

**VILLAGE OF BURBANK
REGULAR MEETING, MARCH 14, 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, Gary Harris – Fiscal Officer and visitors Cathy Kopp, Roxanne Edison, Tina Walters and Michael Graves

Mayor Dickson welcomed our guests.

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

Jay made a Motion to excuse Ben Berger, seconded by Marti. Vote: 6 ayes, 0 nays

Minutes – February 1, 2024 Regular Meeting Minutes

Marti made a Motion to approve as submitted the February Regular Meeting Minutes, seconded by Jay. Vote; 6 ayes, 0 nays

Council Reports:

Safety

Marti reporting:

- reported a total of 7 Traffic Citations for February, all of which went to Mayor’s Court in Creston and she delivered a check in the amount of \$302 for these citations
- confirmed speaking with Chief Meshew pertaining to the proposed Radar Speed Detector versus 200 extra patrol hours in 2024 – confirmed that if the Village proceeds to install these devices, Creston Police will check the camera each week, download the recorded speeds through the Village and use this information to schedule the time of day and locations for traffic monitoring – Gary to obtain a bid for this equipment and present it at the April Meeting
- Chris stated that he received a call from Ms. Schoolcraft expressing her concerns about speeds being traveled on SR 83 entering the Village from the south at the curve and the number of accidents at this location where people miss the curve and drive onto private property causing damage and nearly hitting nearby homes – Roxanne brought photographs of the most recent incident at 105 Front Street and Gary will use these when he meets with

ODOT on this matter – Roxanne reported that the electric was disabled for this resident which then also took out the furnace and it had to be replaced and the vehicle hit the quarter panel of the house and it had to be repaired – a discussion took place and recommendations were made about adding reflective arrows on the curve, adding a guard rail, rumble strips, etc. – Gary to contact ODOT to see if ODOT can assist the Village in this matter and report his findings at the April Meeting

Finance

Terry reporting:

- read the March Paid Bills and the Automatic Deductions amounting to \$24,019.74 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 Jay. Vote – 6 ayes, 0 nays.**

Gary reporting:

- announced that we do have financial legislation to vote on tonight – Amending the Certificate of Estimated Resources - Resolution 2024-01R moves the monies out of 4909 and back into the General Fund as stated that he would do at last month’s meeting, he also transferred \$675 out of the Parks & Recreation Fund 2041 into the newly created Event Fund 2042; those were the monies collected in 2023 from Park Events and now those monies, both receipts and disbursements, for all future Park Events will be handled through Fund 2042 and he estimated another \$525 being collected in 2024 from Park Events for a total of \$1,200 – in addition, he set-up Fund 4911 for the OPWC Flow-thru monies for the OPWC Diagonal Road Grant amounting to \$399,999 – he asked if there are any questions or comments – none were offered – Gary asked Allan to please do the first reading of Resolution 2024-01R
- Allan did the first reading of Resolution 2024-01R, **“a Resolution approving amending the Certificate of Estimated Resources and declared to be an emergency for the public peace, health, safety and welfare”**
- **Jay made a Motion to waive the 2nd and 3rd readings of Resolution 2024-01R, seconded by Chris. Vote: 6 ayes, 0 nays**
- **Marti made a Motion to adopt Resolution 2024-01R as an emergency, seconded by Jay. Vote: 6 ayes, 0 nays**
- confirmed that he did not receive any input from Council to increase any of the 2024 Appropriations for their departments so he is introducing Appropriation increases based on our current status - for Permanent Appropriations in 2024 we have Ordinance 2024-01 that increases appropriations for the General Fund 1000 by \$44,500 for the OPWC Matching amount, Street Fund 2011 by \$25,000 also for the OPWC Matching amount, set-up Fund 2042 for Park Events with estimated appropriations of \$1,200 in 2024, added \$19,000 to Fund 4202, the Front Street CDBG Grant for Village Matching Funds and lastly set-up Fund 4911 for the OPWC flow-

- thru Grant monies - he asked if there are any questions or comments - none were offered - Allan, please do the first reading of Ordinance 2024-01
- Allan did the first reading of Ordinance 2024-01, **“an Ordinance to set Permanent Appropriations for the current expenses of the Village of Burbank, State of Ohio, during the year ending December 31, 2024 and declared to be an emergency for the public peace, health, safety and welfare”**
 - **Jay made a Motion to waive the 2nd and 3rd readings of Ordinance 2024-01, seconded by Marti. Vote: 6 ayes, 0 nays**
 - **Chris made a Motion to adopt Ordinance 2024-01 as an emergency, seconded by Jay. Vote: 6 ayes, 0 nays**
 - reported that we also need to **“issue a Motion approving a \$50 donation to Trinity United Methodist Church for use of their hall for the Chili Cookoff, so moved by Jay, seconded by Marti.” Vote: 5 ayes, 0 nays, 1 abstain**
 - confirmed that no one has requested copies of the monthly Appropriations reports so we will proceed as normal with this report included as part of the monthly sign-offs by Council on the Financial Reports and offered Council the opportunity to ask for such reports in the future if so desired - he asked if there are any questions or comments - none were offered
 - reported that the ICS (Insured Cash Sweep) program is now functioning as of mid to late February and we are now earning 4% annualized interest versus a fraction of 1% interest which, over the course of a year, should increase revenues significantly over that of prior years for interest earned - reported that for a two week period in February, the ICS earned \$116.02 in interest compared to all of 2023 where the Checking Account earned \$24.26 in interest - this interest revenue will assist the Village going forward in making funds available for use for the various services provided by the Village - he asked if there are any questions or comments - none were offered
 - the CDBG Grant for the Front Street Sidewalks are now out for bids that started February 23, 2024 and bid opening will be March 19th at the Wayne County Planning Department which he will be attending - since this is a CDBG Grant, Wayne County selects the contractor and he anticipates construction starting in April or May of 2024 - he asked if there are any questions or comments - none were offered
 - the OPWC Grant for the Diagonal Road Project - he asked Allan if there is any update on obtaining the two easements and Allan reported that they have been mailed out and he will follow-up with the two property owners about signing and returning them to him - Gary stated that the start of the bidding notification process will begin on April 3, 2024 with the first Ad and followed by a second Ad to run on April 10th - bid opening will take place on May 1st at Burbank Village Hall - he will also plan on posting the Ad on both of our social media sites for the Village - he asked Allan if we can we issue a “letter of intent” after the May 1st bid opening conditional upon receiving the OPWC Grant Agreement document; this way we can lock in our contractor and the contractor can commit to starting construction in early July when Grant monies become available - Allan confirmed that “yes, we can do this”

Parks

Ingram reporting:

- ❖ confirmed calling to set-up the Port-a-Jon, Jay requested to have it installed by the end of March
- ❖ congratulated Jay on the great job he did installing the signs on Village Hall
- ❖ **Jay made a Motion to activate the camera and microphone inside Village Hall, seconded by Ingram. Vote: 6 ayes, 0 nays**
- ❖ Mayor Dickson said that she has a sign to post about recording the Council Meetings and Allan recommended that she announce this at each meeting and Jay asked Gary to insert this comment onto the monthly Meeting Agenda
- ❖ Chris reported that he was contacted by Alien Pest Control to see if the Village wants him to service the Park structures as he did last year at a cost of \$330.15 for the year - **Chris made a Motion to employ Alien Pest Control, seconded by Ingram. Vote: 6 ayes, 0 nays**
- ❖ Cathy asked if the stage was ever rewired in the Park - Gary confirmed that it was completed last year and that he gave keys to Mayor Wilkinson at that time - Gary also confirmed that the power to the stage is controlled by the junction box on the pole nearest the basketball court and he had also given that key to Mayor Wilkinson - Jay said he believes that he may have these keys
- ❖ Marti found a source for Laminated Keyed Padlocks all keyed the same to re-secure electrical lockboxes in the Park - **Marti made a Motion to approve the purchase of the six pack of Laminated Keyed Padlocks for the price of \$21.99, seconded by Jay. Vote: 6 ayes, 0 nays**
- ❖ Chris reported that the power is out to the west pavilion as well as the kitchen - Gary to call to get a bid to repair the electrical
- ❖ a discussion took place about the 2024 Mowing Bids - Gary reviewed his discussion with the lowest bidder who is the same contractor who had the contract for the last three seasons - Council voiced concerns about using this contractor due to past problems with this contractor not emptying trash, trimming issues, etc.
- ❖ **Jay made a Motion to hire the second lowest bidder, Berger's Lawn Service, seconded by Marti. Vote: 6 ayes, 0 nays**
- ❖ Allan to issue the contract for signatures

Water & Sewer

Thomas had nothing to report.

Streets

Chris reporting:

- Confirmed that we need to replace some street signs including a missing Stop sign on Reed Court
- Gary confirmed that the five street lights reported as being out on Front Street have all been replaced and are functioning - reported that there are two more street lights out as you proceed south out of the Village and LMRE reported that

these are on Frontier poles, Frontier told LMRE they are replacing these two poles and LMRE will replace those street lights once Frontier finishes

- will be obtaining a quote to repair Village potholes

Zoning

Jay reporting:

- ✚ confirmed that the Appliance Store on the corner of Front St. & E. Middle Street removed the flashing “Open” sign and replaced it with a steady “Open” sign
- ✚ Marti reported that the property owner of 111 W. Middle failed to appear in Court and will now be issued a Summons to Appear for an April 1st Court Appearance
- ✚ no action yet on the tree citation at 54 Front Street, Jay or Ben will call the property owner as the renter has not done anything to resolve the matter
- ✚ 12 Front Street obtained a Building Permit from Wayne County to erect the structure on that property that is not yet fully constructed nor did the owner obtain a Zoning Permit from the Village – Allan to speak with Ben on this matter and how to resolve the issue of an incomplete structure that may now have an expired Building Permit

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, April 2nd at the start time of 8:00 PM – Marti stated that she has heard complaints about this late starting time – Mayor Dickson preferred a 7:00 PM start time all year round – **Ingram made a Motion to change the Village Council Meeting start times to 7:30 PM, year-round, seconded by Marti. Vote: 6 ayes, 0 nays** – Allan to revise the Administrative section of the Code of Miscellaneous Ordinances
- ✓ confirmed that he deposited the \$255 for the January Traffic Fines and that he has received a check for \$302 for the February traffic citations
- ✓ as a reminder for our residents, April 15th 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>
- ✓ reminded Council that 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 a Guardrail at the green space on Water Street
- ✓ reported that he issued a Thank You letter to Barry Romich and his Foundation for donating the new signs for Village Hall and he asked that the Mayor and all of Council sign the letter to show our sincere appreciation to Mr. Romich for this donation – all agreed to do so
- ✓ reviewed the email that he sent to the Mayor and Council regarding our insurance and the planned events in the Park – pointed out the insurance concerns and recommendations regarding the sale of alcoholic beverages and the current restriction in Section VII of the Code of Miscellaneous

Ordinances prohibiting such sales – a discussion took place about a past attempt to sell alcoholic beverages in the Park and what actions were taken to try to move this forward but with no success – Allan to review Section VII and Gary was asked to find out if our insurance carrier will offer a one day waiver to sell these beverages in the Park

Old Business:

Gary had nothing to report.

Public Comment:

- Cathy reported that the Chili Cookoff took place and a donation of \$34 to Park Events was made
- Michael asked about Parking Violations on E. Middle Street and at 12 Front Street (car on jack stand) near the street and it is a hazard – he also asked about the house at the corner of E. Middle and Mill Street with boarded windows, a tarp on the roof with tires holding the tarp in place – Allan confirmed that Ben can issue Orders to Correct

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 Dickson

X

Fiscal Officer, Gary Harris