

VILLAGE OF BURBANK
REGULAR MEETING: FEBRUARY 2, 2017

Mayor Carolyn Dibler called the meeting to order at 7:05 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Gary Gallion, Chris Letzelter, Tracy Lenhoff and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, residents Ken Dibler, Leo Rowe, Mark Pine, Cathy Kopp, Dan Wiley Sr. and visitor Ron Wright.

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

Lori made a motion to excuse Jim Brandenburg and Chris Norton, seconded by Tracy. 5 Ayes, 0 Nays

Minutes - January 12, 2017 Organizational & Regular Meeting

Chris 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 - reported they are looking into a \$500 Grant being offered by our insurance carrier

Streets - not approving full amount of invoice from New Leaf Tree Service as much of the work had not

been authorized and Gary Harris is to call the Contractor

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

Council Reports:

Safety

Tracy and Gary reporting:

- Reviewed January Police Report with those present
- Confirmed that they are looking into more scheduling with Creston Police

Finance

Tracy and Gary reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$3,073.11. Tracy **made the motion to accept these payments, seconded by Gary. 5 ayes, 0 nays.**

Gary Harris reporting:

- Updated everyone on the OPWC Grant and confirmed that he reviewed the 20 pages of the Engineering Agreement Terms and Conditions in preparation

for issuing a Purchase Order for the Water Street Project once he is confirmed that the Grant has been awarded to Burbank; confirmed that he is meeting with Engineering Associates on February 8th to discuss Terms & Conditions modifications and to obtain some clarifications on language; confirmed being contacted by the District 16, OPWC Liaison Officer and questioned about one item on the OPWC Application which was clarified and about the need to revise Section 2 of Resolution 2016-01 that pertains to the OPWC Grant; he asked Allan to read Resolution 2017-04

- Allan did the first reading of Resolution 2017-04 - "A Resolution amending Resolution No. 2016-01 with regard to Application to the Ohio Public Works Commission and declaring the same an emergency"
- **Chris made a motion to waive the 2nd and 3rd readings of Resolution 2017-04, seconded by Lori. 5 ayes, 0 nays**
- **Gary made a motion to adopt Resolution 2017-04 as an emergency, seconded by Dennis. 5 ayes, 0 nays**
- Confirmed meeting with Mr. Greg Songer the PEP Insurance representative on 1/31/2017 to review Village contracts and safety considerations for the Village; confirmed questioning Mr. Songer about insurance requirements for a possible Car Show in the Park this summer and was informed that no additional insurance would be required; Mr. Songer stated that if we have any food vendors selling foods that are being handled and cooked we will need to obtain their licenses and Health Department Certificates before they arrive on site; Mr. Songer confirmed that he is a member of a vintage car group MOPARS who would be happy to attend, if they are available, and he also confirmed that we can advertise this event on their website; the Fiscal Officer confirmed that he sent the contact information for MOPARS and advertising to Council yesterday morning
- Confirmed that he just heard earlier today that Burbank Parke also has an annual car show and perhaps the Village will want to coordinate with them in regards to the Village Car Show; Carolyn offered a contact name and number at Burbank Parke to contact on this matter
- Confirmed that the 2017 Permanent Appropriation updates must be in his possession on or before 2/24/2017 and that if no one updates their numbers it will be the same budget as submitted in December, 2016 with the exception that he will be including the additional monies and accounts to reflect the OPWC Grant as discussed at last month's meeting

Parks

Dennis and Lori reporting:

- Confirmed that there will be an ad in the newspaper on 2/6/2017 asking for bids for the mowing of the Parks for the 2017 season and that several calls have already been received asking about bidding details; the Fiscal Officer

stated that he has a bid package available and that he will send this out to anyone who asks to bid this work

- ✚ Carolyn confirmed that she was contacted by Superior Speedy Port-a-jon out of Akron for Port-a-jon service with charges ranging from \$70 for a single stall unit up to \$135 for a Handicap Unit with weekly servicing and a onetime drop-off fee of \$20; Dennis confirmed that he will contact our past contractor for new rates and report on how they compare
- ✚ A discussion took place on Port-a-jon's and considering the placement of a Handicap Unit in the Park as well as a single stall unit for the upcoming season; this was cited as an added benefit and need if a Car Show in the Park takes place this year and that this type of unit would be beneficial for any observers coming to watch baseball in the Park
- ✚ Confirmed that A New Leaf Tree Service sent a bid to trim the trees blocking the traffic light and to remove the fallen tree in the Park for a total of \$1,250 that also includes traffic control for the tree trimming
- ✚ **Lori made a motion to approve issuing a Purchase Order to A New Leaf Tree Service in the amount of \$1,250 for the quoted services, seconded by Tracy. 5 ayes, 0 nays**
- ✚ Confirmed that the added repairs for the Parks playground equipment will be worked on once the weather warms up

Water & Sewer

Dennis and Lori had nothing to report.

Streets

Gary reporting:

- Confirmed that only the first four dates on the invoice from A New Leaf Tree Service are approved for payment as he did call to have that work done; Allan confirmed that the contract calls out for an approval to plow or salt per paragraph 3 of the contract
- Confirmed no change in acquiring a road repair contractor

Zoning

Chris reporting:

- o Read the Zoning report as received from the Zoning Inspector on his smartphone
- o Confirmed no change in the capping of the sewer line at 121 S. Street; Leo Rowe reported that the yard was "dug up" in the area of this line; Chris confirmed that he will look into this and report back to Council

New Business:

Gary Harris reporting:

- ✓ Confirmed the next Council meeting will be Thursday, March 2nd
- ✓ Confirmed depositing \$246.00 for December Traffic Fines
- ✓ Advised everyone that if anyone would like to take a photo and submit it to our Insurance Carrier to be included in next year's calendar to let him know and he will provide the contact information
- ✓ Advised Council that we need to update what will now become the Annual 5 Year Capital Improvement Plan/Maintenance (Plan) and asked Council if they wanted to consider adding any sidewalks in the Village that currently do not exist; he reminded Council that in last year's Plan Council did include the rework of all existing sidewalks in the Village to make them ADA compliant; he also distributed last year's Street/Storm Sewer Priority listing and asked if Council wanted to make any changes in this priority; he stated that he needed this information for the June meeting
- ✓ Asked Allan if new sidewalks are added do we need to obtain "easements" from property owners; Allan responded only if they are outside of the existing street(s) "right-of-way"
- ✓ He asked Council to issue a Motion pertaining to the updated Travel Reimbursement Policy that was sent to all of Council on January 25th and he asked if there were any questions or comments - none were offered
- ✓ **Chris made a motion to approve the updated Travel Reimbursement Policy effective retroactive to January 1, 2017 based on 2017 GSA standards, seconded by Tracy. 5 ayes, 0 nays**
- ✓ Informed Council that he plans on applying for a 2017 CDBG Grant with a stated due date of March 31, 2017 and asked for a motion if he is to proceed
- ✓ **Chris made a motion to authorize the Fiscal Officer to file an application in 2017 for a CDBG Grant, seconded by Tracy. 5 ayes, 0 nays**
- ✓ Carolyn stated that she has some new business related to the Fiscal Officer but wasn't certain if she needed to call an Executive Session to discuss this; Allan indicated that it was up to her as she could call an Executive Session or present it at this Open Meeting; Carolyn decided upon the Open Meeting and asked that the salary of the Fiscal Officer be increased to \$1,100 per month effective immediately based upon the expanded duties and responsibilities for Village Contracted Services and Grant research/application and management; Council asked the Fiscal Officer if he was certain that he wanted to do all of this work and that he could handle it - the Fiscal Officer responded that "yes" he felt that he could do this additional work
- ✓ **Chris made a motion to approve paying the Fiscal Officer \$1,100 per month effective in February, 2017, seconded by Tracy. 5 ayes, 0 nays**

Old Business:

Gary Harris had nothing to report:

- ❖ Allan reported that he researched the requirements for a handicapped port-a-jon and found out that one is needed for every 200 people attending a public function
- ❖ Resident Wiley asked, in regards to the sale of the property at 121 S. Street by the Village, if anyone inspected this site for safety as it was reported to have been a meth lab at some point in time; Safety Chairs reported that they would look into this and report back

Public Participation:

- Resident Pine asked since the plant closed at 29 Depot Street with the title owned by S&B Minerals and if it will revert back to a residential classification if vacated for more than six months; he also reported that the buildings are being removed and the company is going to return it to a “green field” status; Allan responded that he will look into this and report back
- Resident Wiley asked why the Village waited until Winter to focus on making street repairs instead of the Summer months and asked why it was a big deal to get this handled
- Resident Wiley also reported that with Dragway 42 opening up this year, East and West Middle Street will become a major route for traffic going to this site in West Salem and that we will need increased Police patrols

There being no further business to come before Council, Gary made a motion to adjourn at 8:30 PM, seconded by Tracy. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris