

VILLAGE OF BURBANK
ORGANIZATION & REGULAR MEETING: JANUARY 7, 2016

Acting Mayor Gary Gallion called the meeting to order at 7:00 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Chris Letzelter, Tracy Lenhoff and Gary Gallion. Also in attendance: Allan Michelson - Solicitor; Jim Brandenburg - Zoning Inspector; visitors Ken Dibler, Carolyn Dibler, Ben Berger, Bob Morehead with The Post and Jonathan Scholles with The Daily Record.

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

No motion was offered to excuse Jason Balyer from attending this meeting.

ORGANIZATION MEETING:

- ✓ **Chris made a motion to appoint Carolyn Dibler to the open Council Seat vacated by Ben Berger, seconded by Tracy. 4 ayes, 0 nays**
- ✓ Carolyn was sworn in, by Allan, as a Council member
- ✓ **Chris made a motion to approve Carolyn as the President of Council, seconded by Tracy. 4 ayes, 0 nays**
- ✓ Carolyn was sworn in, by Allan, as the Mayor of the Village of Burbank for 2016
- ✓ **Dennis made a motion to appoint Ben Berger to fill the now vacated Council seat, seconded by Chris. 4 ayes, 0 nays**
- ✓ Ben was sworn in, by Allan, as a Council member
- ✓ **Dennis made a motion to approve Gary Gallion as the President of Council, seconded by Ben. 5 ayes, 0 nays**
- ✓ **Chris made a motion to approve updating the Rules of Council with the new Council Meeting Dates to now be the first Thursday of each month and to modify the five posting sites for Ordinances and Resolutions as now being the Village Post Office, Faith United Church, Village Hall, Burbank Parke and the Burbank Community Park, seconded by Tracy. 5 ayes, 0 nays**
- ✓ Council discussed the Organization and agreed on the following: Finance - Tracy and Gary, Safety - Chris and Tracy, Streets - Ben and Gary, Water/Sewer - Dennis and Jason, Parks - Dennis and Jason, Zoning - Ben and Chris

This concluded the Organization Meeting.

REGULAR MEETING:

Minutes – December 23, 2015 Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Tracy and Chris had nothing to report.

Finance

Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$2,670.38. **Tracy made the motion to accept these payments, seconded by Chris. 5 ayes, 0 nays.**
- Gary Gallion presenting for Fiscal Officer Gary Harris; reported that in the last 30 days we had 7 visitors to our Ohio Checkbook website, 2 were returning visitors and 5 new visitors; the Fiscal Officer reported that no one visiting the site has yet forwarded any questions which they are able to do by simply “double clicking” the payee which then has a “pop-up” screen appear and one of the options is to ask a “question” which is then sent electronically to the Fiscal Officer who will respond within a couple of days after receipt.
- Gary Gallion presenting for Fiscal Officer, Gary Harris; asked the status of the Easement needed for the Traffic Light Pole Block Grant which needs to be resolved first in order for the Village to obtain ODOT approval on the engineered drawings with time to deliver approved drawings to Wayne County Planning Dept. by 2/29/2016; per Allan this effort is in process

Parks

Dennis reporting:

- He spoke with Greg Songer, with PEP, to obtain clarification on the “open” items yet to be completed in the Parks
- Confirmed that the safety ground cover needs about 120 yards of material and 2 x 12 lumber for the border at a cost of about \$2,400 for materials only

Water & Sewer

Dennis had nothing to report.

Streets

Ben and Gary reporting:

- ❖ Reported that Ben obtained someone to do the snow plowing who agreed to charge the same rates as the Village was charged last year by Nev's

Zoning

Ben and Chris had nothing to report.

Jim Brandenburg reporting:

- o Reviewed the estimates for the demolition of the garage at 121 South Street
- o **Chris made a motion to accept the bid issued by DLC, seconded by Ben. 5 ayes, 0 nays**
- o Allan will proceed to draw up the contract and to obtain all insurance papers before the Village issues a PO for this work

New Business:

Gary Gallion reporting for Gary Harris:

- ✚ Confirmed the next Council meeting will be Thursday, February 4th
- ✚ Confirmed depositing \$0.00 for December Traffic Fines - none received
- ✚ Confirmed depositing \$328.66 from LMRE, a capital credit refund
- ✚ Confirmed the need of the Audit Committee to review and sign many Purchase Orders at tonight's meeting as these will cover the majority of spending for 2016 on routine and reoccurring expenditures
- ✚ **Chris made a motion to change the makeup of the Audit Committee appointing Gary Gallion and removing Jason Balyer, seconded by Tracy. 5 ayes, 0 nays**
- ✚ Reminded Council about the need to obtain new bids for mowing the Parks by the March meeting so we can vote and approve a contractor at April's meeting
- ✚ **Chris made a motion to retain Leo Rowe for mowing the Parks in 2016 with the same terms and amounts as 2015, seconded by Tracy. 5 ayes, 0 nays**
- ✚ **Gary made a motion to change Jason's unexcused absence at December's meeting to that of excused due to his need to be home to care for his sick children, seconded by Ben. 5 ayes, 0 nays**

Old Business:

Gary Gallion reporting for Gary Harris:

- Requested the status on the road repair contract; no update was offered
- A request was made to sign the PEP Statement of Action Form at tonight's meeting requiring a specified completion date for repairs and upgrades to be completed; no one signed the document

Public Participation:

Nothing offered.

There being no further business to come before Council, Chris made a motion to adjourn at 8:27 PM, seconded by Ben. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris