

**VILLAGE OF BURBANK  
ORGANIZATIONAL & REGULAR MEETING, JANUARY 7, 2021**

**NOTE - DUE TO COVID-19, THIS MEETING WAS HELD VIA ZOOM MEETINGS**

Mayor Carolyn Dibler, called the meeting to order at 8:02 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Ken Dibler, Thomas Lenhoff, David Wilkinson; also in attendance: Allan Michelson - Solicitor, Gary Harris - Fiscal Officer and visitor Captain Doug Hunter with the Wayne County Sheriff's Office

**ORGANIZATIONAL MEETING**

- ✓ Mayor Dibler asked if Dave wanted to remain as Council President and he agreed to do so.
- ✓ **Chris announced himself and made a motion to appoint David Wilkinson as Council President Pro-Tem for 2021, seconded by Ken who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye**
- ✓ Mayor Dibler asked for confirmation that we are still using the five posting sites within the Village and Gary confirmed yes
- ✓ Mayor Dibler asked if anyone wanted to change committees and no one so offered - Mayor Dibler stated that the Committee's will remain as in 2020
- ✓ This concluded the Organizational Meeting at 8:17 PM

**REGULAR MEETING**

Minutes - December 3, 2020 Regular Meeting

**David announced himself and made a motion to waive the reading of the submitted December Minutes and to approve the Minutes as submitted, seconded by Chris who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**

Council Reports:

Safety

Ken and Thomas reporting:

- read the December Sheriff's Report; Mayor Dibler asked Captain Hunter to address Council - Captain Hunter reported being aware of two issues - Visibility of Presence in the Village - reported that he discovered that many times his Deputy was parking at the Parma Archery parking lot which is outside of Village

limits and he confirmed advising his Deputy to no longer park there and to find locations within the Village limits – issue 2 Deputy on Phone – Captain Hunter confirmed that the Sheriff’s Office provides phones to all Deputies for use while on duty and he cannot confirm if any Deputy is using their phones for personal use; Captain Hunter also advised us that we will have a new Deputy in Burbank starting next week and his name is Deputy Gajea pronounced Gata – Captain Hunter asked if there were any other concerns and Gary stated concerns about the speed of traffic on SR 83/Front Street – Captain Hunter stated that he will review this with Deputy Gajea while also stating that they were focused this past year on County Road 70 and slowing that traffic – Mayor Dibler for Ben Berger announced his concerns about citations issued for cars illegally parked for extended periods of time and that Ben was hopeful that they could “tow” such vehicles to which the Captain answered “no” but they can issue citations and offered that Ben can contact Captain Hunter or Deputy Gajea – Mayor Dibler asked Gary to forward Ben’s contact information, including email address to Captain Hunter

- Allan asked if the above applies to junk vehicles and Captain Hunter confirmed ‘yes’, Allan confirmed that the Village has an Ordinance on this if ever needed and Captain Hunter explained that they would issue a “minor misdemeanor” with a court appearance date with daily fines until the vehicle is removed
- Chris stated that he was pleased with Deputy Hankins who patrolled Burbank last year and that he conversed with Deputy Jenkins routinely and found him to be most pleasant and professional

#### Finance

Ken reporting:

- read the January Paid Bills and the Automatic Deductions amounting to \$15,315.24; **Ken announced himself and made the motion to accept these payments, seconded by Chris who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**
- Allan did the first reading of Ordinance 2021-01 “an Ordinance requesting that the Wayne County Auditor certify to the Village of Burbank the total current tax valuation of the Village and the revenue that would be generated by the renewal of the existing 3 Mill Park Levy for the Village and declaring the same an emergency
- **Chris announced himself and made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2021-01, seconded by Ken who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**
- **Ken announced himself and made a motion to approve Ordinance 2021-01 as an emergency, seconded by David who announced himself. Roll-**

**call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**

- Allan did the first reading of Resolution R2021-001 “a Resolution declaring it necessary to levy a renewal with an increase of a tax in excess of the ten mill limitation (ORC 5705.19(J) Police expenses for the subdivision) and declaring the same an emergency
- **David announced himself and made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution R2021-001, seconded by Ken who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**
- **David announced himself and made a motion to approve Resolution R2021-001 as an emergency, seconded by Dennis who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**
- Allan did the first reading of Resolution R2021-002 “a Resolution declaring it necessary to levy a renewal of a tax in excess of the ten mill limitation (ORC 5705(H) Parks and Recreational purposes of the subdivision and declaring the same an emergency
- **David announced himself and made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution R2021-002, seconded by Chris who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**
- **David announced himself and made a motion to approve Resolution R2021-002 as an emergency, seconded by Dennis who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**

Gary reporting:

- asked Council if they have any questions on the Financial Reports for Year-Ended 2020 that he sent to Council on January 4<sup>th</sup> as these reports summarized all spending and revenues for 2020 - reported that we did much better in revenue collection than anticipated due to the potential of COVID-19 impacts, total revenue collected was \$131,168.31 versus \$120,737 estimated by the County and we underspent in 2020 which is always beneficial to our year end carry-over; he asked if anyone had any questions or comments - none were offered
- he asked Council for **“a Motion authorizing the Fiscal Officer to post a public notice, in the newspaper along with the associated costs plus on the Village Facebook, allowing residents to review the 2020 budget results, Ken announced himself and said so moved, seconded by Chris who announced himself. Roll-call vote Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**
- **2019 CDBG Grant Application** - confirmed that all work is 100% on the Mill Street sidewalks including the correction that needed to be made on the

curb-ramp at the intersection of Mill and Hower Streets – he asked if there were any questions or comments – Mayor Dibler reported receiving a call from a Mill Street resident thanking the Village for the prompt response in getting the street light near her home replaced with the LED and how much better the lighting is – Mayor Dibler also expressed her thanks to LMRE for their quick response to our call asking for this service

### Parks

Dennis and David reporting:

- ❖ Allan asked if anyone has been in contact with the grandmother of the Juvenile who has to perform Community Service – David confirmed that he has been but the Juvenile has been ill and unavailable – Gary asked how many hours has he worked and David reported 4 hours with 246 hours to go – Gary asked Allan how soon do we need to request the extension in time to complete all hours and Allan said before March, 2021 – Gary confirmed pre-paying for mulch to be delivered in 2021 and he asked if the juvenile, with help, can install street signs and David responded “yes”
- ❖ Mayor Dibler asked if the Park is locked and David confirmed “yes”
- ❖ Gary asked about the mowing contract and Council decided to wait for Ben’s bid before deciding on the mowing contractor – Ben reported never receiving the bid documents that Gary reported that he had been waiting on David to respond to a question so with no response he will proceed to send the bid package to Ben

### Water & Sewer

Dennis and Ken had nothing to report.

### Streets

Chris and David had nothing to report.

- Gary reminded Council that no street signs have yet been ordered and he had sent the Mayor and Street Chairs the pricing on the identified signs needed in the Village at a cost of \$1,000.40
- **Chris announced himself and made a motion to proceed to order all street signs at a cost of \$1,000.40, seconded by Ken who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**
- David asked about also purchasing a sign reading “Park Closed” 12”x12” – Gary recommended increasing the approved appropriations amount up to \$1,050 and David asked why No Parking signs were added to the list and Mayor Dibler stated that they are for Ben’s use
- **David announced himself and made a motion to proceed to increase sign appropriations up to \$1,050, seconded by Dennis who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**

- Ben Berger, who joined late, raised issues related to damage and the piling of snow in front of a garage on private property, he reported that he received a call from resident Bob Reed reporting on damage to his lawn and a complaint about the piling of snow in front of his neighbor’s garage door – Chris suggested that he put up stakes to better guide the snowplow operator when plowing on his street – Allan stated that the Village can justify purchasing stakes – Gary asked about setting a precedent for others in the Village who might want markers and Allan indicated this is not an issue – Council recommended that sufficient stakes be purchased to go in starting at the beauty parlor parking lot on Reed Court and circling around to the intersection of Reed Court and County Road 70 – Mayor Dibler asked if the plowing contractor is liable for the damage and Allan indicated yes, unless they can’t tell where the road limits are – Ben recommended putting up reflectors using PVC pipe and painting the tops red – Mayor Dibler and Chris asked about the pricing for “on-call” versus contract pricing and Gary responded that both are the same
- **Chris announced himself and made a motion to proceed to appropriate up to \$75 for materials, seconded by Ken who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**
- Mayor Dibler asked Ben if he would be willing to help her and Ken install the markers and Ben said yes

### Zoning

Chris and Thomas had nothing to report.

- Ben reported that an appliance store will be going in at the old dog grooming site at the intersection of Front and Hower Streets – he also reported that a foreign company purchased the Blue Building, located at the intersection of Front Street and E. Middle Street on the north side, and they specialize in carpets, tile and wood flooring and that they expect to move in sometime around April
- Ken also reported that the new antique store at the intersection of Front and E. Middle Streets, on the south side, stated that they will be bringing in more items over time and hope to be successful; the owner asked about parking on Front Street and Mayor Dibler stated that we will get back to them
- Mayor Dibler asked about the status of 141 Water Street - Allan reported that the **suit** has been filed against this property owner and that a court date is yet to be set and since he has not heard from the owner, he will reach out and follow-up
- Mayor Dibler asked about the FEMA Grant Application for 133 Water Street – Allan reported that the total project is worth \$101,857 (revised) of which \$76,857 (revised) will be offered to the home owner and the balance for demolition and reconditioning to a green space – he also reported that he was able to reduce Village expenses down to \$5,335.70 (revised) by our providing Project Management at this site – this is not final yet but if the homeowner doesn’t agree

then the grant will be terminated – Allan stated that he has a document that Carolyn needs to sign agreeing to match up to 10%, or offer donated time with a Project Manager, that we will not build on this property and that it can be used for a recreation area, natural reserve, parking lot, buffer zone, etc., and to maintain the property

- **Ken announced himself and made a motion to proceed with having the Mayor sign the agreement as pertains to 133 Water Street and agreeing up to a 10% Village match and to maintain the property once acquired, seconded by David who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, February 4<sup>th</sup> at 8:00 PM
- ✓ confirmed depositing \$65.00 for November Traffic Fines
- ✓ confirmed that he will drop off documents at Village Hall needing signatures and asked everyone to please sign them as quickly as possible as we are nearing Year End and many of the documents needing signature need to be submitted to the County
- ✓ listed the terms that will expire in 2021 – those being Ken, David, Thomas and Dennis – the Mayor voiced her hope that all would remain on Council and that the Councilmen will need to submit all documentation at the beginning of August to be on the November Ballot at a cost of \$30 each

Old Business:

Gary reporting:

- ❖ asked about the status of the Trash Hauling Contract – Allan reported that they will probably wait until the CPI Index is released in January before submitting the quotation to the Village – no change from last month

Public Comment:

Nothing offered.

**There being no further business to come before Council, Chris announced himself and made a motion to adjourn at 9:29 PM, seconded by David who announced himself. Roll-call vote; Chris - aye, Dennis - aye, Ken - aye, Thomas - aye, David - aye.**

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris