

**VILLAGE OF BURBANK**  
**REGULAR MEETING, February 7, 2019**

Mayor Carolyn Dibler called the meeting to order at 7:06 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Ken Dibler, Tracy Lenhoff, Lori Menk and David Wilkinson. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, resident Cathy Kopp.

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

**Lori made a motion to excuse Chris Norton and Ben Berger, seconded by Tracy. 5 ayes, 0 nays**

Minutes - January 3, 2019 Organization & Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Tracy and Lori had nothing to report.

Finance

Tracy and Ken reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$10,693.38 -  
**Tracy made the motion to accept these payments, seconded by Ken. 5 ayes, 0 nays.**

Gary reporting:

- **Small Government - the Grant Agreement for Small Government/OPWC (for the Henrietta and Hower Streets Storm Sewer and Pavement Improvements)** the advertisement for bids was published on January 24<sup>th</sup> and 31<sup>st</sup> with bids due on February 22<sup>nd</sup> by 2:00 PM; at that time bids will be opened and we can hopefully

select the construction contractor for this project to present to Council for their approval; the goal remains to begin construction in early Spring with the targeted completion on or before the end of September 2019 – any questions or comments – none were offered

- **Nature Works Grant** – requested input from the Park Chairs on the proposed Survey and public meeting; Dennis distributed a Survey Form that he along with the other Committee members had put together; a discussion took place about the form and possible modifications; Council set the target timeframe to complete all survey's as the month of April; it was also agreed that the Fiscal Officer will obtain clipboards with covers, Village ID tags for those conducting the survey as well as the request for 200 copies of the survey all due to Council this month; it was also confirmed that we can include “residents” at JAG Healthcare in Burbank in the survey; it was also decided that a Public Meeting will be scheduled for May 2<sup>nd</sup> at 6:30 PM for all Village residents to discuss the survey results and obtain additional public input
- **Lori made a motion to approve the modifications recommended to the survey by Council and Cathy Kopp, seconded by Tracy. 5 ayes, 0 nays**
- **New OPWC Grant Application (Front Street Storm Sewers & Repaving + Remove and Replace sidewalks on the west side of SR 83)** – the meeting with the Small Government Committee to determine who will win Grants remains confirmed to take place on May 9<sup>th</sup> at 10:30 AM in Columbus which he will attend; Lori confirmed that she would also like to attend and the Mayor reported that she will advise us on her status as we get closer to the date; he asked if there were any questions or comments – none were offered
- **2019 CDBG Grant Application** – reported that he was notified last week that applications for this grant are due March 25<sup>th</sup> – next month; that work would be for the Sidewalks (removing and replacing the sidewalks on the east side of SR 83/ Front Street) he reported that this will require the Village to pay for the engineering and construction oversight in the amount of \$15,000 which will come out of the General Fund, which based on the forecasted end-of-year carryover of nearly \$65,000 would allow this project to move forward; he recommended that we have further discussions on the 2019 Permanent Appropriations before issuing a motion to proceed with this Grant Application
- **2019 Permanent Appropriations** – he first asked if there are any changes to the Temporary Appropriations as requested at January's meeting for Council to review and report back on any such changes – Cathy brought up the Bicentennial Celebration need for a budget and after some discussion it was agreed that Lori and Cathy would get together to determine what budget amount would be requested for this event; he then handed out the 2019 Appropriations Status and Options listing showing all the potential monies needed for the Grants under consideration and suggested that no further action be taken on Permanent

Appropriations until the Bicentennial Budget is created and then he will present to Council at the March meeting his recommendations for the 2019 Permanent Appropriations; he did indicate that in addition to the Grants he also thinks it appropriate to add \$6,000 to Street Appropriations in the event of any heavy snowfall like we had in January that consumed 50% of the total snow plowing budget for 2019; Appropriations can also be impacted by what is decided to be done at the School Park coming up as a discussion point under New Business

- **Future Grants** – going forward, close attention will need to be paid to monies available for any matching fund requirements; over the past several years of being awarded grants we have reduced our extra available monies due to the matching funds that we have had to contribute, this does not mean that our financial position is headed for trouble rather it only means that we must pay closer attention to any matching fund requirements and how it impacts our financial position – this may eventually lead us to the point where we can only move forward with grants by depending more on loans and less on matching funds – any questions or comments; the Mayor raised concerns about loan repayments and Gary confirmed that he always considers this as he evaluates the impact to budgets and the financial standing of the Village; for now the Village remains in solid financial condition which he plans on maintaining and how improved our situation will be once we pay off the Ohio Water Development loan in 2026 which will free-up \$15,000 per year in available funds
- he asked Allan if there were any updates on delinquent property taxes; Allan reported that there was a payment received by the County in the amount of \$926.47 on the Front Street properties back-taxes which is good to see; Allan suggested we remove this item as a monthly follow-up and he will report as changes take place

### Parks

Dennis and David had nothing to report.

- ✚ Ken reported that Gary Gallion confirmed that the School Alumni committee were to maintain all aspects of the flag at the School Park and when Gary Gallion tried to replace the torn flag the lanyard tore apart
- ✚ Gary Harris asked about the memo he issued to Council on January 8<sup>th</sup> and how Council wanted to proceed with the Park and the necessary repairs as per the most recent inspection of this Park; after much discussion Council decided to advertise to see if any company or individual wants to remove any or all of the existing playground equipment and set the date of Saturday, April 27<sup>th</sup> as a date to be present on site to oversee such equipment removal; if Council decides to go this

way, the existing Park will be turned into a “green space” with all the focus being directed to the Park behind Village Hall and the maintenance and upgrade of same

### Water & Sewer

Dennis and Ken reporting:

- ✓ read a notice received from the Wayne County Environmental Services that effective March 1, 2019 there will be penalties associated with late and/or partial payments on sewer bills and urges all Village residents to become familiar with this new ruling

### Streets

Lori Reporting:

- confirmed receiving a proposal from Larsco Construction for installing street and other signs in the Village for a cost of \$1,760
- **Lori made a motion to approve issuing a PO to Larsco Construction in the amount of \$1,760.00 to install the signs as quoted, seconded by Dennis. 5 ayes, 0 nays**
- Allan reminded all of the need to obtain the necessary insurance certificates before work begins and Gary reminded all that no work is to begin until a Purchase Order has been issued
- reported that at the corner of Reed Court and E. Middle Street as well as Diagonal and E. Middle Street that temporary repairs are needed
- **Ken made a motion to authorize up to \$500 of cold mix for these repairs, seconded by Tracy. 5 ayes, 0 nays**

### Zoning

David had nothing to report.

- ❖ a discussion took place about the erosion issues along the waterway draining into Killbuck Creek between E. Middle and Water Streets; Allan reported that property assessments can be utilized to recover the prepayment of costs that the Village would have to undertake to correct this situation and then the Village would need to determine which residences benefit from this work and access those properties accordingly; David is to contact the local FEMA representative for more information as well as obtaining a bid for the work under consideration

New Business:

Gary Harris reporting:

- ✓ confirmed the next Council meeting will be Thursday, March 14, 2019 at 7:00 PM (date revised 2/16/19 due to a schedule conflict)
- ✓ confirmed depositing \$385.50 for January Traffic Fines
- ✓ confirmed that the bid documents including the Project Manual for the Henrietta/Hower Streets OPWC Project are on his desk and available for anyone who wants to review them at Village Hall
- ✓ confirmed that he will be attending Fiscal Officer training March 6<sup>th</sup> – 8<sup>th</sup> and since he is the Fiscal Officer for two villages, the costs will be shared between the two thus reducing the annual training costs for both villages
- ✓ **Tracy made a motion to authorization renewing the Village Website for a cost of \$114.05, seconded by Dennis. 5 ayes, 0 nays**

Old Business:

Gary Harris reporting:

- ✚ confirmed that the tree stumps will be removed once the weather improves and confirmed that the Village only paid for the removal of the 7 trees completed in December
- ✚ Allan confirmed that he will generate the new Kimble Trash Hauling Contract for a 1 year's period of time and that he was first advised that there would be a 2.6% CPI price increase which was reduced to 1.9% based on his research; the cost impacts will be for normal service (those under 60 years of age) from \$14.46 to 14.74 and for those 60 years of age or older from \$13.46 to 13.72
- ✚ read the competitive bid that the Village received for Village mowing from Greg's Lawn Service, that he opened tonight when he arrived at Village Hall, at a per mow rate of \$165; he then read the re-bid from Jimmy's Lawn Maintenance, that he received in an e-mail before leaving for tonight's meeting, quoted at \$125 per mow including the trimming around Village Hall and 2 gutter clean-outs each year on Village Hall
- ✚ **Dennis made a motion to retain Jimmy's Lawn Maintenance for Village mowing at the quoted rates, seconded by David. 5 ayes, 0 nays**
- ✚ Gary asked if Jimmy's Lawn Maintenance would agree to a 2 year locked-in price mowing contract at these approved rates, which he sent an e-mail to Jimmy's asking about just before leaving tonight for the Council Meeting, would Council want to award him a two-year contract

✚ **Dennis made a motion to approve a 2-year Contract with Jimmy's Lawn Maintenance at the approved rates if so offered by this contractor, seconded by Tracy. 5 ayes, 0 nays**

✚ Westfield Bank and Wayne Savings Status; he confirmed closing out the Money Market account at Wayne Savings and transferring the full value (\$32,656.66) into the new Westfield Money Market account; he also confirmed transferring \$100,000 from the Wayne Savings Checking account into the new Westfield Checking account – both transactions were completed on January 29<sup>th</sup>; the new Westfield checks have been received and reimbursed by Westfield; he did set-up direct deposit with the State of Ohio into the new Westfield checking account to begin receiving State revenues as released to Burbank; he will distribute the Wayne County Auditor's form for signature tonight that will begin the direct deposit of County revenues for Burbank into the Westfield checking account; OPERS will be released to begin drawing from the Westfield checking account after February 12<sup>th</sup>; as soon as the last check and electronic payments issued on the Wayne Savings checking account clears the bank he will transfer the remaining funds out of Wayne Savings and into Westfield thus closing out the Wayne Savings accounts in total – he anticipates this to be completed by the end of this month – any questions or comments – none were offered

Public Participation:

Nothing offered

**There being no further business to come before Council, Lori made a motion to adjourn at 8:53 PM, seconded by Tracy. Unanimous.**

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris