

VILLAGE OF BURBANK
REGULAR MEETING: FEBRUARY 1, 2018

Mayor Carolyn Dibler called the meeting to order at 7:10 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Tracy Lenhoff and Jeff McCraffrey. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Ben Berger - Zoning Inspector, residents Ken Dibler and Cathy Kopp.

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

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

Minutes - January 18, 2018 Organizational & Regular Meeting

Chris made a motion to waive the reading of the Minutes and to approve the corrected Minutes as submitted, seconded by Dennis. 4 ayes, 0 nays

Committee Reports:

Finance, Parks, Safety, Streets, Water/Sewer & Zoning - nothing to report
During the time that Committee meetings were scheduled, the Mayor distributed Job Descriptions to each member of Council covering the Departments/Chairs that they were appointed to

Council Reports:

Safety

Tracy reporting:

- Reviewed the January Police Report with those present
- Mayor asked about the damaged Stop Signs on Mill Street; Chris reported that the steel posts can be salvaged and that he did install the sign at the intersection of Mill and E. Middle and he will install the sign at Mill and Water Streets soon

Finance

Tracy reporting:

- **Chris made a motion to approve paying the annual renewal for the Village Domain and Website in the amount of \$111.05, seconded by Dennis. 4 ayes, 0 nays**
- Tracy read the Paid Bills and the Automatic Deductions amounting to \$8,033.60 and asked if anyone wanted to review the specific line items for

these payments – no requests were made. **Tracy made the motion to accept these payments, seconded by Dennis. 4 ayes, 0 nays.**

Gary Harris reporting:

- On January 25th he reported sending the Mayor and Council an e-mail asking if there were any changes to the 2018 Appropriations and, thus far, no response from Council – he asked if anyone on Council feels the need to extend their review until the March 1st Meeting and no such requests were made – he then asked if there were any questions or comments – none were made; with no such requests he then requested a motion
- **Tracy made a motion approving the Temporary Appropriations as amended at the December Council Meeting to become the 2018 Permanent Appropriations, seconded by Chris. 4 ayes, 0 nays**
- He reported that at December’s Council Meeting he had distributed the Small Government Grant Options listing asking to be contacted if there were any questions or clarifications needed – he reported that to date there were no questions raised about this document – before Council decided which option to select he offered his recommendation to not adjust the current score due to concerns that he has about the increased liability to the Village for any actions that would be needed to increase the scoring; he also confirmed that this will no doubt eliminate Burbank from receiving Grant monies for Henrietta and Hower this year and that he plans to refile next year for Henrietta only – he asked if there were any questions or comments – the Mayor asked him to bring up an idea he mentioned during the Committee Meetings – Gary suggested “vacating” Henrietta and Chris suggested reverting Henrietta to an ally with common access to the utilities which, in this case, would be the storm sewers; Allan stated that the Village could make Henrietta just a dirt/stone road that would lower the construction costs for this street; Council agreed to consider this if no Grant is awarded for Henrietta and Hower this year; Gary asked if there were any further questions or comments or discussion needed – nothing was offered; he then requested a motion
- **Jeff made a motion to not take any action to adjust the scoring for the Henrietta/Hower Street Project, seconded by Tracy. 4 ayes, 0 nays**
- The Mayor did request that the “One Way” street signs be reinstalled on Henrietta
- He then updated Council on the CDBG Grant that is now under the environmental impact study – he stated that the only possible change that he had expressed to the WCPD is the possible sidewalk extension from the current termination point on the s. side of W. Middle at the power poll, diagonal from Village Hall, and continuing that sidewalk to the Park entrance – he asked if there were any comments or

discussion or disagreement with this possible extension and none were offered

- He asked Allan if there were any updates on delinquent property taxes – Allan responded that there were no changes since the January Meeting
- He asked Allan if there were any updates on the 121 S. Street property; Allan confirmed that a Janet Jackson has voiced a possible interest in this property and asked for one week to arrange her finances; Allan offered to serve as the escrow agent for this property where any monies deposited toward this purchase could be given to him by the potential buyer, placed into an escrow account and a purchase contract generated for signature and all that Allan needs to move forward is someone on Village government to be a contact person for gaining access to the house on the property; after some brief discussion on this matter, Ben Berger agreed to be the contact person for any potential buyer to gain access to the house on this property so Allan will provide Ms. Jackson with his name and number; a second name was also mentioned as having expressed interest in this property and Allan stated whoever first makes a minimum bid offer of \$12,500, deposits the 10% down payment and signs a contract will become the new owner of this property; Allan said he will confirm the amount of total back taxes due on this property that will come out of the selling proceeds in order to obtain a free and clear title for the new owner

Parks

Dennis and Jeff reporting:

- ✚ Stated that there is a tire climbing structure at the School Park that should be removed

Water & Sewer

Dennis had nothing to report.

Streets

Chris had nothing to report.

Zoning

Chris and Jeff had nothing to report.

- o Fiscal Officer asked if Council was prepared to discuss and/or decide if property owners on W. Middle and Depot Streets will become responsible for new sidewalk maintenance once installed; Allan confirmed that an Ordinance can be issued covering such maintenance; Council decided to take no action at this time

New Business:

Gary Harris reporting:

- ✓ Confirmed the next Council meeting will be Thursday, March 1, 2018

- ✓ Confirmed depositing \$433.00 for December Traffic Fines
- ✓ Confirmed that he distributed a revised Contact List for all Village Government elected and/or appointed members as well as all Village employees issued on January 30th; he asked if anyone wanted to revise the contact information and if no changes were made he stated that the new Village Contact List would be posted on the Village Hall bulletin board; he asked if any changes needed to be made or if anyone disagreed with the list as issued - no changes were offered and no disagreements were brought forward
- ✓ Allan reminded Council that the current Police Contract expires May 7, 2018; the Fiscal Officer asked if a multi-year contract could be considered and Allan stated, yes, it could be and that the Mayor should contact Chief Meshew in Creston to obtain his opinion on such a consideration
- ✓ Mayor Dibler and Tracy expressed a desire to purchase new chairs and nameplates for all Village government officials; they confirmed that 9 chairs (\$50 per chair) would be needed along with 10 nameplates (\$13-15 ea.) and that shipping was included in the price of the units and that taxes would have to be paid since Amazon has no means by which to sell "tax free"; the Fiscal Officer asked if we would violate any ORC by paying any taxes in such a matter and the Solicitor stated that no violation would be involved
- ✓ **Tracy made a motion to approve spending up to \$700 for these 9 chairs and 10 nameplates, seconded by Chris. 4 ayes, 0 nays**
- ✓ Jeff asked for a copy of the Park Fee schedule and confirmed that he has been asked by a resident about renting the Park for a function; a copy was given to Jeff and Dennis

Old Business:

Gary Harris had nothing to report:

Public Participation:

- Cathy Kopp asked if it would be OK to post items on Burbank's Facebook page such as Park Fees, Ordinances, etc.; Council approved this request

There being no further business to come before Council, Chris made a motion to adjourn at 8:08 PM, seconded by Jeff. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris