

**VILLAGE OF BURBANK  
REGULAR MEETING, OCTOBER 1, 2020**

**NOTE – DUE TO COVID-19, THIS MEETING WAS HELD VIA ZOOM MEETINGS**

Mayor Carolyn Dibler, called the meeting to order at 8:18 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler, Thomas Lenhoff; also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer and resident Gregg Short.

**Ken announced himself made a motion to excuse David Wilkinson and Ben Berger, seconded by Chris who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye.**

Minutes – September 3, 2020 Regular Meeting

**Chris announced himself and made a motion to waive the reading of the submitted September 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.**

Council Reports:

Safety

Ken and Thomas reporting:

- read the September Sheriff Reports
- Mayor Dibler stated that she will contact the Sheriff's Office to set a meeting date to visit with them to discuss patrol hours in the Village and other matters of concern

Finance

Ken reporting:

- read the October Paid Bills and the Automatic Deductions amounting to \$107,418.43;  
**Ken announced himself and made the motion to accept these payments, seconded by Chris who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye.**

Gary reporting:

- **Nature Works Grant** – confirmed that we have received and deposited the reimbursement of \$31,125 from the ODNR and that this project is officially completed and closed – he asked if there were any questions or comments – none were offered
- **OPWC Grant Application (Front Street Storm Sewers & Repaving)** – confirmed that this project is 100% complete for all Village work; confirmed that ODOT is scheduled to begin resurfacing Front Street on Monday, October 5<sup>th</sup> or within the week of October 5<sup>th</sup> – he asked if there were any questions or comments – Ken commented that scrapings in the road at the entrance to Water Street were left by the contractor and Gregg reported that the catch basin at the entrance to Water Street is above grade level, Gary responded that he believes that ODOT will correct both of these concerns when they resurface Front Street/SR 83
- **2019 CDBG Grant Application** – confirmed that on Tuesday, September 29<sup>th</sup> he attended the bid opening for the construction bids, the winning contractor is Smith Paving and Excavating out of Norwalk, OH, the bid came in at \$39,597 which is \$26,903 below estimated costs; confirmed contacting Engineering Associates to ask about their knowledge of this company and they came back with a favorable report stating that they are a large company who may be planning to bring in one large crew to complete the job in a very short amount of time and Gary asked that the engineering Construction Observer make absolutely certain that no short-cuts are taken – he asked if there were any questions or comments – none were offered

**Round 35 OPWC Applications** – confirmed that he has held up processing the OPWC Application now that we are looking at moving on the Water Street Project to demolish the home at 133 and make this a “green area”; Allan stated that our exposure there is \$22,500 –and Gregg stated that he is interested in purchasing a portion of this property to add to an adjacent property he owns and that he is willing to negotiate with the Village to see if something can be worked out between his obtaining the extra section of property and his assisting the Village with the demolition of the existing residence – Allan stated that the Village is only at the stage of filing an Application for a FEMA Grant at this time and there is not yet a commitment by the Village to purchase the 133 Water Street property as this will be based upon obtaining the FEMA Grant and the Village deciding if we wish to proceed; Gary also confirmed the need to expand the OPWC project to also include Grant Street in addition to Reed Ct so as to have the sewer/repaving work be higher than the cost of the east sidewalk along Front Street in order to avoid OPWC declining to consider this project has now increased the cost of this possible Grant Application up to \$222,100 from its prior cost estimate of \$157,100; he stated that the Village could do a cash/loan combo or loan only if we end up

paying \$22,500 for Water Street – with a 20% loan this would cost the Village \$1480-2220/yr in payments + \$22,210 in Matching Funds (using the monies from the Permissive Fund and General Fund) if we want to maximize our points with OPWC scoring – Council decided to have Gary proceed to generate the Application using a cash/loan combination; Gary stated that we will need a Resolution to proceed but with only four Council members present, a Special Meeting will need to be called as the Application is due on October 15<sup>th</sup> – Mayor Dibler is to contact all Council members to determine which date and time works for everyone – Allan will generate the Resolution and get it to Gary before the meeting as he will not be available due to other commitments

- stated that he has signed-up to take the annual Records Retention training as required by the State of Ohio and since he can take this training for all of the Council members and Mayor he asked for **“a motion to designate the Fiscal Officer to do the Records Retention Training for the Mayor and Council members – Ken announced himself and stated “so moved”, seconded by Dennis who also announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye.**

#### Parks

Dennis had nothing to report.

- ❖ Allan stated that both juveniles have been convicted of delinquency to Park property and one of them has been sentenced to 20 hours of Community Service along with the need to issue a letter to the Village apologizing for his actions and Allan stated that he may be asking for more hours from the Village for another part of his sentencing requirements – the second individual is to be sentenced on October 20<sup>th</sup> and Allan reported that he will hear back from the Prosecuting Attorney once that sentence has been handed down and that all Community Service work must be completed by March, 2021; Gary stated that he will hold off ordering any materials until both juveniles become available and Allan reconfirmed the need for a Village Supervisor for all such work
- ❖ Gary asked about the status of the 4-wheeler – Mayor Dibler stated no update is available

#### Water & Sewer

Dennis and Ken had nothing to report.

#### Streets

Chris had nothing to report.

- Gary stated that he has not ordered any sign materials because no one has provided him with the list of signs and posts needed – Chris offered to review the list and compare it to what is in the shed and he will let Gary know what signs and posts need to be ordered, if any

### Zoning

Chris and Thomas had nothing to report.

- Mayor Dibler reported hearing from Ben that no survey has been done at 141 Water Street as stipulated by Council at the August Meeting and she asked Allan what are the next steps – Allan stated that a warning letter could be sent stating that if the survey and structure corrections are all not completed within the 60 day limit, given by Council at the August meeting for structural repairs, that a Civil Suit will be filed against the owner by the Village - the 60 day limit will expire as of October 28<sup>th</sup> – Council instructed Allan to send the Warning Letter to the owner and Allan stated that he will talk to Ben to have him deliver the letter to the owner and at the same time will email a copy to the owner's son

### New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, November 5<sup>th</sup> and asked if Council wants to return to the 7:00 PM meeting time as planned or keep it at 8:00 PM
- ✓ **Chris made a motion to amend the Rules of Council to permanently change the Village Council Meeting start time to 8:00 PM, seconded by Dennis who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David –aye.**
- ✓ confirmed depositing \$655.75 for August Traffic Fines
- ✓ confirmed that he will drop off documents at Village Hall that need signatures after the Special Meeting that will include the September Regular Meeting Minutes along with the Resolution to be passed at the upcoming Special Meeting for Mayor Dibler to sign and the September Financial Reports for Council members to sign along with PO's needing signatures from Ken and Chris
- ✓ confirmed that we will need to go out for bids for this year's snow plowing and salting as last year's contractor will not renew as he is only doing work within the City limits of Wooster; he stated that the goal should be to sign a new contract at the November

Council Meeting and Mayor Dibler stated that she wants Council to meet in advance, at a Special Meeting, to review the bids and select the winner; Gary asked for **“a motion authorizing the Solicitor to place an ad for snowplowing bids and to send out bid packages to those responding, Dennis announced himself and stated “so moved”, seconded by Ken who also announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David -aye.”**

- ✓ issued a second reminder to Council that the Sheriff's contract expires the end of this year
- ✓ Mayor Dibler asked what Council wants to do about Halloween – Council decided to have Trick-or-Treat on Saturday, October 31<sup>st</sup> from 6-7:00 PM and the Mayor will advise the Sheriff's Office and she asked Gary to notify Kathy to put a notice on Facebook

Old Business:

Gary had nothing to report

Public Comment:

Nothing offered.

**There being no further business to come before Council, Chris announced himself and made a motion to adjourn at 9:27 PM, seconded by Ken who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris