

**VILLAGE OF BURBANK
REGULAR MEETING, AUGUST 3, 2023**

Council President, Anna Dickson, called the meeting to order at 8:04 PM.

A roll call was taken with the following officials present: Anna Dickson, Terry Moore, Jay Byler, Thomas Lenhoff, Marti McCord; also, in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer and visitors Cathy Kopp, Daniel Griffin and Dawn Kuznik with RITA. Mayor Wilkinson arrived at 8:16 PM.

Council President Dickson welcomed our guests.

Council President Dickson invited Dawn Kuznik, with RITA, to address Council to discuss concerns that were expressed by a resident to one of our Council members indicating that he planned to attend tonight’s meeting but he never did arrive. Dawn distributed folders to the Mayor and all of Council containing the overview planned for tonight’s meeting and then proceeded to present the “Municipal Income Tax Overview for Taxpayers in Burbank”. After her presentation, Dawn opened it up for questions and several were raised by those in attendance. One of the important pieces of information to surface was the need for tax filers to file with RITA even when their employers withhold the Village income tax and submit it for payment as the employers do not list the residents name for whom the tax is being paid. We also discussed the activation of penalties and interest charges for residents, who are required to file and are not filing nor paying these taxes and how they all will be notified as RITA compares residents against IRS filings – Council President Dickson suggested obtaining information from RITA, tailored to Burbank’s needs and posting links on the Village webpage and Facebook, she will get with Thomas as information is received from RITA. Mayor Wilkinson and Council thanked Ms. Kuznik for attending tonight’s meeting and presenting the information to those in attendance.

Regular Council Meeting

Marti made a motion to excuse Chris Norton and Ben Berger, seconded by Jay. Vote: 5 ayes, 0 nays

Minutes – July 6, 2023 Regular Meeting Minutes and July 24th Special Meeting Minutes

Terry made a motion to waive the readings and to approve the July Regular and Special Meeting Minutes, seconded by Jay. Vote; 5 ayes, 0 nays

Council Reports:

Safety

Anna and Marti reporting:

- reported that Creston is in the process of interviewing two officers, reviewed the July Incident report and provided the Fiscal Officer a check in the amount of \$116 for July traffic violations

Finance

Terry and Thomas reporting:

- read the August Paid Bills and the Automatic Deductions amounting to \$10,007.701 and asked if there were any questions or any details needing to be presented – none were requested
- **Terry made a motion to accept these August payments, seconded by Marti. Vote – 5 ayes, 0 nays.**

Gary reporting:

- as of August 3rd, a total of \$59,485.03 has been deposited for the Village Income Tax receipts from RITA since July of 2022 – he asked if there were any questions or comments – none were offered
- reported that he is waiting on the check clearing the bank for the final purchase of the Sky Lift Climber and for the installation materials before sending in our final request for reimbursement from the ODNR for the Park Playground equipment – this will complete this Grant project once our final reimbursement check is received - he asked if there were any questions or comments – Mayor Wilkinson stated that it will be 6-10 weeks before we see this unit as it is not in stock and is being manufactured
- reported that Fieldwork on the Community Development Block Grant for the sidewalks for the east side of Front Street did begin the week of July 24th – he asked if the flyer was distributed to notify residents on the east side of Front Street to trim back hedges and brush in preparation for the upcoming work – Council advised Gary that no flyer was ever received thus, none were distributed - Gary to investigate and report back to Council – he asked if there were any questions or comments – none were offered
- for the OPWC Grant Application – he plans on submitting the application this month, well ahead of the September deadline – he asked if there is any information from Council in response to the email that he sent to all of Council on July 27th pertaining to input we can use in the Application about any actual flooding on Diagonal Road or the section of E. Middle Street where work will be taking place if we are fortunate enough to be awarded a Grant this year – Council had no additional input on this issue – he asked if there any questions or comments – none were offered
- he asked Allan to please do the first reading of Resolution 2023-05R – Allan did the first reading of Resolution 2023-05R, “a Resolution authorizing David Wilkinson, Mayor, to prepare and submit an application to participate in the Ohio Public Works Commission

Sate Capital Improvement and/or Local Transportation Improvement program(s) and to execute contracts as required”

- **Jay made a motion to waive the 2nd and 3rd readings of Resolution 2023-05R, seconded by Marti. Vote: 5 ayes, 0 nays**
- **Marti made a motion to approve Resolution 2023-05R, seconded by Jay. Vote: 5 ayes, 0 nays**
- Gary asked for **a motion to authorize the Mayor to sign the Introductory Letter to the Wayne County Director of Planning for the OPWC Grant Application and the OPWC Applicant Certification document, so moved by Marti, seconded by Jay. Vote: 5 ayes, 0 nays**
- Gary asked for **a motion authorizing the Fiscal Officer to sign the Loan Repayment Letter and Certification of Local Funds and the Certification for Age of Infrastructure Improvements, so moved by Jay, seconded by Anna. Vote: 5 ayes, 0 nays**
- Gary asked for **a motion authorizing Chris Norton to sign a Support Letter, based on his construction experience, for the OPWC Grant Application, so moved by Jay, seconded by Anna. Vote: 5 ayes, 0 nays**
- confirmed that the Fieldwork on Diagonal Road and the section of E. Middle Street covered by the OPWC Grant has begun as authorized by Council at last month’s meeting

Parks

Terry and Marti had nothing to report.

- ❖ Mayor Wilkinson reported that he and Gary will be meeting with the Baseball Association about a new ballfield at the Old School Park and funding of same sometime this Fall
- ❖ Anna confirmed that the security camera installations have been started
- ❖ Anna delivered the Playground Inspection report to Marti who read the report to all those in attendance – Mayor Wilkinson confirmed that the new hanger support systems for the Playground swings have all been installed
- ❖ no update on installing the Village Hall sign was available

Water & Sewer

Thomas and Anna had nothing to report.

Streets

Jay had nothing to report.

- Mayor Wilkinson stated that Gary will soon be receiving an order for new Street signs

Zoning

Jay had nothing to report.

- 🚧 Allan reported that he contacted the Wayne County Auditor’s Office about reducing value and taxes on 133 Water Street and he was advised that Wayne County needs to send out a Property Appraiser before this can be finalized

- ✚ Allan confirmed giving Ben the paperwork to post at 111 W. Middle Street but he hasn't heard back from Ben yet
- ✚ Allan confirmed that he did receive paperwork and documents from Marti regarding the Magistrate hearing Burbank Zoning cases
- ✚ no update on the visibility issue at 15 Front Street since Ben is not here
- ✚ Terry stated that there is a dead tree in violation of our Zoning Code at 54 Front Street on private property – Allan will generate the notice for Ben to deliver to the homeowner/occupant

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, September 7th at the start time of 8:00 PM
- ✓ confirmed that he deposited the \$222.50 for the June Traffic Fines and he will deposit the check for the July Traffic Fines that Marti gave him tonight in the amount of \$116
- ✓ confirmed that he has not yet heard back from ODOT on the requirements for conducting a Christmas Parade on Front Street, that we have time and he will follow-up on this over the next few months – Mayor Wilkinson stated that he does not need to follow-up on this with ODOT
- ✓ asked Allan to do the reading of the ODOT Agreement for snow and ice removal on SR 83, aka Front Street – Allan stated that he needs to contact ODOT as he has concerns about a section in the document pertaining to street repairs on Front Street
- ✓ confirmed that on July 31st he spoke with the VP, Treasury Management Leader, Jarrod Long, at Westfield Bank about Positive Pay, a service offered by the Bank to prevent any fraudulent cashing of any check and/or ACH withdrawal – he reported that they are seeing more and more fraud with checks due to electronic deposits of monies via smart phones, etc. and lesser amounts on ACH withdrawals – the cost is \$75/month for both and/or checks only or \$35/month for ACH only – does Council want this service – Council advised Gary to not proceed with this at this time – Gary also reported that during this same discussion and based on a “push” that he received from a Chippewa Lake resident, he also discussed with Jarrod our Preferred Money Market Business account and found out that we can transfer monies, at no cost, between our checking account and this account and earn 4% interest versus the 4/100 % in the checking account – he asked if Council wants him to begin transferring money between accounts to increase our interest earnings on our monies – **Marti made a motion authorizing the Fiscal Officer to transfer monies between the checking account and the Preferred Money Market Business Account, as determined by the Fiscal Officer, to increase our interest earnings on the Village deposited monies, seconded by Jay. Vote: 5 ayes, 0 nays** - Gary stated that it may take a bit of time to get this option activated and he will advise Council as soon as it is activated
- ✓ reminded Council of the need to remove the Port-a-Jon in September or October – Mayor Wilkinson stated to remove it at the end of October

Old Business:

Gary had nothing to report.

Public Comment:

- o resident Griffin asked about installing a storage unit at 65 Front Street after he removes the existing fencing – Allan stated that a POD unit, like Mr. Griffin is considering, is not allowed except with a Variance – Mayor Wilkinson to discuss with Ben and contact Mr. Griffin

There being no further business to come before Council, Jay made a motion to adjourn at 9:07 PM, seconded by Terry. Vote; 5 ayes, 0 nays

X

Mayor, David Wilkinson

X

Fiscal Officer, Gary Harris