

**VILLAGE OF BURBANK
REGULAR MEETING, MARCH 13, 2025**

Mayor Anna Purdy, called the meeting to order at 7:23 PM.

A roll call was taken with the following officials present: Ingram McCord, Terry Moore, Jay Byler, Thomas Lenhoff, Marti McCord; also, in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer and no visitors attended this posted open meeting

Minutes – January 23, 2025 Regular Meeting Minutes

Terry made a Motion to approve as submitted the January Organizational & Regular Meeting Minutes, seconded by Jay. Vote; 5 ayes, 0 nays

Council Reports:

Safety

Marti reporting:

- reported a total of 12 Traffic Citations for January and 5 Traffic Citations for February, all of which went to Mayor’s Court in Creston and she delivered a check in the amount of \$333 for January and 335 for February citations
- confirmed that Chief Meshew will be returning in May of 2025
- reported that Creston’s Village Council had it’s first reading, out of three, to terminate the contract with Burbank due to a shortage of Officers – Mayor Purdy announced that she will be attending the April Council Meeting in Creston – Gary was asked to provide the revenue received from Traffic Citations during 2023 and 2024
- Jay announced that the installation instructions for the Radar Detectors is straightforward – Gary was asked about the bid he received to install the units including the radar units and Gary reported a bid price of \$7,500 – Marti suggested that we install the units and Ingram along with assistance is willing to do so – Gary stated that he can ask C&R Quality Construction for a bid and Council asked him to do so – Jay asked Gary to obtain the standards for a “break-away post for these signs

Finance

Terry reporting:

- read the February and March Paid Bills and the Automatic Deductions amounting to \$11,692.90 for February and \$8,882.74 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 - 5 ayes, 0 nays.

Gary reporting:

- requested that we delay voting on the Permanent Appropriations until we have covered all items for the Contracts & Grant Administrator even though it is listed as the first agenda item under the Fiscal Officer
- announced that the Auditor's office downloaded all 2024 payments onto the Village website, upon his review of the download he had them remove the download as it listed expenditures in 2024 exceeding \$1.4 million, nearly twice what we actually spent - confirmed that they have now reloaded the file but could not explain why it listed the \$1.4 million - the revised corrected download is now available for Village residents to review and ask questions on any expenditure
- the final work on Diagonal Road was scheduled for today, that being the construction of the wall with hand rail - this afternoon I contacted the on-site construction observer and was told that the retaining wall is installed and the hand-rail will be installed tomorrow or early next week - a final walkthrough will soon be scheduled generating a punch list and once all punch list items have been corrected the project will be officially closed - he asked if there were any questions or comments - none were offered
- announced that the postings listing the remaining open Infrastructure improvements are now posted on both social media sites - the Village website and Facebook - Terry stated that since it is now posted, residents can view these open projects and be informed
- reminded Council that at the January meeting he announced that he did contact ODNR and was advised that we can apply for a grant to cover the costs of the dog waste stations, new trash containers and a bench - Grant applications will be available in June, award winners are announced mid-Fall and monies available in 2026 - Council did not decide at January's meeting if I am to proceed or not - any decision tonight by Council or does Council prefer to wait - Council asked Gary to obtain bids to replace the roof on both pavilions and to include these on the Grant Application
- confirmed that he attended a meeting with the WC Planning Department in February and researched the possibility of filing another CDBG Grant Application but this time for replacing the Storm Sewers on Mill Street - due to the super terms, the Grant paying 90.5% of all costs and the Village paying 9.5%, he proceeded to write the grant and generated the 7 Income Surveys - since he was having difficulties getting answers to his technical questions the County Planning Department gave him a name and number to call in Columbus at the Ohio Department of Development - Gary contacted them and had a good discussion with the personnel who manage this Grant and came away with a question as to whether to proceed or go for OPWC - earlier today the Director of Planning for Wayne County contacted me and

stated that they cannot process this type of Grant as they have never done it before and they simply do not have the staffing to process this type of Grant – thus this Grant option can no longer be considered – the Ohio Dept. of Development did tell me about another Grant entitled the Flexible Grant Program so after speaking with Director Kiper he contacted the State and has asked for details on this Grant program

- stated that he has some exciting and great news for Burbank – last year he asked for assistance from the Wayne County Engineering office related to the OPWC Grant that they were applying for to resurface West Salem Road if they won the Grant and I found out during my recent follow-up call to them that they did get the Grant – the best news is that we can resurface all of E. Middle Street, which is failing and in horrible condition, for an estimated cost of \$57,145 – the exciting news is that the Wayne County Engineer’s office told me about monies available to us that I never knew existed – apparently when the Village receives our monthly deposit for Permissive Taxes, normally in the range of \$63-\$70/month, the County also receives monies from the State applicable for use by the Village – the Wayne County Engineer’s (WCE) office let know that we have \$40,777.22 available as of 12/31/2024 (based on our monthly revenues from this account, I estimate that it took over 50 years to accumulate this amount of money based on our rate of earnings) and based on these extra monies available, the total estimated cost to the Village to have all of E. Middle Street resurfaced is \$16,367.78 or 29% of total costs that amount to \$57,145 – note this is an estimate and the WCE feels that a worst case scenario is a 10% increase above the current estimate which would make our portion \$18,004.56 – I do recommend to Council that the Village proceed to allow WCE to resurface E. Middle Street for the following reasons – 1. The roadway is failing and the pot hole repairs we made last Fall have already failed due to the failing roadway surrounding those repairs – 2. We will never have this low-cost opportunity again for years, until the next time that West Salem Road is resurfaced – 3. I estimate that if we do this, we will not have any pot hole repairs on E. Middle Street for the next 2 and possibly 4 years thus saving us a lot of money as E. Middle Street has been the street needing the most pot hole repairs – 4. This gives us time to hopefully set money aside and build-up our reserves to do the major infrastructure work on E. Middle, that being the removal and replacement of the existing storm sewer system and a full depth excavation for a stronger road surface due to the high volume of truck and car traffic on this section of road – **Gary asked for a Motion to appropriate \$18,000 for the E. Middle Street resurfacing and authorizing the Contracts and Grant Administrator to advise the WCE that Burbank wants to proceed with the resurfacing of E. Middle Street within Village limits, Jay said so moved, seconded by Marti. Vote: 5 ayes, 0 nays**

- since CDBG dropped from consideration, we are now looking at a total cost of \$429,000 to do all infrastructure work on Mill Street and the engineering would cost \$36,000 – before getting into a discussion on how to proceed with Mill Street, Gary asked that we talk about Issue 2 to appear on the ballot in May
- the Ohio Municipal League is seeking support for the Ohio voters to pass State Issue 2, this will allow the State to issue bonds to cover OPWC financing for the next several years as it will fund the State Capital Improvement Program (SCIP) which is the source of funds for OPWC – if this does not get passed, all infrastructure work in the State of Ohio could soon end – OML is asking all subdivisions in the state of Ohio to pass a Resolution in support of passing State Issue 2 and they will collect these and promote getting voters to the polls to vote on this in May – he asked if anyone on Council has any questions – Terry asked if this is a tax and Gary responded that it is not a Tax, rather the State will sell Bonds to finance OPWC over the next 10 years – there being no further questions Gary asked Allan to please do the first reading of Resolution 2025-01R,
- Allan did the first reading of Resolution 2025-01R, “a Resolution in support of State Issue 2 Renewal of the State Capital Improvement Program on the May 6, 2025 Statewide election”
- **Marti made a Motion to waive the 2nd and 3rd readings of Resolution 2025-01R, seconded by Ingram. Vote: 5 ayes, 0 nays**
- **Terry made a Motion to adopt Resolution 2025-01R, seconded by Marti. Vote: 5 ayes, 0 nays**
- Gary stated that now that we have voted on the Resolution supporting Issue 2 we can better discuss considerations for how or if to proceed with engineering for Mill Street – if we proceed with engineering and State Issue 2 fails, we may not be able to proceed with filing the OPWC Grant for Mill Street, but if it passes, there will be no problem in filing the OPWC application – either way, by doing the engineering work, we don’t lose any money as the engineering will be completed for the time when funding will once again be made available for OPWC projects – Gary asked that Council show its support for the passage of State Issue 2 by posting such on our social media sites and hope for passage – Gary asked if Council wants to proceed with doing the engineering work for Mill Street – we can vote to proceed and if Issue 2 doesn’t pass, we don’t have to spend the money if we don’t want to or we can just let it proceed and be done with it – he asked if there were any questions or comments – Marti asked if we do the engineering work and Issue 2 fails, will we have to do the engineering work once again – Gary stated no, once the engineering work is completed, it remains completed and available for use until OPWC financing is once again available in the event that Issue 2 were to fail – **Gary asked for a Motion authorizing the Contracts and Grant Administrator to issue a PO to engineering associates to proceed with design engineering, so moved by Marti, seconded by Jay. Vote: 4 ayes, 1 nay** – Gary stated that he will present to Council our options on filing the OPWC Grant Application at the May or June Council meeting unless the Ohio Dept. of Development comes in with a Grant that saves the Village monies over that

of the OPWC Grant option in which case he will present details on the Flexible Grant Program at the May or June Special meeting and if we proceed with the Flexible Grant Program, the completed engineering work could then be applied against this grant as well

- reported that he has gone out to seven (7) bidders for the 2025 Mowing season - all bids are due to be returned to me by March 21st, by March 28th I am to advise all bidders as to their status and award is to be made on April 3rd with a contract signing - we can either have a special meeting on March 28th or April 3 to finalize the winning contractor - he asked how does Council wish to proceed - Council wants to have a Special Meeting on April 3rd at 7:00 p.m. to award this contract
- for this year's PEP Grant, Gary said he can apply and have it cover the costs for the Street Sign work - Jay said that he thought we already passed such a Motion to do so and Gary said he went back to October of last year and could not find that we ever did so - **Gary asked for a Motion from Council authorizing the Contracts and Grant Admin. to file a PEP Grant for \$1,000 to be applied against the street sign costs, so moved by Jay, seconded by Marti. Vote: 5 ayes, 0 nays**
- due to the high costs thus far, on plowing/salting, Gary proposed to increase appropriations for streets by another \$14,000 - he cautioned that if all appropriated monies are spent in 2025, the carryover into 2026 will only be between \$800-1,000 and the Village has never had this low of a carryover in the 13 years that he has been with the Village and that we will need additional funding from the General Fund if this low carryover were to happen - Gary stated that our goal has to be to never spend all appropriated monies in any of the funds - Gary issued a report to Council showing expenditures for plowing/salting since 2018 and stated that he has concerns if the Village salts streets and not just the intersections stating that we are not Wooster and we are not Creston all of whom have street departments and much more revenues than Burbank - it is up to the Village to determine if and when salt needs to be applied in the intersections - he recommended that the Village proceed in a conservative manner for the rest of this year and beyond in determining when to apply salt - **Gary asked for a Motion approving adding \$14,000 to Street Appropriations, so moved by Marti, seconded by Ingram. Vote: 5 ayes, 0 nays** - Jay said that the decision to salt the streets and not just the intersections only happens when there is a valid concern about safety and the decision is carefully considered
- with increasing appropriations by \$18,000 for E. Middle Street + \$14,000 for Transfer into Streets + \$36,000 for engineering on Mill Street for a total of \$68,000, Gary stated that he has included these amounts in the Ordinance for Permanent Appropriations - he asked if there were any questions or comments - none were offered - Gary asked Allan to please do the first reading of Ordinance 2025-01
- Allan did the first reading of Ordinance 2025-01, "an Ordinance to set Permanent 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 2nd and 3rd readings of Ordinance 2025-01, seconded by Jay. Vote: 5 ayes, 0 nays**
- **Marti made a Motion to adopt Ordinance 2025-01 as an emergency, seconded by Ingram. Vote: 4 ayes, 1 nay**

Parks

Ingram had nothing to report.

- ❖ Gary reported that at the January meeting, he announced that we had a bid to do the flag pole installation at a cost of \$1,500 from Larsco, Gary proceeded to explore other bidders for this work to be done in the Spring and tonight he has a new bid at a cost of \$542.29 from C&R Quality Construction
- ❖ Council wants Ingram to call to have the port-a-jon installed in May
- ❖ Council wants to discuss mosquito spraying at the next Council Meeting - Marti to contact Valley View Spraying
- ❖ Mayor Purdy reported having spoken with Mark Buckingham about the Village baseball field and monies have been appropriated by the Buckingham family and discussions are underway about setting up an account so all monies are only used for the Village baseball field - Mayor Purdy stated that the Village may also need to do some fund raising
- ❖ Terry reported that the tree that Council wanted to have removed at 48 Front Street has been removed by the owner

Water & Sewer

Thomas had nothing to report.

- o Gary confirmed that at the January meeting it was announced that we had a bid for the work on Mill Street to correct the three storm sewer grates at a cost of \$4,200 from Barber Excavating, in January Gary contacted Standard Welding trying to obtain another bid but never heard back - Gary reported that tonight he has another bid at a cost of \$2,639.50 from C&R Quality Construction to do this work

Streets

Jay had nothing to report.

- ✚ Gary confirmed that at the January meeting he announced that we had a bid to work on the Street Signs, from A&A Safety at a bid \$2,610 - tonight he has two other bids: Larsco at a cost of \$1,500 and from C&R Quality Construction cost of \$1,195.60 from

Zoning

Open Seat.

- ✓ Allan had no updates on any of the Orders to Correct since Ben is not here tonight
- ✓ Marti had no updates on the Court Cases

New Business:

Gary reporting:

- ✓ confirmed the next Regular Council meeting will be Thursday, May 1st at the start time of 7:00 PM –
- ✓ confirmed that he deposited the \$243 for the December Traffic Fines and that he has received two checks for the January and February traffic citations amounting to \$696 that will be deposited
- ✓ **asked for a Motion to award a PO to C&R for the flag pole installation, street sign repairs and catch basins on Mill Street for a total of \$4,377.40, so moved by Jay, seconded by Marti. Vote: 5 ayes, 0 nays**
- ✓ the Auditor of State has provided all entities new computers, we now have an HP Elitedesk 805, G6 computer available to sell or donate as well as an HP P24H 23.8” Monitor – on eBay the CPU’s are running between \$275-\$230 and the Monitors are running between \$125-\$120; there is also the option to trash the computer and monitor at a cost of \$5.00 ea. – Chippewa Lake is having me advertise the unit on MarketPlace to see if the units can be sold – Gary asked how does council want him to proceed – Council asked him to advertise to sell the units
- ✓ the Auditor of State has also provided new printers, **Gary asked for a Motion to dispose of the old Printer that is no longer working and dispose of it at the Medina County Reclamation site at a cost of \$5.00, so moved by Marti, seconded by Terry. Vote: 5 ayes, 0 nays**
- ✓ one of the dehumidifiers at Village Hall is not functioning, **Gary asked for a Motion to approve the Fiscal Officer disposing of the non-functioning unit at a cost of \$20, so moved by Terry, seconded by Marti. Vote: 5 ayes, 0 nays**

Old Business:

Gary reporting:

- Reminded Council that they need to decide about installing a “lock-bar” on the dumpster at a cost of \$50-75 + \$10/month and he recommended doing so before Spring and heavy Park activity – **Marti made a Motion to authorize the lock-bar installation and pay the monthly fee, seconded by Jay. Vote: 5 ayes, 0 nays**
- As stated by Allan at the January Council meeting, Levy’s are up for voting this November, Council needs to determine if any changes are going to be made to the Parks and Police levy’s – Allan recommended that the deadline for any changes should be August and we have three attempts to get any changes voted on, that being this November or next May or November
- Gary asked if he is to pay the Wayne County Prosecutor’s invoice to prosecute Village cases at an annual fee of \$988.59 – Allan recommended that we do so – **Ingram made the Motion authorizing the Fiscal Officer**

to pay the Wayne County Prosecutor's invoice, seconded by Jay. Vote: 5 ayes, 0 nays

- Gary asked Allan about the Status of the review by Allan and revising the start times for Meetings to 7 p.m. in the Council rules - Allan said he will double check this
- Allan did some research on reducing the size of Council down to 5 members versus 6 and the need to get this onto the November, 2025 Ballot - if Council wants to proceed with this, he wants to submit the request to the Board of Elections by August 6, 2025 - Council asked Allan to proceed - Allan stated that he will have the Ordinance to move this forward at the next Council Meeting

Public Comment:

None.

There being no further business to come before Council, Marti made a motion to adjourn at 8:28 PM, seconded by Jay. Vote; 6 ayes, 0 nays

X

Mayor, Anna Purdy

X

Fiscal Officer, Gary Harris