

**VILLAGE OF BURBANK  
REGULAR MEETING, FEBRUARY 1, 2024**

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

A roll call was taken with the following officials present: Chris Norton, Ingram McCord, Terry Moore, Jay Byler, Thomas Lenhoff, Marti McCord; also, in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer and visitors Cathy Kopp, Aaron Howell, Michael Sweigert, Chris Letzelter, Deb Urban, Michael Graves and Ray Kinney

Mayor Dickson welcomed our guests.

Mayor Dickson invited the guests representing Alcova Mortgage to address Council – Mr. Howell stated that they want their organization to get more involved with the Burbank community and specifically with the Park improvements – Mr. Sweigert stated that one of the goals is to renovate the baseball diamond including renovating the dugouts, fencing, field, etc. with no financial investment by the Village – the goal is to have this work completed in the summer of 2024 and the potential to have up to 30 teams playing on the renovated baseball field including some adult teams – Mr. Howell and Sweigert commented on the beauty of the Park as expressed to them by people who have visited the Park – Chris stated that this is great as we have been talking about this for three years – Mayor Dickson stated that this needs to work in coordination with the Burbank Event Committee and she wants to be personally involved in any decision making – Terry reminded all about the drainage issues which can add to the costs of any renovation and Marti also stated the need to involve Justin Cotton with the Norwayne Baseball Association – Mayor Dickson first wants to see the written plan and to be involved in all decisions – Mr. Howell stated that one of the goals, over time, is to also have a Beer Garden as part of the renovation programs – Mayor Dickson thanked Alcova Mortgage for attending tonight’s meeting

**Ingram made a motion to support Alcova Mortgage to generate a proposal for Village review, seconded by Jay. Vote: 6 ayes, 0 nays**

**REGULAR COUNCIL MEETING**

Mayor Dickson requested that all questions and comments from the public be delayed until the Public Participation segment near the end of the meeting

Minutes – January 4, 2024 Organizational and Regular Meeting Minutes

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

Council Reports:

Safety

Marti reporting:

- announced 50 out of 50 hours was worked in January and reported a total of 10 Traffic Citations for January, eight of which went to Mayor's Court in Creston and she delivered a check in the amount of \$255 for these citations
- announced that Officer Stephy will be the primary Officer to patrol Burbank
- Mayor Dickson stated that she will be calling Chief Meshew to set up a meeting for next week
- Gary asked the Mayor to sign three copies of the 2024 Police Contract so he can give two copies to Marti to deliver to Creston tomorrow and asked that she return one fully executed copy to his desk once signed

Finance

Terry reporting:

- read the February Paid Bills and the Automatic Deductions amounting to \$17,571.99 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.**
- Mayor Dickson asked Gary to set-up a Fund for the Event Committee to keep these monies separate from other Fund monies
- Chris stated that we used a large amount of the snow plowing monies in January due to the road conditions and thanked Ben for the work that he did and for his checking in with Chris during this weather condition

Gary reporting:

- as you look at the Fund Status Report you will see something different - I have listed a #1 and a #2 scenario - #1 includes the amount of monies listed under Fund NO. 4909 in the Restricted Funds amount, #2 moves the monies from Fund 4909 into the General Fund and this is the actual and accurate accounting for all monies - when I transferred monies out of the General Fund into the Nature Works Fund 4909 before we received any refund payments from ODNR, I did not move the cash back into the General Fund as ODNR monies were received - this will be corrected by the time we have the March Council Meeting - any questions or comments - none were offered
- the 2023 Checkbook information has been downloaded and available for anyone, including residents, to review all payments from 2018-2023 from the Village website - he also announced that Fiscal Year 2023 is closed - he asked if there are any questions or comments - none were offered

- Appropriations – tonight I’m handing out the January 2024 Appropriations Report that does show the total temporary appropriations for this year as well as the Ordinance that set them up (you can compare the totals for each fund against the appropriations report and you will see that they are in agreement except for the CDBG Grant as I need to increase appropriations to cover the \$19,000 for construction oversight) – I need your input on or before March 4<sup>th</sup> if you want any consideration for increasing these appropriations and I am willing to meet one on one or as a group to assist you in this annual task – he asked if there are any questions or comments – none were offered
- reminded Council that it is important for Council to know the status of their departmental budgets from month to month – the most active budget items are for streets, safety and parks – if anyone wants copies of Appropriation reports in advance of meetings for their departments, just let me know and if you would like me to meet with you individually or as a group to gain a better understanding of these reports, again, just let me know
- the final paperwork to activate the ICS program has been submitted to Westfield Bank and we should begin to see the impact of the 4% interest rate in February – he asked if there are any questions or comments – none were offered
- CDBG Grant for the Front Street Sidewalks we are just waiting for Wayne County to begin to advertise for bids starting February 23, 2024 – he asked if there are any questions or comments – none were offered
- OPWC Grant for the Diagonal Road Project – he asked Allan if he had any update on obtaining the two easements and Allan stated that he will be mailing these out next week – Gary confirmed that the start of the bidding notification process will begin on April 1, 2024 – and the goal is to award a contract in early June so construction can begin in early July – he asked if there are any questions or comments – none were offered
- confirmed that on January 25<sup>th</sup> he sent all Village Officials the notice about a Wayne County program to demolish dilapidated and vacant structures – if anyone in the Village knows of such property and where owners want or need to remove a structure this may offer a way to do so at perhaps no or little cost to the property owner – Gary said he will generate a notice to be posted onto the Village website and Facebook page with contact information
- confirmed that he was advised by the same Wayne County Department that a Lead Removal Program is in the wings waiting to be released by the County – Gary stated that since we have several aged residences in the Village that may have lead pipes, this program may offer a low or no cost option to replace these lines – Gary said he will release that information as soon as it becomes available

#### Parks

Ingram had nothing to report.

- ❖ Mayor Dickson announced that the camera system, inside and outside of Village Hall and the Park has now been completed and is functional and that the microphone inside Village Hall will soon be activated
- ❖ Chris reported that he has been contacted by Alien Pest Control to see if the Village wants him to treat the pavilions and stage for wasps and hornets like he did last year and that cost was \$300 for treatments in the Spring, Mid-Summer and Fall - Mayor Dickson said we will discuss this further at the March Council Meeting
- ❖ Jay was asked about the Village Hall sign and if he can get it installed by the March Meeting - Jay stated that he will try to do so

### Water & Sewer

Thomas had nothing to report.

### Streets

Chris reporting:

- Gary has the list of burned out street lights so he can contact LMRE to replace them with the LED's
- Gary confirmed that the signs that Council wanted him to order are in the storage shed
- asked who we have used in the past to install signs and Cathy reported Larsco Construction and she will get Chris the contact information - Chris will get with Dave and Jay to determine where to install the signs

### Zoning

Jay had nothing to report.

- ✚ Ben reported that Kevin Norris is buying the property behind 139 Mill Street and asked if there is anything that the Village needs to do and Allan said "no action needed" for the sale of property
- ✚ Ben reported that the appliance business wants to purchase the three properties, starting at 33 S. Front Street and install a pole barn - Allan stated that the potential buyer will need to obtain a Zoning Permit and generate drawings for review by the Village - Allan and Ben to review the Zoning Code
- ✚ Court date has been set for February 5<sup>th</sup> for 111 W. Middle and the associated Zoning Violations - Allan asked Ben to take pictures so he can offer them to the Judge
- ✚ Ben reports no action yet on the tree citation at 54 Front Street

### New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, March 7<sup>th</sup> at the start time of 7:00 PM
- ✓ confirmed that he deposited the \$182 for the January Traffic Fines and that he has received a check for \$255 for the January traffic citations
- ✓ confirmed that advertising for new bids for mowing will be taking place next week and bid packages have already been sent to Jimmy's Maintenance & Lawn Care, Cathy and Ben and a question about debris dumping is listed on tonight's agenda - the plan is to have all bids in our possession at our March 7<sup>th</sup> Council meeting so a contractor can be announced - Council OK'd mulched leaves being blown into wooded areas so long as no piles are formed - Council asked Gary if this includes picking up cut grasses and Gary said he believes that it does but he will need to check to confirm
- ✓ as a reminder for our residents, April 15<sup>th</sup> is the deadline to file your 2023 Village Income Taxes and your estimated taxes for 2024 - the RITA site has all of that information to assist you at <https://www.ritaohio.com/individuals/home/file> - Gary asked for **"a Motion from Council authorizing the publication of Municipal Income Tax reminders beginning in February thru April 12<sup>th</sup> on the Village social media sites, so moved by Jay, seconded by Marti"**. **Vote: 6 ayes, 0 nays**
- ✓ PEP is offering a \$1,000 Grant for safety related items - we do have all year to apply but we don't want to forget about it and lose this "free" Grant money - Gary was asked to see if it would cover the costs to install the signs for Streets
- ✓ confirmed that on January 30<sup>th</sup> he distributed to all Village Officials the OPWC and Cash Flow Analysis Report - it shows that funds will be "tight" for 2025 and that he will re-evaluate our position and report back to Council at the July Council Meeting - we will be paying another \$20,000 to finish up the Diagonal Road engineering drawings between now and the end of March - since we will earn a higher interest rate on our Checking account, once ICS is fully established, he would like to close the Street CD, currently valued at \$34,030.72 and move these monies into the higher interest bearing Checking Account and do the same with the CD that we have that has a Maturity date of 04/15/2024 - any questions or comments - Gary asked for **"a motion to close the Street CD and the 13 Month CD and transfer these monies into the Primary Checking Account, so moved by Terry, seconded by Jay"**. **Vote: 6 ayes, 0 nays**
- ✓ asked that Mayor Dickson either reconfirm or reappoint or newly appoint the Audit Committee - in 2023 the Committee was comprised of Chris, Terry and Marti to sign-off on Purchase Orders - Mayor Dickson asked if Chris, Terry and Marti are OK leaving it as is for 2024 and all responded OK
- ✓ asked for **"a Motion to appoint the Mayor as the Alternate Representative as applies to our Village Insurance and to be the point of communication and decision making in the absence of the Fiscal Officer and allowing the Solicitor to witness the document for this Motion, so moved by Terry, seconded by Jay"**. **Vote: 6 ayes, 0 nays**

Old Business:

Gary had nothing to report.

Public Comment:

- Cathy reported that the Event Committee has determined that on March 9<sup>th</sup>, from 3-5:00 PM a Chili Cookoff will take place at Trinity Church and it is free, they only are asking for donations - **Jay made a motion to appropriate \$200 for supplies for this event, seconded by Marti. Vote: 6 ayes, 0 nays**
- Michael suggested we inform Alcove Mortgage about the OPWC work in July as this could restrict access for drivers trying to attend any event in the Park due to the construction on Diagonal Road

**There being no further business to come before Council, Jay made a motion to adjourn at 8:19 PM, seconded by Chris. Vote; 6 ayes, 0 nays**

X

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Mayor, Anna Dickson

X

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Fiscal Officer, Gary Harris