

VILLAGE OF BURBANK
REGULAR MEETING: MARCH 3, 2016

Mayor Carolyn Dibler called the meeting to order at 7:00 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, Jim Brandenburg - Zoning Inspector; residents Ken Dibler and Chris Norton; visitors Bob Morehead with The Post and Jonathan Scholles with The Daily Record.

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

The Mayor advised Council and those in attendance that Councilman Ben Berger has moved out of the Village of Burbank. Allan confirmed that Ben Berger's Council seat has been vacated.

Allan confirmed that a letter was sent to Jason Balyer on February 9, 2016 inviting him to tonight's Council Meeting to be heard as Council considers vacating his seat due to his unexcused absence for 2 consecutive months of Council Meetings. Since no one has been contacted by Mr. Balyer and he failed to appear, Council proceeded to vacate his seat.

Chris made a motion to vacate Jason Balyer's seat for two unexcused absences and no response/appearance by Mr. Balyer, seconded by Tracy. 4 ayes, 0 nays

Gary made a motion to appoint Chris Norton to fill Ben Berger's term, seconded by Chris. 4 ayes, 0 nays. Chris Norton offered to be referred to as "Norton" to avoid confusion in the Minutes now that we will have two members with the name of Chris

Allan swore in Chris Norton to his newly appointed Council seat replacing Ben Berger and serving the same Street and Zoning Chair positions as Ben had served.

Minutes -February 4, 2016 Regular Meeting

Gary made a motion to waive the reading of the Minutes and to approve the Minutes as submitted, seconded by Tracy. 5 ayes, 0 nays

Committee Reports:

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

Council Reports:

Safety

Tracy and Chris reporting:

- Read the Creston Police Summary Report with their activity for the month of February
- Confirmed increasing the Police Appropriations for 2016 by an additional \$7,000
- Acknowledged that the Kimble letter to residents was sent out; Chris stated that there is some confusion, with residents, about Kimble's letter and the change in contractor's; Carolyn confirmed that only 30 residents registered with Kimble up to this point in time
- Tracy confirmed that she will post a copy of the Kimble letter onto the Village website and with her making the website mobile phone friendly this may be of some help in getting the word out to our residents; she also confirmed posting this information on the official Village Facebook page """: Council also requested the Fiscal Officer to post the Kimble letter and Tracy's comments about the website and Facebook at the Post Office and Village Hall

Finance

Tracy and Gary reporting:

- ✓ Read the Paid Bills and automatic deductions amounting to \$5,426.50. **Tracy made a motion to accept the Paid Bills, seconded by Chris. 5 ayes, 0 nays**

Gary Harris reporting:

- Confirmed that in the last 30 days we had 7 visitors to our Ohio Checkbook website, 3 = returning visitors and 4 = new visitors with 0 inquiries from any visitors; he stated that he does not intend to continue reporting on the number of site visitors to this website and that he will only report any time that there are any inquiries about any payments from the Ohio Checkbook website unless Council disagrees - there was no disagreement from Council on this change
- Distributed the 2015/2016 Budget comparisons, reviewed the details and asked if there were any questions or the need for further discussion - no questions were raised and there was no expressed need for further discussion

Parks

Dennis reporting:

- ✚ Confirmed that he met with Jim Brannam and that questions still exist about the extent of safety ground cover needed and how they discussed the possible relocation of the small slide to eliminate the "tree root" issue being

in the area of this slide as listed by PEP; confirmed that he and Jim are going to try to have the PEP Inspector meet with them in the Park to go over all “open items” and the goal of having Brannam’s quote for this work by April’s meeting date.

Water & Sewer

Dennis had nothing to report.

Streets

Gary reporting:

- ❖ Confirmed adding \$10,000 to the 2016 Appropriations
- ❖ Confirmed no contract yet in place for street repair and maintenance
- ❖ Questioned the status on the Grant; Fiscal Officer reported that ODOT has officially approved the Plans and Specifications for this project and that he delivered these to the Wayne County Planning Department who is now in the process of preparing to go out for bids for the construction phase of this project; Gary Harris also reported that the ad asking for contractor bidders will run for three weeks in the newspaper and that the Village will be contacted to visit the Planning Department office once bids are received and the contractor selection process is initiated
- ❖ Fiscal Officer reminded Council, that at the November Council Meeting it was agreed that this project now turns over to the Street Chairs who need to be available for inspections with ODOT, sign-off on any payments to be made with Grant monies and to be the point of contact for the contractor doing the work

Zoning

Chris had nothing to report.

Jim Brandenburg reporting:

- o Distributed and read the Zoning Report
- o Allan confirmed that there have been no bids received for the property located at 121 South Street as offered during the Sheriff Sale; Allan confirmed that this property can become Village property if Council wants him to ask the Wayne County Prosecutor to transfer the property to Burbank; Council asked that he investigate further the concern of back taxes on this property if the Village were to acquire the property and re-sell it; the Fiscal Officer raised the concern about insurance premium impacts if the Village does acquire this property, what the costs will be due to concerns about any potential liability due to the structures that exist on this property and if people were to enter any of these structures; Council asked that the Fiscal Officer investigate this with our insurance carrier

New Business:

Gary Harris reporting:

- Confirmed the next Council meeting will be Thursday, April 7th
- Reminded Council of the need to obtain competitive bids for the Police Contract that expires 5/7/2016 so the bids can be read at April's Council meeting allowing for a vote on the next Police Contract; Council held a discussion on this and all agreed to allow Creston to bid on the new contract; Mayor Dibler to contact the Creston Police Chief to obtain their quote for our next meeting and to advise Allan what the new rates will be, if there are any changes, so he can have the new contract ready for signature at April's meeting
- Reviewed Grant/Loan options for use in 2017 for the Village infrastructure projects; reviewed loans available through the Ohio Public Works Commission (OPWC) that are at zero interest but must be paid back in full over a 20-30 year time frame depending upon the loan period based on the project selected; expressed concerns about this form of financing due to the strain it would put on the operating budget and the potential "default" that could occur if any of the General Fund levies were defeated when next voted on this year; reviewed a Neighborhood Revitalization Grant and a Critical Infrastructure Grant as offered by the Wayne County Planning Department that do not require any payback; confirmed the need for public meetings with these Grants as residents need to have input on the priority of projects and the type of projects that the Village is considering, these Grant monies may allow up to two years to complete the project and the maximum amount of this Grant is \$300,000, which can also be used to pay for the engineering which might consume anywhere from 18% to 26% of the total monies
- Confirmed the need to determine if Council wants to apply for such a Grant and if so the need to identify and prioritize up to three projects as well as being prepared to schedule public meetings in the very near future; Council agreed to proceed to apply for a Grant and listed the three priorities in the following order of preference (1) storm sewers, (2) road paving and (3) sidewalk repair/replacement to be ADA compliant; the Fiscal Officer offered to process the application for this Grant and to make contact with an engineering firm to obtain cost estimates for these three priority projects; the Fiscal Officer requested a "marked-up" street map showing where each of these projects are needed in the Village; Council provided this map to him
- Confirmed that he registered to attend Fiscal Officer Training in Columbus on March 23rd-24th and that the cost for training this year is \$200; he requested a motion to approve his attendance and mileage reimbursements
- **Chris made the motion to reimburse the Fiscal Officer for mileage, meals and parking, seconded by Tracy. 5 ayes, 0 nays**

- Read what will be Ordinance 2016-02, adding a total of \$17,000 to the Temporary Appropriations which will now become the Permanent Appropriations for 2016 with the revised total of \$186,746.13
- **Chris made a motion to waive the 2nd and 3rd readings of Ordinance 2016-02, seconded by Tracy. 5 ayes, 0 nays**
- **Chris made a motion to approve Ordinance 2016-02 for Permanent Appropriations in the amount of \$186,746.13 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- Allan read Consent Legislation assigned Ordinance 2016.01, allowing ODOT to perform preventative maintenance treatment cracksealing on SR 83 from north of W. Smithville Western Road to Burbank Corp. Limit
- **Gary made a motion to waive the 2nd and 3rd reading of Ordinance 2016-01, seconded by Chris. 5 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2016-01, as an emergency, seconded by Chris. 5 ayes, 0 nays**

Old Business:

Gary Harris had nothing to report:

Public Participation:

Nothing offered.

There being no further business to come before Council, Chris made a motion to adjourn at 8:25 PM, seconded by Gary. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris