

VILLAGE OF BURBANK
REGULAR MEETING, NOVEMBER 7, 2019

Interim Council President, Carolyn Dibler, called the meeting to order at 7:05 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler (arrived at 7:23), Tracy Lenhoff and David Wilkinson; also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer; residents Linda Gray, Bert Reed, Rob and Shannon Arndt and visitor Bob Morehead with The Post newspaper.

Carolyn asked everyone to stand and Pledge Allegiance to the Flag.

Minutes – October 3, 2019 Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Carolyn and Tracy had nothing to report.

- Allan reported that the Creston Safety Committee voted to terminate the Police Contract with Burbank effective January 4, 2020 and cited the chief reason as not enough hours schedule by Burbank and the wear-and-tear on vehicles; Linda stated that she heard the reason, per an officer on duty, was due to not being able to issue speeding traffic citations if not over 11 mph above the posted speed limit; Allan stated that he does not know anything about this nor was aware of such a directive issued by Burbank; Carolyn confirmed that the Village had been made aware of this potential cancelation and the Village has already initiated research on a replacement Police service

Finance

Ken and Tracy reporting:

- read the November Paid Bills and the Automatic Deductions amounting to \$11,867.21 – offered the detailed list to anyone wanting to know the specific payments – no requests were made; **Tracy made the motion to accept these payments, seconded by Carolyn. 5 ayes, 0 nays.**

Gary reporting:

- **Small Government** – the Grant Agreement for Small Government/OPWC (for the Henrietta and Hower Streets Storm Sewer and Pavement Improvements) confirmed that the project is now 100% complete and because the contracted price was less than the estimated costs, Burbank will not have to take out the \$70,000 loan, with a 30 year payback, as anticipated thus this project was completed at no cost to Burbank – he asked if there were any questions – Bert asked if he inspected the reported “tire track” on Gary Gallion’s property next to the street and Gary stated that he had not but would do so now; Bert raised a concern about the “drop off” at the intersection of East Middle and Henrietta, on Henrietta’s west side at the catch basin – Gary reported that he did raise this with the engineer and was told that the work met specification so Gary stated that he will bring this up to the engineer once again
- **Nature Works Grant** – confirmed that he was told on his most recent follow-up that they submitted their recommendations to the Board and that the Board has not yet responded– he stated that when he asked if Burbank was recommended to win this Grant he was told that they were unable to comment – he asked if there were any questions or comments – none were offered
- **OPWC Grant Application (Front Street Storm Sewers & Repaving)** – he confirmed that Carolyn attended the Wayne County Commissioners meeting in his absence on October 17th and he asked her to report and comment on that meeting; Carolyn stated that the Commissioners rated Burbank as the number one priority for Wayne County since we lost last year’s attempt to win this Grant and that they want Burbank to win the Grant this year; Gary confirmed that he plans on attending the District Meeting to be held on November 22nd at 10:00 AM in Mansfield, OH and since we were rated as the number 1 Project for Wayne County, on October 28th he did release a Purchase Order to Engineering Associates in the amount of \$10,000 to complete surveying and begin the Preliminary Design for this project as authorized by Council at the September Meeting; he stated that if we receive confirmation of Grant award at the District Meeting he plans to issue a second PO to Engineering Associates in the amount of \$14,000 for the final design of this project, as also authorized by Council in September, with the goal of having bid packages available as early as 3/20/20 – he asked if there were any questions or comments – Bert asked about the depth of the storm sewers to better drain basements and avoid flooding basements that has happened along SR 83, Gary stated that he would mention this to the engineers

- **2019 CDBG Grant Application** – this is the approved Grant for replacing the sidewalks on Mill Street – confirmed that per his recent follow-up on November 6th, no response yet from the State on the status of our Grant, we are awaiting the go-ahead from them to allow the Wayne County Planning Department to proceed with the environmental study – any questions or comments – none were offered

Parks

Dennis and David reporting:

- ✚ confirmed that the old electrical panel in Village Hall has been replaced and the work is 100% complete

Water & Sewer

Dennis and Ken had nothing to report.

- ❖ Carolyn reported that the sewer bills are increasing once again which led into a discussion about when the sewer loans taken by residents at the time of the sanitary sewer installation would be paid off; Tracy offered to contact Wayne County and report back
- ❖ Bert asked why the Village never did receive water from the well dug by Seville Sand and Gravel; Allan reported that the Village's past attorney did not process the paperwork in time and the company refused to consider the option any further when asked after the deadline had passed

Streets

Carolyn and Chris reporting:

- Carolyn reported contacting Breneman Pavement & Striping for an estimate to paint the cross walks and stop bars on SR 83 and Middle Streets as well as a cross walk to the Park from the north side of W. Middle Street including installing the stop sign at Mill at Water Streets for \$800; she also reported that they would be interested in doing future small jobs for the Village
- **Carolyn made a motion to hire Breneman to do the work and to appropriate up to \$900 for this work, seconded by Tracy. 6 ayes, 0 nays**
- a question was raised about installing a new Welcome to Burbank sign and Chris confirmed that we do have an old sign in storage

Zoning

David, Chris reporting:

- Rob reported calling and leaving a voice message for the Zoning Inspector over the past month as he wants and needs to install a fence on his property as he and his family just purchased the home at 121 S. Street; Carolyn stated that we would assist him in getting this permit yet tonight and the cost will be \$50; Rob reported that this will be great and he can pay for this tonight
- Rob asked about purchasing property behind the house and Allan reported that the County would not approve the sale of a “split lot” since what he wants to purchase is part of an existing buildable lot
- Allan confirmed that the Village was awarded a Grant by the Muskingham Water Conservation District in the amount of \$9,400 to clear the logjam in Killbuck Creek; Gary stated that before work begins he needs to obtain a letter from the Army Corps of Engineers (ACE) stating that a permit is not required and that he is working on this now and he also confirmed that the Village will need to pay for the work first and then be 100% reimbursed so long as all work is completed on or before December 22, 2019; he also reported that he has gotten the Contractor, DC Landscape Excavation, to agree to certain conditions specified by ACE
- Carolyn asked Gary to report on the Water Street Culvert repair; Gary confirmed that the temporary repairs are 100% completed – as per last month’s meeting he did not submit an OPWC Emergency Grant Application in the amount of \$64,000 for the permanent repairs to this culvert’s adjacent area rather he contacted Engineering Associates about the original sizing of this culvert and its adequacy which then led him to contact Mr. Steve Wolfe, Director of Wayne County Environmental Services. Mr. Wolfe and he have spoken twice as he is researching 2003/2004 meeting minutes in search of information pertaining to the original design and culvert placement criteria; the next step will be a meeting between Burbank, Mr. Wolfe and the County Commissioners once data is located and we have confirmed the presence of any easements related to this culvert and Allan confirmed to me tonight that no easements exists; he has expressed to Mr. Wolfe, that it is his opinion that Burbank is looking to Wayne County to pay for or assist in the payment of permanent corrections to this culvert and/or discharge modifications

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, December 5th at 7:00 PM
- ✓ confirmed not receiving any September Traffic Fines for deposit

- ✓ asked Council if they are ready to make a decision about conducting a Wage Survey on Front Street by the end of this year or early next year in preparation for filing a CDBG Grant to remove and replace the sidewalks on the East side of Front Street; he stated that this is the only way to get this done if we are to apply for a CDBG Grant in 2020
- ✓ reminded Council that the Kimble Contract expires in February of 2020 and he recommended that Council begin to work on getting new bids to be read at the January Meeting to select a contractor; Allan stated that he will contact Kimble about a contract extension and report back at the December Meeting
- ✓ recommended a 6:50 PM Records Commission Meeting on December 5th unless there is an objection, no objections were voiced
- ✓ reported that Allan's contract expires the end of this year; Allan did the first reading of Ordinance 2019-05 "an Ordinance approving a contract to employ Allan M. Michelson as Solicitor of the Village for a period of two (2) years from January 1, 2020 through December 31, 2021"
- ✓ **Chris made a motion to waive the 2nd and 3rd readings of Ordinance 2019-05, seconded by Dennis. 6 ayes, 0 nays**
- ✓ **Ken made a motion to adopt Ordinance 2019-05, seconded by Chris. 6 ayes, 0 nays**

Old Business:

Gary reporting:

- confirmed that he did inform LMRE to replace all Village street lights with the new LED lights throughout the entire Village
- Tracy reported that the two (2) street lights on Depot Street are burned-out; Gary requested the pole numbers and offered to contact LMRE to get them replaced
- Tracy reported that she went to Hobby Lobby and found a less expensive option to display the quilt that she won at the Sesquicentennial and donated to the Village for display and will now use a shadow box with a plate inside detailing the details on the quilt
- **Tracy made a motion to appropriate \$188.30 to purchase the Shadow Box and plate, seconded by Chris. 6 ayes, 0 nays**

Public Participation:

Nothing offered.

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

X

X

Acting Mayor, Carolyn Dibler

Fiscal Officer, Gary Harris