

**VILLAGE OF BURBANK**  
ORGANIZATION & REGULAR MEETING: JANUARY 18, 2018

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

A roll call was taken with the following officials present: Chris Norton and Tracy Lenhoff. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer; residents Ken Dibler, Cathy Kopp, Jeff McCaffrey, Lori Menk, Jennifer & Wes Zimmerman, visitors Kathy and Mickey Stebner, Ben Berger, Sarah Maier, Sgt. Hamilton, Patrolman Birkbeck, Dennis Rigerman and Bob Morehead with The Post (these last two visitors forgot to sign the Sign-In sheet).

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

**ORGANIZATION MEETING:**

- ✓ Allan swore Mayor Dibler into Office having won the November election
- ✓ **Chris nominated Lori Menk to fill her vacant seat on Council, seconded by Tracy. 2 ayes, 0 nays, Allan swore Lori into Office**
- ✓ **Tracy nominated Dennis Rigerman to fill his vacant seat on Council, seconded by Lori. 3 ayes, 0 nays, Allan swore Dennis into Office**
- ✓ **Lori nominated Jeff McCaffrey for Council, seconded by Tracy. 4 ayes, 0 nays, Allan swore Jeff into Office**
- ✓ **Chris made a motion to approve Tracy Lenhoff as the President of Council, seconded by Dennis. 5 ayes, 0 nays**
- ✓ The Mayor discussed the Organization and confirmed the following: **Finance** - Tracy, **Safety** - Lori and Tracy, **Streets** - Chris and Lori, **Water/Sewer** - Dennis, **Parks** - Dennis and Jeff, **Zoning** - Chris and Jeff
- ✓ The Mayor appointed Tracy, Lori and Jeff to the Audit Committee

This concluded the Organization Meeting.

**REGULAR MEETING:**

Minutes - December 7, 2017 Regular Meeting

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

Committee Reports:

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

Council Reports:

## Safety

Tracy and Lori had nothing to report:

- ✓ Sgt. Hamilton read the 2017 Summary Report issued by Creston's Chief Meshew for the year's police actions in Burbank
- ✓ Sgt. Hamilton requested the number of hours to be worked in the first quarter of 2018; Council reviewed this matter and agreed that 80 hours per month for the first quarter are approved

## Finance

Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$2,751.44 and asked if anyone wanted the details of payments comprising the total amounts paid - no requests were made. **Tracy made the motion to accept these payments, seconded by Chris. 5 ayes, 0 nays.**

Fiscal Officer reporting:

- Distributed the 2017 Financial Summary Report to Council and then reviewed the report; the Fiscal Officer reported "for 2017, and in his opinion, the Village of Burbank remains in very sound financial condition"; he asked if there were any questions or comments - none were offered
- Distributed the 2017/2018 Financial Comparisons Report and then reviewed the report; no questions or comments were made by Council pertaining to the actual (2017) and estimated 2018 revenues, spending levels, investments and/or debt obligations
- Distributed the 2017 Cash Summary by Fund Report drawing attention to the beginning and ending values contained in the report as support for the "sound financial condition" of the Village; he asked if there were any questions or comments - none were offered
- Requested Council approval to pay the Legal Ad advertising the Village financial records for public viewing; **Jeff made a motion to so move, seconded by Dennis. 5 ayes, 0 nays**
- Asked Allan if there were any updates on the delinquent property taxes; Allan reported that the vacant lot at 118 W. Middle will have another ad placed by Wayne County with a minimum bid asking price of \$8080 to appear in the local newspaper in April and if no bid is received another ad will be placed with no minimum bid requirement; Allan confirmed no progress to report on the other two properties other than one property to be foreclosed and the second property going back for legal review due to non-payment of property taxes that had an agreed upon payment plan
- Allan confirmed that he is to contact a prospective buyer for the 121 S. Street property

- Allan did the first reading of Ordinance 2018-01 “An Ordinance providing for compensation of Village Council members for Special Meetings of Village Council, amending Ordinance No. 2011-08, and declaring the same an emergency”
- **Lori made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2018-01, seconded by Tracy. 5 ayes, 0 nays**
- **Chris made a motion to adopt Ordinance 2018-01 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- Allan did the first reading of Ordinance 2018-02 “An Ordinance approving amending the Certificate of Estimated Resources and declaring same as an emergency”
- **Chris made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2018-02, seconded by Lori. 5 ayes, 0 nays**
- **Dennis made a motion to adopt Ordinance 2018-02 as an emergency, seconded by Chris. 5 ayes, 0 nays**

### Parks

Dennis & Jeff had nothing to report.

- The Mayor confirmed that someone tied the Park entrance gates shut and that she cut the ties and wants to keep the Park opened at all times; she also reported that the Park is used by Creston Police to write their reports while observing traffic on W. Middle Street

### Water & Sewer

Dennis had nothing to report.

- o The Mayor reported that it appears the Village Sewer rates, for residents, will be increasing in 2018 based on a notice that she received from the Wayne County Sewer District

### Streets

Chris and Lori reporting:

- ❖ Confirmed the need to install street signs as reported in prior meeting minutes
- ❖ Confirmed that there is now the need to re-install two Stop signs that were “run over” on Mill Street; confirmed that if the weather breaks they will attempt to re-set these signs if they are recoverable and the posts are in tact
- ❖ Confirmed the dates of snow plowing and salting; 12/10 and 12/12 salt only, 12/13-14 snow plowing and salting, 12/23-24, 12/30, 1/8, 1/12 plowed and salted twice, 1/15 salt only

### Zoning

Chris and Jeff had nothing to report.

- **Lori made a motion to appoint Ben Berger as the Zoning Inspector for the Village at a rate of \$300 per month, seconded by Dennis. 5 ayes, 0 nays**

New Business:

Gary Harris reporting:

- ✚ Confirmed that our next Council Meeting is scheduled for Thursday, February 1, 2018
- ✚ Confirmed depositing \$433.00 for December Traffic Fines
- ✚ Distributed options listing to modify the Small Government Grant Application (for Henrietta Ave. and Hower Street in the amount of **\$353,600**) for review by Council with the need for a decision by Council at February's meeting; discussed the options offered with scoring going from the current 50 up to a maximum of 60 possible points based on the decision to be made by Council; he drew their attention to the bottom half of the report that Council needs to take into consideration before making their final decision; he reminded Council several times to contact him with any questions, comments or if clarifications are needed; he asked if there were any questions or comments at this time - none were offered

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 7:50 PM, seconded by Jeff. Unanimous.**

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris