

VILLAGE OF BURBANK
REGULAR MEETING: SEPTEMBER 7, 2017

Mayor Dibler called the meeting to order at 7:03 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Gary Gallion, Chris Letzelter and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Jim Brandenburg - Zoning Inspector, resident Bert Reed, 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.

Gary made a motion to excuse Tracy Lenhoff, seconded by Dennis. 5 Ayes, 0 Nays

Minutes - August 3, 2017 Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Chris reporting:

- Expressed concerns about the pot holes at the intersections of E. Middle and Front Streets, E. Middle and Diagonal Road and the East Village limits on E. Middle Street
- **Norton made a motion authorizing the Contracts Administrator to contact a paving company to make repairs with the priorities E. Middle and Front Streets, E. Middle Street and Diagonal Road and East Village Limit on E. Middle Street authorizing up to \$1,500 for the portion of repairs that can be made within this limit, seconded by Gary. 5 ayes, 0 nays**
- Fiscal Officer distributed the hours worked report for the Creston Police in Burbank resulting in a discussion about the hours requested versus the hours worked; as a result of the hours worked being substantially below the hours requested the Mayor offered to contact Creston for a sit down meeting to see what options are available for Creston to meet the requested hours for patrolling Burbank for the remainder of 2017

Finance

Gary reporting:

- Gary read the Paid Bills and the Automatic Deductions amounting to \$15,634.47 Gary **made the motion to accept these payments, seconded by Lori. 5 ayes, 0 nays.**

Gary Harris reporting:

- Confirmed that he has compiled the 6 copies of the Henrietta and Hower Streets OPWC Applications that he will deliver to the Wayne County Planning Department tomorrow ahead of the September 18th deadline; he asked if anyone on Council or visiting would like to review one of these applications and/or if there were any questions or discussion needed; no requests to review the document were offered and no questions or comments were offered
- Allan did the first reading of Resolution 2017-05 "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"
- **Lori made a motion to waive the 2nd and 3rd readings of Resolution 2017-05, seconded by Norton. 5 ayes, 0 nays**
- **Gary made a motion to approve Resolution 2017-05, as an emergency, seconded by Norton. 5 ayes, 0 nays**
- Confirmed that the County Auditor's Office sent him Schedule A and B of the projected revenues for the 2018 Budget and all were in order; he asked if there are any questions or discussion needed; none were offered
- Allan did the first reading of Resolution 2017-06 "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"
- **Norton made a motion to waive the 2nd and 3rd readings of Resolution 2017-06, seconded by Dennis. 5 ayes, 0 nays**
- **Gary made a motion to approve Resolution 2017-06, as an emergency, seconded by Norton. 5 ayes, 0 nays**
- Reviewed the Water Street OPWC Grant Update - confirmed that at the Pre-Construction meeting Burbank signed all Contract Documents at Village Hall on August 14, 2017 with the following officials present - Mayor Dibler, Fiscal Officer Harris, Solicitor Allan Michelson, Kent Baker and Joshua Besancon representing Engineering Associates and Kevin Kaeser with Dirt Dawg Excavating; confirmed that later that day, we submitted and obtained the Authorization to Proceed for Dirt Dawg from the OPWC; confirmed the scheduled construction start date is within the next week or two and per contract the work is to be completed on or before October 21, 2017; confirmed that he met with the engineer and contractor on August 14th on a potential issue caused by the gas line located differently than originally specified by Columbia Gas - as a result of that meeting and a few additional "digs" by Columbia Gas the impact is estimated to cost \$514 more; for the work requested at the intersection of Water Street and Front Street (modifying this intersection

to better control water runoff) price impacts, if any, will not be known until construction begins and the condition of the road bed is uncovered; he asked if there were any questions or comments, none were offered

- Reviewed the 2017 CDBG Grant Application – he confirmed no change as we are still waiting for notification from WCPD on which sub-divisions have been awarded 2017 Grants; confirmed that we can expect to hear back on this in September or October
- He asked Allan if there were any updates on delinquent property taxes; Allan reported the following – 118 W. Middle Street will be going up for auction as no agreement could be obtained by the County Prosecutor to secure these back taxes – 12 Front Street has reached an agreement with the County Prosecutor’s Office to begin paying back taxes – 231 E. Middle Street the County Prosecutor’s Office will be filing for tax foreclosure if no agreement can be reached between the owner and County Treasurer’s office

Parks

Dennis and Lori reporting:

- ✚ Confirmed that the Message Board should be installed sometime next week
- ✚ Confirmed that the request was made to pick-up the port-a-jon last month but it is still in the Park; Dennis agreed to contact the supplier again, to remove the unit

Water & Sewer

Dennis and Lori had nothing to report.

Streets

Gary reporting

- ❖ Confirmed that the street signs are not yet up but they will be installed as soon as time permits

Zoning

Chris had nothing to report.

- o Jim read the Zoning Report
- o Chris requested that a key for the 121 S. Street property be left in Village Hall in order that any prospective buyer can have the opportunity to go inside of the house escorted by a Village Official
- o A discussion took place on when to re-advertise the property for sale and at what cost; with the capping of the sewer line the Fiscal Officer reported that no additional expenses will be absorbed except for lawn mowing
- o **Lori made a motion to advertise the property for public auction at the November 2nd Council meeting with a minimum bid price of \$12,500, seconded by Chris. 4 ayes, 0 nays**

New Business:

Gary Harris reporting:

- ✓ Confirmed that our next Council Meeting is Thursday, October 5, 2017
- ✓ Confirmed depositing \$1029.00 for July Traffic Fines
- ✓ Confirmed that he will be going out for bids for the annual snow plowing/salting contract for 2017/2018 season; he asked if anyone on Council has a contractor they want him to include and Chris recommended sending a bid to Nevs Landscaping;
- ✓ Confirmed that he plans on receiving bids before October's meeting so Council can discuss and address any questions in preparation of selecting a contractor at November's meeting; he asked if there were any questions or comments, none were offered
- ✓ Asked if Council wanted to install a sign, per the distributed sample, to display for public viewing, the Water Street Project with Costs & Details (or replace Details with Village Government names/titles); he confirmed that the OPWC, to his understanding, will pay 90% of the costs and Burbank pays 10%; (Burbank may be reimbursed up to \$1080 out of the \$1200 total cost); Council decided to not install this sign
- ✓ He asked if Council participated in the 2010 Census and no one on Council remembered any participation other than answering the questionnaire sent by the Census bureau

Old Business:

Gary Harris had nothing to report.

Public Participation:

- Resident Bert Reed expressed concerns about storm water flow affecting his property and asked what the Village plans to do to correct this issue; Mayor Dibler confirmed that the Street Chairs will look into this and report back on the matter

At this point the Mayor indicated a desire to go into Executive Session.

Chris made a motion to adjourn into Executive Session at 8:32 PM to discuss an employee review and police presence, seconded by Lori. 4 ayes, 0 nays

Gary made a motion to adjourn the Executive Session at 9:26 PM reconvening the regular meeting, seconded by Chris. 4 ayes, 0 nays

There being no further business to come before Council, Chris made a motion to adjourn at 9:26 PM, seconded by Gary. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris