

**VILLAGE OF BURBANK
REGULAR MEETING, AUGUST 6, 2026**

Mayor Anna Purdy, called the meeting to order at 7:02 PM.

A roll call was taken with the following officials present: Ingram McCord, Terry Moore, Jay Byler (arrived at 7:15 departed at 7:18), Thomas Lenhoff; Marti McCord also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer and visitors Cathy Kopp, Dennis Kent and Deputy Rush

Mayor Purdy welcomed our guests, let them know that the meeting is being recorded for security purposes and requested that all questions and comments from the public be delayed until the Public Participation segment near the end of the meeting

REGULAR COUNCIL MEETING

Marti made a Motion to excuse Jay Byler and Ben Berger, seconded by Ingram. Vote: 4 ayes, 0 nays

Minutes – July 9, 2026 Regular Meeting Minutes

Marti made a motion to waive the Regular Meeting Minutes readings and to approve as submitted the July 9, 2026 Regular Meeting Minutes, seconded by Terry. Vote; 4 ayes, 0 nays

Special Meeting Minutes – July 29, 2026

Marti made a motion to waive the Special Meeting Minutes readings and to approve as submitted the July 29, 2026 Special Meeting Minutes, seconded by Ingram. Vote; 4 ayes, 0 nays

Council Reports:

Safety

Marti reporting:

- Worked 70 total hours in July out of the 60 hours budgeted and reported that there were 59 patrols and 6 traffic stops for the month
- Allan did the first reading of Ordinance 2026-05, “an Ordinance authorizing the Mayor to sign the Agreement for Law Enforcement Services between the Village of Burbank and the Wayne County Sheriff’s Department effective from September 1, 2026 through August 31, 2028 as an emergency”

- **Jay made a Motion to waive the 2nd and 3rd readings of Ordinance 2026-05, seconded by Terry. Vote: 4 ayes, 0 nays, 1 abstain**
- **Jay made a Motion to adopt Ordinance 2026-05 as an emergency, seconded by Terry. Vote: 4 ayes, 0 nays, 1 abstain**

Finance

Terry reporting:

- read the July Paid Bills and the Automatic Deductions amounting to \$9,717.69 the largest amount was \$3,871.58 for the 50% down payment to replace the E. Pavilion roof and 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 Marti. Vote - 4 ayes, 0 nays.**

Gary reporting:

- tonight, we have two Resolutions to vote on and first is Resolution 2026-10R to authorize the Mayor to proceed to file an OPWC Application for the curb and gutter system on E. Middle Street – he asked Allan to please proceed with the first reading of Resolution 2026 – 10R
- Allan did the first reading of Resolution 2026-10R, “a Resolution authorizing Anna Purdy, Mayor, to prepare and submit an Application to participate in the Ohio Public Works Commission State Capital Improvement and/or the Local transportation Improvement Program(s) and to execute contracts as required”
- **Terry made a Motion to waive the 2nd and 3rd readings of Resolution 2026-10R, seconded by Ingram. Vote: 4 ayes, 0 nays**
- **Terry made a Motion to adopt Resolution 2026-10R, seconded by Ingram. Vote: 4 ayes, 0 nays**
- The second is Resolution 2026-11R to amend appropriations for the Park increasing them by \$3,500 to cover the additional port-a-Jon at the Old School Park, Mosquito Spraying and Pest Control Spraying
- Allan did the first reading of Resolution 2026-11R, “a Resolution approving amending the 2026 Appropriations and declaring this an emergency for the public peace, health, safety and welfare”
- **Marti made a Motion to waive the 2nd and 3rd readings of Resolution 2026-11R, seconded by Terry. Vote: 4 ayes, 0 nays**
- **Marti made a Motion to adopt Resolution 2026-11R as an emergency, seconded by Ingram. Vote: 4 ayes, 0 nays**
- We are also researching doing repair work in the Park on some of the playground equipment as well as painting/sealing the repairs made on the W. Pavilion kitchen area – this will require the transfer of funds from the General Fund as the Park Funds cannot be allowed to have no carryover into 2027 – we cannot deplete all monies in the Park fund – once we obtain the pricing we may need to call a Special Meeting to approve legislation authorizing such a transfer – this will, of course, reduce available monies in the General Fund for use on “other” expenses and projects – Council asked if Gary could generate the Resolution now to avoid the need to call a Special Meeting at a later date – Gary said yes but to give him a few minutes

- Gary did the first reading of Resolution 2026-12R, “a Resolution to transfer up to \$5,000 from the General Fund into the Park Fund for maintenance repairs and to Amend Park Appropriations by increasing Appropriations up to \$5,000 and declaring this an emergency
- **Terry made a Motion to waive the 2nd and 3rd readings of Resolution 2026-12R, seconded by Ingram. Vote: 4 ayes, 0 nays**
- **Terry made a Motion to adopt Resolution 2026-12R as an emergency, seconded by Ingram. Vote: 4 ayes, 0 nays**
- E. Middle Street Field Work & Design – Gary was advised this week that Engineering Associates has completed all Field Work and they are now proceeding to generate the Final Design and Construction Specifications – he asked if Council has any questions – Terry asked if drawings would be available in time for the September meeting for Council to review – Gary said he will ask Engineering Associates but with the tight schedule that we already have to have the complete package done by the time he submits the Application to Wayne County, this may not be possible
- the OPWC Application for E. Middle Street has been started and Gary is planning to make it available to Council before the September 3rd Council Meeting as it must be in the hands of Wayne County by September 17th – he is using the same percentage of Matching Funds as was used on Diagonal Road, that being 19% which is \$59,280 and asking OPWC to fund the other 81% of which about 25% will be as a 30 year loan in the amount of \$50,544 and the balance will be Grant monies in the amount of \$202,176 if we are awarded the Grant - he asked if Council has any questions – none were offered
- Gary met with the Assistant Wayne County Engineer to view the drainage ditch that runs through the culvert on E. Middle and Water Streets as requested by Council last month – based on his input Gary has more research work to do before he can provide Council options for consideration – this will not happen until sometime in the 4th Qtr. - he asked if Council has any questions – Terry asked if this pertains to the growth of trees and bushes in the ditch and Gary said “yes”
- He did contact Engineering Associates about the idea of copying a similar document on the Construction & Maintenance Specifications and Standard Construction Drawings as pertains to the Thoroughfare Permit option, to reduce the cost and he was told that the price as submitted was based on doing this exactly at \$11,000 – Gary went back to the second bidder and asked the same question and he is waiting for their response, their last bid was \$9,500 - he asked if Council has any questions – none were offered
- Cyber Security – since our last meeting Gary contacted his home internet provider where he has his office that has the two Village computer systems one for Burbank and one for Chippewa Lake asking them about the need to have an isolated internet for each Village as required by the Auditor’s Office – the current cost estimate is \$59.95 per month for the Business Class Internet plus \$10 per month for the extra modem plus \$120/month for the Firewall and an installation cost to be determined – as all costs will be split between the two Villages, Burbank’s monthly cost will be \$119.90 per month plus a one-time installation cost and Burbank’s share will be \$39.97 - he

asked if Council has any questions – none were offered – Gary asked for a **Motion authorizing the Fiscal Officer to proceed with this installation of the mandated cyber security system and approving the monthly costs of \$119.90 to cover the monthly costs for the Business Class Internet, Firewall and equipment and to reimburse the Fiscal Officer for the installation costs that will be \$79.95 in total split between Burbank and Chippewa Lake at \$39.97 for Burbank and 39.98 for Chippewa Lake, so moved by Terry, seconded by Ingram. Vote; 4 ayes, 0 nays**

- Gary will continue working on the other 2 sets of Cyber Security documents and hopes to have all sets ready to submit to the department overseeing Cyber Security by the end of this third quarter or by mid-4th Quarter at the latest - he asked if Council has any questions – none were offered

Parks

Ingram & Mayor Purdy reporting:

- ❖ Mayor Purdy reported that Mary Blough she did provide the Liability Insurance Certificate – Gary asked about the other insurance recommendations that he sent to the Mayor and Allan that were recommended by our insurance company – Allan to review and advise – Gary raised the concern that with baseball perhaps starting in a few weeks, we need feedback ASAP
- ❖ Mayor Purdy confirmed that Pest spraying has begun
- ❖ Gary reported that the tree clean-up in the Park will take place this Saturday
- ❖ Cathy reported that she was asked about having vendors in the Park this weekend, she returned the call but no one ever called her back – Gary raised concerns about needing insurance documents from any vendor and thought that if they show up, they should not be allowed to remain – Terry said we can have them sign the document used for vendors in the Park and request the Certificate of Liability

Streets

- ✚ Gary reported trying to contact Dynamerican's local agent, Mr. Hoover two times prior today, on 7/8 and left another voice message on July 9th and then again today – if no response he will call Dynamerican again and ask to speak with a supervisor
- ✚ Gary reported that the street signs have been received but they forgot to deliver the breakaway hardware which is now due next week – he has contacted the contractor about installation and is waiting on a call back
- ✚ Culvert wall repair – Gary called the contractor today and left a voice message asking them for a scheduled start date
- ✚ the issue raised at last month's meeting regarding Village inspection of all alleys in the Village for maintenance to be done – no progress to report

Water/Sewer & Zoning

Thomas had nothing to report.

- Gary reported that he had been contacted by Ben and then Gary distributed the August Zoning Report that Mayor Purdy revised to include the sidewalk issue at 135 E. Middle Street and the need to have Ben issue the status report to her on this property – Thomas read the report to those in attendance
- Allan reported that he still has no answers from Frontier about the pole clean-up/vine removal – Terry reported that the vine has been removed but he doesn't know who did it
- Mayor Purdy asked Kent to address Council on the property that he asked about last month and the possible sale of this Village owned property – Kent stated that he has a buyer who is willing to acquire the property in total of get an easement from the Village for the property in question as the potential buyer needs access to the 5 acres behind the Village property for access and to avoid a land-locked situation – if Village property is obtained they may decide to build multiple homes on the property – Allan reminded everyone that a Public Bid is required in order to sell the property, the Village can set a minimum bid amount with conditions attached and an Ad must be run for five (5) weeks – a discussion took place as the property was researched on-line and details discussed, it was determined that the parcel number is 08-00250.00 and it is 1.374 acres
- **Marti made a Motion to advertise the property for sale with a minimum bid of \$30,840 with a 10% down payment and payment in full within 30 days, Terry seconded the Motion. Vote: 4 ayes, 0 nays**
- Allan will generate the Ad and run it for 5 weeks, it was decided to have the Public Auction take place on October 1 at 6:30 p.m. just before the 7:00 p.m. Council Meeting

New Business:

Gary reporting:

- ❖ confirmed the next Council meeting will be Thursday, September 3rd at the start time of 7:00 PM – Marti announced that she and Ingram will not be available for that meeting and it should not be an issue if no legislation needs to be voted on that would require 4 members of Council to be present – Terry announced that he will not be available in September from the 19th through the 25th
- ❖ announced that next month he will start to advertise for snow plowing and salting for the 2026/2027 Winter Season
- ❖ distributed information on speed-bumps for Council to review and decide which options to select if Council decides to move forward with this on Henrietta Street in response to the petition presented to Council by John Rutter and the July meeting

Old Business:

Gary had nothing to report.

Public Comment:

- Cathy stated that only 4 residents are participating this this year's Village Garage Sale

There being no further business to come before Council, Marti made a motion to adjourn at 8:24 PM, seconded by Ingram. Vote; 4 ayes, 0 nays

X

Mayor, Anna Purdy

X

Fiscal Officer, Gary Harris