

**VILLAGE OF BURBANK
REGULAR MEETING, JULY 9, 2024**

Mayor Dickson, called the meeting to order at 7:32 PM.

A roll call was taken with the following officials present: Ingram McCord, Terry Moore, Jay Byler, Thomas Lenhoff, Marti McCord; also, in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer and visitors Cathy Kopp, Bert Reed, Houston McCord, Hunter McCord, Zach Kelly, Michael Graves and Officer Black

Mayor Dickson welcomed our guests and announced that the meeting is being taped and requested that all questions and comments from the public be delayed until the Public Participation segment near the end of the meeting

2025 Budget Public Hearing

Gary reporting:

Announced the changes made to what was provided to Council on April 4th are as follows: in the General Fund, since the OWDA loan will be paid off in June of 2025 and with the accounts that he increased appropriations for, we will have a net gain in estimated carryover at the end of 2025 by \$44,266 and a revised total estimated carryover of \$90,334, for Parks he increased appropriations by another \$2,000 to cover estimated mowing costs in 2025 thus reducing estimated 2025 carryover down to \$5,198 – all other funds remain the same as issued to Council in April – he asked if Council has any questions – none were offered – he then asked if anyone in attendance has any questions – none were offered – this concluded the Public Hearing

Jay made a Motion to excuse Chris Norton, seconded by Ingram. Vote: 5 ayes, 0 nays

Minutes – June 6, 2024 Regular Meeting Minutes

Terry made a Motion to approve as submitted the June Regular Meeting Minutes, seconded by Marti. Vote; 5 ayes, 0 nays

Council Reports:

Safety

Marti reporting:

- reported a total of 13 Traffic Citations for June, nine of which went to Mayor’s Court in Creston and four went to Municipal Court, she delivered a check in the amount of \$283 for traffic citations
- requested that the Village contact Chief Meshew regarding the Radar Speed Detectors who wants his department to be involved with the set-up of these units and the programming – Mayor Dickson said that she will contact the Chief

Finance

Terry reporting:

- read the June Paid Bills and the Automatic Deductions amounting to \$30,042.38 and asked if there were any questions or any details needing to be presented – none were requested; **Terry made the motion to accept these payments, seconded by Marti. Vote - 5 ayes, 0 nays.**

Gary reporting:

- Based on the Public Hearing, he asked if Council has any questions or comments about the 2025 Budget – none were offered – he asked for **“a Motion authorizing the Fiscal Officer to submit the 2025 Budget as presented to Council this evening to the Wayne County Auditor’s Office”, so moved by Terry, seconded by Jay. Vote: 5 ayes, 0 nays**
- CDBG Grant for the Front Street Sidewalks – all work on this project was completed on June 5th – we did the final walk through on June 18th and he has asked for the Punch List from Engineering Associates who he is meeting with tomorrow about the compressive strength testing results being slightly below the specified requirement – in his opinion, resolution of this matter may require the involvement of our Solicitor but we hope that it will not come to this – he asked if there were any questions or comments – none were offered
- OPWC Grant for the Diagonal Road Project – yesterday he sent to Council the Columbia Gas Notification about starting the gas line relocation in mid-July, he contacted them today for an estimated completion date and they reported completion by August 2nd based on starting the work this Thursday – announced that we do have our Pre-Construction Meeting scheduled to take place on July 24th at 10:00 AM with Dirt Dawg Excavating as pertains to the storm sewer replacement and resurfacing of Diagonal Road – he asked if there were any questions or comments – none were offered
- East Middle Street is next on the OPWC priority list as approved by Council back in 2023 – due to complications that have developed as pertains to the ROW, he recommend that the Mayor, Solicitor and Fiscal Officer, at a minimum, meet with Wayne County officials and other parties as deemed appropriate, to determine a current status on East Middle Street and any plans under consideration or that are soon to be underway in regards to this roadway – the ROW issue that has been unveiled goes back long before any of our current Village officials were part of Village government and stated that we need to acknowledge that we have inherited this problem and should work to resolve this problem if economically feasible and if it is not

economically feasible what options exist, if any - confirmed that he is unable to obtain pricing estimates on East Middle for new storm sewers and road resurfacing until the ROW matter is resolved - he asked if there were any questions or comments - Bert stated that years ago he was appointed to Council to fill a vacancy and it was during the time when the sanitary sewer installation was being considered, reported that he warned Council about the placement of the new line and that it needed to be under the main roadway but they disregarded his warning

Parks

Ingram had nothing to report.

- ❖ Gary was asked to report the status of the flagpole purchase - he confirmed that he has been reviewing "reviews" on the recommended pole and discovered many complaints about the poor quality of these poles - breaking off in winds, no customer support, etc. - confirmed that he went looking for customer support and found none - most of the companies with the lower priced poles use products furnished by China - he cautioned Council about ordering one of these flagpoles from these vendors because it may not last long and he recommended we buy a USA made product and that the costs will run much higher, possibly at or above \$1,000 - he asked how does Council want him to proceed and lets also determine before we move forward as to who will install the new pole - a discussion took place and Council determined that there are more pressing needs in the Village that do not support paying for the higher priced flagpole - Gary reminded them that if we have any warranty issues we may be out of luck - **Jay made a motion to instruct the Fiscal Officer to purchase the less expensive flagpole, seconded by Marti. Vote: 5 ayes, 0 nays**

Water & Sewer

Thomas had nothing to report.

Streets

- Gary confirmed that he did receive the street sign listing for repairs but had some questions about the first two items - Council responded that the Stop sign at Henrietta and E. Middle Street is too low and the One-Way sign is missing near the Burbank Community Church
- **Terry made a Motion to appropriate up to \$4,000 to correct all street signs on the list plus install four posts for the radar speed detectors and the flagpole, seconded by Jay. Vote: 5 ayes, 0 nays**
- **Marti made a Motion to install the four posts for the radar speed detectors, one on north and one on south bound traffic on SR 83 and one on East and West Middle Streets, seconded by Jay. Vote: 5 ayes, 0 nays**
- Gary reported that The Radar Speed Detectors have not been fully examined in preparation for installation to determine if any parts are missing or broken

- we also need to know the style of posts to purchase - round or square - Mayor Dickson offered to work with Gary on inspecting the components to assure that all parts are there and in good condition

- Gary to contact Larsco and the sign installer recommended by the Wayne County Highway Department to obtain bids to install all signs, etc. once all details are finalized
- Gary reported that he is getting three bids for pothole repairs but all contractors are busy so it will take some time to get the bids and then do the work

Zoning

Jay had nothing to report.

- ✚ Marti reported that the property owner of 111 W. Middle failed to appear in Court once again and it will be transferred to Wayne County
- ✚ **Marti made a Motion to Proceed to Correct 123 Mill Street and 130 E. Middle Street and 111 W. Middle giving owners 30 days to correct before the Village does so and liens the properties for the charges to do the work, seconded by Terry. Vote: 5 ayes, 0 nays**
- ✚ It was reported that the property owner for 54 Front Street has passed away – Gary was instructed to contact a tree removal service to get a bid to remove the tree at this site and advise Council for discussion at the August meeting

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, August 1st at the start time of 7:30 PM
- ✓ confirmed that he deposited the \$360 for the May Traffic Fines and that he has received a check for \$283 for the June traffic citations
- ✓ reminded Council that PEP is offering a \$1,000 Grant for safety related items - we do have all year to apply but we don't want to forget about it and lose this "free" Grant money - Council asked Gary to see if it can be used to install the radar speed detectors and other sign repairs
- ✓ confirmed that Ben contacted him about his removal of the last dead bush leading into the Park and now the stump needs removal - **Marti made a Motion to appropriate up to \$150 to remove the stump, seconded by Jay. Vote: 5 ayes, 0 nays**
- ✓ 15 Front Street - confirmed that we did video the line and did confirm that a blockage or broken lateral does exist near the area identified by the resident's plumber on his second attempt to identify its location - Gary has contacted three contractors, one is working on a price the other two will soon be generating estimates to correct the problem inside the ROW - we are considering rerouting the line over to the storm sewer man-hole on the north side of Water Street provided it is low enough to allow the gravity floor drain to properly drain - this

option will avoid having to do any repairs under SR 83 if another blockage or broken line were to happen under SR 83 where, it appears, the drain line was first installed decades ago unless Council only wants us to repair the issue as it currently exists – how does Council want to proceed – **Terry made a Motion to reroute the existing lateral during the repair, seconded by Marti. Vote: 5 ayes, 0 nays**

- ✓ Allan confirmed that he has revised the language in Section 2.3 of the Open Records Policy stating that “public records can be available for inspection by “appointment
- ✓ reported that he saw an email or a posting on Facebook about missing Storm Sewer Drain Covers – he recommended that the Water/Sewer Chairperson inspect all catch basins in Village limits and identify those that are missing, look at the spares that we have in/around the storage shed, replace what can be replaced and give Gary the sizes so he can order replacements where they are needed – it will probably take two people to install new covers due to the weight and size of these items – **Terry made a Motion to have Thomas perform this task, seconded by Thomas. Vote: 5 ayes, 0 nays**
- ✓ confirmed that on July 3rd he notified all members of Village government the need to take the Fraud Training as now required by the Auditor of State and all training must be completed by 9/29/24 – it’s an 8-minute video and each of you need to send me the acknowledgement confirming your receiving the instructions as well as your copy of the Certificate once completed – he asked if there were any questions or comments – none were offered
- ✓ Thomas reported that reserving the Park is now available on the Village website
- ✓ Ben reported that people are filling the dumpster at the Old School Park with household trash and asked to lock the dumpster – Council agreed but instructed Ben to contact Kimble to get the OK

Old Business:

Gary had nothing to report.

Public Comment:

- Cathy reported that the Village wide Garage Sale will be August 17th and she is working on getting vendors in the Park
- Cathy reported that the Post Office sent out flyers about attending a meeting at the Lodi Post Office for discussions about what to do in Burbank and she stated about 20 people attended and it appears that not all of the residents received the flyer sent out by Lodi – Bert confirmed that he did receive it but a week day meeting meant that those working could not attend
- Mr. Graves made a record request to get a copy of the 2024 Mowing Contract and complained that not all of the Park properties are getting mowed
- Mr. Graves stated that he will be installing a basement sump pump and since he cannot tie it into the storm sewer he will discharge to the street

There being no further business to come before Council, Marti made a motion to adjourn at 9:00 PM, seconded by Terry. Vote; 5 ayes, 0 nays

X

Mayor, Anna Dickson

X

Fiscal Officer, Gary Harris