

**VILLAGE OF BURBANK  
ORGANIZATIONAL & REGULAR MEETING, JANUARY 6, 2022**

Mayor David Wilkinson, called the meeting to order at 7:02 PM.

A roll call was taken with the following officials present: Chris Norton, Danual Priebe; also, in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer and visitors Cathy Kopp, Terry Moore, Linda Gray, Marti McCord, Thomas Lenhoff and Officer Bret Haven.

Mayor Wilkinson welcomed our guests.

**Organizational Meeting**

**Chris made a motion to appoint Marti McCord to her vacated seat, seconded by Danual. Vote; 2 ayes, 0 nays**

Allan swore in Marti McCord to Village Council

**Chris made a motion to appoint Thomas Lenhoff to his vacated seat, seconded by Marti. Vote; 3 ayes, 0 nays**

Allan swore in Thomas Lenhoff to Village Council

**Marti made a motion to appoint Terry Moore to fill the seat vacated by Ken Dibler, seconded by Danual. Vote; 4 ayes, 0 nays**

Allan swore in Terry Moore to Village Council

**Danual made a motion to appoint Chris Norton to President Pro Tempore of Council, seconded by Marti. Vote; 4 ayes, 0 nays**

Mayor Wilkinson assigned Council Members to the various Chairs; **Finance** – Thomas and Terry, **Parks** – Marti and Terry, **Safety** – Marti, **Streets** – Chris and Danual, **Water/Sewers** – Thomas, **Zoning** – Chris and Danual – Mayor Wilkinson asked if there were any disagreements – none were offered

**Danual made a motion to have Allan amend the Code of Miscellaneous Ordinances, Sections 2.4 and 4.0 of the Open Records Policy and Part D of the Purchasing Policy, seconded by Marti. Vote; 5 ayes, 0 nays**

Mayor Wilkinson announced that this closes the Organizational Meeting.

**REGULAR MEETING**

Minutes – December 16, 2021 Regular Meeting Minutes

**Marti made a motion to waive the readings and to approve as submitted the December Regular Meeting Minutes, seconded by Danual. Vote; 5 ayes, 0 nays**

Council Reports:

Safety

Marti reporting:

- reported that Creston has already issued 3 citations for “running the red light” on SR 83 in the first 9 hours on the job and announced that Creston has hired a new Police Officer
- introduced Officer Bret Haven who grew up in Burbank until moving away at the age of 13 and Officer Haven thanked Council and indicated that he is looking forward to working in Burbank as assigned – Cathy Kopp distributed a note to Officer Haven and the Mayor and Council with a citizens complaint about the use of e-brakes, speeding and engine revving on SR 83 – Officer Haven asked if we have signs about no e-brakes posted and Council confirmed that yes, we do and Council asked him to also concentrate on speeding through the Village as well
- Allan confirmed that Creston is to issue citations based on Creston Ordinances that he is incorporating into Burbank’s Ordinances

Finance

Thomas & Terry reporting:

- read the January Paid Bills and the Automatic Deductions amounting to \$9,995.66 and asked if there were any questions or any details needing to be presented – none were offered; **Chris made the motion to accept these payments, seconded by Danual. Vote - 5 ayes, 0 nays.**

Gary reporting:

- confirmed that Lampion did install the final LED light in the Park directed between the two shelters and that all work is now 100% complete – he asked if there are any complaints or changes needed – none were offered
- confirmed that he sent out the 2021 Financial Summary Report to the Mayor and Council earlier today – he reviewed the report, asked if there were any questions or comments – none were offered
- Gary asked for **“a motion authorizing him to place a Legal Ad in the newspaper notifying residents that the 2021 Financial Reports are available for review, Chris stated so moved, seconded by Danual. Vote 5 ayes, 0 nays”**

Parks

Marti reporting:

- ❖ confirmed that a newer flag has been installed in the Park

- ❖ Mayor Wilkinson confirmed that he has contacted the Baseball Association and has a meeting scheduled for January 16<sup>th</sup>, time yet to be determined, to discuss possible baseball field improvements

### Water & Sewer

Thomas had nothing to report.

### Streets

Chris and Danual had nothing to report.

- Mayor Wilkinson stated that he repositioned the Stop sign at Reed Court – Marti reported that the sign is hanging down again and needs to be repositioned once again
- Linda Gray reported that the Township has hired someone who is patching holes and maybe the Village could also use this person; Marti reported that there may be interest by Creston in doing road work for Burbank but it requires more discussion by her with the people involved

### Zoning

Chris and Danual had nothing to report.

- o Ben had nothing to report
- o Allan reported that the issue at 141 Water Street is in the court system, that he needs to set up a meeting with Ben, the Wayne County Building Inspector and the homeowner to move it to the next level
- o Allan reported that the FEMA Grant has been awarded to the Village and he is waiting on instructions from FEMA who has to appraise the property and then enter into negotiations with the Owner to see if an agreed upon price can be arrived at
- o Allan reported no progress on 111 and 124 W. Middle Street nor on 215 E. Middle Street with Zoning issues – he asked Council how he should proceed – nothing was offered at this time
- o Gary reported that he met the engineer at the culvert on E. Middle Street who did respond with recommendations – one of the recommendations was to repair the storm sewer pipe on the southwest slope and to temporarily stabilize the slope using precast blocks, like those used on the Water Street culvert, and then add backfill – the engineer believes the current broken storm sewer pipe has caused the majority of the erosion on the slope and may be contributing to the scour hole in the channel at the culvert inlet – another recommendation was to consider doing a hydraulic study to confirm that the culvert sizing is correct – Gary has the opinion that it probably met the design standards at the time the work was done – Gary stated that he cannot proceed to get bids on this work as there is an issue of private property involved – Allan reviewed the properties in question and

determined that Linda Gray's property adjoins the proposed work area - Linda agreed to sign-off authorizing work to proceed - Gary stated that he will contact contractors to obtain bids - Linda asked about the issues on the north side of the culvert - Gary said he was not aware of any issues and no work was planned on the north culvert discharge side

- o **Danual made a motion to increase the pay for the Zoning Inspector by \$60 per month effective February 1<sup>st</sup>, seconded by Terry. Vote; 5 ayes, 0 nays**

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, February 3<sup>rd</sup> at 7:00 PM
- ✓ confirmed depositing \$0.00 for November Traffic Fines

Old Business:

Gary reporting:

- ✚ reviewed 21 Front Street and the additional repair he completed - he confirmed sending the property owner a "late notice" on the invoice for these repairs completed as first invoiced in November and now asked for payment by the end of December to avoid any further action - he stated no payment has been received
- ✚ **Chris made a motion to Lien the property, seconded by Marti. Vote; 5 ayes, 0 nays**
- ✚ Allan confirmed issuing a request to Kimble's for either a multi-year or single year contract to replace the existing contract that expires on February 28, 2022 - he will continue working this with Kimble

Public Comment:

Nothing offered

**There being no further business to come before Council, Marti made a motion to adjourn at 8:02 PM, seconded by Danual Vote; 5 ayes, 0 nays**

X

X

Mayor, David Wilkinson

Fiscal Officer, Gary Harris