

VILLAGE OF BURBANK
REGULAR MEETING: OCTOBER 13, 2015

Mayor Carolyn Dibler called the meeting to order at 7:25 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; James Brandenburg - Zoning Inspector, residents Ken Dibler and Leo Rowe and visitors Heidi Matthews from Congressman James Renacci's office and Brock Yoder a Canaan Twp. Trustee candidate.

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

Dennis made a motion to excuse Jason Balyer and Ben Berger, seconded by Tracy. 4 ayes, 0 nays

Minutes - September 8, 2015 Regular Meeting

Dennis made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Chris. 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 reporting:

- Tracy read the Bills to be Paid and the Automatic Deductions amounting to \$13,673.90. **Tracy made the motion to pay the bills, seconded by Chris. 4 ayes, 0 nays.**
- Gary Gallion reporting for Gary Harris that in the last 30 days we had 8 visitors to our Ohio Checkbook website, 3 were returning visitors and 5 were new visitors; if Council is interested I will report on visitors to this website at all future Council meetings; as the Fiscal Officer I receive a report anytime anyone who visits our website has a question they want answered - I will also report to Council on any and all such inquires as the software allows anyone viewing data to send me an electronic question by simply double clicking any column and pop-up screen

Parks

Dennis had nothing to report.

Water & Sewer

Dennis had nothing to report.

Streets

Chris reporting:

- ❖ Reported that he will try to have Nev's at next month's meeting and that there may be a few other people interested in the plowing contract

Zoning

Jim reporting:

- ✓ Distributed and then read the Zoning Report
- ✓ **Chris made a motion to authorize the Zoning Inspector to line-up volunteers and rent a dumpster to take down the garage at the Heffelfinger property after October 16, 2015, seconded by Tracy. 4 ayes, 0 nays**

New Business:

Gary Gallion reporting for Gary Harris (except for the first item):

- ✚ Confirmed that a new business is starting in the Village, Burbank Beauty Salon, located at 136 E. Middle Street with an Open House on Sunday, October 18th from 2:00 to 6:00 PM
- ✚ The Waste Management Contract expires 2/28/16; the contract has the option to extend +1 year with a 2.5% increase up to \$13.92 versus the current \$13.58; if we want to stay with Waste Management (WM) we only need to vote on it and I will forward our vote to WM with no additional paperwork needing to be signed; the deadline for obtaining additional bids should be December, 2015 with a deadline to vote at our January Meeting and the deadline to sign any new contract being our February, 2016 meeting
- ✚ Pointed out to Council that next month we have two critical levies coming up for a vote - Police and Parks both of which need to pass to avoid a severe reduction for both departments and/or elimination of funding in total for one or both - Council support is, in my opinion, critical to passing these levies by visiting Village residents
- ✚ \$72 was deposited for September Traffic Fines
- ✚ Comments about contracts were read - since all of you reside in the Village and some of you have contracts or will have contracts on such things as plowing, mowing, road repair, police protection, etc., it is important that you realize that you who sit on the various department chairs are responsible to

manage these contracts; this is critical because we pay monies for these services and only you can determine if the work being charged is legitimate or not; also do not allow your contractors to determine how frequently to plow, mow, have police presence in the Village, etc.; treat all contracts as though the money is coming out of your own personal pockets - which it is, and avoid not monitoring it as close as you might because "the Village is paying for this" - who is the Village?

- ✚ For any current and future private properties mowed for the Village, the Zoning Inspector prefers to contact the contractor as to when a mow is needed
- ✚ I will participate in a webinar on 10/15/2015 regarding how to maintain ohiocheckbook data uploads and other management functions
- ✚ **Chris made a motion that every Council Member will follow the Purchasing Policy as published in the Village of Burbank Code of Miscellaneous Ordinances beginning on page 4 without exception and will never allow any work and/or securing of materials or any other type of cost exposure to the Village until a Purchase Order and/or other form of a Contract is in the possession of the Council Person and/or vendor/Contractor; in addition, Council agrees to follow, without exception (unless necessary due to an emergency situation), the June 2, 2014 procedure entitled "Payments to Vendors and/or Contractors" which was distributed to all of Council on June 2, 2014, seconded by Dennis. 4 ayes, 0 nays**
- ✚ **Chris made a motion to approve spending \$3,175 and issuing a Purchase Order to Summit Supply for 2 ea. Backboards, 1 ea. Hercules II (Ladder & Slide Poles) and 1 ea. Freight expense; monies to be paid from the Playground Equipment Fund with any additional needed monies to be paid from the Parks Equipment/Furniture account, seconded by Tracy. 4 ayes, 0 nays**

Old Business:

Gary Gallion reporting for Gary Harris:

- Confirmed no update on obtaining a Road Repair Contractor
- Confirmed no update on any Public Works Grant for street Chip & Seal
- Confirmed that the Block Grant status is that the Village is waiting on the Official Notice of award from Wayne County and/or State of Ohio
- **Chris made a motion to approve 1 more "mow" on the Heffelfinger property for the 2015 season, seconded by Dennis. 4 ayes, 0 nays**

Public Participation:

Nothing offered.

There being no further business to come before Council, Chris made a motion to adjourn at 8:20 PM, seconded by Dennis. unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris