

**VILLAGE OF BURBANK**  
REGULAR MEETING: NOVEMBER 10, 2015

Mayor Carolyn Dibler called the meeting to order at 7:00 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Ben Berger, Chris Letzelter and Tracy Lenhoff. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer; James Brandenburg - Zoning Inspector, resident Ken Dibler and visitors Shari Harris, Bob Morehead with The Post, Jim Brannam and Frank Green with Brannam and Associates and Jonathan Scholles with The Daily Record.

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

**Chris made a motion to excuse Jason Balyer and Gary Gallion, seconded by Tracy. 4 ayes, 0 nays**

The Mayor asked that anyone who is a veteran to please stand; Ken Dibler, Dennis Rigerman and Bob Morehead stood and were recognized by all in attendance in honor of Veterans Day which is celebrated tomorrow, Wednesday, November 11, 2015.

Minutes - October 13, 2015 Regular Meeting

**Dennis made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Ben. 4 ayes, 0 nays**

Committee Reports:

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

Council Reports:

Safety

Tracy had nothing to report.

Finance

Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$11,525.85. **Tracy made the motion to accept these payments, seconded by Chris. 4 ayes, 0 nays.**
- Fiscal Officer reported that in the last 30 days we had 14 visitors to our Ohio Checkbook website, 7 were returning visitors and 7 were new visitors; the Fiscal Officer reported that no one visiting the site has yet forwarded any

questions which they are able to do by simply “double clicking” the payee which then has a “pop-up” screen appear and one of the options is to ask a “question” which is then sent electronically to the Fiscal Officer who will respond within a couple of days after receipt; he also reported that over the last 60 days we have had a total of 22 visitors with 12 of them (55%) being new visitors which, he stated, is very encouraging as now more people are better informed on where their government dollars are being spent and they are now better informed citizens and he applauds each and every one of them for their interest and for becoming involved

- Fiscal Officer reported that to date the Village has paid \$7,325 (71%) with \$2,975 (29%) yet unpaid as the work is incomplete on the Park repairs and upgrades; those open items are safety ground cover under all playground equipment, new hardware for the swings and install hazard barriers where the red and yellow slides were previously installed
- Fiscal Officer reported that Parks needs to do additional repairs on the flexible bridge and to rearrange the sling swings and the bucket swings; once all of this work, including the contractor work is completed, we can then call for a final inspection in an effort to obtain acceptance/approval by the PEP inspector thus releasing final payment to the contractor; Parks needs to sign the PEP Statement of Action Form at December’s meeting to meet the submittal deadline requested by PEP; the Fiscal Officer asked if we need to close the Parks until we are PEP compliant; Council did not comment on this question
- A discussion took place between Council and Mr. Brannam; the Mayor commented that the work is not complete although we were once told that all work had been completed; Mr. Brannam stated that he was not aware that there was incomplete work and he thought all work had been inspected; further, he stated that he was never provided a copy of the “open” items; the Fiscal Officer requested Council approval to provide Mr. Brannam a copy of the PEP October 29<sup>th</sup> report listing all open items and Council approved; the Fiscal Officer then reviewed Brannam’s proposal, on the ground cover item, and it was written exactly as the original PEP document dated 1/22/2015 thus both documents stated that the ground cover was required under all Playground equipment at both the Old School and the Park; Mr. Brannam confirmed that he will take care of all these items 100% and do whatever it takes to complete this work as quickly as possible; the Mayor asked that Dennis be the contact person for Mr. Brannam and phone numbers were exchanged

### Parks

Dennis had nothing to report.

## Water & Sewer

Dennis had nothing to report.

## Streets

Chris and Ben reporting:

- ❖ Reported that they do not have anything yet firmed up on Snow Plowing and suggested that they may use Nev's for the interim; the Fiscal Officer stated that no plowing could begin until the Village obtains the insurance documents as well as a confirmation on billing rates in order to generate a PO for this short term period; Ben offered to provide to Allan the details on a contractor wanting to do this work and Allan confirmed that he will generate the Contract once he receives the information

## Zoning

Jim reporting:

- ✓ Distributed and then read the Zoning Report
- ✓ A discussion then took place on the 121 South Street property and the demolition of the garage; Jim reported that he is still obtaining bid prices and that Bert Reed offered to do this work in the Spring as another consideration for Council; Allan reported that there is \$13,400 in back taxes due along with past due sewer bills and that whatever costs the Village has related to this work can be recovered if/when the property were to be sold; Jim confirmed that the property is unsafe and Allan reported that the liability for any injury on this property rests with the current property owner; Council asked the Fiscal Officer if the Village has the funds to pay for this demolition and the Fiscal Officer confirmed that we can afford it but that the Village cannot take on any other unplanned activity as the Village needs to reserve funds in case there is a construction cost in excess of the Block Grant award of \$50,000; Carolyn advised Jim to continue obtaining quotes; Jim will investigate to see if the gas on this property has been turned off as there is a gas heating unit in the garage

## New Business:

Gary Harris reporting:

- ✚ Confirmed that the next Council Meeting is scheduled for Tuesday, December 8<sup>th</sup>
- ✚ Confirmed depositing \$104.50 for October Traffic Fines and \$25 into Parks for a donation made by Madeline Smith
- ✚ Confirmed that we have two CD's maturing on 11/27/15 and 12/2/15 for the General Fund and Streets/Highway/Permissive funds respectively and that he

plans to let them reinvest based on the current interest rates of 0.25% unless Council disagrees; no disagreement was voiced

- ✚ Confirmed the need to schedule a Records Commission Meeting for December and recommended the meeting to be held on December 8<sup>th</sup> at 6:50 PM unless there is disagreement; no disagreement was offered
- ✚ Advised Council that we need to pass an Ordinance at December's meeting, and that we need 5 members present at that meeting, on the 2016 Temporary Appropriations; he recommended that each member of Council review the 2016 Budget distributed to Council at the April meeting and identify any special projects and/or spending that they want to consider for 2016; he reminded Council that he will meet with anyone to review their budget and/or do so over the phone and the need to have all feedback in his possession on or before December 5<sup>th</sup>; finally he advised Council that if no input is received he will set the Temporary Appropriations for 2016
- ✚ Confirmed that the monies approved by Council at October's meeting to purchase Playground Equipment was not acted upon based on a discussion with the Mayor and the concern about storage of this equipment in the Park Storage Shed and possible vandalism/theft; he also confirmed that since there was no special pricing for ordering now this action should not have any serious negative impact
- ✚ Expressed his thanks, and that of Council, to Jim and thanking him, and his assistant(s), for his professional installation of the new Village Hall air conditioner and the repairing of the Village outdoor bulletin board lights
- ✚ Carolyn reminded all of the great news that both the Police and Park Levies did pass

#### Old Business:

Gary Harris reporting:

- Confirmed that the Purchase Order has been issued to TMS Engineering for the design of the plans and specifications for the work related to the Block Grant; these documents need to be submitted to ODOT and to the Wayne County Planning Department; TMS has a 12/31/2015 deadline to complete all work and all documents need to be in the hands of Wayne County on or before 2/29/2016
- Requested approval from Council to "hand-off" this project to the Street Chairs since all work going forward is Street work; he asked for Council to agree that this project now becomes the responsibility of the Street Chairs to expedite engineering, receive and distribute plans and specifications, inspect construction work and become the point of contact for all non-financial matters; Council agreed; the Fiscal Officer stated that he would e-mail all contact information to the Street Chairs for TMS, Wayne County Planning and ODOT and reminded all about the need to make certain that we advise

Wayne County that we want Lampion Industries, who pre-quoted the construction work on this project, to be added to the bidders list

- Confirmed the revised October payments due to cancelling the original check issued to Brannam, due to incomplete work, with revised October payments of \$5,298.90 versus the original amount of \$13,673.90
- Allan reported that Waste Management is open to issuing a 3 year contract extension that maintains this pricing option as originally quoted and contained in the current contract; pricing for 2016 would be \$13.92, 2<sup>nd</sup> year at \$14.27 and third year at \$14.62; Council asked Allan to investigate if for consideration of a new 3 year contract extension they would donate placing one container in the Park each Spring, for 3 years, for a Village clean-up offered to our residents; Allan will report back to Council on his findings
- Jim confirmed that Waste Management had the highest cost (\$600+) for spotting a dumpster to clean-up debris at 121 South Street while C. Martin had the best pricing at \$347
- A brief discussion took place on the Park dumpster and someone overfilling and taking advantage of this unit; Council recommended calling Waste Management about a locking system for this device and asked that Dennis place this call

Public Participation:

Nothing offered.

**There being no further business to come before Council, Chris made a motion to adjourn at 8:10 PM, seconded by Ben. unanimous.**

X

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Mayor, Carolyn Dibler

X

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Fiscal Officer, Gary Harris