

**VILLAGE OF BURBANK
REGULAR MEETING, AUGUST 1, 2019**

Interim Council President, Carolyn Dibler, called the meeting to order at 7:02 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Tracy Lenhoff, Ken Dibler and David Wilkinson. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer, Zoning Inspector – Ben Berger; residents Cathy Kopp, Mary Yost and visitors Dave VanNewkirk, Emily Morgan with The Daily Record and Bob Morehead with The Post newspaper.

Carolyn asked everyone to stand and Pledge Allegiance to the Flag.

Carolyn made a motion to excuse Chris Norton, seconded by Tracy. 5 ayes, 0 nays

Minutes – July 11, 2019 Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Carolyn and Tracy had nothing to report.

Finance

Ken and Tracy reporting:

- read the Paid Bills and the Automatic Deductions amounting to \$5,236.75 – offered the detailed list to anyone wanting to know the specific payments – no requests were made; **Ken made the motion to accept these payments, seconded by Tracy. 5 ayes, 0 nays.**

Gary reporting:

- **Small Government** – the Grant Agreement for Small Government/OPWC (for the Henrietta and Hower Streets Storm Sewer and Pavement Improvements)

confirmed that construction started last Friday with a targeted completion by the end of August (weather permitting); only issue at this point is the castings (grates) for the catch basins and the associated lead times; they uncovered a small catch basin right behind the old fire station (which is in the process of transferring title to Roberts Automotive) and the site tech for Engineering Associates states that it is half way in the right of way and half way on that property – he mentioned this in the event that Roberts Auto Care asks for assistance in correcting any defects i.e. top grid broken – he asked if there were any questions or comments – none were offered

- **Nature Works Grant** – confirmed that ODNR did answer his e-mail asking about the timing of any decision to award the Grant(s) and responded with a target for the end of October– he asked if there were any questions or comments – none were offered
- **OPWC Grant Application (Front Street Storm Sewers & Repaving)** – confirmed that he is in the early stages of working on the 2019 OPWC Grant Application for this project and will have it available for Council review/approval at the September 5th meeting and that he plans to deliver it to the WCPD by the due date of September 18th; he asked if there were any questions or comments – none were offered
- **2019 CDBG Grant Application** – this is the approved Grant for replacing the sidewalks on Mill Street – confirmed that the Commissioner’s won’t receive a grant agreement until sometime in September of 2019. Once they receive the grant agreement the County will begin the Environmental Review process and then advance into the bidding process to hire an engineering firm to design the project; confirmed that in the meantime before receiving the grant agreement the State could possibly need more information about any one of the projects that have been submitted – he asked if there were any questions or comments – none were offered

Parks

Dennis and David reporting:

- ✚ confirmed that the clean-up at the Old School Park has started; Gary asked when the project will be completed since the Purchase Order expires August 31, 2019 and David stated that he will find out and report back
- ✚ confirmed that the electrical work in the Park is scheduled to begin next week with a one-week completion schedule; Gary confirmed that he has located funding to pay for the additional work in the Park, beyond that already approved; Council asked where the monies were located and he confirmed in the General Fund

- ✦ **Carolyn made a motion to increase the Purchase Order to John Walter, Electrician, General Contractor in the amount of \$1,600 for the additional work in the Park, seconded by David. 5 ayes, 0 nays**
- ✦ Cathy Kopp confirmed that a group of three (3) volunteers from the Brethren Volunteer Service, affiliated with the Church of the Brethren arrived in Burbank unannounced offering to assist and Robert's Auto Care suggested that they speak with Cathy who put them to work cleaning tables and sweeping the Shelters in the Park
- ✦ Cathy Kopp confirmed that there will be another Rib Cook-off at Millers Grocery to raise additional funds for the Park and a Park Clean-Up date is scheduled for August 10th beginning at 9:00 AM
- ✦ **Carolyn made a motion to invest the net proceeds from the Rib Cook-off into the reserved funds for the Sesquicentennial Celebration, seconded by Dennis. 5 ayes, 0 nays**
- ✦ Carolyn and Cathy commented that residents and some of management from JAG Healthcare will be attending the 150th Celebration in the Park

Water & Sewer

Dennis and Ken had nothing to report.

Streets

Carolyn had nothing to Report.

Zoning

David and Zoning Inspector Ben Berger had nothing to report.

- ❖ Mary Yost, representing her parents, which is the house being undermined by the drainage through the culvert on Water Street, asked the status of the Village investigation into this matter; Allan stated that the Village had a quote of \$9400 earlier this year to do the clean-out of Killbuck Creek and that the Fiscal Officer obtained an estimate of \$58,600 to reroute the culvert and backfill the damaged area – he also stated that he is not too optimistic that the Muskingham Watershed Authority will approve the rerouting of the culvert but that he will include both bids in the Application that he will generate for this work; Allan stated that he will also contact the bidder for the creek clean-up to confirm if the pricing is still valid; Gary stated that he will confirm pricing for a temporary fix suggested by Engineering Associates and that he will also provide the contact name at URS to Mary Yost after

he speaks with them to determine if they are the firm that designed and installed the current culvert; Ken stated that Council may need to call a Special Meeting once pricing for a temporary fix is obtained

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, September 5th at 7:00 PM
- ✓ confirmed depositing \$754 for June Traffic Fines
- ✓ confirmed consolidating the Village CD investments from the current six down to three as authorized at last month's meeting
- ✓ confirmed that LMRE will be installing LED street lights on E. Middle Street within the next few weeks and Council can decide if they want to have the entire Village street lights changed over to the LED lighting system
- ✓ confirmed that the Auditor of State's Office has accepted the Audit Report from the Independent Accounting Agency who just recently completed the 2016/2017 financial Audit on Burbank
- ✓ requested a **Motion from Council authorizing the Fiscal Officer to purchase a Single Event Insurance Policy for the August 18th Sesquicentennial Celebration at a cost of \$250, Carolyn stated so moved, seconded by Tracy. 5 ayes, 0 nays**

Old Business:

Gary Harris had nothing to report.

Public Participation:

Nothing was offered.

There being no further business to come before Council, Tracy made a motion to adjourn at 8:01 PM, seconded by Carolyn. Unanimous.

X

X

Acting Mayor, Carolyn Dibler

Fiscal Officer, Gary Harris