

**VILLAGE OF BURBANK**  
REGULAR MEETING  
MARCH 4, 2014

Acting Mayor Gary Gallion called the meeting to order at 7:00PM.

A roll call was taken with the following officials present: Chris Letzelter, Tracy Lenhoff, Jason Balyer and Dennis Rigerman. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer; Bob Reed – Zoning Inspector, Officer Brian, Bob Morehead with The Post and Abby Armbruster with The Daily Record.

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

**Chris made a motion to excuse Joy Sherwin and Carolyn Dibler, seconded by Tracy. 5 ayes, 0 nays**

Minutes – February 4, 2014 Regular Meeting

**Chris made a motion to waive the reading of the Minutes as issued, seconded by Tracy. 5 ayes, 0 nays.**

**Jason made a motion to approve the Minutes as issued, seconded by Tracy. 5 ayes, 0 nays.**

Safety

Tracy had nothing to report.

Officer Brian reporting:

- 2 citations issued in February; the weather has had an effect on the number of citations issued
- A ladder was reported stolen from the Dibler home
- Effective now, hours will be changing to mornings and late evenings

Zoning

Bob reporting:

- ✓ The Zoning Board of Appeals has no future meetings scheduled at this time; the proposed changes to the Zoning Ordinance are ready for review; concerns were raised about language that was dropped and the possible impact to Permit revenue if approved – a lengthy discussion on these matters relating to “structures” then took place and ended with the agreement to have further discussions on this matter and consider listing specific items requiring a Permit; it was also agreed that whatever is finalized needs to be “reasonable”

- ✓ Presented two applications for Permits from other communities that provide better information for the Building Department in Wooster; it was agreed to have Allan look these documents over with the goal of having a revised Permit Application available for review and voting at April's meeting
- ✓ Allan indicated the need for the Village to notify the citizens impacted anytime there is a change in the zoning classification within the Village

## Parks

Jason and Dennis reporting:

- o **Jason made a motion to approve spending \$2,850.60 for Park benches and tables, including freight, seconded by Tracy. 5 ayes, 0 nays**
- o **Jason made a motion to approve purchasing two (2) Charcoal Grills for the Park at a cost of \$195 ea. + freight, seconded by Tracy. 5 ayes, 0 nays**
- o **Jason made a motion to approve installing/renting a Port-a-John from April through September at a cost of \$79 per month + \$12 to deliver, seconded by Tracy. 5 ayes, 0 nays**
- o Reviewing recommendations made by our Insurance Carrier for Park repairs and plans to meet with Bob in March to see what can be done as some are minor and can be easily handled
- o Have contacted the Head of the Baseball League to meet in March about getting some of the Park buildings painted and what supplies will be needed; Bob recommended the removal of those outbuildings that are in bad condition; Jason reported that there is an interest by a third party to "host" games if the Village will repair our basketball court; Bob reminded Council that some of the electrical power is off in the Parks
- o Asked how to host festivities and fairs for the Village; Allan reported that some communities, like Creston, have Village Committees to obtain funding by donations; others, like West Salem, have private groups that organize and pay for such activities; Allan reported that we cannot use tax revenues for such events
- o Allan reported that Leo's documents were missing the allowed charges should the Village add or reduce the number of cuttings for mowing as well as needing the Certificate of Insurance, further, the Village must tell Leo whenever he is to "not cut" or do "extra cutting" as the contract does state specific "start" and "end" dates for mowing; Gary Harris reminded Parks that mowing is scheduled to begin next month and expressed the need to get all matters resolved before mowing begins

## Streets

Chris and Gary reporting:

- ❖ Reported that snow plowing is continuing for the winter season with some minor adjustments

#### Water & Sewer

Gary and Chris reporting:

- Nothing to report

#### Finance

Tracy reporting:

- Read the Bills to be Paid and the Automatic Deductions amounting to \$5,606.26. **Tracy made the motion to pay the bills, seconded by Chris. 5 ayes, 0 nays.**
- Gary Harris distributed copies of proposed Ordinance 2014-03 on Permanent Appropriations to Council and he provided the details for the additions for each of the Funds impacted those being the General Fund, Park Fund and Street, Highway and Permissive Funds
- Allan did the first reading of Ordinance 2014-03 to set the Permanent Appropriations for the current expenses of the Village of Burbank, State of Ohio, during the year ending December 31, 2014 and declared to be an emergency for the public peace, health, safety and welfare
- **Chris made a motion to waive the second and third readings of Ordinance 2014-03, seconded by Jason. 5 ayes, 0 nays**
- **Chris made a motion to approve Ordinance 2014-03 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- Gary Harris distributed copies of the 2015 Budget Preparation/Review Guidelines and he reviewed the tasks, duties and dates for preparing the 2015 Budget for submittal on or before July 15, 2014; he asked if there were any questions and since there were none he asked Council if there were any disagreements with the tasks and schedule as presented and since there were none he stated that he will proceed per the distributed document

#### New Business:

Gary Harris reporting:

- He deposited \$314 for January Court Fines on 2/7/2014
- Our next Council Meeting is April 1<sup>st</sup> and that there will not be any Monthly Financial Reports available since we do not receive our Bank Statements until the second day of each new month, at the earliest
- The fire extinguishers at Village Hall do not have 2014 safety tags installed and thus are not current and do need to be inspected and tagged

- Reminded Council of the need to negotiate a new contract with Creston Police as our current contract expires 5/7/2014
- He has not yet received the Key from Steve Matwiju's nephew and asked Council if we want to re-key the Hall or continue to let him pursuing getting the key from Steve's nephew; Council indicated that he is to continue trying to obtain the key
- He spoke with the Wayne County Planning Board based on a letter received from them and the availability of Federal Grants for infra-structure with applications due in April, 2014; he shared the received comment from this agency that without a current (within the last 5 years) Village Income Survey our ability to obtain any grants may be negatively impacted and encouraged the Village to take this survey as soon as possible; Jason asked for a copy of the letter and offered to call this agency for details in moving forward with this initiative as it was last done in 2001

Old Business:

Gary Harris reporting:

- ✚ Waste Management has provided current certificates for Liability and Workers Comp. insurance
- ✚ Requested the status of a new contract for road repair; **Chris made a motion to renew the contract with MB Excavating once he confirms that there are no rate adjustments to be made and to also make the new contract retroactive to October 1, 2013 and valid through December 31, 2014, seconded by Jason. 5 ayes, 0 nays**
- ✚ Reminded the Street Chairs that MB still needs to provide current certificates for Liability Insurance (4/5/14)
- ✚ Reminded Street Chairs that we are still waiting for Nev's new Workers Comp Insurance Cert.
- ✚ A need still exists for Council to review and decide if it will change how elected officials are compensated and if we are going to meet OPERS requirements to pay salary versus per meeting; he also reminded Council of the need to include in an Ordinance the pay adjustments issued to the Fiscal Officer and Zoning Inspector retroactive to the dates first passed in 2012; Allan requested the Fiscal Officer to provide all current wages so he can generate an Ordinance
- ✚ Tracy reported that the Village web page is up and running and she spoke about posting approved minutes, zoning laws, etc. to this site for public access as well as providing links to other sites such as the Wayne County Auditor's Office, etc.

Public Participation:

Nothing offered.

**There being no further business to come before council, Chris made a motion to adjourn, seconded by Tracy at 8:36 PM. Unanimous.**

Meeting Schedule (sent to The Daily Record on 3/10/2014):

Committee Meeting  
Regular Meeting

April 1<sup>st</sup> at 6:00 PM  
April 1<sup>st</sup> at 7:00 PM

X

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Mayor, Joy Sherwin

X

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Fiscal Officer, Gary Harris