

VILLAGE OF BURBANK
REGULAR MEETING: APRIL 7, 2016

Mayor Carolyn Dibler called the meeting to order at 7:03 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Chris Letzelter, Tracy Lenhoff and Gary Gallion. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Jim Brandenburg - Zoning Inspector; residents Ken Dibler, Leo Rowe and Craig Church; visitors Robert and Tammy Mosher and Bob Morehead with The Post.

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

Minutes -March 3, 2016 Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Tracy and Chris reporting:

- Read the Creston Police Summary Report with their activity for the month of March; Chris commented that he would prefer to see fewer Warnings and more Traffic Citations issued
- Allan did the first reading of Ordinance 2016-03, An Ordinance approving a contract for police services from the Village of Creston, Wayne County, Ohio from May 8, 2016 through May 7, 2017 and declaring the same an emergency
- **Chris made a motion to waive the 2nd and 3rd readings of Ordinance 2016-03, seconded by Tracy. 5 ayes, 0 nays**
- **Gary made a motion to accept as an emergency Ordinance 2016-03, seconded by Dennis. 5 ayes, 0 nays**

Finance

Tracy and Gary reporting:

- ✓ Read the Paid Bills and automatic deductions amounting to \$2,928.15. **Tracy made a motion to accept the Paid Bills, seconded by Gary. 5 ayes, 0 nays**

Gary Harris reporting:

- Confirmed sending all of Council the 2017 Budget Preparation Guidelines with completion dates on April 4th; he asked if there were any questions or any concerns about the deadlines listed on this document; no questions were raised and no disagreements were voiced on the schedule;_he also confirmed the need for all of Council to submit/present any changes to the proposed 2017 Budget at the May 5th Council meeting and his willingness to meet with any Council member any day or any time to review their budget questions and offer assistance
- He confirmed that if no changes are recommended by Council then the Proposed 2017 Budget Work Sheets, that he then distributed to Council, will be the budget that he will advertise and present for a Public Hearing at the June 2nd Council Meeting; in addition to distributing the Budget he also distributed “Interpreting & Working With Budget Worksheets” and “Budgeting Key Points” for their review and use for 2017 Budgeting
- He then reviewed some of the key changes in the Budget Worksheets; Streets Budget reflects the spending of the \$77,000 for engineering services (using Street CD’s) for the storm sewers and repair/repaving of Water and Henrietta Streets; he confirmed no monies will be spent unless both Grants that we are applying for on this project are awarded to Burbank as the Village cannot afford to do this project if only one of the Grants are awarded; he confirmed that at least \$61,000 (80%) would be reimbursed from the OPWC Grant and would be reinvested into Street CD’s and the approximate \$16,000 (20%) shortfall could be made-up from the General Fund if Council wanted to reinvest the full \$77,000; he confirmed he is still looking at this and may modify the proposed 2017 Budget for Streets if justified; Park Budget - he confirmed increasing the Revenue to reflect the Park Levy that passed with it’s increase in revenue and how he increased spending with this increase revenue part of which was a spending allowance for a camera security system as discussed in 2015; Police Budget - same as above where he increased revenue to reflect the Police Levy that passed and adjusted spending accordingly for contracted police coverage
- He then reviewed how to read the Budget Worksheets containing two years of actual spending reported (2014 & 2015) and two years of budgeted spending (for 2016 & proposed 2017); he asked if there were any questions or comments - none were offered
- Confirmed sending all of Council the Financial Commitment letter that is to be included in the CDBG Grant Application as sent on April 2nd; he reviewed that the Village was committing to invest \$20,000 towards Matching Funds, \$77,000 to pre-pay for all engineering, agreeing to pay for any cost overruns and another possible \$15,000 if Council wants to replenish the CD’s in full since we will only be reimbursed 80% of the engineering costs; he asked if there were any questions or comments and none were offered

- **Norton made a motion to allow the Fiscal Officer to submit this letter to the Wayne County Planning Department and to allow the Fiscal Officer to proceed to file another Grant with the Ohio Public Works Commission for \$402,160.00, seconded by Gary. 5 ayes, 0 nays**
- Confirmed that he attended the opening of the sealed bids at the Wayne County Planning Department (WCPD) on April 5th, for the construction and installation bids for the traffic light pole granted under the Block Grant awarded in 2015 for use in 2016; he then distributed the proposed letter to be sent to WCPD recommending that Perram Electric be awarded the contract for this project & reconfirming the Village commitment to pay any cost overruns; he asked if there were any questions or comments - none were offered
- **Norton made a motion to authorize the Fiscal Officer to send this letter to WCPD, seconded by Chris. 5 ayes, 0 nays**
- Confirmed that the next step for the traffic light pole project will be a construction meeting to be held in Burbank with the contractor, representatives from WCPD and he encouraged that both Street Chairs be present as well; Norton requested a time of day that would allow him to attend after work; the Fiscal Officer confirmed that he would so request this
- Confirmed that he sent all of Council an e-mail on April 6th about the need to amend Village Permanent Appropriations and the Certificate of Financial Resources by the amount of the Traffic Light Pole Block Grant in the amount of \$50,000; he asked if there were any questions or comments and none were offered
- **Gary made a motion to authorize the Fiscal Officer to amend the Certificate of Financial Resources adding \$50,000, seconded by Norton. 5 ayes, 0 nays**
- Allan did the first reading of Ordinance 2016-04, An Ordinance to amend Permanent Appropriations for the current expenses of the Village of Burbank, state of Ohio, during the year ending December 31, 2016 and declared to be an emergency for the public peace, health, safety and welfare
- **Gary made a motion to waive the 2nd and 3rd readings of Ordinance 2016-04, seconded by Chris. 5 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2016-04 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- Allan did the first reading of Ordinance 2016-05, An Ordinance approving a contract to employ Allan M. Michelson as Law Director of the Village of Burbank for a period of two years from January 1, 2016 through December 31, 2017
- **Gary made a motion to waive the 2nd and 3rd readings of Ordinance 2016-05, seconded by Dennis. 5 ayes, 0 nays**

- **Gary made a motion to adopt Ordinance 2016-05 as an emergency, seconded by Tracy. 5 ayes, 0 nays**

Parks

Dennis reporting:

- ✚ Confirmed that he met with Jim Brannam (Contractor) and our insurance representative and that the project to upgrade our Parks to meet current Safety Standards is more involved than our Contractor realized
- ✚ Confirmed that another meeting with these same parties will take place once again before the May Council Meeting in order to have a firm cost estimate for the Village by the time of the May meeting
- ✚ Confirmed that he had a request from the Riggs family who want permission to plant a tree in the Park in recognition of Village resident Ellen Riggs;
Dennis made a motion to allow the family to plant a tree in the Park in memory of Ellen Riggs, seconded by Gary. 5 ayes, 0 nays

Water & Sewer

Dennis had nothing to report.

Streets

Gary and Nortion had nothing to report.

Zoning

Chris and Norton had nothing to report.

Jim Brandenburg reporting:

- o Distributed and read the Zoning Report
- o Reported that he did receive the Conditional Use Application from Robert and Tammy Mosher for the Auto-Repair shop they want to open in May; he also confirmed receiving the monies for the Business Sign Permit along with the application; Allan will proceed to place the Legal Notice in the newspaper for the public hearing on this new business at the May Council Meeting and Jim confirmed that he will distribute the notification letters to the “neighbors” of this potential new business informing them of the meeting date and information on this new business
- o Allan reconfirmed that there have been no bids received for the property located at 121 South Street as offered during the Sheriff Sale; Allan confirmed that due to a time constraint he did file a petition for the Village to acquire the property at zero cost to the Village; Allan stated that if the Village does not take the property the State of Ohio will take ownership and put it up for sale; Jim confirmed that the lot is a buildable property

- o **Tracy made a motion to acquire the property, seconded by Dennis. 5 ayes, 0 nays**

New Business:

Gary Harris reporting:

- Confirmed the next Council meeting will be Thursday, May 5th
- Confirmed depositing \$57 for February Traffic Fines
- Confirmed that the Village has one CD maturing on 4/20/16 and unless Council disagrees he will allow this to “roll-over” and reinvest based on the current interest rate of .025%; Gary stated that Wayne Savings is offering higher interest for CD’s; the Fiscal Officer stated that he would investigate this further
- **Gary made a motion to investigate Wayne Savings and to move the dollars into the higher paying CD and if the move cannot be justified to reinvest in the new CD then the Fiscal Officer is to reinvest in the existing CD at the Westfield Bank, seconded by Dennis. 5 ayes, 0 nays**
- Asked about mowing of the Heffelfinger property and who would be responsible for this; Leo confirmed that he would cut this grass at the same rate as last year \$40/cut
- **Chris made a motion to have Leo Rowe cut the grass at \$40/cut and Jim determines when to cut this grass, seconded by Dennis. 5 ayes, 0 nays**
- Reminded Parks to schedule the delivery and pick-up date (end of season) for the Port-a-Jon and to confirm what the charges will be
- Asked how Council wants to proceed as we have two Village Hall keys not yet returned by Jason Balyer and Ben Berger; confirmed making two attempts to having the keys returned and offered to pick-up the keys at their residences if they preferred; Carolyn wants to try one more attempt before we re-key the Village Hall and she will contact both individuals as we try to avoid having to charge either person for this expense; Carolyn will also call Creston and attempt to have their key returned since Officer Hall is no longer with Creston Police
- He distributed a matrix containing revenue and cost information on several options for consideration on the three (3) General Fund Levies up for election this year; Council needs to be prepared to discuss which option they wish to proceed with in order for Allan to generate the Ordinance for the June Meeting to have the Auditor Certify Tax Valuations in preparation for getting these onto the November ballot; the Fiscal Officer asked if there were any questions or comments about the Matrix – no specific questions or comments were offered insofar as how to interpret the Matrix or what was being asked for by May’s meeting date

- Council expressed appreciation to Allan for both his efforts and those of resident David Sill in successfully negotiating the easement needed for the Traffic Light Pole Grant to move forward
- Carolyn announced that she was contacted by Burbank Parke about one of their residents soon celebrating her 100th birthday and the Village considering to present her some sort of recognition for reaching this milestone; Carolyn reported that she will look further into this as we have a few months before this event takes place

Old Business:

Gary Harris had nothing to report:

Public Participation:

Nothing offered.

There being no further business to come before Council, Gary made a motion to adjourn at 8:40 PM, seconded by Tracy. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris