

**VILLAGE OF BURBANK
REGULAR MEETING, APRIL 23, 2020**

**NOTE - DUE TO COVID-19, THIS MEETING WAS HELD VIA TELECONFERENCE THROUGH
FREECONFERENCECALLHD.COM**

Mayor Carolyn Dibler, called the meeting to order at 7:06 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler, Thomas Lenhoff and David Wilkinson; also in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer, no other visitors were present and instructions for joining the teleconference appeared in The Post and The Daily Record prior to the meeting date.

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

Minutes –March 5, 2020 Regular Meeting

Chris announced himself and made a motion to waive the reading of the submitted March Minutes and to approve the Minutes as submitted, seconded by Ken who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David –aye.

Council Reports:

Safety

Ken and Thomas had nothing to report.

- Gary read the Sheriff's report covering the time period March 1 through March 28th; he expressed his surprise that the number of Service Calls was at 40 as he had never seen that many calls in his 9 years with the Village; Allan stated that it may be a typo or due to COVID-19; Carolyn stated that she will ask about this when she calls the Sheriff Department to also discuss engine brake violations in the Village and cars traveling at a high rate of speed on Diagonal Road as reported by Dennis; Carolyn expressed a concern about not seeing any Deputies in the Village, Thomas confirmed that he saw a patrol vehicle on his way home from work today and Chris reported seeing them parked on the south end of SR 83

Finance

Ken reporting:

- read the April Paid Bills and the Automatic Deductions amounting to \$8,259.00; **Ken announced himself and made the motion to accept these payments, seconded by Dennis who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David -aye.**

Gary reporting:

- **Nature Works Grant** - confirmed that the engineering bid package for review by ODNR was delayed about 3 weeks until the parking lot elevation matter got resolved, it was resolved yesterday and in a very positive way for Burbank (the elevation will not be an issue so long as the Flood Hazard Permit is generated - ODNR will take the permit now if we can get it generated); drawings and specifications were delivered to ODNR this afternoon via internet (this is ODNR's preferred method of receipt); the pad that Engineering Associates added to the east end of the sidewalk had to be removed as was the sidewalk extension going east along the river - there were insufficient monies available for this pad and extended sidewalk; he also confirmed that he had to move the pad for the port-a-jon due to the cost adder for having it located near the light pole on the west side of the parking lot requiring a sidewalk extension from it to the sidewalk leading to the shelters - it is now going to be located on the southeast corner of the parking lot, where the dumpster is now - upon approval from ODNR we will go out for construction bids; he reconfirmed that all monies are available from ODNR and not being impacted by COVID-19; he stated that he will leave the drawing package on his desk at Village Hall next to the Front Street drawing package and Project Manual; he stated that he did not copy the 21 pages of construction specifications unless someone on Council will want to review those for some reason, David stated that he would like to do that and Gary confirmed that he will put a copy with the drawings- he asked if there were any other questions or comments - David stated that Kimble will need to be called about moving the dumpster to a different location in the Park due to the port-a-jon pad going where the dumpster is currently located - Gary stated that he will contact Kimble at the appropriate time
- **OPWC Grant (Front Street Storm Sewers & Repaving)** - confirmed that Council was notified on April 17th that due to COVID-19 impacts, the State's Capital Budget beginning in July of 2020 has not been submitted nor approved, as a result, all monies for all OPWC projects not classified as a Local Transportation Improvement Program (LTIP) will not have any monies available after June of 2020 until a new budget is approved and we will have to see what level of spending the State is going to allow; confirmed that at one point we were classified as an LTIP

until it was realized we had to take a loan for this project which moves us into a SCIP project; what OPWC is attempting to do for us is obtain funding for this project due to the special need we have in coordinating our work with ODOT work; as of yesterday no progress has been made nor can they guarantee that they will be successful, so at this moment in time “monies for Front Street are on hold”; confirmed that the opening of bids is continuing as scheduled for April 29th at noon at Village Hall; he asked if there were any questions or comments – none were offered

- **2019 CDBG Grant (replace sidewalks on Mill Street)** - confirmed that today he reconfirmed that monies for this project remain available and the State has released the monies for this project; due to staffing impacts at WCPD and new personnel, forward progress has been impacted as they work on determining “how to” proceed with obtaining engineering bids to design these sidewalks; based on how long the delays are going to run, there is a possibility that this project may move out into 2021– any questions or comments – none were offered
- **2020 Revenues & COVID-19** - confirmed that on April 17 he sent an email to Council on the notice from the Auditor of State alerting all local governments to be ready for a steep decline in revenue; based on information that he received today, we can expect a 20% decline in Local Government Revenues, a drop in the gasoline tax revenues due to the drop in travel, a drop in Motor Vehicle taxes due to the State extending license renewals and a 2-3% decline in property taxes this year; confirmed that he will begin analyzing impacts over the next few weeks and hopes to give Council the net impact to 2020 revenues estimated at this time or at least a “rough idea” of the impact and what, if any, reductions in spending we may have to do this year based on the information that we have as of this date; he asked if there were any questions or comments – none were offered
- **Front Street Income Survey** - confirmed that today he sent an email to the WCA asking if they have the ability to generate the wage survey for Front Street from their records otherwise we will have to do it – he asked if Council will pass a motion “authorizing the Fiscal Officer to generate all documents needed for a Wage Survey” and he was reminded by Mayor Dibler that we cannot proceed due to COVID-19 restrictions – he asked if there were any other questions or comments – none were offered
- reminded Council that our Police and Park Levies expire this year – and he asked Allan to confirm how long we have to make a decision as to whether we place these on the November ballot if this is what Council wants to do – Allan responded that we will have to pass an Ordinance in June, 2020 and a Resolution in July of 2020 to meet the filing deadline of August 5th 2020; no decision from Council was offered

- reminded Council that our three (3) General Fund levies expire in 2021 and how this could end up where we would be voting on 5 levies in 2021 unless we push the General Fund levies out to 2022

Parks

Dennis and David reporting:

- ❖ confirmed that for the new playground equipment he will need to obtain some concrete to anchor the posts; **David announced himself and made a motion to appropriate up to \$200 for Park supplies, seconded by Ken who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**
- ❖ David reported that Jimmy's Mowing never contacted him to open the gate leading into the Park for mowing - Dennis confirmed that they did indeed mow the Park and must have driven around the gate; Gary asked if the Old School Park area was mowed and Dennis offered to look into this and report back; Chris asked how long the contract is good for and Gary reported through the end of this season; Chris offered to mow the grass and to only be reimbursed for gasoline if we are able to cancel the contract - Allan stated that he will review the contract but did not express much confidence in canceling but the Village may be able to reduce the number of mows only, he will report back at the next Council Meeting; Chris stated that the State has set a limit of one person only at a time to do landscape type work

Water & Sewer

Dennis and Ken had nothing to report.

Streets

Chris and David reporting:

- reported intentions to prioritize pot hole repairs on Middle Street; David offered to do W. Middle and Depot Streets and Chris will do E. Middle and Chris stated the need to take pictures and dimensions of the pot holes
- confirmed plans to fix the sign at Reed Court and E. Middle Streets
- Mayor Dibler announced a call she received from Dan Wiley complaining about pot holes on W. Middle Street
- reported trying to locate the key for the storage shed but he was unable to find a key
- Dennis asked who is responsible for the “cleaning out” of drainage ditches along Diagonal Road and outside of Village Limits – Chris stated that it would be Canaan Township and that he will forward a name and number to Dennis for him to contact, if he has any contact information

Zoning

Chris and Thomas had nothing to report.

- Ben reported that he issued two citations for 33 Front Street due to 2 vehicles with expired license plates; he also issued 2 citations for the landscape company across from Carolyn’s house due to no license plates on two vehicles
- Ben confirmed that the vacant store front on the southeast corner of E. Middle Street at the intersection of Front Street has scheduled replacement of the broken glass with a company in Wooster
- Mayor Dibler reported suggesting to Ben that he obtain a phone number and phone just for use and publication for Zoning issues so it will be easier for him to be contacted and to provide a number to residents, strictly for Zoning matters
- ❖ **Dennis announced himself and made a motion to purchase a Zoning Phone for Ben at a cost of \$65 the first month and \$25 per month thereafter, seconded by David who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David –aye.**
- Mayor Dibler stated that if Ben should ever leave the Village as an employee, that he will need to return the phone to the Village – Ben agreed to do this
- Allan confirmed that he is in the process of writing “orders” on 141 Water Street related to the house and shed as well as “material” dumped into the Floodplain; Ben confirmed that the roof on the shed has partially collapsed, a section of roof on the house has collapsed; Chris suggested giving the owner 60 days to correct and then move to the next step: Allan stated that this would then require the owner to appear

in court with the county prosecutor and we can also move forward to condemn the house if no repairs are made

New Business:

Gary reporting:

- ✓ Mayor Dibler announced the great personal loss that she has experienced with the passing of Tracy Lenhoff and the heartbreak that she feels; she confirmed delivering the card and donations to Eric Lenhoff who was most grateful for this gesture and upon being told of the intention of Council to plant a tree in the Park with a commemorative plaque was very touching to him, as he stated that her birthday fell on Earth Day and that every year he would buy her a tree; Chris offered to obtain pricing for a tree and suggested a Dogwood and also suggested we look up on google the story of the Dogwood; Ben stated that he knows a landscaper who offered to plant the tree and that he has a customer in Strongsville who might donate the plaque
- ✓ confirmed the next Council meeting will be Thursday, May 7th at the new time of 8:00 PM
- ✓ confirmed depositing \$35.00 for February Traffic Fines
- ✓ stated a second reminder to the Park Chairs of the need to place a port-a-jon for the start of baseball
- ✓ confirmed that due to COVID-19 restrictions, he will now deliver the documents needing sign-off to Village Hall i.e. monthly Financial Reports, Meeting Minutes, Purchase Orders, etc. and he asked to be advised when signatures have been made to the documents so he can pick them up
- ✓ Allan reported being contacted by the Cleveland Clinic about a possible resident who passed away on April 20th and family members are not taking any responsibility for making final arrangements; Chris asked if he could find out if he was a veteran as they will handle such matters for the family; Ken suggested posting this need on the Village website and Facebook page and perhaps even start a “go-fund-me” site; Allan said that we don’t want any monies to pass through the Village government if we go forward with any such program and he will obtain more details on the individual who passed away; Gary raised concerns about this setting a precedent, if the Village were to directly pay for any such assistance, and what might happen going forward

Old Business:

Gary reporting:

- o confirmed that the meeting that had been scheduled with the Wayne County Emergency Management Agency had to be canceled due to COVID-19, he suggested that he contact them to see if they would still meet with Village Officials via teleconference if Carolyn and Allan were OK with this – both agreed to such a meeting and Allan also suggested Zoom Meetings as an optional meeting platform; Gary offered to inquire about such a meeting in order to attempt to move things along on the Water Street culvert related matter in the event that assistance may be available as well as on the Tornado warning system
- o it was reported that overflow flooding did occur at the Water Street culvert due to recent heavy rains but no complaints were received

Public Participation:

Nothing offered.

- ❖ **There being no further business to come before Council, Chris announced himself and made a motion to adjourn at 8:26 PM, seconded by Dennis who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David – aye.**

X

X

Mayor, Carolyn Dibler

Fiscal Officer, Gary Harris