

VILLAGE OF BURBANK
REGULAR MEETING
MARCH 10, 2015

Acting Mayor Gary Gallion called the meeting to order at 7:00 PM.

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

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

Chris made a motion to excuse Carolyn Dibler and Ben Berger, seconded by Tracy. 5 ayes, 0 nays

REGULAR MEETING

Minutes – February 10, 2015 Public Hearing and Regular Meeting

Jason made a motion to waive the reading of the Minutes, seconded by Tracy. 5 ayes, 0 nays

Dennis made a motion to approve the Minutes as submitted, seconded by Jason. 5 ayes, 0 nays

Committee Reports:

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

Council Reports:

Safety

Officer Hall reporting:

- Distributed the February Police Report
- Commented that citations and Village Police Activity have been very low which he felt were due to our recent weather conditions
- Reported that his recent arrests for OUI and Drugs that all persons were found guilty as was the individual arrested on a weapons charge; Allan stated that any weapon seized by Police while in the Village do become Village property and can be sold with monies deposited for Village use
- Confirmed completing his second class and training on Criminal Drug Intervention

- Confirmed all Creston Officers now wear cameras which are activated for all traffic stops and local interactions

Tracy/Gary had nothing more to report.

Wayne County Auditor – Jarra Underwood – Reporting

- ✦ Distributed handouts pertaining to current total property values for Burbank, revenues generated by all current levies that are now in place and the Levies up for renewal in 2015 (Parks & Police)
- ✦ Reviewed Levy options comprised of Renewal, New or Replacement Levies
- ✦ Discussed a “sample” showing costs and revenues comparing current levies versus a Replacement Levy for both Parks and Police if Council were to decide on a Replacement Levy
- ✦ Shared how the Auditor’s Office can offer assistance to all subdivisions for mailings, website tools that are available and support services i.e. mapping, running levy “what if” analysis, etc.
- ✦ Stated the importance for Council to give serious consideration for a “door-to-door” Levy Campaign as this is very important in showing Village residents how the Levies have positive impacts on each resident while also providing a break-down of cost per month or per day compared to other daily expenses such as food, etc.; by each Council member taking an equal number of homes to visit, the workload per member is minimal

Finance

Tracy reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$4,859.02. **Tracy made the motion to pay the bills, seconded by Chris. 5 ayes, 0 nays.**
- Fiscal Officer reviewed the additions to the 2015 Appropriations prior to tonight’s meeting those being +\$6,000 into the General Fund for Contracted Services to do the engineering for the Traffic Light Project for which the Village is applying for a Block Grant to cover all other costs; +\$10,000 into the Police Fund to finance additional Police coverage in 2015
- Fiscal Officer confirmed that Parks made an increase tonight of +\$3,500 for Contracted Services and Equipment to continue upgrading the Village Park; further discussion took place on Street Fund options and it was decided to + \$5,000 for Street Contracted Services to provide additional street maintenance and both of these were also added to the 2015 Final Appropriations
- Allan did the first reading of Ordinance 2015-03 An Ordinance to set permanent appropriations for the current expenses of the Village of Burbank,

State of Ohio, during the year ending December 31, 2015 and declared to be an emergency for the public peace, health, safety and welfare

- **Chris made a motion to waive the 2nd and 3rd readings of Ordinance 2015-03, seconded by Tracy. 5 ayes, 0 nays**
- **Chris made a motion to adopt Ordinance 2015-03 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- Fiscal Officer reviewed the status of the Block Grant Application for the Traffic Light Project and the following points were agreed to; Council agreed that the Fiscal Officer can be the “point-of-contact” on this project and will be so listed on the Application, 8 other tasks were discussed with some task assignments and clarifications obtained on those needing information only; confirmed the need to have all assignments completed by 3/20/2015, sign-off by the Mayor on or before 3/28/2015 and mailing/delivering the Application no later than 3/30/2015; if we are awarded a Grant work must begin and finish in 2016
- Fiscal Officer reviewed the CDIS (Community Development Implementation Strategy) Form with Council and we identified 7 more projects to be listed as a Neighborhood Revitalization Grant Project to be submitted with the Block Grant paperwork; if we are awarded this Grant work will not begin until 2017
- Fiscal Officer spoke about another Grant available through Ohio Public Works that has funds available for use to “chip and seal” streets; this Grant is applied for in the Fall and we will review our needs and costs as we proceed towards Fall

Parks

Jason and Dennis reporting:

- o Confirmed their preference to accept the bid from Leo Rowe for the 2015 Mowing contract at the same cost as in 2014
- o Allan did the first reading of Ordinance 2015-05, An Ordinance approving a contract with Leo Rowe for the 2015 Season for grounds maintenance and declaring the same an emergency
- o **Jason made a motion to suspend the 2nd and 3rd readings of Ordinance 2015-05, seconded by Tracy. 5 ayes, 0 nays**
- o **Tracy made a motion to adopt Ordinance 2015-05 as an emergency, seconded by Dennis. 5 ayes, 0 nays**
- o Allan confirmed that he will send the contract documents to Leo Rowe for signature requesting that he also supply the necessary insurance and related documents
- o Confirmed adding +\$3,500 to the 2015 Permanent Appropriations for Parks

Water & Sewer

Jason & Dennis had nothing to report.

Streets

Chris reporting

- ❖ Reported receiving feedback from State that they seem to be suggesting the use of intersection side walk lights (walk/don't walk)
- ❖ Confirmed working with Lampion on Traffic Light project; Fiscal Officer confirmed the targeted completion date of 3/20/2015 for receiving all documents from Lampion
- ❖ Confirmed he is looking at Nev's and considering them for the Street Repair Contract
- ❖ Confirmed he called LMRE to replace street lights that are burned out and asked Council to report to him, with the pole number, any additional street lights needing replacement
- ❖ Reported the good snow plowing job performed by Nev's this winter and his call to them to apply extra ice during this rough winter
- ❖ Added +\$5,000 to 2015 Permanent Appropriations for Street Contracted Services

Zoning

James Brandenburg reporting:

- ✓ Read the Zoning Report
- ✓ Confirmed that the property on 121 South Street has been broken into again and will need to be "boarded-up" once more; Fiscal Office confirmed that he has monies available from those approved by Council in January, 2015; Jason offered to assist Jim in this work
- ✓ Discussed the issue of property line disagreement at 28 Depot Street with the Realtor; Gary confirmed that the storage building on the "north" portion of the property (Lot #93) is on Village property and had been used by Burbank, in the past, for cinder storage; Jim offered to travel to the County to review Tax Maps and report back; Allan to send a letter to the Realtor stating that the Village is looking further into this matter
- ✓ Confirmed his desire to reorganize the Zoning filing system at Village Hall, no exceptions voiced by Council; Fiscal Officer confirmed using Office Supply Funds for the estimated \$50 in cost

New Business:

Gary Harris reporting:

- ✚ Confirmed that our next Council Meeting is April 14th
- ✚ Confirmed depositing \$98 for January Court Fines + \$5.60 for a Staples rebate

- ✚ Reminded Council/Safety Chairs of the need to begin to either negotiate or seek new bids for the Police Contract with Creston that expires 5/7/2015
- ✚ Confirmed calling Nev's to obtain a current Workers Compensation Certificate that expired 2/28/2015 and that **NO** work should be performed until the new certificate is in our possession
- ✚ Commented that it appears that Furbank may be closing as the store front appeared empty while posting the most recent Ordinance
- ✚ Advised Council that he will be distributing the 2016 Budget Worksheets & related documents at April's meeting as it is soon time to begin next year's budget cycle

Old Business:

Gary Harris reporting:

- Reminded the Historical Committee that we are half-way to the targeted completion date of June 9th for sorting Village Historical records
- Requested Park Chairs to sign the PEP Statement of Action Form due to be returned in March; a signed document was received and is to be forwarded to the PEP Loss Control Supervisor by the Fiscal Officer
- Requested the Park Chairs if a final decision has yet been made on demolishing/removing any of the Park structures; Park Chairs did decide to add some of these items to the CDIS form listed above
- Allan reported that he will be sending David Wilkinson correspondence on how he needs to proceed in his attempt to have the Village "vacate" road right of way property that attaches to his and other properties (see Minutes from February for reference)

Public Participation:

Nothing offered.

There being no further business to come before Council, Chris made a motion to adjourn at 9:20 PM, unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris