

VILLAGE OF BURBANK
REGULAR MEETING: DECEMBER 23, 2015

Mayor Carolyn Dibler called the meeting to order at 7:15 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; Gary Harris - Fiscal Officer; and Jonathan Scholles with The Daily Record. Councilman Ben Berger arrived at the meeting at approximately 7:45 PM.

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

Chris made a motion to not excuse Jason Balyer, seconded by Tracy. 4 ayes, 0 nays

Minutes - November 10, 2015 Regular Meeting

Gary made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Dennis. 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 Paid Bills and the Automatic Deductions amounting to \$13,583.09. **Tracy made the motion to accept these payments, seconded by Gary. 4 ayes, 0 nays.**
- Fiscal Officer reported that in the last 30 days we had 4 visitors to our Ohio Checkbook website, 3 were returning visitors and 1 was a new visitor; 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.
- Fiscal Officer asked if Brannam & Associates (contractor) completed the Park upgrades and repairs as promised by contractor at last month's meeting; Dennis confirmed that no progress had been made; Dennis

confirmed that he saw contractor at the sight on December 8th and was advised that an additional \$1,850 in materials and additional labor are needed to complete this work; a discussion took place on options to consider after which it was decided that no monies are due to the contractor at this time, the Purchase Order covering this work will be canceled, Dennis will contact the contractor to review the work that needs to be done, review the specifications and ask if the contractor wants to complete the work as per the original contract and price or provide a bid to the Village; the Fiscal Officer stated that if the contractor wants to finish the job or bid to finish the job he cannot proceed with any work until a PO is issued and the contractor must agree that all work will be completed per specification.

- Fiscal Officer confirmed that he sent each Councilperson and the Mayor a copy of the proposed Temporary Appropriations along with the Budget summary spreadsheet; he also confirmed that no changes were recommended and asked if there were any questions or any discussion needed - no questions and no discussion were offered, he then asked Allan to read the Ordinance; Allan did the first reading of Ordinance 2015-09 "An Ordinance to set the Temporary Appropriations for the current expenses of the Village of Burbank, state of Ohio, during the year ending December 31, 2016 and declared to be an emergency for the public peace, health, safety and welfare
- **Chris made a motion to waive the second and third readings of Ordinance 2015-09, seconded by Gary. 5 Ayes, 0 Nays**
- **Gary made a motion to approve Ordinance 2015-09, the Temporary Appropriations, as an emergency, seconded by Chris. 5 Ayes, 0 Nays**

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; Ben stated that one of the contractors was to have been at tonight's meeting; Chris asked if a PO could be issued to a contractor on an as needed basis in case plowing/salting become necessary before a new contract is in place; in the meantime Ben is to call one of the contractor's to see if they will provide

their bid so he can forward it to Allan for generating a new contract; Ben also stated that this contractor may also want to bid Village street repairs

- ❖ **Chris made a motion authorizing Ben and himself to contact and hire a contractor paying up to \$75 per truck hour and up to \$165 per salt application until a new contract is in place and only if plowing and salting are needed before the new contract is issued, seconded by Ben. 5 Ayes, 0 Nays**
- ❖ Carolyn stated that she received a call from resident Dan Wiley who asked when the chuckhole in front of his house would be repaired; Chris stated that as soon as he obtains a contractor the work will get done

Zoning

Chris and Ben had nothing to report.

New Business:

Gary Harris reporting:

- ✚ Council discussed changing meeting dates in 2016 in an effort to have more Council members present at the meetings as it appears Tuesday's are presenting a problem; Council, for January, decided that our next meeting will take place on Thursday, January 7th and that they will discuss the schedule for the rest of the year at that meeting
- ✚ Confirmed depositing \$70 for November Traffic Fines
- ✚ Provided Council the second notice about the upcoming need, in June, to file the Ordinance with the Wayne County Auditor to certify tax valuation on three General Fund Levies that expire in 2016; Council entered into discussion about what type of Levy to put on the ballot and, at this time, are leaning towards "renewal" levies only that are believed to have no increase in taxes for our residents
- ✚ Fiscal Officer stated that these levies are crucial to meeting Village expenses as they provide approximately \$31,500 per year in revenue and without these levies we would not be able to meet our basic obligations for salaries, utilities and debt retirement that amounted to \$45,000 this year; without the levies our revenues would drop to \$33,000 per year which is \$12,000 less than what is needed to pay the three basic obligations stated herein
- ✚ Reminded Council that our next meeting is the annual Organization Meeting and the election of the President of Council; a discussion took place about filling in the Mayor's chair come January and it appears we will proceed to have Gary Gallion open the meeting, as the current President of Council and be the acting Mayor, Council will then appoint Carolyn to fill Ben's seat, Carolyn will then be appointed Mayor which opens Ben's seat once again and Ben will be appointed to fill that seat

- ✦ Requested a motion to allow him to pay 2015 taxes; **Gary made a motion to allow the Fiscal Officer to pay 2015 taxes, seconded by Chris. 5 Ayes, 0 Nays**
- ✦ Confirmed the need of the Audit Committee to be prepared to review and sign many Purchase Orders at January's meeting as he generates Blanket Orders covering the entire year on several accounts to reduce the need for monthly signing of orders every time there is a transaction on "repeat" work and/or purchases
- ✦ Confirmed the need for Council members to sign the agreement for the Uniform Accounting Network hardware, software and insurance as requested by the Auditor of State
- ✦ Reminded Street Chairs that he distributed a memo advising them about ODOT Grants that are available for such things as Street Signs, Bridge Inspections, etc.
- ✦ Asked Council if they wanted to post the "News Release" as issued by the Treasurer of State outlining Burbank's participation in the Open Checkbook program established by this office; it was agreed to post a copy on the Village website

Old Business:

Gary Harris reporting:

- Confirmed that this is the last month we can post at the Rose & Thistle Antique Store that is closing; a discussion took place about where to post future notices and it was decided, for now, to post on the Storage Shed Garage Door located in the Park; a more permanent posting location, in the Park, will be installed this spring
- Asked about a decision on Village trash pick-up; a discussion took place and it was determined that Allan will issue a letter to local contractors who may want to bid this work as Council continues to investigate ways to save money for Village residents; Allan will send the letters with a deadline to submit and/or present their bids at the February 4th Council meeting; a decision will be made at that meeting on the winning contractor for this service work
- Requested the status on the garage demolition at 121 South Street; it was determined that Jim needs to be present to finalize this issue

Public Participation:

Nothing offered.

There being no further business to come before Council, Gary made a motion to adjourn at 8:50 PM, seconded by Tracy. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris