

**VILLAGE OF BURBANK**  
REGULAR MEETING: JULY 7, 2016

Mayor Carolyn Dibler called the meeting to order at 7:04 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Chris Letzelter, Tracy Lenhoff and Gary Gallion. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Jim Brandenburg - Zoning Inspector; residents Ken Dibler, Leo Rowe, Bert Reed, Linda Gray, Cathy Kopp, Barb Bishop, and Lori Menk; visitor Lisa Lipp with The Daily Record.

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

Minutes -June 2, 2016 Public Hearing & Regular Meeting

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

**Gary made a motion to excuse Chris Norton, seconded by Chris. 4 ayes, 0 nays**

Committee Reports:

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

Council Reports:

Safety

Chris and Tracy had nothing to report.

Finance

Tracy and Gary reporting:

- **Tracy read the Paid Bills and automatic deductions amounting to \$3,109.19. Tracy made a motion to accept the Paid Bills, seconded by Gary. 4 ayes, 0 nays**
- The Fiscal Officer responded to Council's request at the June meeting and reported that the cost to add a paved berm to Water Street, 18" wide on both sides of the street from the intersection of SR 83 to the intersection of Henrietta Street with a construction cost adder of \$6,000 and \$2,000 for engineering for a total of \$8,0000; he then asked Council to issue a motion if they wanted to add this scope of work to the formal cost estimate received from Engineering Associates
- **Chris made a motion to approve adding the paved berm to Water Street for a cost adder of \$8,000, seconded by Tracy. 4 ayes, 0 nays**

- The Fiscal Officer requested Council to respond to his June 30, 2016 e-mail asking them to review the Sewer Billing document listing all addresses receiving a sewer bill having a Burbank mailing address but excluding those addresses outside of the Village limits as well as any commercial, demolished and/or abandoned properties; after some additional discussion and review a list was given to the Fiscal Officer and this will be used to identify each resident who will be asked to complete a confidential Income Survey
- A question and answer period then took place between the residents in attendance, Council and the Fiscal Officer asking for details about why the Income Survey is needed, confidentiality, persons distributing the survey, dates of survey and some advance notification/explanation to Village residents
- **Chris made a motion to authorize the mailing of advance notices to all Village residents that will include dates, times, questions to be asked and who will be visiting all residents and asking the survey questions, seconded by Tracy. 4 ayes, 0 nays**
- **Chris made a motion to tentatively schedule the dates for the survey those being August 11<sup>th</sup>, 13<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup> and 27<sup>th</sup>, seconded by Tracy. 4 ayes, 0 nays**
- Council also agreed that Village Name Tags will be worn by all those asking the Income Survey questions, those being the Mayor, all Councilmembers and the Fiscal Officer taking part in this effort; Jim volunteered to supply the Village Name Tags for this task
- The Fiscal Officer requested that Council also provide a list of all streets prioritizing the order that streets will be repaired/repaved, storm sewers removed and replaced and existing sidewalks repaired/replaced to make them ADA compliant as also requested in his June 30<sup>th</sup> e-mail; Council discussed and ranked the streets and supplied the list to the Fiscal Officer after everyone completed their Street Condition and Prioritizing sheets; the Fiscal Officer also added the requirement for Council to confirm all “culverts” in the Village as this is also a reporting item in the Ohio Public Works Commission Grant documentation – such list was provided by the end of the meeting

### Parks

Dennis reporting:

- ✚ Confirmed that he ordered two Basketball Backboards with hoops and that he will try to have them installed this upcoming weekend
- ✚ Confirmed that he investigated the amount of mulch needed for the playgrounds and he calculated that it will cost approximately \$5,000 for the 150 yards of mulch required; he confirmed that the bid of \$14,500 quoted by Brannam & Associates remains a possible option and that the contractor

stated that all work would meet insurance requirements; Lori Menk stated that there may be some individuals and/or businesses willing to donate mulch and playground equipment and that she is willing to assist in this effort; Leo Rowe reported that he has extinguished some mulch fires in the park probably caused by a cigarette being carelessly discarded

- ✚ A discussion took place between Council and the residents about one of the slides in the Park needing to be removed and relocated or the tree with exposed roots needs to be removed; the slide does have other non-compliance issues; no final resolution was agreed upon by the end of the Council Meeting
- ✚ The Fiscal Officer reminded all that either a Contract and/or a Purchase Order must be in place before any work in the Park (upgrades and repairs) begins

### Water-Sewer

Dennis had nothing to report.

### Streets

Gary reporting:

- ✓ Confirmed that the foundations have been installed for the Traffic Light Pole and Battery Back-up; a resident stated that a “black wire” was on the ground in the area of this work and Chris stated that he would rehang the wire
- ✓ Allan confirmed that it cost the Village \$200 to have the easement appraised that was needed for the Traffic Light Pole and the value of the donated property was appraised at \$1,800
- The Fiscal Officer requested status on Road Repair Contract; Street Chairs confirmed no contractor has yet been located; Chris stated that he has a phone number for a possible contractor that he will provide to Gary

### Zoning

Chris had nothing to report.

Jim reporting:

- o Read the Zoning Report
- o Reported that Bear Towing has passed on towing any vehicle with a Zoning violation from Burbank due to legal considerations
- o Reported that the property owner at 227 East Middle Street wants to leave the existing structure while a new home is built on the property; Allan advised to put a time restriction in the Permit limiting the time allowed for the existing structure to remain on the property
- o Reported that the garage at 121 South Street was removed without any notification to him and a reported problem from an adjacent property as a result of that work; Jim advised the Fiscal Officer to delay any payment until this is resolved

- o A discussion took place about vacating property on Grant Street and the need to obtain adjacent property owners agreement; the Fiscal Officer asked if by vacating this property will there be any impact to the storm sewer replacement, road repair and/or added costs for the Village - Allan responded that there would be no such impacts

#### New Business:

Gary Harris reporting:

- Confirmed the next Council meeting will be Thursday, August 4th
- Confirmed depositing \$190 for May Traffic Fines
- Reported that he has one CD maturing on 7/17/2016, unless Council disagrees he will allow this CD to roll-over and remain invested at the current interest rate of 0.35%; no disagreements were raised
- Reported that he was contacted by the Wayne County Environmental Division and the need for the Village to “cap” the sewer line at 121 South Street; until this is done the Village will be invoiced for sewer billings; he also stated that per the Wayne County Health Department it will be our responsibility to inform any new buyer to “hook-up” to the sewer line
- **Chris made a motion to authorize up to \$500 to “cap” this line, seconded by Tracy. 4 ayes, 0 nays**
- Reported that the Ohio Public Works Grant Application is in process for the Water Street road repair and storm sewer removal and replacement and that both he and Engineering Associates are working on all required documentation; he plans to present the completed Application and supporting documents at the 9/1/2016 Council Meeting and he will need a motion to approve submitting the Grant Application to the Ohio Public Works Commission to meet the 9/22/2016 filing deadline
- Carolyn reminded all visitors present that we still have the need to fill one vacated Council seat and to qualify you need to be a resident who has resided in Burbank for at least one year
- **Gary made a motion to approve spending up to \$200 for traffic cones and to mark the cones with “VOB”, seconded by Dennis. 4 ayes, 0 nays**
- Dennis commented that near to where he lives on Friday and Saturday nights there is illegal burning, parties, etc. and the Police seem to never be around; Carolyn stated she will contact the Chief of Police in Creston
- Chris asked for confirmation if parking on the grass between the sidewalk and road is illegal; Allan/Jim stated that yes it violates our Zoning rules and they should be ticketed; Carolyn stated that she will also mention this to the Chief

#### Old Business:

Gary Harris reporting:

- Requested an update on Kimble's Workers Compensation Certificate, it has not yet been received and it expired on 6/30/2016; Allan stated that he will follow-up on this with Kimble's
- Stated that he has not seen any signed "Releases" for volunteers working on the Mural in the Park; Barb Bishop confirmed that she has some and that she will mail or drop them off on a Saturday when the Fiscal Officer is at Village Hall; the Mayor reminded those in attendance that signed "Releases" are needed before any work, by any and all individuals, begins
- Stated that Council needs to decide by the time of the August Council Meeting the type/millage of Levy to put on the Ballot in 2017 for the three (3) General Levis that are soon to expire; in October he will request an Ordinance to have the Auditor review the revenues for these Levies, in November he will ask for a Resolution accepting the rates listed by the Auditor and file in December with the Board of Elections for a May Ballot
- He asked if this will be considered a "Special Election" with costs needing to be paid by Burbank; Allan confirmed yes this is the case if no other elections are taking place in May and he stated that he would investigate the potential cost to the Village for a "Special Election"

Public Participation:

- ✚ Barbara Bishop updated all those in attendance on the mural to be painted on a wall in the Park in recognition of Village veterans along with historic sites appearing on the mural; she expressed her appreciation to Village Council for allowing this project to proceed and for the support displayed by Council; she stated that all materials needed for the mural have been donated and the offer by the Village to help in paying for materials will not be needed; Barbara named those individuals who have donated - Mr. Jim Howell owner of H & H Construction out of Wadsworth, Lowes in Wooster, Jim Brandenburg, Barbara and Richard Bishop
- ✚ Barbara Bishop confirmed that the mural wall has been primed and that she will draw the mural onto the wall by the time of the Pot Luck in the Park taking place at 2:00 PM on July 17, 2016 with the opportunity for all to volunteer and do some painting; she confirmed targeting having all work completed by Veterans Day, Friday, November 11, 2016
- ✚ A request was made for Council to consider adding steps in the Park taking you from the bottom of the hill in the Park up to W. Middle Street
- ✚ Bert Reed reported that the Culvert on E. Middle Street near Linda Gray needs work and is washing-out
- ✚ Some residents voiced displeasure with the delay in receiving "rebates" from Waste Management for the prepaid monies covering the 1<sup>st</sup> Qtr. in 2016 with some residents even paying beyond 1<sup>st</sup> Qtr.; this issue surfaced as the

contractor was not awarded the new contract that went into effect the end of February, 2016; Allan will send a letter to the contractor on this issue

**There being no further business to come before Council, Gary made a motion to adjourn at 9:35 PM, seconded by Tracy. Unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris