

**VILLAGE OF BURBANK**  
REGULAR MEETING: MARCH 15, 2018

Mayor Carolyn Dibler called the meeting to order at 7:05 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Tracy Lenhoff, Lori Menk and Jeff McCaffrey. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Ben Berger - Zoning Inspector, Matthew Myers with the Lodi Post Office, Bob Morehead with The Post, residents Ken Dibler and Cathy Kopp. Councilman Chris Norton arrived at 7:12 PM.

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

Matthew Myers addressed Council to update those present on the status of postal service for the Village. The stated goal, if property can be located in the Village, is to return the PO Boxes to the Village. The Mayor, with Council agreement, offered space at the Old School Park for this use under a written agreement that may also offer a possibility for locating a trailer on this site to serve as the local Post Office and/or placing a drop box on site for outgoing mail. Access to utilities would need to be explored by the US Postal Service.

**Lori made a motion authorizing Allan to generate a letter to Mr. Myers regarding on site mail collection and distribution amended to also authorize the installation of a drop box on the Old School Property parking lot, seconded by Jeff. 5 ayes, 0 nays**

Minutes - February 1, 2018 Regular Meeting

**Tracy made a motion to waive the reading of the Minutes and to approve the corrected Minutes as submitted, seconded by Jeff. 5 ayes, 0 nays**

Committee Reports:

Finance, Parks, Safety, Streets, Water/Sewer & Zoning - nothing to report

Council Reports:

Safety

Tracy & Lori reporting:

- Reviewed the February Police Report with those present
- Allan confirmed that Mayor Armentrout of Creston is working with Chief Meshew on a new multi-year contract for presentation at the April or May Burbank Council meeting

Finance

Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$3,267.39 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 Lori. 5 ayes, 0 nays.**

Gary Harris reporting:

- He updated Council on the Block Grant, funding sidewalks on W. Middle and Depot Streets, with the Wayne County Planning Department (WCPD) out for engineering bids with a due date of March 23, 2018; upon the receipt of bids, an engineering firm will be awarded the order to proceed with engineering the job and generating the bid documentation package for construction contractors; it is still anticipated that the work will be completed in 2018
- He updated Council on the Small Government Grant, potentially funding the Hower and Henrietta Streets storm sewers and repaving, stating that he will be attending a meeting in Columbus in May, representing the Village, when grant awards will be voted upon
- He distributed, for reading by Council, the 2019 Budget Preparation/Review Guidelines, Interpreting & Working with Budget Worksheets, a sample budget similar to the one he will present to Council in April and the 2019 Budget Distribution sheet in preparation for the 2019 Budget submittal and review process - he asked if there were any questions or comments and none were offered
- He asked Allan if there were any updates on delinquent property taxes - Allan responded that two of the properties are in litigation those being 12 Front Street and 124 Diagonal Road where a tax foreclosure has been filed and that one property located at 118 W. Middle Street will be going up for a tax sale in April with a minimum bid of \$8080.90 and that this property may need a variance to be able to build on the property
- He asked Allan if there were any updates on the 121 S. Street property; Ben confirmed that he showed the house to Janet Jackson who stated that if she sells her current home that is up for sale, she has an interest in purchasing this property; Ben also agreed to contact a second possible buyer, Sarah Meier

## Parks

Dennis and Jeff reporting:

- ✚ Stated that there is a tire climbing structure that Jeff recommend removing; Council voiced no opposition to this removal and that he will gather volunteers to do this service; the Fiscal Officer stated that he will need to have all volunteers sign "Releases" before any work begins; Council suggested he contact Roberts Auto Care about old tire disposal
- ✚ Jeff was looking for a paint source and it was recommended that he contact Wooster Brush who may be willing to donate supplies for any park painting efforts

## Water & Sewer

Dennis had nothing to report.

## Streets

Chris & Lori reporting:

- o Reported that the bolts Chris had were incorrect and that he will obtain the correct bolts to remount the Stop signs
- o Reported that pot holes exist on East Middle and Diagonal that will need repair as soon as the weather improves

## Zoning

Chris and Jeff reporting:

- ❖ A discussion took place regarding livestock in the Village and Allan confirmed that none are allowed; Chris offered to investigate and report back to Council with a recommendation that will be in line with HB 175; Allan will investigate what other local Villages are doing in this regard
- ❖ Fiscal Officer once again 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; he stated his concerns arise from the fact that it will cost the Village \$95,000 to install these sidewalks, that he has requested that in the bid a section is to be added offering to remove trees that may or are disrupting current and/or new sidewalks at a reduced cost for homeowners; he is concerned that due to the length of time it may take to complete all Village sidewalks that Council not delay making a decision on this until all sidewalks are installed; Council decided to take no action at this time but to revisit this once these first set of sidewalks are installed

## New Business:

Gary Harris reporting:

- ✓ Confirmed the next Council meeting will be Thursday, April 5, 2018
- ✓ Confirmed depositing an estimated \$320.00 for January Traffic Fines (actual amount deposited was \$216)
- ✓ Confirmed that he received another notice of open applications being accepted for subdivisions' wanting to apply for another \$500 PEP Grant; Lori asked about obtaining the application and Gary confirmed that he would get it to her also confirming that this Grant can only be used towards purchases that enhance safety in the Village
- ✓ **Chris made a motion to submit a PEP Grant Application towards the purchase of street safety signs, seconded by Dennis. 5 ayes, 0 nays**

- ✓ Mayor Dibler announced the Norwayne Turf Fund Raiser currently underway and that she has brochures available for anyone interested in contributing and asked everyone to spread the word about this worthy cause

Old Business:

Gary Harris had nothing to report:

Public Participation:

Nothing offered

**There being no further business to come before Council, Lori made a motion to adjourn at 8:18 PM, seconded by Tracy. Unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris