

**VILLAGE OF BURBANK
ORGANIZATIONAL & REGULAR MEETING, JANUARY 5, 2023**

Mayor David Wilkinson called the meeting to order at 7:01 PM.

A roll call was taken with the following officials present: Chris Norton, Anna Dickson, Terry Moore, Jay Byler and Marti McCord. Also in attendance: Allan Michelson - Solicitor; Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer; residents John Rutter and Cathy Kopp.

Jay made a motion to excuse Thomas Lenhoff, seconded by Marti. Vote: 5 ayes, 0 nays

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

ORGANIZATIONAL MEETING

- ✓ **Marti made a motion to nominate Anna as President Pro-Tem of Council, seconded by Chris. Vote: 5 ayes, 0 nays**
- ✓ Mayor Wilkinson asked if any Councilmember wanted to be on a different committee, no one requested any changes
- ✓ Gary asked for a **motion authorizing the Fiscal Officer to receive the Records Retention training for the Mayor and Council members, unless any of the Council members wanted to receive their own training – Anna and Terry requested to be notified when training is going to be offered – Marti said the Motion is so moved, seconded by Chris. Vote: 5 ayes, 0 nays**
- ✓ This concluded the Organization Meeting.

REGULAR MEETING

Minutes – December 8, 2022 Regular Meeting

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

Council Reports:

Safety

Marti and Anna reporting:

- ✚ reported that for 2022 Creston issued 148 Citations and the Village collected \$4,931 – of the 148 Citations issued, 135 went to Mayor’s Court, 2 went to Juvenal Court and the balance went to Municipal Court – she also gave a check for the December Traffic Fines to Gary in the amount of \$240

- confirmed that the 2023 monthly patrol scheduled hours as submitted to Creston was agreed to by Chief Meshew

Finance

Terry reporting:

- read the Paid Bills and the Automatic Deductions amounting to \$8,384.80 and **Terry made the motion to accept these payments, seconded by Chris. Vote: 5 ayes, 0 nays.**

Gary reporting:

- as of January 3rd, a total of \$19,524.41 has been deposited for the Village Income Tax receipts from RITA
- confirmed that yesterday he did send to the Mayor and all of Council the 2022 summary reports on Revenues and Spending – he then provided the total figures for the year to those present:
 - Revenues: Budgeted \$249,066.03, Actual \$285,264.33 representing \$35,587.30 more than budgeted
 - Spending: Budgeted \$331,512.71, Actual \$279,267.58 representing \$52,245.13 less than budgeted

he asked if the Mayor, Council or those present if they have any questions or comments – none were offered

he asked for **a motion authorizing the Fiscal Officer to publish the annual announcement that the 2022 Financial Reports are available for public review, Terry said so moved, seconded by Jay. Vote: 5 ayes, 0 nays**

- reported that Wayne County asked entities within the County if they wanted to receive earlier payments of property taxes and he announced that he has legislation to allow this if Council is interested, he did state that we do not collect more, only that we have more frequent receipts of these taxes – Council did not raise objection
- Allan did the first reading of Resolution 2023-01R, “a Resolution requesting the Wayne County Auditor pay the Village Fiscal Officer advance payment of taxes for the year 2023, and declaring the same an emergency”
- **Chris made a motion to waive the 2nd and 3rd readings of Resolution 2023-01R, seconded by Jay. Vote: 5 ayes, 0 nays**
- **Chris made a motion to adopt Resolution 2023-01R as an emergency, seconded by Jay. Vote: 5 ayes, 0 nays**
- **Nature Works Grant** – confirmed that the Village was awarded this Grant and announced that just earlier today we did receive the formal Agreement for review and sign-off by the Mayor – he asked if there were any other questions or comments – none were offered – Gary asked for **“a Motion authorizing Mayor Wilkinson to sign the Agreement for the Nature Works Grant, Marti said so moved, seconded by Jay. Vote 5 ayes, 0 Nays** – Gary indicated that he will send the signed documents to ODNR yet tonight
- **CDBG Grant Application** – he confirmed that Last month he did advise the Mayor and Council about the CDBG Applications anticipated to be available for filing in February – this Grant has

the potential to allow us to replace the sidewalks on the east side of SR 83/Front Street and perhaps on E. Middle Street as well provided he can present this as a benefit to Village residents on the east side of SR 83 (for Park access) and that we have LMI neighborhoods east of SR 83 based on the 2020 Census – he asked if Council wanted him to move forward with this Grant Application – **Jay made a motion to have the Contracts and Grant Administrator proceed to file this Grant Application, seconded by Anna. Vote: 5 ayes, 0 nays**

Parks

Marti and Terry had nothing to report.

- Anna reported on the Village Hall sign that has been discussed over the past few Council Meetings and announced that she met with the Romich Foundation in Creston, who as part of their charity work, agreed to provide the sign at no cost to the Village – she asked that those installing the sign accompany her to a meeting with the Romich Foundation to discuss how the Village plans to mount the sign to Village Hall – Jay and David offered to attend if it can be scheduled around their work hours

Water & Sewer

Anna had nothing to report.

Streets

Chris and Jay had nothing to report.

- ❖ Council asked about the status of the lawsuit against the Village by Countryside Lawn Care – Allan confirmed that since no settlement was reached at the hearing, a trial date has been set for March 20th at 1:30 PM and requires both the Mayor and Chris to attend – he also reported that Countryside stated that the Fiscal Officer agreed to pay the invoice in full to which Gary stated “absolutely not” – Allan then recommended that Gary also plan on attending the trial as well at the Wayne County Municipal Court building

Zoning

Chris and Jay had nothing to report.

- ✚ Ben stated that he had nothing to report
- ✚ Allan reported on the status of 141 Water Street and that it is going to Court as the owner did not agree with the extension offered by the Village for him to demolish the storage shed/barn by October of 2023, he wants until December, 2023
- ✚ Allan reported that the 133 Water Street property is now owned by the Village – Gary stated that demolition is complete, yesterday the sanitary sewer capping was inspected by Wayne County and now the contractor needs to bring in more fill, contour the property and then seed and apply a straw overlay and that the contractor is targeting completion by January 21st – he asked if there were any questions or comments, none were offered
- ✚ Allan reported that the charges against these properties for Zoning violations are with the Wayne County Prosecutor’s office and that he will follow up with that office for an update

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, February 2nd at 7:00 PM
- ✓ confirmed depositing \$662 for October and November Traffic Fines and that he will deposit the \$240 over the next few days
- ✓ confirmed that he continues working on closing the year 2022 as well as submitting all of the Auditor of State reports and opening the books for 2023 – he is targeting to have all work completed by mid-January – he asked if there were any questions or comments, none were offered
- ✓ announced that two Council seats term ends this year, those being Chris and Jay’s
- ✓ Anna requested a vacuum for Village Hall – **Marti made a motion to appropriate up to \$150 for a Village Hall vacuum, seconded by Jay. Vote: 5 ayes, 0 nays**

Old Business:

Gary Harris had nothing to report.

Public Participation:

- resident John Rutter stated that he is not satisfied with the response issued by Gary in an email as pertains to a plugged catch basin on his property – this was briefly discussed and Gary offered to contact Engineering Associates to once again review details and possibly schedule another site visit – David, Jay and Chris stated that they would like to attend if available – John stated a visit would need to take place after 4:00 PM

There being no further business to come before Council, Marti made a motion to adjourn at 7:58 PM, seconded by Chris. Unanimous.

X

Mayor, David Wilkinson

X

Fiscal Officer, Gary Harris