

VILLAGE OF BURBANK
REGULAR MEETING: OCTOBER 5, 2017

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

A roll call was taken with the following officials present: Dennis Rigerman, Gary Gallion, Chris Letzelter and Tracy Lenhoff. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, residents Bert Reed, Kathy Bowler, visitors Suzanne Waldron (candidate for Judge), Sargent Hamilton - Creston Police and Bob Morehead with The Post.

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

Tracy made a motion to excuse Lori Menk and Chris Norton, seconded by Dennis. 4 Ayes, 0 Nays

Minutes - September 7, 2017 Regular Meeting

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

Committee Reports:

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

Finance - Fiscal Officer reviewed options with Council on how to increase points needed to improve Burbank's District 16 Scoring and Small Governments Scoring as relates to the 2017 OPWC Grant Application submitted in September

Council Reports:

Safety

Chris & Tracy reporting:

- Commented on the construction work underway on Water Street
- Sgt. Hamilton stated that no Police Report was available this evening; Council asked if he was aware of the increased patrolling for Burbank and the updated schedule provided by the Mayor and Fiscal Officer during their meeting with the Chief in September - Sgt. Hamilton confirmed that he was aware of this schedule

Finance

Gary & Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$3,685.37 **Tracy made the motion to accept these payments, seconded by Gary. 4 ayes, 0 nays.**

Gary Harris reporting:

- Requested a motion authorizing him to modify the 2017 OPWC Grant Application so he can deliver revised documentation to the Wayne County Planning Department to meet the noon, October 6th deadline
- **Gary made a motion to authorize the Grant Administrator to modify the OPWC Grant Application for Henrietta Ave. and Hower Street to increase the requested Loan from the original 15% up to 20% and to modify the Grant amount accordingly, seconded by Dennis. 4 ayes, 0 nays**
- Confirmed that the Water Street OPWC construction project, as of today, is on schedule and within budget – 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
- 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 on October 11th with a minimum bid of \$8,175 – no change for 12 Front Street or 231 E. Middle Street

Parks

Dennis reporting:

- ✚ Confirmed that he has no update on the Message Board
- ✚ Confirmed that the port-a-jon has been removed
- ✚ Council asked if any more mowing's are yet to be done for this year's contract; no one had a copy of the contract to confirm the status

Water & Sewer

Dennis had nothing to report.

Streets

Gary reporting

- ❖ Confirmed that Water Street Construction is underway
- ❖ Re-Confirmed that the street signs are not yet up but they will be installed as soon as time permits
- ❖ Contracts Administrator reported that he has received one bid for the Snow Plowing/Salting bid pricing from Envisions Landscape at a cost of \$75 per hour per truck, \$55 per hour for a Blazer to plow alleys and a cost of \$489.51 per salt application; Contracts Administrator confirmed that he has gone back to this bidder questioning bid pricing and that he will be contacting other sources to bid this work
- ❖ Contracts Administrator confirmed bid pricing to make street repairs on intersections at E. Middle and Front Street, E. Middle and Diagonal, E. Middle Village Limits and Hower at Henrietta for a total cost of \$2,880

- ❖ **Chris made a motion to approve spending up to \$2,880 to make these repairs, seconded by Tracy. 4 ayes, 0 nays**

Zoning

Chris reporting:

- o Asked if a wheelchair ramp requires a permit; Allan reported that he does not believe we have anything in our Zoning book on such ramps
- o Stated that we do not have a Zoning Inspector; Mayor confirmed that she is working on finding a replacement for our Zoning Inspector who resigned effective 9/30/17
- o Mayor confirmed that 121 S. Street was inspected by Medway on October 4th and has been cleared; Allan reported receiving one call on this property and asked about a key to enter and who to contact; Chris offered to be the contact and Tracy offered to install a lock box on the property for ease of access; Tracy confirmed that she placed an Ad in Zillow for this property and is waiting on approval from Zillow

New Business:

Gary Harris reporting:

- ✓ Confirmed that our next Council Meeting is Thursday, November 2, 2017
- ✓ Confirmed depositing \$1221.00 for August Traffic Fines
- ✓ Confirmed that he will be reinvesting a Street/Hwy/Permissive CD based on the current interest rate of 0.35% that matures on October 21st unless there is an objection by Council - no objections were raised
- ✓ Asked if Council would approve his attending an Ohio Municipal League seminar on November 2nd
- ✓ **Chris made a motion to authorize the Fiscal Officer to attend this one day seminar at a cost of \$150 + expenses, seconded by Dennis. 4 ayes, 0 nays**
- ✓ Council reported that they were contacted by someone wanting to put a manufactured house on a property in the Village; Allan reported that they would need to submit documentation for Village review and that they would have to meet Village Zoning requirements; Bert Reed suggested any such structure should be installed on a full basement; Allan confirmed that we have no such regulation to that effect
- ✓ Council discussed Trick or Treat and confirmed that it will be held on October 31, 2017 from 5:30 to 7:30 PM; Council offered to be present at Village Hall that night to distribute candy and soft drinks; Council stated that anyone in the Village wanting to hand-out candy to children in the Village should turn on their front porch lights; the Mayor requested Police presence in the Village on October 31st for Halloween
- ✓ **Gary made a motion to approve up to \$50 to purchase candy and soft drinks for distribution at Village Hall on Halloween, seconded by Dennis. 4 ayes, 0 nays**

Old Business:

Gary Harris had nothing to report.

- Mayor reported that she is checking into cleaning out lines on Diagonal Street

Public Participation:

- ✓ Bert Reed reported that he asked the Water Street Contractor to remove a dead pine tree at 139 Water Street at no cost to the Village; Allan confirmed that there is no liability to the Village if the contractor agrees to do this work for Mr. Reed

There being no further business to come before Council, Gary made a motion to adjourn at 7:59 PM, seconded by Tracy. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris