

**VILLAGE OF BURBANK  
REGULAR MEETING, JUNE 4, 2020**

**NOTE - DUE TO COVID-19, THIS MEETING WAS HELD VIA TELECONFERENCE THROUGH  
FREECONFERENCECALLHD.COM**

Mayor Carolyn Dibler, called the meeting to order at 8:02 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Ken Dibler, Thomas Lenhoff and David Wilkinson; also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer, residents Cathy Kopp and Lori Menk, visitor Mr. Bob Weaver, ODOT District Deputy Director and the time of the meeting and public instructions for joining the teleconference appeared in The Post and The Daily Record prior to the meeting date.

**Dennis announced himself and made a motion to excuse Chris Norton, seconded by Ken who announced himself. Roll-call vote; Dennis – aye, Ken – aye, Thomas – aye, David –aye.**

Minutes – May 7, 2020 Regular Meeting

**Dennis announced himself and made a motion to waive the reading of the submitted May Minutes and to approve the Minutes as submitted, seconded by Ken who announced himself. Roll-call vote; Dennis – aye, Ken – aye, Thomas – aye, David –aye.**

Mayor Dibler invited Mr. Bob Weaver to address Council and update everyone on the status of the **Front Street/SR 83 Improvements (OPWC Grant)**; Mr. Weaver thanked everyone for allowing him to address those in attendance; he confirmed how the Village has been coordinating for over 2 years with the ODOT District 3 Office with Mr. Mike Schafrath as the Village and ODOT worked towards coordinating efforts to avoid the Village installing its storm sewers after ODOT’s resurfacing of SR 83 and then COVID-19 impacts to OPWC funding stopped all forward progress for Burbank; he reported that SR 83 is being done in 5 Phases and Burbank is Phase 5 that has a targeted resurfacing start date of September 1, 2020; he confirmed that ODOT expects to be at the south end of Burbank in July so if it takes that long for the State to confirm OPWC funding we are still OK; Mr. Weaver stated that other options exist, since the contractor is under contract through the end of October, if the Village is funded and can complete its work by early

October we should still be OK as it will take about 2 weeks to complete the work through Burbank or we can “hold” on doing the Burbank section of SR 83 and return in 2021 as ODOT also has no desire to have Burbank “tear-up” the newly resurfaced roadway to then install its storm sewers; he confirmed that he and Gary will continue to coordinate this project until a final determination is made; Gary reported that he had just received an update from OPWC today where the State Legislature is about ready to submit the Capital Budget to the Governor that includes funding for all approved OPWC projects; he reported that if all funding is approved as submitted our next step will be to sign the contract with Rising Son Construction, conduct the pre-construction meeting and schedule the start date for construction; Mayor Dibler confirmed that she has a call into Representative Scott Wiggam and has spoken to the Office of Representative Anthony Gonzalez about supporting Burbank’s efforts to be named as an approved OPWC Project in the event that the Governor does not agree to fund all OPWC projects

#### Council Reports:

##### Safety

Ken and Thomas reporting:

- Confirmed that we do not have the Sheriff’s report covering the month of May
- Lori and Cathy raised concerns about the traffic on SR 83 and on Middle Street not paying heed to the posted speed limits for all vehicles using these roads; Carolyn will call the Sheriff’s Department to voice this concern and ask them to alert their on duty personnel – Cathy asked Carolyn to remind the Deputy to enforce the “no engine brake” in the Village and Gary asked to remind the Sheriff Department to provide the monthly Activity Reports
- Allan reported that Deputy Hankins asked for a copy of the Village’s Traffic and Miscellaneous Codes as there was an incident when the Deputy was asked by a resident if they could have a shooting range on his property in the Village and the Village Code does not permit this as was relayed to the resident by the Deputy

##### Finance

Ken reporting:

- read the June Paid Bills and the Automatic Deductions amounting to \$12,547.29; **Ken announced himself and made the motion to accept these payments, seconded by**

**Dennis who announced himself. Roll-call vote; Dennis – aye, Ken – aye, Thomas – aye, David –aye.**

Gary reporting:

- **Nature Works Grant** – confirmed that with Council’s approval to proceed with this project at May’s Council Meeting and with the opening of Bids on May 28<sup>th</sup>, Council needs to vote on Ordinance 2020-05; Allan proceeded with the first reading of Ordinance 2020-05, “an Ordinance accepting the bid of T.R. Snyder Construction, Inc. for the Park Improvement Project of the Village, authorizing the Mayor to execute a contract for the same and, declaring the same an emergency”; Allan confirmed that without 5 members present we cannot vote on this Ordinance; Gary reported that our next step will be to sign the contract documents, conduct the pre-construction meeting and schedule the start date and targeted completion date as soon as the Ordinance is passed; asked Council if they wanted to schedule a Special Meeting or wait another month since Chris has not arrived – Mayor Dibler recommended setting up a Special Meeting and Gary confirmed that he would do so – he asked if there were any questions or comments – none were offered
- **2019 CDBG Grant (replace sidewalks on Mill Street)** - confirmed that this project is also impacted by the result of the Governor’s decision to pass or veto the State Capital Budget, if it passes the Village will need to decide if we proceed with this project as well as our matching funds for this project at a cost of \$5,650; since the Wayne County Planning Department has not been able to move forward on this project, this might be a good project to delay until 2021 which would require completion by the end of 2021 provided the Capital Budget is approved by the Governor – he asked if there were any questions or comments – none were offered
- **2020 Revenues & COVID-19** - confirmed that on June 3<sup>rd</sup> he updated Council on the May Revenue and Spending Comparisons not yet showing any significant COVID-19 impacts to the budget at this time; confirmed that he did not expect to see any impacts until sometime in the 3<sup>rd</sup> Quarter of 2020 – he asked if there were any other questions or comments – none were offered
- **Front Street Income Survey;** he asked Allan, do you know when, by the Governor’s news releases, we might be able to start taking Village earning surveys in anticipation of filing a Community Development Block Grant for sidewalks on the east side of Front Street– Allan reported that so long as masks are worn and we maintain social distancing we can begin at any time; he asked the Mayor for a targeted completion date before the September filing deadline (subject to change due to COVID-19) and Mayor Dibler stated by the August 6<sup>th</sup> Council Meeting and that Gary should proceed to get the Survey paperwork prepared – he asked if there were any questions or comments – Cathy asked the purpose of the survey

and Gary responded that the survey will determine if Front Street qualifies as a Low-To-Moderate Income (LMI) neighborhood and if it does we can move forward with filing an Application for a CDBG Grant – she then offered to put a notice up on the Village Facebook page addressed to the Front Street residents only and how important it is to complete the Wage Survey, Gary stated that he will write something up, run it by the Mayor, Council and Allan and then forward it to her for release

- **2021 Budget** – confirmed that on May 26<sup>th</sup> he sent Council an email advising them that he will put the 2021 Budget Worksheets along with three cover letters, at everyone’s desk chair on May 28<sup>th</sup>; confirmed that he needs Council to review the budget sheets and contact him with any changes that they would like to consider making to the budget and he needs that input no later than July 1<sup>st</sup> – he asked if everyone picked-up their packet only Dennis announced that he had done so – he requested that all Council members and the Mayor pick-up their copies and do the review; confirmed that if he receives no input from Council on or before July 1<sup>st</sup>, what he submitted will become the tentative 2021 budget that you will need to vote on at the July 2<sup>nd</sup> Council Meeting – he asked if there are any questions or comments – none were offered

### Parks

Dennis and David reporting:

- ❖ Mayor Dibler asked if there is any update on the new playground equipment installation and David reported that he has no update
- ❖ Mayor Dibler asked when the picnic tables will be repainted and David responded that he plans to paint the tables on Sunday and to also open the Park on June 10<sup>th</sup> as authorized by the Governor as reported by Mayor Dibler; Gary raised concerns about the Park remaining open 24 hours per day and with the risk of continued vandalism; David suggested to open the Park from dawn to dusk if Dennis can assist him, Dennis agreed to do so
- ❖ Gary asked if Council wants to consider Community Service for the accused individual(s) of vandalizing the Park related to the Criminal Damaging letter received from the County Prosecutor’s Office; Allan stated that this is allowed and he can present our desires to the Prosecutor if the Village agrees to provide the materials and to supervise the work being done; David confirmed that he can find tasks for them to do and when advised by Allan that supervisor is a definite requirement David responded with “OK”

### Water & Sewer

Dennis and Ken had nothing to report.

## Streets

David reporting:

- confirmed that he is getting a bid to repair all of the streets in the Village; Gary stated that because we probably cannot afford to do the entire Village, he should obtain the bid on a street by street basis, David agreed to do so
- confirmed that the street sign on Reed Court has been reinstalled

## Zoning

Thomas had nothing to report.

- Ben reported that the gold colored car on E. Middle Street will be towed tomorrow
- Ben asked what a pool permit costs, no one knew and then Ben asked Allan for a smaller version of the Code Book & Property Maintenance Codes that he can carry in his vehicle, Allan agreed to provide him such a book next week
- Ben reported that he, along with the Sheriff Deputy, will be serving Bert Reed with papers between 10:00 AM to 2:00 PM on June 5<sup>th</sup>; Allan reported that Bert will have 60 days to correct from the date of being served and he asked if Ben has pictures and notes available for his use if a court appearance is necessary and Ben stated that he does
- Ben updated the cost for a new cell phone with a dedicated phone number for Village Zoning matters, the initial cost will be \$75 for the phone and set-up and \$25 per month thereafter
- **Dennis announced himself and made a motion to approve the Zoning phone expenses, Ken announced himself and seconded the motion. Roll-call vote; Dennis – aye, Ken – aye, Thomas – aye, David –aye.**
- Mayor Dibler asked Gary about the status of the culvert on Water Street; Gary confirmed that Carolyn, Allan and he had a teleconference call with the Wayne County Emergency Management Agency, Mr. Joseph Villegas, Director on May 20<sup>th</sup> about the Water Street culvert issue and tornado/severe weather alerts; confirmed that they reviewed the status and options that might be available; Mr. Villegas did look into possible options and sent us an email on May 27<sup>th</sup>; from that email, we will have to wait until a Federal or State Disaster is declared for Wayne County, it allows us to apply for up to 75% funding with 25% needing to be paid by the Village; the property is appraised at approximately \$65,000 and then we would have demolition, haul away and excavating with hazardous materials as a possibility this would drive everything up and his guess was a total of somewhere in the \$100,000 + range; this would work out

to a Village payout of \$25,000+; stated that we have a choice to either ignore the situation, or try to stop/divert water away from the house foundation behind the temporary wall we built and consider filing for one of the Disaster Grants when/if they become available; Allan stated that he spoke with the Owner of the property who is in the process of contacting an attorney and also is in the process of getting an appraisal on the property; the Owner stated that she will have her attorney Contact Allan when they are ready to proceed; Mayor Dibler stated that since the home owner never had insurance on the home thus impacting funding options that at this point the Village will not proceed with anything further at this point in time

- Gary reported that on the severe weather alerts we did gain some great information from Dir. Villegas and he asked Mayor Dibler to respond since she has already downloaded the app suggested by Director Villegas, the Mayor offered to send an email to Council members with the app information and to also copy Cathy for posting to the Village Facebook page to inform all Village residents about this app that can be made "Village specific" for such alerts

#### New Business:

##### Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, July 2<sup>nd</sup> at the new time of 8:00 PM
- ✓ confirmed depositing \$0.00 for April Traffic Fines
- ✓ confirmed that the cost for the "No Thru Trucks" signs are about \$30 each but he did not know if posts would be needed; David confirmed that posts are available in the storage shed; Mayor Dibler stated that we need these signs on Water, Mill, Henrietta and Grant Streets
- ✓ **Ken announced himself and made a motion to purchase 4 ea. No Thru Trucks signs at \$30 each, Dennis announced himself and seconded the motion. Roll-call vote; Dennis - aye, Ken - aye, Thomas - aye, David -aye.**
- ✓ confirmed that he will drop off documents at Village Hall that need signatures on June 5<sup>th</sup>, he will leave the May Meeting Minutes and Records Commission Meeting Minutes for Mayor Dibler to sign and the May Financial Reports for Council members to sign
- ✓ Ken confirmed signing the PO's that Gary left at Village Hall, thus we still need Chris to sign them as well
- ✓ Cathy asked if Council wants any of the many trophies that were found during the clean-out of the old Fire Station and Post Office, that were team trophies for the teams sponsored by the Village Fire Department years ago; she asked if the Village Historical

Society wants any of them, she reported that Roger Hartley would like a few of them and Roger thought that his son could recondition them, put new name plates on them and use them for future awards; Cathy also stated that there are coffee mugs along with hats if anyone is interested; Mayor Dibler stated that we really have no room and if any are to be kept it should only be a few; Cathy offered to look through them for consideration in keeping

- ✓ Cathy asked if we will meet at Village Hall starting in July and Allan responded that the Governor has not yet determined a date to allow meetings like this to take place; Gary reported that everyone needs to go to Village Hall before deciding and see how he has it laid out for social distancing – we may not be able to allow any guests as Council and other Officials would need to spread out thus not being able to accommodate any visitors

Old Business:

Gary had nothing to report.

**There being no further business to come before Council, David announced himself and made a motion to adjourn at 9:23 PM, seconded by Ken who announced himself. Roll-call vote; Dennis – aye, Ken – aye, Thomas – aye, David – aye.**

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris