

**VILLAGE OF BURBANK**  
REGULAR MEETING  
FEBRUARY 4, 2014

Mayor Joy Sherwin called the meeting to order at 7:09PM.

A roll call was taken with the following officials present: Carolyn Dibler, Chris Letzelter, Tracy Lenhoff Gary Gallion, Jason Balyer and Dennis Rigerman. Also in attendance: Allan Michelson - Solicitor, Gary Harris - Fiscal Officer; Bob Reed - Zoning Inspector, Officer Brian and Abby Armbruster with The Daily Record.

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

Minutes - January 7, 2014 Organizational and Regular Meeting

**Chris made a motion to waive the reading of the Minutes as issued, seconded by Jason. 6 ayes, 0 nays.**

**Gary made a motion to approve the Minutes as issued, seconded by Tracy. 6 ayes, 0 nays.**

Safety

Tracy had nothing to report.

Officer Brain reporting:

- 6 citations issued in January; the weather has had an effect on the number of citations issued along with his involvement in drug related matters
- Confirmed that the house invasion case reported in November was tried and the defendant was found guilty
- Worked with Bob Reed on a zoning matter involving multiple families living in dwellings that may not be up to code; Allan contacting the Health Department for input on sanitation, water and sewer requirements in such cases

Zoning

Carolyn had nothing to report.

Bob reporting:

- ✓ Issued one citation today and commented about his looking forward to working with the new Council Members
- ✓ Reminded Carolyn and Tracy about this weeks (February 6<sup>th</sup>) Zoning Board of Appeals Meeting

- ✓ A general discussion about property Zoned Commercial and how if it reverts back to residential for 2 years or more the property in question loses its ability to be classified as Commercial and the property owner would need to reapply for Commercial Zoning status

## Parks

Jason and Dennis reporting:

- o Distributed budget worksheets for 2014 and identified specific equipment and repairs for the Village Park on W. Middle Street; this budget also included funds for a homecoming festival
- o Discussed the idea to re-open the well water in the Park which was closed in 2012 and perform electrical repairs resulting from vandalism for anticipated increased usage of the Village Park
- o Gary Harris indicated his need to investigate how to move funds from the expense budget into Capital Equipment based on the equipment identified in the handouts that do exceed the current Capital Fund allowance of \$2,981 as well as monies for the homecoming festival
- o Chris reported that the new concrete trash receptacles have been delivered to the Parks
- o Confirmed that he has set-up a Burbank Facebook Page and thus far has had 110 "likes"
- o Has contacted the head of Wayne County Career Center, who indicated that he thought his class would be willing to paint park buildings if the Village provides the materials
- o Gary Gallion reported that the park is reserved the last Saturday in June for the Fireman's Fair and their offer to clean-up the park the day of the event
- o Bids were reviewed for the 2014 Mowing season as received from Brad Followay (\$2600), Leo Rowe (\$4995) and Jeff Sampsel (\$4995); discussion took place about these bidders, the dissatisfaction with 2013's contractor, how Jason had left a message for Brad but with no return call received; Joy recommended the use of Leo for this work and that emphasis is placed on the need to perform all work in the bid documents including, but not limited to, cleaning off roof debris, etc.; Gary Harris reinforced the need for obtaining his Insurance Certificate per the bid documents
- o **Jason made a motion to hire Leo for the 2014 Mowing Season, seconded by Chris. 6 ayes, 0 nays**
- o Bob Reed stated the need to have the ability to adjust dates for cutting based on weather and/or the needs of the Parks; Gary Harris confirmed that language exists in the bid documents for such flexibility and Allan read the section that has this language

- o Gary Harris stated that based on commitments made to our insurance carrier about correcting defects in the Park identified during their 2012 inspection that sufficient monies must also be reserved to complete these repairs/replacements before our next inspection which may take place this year

### Streets

Chris and Gary reporting:

- ❖ Reported that some street lights are still out and that they are in the process of obtaining pole numbers to be able to contact LMRE for light replacements
- ❖ Reported that snow plowing is continuing for the winter season with no complaints and that we do have the need to salt in front of Village Hall
- ❖ Reported that the traffic light was out of commission for four hours and is waiting on the report as to what caused this outage
- ❖ Reported that more signs have been installed in the Village, no road patching has been able to get done due to the low temperatures and that trees will be removed by/near the bridge by Spring
- ❖ Gary Harris requested Streets obtain the following documents from our contractors –  
MB Excavating – Cert. of Insurance (expiring 4/5/2014) and Workers Comp. Insurance Certificate; Nev’s Workers Compensation expires the end of February and needs to be updated
- ❖ Gary Harris requested that Nev’s cash the check issued in December for \$300 so the books can close on this outstanding payable

### Water & Sewer

Gary and Chris reporting:

- Confirmed that the contract was located for the Village sewers and that he has responded to residents questioning why/how sewer rates could be adjusted without voter approval – the response was that per the contract voters do not have the opportunity to vote on rate adjustments

### Finance

Tracy reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$4,408.95. **Tracy made the motion to pay the bills, seconded by Jason. 6 ayes, 0 nays.**
- Gary Harris reported distributing copies of the 2014 Temporary Appropriations to each Chair and the Mayor during Committee Meetings; he reviewed Fund details with each Chair present at that time; he confirmed the need to obtain from Council any and all Appropriation adjustments on or

before 2/28/2014 in order that he can generate the Permanent Appropriations Ordinance at our next Council Meeting scheduled for March 4<sup>th</sup> as this has an April 1<sup>st</sup> deadline for submitting to the Wayne County Auditor's Office and he also emphasized the need for a quorum in March in order to vote on this Ordinance

New Business:

- Gary Harris reported that a new school tax went into effect January 1<sup>st</sup> and would be reflected in payroll checks issued for Burbank residents; reported that he will be attending Fiscal Officer training (which is an annual Auditor of State requirement) and this year, as last year, he will attend training at the Annual Local Government Officials Conference in Columbus on March 5<sup>th</sup> and 6<sup>th</sup>
- Gary Harris reported that our next Council Meeting is March 4<sup>th</sup> and he asked if there was going to be a Zoning Board of Appeals Meeting in March; Bob Reed stated that he would inform Gary after Thursday's meeting if this would be happening in March
- Gary Harris reported that due to a change in OPERS regulations there may be some impact to any Council Members participating in the OPERS program as well as the frequency of payroll payments; he confirmed that once he receives feedback from OPERS, after he submits Ordinances reflecting payroll payment frequency, he will report back to Council
- Tracy reported that she completed her research for having a Burbank web site with ICANN at a total cost of \$60.06 per year (which can be locked into for up to three years) + \$12.99 (after the first year) for Domain Fees; she distributed a fact sheet explaining what is included with the annual costs and offered to create and manage the web site while Jason offered additional assistance to her if needed
- **Tracy made the motion to approve funding this Web Host site for three years, seconded by Jason. 6 ayes, 0 nays**

Old Business:

- ✚ Gary Harris asked if there was any update on the Insurance and Workers Comp. certificates for Waste Management and Allan reported that he contacted them and they are to mail these to Gary Harris
- ✚ Gary Harris reconfirmed the need to repair the Village Hall dehumidifier; Bob Reed explained how to make the repair to have a functional unit by trimming the drain tube for a straight run

Public Participation:  
Nothing offered.

**There being no further business to come before council, Gary made a motion to adjourn, seconded by Jason at 8:35 PM. Unanimous.**

Meeting Schedule (sent to The Daily Record on 2/6/2014):

Committee Meeting	March 4 <sup>th</sup> at 6:00 PM
Regular Meeting	March 4 <sup>th</sup> at 7:00 PM

X

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Mayor, Joy Sherwin

X

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Fiscal Officer, Gary Harris