

VILLAGE OF BURBANK
ORGANIZATIONAL AND REGULAR MEETING
JANUARY 13, 2015

Mayor Carolyn Dibler called the meeting to order at 7:02 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Ben Berger, Chris Letzelter and Tracy Lenhoff. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer; James Brandenburg – Zoning Inspector, Officer Brian Hall and Bob Morehead with The Post.

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

Chris made a motion to excuse Jason Balyer and Gary Gallion, seconded by Tracy. 4 ayes, 0 nays

ORGANIZATIONAL MEETING

Council reviewed the Rules of Council noting two changes:

Chris made a motion to have Allan change Section 6, first sentence to read “On or before the 15th day...”, seconded by Tracy. 4 ayes, 0 nays

Chris made a motion to have Allan change Section 3, last line to replace “Cochrell business property” with “Furbank Dog Grooming”, seconded by Tracy. 4 ayes, 0 nays

Council discussed the Organization and proceeded with the following:

Chris made a motion to accept assigning Gary and Tracy to the Finance and Safety Chairs, Chris and Ben to the Street and Zoning Chairs, Jason and Dennis to the Park and Sewer Chairs, seconded by Tracy. 4 ayes, 0 nays

Council then proceeded to elect the President Pro Tempore:

Ben made a motion to elect Gary as the 2015 President Pro Tempore, seconded by Dennis. 4 ayes, 0 nays

This concluded the Organizational Meeting.

REGULAR MEETING

Minutes – December 9th, 2014 Regular Meeting

Chris made a motion to waive the reading of the Minutes as issued and to approve the Minutes as issued, seconded by Tracy. 4 ayes, 0 nays.

Committee Reports:

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

Council Reports:

Safety

Officer Brian Hall reporting:

- Distributed the 2014 Creston Police report for Burbank
- Reviewed the higher levels of activity for the year those being Traffic Citations, the significant increase in Service Calls due to residents realizing his presence in the Village and the Drug related pull-overs as helped by his recent training in what to observe as cars pass by
- Reported that he will be attending an advanced class in February on Drug Interdiction
- Plans to work more weekends and evenings as we get into the Spring season due to the increased outdoor activities
- Confirmed shutting down and arresting individuals who had a meth lab in the Park and that this happened due to vigilant residents noticing suspicious activity in the Park
- Confirmed that he is now equipped with a body camera and that it is now in use for all Police activities

Tracy had nothing to report.

Zoning

James Brandenburg reporting:

- ✓ Read the Zoning Report
- ✓ Reported that the property at 121 S. Front Street will require more materials, beyond those donated to the Village to “board-up” all windows and doors
- ✓ **Ben made a motion to approve up to \$300 in materials and locks to secure the 121 S. Front Street property, seconded by Tracy. 4 ayes, 0 nays**
- ✓ The Fiscal Officer reminded Ben and Jim that all purchases are Tax Exempt and Jim was provided a Tax Exemption Certificate
- ✓ Allan did the first reading of Ordinance 2015-01 An Ordinance Amending the Village Code, Ordinance No. 2004-10 as amended by Ordinance No. 2014-08, in order to eliminate the Village Board of Zoning Appeals and to designate Village Council as the appeals and administrative board pursuant to O.R.C. Section 713.11 to exercise the functions formerly performed by the Zoning

Board of Appeals and such other functions as provided by law and declaring the same as an emergency

Parks

Dennis had nothing to report.

- o The Fiscal Officer recommended to Council to obtain bids/pricing for the 2015 Mowing Contract to be effective in April, 2015; he further recommended that the most competitive priced bid be selected as Council has the ability to enforce satisfactory and complete work via the Contract documents; by taking the most competitive price, he stated, this will offer additional monies for use in the Parks rather tying up too much money in mowing
- o The Fiscal Officer reminded Parks of the commitment made at the end of 2014 to complete the PEP Insurance Park repairs made during their last inspection; he also confirmed that the PEP Insurance Agent (Greg Songer) contacted him and is scheduled to visit the Village on January 22nd to inspect progress; the Fiscal Officer invited anyone from Council who wants to be present for this inspection starting at Village Hall at 1:00 PM

Streets

Chris reporting:

- ❖ Confirmed that the reported pot-holes by a resident have been temporarily patched until warmer weather this spring
- ❖ Stated that he wants to consider using the same company (Nev's who currently has the snow plowing contract) for all street repairs; the Fiscal Officer asked if there are any issues of liability for the Village as we do not have a signed contract with Nev's for street repairs; Allan recommended that a contract be put in place as soon as possible; Chris confirmed that he will go to work on lining up a contractor for street repairs
- ❖ Confirmed that he will contact Nev's about reported icy conditions on Village streets and the need for more salt during applications as well as plowing and salting Village Hall parking area
- ❖ Identified the Traffic Light Poles as the first priority for filing for a Grant; confirmed that he will contact Lampion to obtain all final pricing for this project
- ❖ Identified the "chipping" and "sealing" of Henrietta Street as the second priority; the Fiscal Officer re-confirmed that the Village can only afford one Grant project per year based on the level of revenues the Village receives each year

Finance

Tracy reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$2,014.63. **Tracy made the motion to pay the bills, seconded by Ben. 4 ayes, 0 nays.**
- Discussed with the Mayor the extent of involvement the Mayor prefers the Finance Chair to get involved with on financial matters; the Mayor confirmed that she wants the Finance Chair to know the level of monies available for all funds thus being able to answer this question from the other Chair's; the Fiscal Officer reminded Council that the monthly Financial Reports signed by each Council member already contain this information as well as the status of all monies spent YTD and how much monies were appropriated and remain available; the Fiscal Officer offered all members and Chairs his willingness to sit down any day or time to review any and all financial questions and interpreting Financial Reports
- The Fiscal Officer confirmed the handouts made to Council, before the start of the meeting, as well as the review he had with Council on each Chair's Temporary Appropriations, the maximum additional monies that could be appropriated if there is an absolutely necessary project that must get done in 2015 along with the maximum total for each Fund's Permanent Appropriations and asked if there were any questions - none were offered; he reconfirmed his offer to meet at any time and on any day to review any questions related to this effort and the need to have any adjustments in the Temporary Appropriations in the hands of the Fiscal Officer no later than the March 10th Council Meeting
- The Fiscal Officer distributed the 2014 Financial Summary Report confirming the 2014 total Revenues, Appropriations Spent, Investments and Debt Obligations; he asked if there were any questions or comments - none were offered
- The Fiscal Officer distributed the Investment Listing as of 12/31/2014-01/01/2015 and confirmed \$150,000 in the Emergency Road Repair fund and the balance of investment monies which are in the General Fund; he asked if there were any questions or comments - none were offered

Water & Sewer

Chris had nothing to report.

New Business:

Gary Harris reporting:

- ✚ Our next Council Meeting is February 10th
- ✚ Confirmed that he deposited \$498.27; \$358.27 from LMRE for a Capital Refund, \$115 for December's Traffic Fines and \$25 for a fence permit from Brad Robinson

- ✦ Advised Council of the seats up for re-election in 2015 for the Mayor as well as Ben Berger and Tracy Lenhoff seats and that he will be reporting this to the League of Women Voters as he is required to do
- ✦ Requested if Council wants him to invite Wayne County's Auditor, Jarra Underwood, to visit and discuss matters related to the levy's due to be voted on in 2015 and matters pertaining to revenue projects, levy options, etc.; Council confirmed that yes please do proceed to invite her to the February Council Meeting; per Allan, no special notice is required for this visit
- ✦ Confirmed receiving the Liability and Workers Comp Insurance Certificates from Waste Management for 2015
- ✦ Distributed a document to Council for assistance programs offered by the Wayne County Metropolitan Housing Authority containing an overview of the various options available for qualified homeowners, new home buyers and landlords; confirmed that he will post this document on the Village Hall bulletin board; Tracy confirmed that she will post this onto the Village website
- ✦ Confirmed that the 2014 Financial Reports are completed, that all documents have been submitted to the Auditor's Office in Columbus, all taxes have been paid and a public notice in The Daily Record has been made advising the public that these reports are available for viewing and offered these reports to Council for review as well

Old Business:

Nothing to report.

Public Participation:

Nothing offered.

There being no further business to come before Council, Chris made a motion to adjourn at 8:25 PM. Unanimous

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris