

**VILLAGE OF BURBANK**  
REGULAR MEETING: SEPTEMBER 1, 2016

Mayor Carolyn Dibler called the meeting to order at 7:10 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Gary Gallion, Chris Letzelter and Tracy Lenhoff (Chris Norton arrived at 7:30 PM). Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Jim Brandenburg - Zoning Inspector; residents Leo Rowe, Linda Gray, Lori Menk, Bert Reed, Cathy Kopp and Ken Dibler, visitors Bob Morehead with The Post and Emily Morgan with The Daily Record.

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

Minutes -August 4, 2016 Regular Meeting

**Chris made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Tracy. 4 ayes, 0 nays**

Fiscal Officer asked if Council wanted to excuse those absent from August's meeting - **Gary made a motion to excuse Carolyn Dibler and Chris Norton from the August Council Meeting, seconded by Dennis. 4 ayes, 0 nays**

Committee Reports:

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

Council Reports:

Safety

Chris and Tracy had nothing to report.

Finance

Tracy and Gary reporting:

- **Tracy read the Paid Bills and automatic deductions amounting to \$10,379.83. Tracy made a motion to accept the Paid Bills, seconded by Gary. 4 ayes, 0 nays**

Fiscal Officer reporting:

- Asked if someone on Council would issue a motion to approve the Minutes from the August 11, 2016 Special Meeting - **Gary made a motion to waive the reading of the Special Meeting Minutes from August 11, 2016 and to approve the Minutes as submitted, seconded by Dennis. 4 ayes, 0 nays**
- Offered to distribute the copies of the OPWC Grant Application to Council to review the Application Package, Council preferred to not receive the copies

for review; Fiscal Officer did proceed to read the Five (5) Year Capital Improvement Plan for the sewers, streets and sidewalks targeted for replacement and/or repair through 2021 that are part of this Application and requires annual updates to Wayne County; he confirmed that he will personally deliver the OPWC Grant Application package on Tuesday, September 13<sup>th</sup> and that we are to be informed in October of 2016 if our Application has been approved for a Grant

- Also had copies of the Score Sheet that he will deliver to Wayne County, along with the OPWC Grant Applications, that is used to rate our Village for a possible Small Government Grant if we are not approved for the Public Works Grant, Council preferred to not review these documents
- He read Resolution 2016-02, A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor
- **Chris made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution 2016-02, seconded by Gary. 5 ayes, 0 nays**
- **Chris made a motion to adopt Resolution 2016-02, seconded by Tracy. 5 ayes, 0 nays**
- Requested Council to issue a motion approving the increased value of the OPWC Grant Application to the current value of \$260,000 and a \$26,000 Village Matching Fund amount - **Gary made a motion to approve increasing the OPWC Grant Application to a total of \$260,000 and Village Matching Funds to \$26,000, seconded by Dennis. 5 ayes, 0 nays**
- Allan did the third reading of Resolution 2016-01, A Resolution authorizing Fiscal Officer, Gary Harris, to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement Program and to execute contracts as required - **Gary made a motion to adopt Resolution 2016-01 as an emergency, seconded by Chris. 5 ayes, 0 nays**

## Parks

Dennis reporting:

- ✚ Confirmed that the border for the mulch in the Park has arrived and that he will inspect the material and move it to the Village garage for storage; Lori Menk asked where the border was purchased and shipped from, Dennis confirmed that it was ordered through Snider Recreation and the Fiscal Officer confirmed that it was shipped from Action Play Systems out of Cornelius, NC
- ✚ Confirmed that after Labor Day he will contact the Lessor to remove the Port-a-jon from the Park

### Water-Sewer

Dennis had nothing to report.

### Streets

Gary and Norton reporting:

- ✓ Confirmed that the Traffic Light Pole has been installed on Front Street
- ✓ A discussion took place about vacating the alley along Grant Street; Allan confirmed that it requires all property owners along that alley to agree in writing and he suggested that those residents wanting this action proceed to obtain agreement from all parties and to advise him once this has been accomplished

### Zoning

Chris and Norton had nothing to report.

Jim reporting:

- o Jim read the Zoning Report

### New Business:

Gary Harris reporting:

- Confirmed the next Council meeting will be Thursday, October 6<sup>th</sup>
- Confirmed depositing \$337 for July Traffic Fines
- Allan did the first reading of Ordinance 2016-08, An Ordinance to retain \$150,000 as an emergency reserve to be used to repair Village infrastructure in the event of any natural or other type of disaster so as to either minimize any need to borrow money for such work or avoid in total the need to borrow funds for such work and declaring the same as an emergency
- **Gary made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2016-08, seconded by Chris. 5 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2016-08 as an emergency, seconded by Dennis. 5 ayes, 0 nays**
- Recommended to Council to go out for bids for the 2016/2017 winter season snow plowing and salting; Allan offered to send bid requests to those Burbank solicited in the past and Council approved his sending out the bid requests with a due date of October 6<sup>th</sup> either delivered by mail or in person at the Council meeting
- Confirmed no Financial Reports tonight nor at our December 1<sup>st</sup> meeting as he does not receive the Bank Statements until the second business day in any given month
- Confirmed that he received a letter announcing the possible closure of the Burbank Post Office

### Old Business:

Gary Harris reporting:

- Requested an update on capping the sewer line at 121 S. Street and that he had forwarded the names of several contractors capable of doing this work; it was confirmed that no further work had been done on this issue; Fiscal Officer reminded all that we continue to be invoiced for the sanitary sewer and that Council had previously approved up to \$500 to cap this line
- Requested the status of the PEP Park repairs and removal of the slide; Dennis confirmed that he is working on the repairs but no change on removing the slide; resident Bert Reed said he will contact Jim and Dennis to see if he can use his equipment to expose the line for capping once Jim shows him the location and if he can offer ideas and/or assistance in removing the slide
- Lori Menk asked what happens if Burbank remains non-compliant with the Insurance write-ups; Fiscal Officer stated that it is his opinion that the insurance company may refuse to insure us or increase our premiums if we do not become compliant; Allan stated that any action like this would likely take place at the time of our annual insurance renewal
- Lori Menk asked if the Council seat is still open and Council confirmed that it was; she volunteered to join Council - Allan asked her to confirm that she is a current resident and that she has been a resident for at least one year, Lori confirmed yes to both questions
- **Chris made a motion to vote on Lori Menk filling the vacated Council seat, seconded by Norton. 5 ayes, 0 nays**
- Allan proceeded to then to "swear in" Lori Menk to the vacated Council seat
- Allan confirmed that he has received approximately \$8,000 in waived past taxes/fees on the 121 South Street property and that he is waiting for written responses from the other agencies having taxes/fees against this property
- Updated Council on the Income Survey indicating that he still needs Front Street survey's and that those are the only ones not yet returned or lacking updates such as "no response"; he reminded all present that this will be critical as we move forward and try to obtain the maximum Grant monies available to pay for our storm sewers, streets and sidewalks
- He requested the status on locating a contractor for street repairs - no progress was reported; he reminded all about how important road maintenance will be as we begin to work our infrastructure projects as we must maintain the streets as they are reworked and repaved

Public Participation:

- ✚ Bert Reed voiced some additional comments on vacating the alley on Grant Street and he stated that he would respond back with additional information at the next Council Meeting; he also wants to resolve the issue of having his existing garage on the property line or slightly over the property line

✚ Linda Gray voiced concern about children playing in the street with the traffic that uses Water Street

**There being no further business to come before Council, Gary made a motion to adjourn at 8:45 PM, seconded by Tracy. Unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris