

**VILLAGE OF BURBANK  
REGULAR MEETING, AUGUST 6, 2020**

**NOTE – DUE TO COVID-19, THIS MEETING WAS HELD VIA ZOOM MEETINGS**

Mayor Carolyn Dibler, called the meeting to order at 8:06 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler, Thomas Lenhoff and David Wilkinson; also in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector (joined at 8:14), Gary Harris – Fiscal Officer and residents Lori Menk, Ruth and Dan Wiley.

Minutes – July 2, 2020 Regular Meeting

**Chris announced himself and made a motion to waive the reading of the submitted July Minutes and to approve the Minutes as submitted, seconded by Ken who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David –aye.**

Special Meeting Minutes – July 17, 2020

**Ken announced himself and made a motion to waive the reading of the submitted Special Meeting Minutes and to approve the Minutes as submitted, seconded by Dennis who announced himself. Roll-call vote; Chris – aye, Dennis – aye, Ken – aye, Thomas – aye, David –aye**

Council Reports:

Safety

Ken and Thomas reporting:

- read the July Sheriff Reports
- Dennis reported that traffic on Diagonal is just as bad as ever with the detour on SR 83; he reported that he saw a Deputy parked once on Diagonal and no one since and also reported that damage to property is occurring due to this traffic

Finance

Ken reporting:

- read the August Paid Bills and the Automatic Deductions amounting to \$7,170.40; **Ken announced himself and made the motion to accept these payments, seconded by Dennis who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David -aye.**

Gary reporting:

- **Nature Works Grant** – confirmed that all construction work is completed in the Park and that the only punch-list item is to paint the four posts near the port-a-jon pad; he asked if the Park Chairpersons want to install a port-a-jon for the remainder of the summer or at least have the port-a-jon contractor come in to view the pad and anchors so he knows how he will want to secure the unit once installed – it was decided to not do anything further this year insofar as the port-a-jon is concerned; announced that for the first time, the park is now fully handicapped accessible; confirmed that he will be installing the Nature Works sign near the eastern pavilion as a sign is required by ODNR; confirmed that he is still waiting on the invoice from the contractor – any questions or comments – none were offered
- **OPWC Grant Application (Front Street Storm Sewers & Repaving)** – confirmed that construction has been confirmed to begin on Monday, August 10<sup>th</sup> with the goal of completing all work and being off-site by September 30<sup>th</sup> – he asked if there were any questions or comments – none were offered
- **2019 CDBG Grant Application** – confirmed that the WCPD will be opening the Engineering Bids next Tuesday, August 11<sup>th</sup>, they plan to award the engineering bid on August 19<sup>th</sup> and have a submittal due date on all engineering due on August 31<sup>st</sup> (very tight schedule); once they have the engineering designs on August 31<sup>st</sup> they will then advertise for construction bids; they are trying to complete all construction work yet this year, this is a very aggressive schedule that still may allow this third grant project to complete yet this year– he asked if there were any questions or comments – none were offered
- **2020 Revenues & COVID-19** - confirmed that on August 3<sup>rd</sup> he updated Council on the July Revenue and Spending Comparisons and that COVID-19 is beginning to show impacts to the revenue budget as anticipated and he reported expenditures were higher this year compared to 2019 due mostly to increased Sheriff patrols and pre-paid engineering costs on the Park Improvements– he asked if there were any other questions or comments – none were offered
- **Round 35 OPWC Applications** – confirmed that the State has now reopened Grant Applications; confirmed that earlier today he sent to Council the list of the remaining 9 Phases (not 12 as listed in his email sent today) needed to complete all Village infrastructure replacements – he asked that if possible, a decision tonight by Council would be great and Council also needs to identify which Phase(s) he should work on for this year’s application – Council decided to do the

sidewalks on the east side of SR 83 and do Reed Court; he stated that he will obtain current pricing as the bids we had date back to 2017 and he will analyze the impact to our budgets if it is decided to proceed at September's meeting – he asked if there were any questions or comments – none were offered

### Parks

Dennis and David had nothing to report.

- ❖ Gary confirmed that he did file a PEP Grant Application for \$1,000 for 30 yd<sup>3</sup> of mulch, as an estimated amount calculated by Gary Frank with the balance of any available funds to be used to install a couple of LED lights in the Park; Mayor Dibler thought this a good use of the Grant funds if awarded
- ❖ Gary recommended that the juveniles, if the court assigns them hours for public service as part of any delinquency charges, also be considered to have them clean-out the storage shed that is in such poor condition and reported that there is a 4 wheeler inside that should also be removed; David reported that this was used years ago by the baseball league to maintain the ball diamond and Mayor Dibler believes that the owner of that vehicle has since passed away; Allan stated that the Village will receive a notice from the Courts with a questionnaire about any public service that might be part of any conviction – he also confirmed that sentencing for one of the individuals is to happen on August 31<sup>st</sup> and the second individual on September 8<sup>th</sup>

### Water & Sewer

Dennis and Ken had nothing to report.

### Streets

Chris and David reporting:

- Mayor Dibler stated that the street repairs are not yet done and Gary stated that the PO expires August 21<sup>st</sup> and that he had given the contractor 5 weeks to complete as requested by the contractor – David agreed to contact the contractor to check status and advise them of the expiration date
- Lori stated that some pot holes on Middle Street are not marked and that she had advised David about those
- Mayor Dibler asked about the signs needing to be installed and David confirmed that he would do so

- Lori asked where the “NO Through Trucks” signs will be installed and Mayor Dibler stated at the entrance to Water, Grant, Henrietta and Mill Streets entering off of E. Middle Street
- Gary reported delivering the above signs to Village Hall along with the hardware

### Zoning

Chris and Thomas had nothing to report.

- Lori reported that a house two doors up from hers has grass in the backyard that is very high and asked if our zoning requires front and back yards to be maintained – Allan confirmed, yes both front and back yards are to be maintained
- Ben lost his Zoom connection and called back in with his Zoning Report – 60 Front Street has been cited for tall grass, Bert Reed’s notice was found in the street and Ben is sending it to Bert via certified mail, David told Ben that the house next to the corner empty business location at the intersection of Front and E. Middle Street’s is being “fixed-up”

### New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, September 3<sup>rd</sup> at the new time of 8:00 PM via Zoom Meetings
- ✓ confirmed depositing \$18.00 for June Traffic Fines and confirmed that he has contacted Wooster Municipal Court asking why it appears that the value of traffic fine payments received by the Village have declined so much – he is waiting on a return call
- ✓ confirmed that he will drop off documents at Village Hall that need signatures tomorrow, he will leave the July Regular and Special Meeting Minutes for Mayor Dibler to sign and the July Financial Reports for Council members to sign along with a PO needing signatures from Ken and Chris
- ✓ Lori reported contacting the Sheriff’s Office asking them to install speed monitor’s on both sides of Middle Street; Allan suggested that the Village ask for more patrol time and Mayor Dibler stated that we have requested 160 hours per month beginning in July continuing through September
- ✓ Mayor Dibler voiced a concern about the minimal number of traffic citations being issued and Chris reminded her that we did not want to be seen as a “speed trap” community

- ✓ reported that the County has set-aside \$11,450 for any COVID-19 related costs and he asked Allan to go into some of the finer points; Allan commented that these monies could possibly be used to pay rent or mortgage payments, utilities, etc. if those seeking assistance are having to do so strictly due to COVID-19; Council agreed to pursue these funds to make them available to residents who meet the criteria for being awarded such funds; Mayor Dibler asked if the funds could be used for students needing PPE or the Nursing Home – Gary responded that he will have to investigate this
- ✓ Allan did the first reading of Resolution R2020-03, “A Resolution of the Village of Burbank, Wayne County, Ohio regarding funds under the Coronavirus Aid, Relief and Economic Security Act, 116 Public Law 136, (The CARES Act)”
- ✓ **Chris announced himself and made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution R2020-03, seconded by Ken who also announced himself. Roll-call vote – Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye**
- ✓ **David announced himself and made a motion to adopt Resolution R2020-03 as an emergency, Dennis announced himself and seconded the motion. Roll-call vote – Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye**

Old Business:

Gary had nothing to report.

- ✚ Mayor Dibler asked the status of the tree to purchase and plant along with a plaque in recognition of past Mayor and Council President Tracy Lenhoff; Council recalled that Ben had a source for the tree and plaque – Mayor Dibler stated that she would contact Ben on these matters

Public Comment:

- Dan stated that there is a dead tree behind Village Hall that needs to be removed; Gary stated that depending on its location, as it may not be on Village owned property, and stated that he will check into this

**There being no further business to come before Council, Ken announced himself and made a motion to adjourn at 9:24 PM, seconded by David who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris