 CDBG Grant (replace sidewalks on Mill Street)** - confirmed that the Village matching funds for this project is \$5,650 and that we must also decide if we are to proceed or wait on this project as well; confirmed that based on an update that he received from WCPD on Tuesday, they are having some transition issues which is delaying progress on this project; these issues may extend this project into next year anyway before the county is able to proceed; it is important to realize that any extension in time does add to the potential of costing the Village more money due to higher costs with a fixed amount of monies available through the grant- any questions or comments – none were offered
- **2020 Revenues & COVID-19** - confirmed that on May 4th he sent Council his estimated forecast for 2020 revenues; if there are minimal or no declines in property tax collections for the 2nd half of 2019 tax receipts, due to be received in the 3rd quarter, then our revenue reductions are estimated at 7,400 (about \$4,400 from streets and \$3,000 from the general fund); if we get a drop in 2nd half property tax collections, the revenue drop has the potential to be significant; at this point he recommends reducing General Fund Other Contractual Services by \$3,000 which will lower the available monies to \$5,996 for the balance of 2020 – reducing the Street Fund by \$4,400 out of the Engineering Services and/or Other Contractual Services; any reduction in property tax revenues will need to be immediately analyzed and the appropriate recommended spending cuts will be identified for Council in order that appropriate action can be taken; he asked if there were any questions or comments – none were offered
- **Front Street Income Survey** - confirmed that on Tuesday he sent a revised email to the WCA asking if they have the ability to generate the wage survey for Front Street from their records otherwise we will have to do it – he asked if there were any other questions or comments – none were offered

Parks

Dennis and David reporting:

- ❖ Mayor Dibler asked when the new playground equipment would be installed and David reported that he is waiting for a stretch of good weather

- ❖ Mayor Dibler asked when the picnic tables will be repainted and David responded that he is also waiting for good weather before proceeding; Mayor Dibler stated that we need to keep the Park closed until the tables have been repainted; Allan reported that the State of Ohio has stated that the Parks cannot open until May 29th, subject to change by the State of Ohio

Water & Sewer

Dennis and Ken had nothing to report.

Streets

Chris and David reporting:

- David reported intentions to mark, measure and photograph pot hole repairs needed on W. Middle Street this weekend and Chris will do E. Middle; Lori stated that pot holes in front of 121 W. Middle need patching as large trucks are damaging the roadway
- confirmed plans to fix the sign at Reed Court this weekend
- Mayor Dibler reported that we need a Children Playing sign on Mill Street
- Lori reported trucks are traveling on Grant, Henrietta and Mill Streets and asked why they are able to travel on Middle Street; Allan reported that years ago a lawsuit was filed against the Village by a trucking company and they won, thus, trucks are permitted to travel Middle Street because it is considered a County Road (70); Mayor Dibler will contact the Sheriff's Department about trucks using other Village streets that they are not permitted to travel on and she asked Gary to obtain pricing on 4 ea. "No Thru Truck" signs

Zoning

Chris and Thomas had nothing to report.

- Allan reported that he has generated an Order to Correct for 201 E. Middle Street that needs to be served to the property owner, he will contact Ben to set this up
- Mayor Dibler asked Gary about the status of the culvert on Water Street; Gary confirmed that we had a meeting scheduled with the Wayne County Emergency Management Agency (WCEMA) in March which had to be canceled due to COVID-19; he confirmed sending an email to WCEMA earlier today offering to set-up a meeting via teleconference if they would be willing to meet with us in this format – he is waiting for a response from them – the meeting is intended to discuss options to purchase the property next to the culvert experiencing flooding issues and to turn this into a "green

space” and to also discuss local warning systems for residents when violent weather is approaching

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, June 4th at the new time of 8:00 PM
- ✓ confirmed depositing \$0.00 for March Traffic Fines
- ✓ stated a need to schedule the next Records Commission Meeting and he suggested teleconferencing at 7:50 PM on June 4th unless other options need to be considered, there was agreement to set this as the date and time for this meeting
- ✓ reported that two Council members haven't yet signed March's Financial Reports at Village Hall and he needs them to do that along with the April report that will be at Village Hall this weekend

Old Business:

Gary reporting:

- issued another reminder that our Police and Park Levies expire this year and Allan stated that if we want them on the November ballot we have to pass legislation in June and July otherwise in December and January if we want it on the Spring ballot; Allan stated that a renewal tax levy is not a tax increase whereas a replacement with an increase tax levy does increase taxes with a rough gain of \$4,600 per mil increase; at this time the Village collects \$14,500 per year for Parks and \$25,100 for Police; Council agreed to wait until Spring 2021 to put these on the ballot and will give serious consideration to asking for a renewal on the Police Levy due to higher contracted costs; Council asked Gary to resend his write-up on the levy impacts as relates to the Police Fund
- issued another reminder that our three (3) General Fund levies expire in 2021 this could end up where we would be voting on 5 levies in 2021 unless we push the General Fund levies out to 2022
- from last month's meeting a discussion took place on the cremation fees for the Village resident who passed away last month; Mayor Dibler thought that it would be fully covered by Roberts Funeral Home but she just found out that \$900 will not be covered, a general discussion took place about the Village possibly paying for this expense; Gary issued his concern once again about this setting a precedent if we proceed so he asked Allan if this would indeed set a precedent and Allan stated that it would not; Council felt it necessary to proceed to do this for our indigent resident who passed

- **Chris announced himself and made the motion to pay the \$900 cremation expense for Robert Wallace Sr., seconded by David who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David -aye.**
- Lori asked when will the street lights all be replaced with the new LED's; Gary advised her that 4 have been replaced on E. Middle Street and 2 have been replaced on Depot Street and that the entire Village is estimated, by LMRE, to be done within the next 18 months

There being no further business to come before Council, Ken announced himself and made a motion to adjourn at 9:21 PM, seconded by David who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris