

**VILLAGE OF BURBANK  
REGULAR MEETING, DECEMBER 8, 2022**

Mayor David Wilkinson, called the meeting to order at 7:01 PM.

A roll call was taken with the following officials present: Chris Norton, Anna Dickson, Terry Moore, Jay Byler, Thomas Lenhoff, Marti McCord; also, in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer and visitors Cathy Kopp and Michael Graves

Mayor Wilkinson welcomed our guests.

**Marti made a motion to excuse Ben Berger, seconded by Jay. Vote: 6 ayes, 0 nays**

Minutes – November 3, 2022 Regular & November 10, 2022 Special Meeting Minutes

**Terry made a motion to waive the readings and to approve as submitted the November Regular Meeting Minutes and the November Special Meeting Minutes, seconded by Jay. Vote; 6 ayes, 0 nays**

Council Reports:

Safety

Marti and Anna reporting:

- announced the hours worked and reported a total of 145 Traffic Citations year-to-date as well as delivering the October and November Traffic Fines to the Fiscal Officer amounting to \$662.00
- Mayor Wilkinson asked about the hours yet to be worked and Gary reported that Creston was to work 60 hours in November and another 40 hours in December

Finance

Terry and Thomas reporting:

- read the December Paid Bills and the Automatic Deductions amounting to \$103,742.25 and 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 Marti. Vote – 6 ayes, 0 nays.**

Gary reporting:

- as of December 1<sup>st</sup>, a total of \$15,406.55 has been deposited for the Village Income Tax receipts from RITA
- reported that earlier tonight he met with some Council members to offer training on how to read and interpret Appropriation Reports and Annual Budget submittals so they can request consideration on any additional spending that they want to do in 2023 with all input due on or before March 1, 2023 and the subsequent creation of the 2023 Final Appropriations; based on the 2023 Budget approved by Council at the August 4<sup>th</sup> Public Hearing he has generated the

Temporary Appropriations and he asked Allan to do the first reading of Ordinance 2022-16 after we see if there are any questions or comments – none were offered

- Allan did the first reading of Ordinance 2022-16, “an Ordinance to set Temporary Appropriations for the current expenses of the Village of Burbank, State of Ohio, during the year ending December 31, 2023 and declaring the same 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 2022-16, seconded by Jay. Vote: 6 ayes, 0 nays**
- **Marti made a motion to adopt Ordinance 2022-16 as an emergency, seconded by Jay. Vote: 6 ayes, 0 nays**
- confirmed that the Village has been awarded the Nature Works Grant and we are now waiting on the formal Agreement for review and sign-off by Mayor Wilkinson – a discussion took place about the timing of moving forward, storage of the playground equipment and payment for the equipment, Gary stated that he could not locate any 3<sup>rd</sup> party references on Playground Boss, the seller of the equipment, nor were they listed with the Better Business Bureau and he stated that Council needed to be made aware of these facts before moving forward – he also stated that the Grant was issued based on the 2023 bid price of \$43,787 and the seller is offering a special price of \$38,428 if we sign their Quote by the end of December and how this might allow us to hire an installation crew versus using volunteers for this work – Gary also stated that the Quote requires payment in full at time of order placement and felt that all of this needs to be negotiated with the Seller - he asked if there were any questions or comments – none were offered
- **Marti made a motion to have Gary proceed to negotiate these points with the seller with no payment to the seller until after our January 5, 2023 Council Meeting, seconded by Jay. Vote: 6 ayes, 0 nays**
- confirmed that he did attend the District 16 meeting where the OPWC Grant Applications and Small Government Grants were awarded – unfortunately Burbank did not have enough points to win the Grant – he voiced his concerns about the difficult situation that small Villages, like Burbank, have when it comes to scoring enough points to improve their chances for being awarded these grants – he confirmed that on the following day he submitted a letter to the District 16 Chairman offering a recommendation on how to make the process fairer for small Villages and announced that he is planning to attend the March meeting where the Small Government Grant amounts will be determined to once again voice his concerns to the Director of OPWC and her staff on how small Villages need an adjustment in how points are awarded for Villages with less than 500 residents – he does plan on filing another OPWC Grant Application next year for the same project we filed for this year – he asked if there were any questions or comments – none were offered
- confirmed that he did contact the Wayne County Planning Department to ask when the CDBG Applications will be available for filing – this Grant has the potential to allow us to replace the sidewalks on the east side of SR 83/Front Street and perhaps on E. Middle Street as well provided he can present this as offering a benefit to Village residents on the east side of SR 83 (for Park access) and that we have LMI neighborhoods east of SR 83 based on the 2020 Census – he was advised that the applications will become available in February of 2023 and Council can advise him at that time if they want to proceed or not – he asked if there were any questions or comments – none were offered

### Parks

Terry and Marti had nothing to report.

- ❖ Mayor Wilkinson reported no update on the proposed Baseball field at the Old School Park
- ❖ Mayor Wilkinson has not yet heard from the company who was going to bid on new security cameras for the Park and he is now going to contact another company about getting a bid
- ❖ Anna reported that she is meeting with the sign company on December 18<sup>th</sup> to finalize the options and pricing for a Village Hall sign to be mounted onto Village Hall

### Water & Sewer

Thomas and Anna had nothing to report.

### Streets

Chris and Jay had nothing to report.

- Allan reviewed the Countryside Law Suit reconfirming the pre-trial date for December 15<sup>th</sup> at 2:15 PM that he and Chris Norton will be attending

### Zoning

Chris and Jay had nothing to report.

- ✚ Allan reported that for 141 Water Street the owner is now not in agreement with the October, 2023 date that Council agreed to extend at last month's meeting – Mayor Wilkinson stated that we are done negotiating on this and asked Allan to proceed to take this to court – Allan stated that he will ask the court to schedule a trial date
- ✚ Allan reported that for 133 Water Street we did close on the purchase of the property – Gary confirmed that the Village took title to the property on November 21<sup>st</sup>, that we proceeded to have the water well sealed and that was completed on November 25<sup>th</sup> and then the Asbestos Abatement was completed on December 3<sup>rd</sup> with Demolition scheduled for December 14<sup>th</sup> (weather permitting)– Gary reported that Mary Yost will be removing two doors and two windows on December 13<sup>th</sup> – Gary asked Allan if we need to “board up” these openings and Allan stated that for one day, he does not see the need to do this – Gary reported that he was contacted by resident Chris Letzelter about damage caused to his property by the Gas Company when they vacated the gas line for this address – Gary did proceed to contact Columbia Gas and he did receive confirmation yesterday that the repairs to the property as well as the inadequate street repairs he reported to Columbia Gas will be made when the weather warms up which could push this out to Spring of 2023
- ✚ Allan confirmed that 111 and 124 W. Middle Street properties with Zoning Violations are with the Wayne County Prosecutor's Office and he sent a follow-up to that office earlier today

### New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, January 5<sup>th</sup> at the start time of 7:00 PM
- ✓ confirmed that he has received \$662 for the October and November Traffic Fines

- ✓ confirmed that at next month’s meeting, the Mayor needs to assign department chairpersons, Council needs to appoint a President of Council and assign the Fiscal Officer as their representative to receive Record Retention Training for both Council and the Mayor
- ✓ reported that starting next week and until mid to third week in January he will be working to close the year 2022, generate all of the Auditor of State reports and set-up the 2023 operating budget
- ✓ **Marti made a motion to reimburse Cathy Kopp \$202 for the Holiday Open House supplies, seconded by Jay. Vote: 6 ayes, 0 nays**
- ✓ Anna reported that she attended the Wayne County Hazardous Meeting on November 11<sup>th</sup> and the discussion was about FEMA’s assistance in building a new recycling plant in 2023 and that she plans on attending the January Meeting – Council thanked Anna for her participation in those meetings
- ✓ Jay stated that we need to secure one of the trash containers in the Park

Old Business:

Gary reporting:

- asked about the police availability during meetings as requested by Council at the November Council Meeting – Marti confirmed that she spoke with the Chief about this and that the officer on duty in Creston will respond to any such calls for assistance and that we now have an officer on duty in the mornings from 6:00-8:00

Public Comment:

Nothing offered.

**There being no further business to come before Council, Terry made a motion to adjourn at 7:58 PM, seconded by Thomas. Vote; 6 ayes, 0 nays**

X

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Mayor, David Wilkinson

X

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Fiscal Officer, Gary Harris