

**VILLAGE OF BURBANK  
REGULAR MEETING, DECEMBER 11, 2018**

Mayor Carolyn Dibler called the meeting to order at 7:00 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 and visitors Bob Morehead with The Post and Terry Moore.

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

Minutes - November 1, 2018 Regular Meeting

**Chris made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, 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 November Police Report

Finance

Tracy and Ken reporting:

- Ken read the Paid Bills and the Automatic Deductions amounting to \$98,940.82 and offered to review each transaction if so requested - the Mayor asked Ken to read the two highest payments - \$67,479.47 was paid to Mid-Ohio Concrete for the sidewalk construction on W. Middle and Depot Streets, \$15,000 was paid to Engineering Associates for the engineering associated costs on W. Middle and Depot Streets - **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) update; Engineering Associates requested a meeting, that I attended at 2:00 PM today, to present a change in the storm sewer on Henrietta due to the right-of-way concerns on this street thereby recommending an inverted crown along with the storm sewer running down the center of the street versus the edge of the street; he then

distributed a cross sectional drawing of the proposed change to be made on both Henrietta and Hower Streets; a brief discussion took place with Council agreeing to this recommend change in the storm sewer design – he asked if there were any other questions or discussion needed – nothing was offered; Council did state that new street signs on Henrietta, including a “One Way” sign, speed limit of 25 mph, etc. needs to be installed once road work is completed; he confirmed that per the engineer, if the water run-off issue reported at the November meeting on Water Street is at the intersection of Henrietta and Water Streets, the new inverted crown storm sewer design should alleviate this situation

- Nature Works Grant update; based on the meeting that he had with the ODNR on this grant, and per the update that he sent to Council on November 16<sup>th</sup>, we can still use this year’s application for next year’s cycle – he strongly recommended that the Village make revisions to this application to improve chances for an award next year; he recommended a committee be appointed chaired by a Parks chair to pursue generating and conducting a Village wide survey, setting up at least one public hearing and releasing results in time for a mid-May release of a revised ODNR Application – the committee can use the November 16<sup>th</sup> e-mail as a starting point if they wish; if the Village does not revise the application he does not feel that we will have any chance in winning a Nature Works Grant next year; the Mayor asked that Dennis and David get together to discuss setting up a committee and present their needs and recommendations to Council at the January meeting – Gary asked if there were any questions or comments – nothing was offered
- New OPWC & CDBG Grant Applications update; he confirmed attending the November 30<sup>th</sup> District 16 Meeting in Mansfield, and his sending an update to Council on November 30<sup>th</sup>; five subdivisions were selected to be forwarded to Columbus for consideration and the possible award of a Small Government Grant; Burbank was one of those selected as a District 16 Priority Project and he plans on attending the Small Government Committee Hearing to be held in May of 2019 where they select those sub-divisions to be awarded this grant – he asked if there were any questions or comments – none were offered
- he asked Allan about any updates on delinquent property taxes; Allan confirmed that the property at 118 W. Middle Street was sold to a Megan Smith and that the back taxes were paid and a portion of those taxes will be released to the Village; he confirmed that the property at 12 Front Street has a deadline of December 14<sup>th</sup> to pay back taxes and since back tax payments were missed by 231 E. Middle Street, this case may be reactivated

#### 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 no street signs have been installed yet but will be done by the first of the new year
- o confirmed that the Jet-Vac work on the storm sewer lines is complete for this year
- o asked Gary about the repair of the sink hole on Front Street; Gary confirmed that he contacted two excavation companies and that no one responded with a quote; Council will delay correcting this until Spring and better weather
- o confirmed no priority list for street repairs has been completed; the Mayor asked about using cold patch on E. Middle and Diagonal Roads but was advised that such repairs may only last a few weeks; Council decided to delay such repairs until Spring

## Zoning

Chris and David had nothing to report.

- ❖ Ben had no report for Council

## New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, January 3, 2019 at 7:00 PM
- ✓ confirmed depositing \$1,229 for October Traffic Fines
- ✓ confirmed that we need to appoint someone to fill the open seat on the Audit Committee since Jeff McCaffrey is no longer on Council; the Mayor appointed Ken Dibler to the Audit Committee to support Tracy Lenhoff and Lori Menk who are the current Committee members
- ✓ confirmed that he was contacted by Westfield Bank to be considered as our bank; he asked Council if they are interested in having him speak with Westfield Bank to see what they might offer if we change our banking over to them; he confirmed that he has no issue with our current bank, Wayne Savings, and would only consider a change if there were an advantage to be gained for the Village; Council agreed that he should proceed to have a meeting with Westfield to obtain details
- ✓ stated that he would like to transfer the funds existing in a current 6-month CD with Westfield Bank into a new 7-month CD with Westfield Bank who is offering this CD at a 2.0% interest rate versus the current 0.6% interest rate; Council confirmed that he is OK to close and transfer the funds from the current 6 month, 0.6% interest CD into the new 7 month, 2.0% CD
- ✓ he requested that Council consider changing payroll for Council from an annual payment to that of a semi-annual payment to streamline the payroll

processing and ease some of the additional entries that he has to make based on the annual pay cycle now in place

- ✓ **Chris made a motion to approve Council and the Mayor being paid on a semi-annual basis effective January 1, 2019, seconded by Ken. 6 ayes, 0 nays**
- ✓ he confirmed distributing the individual Employee Information Sheets to all Village officials and asked them to confirm that the data is correct, to make any necessary changes and to sign and date the forms and return them to him once completed; he reported that this will make certain that all records are current as required for the upcoming audit
- ✓ he reminded Council that the January Meeting is the annual Organization Meeting for chair appointments and to vote on a Council President; the Mayor asked Councilmembers to send her an e-mail if there are specific chairs that anyone prefers to serve on
- ✓ Ken proposed issuing a new Ordinance imposing a \$500 fine for dumping any materials into any waterway in the Village; Allan will generate such a document as an emergency to be enforced by the Police or EPA and have it available for the January meeting
- ✓ Lori stated that the Village needs to replace some broken storm sewer grates and Chris stated that the Village now has an account with Core and Main who supply such items; Chris will look into it and get a quote in time for the January meeting
- ✓ Cathy Kopp asked about a budget for the 150<sup>th</sup> Village Anniversary; Council asked Cathy to provide a budget for consideration at the January meeting
- ✓ Allan did the first reading of Ordinance 2018-08 “An Ordinance to set Temporary Appropriations for the current expenses of the Village of Burbank, State of Ohio, during the year ending December 31, 2019 and declared to be an emergency for the public peace, health, safety and welfare”
- ✓ **Lori made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2018-08, seconded by Chris. 6 ayes, 0 nays**
- ✓ **Lori made a motion to approve Ordinance 2018-08 as an emergency, seconded by Dennis. 6 ayes, 0 nays**

#### Old Business:

Gary Harris reporting:

- ✚ confirmed that he has delivered and stored the street signs approved by Council and that he has submitted the PEP Grant paperwork for a possible \$500 reimbursement towards the \$887 spent
- ✚ Allan confirmed that he has a price from Kimble Recycling and Disposal offering a 3-year contract at \$14.46 per month or \$13.46 per month for seniors over 62 years of age; the rate would be subject to an annual CPI adjustment of between 1-2% per year and reminded Council that a new

contract needs to be in place by the end of February, 2019; Ken stated that he is looking into the possibility of having recycle bins placed at the Old School Park

- ✚ Cathy stated that she asked the Lodi Postmaster about installing some postal services in Burbank and she was advised that it is still under consideration by the USPS



Public Participation:

Nothing offered

**There being no further business to come before Council, Lori made a motion to adjourn at 8:11 PM, seconded by Tracy. Unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris