

VILLAGE OF BURBANK
REGULAR MEETING
APRIL 1, 2014

Mayor Joy Sherwin called the meeting to order at 7:03PM.

A roll call was taken with the following officials present: Jason Balyer, Dennis Rigerman, Carolyn Dibler, Tracy Lenhoff and Gary Gallion. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer; Bob Reed – Zoning Inspector, Officer Brian, Bob Morehead with The Post and Abby Armbruster with The Daily Record and residents Ben Berger and Leo Rowe.

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

Jason made a motion to excuse Chris Letzelter, seconded by Gary. 5 ayes, 0 nays

Minutes – March 4, 2014 Regular Meeting

Carolyn made a motion to waive the reading of the Minutes as issued, seconded by Jason. 5 ayes, 0 nays.

Carolyn made a motion to approve the Minutes as issued, seconded by Gary. 5 ayes, 0 nays.

Safety

Tracy had nothing to report.

Officer Brian reporting:

- 7 citations issued in March; with the weather improving traffic volume has increased
- He is talking with residents more now that the weather has improved and they are outside more frequently; he is hoping for the same level of cooperation as last year that helped him with some of the prosecutions made in 2013; he hopes to keep the residents involved in 2014
- Effective now, his hours have been increased for our Village

Zoning

Carolyn had nothing to report.

Bob reporting:

- ✓ In March he issued a zoning permit (and gave the check to the Fiscal Officer for deposit) for a garage; he gave a “no burn” warning to a resident as well

as a warning to clean-up blowing trash; he issued a citation to another resident pertaining to trash in the yard

- ✓ Attended a Zoning Board Meeting on 3/14/2014 for Zoning Inspectors in Lafayette township that focused on foreclosures
- ✓ Requested that Council consider revising Village fees for zoning projects as everything applied for costs \$50 and asked Council if we need to update these fees
- ✓ He reviewed the new zoning application and is satisfied with this revised form
- ✓ Joy asked about residents with multiple zoning violations being charged higher fines; Allan responded that we have no specific language in our zoning rules and the only thing we do list is a range for the fine from \$50 to \$500; Allan commented that it is up to the judge in each case to determine how much to charge since the Village has no specific guidelines beyond what is listed herein; Allan recommended that the Zoning Committee look at the fine fee schedule for repeat offenders and how much to charge; Gary Harris commented that he has never seen a receipt for any zoning violations and Allan provided contact information to him so he can follow-up with the appropriate court authorities

Parks

Jason and Dennis reporting:

- o The new Park tables and benches are on order and due to be received in a few weeks
- o Reported vandalism at the Park kitchen and he will be purchasing pad locks to re-secure
- o A general discussion about the baseball field being cleaned-up, water in the Park and the desire to turn this back on and electrical connections that are currently disconnected and a desire to reactive these systems
- o Reported listing a request for bids on the Village Facebook for the painting of the outbuildings in the Park; Gary Harris stated that any postings on Facebook and our Village Website are considered public records and must be maintained per State guidelines; Allan indicated the need to have any request for bids copied and sent to the Fiscal Officer for record retention; Gary Harris also requested that these postings contain our insurance certificate requirements for all bidders
- o Council gave the approval to remove the Park merry-go-round and the teeter-totter due to their poor condition

Streets

Gary reporting:

- ❖ Reported that he has received the signed contract from MB Excavating for Village street repairs and maintenance
- ❖ **Gary made a motion to accept and approve the signed contract from MB Excavating, seconded by Tracy. 5 ayes, 0 nays**
- ❖ Resident Ben Berger asked about the sinking sewer on Henrietta and Gary confirmed that this has been identified as work to be done

Water & Sewer

Gary had nothing to report.

Finance

Tracy reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$7,464.79. **Tracy made the motion to pay the bills, seconded by Jason. 5 ayes, 0 nays.**
- Gary Harris distributed copies of the 2015 Budget Worksheets, Budgeting Key Points and Interpreting & Working with Budget Worksheets (BW) to all Council members and the Mayor; he then reviewed “key” sections of each of the above documents as well as reviewing the timeline distributed at March’s meeting on the 2015 Budget Preparation/Review Guidelines; he asked if there were any questions and none were presented; he reminded Council members that he remains available to meet one-on-one or over the phone or via e-mail to resolve any questions or assist; he commented that he will not be sending any reminders to Council as the budget response date nears since they have all of the contact information to reach-out with any questions or assistance that is needed
- Allan did the first reading of Ordinance 2014-04 establishing and/or adjusting salary pay rates for Village employees, officers and public officials and declaring same as an emergency; Gary Harris requested that Council approve maintaining the end-of-year payments to Council members even though he will be reporting, to satisfy OPERS reporting requirements, the monthly pay rate for those Council members who have elected to participate in OPERS; Council approved maintaining the end-of-year payment schedule
- **Gary made a motion to waive the second and third readings of Ordinance 2014-04, seconded by Carolyn. 5 ayes, 0 nays**
- **Gary made a motion to approve Ordinance 2014-04 as an emergency, seconded by Jason. 5 ayes, 0 nays**

New Business:

Gary Harris reporting:

- He deposited \$297 for February Court Fines on 3/15/2014

- Our next Council Meeting is May 6th and Bob confirmed that there will be a Board of Zoning Appeals Meeting on May 8th at 6:30 PM
- Requested the OK to post Contact Information on the Village Bulletin Board for all elected officials and employees of the Village with the e-mail contacts and phone numbers; Council approved this posting based on input that he will receive from each Council member as to what information to post for each individual
- Requested approval for his reinvesting a 6 mos. CD that will mature on 4/19/2014 by allowing it to renew at an annual interest rate of 0.21%; Council approved this action
- He asked Council and guests if anyone wanted to bid on purchasing the one printer and one sheet feeder yet to be disposed of; no one bid; he then requested the OK to dispose of these items along with the one broken monitor at the Medina County Recycle Center; Council approved this action
- Bob asked if the one short table between his desk and Allan's could be discarded; this was approved by Council and Jason offered to remove it to the trash
- Bob asked if Carolyn would be framing the Village map and she confirmed that she would be doing so
- Jason reported that he will be advertising the upcoming Village Memorial Day Parade on the Village Facebook

Old Business:

Gary Harris reporting:

- ✚ Reminded Council that the fire extinguishers at Village Hall do not have 2014 safety tags installed and thus we may not be in compliance with safety codes; Jason offered to look into this and Gary will e-mail Jason the contact information to get these devices current
- ✚ Confirmed that he has not yet received the Key from Steve Matwiju's nephew and Council confirmed that he is to continue trying to obtain the key
- ✚ He requested the status on the Village Income Survey; Jason asked for another copy of the letter so he can call this agency for details in moving forward with this initiative as it was last done in 2001; Gary Harris reminded Council that without this survey being completed the ability of our Village to obtain any Grant monies may be compromised
- ✚ Allan reported that the 2014/2015 Police Contract with Creston will be presented for approval at Creston's next Council Meeting in April

Public Participation:

Nothing offered.

There being no further business to come before council, Carolyn made a motion to adjourn, seconded by Tracy at 8:15 PM. Unanimous.

X

Mayor, Joy Sherwin

X

Fiscal Officer, Gary Harris