

VILLAGE OF BURBANK
PUBLIC HEARING & REGULAR MEETING
FEBRUARY 10, 2015

Mayor Carolyn Dibler called the meeting to order at 7:15 PM.

A roll call was taken with the following officials present: Jason Balyer, Dennis Rigerman, Ben Berger, Tracy Lenhoff and Gary Gallion. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer; James Brandenburg – Zoning Inspector, Chief Brian Meshew and residents David Wilkinson and Leo Rowe.

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

Jason made a motion to excuse Chris Letzelter, seconded by Ben. 5 ayes, 0 nays

PUBLIC HEARING

Allan asked those in attendance if there were any questions or discussion pertaining to the elimination of the Board of Zoning Appeals and Council serving as the Zoning appeals and administrative board. No questions or discussions were introduced; Allan confirmed that the Public Hearing is considered complete.

This concluded the Public Hearing.

REGULAR MEETING

Minutes – January 13, 2015 Organizational and Regular Meeting

Gary made a motion to waive the reading of the Minutes as issued and to approve the Minutes as issued, seconded by Jason. 5 ayes, 0 nays.

Committee Reports:

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

Council Reports:

Safety

Chief Brian Meshew reporting for Officer Hall:

- Reviewed the 2014 Creston Police activity in and for Burbank; confirmed that citations and activity for the month of January was very low due to weather and minimal outdoor activity

- Jason questioned the procedure that takes place in the event of a reported “missing person”; Chief Meshew confirmed that this normally becomes a Sherriff Department responsibility with Creston offering support as requested by the Sherriff or other cooperating agencies
- Recommended that the Village consider contracting with Creston for 15 hours per week as this assists them in securing an Officer willing to work part-time while at the same time Chief Meshew acknowledged that they would adjust the actual hours to less than 15 per week based on weather and low levels of activity; a discussion took place about Service Calls performed by Creston and asked if the Village would consider allocating an additional 5 hours per week towards such responses
- The Fiscal Officer confirmed that current allocated funds allow up to 780 police hours per year with an additional potential increase of +300 hours if Council wants to increase Appropriations to the maximum spending amount and still maintain adequate year-end carry-over; Safety Chairs confirmed that this is how they want to proceed

Tracy/Gary had nothing more to report.

Finance

Gary reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$10,382.54. **Gary made the motion to pay the bills, seconded by Tracy. 5 ayes, 0 nays.**
- Fiscal Officer asked Council if there were any questions as they consider each Fund’s Appropriation amount for 2015 or if anyone needs to schedule a meeting to assist in finalizing Appropriations that are to be provided to the Fiscal Officer at March 10th’s meeting; no questions or meetings were offered or requested
- Fiscal Officer did recommend to the Street Chairs to review their Appropriations as they only have \$840 remaining for Contracted Services and \$962 for Operating Supplies; if any Street repairs are being considered or planned, now is the time to adjust said Appropriations
- Fiscal Officer discussed the matter of Grants for the Village and announced a required meeting with the Wayne County Planning Department on 2/24/2015 for any subdivision wanting to file a Grant application; Fiscal Officer confirmed that he will attend and invited any in Council who also want to attend to let him know; Jason requested time and location details which are to be sent to him as requested; Fiscal Officer stressed the need for Street Chairs to obtain the documentation requested on 1/27 and 2/6 (LMRE letter requiring removal of our traffic light from LMRE poles & Lampion document if

the battery-back-up is an ODOT requirement; final pricing for the project from Lampion and the need for a cost estimate to provide full design drawings and specifications that meet all ODOT requirements)

- Fiscal Officer shared input received from the Wayne County Planning Dept. suggesting the Village also proceed to identify 2-3 infrastructure projects under a Neighborhood Revitalization Grant that can offer up to \$300,000 in funds, if awarded such a Grant, and these funds can be used to pay engineering expenses unlike Block Grants; this Grant would appear on our 2015 Application but would not be pursued until 2016; by including this on our 2015 Application the Village is better positioned to file for such a Grant in 2016
- Fiscal Officer stated that at some point the Village will need to pass a Resolution committing funds for one or more Grant projects, while also reminding Council of limits due to annual revenue collections, and voiced concern that a lack of progress in obtaining documentation and identifying infrastructure projects could prevent the Village from being awarded a Grant in 2015; he stressed the improved potential that the Village has for being awarded a Grant(s) based on our LMI status as determined by the 2010 Census

Streets

Ben had nothing to report.

- ❖ Resident David Wilkinson requested Council to consider “vacating” road right-of-way for property behind 126 W. Middle Street, and others in the immediate vicinity; this property is not owned by the Village and there would not be any tax impact to the Village as confirmed by Allan; Council stated it’s general agreement to this request and approved Allan to investigate what is required of the owners of said properties; Council wants said owner’s to be responsible for any required drawings that may need to be submitted and to avoid any costs to the Village

Parks

Jason reporting

- o Confirmed receiving the documentation from the Fiscal Officer on the recent PEP Insurance representative visit; stated his desire to remove certain playground equipment and replace it with new equipment
- o Requested a re-send of the Mowing Bid documentation package with the goal of making a decision on the new contract at March’s meeting and a new contract in place by April 1st
- o A discussion took place about “how to” check to see if the ball diamond lights are still functional

Water & Sewer

Jason & Dennis had nothing to report.

- Fiscal Officer recommended they contact Chris to find out the Sewer projects he previously identified and to include one of these as a part of the Neighborhood Revitalization Grant application

Zoning

James Brandenburg reporting:

- ✓ Read the Zoning Report
- ✓ Confirmed “boarding up” the property on 121 South Street; read a proposed letter to Council thanking the individual who donated the plywood sheets for this work; Council expressed their gratitude to Jim and Ben for the volunteer work they performed in boarding-up this site
- ✓ Read a proposed letter to be sent to Village residents identifying himself, his contact number and the importance of Zoning efforts and activities to our Village; Council approved the letter and the posting onto the Village Website
- ✓ Allan did the second reading of Ordinance 2015-01 eliminating the Zoning Board of Appeals replaced by Village Council to act as appeals and administrator for Zoning matters
- ✓ **Jason made a motion to waive the 3rd reading, seconded by Dennis. 5 ayes, 0 nays**
- ✓ **Gary made a motion to adopt Ordinance 2015-01 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- ✓ Allan did the first reading of Ordinance 2015-02, An Ordinance amending the Village Special Purpose Flood Damage reduction Ordinance, No. 2008-07, in order to specify that Village Council will be the board of review and appeals under said Ordinance, and declaring the same as an emergency
- ✓ **Dennis made a motion to waive the 2nd and 3rd readings, seconded by Ben. 5 ayes, 0 nays**
- ✓ **Gary made a motion to adopt Ordinance 2015-02 as an emergency, seconded by Tracy. 5 ayes, 0 nays**

New Business:

Gary Harris reporting:

- ✚ Confirmed that our next Council Meeting is March 10th
- ✚ Confirmed the need of receiving the signed Statement of Action Taken, sent to us by the PEP Insurance investigator, from Parks for the March 10th meeting
- ✚ Advised Parks to obtain written quotes with final pricing for any removal/destruction/haul-away of any existing park structures and/or

playground equipment; also advised that if the Village removes any of these structures i.e. concession stand, stage, restrooms or dugouts, our insurance premiums may be able to be lowered if these are no longer needed

- ✚ Reminded Council that Wayne County Auditor, Jarra Underwood, will be at our March 10th Council meeting to review Levy options and potential earnings for the Park and Police Levies up for renewal in 2015
- ✚ Confirmed that he signed-up to attend a no-cost meeting on Public Records being conducted by the Auditor of State's office and requested an OK to be reimbursed for mileage and lunch; Council approved his request
- ✚ Confirmed that he registered for required annual Fiscal Officer Training to be held on April 1st and 2nd
- ✚ **Jason made a motion to approve paying the \$175 fee and to reimburse the Fiscal Officer for mileage and meals, seconded by Tracy. 5 ayes, 0 nays**

Old Business:

Gary Harris reporting:

- Requested the status of obtaining a Road Repair Contract; Ben reported he had no update; reminded Council of my concern from a liability perspective without such a contract being in place as well as not having any contracted road maintenance coverage
- Reminded the Historical Committee that by the time of the March 10th Council Meeting we will be half-way to the targeted completion date of June 9th for sorting Village Historical records
- Jason asked about "caution tape" still posted due to an erosion issue over/near the creek
- Jason asked about the completion of tree trimming on/near the bridge; no update available

Public Participation:

Nothing offered.

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

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris