

**VILLAGE OF BURBANK  
REGULAR MEETING, JUNE 5, 2023**

Mayor David Wilkinson, called the meeting to order at 8:04 PM.

A roll call was taken with the following officials present: Anna Dickson, Terry Moore, Jay Byler, Thomas Lenhoff, Marti McCord; also, in attendance: Gary Harris – Fiscal Officer and visitors Cathy Kopp and Dan Wiley.

Mayor Wilkinson welcomed our guests.

Minutes – May 4, 2023 Regular Meeting Minutes

**Jay made a motion to waive the readings and to approve the corrected May Regular Meeting Minutes, seconded by Terry. Vote; 5 ayes, 0 nays**

**Jay made a motion to excuse Chris Norton, Allan Michelson and Ben Berger, seconded by Marti. Vote: 5 ayes, 0 nays**

Council Reports:

Safety

Marti and Anna reporting:

- reported the total of hours worked in May as 94 out of 100 requested, there were 9 traffic citations issued – traffic fines for May were \$240 and the check was delivered to the Fiscal Officer
- announced that Officer Stephy may be leaving and if so Creston will be recruiting a part-time officer to cover weekends and one of the full-time officers for regular weekday coverage
- Cathy asked if police coverage can be available for the June 10<sup>th</sup> function in the Park – Marti to check and report back

Finance

Terry and Thomas reporting:

- read the June Paid Bills and the Automatic Deductions amounting to \$16,319.95 and asked if there were any questions or any details needing to be presented – Anna asked about the mowing contractor payments – a discussion took place regarding the service for the balance of this year and how to proceed as well as going forward – Marti suggested we incorporate mowing into the Zoning Inspector’s work assignments and pay hourly for this service – Gary indicated that this is a question that needs Allan’s input so this was “tabled” until our next meeting - **Terry made the motion to accept these payments, seconded by Jay. Vote – 5 ayes, 0 nays.**

Gary reporting:

- as of June 1<sup>st</sup>, a total of \$49,626.68 has been deposited for the Village Income Tax receipts from RITA since July of 2022 – he asked if there were any questions or comments – none were offered
- in 2022 we collected a total of \$21,494 in Village income taxes, we paid RITA \$371 for administration of monies collected and the distribution of these monies – this amount to \$0.17 for every dollar collected meaning we collected \$.83 out of every dollar collected for Village income taxes – Gary stated that he views this as a very good investment, an 83% return on investment – he asked if there were any questions or comments – none were offered
- Gary asked for **a motion to authorize the Fiscal Officer to publish a notice for a public hearing at the July 6<sup>th</sup> Council Meeting on the 2024 Budget, Terry said so moved, seconded by Anna. Vote: 5 ayes, 0 nays** – Gary stated that we will approve the 2024 Budget at the July meeting after the Public Hearing – he asked if there were any questions or comments – none were offered
- reported that the final payment to Playground Boss has been made but he is delaying his request for reimbursement from ODNR until the unit is fully installed – Mayor Wilkinson stated that they are very near completion - Gary asked if there were any questions or comments – none were offered
- confirmed that on May 18<sup>th</sup> he copied Council on an email sent to the County Commissioners thanking them for recommending Burbank to be awarded the Community Development Block Grant Application for the sidewalks for the east side of Front Street - as a result of the recommendation by the County Commissioners to award the Block Grant to Burbank, Gary recommended that we pass legislation tonight to modify our 2023 appropriations and our Certificate of Estimated Resources to account for the anticipated monies that will pass through our budget as well as our matching fund monies for this project – for our Matching funds he recommends drawing these monies from the General Fund – he asked if there were any questions or comments before doing the first readings and asking Council to vote – none were offered
- Gary did the first reading of Resolution 2023-3R. “a Resolution approving amending the 2023 Appropriations and declaring the same an emergency”
- **Jay made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution 2023-3R, seconded by Marti. Vote: 5 ayes, 0 nays**
- **Jay made a motion to adopt Resolution 2023-3R as an emergency, seconded by Marti. Vote: 5 ayes, 0 nays**
- Gary did the first reading of Resolution 2023-4R. “a Resolution approving amending the 2023 Certificate of Estimated Resources and declaring the same an emergency”
- **Jay made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution 2023-4R, seconded by Anna. Vote: 5 ayes, 0 nays**
- **Marti made a motion to adopt Resolution 2023-4R as an emergency, seconded by Jay. Vote: 5 ayes, 0 nays**
- announced that we do have a chance of getting the sidewalk project completed in 2023 but advised Council that until the State approves the Wayne County recommendations for the Grant, that is anticipated to happen in September of this year, it is not yet formally approved and there is some risk that Burbank will not be awarded the Grant –

he asked how does Council wish to proceed and recommended that we pass **a motion authorizing the Mayor to sign the Engineering Agreement with Engineering Associates and allow the Contracts and Grant Administrator to proceed to contract for the engineering work on the sidewalks on the east side of Front Street so moved by Terry, seconded by Anna. Vote: 5 ayes, 0 nays** – Gary stated

that the field and design costs amount to \$12,000, the balance of monies for construction oversight, amounting to \$19,000 will not be due until the construction begins with partial payments with all payments due at the end of construction – he asked if there are any comments or further discussion needed – none was offered

- confirmed that he did submit the PEP Grant Application to be used towards the rewiring of the Park Stage and that he will let everyone know once he hears from PEP – he stated that he is having difficulty obtaining bids to rewire the Stage and he is now waiting to hear back from Lampion on this matter - he asked if there are any comments or further discussion needed – none was offered

### Parks

Marti and Terry had nothing to report.

- ❖ Mayor Wilkinson reported painting the dugouts today and that the baseball field in the Park is now in fairly good condition – he reconfirmed the intent to resurface the baseball field at a cost of \$5,000 next year – Terry asked that the Village obtain a quote that incorporates drainage along with the resurfacing and the Mayor stated that he will work on getting this – a discussion took place about the dedication of the field to Norma Buckingham that will take place on June 10<sup>th</sup> and the Buckingham family is planning to speak at the dedication – Cathy will put a notice out on Facebook for any resident, who knew Norma and would like to say a few words, that they will be invited to do so – the dedication will take place at noon with a pot-luck taking place from 11:00 – 3:00 PM
- ❖ a discussion took place about the bids for the new security cameras for the Park – **Terry made a motion to proceed to purchase the system from Southeast Security, Quote# Q121919 with its six cameras, seconded by Jay. Vote: 5 ayes, 0 nays**
- ❖ Mayor Wilkinson asked Gary to do more checking on installing the internet at Village Hall to be used for monitoring the new camera system
- ❖ Anna reported that the Village Hall sign is finished and ready for installation by Village Council members
- ❖ Anna reviewed her meeting with the insurance inspector who also inspected the partially installed new playground as well as the existing playground equipment – an action list was left that will need to be returned with Village responses – Anna will research options for repairing the equipment listed in the action list and recommended leveling out the soon to be added mulch around all playground equipment and to do so on a regular basis while maintaining a 9”-12” thickness, she also stated that some of the “S” hooks on the swings need to be replaced
- ❖ Mayor Wilkinson stated that Valley View Spraying has done at least one spray application for mosquitos
- ❖ **Marti made a motion to appoint Cathy Kopp as the Village Activities Director retroactive to May 4<sup>th</sup>, a non-compensated position but covered by Village insurance, seconded by Jay. Vote: 5 ayes, 0 nays**
- ❖ Council thanked Mayor Wilkinson and Jay for all of their work on installing the new Playground equipment – Jay stated that others will need to install the border and mulch

– Mayor Wilkinson stated that it would be a good idea to rent a bobcat or similar unit to transport the mulch from where it will be dumped to the new Playground area as well as the mulch for the existing Playgrounds

### Water & Sewer

Thomas and Anna had nothing to report.

### Streets

Jay had nothing to report.

- Gary stated that work will start either June 9<sup>th</sup> or 12<sup>th</sup> on either the pothole repairs or the “dig” at 23 Front Street – he is waiting on clarification from the contractor as to which project will start first – if it is the 23 Front Street project, he needs to give at least a 2-day advance notice to the home owner so they can be present

### Zoning

Jay had nothing to report.

- ✚ Marti reported that she is going to ask the new Magistrate, hired by Creston, if they will process Burbank’s Zoning violations and she will report back to Council – with the new Wayne County Prosecutor stating that the Village has to start all over again since these are so old (the Zoning violations for 111 and 124 W. Middle Streets) – Marti believes that this might be a good starting point if the new Magistrate agrees to hear Burbank’s cases – Gary asked what cost will be associated with this against Burbank and Marti stated “none”
- ✚ Mayor Wilkinson said that the couch at 124 W. Middle Street is half removed
- ✚ Dan hopes the Magistrate issue can move forward since it has been a long time waiting for the Zoning matters to get resolved
- ✚ Gary reporting on 133 Water Street – Quality Excavating bid him the price to add concrete Yard Blocks behind the existing steel plates at \$4,600, he is waiting on a second bid for this work and hopes to have it next week – with the remaining \$1,489.79 in already Appropriated monies for this project, these can be used towards the payment for the additional work being requested and with the additional \$3,000 appropriated last month we have the approved funding to move forward if the second bid should come in at a higher cost - any questions or comments or legal concerns
- ✚ Gary asked if he can get a **motion authorizing the Contracts & Grant Administrator to proceed to release a purchase order, up to \$4,600, to install the yard blocks at the 133 Water Street location for erosion control, so moved by Terry, seconded by Jay. Vote: 5 ayes, 0 nays**
- ✚ Allan’s note stated that the application to reduce value and taxes on 133 Water Street is still pending with the County Auditor’s Office and he anticipates a decision soon
- ✚ Allan’s note stated that the Bert Reed Zoning case is closed and no further action will take place so long as the matter is corrected on or before October 1, 2023, otherwise, it’s back to court

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, July 6<sup>th</sup> at the start time of 8:00 PM
- ✓ confirmed that he deposited the \$217 for the April Traffic Fines and that he will deposit the May Traffic Fines that he received tonight in the amount of \$240
- ✓ confirmed that he plans to refile the OPWC Grant Application this year for Diagonal Road and East Middle Street from the intersection eastbound and that he will provide the cost estimate to resurface Reed Court so Council can decide if they want to include this work in this year's OPWC Application - he asked if there were any questions or comments – none were offered
- ✓ confirmed that he has not yet heard back from ODOT on the requirements for conducting a Christmas Parade on Front Street, that we have time and he will follow-up on this over the next few months
- ✓ advised Council that the port-a-jon increased in cost by \$5/month over last year's rate of \$105 per month
- ✓ reported that on May 26<sup>th</sup> he sent Council an email with the costs to replace a defective load switch in the Traffic Light Battery Back-up System at a cost of \$260 + a bid to replace the 7-year-old batteries at \$1,310.00 – we have the monies available in the Highway Fund which can only be used on Front Street so this works out perfectly – he asked if there were any questions or comments - none were offered
- ✓ Gary asked for **a motion authorizing the Contracts and Grant Administrator to issue a PO to Lampion Companies in the amount of \$1,570.00 to replace the batteries and load switch in the Traffic Light Battery Back-up System, so moved by Jay, seconded by Anna. Vote: 5 ayes, 0 nays**
- ✓ Terry asked about using the Village Income Tax revenues so the residents can see tangible results from these payments – Gary stated the OPWC Project, if awarded, will require perhaps \$70,000 or more as will the other infrastructure projects that the Village has targeted to do – we are on Phase IV with the Diagonal Road/East Middle Street project out of 11 Phases

Old Business:

Gary had nothing to report.

Public Comment:

Nothing Offered.

**There being no further business to come before Council, Jay made a motion to adjourn at 9:15 PM, seconded by Marti. Vote; 5 ayes, 0 nays**

X

Mayor, David Wilkinson

X

Fiscal Officer, Gary Harris