

**VILLAGE OF BURBANK
REGULAR MEETING, APRIL 4, 2019**

Village Solicitor, Allan Michelson, called the meeting to order at 7:10 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler and David Wilkinson. Also in attendance: Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer, residents Carolyn Dibler, Cathy Kopp, Lori Menk and visitor Terry Moore.

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

Fiscal Officer, Gary Harris, announced the need to move forward on the published Agenda items for the Council Meeting.

Dennis made a motion to appoint Carolyn Dibler to the seat vacated by Lori Menk, seconded by Chris. 4 ayes, 0 nays

Chris made a motion to nominate Carolyn as the Interim President of Council, seconded by Dennis. 4 ayes, 0 nays, Carolyn abstained

At this point, Carolyn as the Interim President of Council, proceeded to lead the meeting.

Carolyn made a motion to excuse Tracy Lenhoff, seconded by Dennis. 5 ayes, 0 nays

Carolyn confirmed the need to appoint one Council member to the Audit Committee and Chris volunteered; **Ken made a motion to appoint Chris as a member of the Audit Committee, seconded by Carolyn. 4 ayes, 0 nays, Chris abstained**

Minutes – March 21, 2019 Regular Meeting

Dennis made a motion to waive the reading of the submitted Minutes and to approve the Minutes as submitted, seconded by David. 5 ayes, 0 nays

Committee Reports:

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

Council Reports:

Safety

Carolyn asked Gary if he had a Police Report for March and he confirmed that he had no report

Finance

Ken reporting:

- read the Paid Bills and the Automatic Deductions amounting to \$5,974.73 - **Ken made the motion to accept these payments, seconded by Chris. 5 ayes, 0 nays.**

Gary reporting:

- **Small Government - the Grant Agreement for Small Government/OPWC (for the Henrietta and Hower Streets Storm Sewer and Pavement Improvements)** the pre-construction meeting did take place on March 29th at Village Hall; we reviewed the responsibilities of all parties and addressed the schedule for the project; Palmer & Son Excavating is planning to start mid-June and is targeting completion Mid-July pending confirmation from his paving sub-contractor Most Paving; Hugh Palmer is to contact me once he has confirmation from Most Paving; contracts were signed and sent off to Allan for his signature- any questions or comments - none were raised; May I have **a motion authorizing the Grant Administrator to issue a PO to Palmer & Son in the amount of \$181,300.66 and authorizing the Mayor and/or Acting Mayor and the Fiscal Officer to approve and pay all properly executed invoices for work performed and materials used, Carolyn stated so moved, seconded by Ken. 5 ayes, 0 nays**
- **Nature Works Grant** - he asked the status of the Village survey with the April 12th targeted completion date; Dennis submitted 29 completed surveys and Cathy Kopp submitted an additional 7 completed survey's; Gary reviewed the stats for the first twelve submitted by David and the top three priorities are to (1) update the playground equipment, (2) recondition the buildings and (3) add a hiking path along the creek; if these priorities hold for the balance of survey's I will have a major re-do on the application and our park will not be handicap friendly; he reminded Council that at the May 9th Meeting we need all of Council members and Allan present at 6:15 PM in preparation for the Public Hearing on Park Improvements scheduled to begin at 6:30 prior to the Regular Council Meeting scheduled for 7:00 PM; Cathy asked that a copy of the Notice of Public Meeting be sent to her so she can add this to the Village Facebook page; a discussion took place about the residents at JAG Healthcare and if they can be considered Village

residents; Allan felt that yes, we can survey them as they are indeed residents of Burbank; Carolyn, Ken, David and Cathy indicated that they would visit the site this weekend and conduct survey's - he asked if there were any questions or comments – nothing was offered

- **New OPWC Grant Application (Front Street Storm Sewers & Repaving)** – he confirmed that the meeting with the Small Government Committee to determine who will win Grants remains scheduled to take place on May 9th at 10:30 AM in Columbus which, he will be attending; Carolyn indicated that she may be available as well and will advise him as the time draws nearer – he asked if there were any questions or comments – nothing was offered
- **2019 CDBG Grant Application** – he confirmed that today he along with Engineering Associates attended a meeting with the Wayne County Commissioners and the Wayne County Planning Department to present our Block Grant Application; at the start of the meeting we were informed that as of April 1, 2019 a new methodology has been applied in determining eligible projects and the scoring of same which took us from being qualified to now being unqualified; the change is based on data furnished through the American Community Survey to determine eligibility by survey's conducted in other, similar, communities; the WCPD stated that they will be generating a document to their State contact requesting reconsideration of our application based on this being an ADA sidewalk project for Village residents

Parks

Dennis and David reporting:

- ✚ reported that Patty Murphy has selected April 27th as the date for the Norwayne Youth Baseball organization to paint the dugouts and clean-up debris in the Park; David confirmed that PPG in Wooster has donated 2 gallons of paint for this project and he will purchase brushes and other items from one of the sources where we have tax exempt status
- ✚ confirmed that Liberty Fluid has reset the port-a-jon that was turned over by vandals in the Park; confirmed that the Police have a lead on who might have committed this act; David confirmed that he will investigate if this unit can be “staked” in place to hopefully avoid another incident; a discussion took place about reactivating the effort to install cameras in the Park to help in determining those guilty of such acts of vandalism
- ✚ reported that some of the “No Dumping” signs were pulled and thrown into Killbuck Creek; a discussion took place about the posts used to attach these signs

to as being too short and it was decided to reinstall these signs on existing posts that have a concrete base and Terry Moore volunteered to reinstall these signs

- ✚ Allan stated that the Village needs to notify the Creston Police that the “No Engine Brake” sign has been installed on the south end of Front Street so they can begin enforcing this requirement

Water & Sewer

Dennis and Ken had nothing to report.

Streets

Chris Reporting:

- confirmed that the street signs and no dumping signs have been installed by Larsco Construction
- reported that he is waiting on improved weather conditions before doing any pot hole repairs; it was reported that just west of 117 W. Middle Street in the eastbound direction another serious pot hole has surfaced

Zoning

David and Chris had nothing to report.

- ❖ Ben asked if pricing had been obtained for “No Parking “ signs that he requested from Gary; Gary reported a cost of \$17.30 each; a discussion took place about parking in the Village and it was determined to look into this matter further and to offer some recommendations as well as the wording to be used for any such signs
- ❖ a question was raised about responsibilities for maintaining the “stop” markers on the SR 83/Front Street; Gary indicated that this came up when we installed the traffic light pole and that he was informed that these markings are the responsibility of the Village
- ❖ Ben requested a revision to the fire pit legislation that we have and Allan indicated that he will work something up for presenting at the next Council meeting
- ❖ confirmed no updates on the drainage ditch issues

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, May 9th at 7:00 PM
- ✓ confirmed depositing \$345 for March Traffic Fines

- ✓ confirmed that in order to obtain a quote from our Insurance company about allowing employees to carry firearms as well as the impact to our coverages he had to indicated “yes” on the insurance questionnaire form and that he added a disclaimer that the Village is not yet allowing the carrying of firearms by employees until we are advised on all of the insurance ramifications
- ✓ reported that the potential revenue impacts from the proposed gas tax based on 10.5 cents per gallon just passed by the Senate and sent to the House for review and final approval will generate approximately \$6,200 additional revenue per year for use on street projects only
- ✓ reported that on April 15th he has to deliver the 2017 and 2018 Financial Records to the approved IPA, BHM Group out of Piketon, OH, who will conduct the Village Audits through 2022 at a cost of \$4,000 per audit
- ✓ he requested **a motion authorizing the Fiscal Officer to issue a PO to BHM for the 2017/2018 Audit at a cost of \$4,000 and to pay all related and approved invoices for services performed, so moved by Carolyn, seconded by David. 5 ayes, 0 nays**
- ✓ Allan did the first reading of Resolution R2019-02, “a resolution that gives the consent to the Director of Transportation by the Village of Burbank to resurface State Route 83 from the north corporation limit of Wooster to 0.30 north of the Wayne/Medina County Line with approximately 0.6 miles of this resurfacing is within the Village of Burbank and this project is currently scheduled for the summer of 2020 construction season, as an emergency”
- ✓ **Carolyn issued a motion to waive the 2nd and 3rd readings of Resolution R2019-02, seconded by David. 5 ayes, 0 nays**
- ✓ **Chris issued a motion to adopt Resolution R2019-02 as an emergency, seconded by Dennis. 5 ayes, 0 nays**
- ✓ Allan

Old Business:

Gary Harris reporting:

- ✚ reminded Council about the Park Playground Equipment at the Old School Park to be available for removal on April 27th; after some discussion it was agreed that the Village will proceed with this activity on this date and Dennis volunteered to be present from 2 to 4 PM and that Gary will proceed to generate the Notice for the

newspaper Ad with the various points made by Council to be included; a copy of the Ad is to be provided to Cathy to be included on the Village Facebook page

- ✚ requested a status on the condemned house on Water Street – no update was available as well as the report of pallets being built at 130 E. Middle Street – reported that such activity has ceased
- ✚ Allan confirmed the information that he needed to complete the Alcohol Permit for the Village 150th anniversary party to be held in the Park on August 17th between the hours of Noon to 11:00 PM; any profits will be deposited in the Park Fund for use on Park projects only; Allan reminded all that a Police officer must be present during the times that alcohol is being sold
- ✚ Ken reported that a Post Office in Burbank remains a possibility according to the Lodi Postmaster; it will take time but it still remains an open issue with the Postal Service

Public Participation:

Nothing offered

There being no further business to come before Council, Ken made a motion to adjourn at 8:52 PM, seconded by Carolyn. Unanimous.

X

Interim Council President, Carolyn Dibler

X

Fiscal Officer, Gary Harris