

**VILLAGE OF BURBANK
REGULAR MEETING, NOVEMBER 1, 2018**

Mayor Carolyn Dibler called the meeting to order at 7:07 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler, Tracy Lenhoff, Lori Menk and David Wilkinson. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Ben Berger - Zoning Inspector; residents Cathy Kopp, Linda Gray, Bert Reed, and visitors Bob Morehead with The Post, Officer Nagy, Officer Gather and Joe Villegas with Wayne County EMA.

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

Minutes - October 4, 2018 Regular Meeting

Ken made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Lori. 6 ayes, 0 nays

The Mayor Introduced Mr. Joseph Villegas with the Wayne County Emergency Management Association and invited him to address all present; Mr. Villegas reviewed the workings of the agency as well as how important it is for all subdivisions to pass legislation adopting the Hazard Mitigation Plan as distributed to all subdivisions within Wayne County; he confirmed that if all subdivisions adopt this plan it will be easier for Wayne County to apply for FEMA assistance in the event of natural disasters and/or mitigating (improving) areas prone to flooding, flooding damage and other such hazards; he confirmed that the plan for Wayne County has been approved by FEMA and it is now in effect; Council touched upon the drainage repairs needed in the ditch running from E. Middle Street north to the point of discharge into Killbuck Creek; Council asked Mr. Villegas to set-up a time to meet with Village officials to explore possible assistance options on this matter

Allan did the 2nd reading of Resolution R2018-08, "A Resolution of the Village of Burbank to Adopt the June 12, 2018 update of the Wayne County Hazard Mitigation Plan"

Lori made a motion to waive the 3rd reading of Resolution R2018-08, seconded by Chris. 6 ayes, 0 nays

Chris made a motion to adopt Resolution R2018-08 as an emergency, seconded by Tracy. 6 ayes, 0 nays

Committee Reports:

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

Council Reports:

Safety

Tracy and Lori reporting:

- Lori read the October Police Report
- The officers were asked what can be done about loud cars and “boom boxes”; the officers confirmed that if regulations on these are in our Code of Violations they can cite the individuals involved; Allan confirmed that Burbank does have this in our Code of Violations and asked the officers to violate any offenders under the Ohio Revised Code to avoid Burbank having to pay for any jail time that offenders are subject to

Finance

Tracy and Ken reporting:

- Ken read the Paid Bills and the Automatic Deductions amounting to \$14,829.36 and offered to review each transaction if so requested – no requests were made. **Ken made the motion to accept these payments, seconded by Tracy. 6 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) we remain in final design and still plan to go out for construction bids in the 1st Qtr. of 2019 with a desired start in early Spring and completion by or before the end of September, 2019 – any questions or comments – none were offered
- CDBG Grant - Mid Ohio Concrete has completed the sidewalks and we are only waiting on the invoice in order to process the final payment; this project came in \$623.93 under allowed costs for the construction costs (\$67,479.47 vs \$68,103.40) - any questions or comments – none were offered
- Nature Works Grant we have been informed that we were not awarded this Grant this year – we were given the option of carrying the Application forward for automatic inclusion in next year’s cycle; he has asked to meet with the officials to gain a better insight into their Grant process as well as any key points to emphasize that may better position Burbank for next year’s Grant process; he offered to drive to their Columbus offices to meet with them and offered the option to meet with them in early 2019 since we are coming up on year-end already – any questions or comments – none were offered
- New OPWC & CDBG Grant Applications the 3rd revision to the OPWC Grant Application was filed with the WCPD on Friday, October 19th; he confirmed distributing the Matrix to Council that was used to determine the best option to select with the lowest cost exposure to the Village;

that option is to only include in the OPWC Application the storm sewers including the ODOT repaving of SR 83/Front Street - Total Project Cost = \$561,320, OPWC Grant amount \$281,499, OPWC Loan amount \$49,680, Matching Funds \$13,321; we have the Highway Fund that is restricted for use on Front Street only - this fund will be able to cover our matching fund amount and will also cover 66-77% of the annual loan payments of approximately \$1774 - he asked Allan, since we want to rework the sidewalks on Front Street, and he presume that we are OK to use Highway Funds for this work since it is Front Street rework - am I correct and OK to proceed on this basis; Allan stated that he believes that we will be OK to do so and confirmed that he will look into this for a definitive answer; Gary stated that we may be able to cover nearly 90% of the matching funds for the east sidewalk on Front Street (that we will apply for under a CDBG Grant next year) which is great because we may not need to use any or only a very small amount of the General and/or Street Funds for both of these Grant matching fund requirements if Allan comes back with an OK to proceed - any questions or comments - nothing offered

- He asked Allan if there are any updates on delinquent property taxes; Allan stated that the property at 118 W. Middle Street will be going up for an Auditor's Sale on November 21, 2018 at 10:30 AM and the minimum bid has to be \$8080.90; Allan confirmed that he will be contacting the County Prosecutor's office as he noticed that no payments have been received on two other properties in the Village where a compromise to pay back taxes had been previously agreed between the Prosecutor's Office and home owners

Parks

Dennis and David had nothing to report.

Water & Sewer

Dennis and Ken had nothing to report.

Streets

Chris and Lori Reporting:

- o confirmed that they are waiting to receive new signs and safety equipment being ordered with part of the payment to be reimbursed by the PEP Grant
- o **Chris made a motion to authorize up to \$300 to cover the cost of the signs that exceeds the PEP Grant, seconded by Lori, 6 ayes, 0 nays**
- o confirmed that a stop sign needs to be installed at the intersection of Water and Mill Streets
- o confirmed that water with dye had been dumped into the storm sewer that services 19 Front Street and nothing ran back into the house and it did discharge into Killbuck Creek, thus, the storm sewer is not the issue; it was confirmed by Allan that the hole is in the right of way and the Village is

responsible to repair this issue; Chris stated that the fix involves compacting clay into the opening and Gary is to call an excavator to fix the problem

- o **Chris made a motion to authorize up to \$1500 to repair the sink hole in front of 19 Front Street, seconded by Lori. 6 ayes, 0 nays**
- o confirmed that the Jet-Vac work on the storm sewer lines from E. Middle Street south to South Street and west to 83 are all clear

Zoning

Chris and David had nothing to report.

- ❖ Ben reported that the property owner at 14 Depot Street has moved the roof drain pipes and they no longer drain into the new sidewalk foundations
- ❖ Confirmed that the owner at 208 E. Middle Street has removed the truck that had been parked and now has to mow the lawn

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, December 6, 2018 at 7:00 PM
- ✓ confirmed depositing \$406 for September Traffic Fines
- ✓ confirmed that we need to schedule the next Records Commission Meeting and he recommended to conduct the meeting starting at 6:50 PM on December 6th unless there is disagreement - none was offered
- ✓ advised Council on the upcoming contract expiration with Kimble's and asked Council if they wanted to extend the contract for go out for new bids - the current contract expires 2/28/2018; Allan will look into the costs for a contract extension over the next three years and he will report back to Council on this at next month's meeting; a resident stated that the trash trucks are cutting it too close at the intersection of E. Middle and Grant Streets
- ✓ confirmed that he should have the counter-signed contract back from Scotts Lawncare next week; the delay as reported to him, is the number of insurance certificates needed from his insurance carrier

Old Business:

Gary Harris reporting:

- ✚ confirmed that he has a quote from AJ Tree Service to remove 2 trees on Depot and 2 trees on Front and 3 trees in the Park as well as 4 stump removals for the street trees at a price of \$2000 - he asked if there were any questions or comments - none were offered
- ✚ **Lori made a motion to approve generating a Purchase Order for \$2000 to AJ Tree Service and the release of payment upon completion, seconded by Tracy. 6 ayes, 0 nays**

- ✚ confirmed that he is still waiting on the priority list for street repairs
- ✚ confirmed that he has cancelled the first order for street signs as the shipping costs from NJ to Burbank were nearly as much as the purchase price of the signs; he confirmed placing a new order with MD Solutions in Plain City, OH and that it will cost the Village around \$100 in mileage for him to pick up the signs when ready

Public Participation:

Bert Reed stated that the water is not properly draining into the catch basins on Water Street and that the water is diverting around these basins; Gary confirmed that he walked the project upon completion and none of the catch basins were above grade and all areas around the basins sloped down and into the basins; Gary confirmed that he will get with the engineering firm on this matter

There being no further business to come before Council, Lori made a motion to adjourn at 7:53 PM, seconded by Tracy. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris