

**VILLAGE OF BURBANK
REGULAR MEETING, JULY 20, 2018**

Mayor Carolyn Dibler called the meeting to order at 7:13 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler, Tracy Lenhoff and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Ben Berger - Zoning Inspector and visitor Bob Morehead with The Post.

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

Minutes - June 7, 2018 Regular Meeting

Chris made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Lori. 5 ayes, 0 nays

The Mayor reported that Councilman Jeff McCaffrey has resigned from Council and moved to Atlanta, GA to take a new position with a new employer and that an open seat now exists on Council.

Committee Reports:

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

Council Reports:

Safety

Lori and Tracy reporting:

- the Mayor read the June Police Report
- confirmed that barriers are now installed on the north side of E. Middle Street east of Diagonal Road due to the "wash out" of a section of the road; Chris confirmed that the unprecedented rainfall amounts are the probable cause and even enlarging the culvert size may not handle the rainfalls being experienced; Ken suggested contacting Wayne County about the possibility of farmland runoff and possible rerouting of runoff flows

Finance

Tracy and Ken reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$5,362.57. **Tracy made the motion to accept these payments, seconded by Ken. 5 ayes, 0 nays.**

Gary reporting:

- Small Government update- we have received the Grant Agreement from Small Government/OPWC that includes a \$70,720 Loan; My confirming schedule to be sent to OPWC is to start the engineering phase on 9/10/18 and end 01/02/2019, bid the project starting 01/03/2019 and end bidding on 02/28/2019 and begin construction on 4/15/19 and end by 09/30/19; recently I received the Promissory Note for the repayment of the loan - based on language contained in the note, I questioned the Program Administrator about the possible "change" in the amortization period to something less than 30 years i.e. 1 year and received confirmation back that this will not happen - any questions or comments about this or any other aspect of the Grant - none were offered; I will **ask for a motion from Council to authorize the Mayor to sign the Agreement and authorizing the Mayor and Fiscal Officer/Project Manager to proceed to sign and approve all future related documentation including Loan documents, purchase orders, releases, Disbursement Requests and all other project related documentation so moved by Lori, seconded by Tracy. 5 ayes, 0 nays**
- Block Grant update - the WCPD has gone out for construction bids on June 29th, bids are due back on July 31st and I will be present during the opening as the contractor to be awarded the work is determined - any questions or comments - Lori asked when the work is scheduled to be completed and Gary reported that the plan is to complete the project yet this year
- Nature Works Grant update - they confirmed receiving our final paperwork for this Grant - that documentation was the Flood Plain Administrator's Report and other documents completed by Allan and Ben at June's meeting; we are now on hold while ODNR reviews all applications and awards the Grants this Fall - any questions or comments - none were offered
- Allan reported that there are no updates on delinquent property taxes other than payments are being made by those who negotiated terms with the County Prosecutors Office; confirmed that 118 W. Middle Street has not yet been put up for Sheriff Sale - Lori confirmed that she knows someone interested in this property and Allan suggested that she contact the Auditor's office and alert them to this as it may move the sale of this property forward for this Parcel # 8-210
- Allan reported that the 121 S. Street property has been sold, the County required a new property survey and he obtained two bids, one from Engineering Associates costing over \$2,000 and one from Cornerstone Surveyor's costing in the hundreds of dollars - he had Cornerstone do the survey and proceeded to issue a check for the net proceeds that he handed over to the Fiscal Officer; Gary confirmed depositing the net proceeds in the amount of \$11,341.00 into the General Fund

Parks

Dennis had nothing to report.

- ✚ Lori confirmed that one of the pavilions was rented out and found out after the fact that it was to have been for the Village celebrating its upcoming 150-year anniversary but no public notice was ever given nor was Council advised in advance; Lori reported that the park and pavilion were clean after the rental

Water & Sewer

Dennis and Ken had nothing to report.

Streets

Chris & Lori reporting:

- o confirmed that the Stop signs have been reinstalled
- o confirmed no priorities have yet been set for needed street repairs this year
- o confirmed that the signs to be ordered for the PEP Grant include “Slow Children At Play”, “No Engine Brake” (Lori is contacting the Wayne County Highway Department for a source for this sign), new sign posts, safety cones and barrels
- o confirmed the need to do more storm sewer jetting near the intersection of E. Middle and Henrietta where our past Zoning Inspector filled a catch basin with stone and this may now be causing a “back-up” problem for the Church on S. Street; Fiscal Officer confirmed that they still have \$1,320 remaining in approved monies for this work
- o confirmed that Dynamerican jetted from 124 W. Middle Street to the creek and through that process found more catch basins than previously realized; confirmed installing some temporary grates for those that were broken and are in the process of determining what is actually needed along this street for replacement grates

Zoning

Chris had nothing to report.

- ❖ Ben read the zoning report
- ❖ Ben confirmed that he is getting a quote on the Water Street repair near the culvert for damage caused by debris at the culvert entrance; a discussion took place about liability for blocking a culvert and Allan reported that if the blockage is proven to have been caused by a specific resident, that resident becomes liable for the clearing costs as the Village is responsible for maintaining a clear natural waterway
- ❖ Allan did the first reading of Ordinance 2018-05 “An Ordinance of the Village of Burbank, Ohio amending the Village Zoning Code, Ordinance No. 2004-10

and its amendments, in order to change the regulations with regard to swimming pools, the permit requirement for small accessory buildings, and the maintenance and cleaning of sidewalks in the Village, and the keeping of small livestock in the Village”

- ❖ the Mayor delayed voting on this Ordinance in order to give time to our citizens to participate in this discussion on these topics at the August Council Meeting where the 2nd reading will take place and the 3rd and final reading at the September Council Meeting; the Mayor recommended that this Ordinance be posted onto the Village website and Facebook page; Allan is to send another copy of this Ordinance to Council members

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, August 2, 2018
- ✓ confirmed depositing \$362.00 for May Traffic Fines

Old Business:

Gary Harris reporting:

- asked if a decision has been made about re-roofing the storage shed in the Park – Council confirmed that they will review the bids
- Lori asked the Mayor to reach out to the Veteran Services organization in Wayne County about the posting of banners in the Village offering the services of this organization; she confirmed that she had contacted LMRE and they said any such banners will be removed if work on the pole that they are attached to needs to be accessed

Public Participation:

Nothing offered.

There being no further business to come before Council, Lori made a motion to adjourn at 8:15 PM, seconded by Chris. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris