

VILLAGE OF BURBANK
REGULAR MEETING: AUGUST 4, 2016

Acting Mayor Gary Gallion called the meeting to order at 7:10 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; residents Leo Rowe, Linda Gray, Barb Bishop, and Lori Menk.

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

Minutes -July 7, 2016 Public Hearing & Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Chris and Tracy had nothing to report.

Officer Allan Lomeli reporting:

- Read the July Police Report
- Commented that due to staffing issues they are having difficulty being in Burbank but they are trying to be here 2-3 times per week for 4-5 hours per visit; Chris reminded them that we advised Chief Meshew that we are to be scheduled up to 20 hours per week - Officer Lomeli stated that he would bring this matter up to the Chief
- Chris reported Village issues with speeders through town and 4-wheelers speeding as well; Gary recommended police also be present between the hours of 10:00 PM - 2:00 AM

Finance

Tracy and Gary reporting:

- **Tracy read the Paid Bills and automatic deductions amounting to \$2,900.12. Tracy made a motion to accept the Paid Bills, seconded by Chris. 4 ayes, 0 nays**

Fiscal Officer reporting:

- Reported that there were several documents tonight needing signatures and one Resolution needing to be read; he confirmed that Gary signed the letter

confirming the age of the infrastructure (road and storm sewers) on Water Street and the repair history on same; he confirmed that the Fiscal Officer signed the Chief Financial Officer's Certification of Local Funds that amounts to 10% of the total project or \$26,000 to be paid by Burbank; he asked if there were any questions or discussion needed on these matters dealing with our Ohio Public Works Grant Application - nothing was offered

- Requested Allan to read Resolution 2016-01; Allan did the 1st Reading on Resolution 2016-01 "A Resolution authorizing Fiscal Officer, Gary Harris, to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement Program and to execute contracts as required"
- Gary Gallion recommended a Special Meeting be called on Thursday, August 11th at 7:00 PM for the second reading of this Resolution 2016-01 to assure being able to vote and pass on this Resolution at the September Council meeting
- **Chris made a motion to approve a Special Meeting on August 11th at 7:00 PM at Village Hall for the sole purpose of the second reading of this Resolution, seconded by Dennis. 4 ayes, 0 nays**
- Confirmed that the goal is to have the entire OPWC Grant Application package available at September's meeting for review before delivering it to the Wayne County Planning Department, OPWC Director Betsy Sparr on September 6th, ahead of the September 22nd deadline
- Confirmed sending out 93 resident notices on July 29th pertaining to the upcoming Village wide Income Survey; confirmed needing no less than 75 returned and if we can obtain all 93 it improves our chances to qualify for CDBG funding for infrastructure repairs; he recommended that Council assign each Surveyor a list of addresses at the end of the meeting in preparation for starting to take the surveys on August 11th; he requested that all Council members present sign the Surveyor Agreement Form tonight and to use the spreadsheets distributed, to all Council members, to track the history of their calls on each resident and to turn these in at the end of this project
- Asked Council if they were prepared to confirm the type of Levies and the Millage to replace the three General Levies that expire this year; Lori Menk asked why they were needed and the Fiscal Officer confirmed that nearly 50% of the revenue collected from these levies is needed to make the loan payment to the Ohio Water Development Authority for the sewage plant built some years back in Burbank and that we will be making payments through 2025
- Allan confirmed that we need to pass an Ordinance in December on these levies and a Resolution in January in order to have these on the ballot for a May, 2017 Special Election; he confirmed that the cost to the Village for a

Special Election will be in the neighborhood of \$600 - \$700 if no other subdivisions are having an election at that time; this also allows the Village to try a second ballot in November of 2017 should the May vote not pass

Parks

Dennis reporting:

- ✚ Confirmed that two Basketball Backboards with hoops have been installed; Lori Menk thanked Dennis for this installation
- ✚ Confirmed that he is personally working on repairing the “flex bridge” at the School Park and not making much progress on the mulch; some residents present expressed displeasure with the lack of progress on the mulch issue based on the fact that a local contractor had offered to donate some of the mulch that was needed
- ✚ A discussion took place on the mulch issue, the research completed on the “border” for the mulch along with cost estimates and the need to install the border and then bring in the mulch; a donation of 60 yds³ had been offered and Dennis confirmed the need of 152 yds³; Dennis indicated that he would contact the contractor to see how much mulch he might be able to obtain as a donation; a few of the residents feel that if we list the need for volunteers on Facebook to spread mulch we will get enough helpers for this project; the Fiscal Officer expressed concern in approaching this in a “piece-meal” manner, and recommended to not proceed in this way, possibly resulting in extending the completion of all open issues beyond the three years that this has been going on; the Fiscal Officer also confirmed the need to remove the slide before adding the mulch and recommended purchasing a new slide since the old slide does not meet safety requirements and to invest money in repairing this old out dated unit, Barb Bishop commented that this unit may be 50 years old, does not make any sense and confirmed that we still have over \$2,900 in a Playground Equipment Fund account
- ✚ **Chris made a motion to authorize up to \$4,000 to purchase the “border” for the mulch, seconded by Tracy. 4 ayes, 0 nays**
- ✚ The Fiscal Officer confirmed the need, as specified by UAN, to have a firm written quote in hand for the materials to be ordered before a Purchase Order can be issued
- ✚ The Fiscal Officer confirmed the need to schedule the removal of the Port-a-jon in the Park by the end of September

Water-Sewer

Dennis had nothing to report.

Streets

Gary reporting:

- ✓ Chris stated that three traffic signs are missing at Henrietta and E. Middle Streets
- ✓ Lori Menk asked how to get reimbursed for the grass cutting she is doing at 118 W. Middle Street; she was advised that this is between her and the property owner

Zoning

Chris had nothing to report.

- o Gary reported that the garage at 121 South Street was removed but per Jim there continue to be open issues needing to be resolved with the Contractor before payment can be made

New Business:

Gary Harris reporting:

- Confirmed the next Council meeting will be Thursday, September 1st
- Confirmed depositing \$179 for June Traffic Fines
- Confirmed that he reviewed the first Grant invoice from Perram Electric for the foundation work completed for the traffic light pole and power supply unit and requested clarification on one item on the bill; this resulted in the reduction of the invoice down to a total of \$11,608.75 which he confirmed is correct and can be approved for payment by the Wayne County Planning Department
- **Chris made a motion to authorize Street Chair Gary Gallion to sign the invoice in the amount of \$11,608.75 and approve the invoice for payment, seconded by Tracy. 4 ayes, 0 nays**

Old Business:

Gary Harris reporting:

- Requested an update on capping the sewer line at 121 S. Street and that he had forwarded the names of several contractors capable of doing this work; Chris asked to be copied on that information; Allan confirmed that the Village will continue to be charged a sewer bill until this line is capped
- Confirmed that he has received signed releases from Barb Bishop for the painting of the mural in the Park
- Allan confirmed that he sent a letter to Waste Management requesting that any reimbursement for Village residents be handled promptly; several in attendance confirmed receiving their checks and he will follow-up on those reporting non-receipt
- Allan confirmed that he continues working on getting the taxes and other charges waived by Wayne County departments for the 121 S. Street property and that it will take some time yet to finalize this matter

Public Participation:

- ✚ Barbara Bishop updated Council on the mural and her continuing to target completion and dedication by November 13, 2017; she stated that someone is donating 25 flags for the dedication while she continues working to obtain the name of Burbank veterans

There being no further business to come before Council, Chris made a motion to adjourn at 8:56 PM, seconded by Tracy. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris