

**VILLAGE OF BURBANK  
REGULAR MEETING, DECEMBER 5, 2024**

Mayor Dickson, called the meeting to order at 7:00 PM.

A roll call was taken with the following officials present: John Rutter, Ingram McCord, Terry Moore, Thomas Lenhoff, Marti McCord; also, in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer and visitors Cathy Kopp and Michael Graves

Mayor Dickson welcomed our guests and announced that the meeting is being taped and requested that all questions and comments from the public be delayed until the Public Participation segment near the end of the meeting

Minutes – November 7, 2024 Regular Meeting Minutes

**Terry made a Motion to approve and accept the November Regular Meeting Minutes, seconded by Marti. Vote: 5 ayes, 0 nays**

Council Reports:

Safety

Marti reporting:

- reported that she has no checks for traffic fines for November as no traffic fines have yet been paid for November, there were 7 traffic citations issued and there are two new Officers who will be working in Burbank, Officer Ankenman and Milbourn
- Gary reported that he is still waiting to hear back from Wayne County on the availability of 5” break-away posts for the Radar Speed Detectors – Mayor Dickson asked him to check with Medina County to see if they can offer any input
- Gary reported that we have the 2025 Police Contract to vote on tonight and there are no cost increases in the new contract
- Allan did the first reading of Ordinance 2024-10, an Ordinance approving the Contract for Police Services from the Village of Creston, Wayne County, Ohio from January 1, 2025 through December 31, 2025 and declaring the same an emergency
- **Marti made a Motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2024-10, seconded by Terry. Vote: 5 ayes, 0 nays**
- **Marti made a Motion to adopt Ordinance 2024-10 as an emergency, seconded by Ingram. Vote: 5 ayes, 0 nays**

## Finance

Terry reporting:

- read the December Paid Bills and the Automatic Deductions amounting to \$143,451.34 and reported that most of the expense was pass through payments on the Diagonal Road project, he asked if there were any questions or any details needing to be presented – none were requested; **Terry made the Motion to accept these payments, seconded by Ingram. Vote - 5 ayes, 0 nays.**

Gary reporting:

- reminded Council that at last month's meeting he asked that any changes wanting to be made to the 2025 Temporary Appropriations needed to be provided to him no later than November 29<sup>th</sup> – none were received – based on his review of expenditures to date, he did increase the General Fund by \$3,150 and the Park fund by \$1,000 – he also reported that he is in the process of closing Fund 2042 for Park Events as he found out that he is not allowed to set-up any new fund numbers that do not have a constant stream of revenues, such as park event donations, so he expanded the account codes in the Park Fund to account for all Park Event donations – reported that he also included the Diagonal Road OPWC Grant as well due to the work yet to be done to finish the project, that being the wall and rail at CB5 as well as the final billing amounts not yet finalized – he asked if there were any questions or comments – Terry asked what amount is yet to be paid against the Grant work and are we over budget causing the Village to pay additional monies – Gary reported that there is approximately \$64,000 yet to be paid, the project is not over allowed costs and with \$14,000 yet available in Contingency monies on the Grant, we should come in under allowed costs on the overall project – Gary asked if there were any other questions on the Diagonal Road project – Terry asked if he has received any complaints – Gary reported that no complaints have been received to the best of his knowledge – no other questions were raised
- Allan did the first reading of Ordinance 2024-08, an Ordinance to set Temporary Appropriations for the current expenses of the Village of Burbank, State of Ohio, during the year ending December 31, 2025 and declared to be an emergency for the public peace, health, safety and welfare
- **Marti made a Motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2024-08, seconded by Ingram. Vote: 5 ayes, 0 nays**
- **Marti made a Motion to adopt Ordinance 2024-08 as an emergency, seconded by Terry. Vote: 5 ayes, 0 nays**
- announced that we also need to do the annual vote on the Advance Payment of Taxes for our receiving property taxes in multiple payments to the Village instead of only 2 during the year – Gary asked if there were any questions or comments – none were offered

- Allan did the first reading of Resolution 2024-05R, a Resolution requesting the Wayne County Auditor to pay the Village Fiscal Officer advance payment of taxes for the year 2025 and declaring the same an emergency
- **Marti made a Motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution 2024-05R, seconded by Ingram. Vote: 5 ayes, 0 nays**
- **Marti made a Motion to adopt Resolution 2024-05R as an emergency, seconded by Terry. Vote: 5 ayes, 0 nays**
- announced that we also have an Ordinance to vote on to renew the Solicitor's contract for 2025 and 2026, he thanked Allan for offering two additional years of service at no increase in rates – Gary asked if there were any questions or comments – none were offered
- Allan did the first reading of Ordinance 2024-09, an Ordinance approving a Contract to employ Allan M. Michelson as Solicitor of the Village for a period of two (2) years from January 1, 2025 through December 31, 2026
- **Marti made a Motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2024-09, seconded by Ingram. Vote: 5 ayes, 0 nays**
- **Marti made a Motion to adopt Ordinance 2024-09, seconded by Ingram. Vote: 5 ayes, 0 nays**
- OPWC Grant for the Diagonal Road Project – the current status is that he has extended the closing date of the Grant out to May 31, 2025 – a total of 7 companies were contacted to install the wall and hand rail at CB5, of the 7 contacted only three were interested in bidding and as of tonight, no bids were yet received, thus, this work will not complete until Spring of 2025, thus his request for and approval of the extended closing date for the grant - Gary asked if there were any questions or comments – none were offered
- confirmed that the PEP Grant for \$1,000 has been applied for and that he is still waiting for the check which was stated to be provided to us by mid-December – Mayor Dickson asked that it be applied against the sign installation costs

### Parks

Ingram had nothing to report.

- ❖ Gary was asked about the status of the Flagpole – he reported that he has sent the installation instructions to M. Miller Construction and per email exchanges I am to meet with him next week
- ❖ Mayor Dickson has been playing phone tag with Justin Cotton who continues to express interest in getting the field in condition to play next Spring and she will continue to try to contact him
- ❖ Marti asked about getting an ODNR Grant for the dog waste bags for the Park as well as a sign for Park visitors to pick-up dog waste and new trash containers, 3-4 units of each – Terry asked about getting a bench for the green area on Water Street as well – Gary to investigate
- ❖ Ingram thanked Ben for the excellent work in the Park for the Fall clean-up and how beautiful it looks
- ❖ Mayor Dickson confirmed that Ben will be clearing off the large pavilion roof and the Village Hall gutters as weather permits and Ben will update us once it is completed

- ❖ Council wants to revisit the question about a locking bar on the dumpster in the Spring of 2025
- ❖ Ingram asked about getting an extra light in the Park - Gary confirmed that the Village owns all of the poles in the Park per his discussion with LMRE last year - Ingram to see if power is close by to the location he was thinking about installing a new pole and light
- ❖ Mayor Dickson and Marti offered to check the Park trash bins monthly and empty them through the off-season (Winter months) and will advise Council how often they will need to be checked off-season next year based on this year's observations

### Water & Sewer

Thomas reporting:

- O confirmed that he has spoken with a contractor who provided a bid price of \$4,200.00 for modifying the three failed catch basin covers - Gary reviewed the need to replace the entire storm sewer drainage system on Mill Street and is going to check with M. Miller Construction to see if he can obtain a lower cost bid

### Streets

John reporting:

- confirmed that we have all of the poles and signs needed as listed on Mayor Dickson's map for signage repair and/or replacement
- confirmed that the Storage Shed needs a major clean-up - Mayor Dickson recommended that he ask for help to get this done in the Spring
- Mayor Dickson to contact the contractor she has been in contact with to get the quote for the sign work - Gary stated that he is to meet next week with M. Miller Construction on this same issue

### Zoning

Open Position.

- ✚ Ben confirmed that Linda Gray now has her permit for a 10'x10' Barn on her property
- ✚ Marti confirmed no progress on the Zoning violations for 111 W. Middle and 12 Front Street per her investigating the status on the Wayne County website - Marti stated that she has heard that Wayne County considers Zoning matters as unimportant compared to other Court cases - Allan said the Village could do the work and put a lien against the property that over time might get refunded to the Village should the property ever sell
- ✚ Ben confirmed delivering the Motions to Proceed to Correct at 123 Mill Street and 130 E. Middle Street after last month's Council Meeting with no corrections

having taken place yet - Allan said they have expired - for 123 Mill Street Ben is to speak with Tim Reed to see if they will be doing anything to correct the Zoning violations and Allan will check on the ownership of this property and report back - for 130 E. Middle Street, Allan will process the paperwork to send this to Court

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, January 2<sup>nd</sup> at the new start time of 7:00 PM
- ✓ confirmed that he did deposit the checks received for the September and October Traffic Fines in the amounts of \$290, no check was received tonight for the November Traffic Fines
- ✓ announced that the next Records Committee Meeting for December 5<sup>th</sup> was moved out to February 6<sup>th</sup> Council Meeting date with a start time of 6:50 p.m.
- ✓ reminded everyone that the January Meeting is also the Organizational Meeting where the Mayor assigns Chairpersons
- ✓ Terry recommended updated pricing for the infrastructure work yet to be done in the Village and reprioritizing the projects - Gary to contact Engineering Associates for updated pricing

Old Business:

Gary reporting:

- confirmed that he is still waiting on information about the break-away posts for the Radar Speed Detectors from Wayne County - Mayor Dickson reminded Gary that she suggested that he check with Medina County

Public Comment:

- Cathy reminded Gary about the need to get the Notarized Affidavits for the end of the year - Gary thanked Cathy and asked for them to be submitted to him at the January 2<sup>nd</sup> Council Meeting
- Michael suggested the Village contact Standard Welding in Medina as a possible source for the storm catch basins grates on Mill Street

**There being no further business to come before Council, Marti made a motion to adjourn at 8:01 PM, seconded by Ingram. Vote; 5 ayes, 0 nays**

X

Mayor, Anna Dickson

X

Fiscal Officer, Gary Harris