

## VILLAGE OF BURBANK

PUBLIC HEARING & RESCHEDULED REGULAR MEETING: JUNE 23, 2015

Mayor Carolyn Dibler called the meeting to order at 7:16 PM.

A roll call was taken with the following officials present: Jason Balyer (arrived late), Dennis Rigerman, Ben Berger (arrived late), Chris Letzelter, Tracy Lenhoff and Gary Gallion. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer; James Brandenburg – Zoning Inspector, residents Zack Ashley, Aaron Berger along with Bob Morehead from The Post and Jonathan Scholles from The Daily Record.

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

### PUBLIC HEARING

Fiscal Officer, Gary Harris, reviewed the status of the 2016 Budget by stating that no one from Council contacted him or presented any changes to him from the Draft Copy of the Budget submitted to Council at the April 14, 2015 Council meeting. Therefore the Draft Copy will become the 2016 Budget that will be sent to the Wayne County Auditor's office for processing unless there are any changes by Council or the public. No changes were offered or presented.

**Chris made a motion to submit the 2016 Budget to the Wayne County Auditor's Office as distributed to Council on April 14, 2015, without any changes, seconded by Gary. 4 ayes, 0 nays**

This ended the Public Meeting.

### REGULAR MEETING

Minutes – May 18, 2015 Public Hearing and Regular Meeting

**Gary made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Tracy. 4 ayes, 0 nays**

#### Committee Reports:

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

#### Council Reports:

#### Safety

Tracy and Gary had nothing to report.

## Finance

Tracy and Gary reporting:

- Tracy read the Bills to be Paid and the Automatic Deductions amounting to \$10,931.01. **Tracy made the motion to pay the bills, seconded by Chris. 4 ayes, 0 nays.**
- Carolyn asked the Fiscal Officer to report the status of the 2013-2014 Audit recently completed; the Fiscal Officer reported that the “official” Audit Report Findings were released and confirmed that Burbank did pass the Basic Audit performed and had no findings to report that required any further action

## Streets

Chris reporting:

- ❖ Confirmed that he is making arrangements to apply Hot Patch for numerous road repairs in the Village during the June 27<sup>th</sup> weekend; Fiscal Officer reminded him of the need to sign “Releases” before any work begins; confirmed that he will contact Ben to obtain the contact information on the contractor Ben used to bid road repair work
- ❖ Reported that he will use the services of a resident who needs to perform 50 hours of Community Service to cut and trim trees, etc. in and around the bridge; confirmed that the individual has already signed the “Release” and he provided that copy to the Fiscal Officer
- ❖ Asked about the Grant from Ohio Public Works that covers “chip and seal”; the Fiscal Officer confirmed that he sent Chris the contact information so he could make direct contact to see what information is needed and when to apply for this Grant

## Zoning

Chris had nothing to report.

- ✓ Jim stated that he informed the owners of the Rose & Thistle Antique store that he will inform Council of their desire to install a “bollard” to prevent trucks from hitting the edge of their building closest to the street intersection; he also told the owners that this would be at their own expense as would any maintenance and that the Village assumes no liability in this matter; Jim commented that the owner’s want to refurbish the property in appearance
- ✓ Allan advised Council that Medina installs these “bollard’s” and asked if Council wants to spend the monies to install; Council did not comment or make any offers; Jim asked Council if there were any objections to allowing the owner’s to install the “bollard”; Chris commented that it needed to be on the owner’s property otherwise ODOT would need to approve the work; no objections or comments were made by Council

- ✓ Jim read the Zoning Report; he confirmed that he will be sending out letters to those residents who performed work without obtaining the necessary permits; he confirmed that he will be sending out letters to residents where clean-up is required and one site that has a car that needs to be removed
- ✓ Gary said that he was contacted by resident Linda Gray on a Zoning matter and how her property is zoned due to her recent tax increase after reappraisal; Allan confirmed that he had spoken with this resident, apparently after she spoke with Gary, and Allan will send her a confirming letter as to their discussion on this matter and the options that she has as relates to the property in question

New Business:

Gary Harris reporting:

- ✚ Confirmed that our next Council Meeting is July 14<sup>th</sup> and expressed his desire that there always be five Council members present in order to complete all business especially those times when a new Ordinance or Resolution needs to be prepared and have its first reading. Due to new business that can arise during any Council meeting requiring an Ordinance or Resolution to be read and voted on justifies the need for five members to be present at all Council meetings
- ✚ Confirmed depositing \$50 for a Porch Permit and \$750 for the sale of Lot 93
- ✚ Gave Council a 12 month advance notice of the need to file an Ordinance or Resolution to the Wayne County Auditor to certify the tax valuation on three General Fund Levies that expire in 2016 and asked Council to begin thinking about these levies
- ✚ Confirmed investigating the Ohio Checkbook Program being promoted by the Ohio Treasurer's Office for transparency for all Ohio subdivisions who would like to participate; Gary asked if the Fiscal Officer felt that this was a good program to participate in and if he had any concerns; the Fiscal Officer confirmed that it looks to be a good program, based on the limited information that is available as well as the discussion that he had with the Ohio Treasurer's Office
- ✚ **Gary made a motion to authorize the Fiscal Officer to proceed to sign-up and participate in this program, seconded by Dennis. 4 ayes, 0 nays**
- ✚ Distributed a Draft copy to Council proposing the creation of an Audit Committee; with such a committee in place, and functioning as described in the draft document, it offers the potential to continually pay invoices without having to wait for Council's pre-approval thus avoiding any potential for any late payments; he recommended that Council review the draft copy as there is added responsibility for each member of the proposed Committee as well as for the authorized check signers and to be ready to discuss this at the July

Council meeting; the Fiscal Officer felt that the transparency offered by this program is also good for the Village

- ✚ Carolyn presented to Council a proposal to purchase new flags (US and State) as well as new poles and bases for a total of \$370.57 which includes the freight costs; Council suggested she investigate purchasing flag storage boxes for both existing flags for possible display at Village Hall due to the age of these flags; Chris asked if this would be paid through the General Fund and the Fiscal Officer responded that yes it would
- ✚ **Chris made a motion to authorize the purchase of new flags, poles and bases for a total delivered price of \$370.57, seconded by Tracy. 4 ayes, 0 nays**

#### Old Business:

Gary Harris reporting:

- Confirmed that he has not heard back as to the Village receiving approval to post Ordinances and/or Resolutions at Trinity United Methodist Church; Jim offered to follow-up on this and requested the Fiscal Officer to send him an e-mail with the details
- Reported that he sent out 5 bids for engineering plans and specifications for the work to be done under the Block Grant and 3 of the 5 “no bid” the work; he has two bids in hand but will try to obtain at least one more bid in an effort to obtain the lowest cost possible to the Village for the engineering side of this project
- Confirmed that he sent colored photos and a letter to the Wayne County Planning Department that stated the Villages responsibility to cover any construction cost overruns related to the Block Grant construction work; he also confirmed copying Council on this letter
- Confirmed receiving the Workers Comp. Insurance Certificate from Nev’s for the March snow plowing and salting but that this work was done without this insurance in effect at that time; the old policy expired 2/28/15, the new policy took effect 3/26/15 and the work was done in early March; expressed his concern in using Nev’s for future work due to the difficulty in obtaining insurance documents while this contractor is under contract with the Village
- Confirmed that he still needs to investigate Village investment options to see if we can invest in higher yield investments and still remain within State guidelines for making such investments
- Allan did the first reading of Ordinance 2015-07 an Ordinance requesting the Wayne County Auditor to certify the tax valuation of the Village and the amounts that would be generated by replacement of the three mil Park Levy and the five mil Police Levy which are collectable through the year 2016 and declaring the same an emergency

- **Gary made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2015-07, seconded by Ben. 5 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2015-07 as an emergency, seconded by Ben. 5 ayes, 0 nays**
- Allan did the first reading of Ordinance 2015-08 an Ordinance accepting a bid for the purchase of lot no. 93, parcel no. 08-00066.000, authorizing execution of a deed by the Mayor of the Village to complete such sale upon receipt of the purchase price, and declaring the same an emergency
- **Gary made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2015-08, seconded by Dennis. 5 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2015-08 as an emergency, seconded by Dennis. 5 ayes, 0 nays**

### Parks

Jason and Dennis reporting:

- Confirmed that they now have a complete bid to do all of the work in the Park at a revised price of \$10,500; Fiscal Officer requested a copy of the final bid price for this work that includes this contractor providing the absorbing ground cover, all repairs will meet PEP specifications and the haul-away of all materials; Jason confirmed that the Village needs to purchase the two new basketball back boards and that he will have this cost to the Fiscal Officer by Friday along with the final bid from the contractor
- **Jason made a motion to approve a Purchase Order in the amount of \$10,500 to be issued to Brannam and Associates for the work in the Park as per the final bid after it is received, reviewed and approved, seconded by Dennis. 5 ayes, 0 nays**
- Gary asked if Jason was aware of the residents having a meeting to discuss what they want to do in the Park to help improve the Park; Jason confirmed that he was aware of the meeting and their willingness to donate labor to do the work; Allan reminded Council of the need to have any and all volunteers sign the “Release” and Jason confirmed that he would do so
- Jim asked Jason to contact Leo about cutting the grass at 121 South Street for \$40 per cutting; **Jason made a motion authorizing Leo to mow this grass as part of the contract that Leo has with the Village for mowing the Park up to \$40 per cutting, seconded by Tracy. 5 ayes, 0 nays**

- Jason asked if residents can have community yard sales and if so is a motion needed; Allan confirmed that no motion is needed and they are OK to proceed unless Council has any objections; no objections were offered

Water & Sewer

Jason and Dennis had nothing to report.

Public Participation:

Nothing offered.

**There being no further business to come before Council, Chris made a motion to adjourn at 8:40 PM, unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris