

**VILLAGE OF BURBANK**  
**PUBLIC HEARING & REGULAR MEETING, JULY 6, 2023**

Mayor David Wilkinson, called the meeting to order at 8:05 PM.

A roll call was taken with the following officials present: Chris Norton, Anna Dickson, Terry Moore, Jay Byler, Thomas Lenhoff; also, in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer and visitor Cathy Kopp.

Mayor Wilkinson welcomed our guest.

2024 Budget – Public Hearing

based on YTD spending in 2023, Fiscal Officer Harris added a total of \$19,500 to the 2024 budget – he asked if anyone wants to know the details on the increase – Mayor Wilkinson asked for the details – Gary advised that in the General Fund he added \$1,000 to Insurance and Bonding due to him seeing higher costs in these areas, \$500 to the Dues and Fees, \$1,000 to Other for property taxes; in Streets he added \$7,000 to Other Contractors for the possibility of more street repairs; in Parks he added \$5,000 for Machinery and Equipment in case of possible need; and in Police he added \$5,000 to maintain 2023 levels of Police coverage – Gary issued a word of caution to Council – stating that we are on a course that, for the first time ever since he has been in office, it appears that we will spend all 2023 appropriated monies and if this holds true we will have the lowest ever carryover seen when we end 2023 and go into 2024 – over the prior three years we have averaged a \$101,300 carryover from year to year and going into 2024 this could drop to \$45,000, our lowest ever in the General Fund, we will also have our lowest carryovers for Streets, Parks and Police - he stated that if this trend holds true, in 2025 we could have restrictions on spending, again, for the second time ever – he reported that the first time was when the Village went into Fiscal Watch by the State of Ohio due to the mishandling of monies by past government officials – Gary stated that the goal must always be to spend less monies than appropriated, a preferred carryover is 20-25% which translates into spending only 75-80% of appropriated monies – he asked if there are there any additional questions – Anna asked about receiving a report with the average 1<sup>st</sup> Qtr. expenses to compare against 1<sup>st</sup> Qtr. revenue receipts and Terry asked about receiving a 2023 and 2024 Budget Summary report – Gary said he will look into both

Gary stated that this could also impact and restrict our ability to do additional infrastructure work on our storm sewers and street resurfacing projects all of which are in need to have this work done and this includes the OPWC Grant Application we are considering for 2023 with work to be done in 2024

Gary asked for **a motion to approve the revised 2024 Budget and authorizing the Fiscal Officer to submit it to the Wayne County Auditor, so moved by Jay, seconded by Terry.**

**Vote: 5 ayes, 0 nays**

Regular Council Meeting

**Jay made a motion to excuse Marti McCord, seconded by Terry. Vote: 5 ayes, 0 nays**

Minutes – June 5, 2023 Regular Meeting Minutes

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

Council Reports:

Safety

Anna had nothing to report.

Finance

Terry and Thomas reporting:

- read the July Paid Bills and the Automatic Deductions amounting to \$35,507.37 and asked if there were any questions or any details needing to be presented – none were requested
- **Terry made a motion to accept these July payments, seconded by Jay. Vote – 5 ayes, 0 nays.**

Gary reporting:

- as of July 3<sup>rd</sup>, a total of \$54,646.63 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
- reported that he is waiting on the check clearing the bank for the final purchases for the installation materials before sending in our final request for reimbursement from the ODNR for the Park Playground equipment – this will complete this Grant project once our final reimbursement check is received - he asked if there were any questions or comments – Mayor Wilkinson reminded Gary to include the costs for the grass seed and straw
- reported that Field work on the Community Development Block Grant for the sidewalks for the east side of Front Street is scheduled to begin the week of July 17<sup>th</sup> – he reminded Council of the need to notify residents on the east side of Front Street to trim back hedges and brush in preparation for the upcoming work and asked if we have a Zoning Code addressing this requirement which Allan stated that we do – Gary recommended some sort of “notice” be issued for those residents on Front Street as well as for the rest of the Village where similar issues exist – Allan to generate the notice - Terry offered to distribute notices - Gary asked if there were any questions or comments – none were offered

- For the OPWC Grant Application – Gary confirmed sending Council the bids from Engineering Associates early this morning and asked Council if they want him to proceed to refile the OPWC Grant Application for Diagonal and a section of E. Middle including Reed Court or without Reed Court – a discussion took place about when to engage the engineering phase, costs for engineering, impacts of starting engineering as well as cost analysis on doing Reed Court at this time or waiting – **Chris made a motion authorizing the Contracts and Grant Administrator to proceed to file the OPWC Grant covering all three sections of road as well as proceeding with the engineering Fieldwork in advance of being awarded the Grant, seconded by Anna. Vote: 5 ayes, 0 nays**
- confirmed that we did receive the \$1,000 PEP Grant and the monies will be applied against the rewiring of the Park Stage, that has been completed, thus reducing our costs down to \$1,690, down from the \$2,690 that it cost - he asked if there are any comments – none was offered

### Parks

Terry had nothing to report.

- ❖ Mayor Wilkinson reported that he has been contacted by the Baseball Association who want to have two baseball fields in Burbank to help to handle the number of traveling teams in the area – discussions will take place between the Village and the Association about a new ballfield at the Old School Park and funding of same
- ❖ Anna asked about power washing Village Hall before the new signs go up at Village Hall – Gary raised a concern about the age of the building and grout being “blown-out” – Jay feels that for the pressure that will be used, this will not be a problem
- ❖ Anna stated that she has Playground Inspection forms that she will begin to use and report to Council about – Gary recommended that she maintain copies and share the reports with our Insurance Inspector during their audit visits
- ❖ Mayor Wilkinson stated that he would like to acquire a replacement “Climber” for the old unit that has been removed from the Park and asked if the Village has sufficient monies to purchase a new unit at a cost of \$1000-1,500 – Gary responded that yes, we have sufficient monies but again cautioned Council against spending all appropriated monies

### Water & Sewer

Thomas and Anna had nothing to report.

### Streets

Chris and Jay reporting:

- Chris asked about snow plowing and salting for this year – Ben stated that he will keep the pricing the same as last year except that he wants to be paid twice monthly when plowing – a discussion took place about paperwork and payments – Gary to investigate setting up Direct Deposit

### Zoning

Chris and Jay had nothing to report.

- ✦ Ben reported that Chris Letzelter shut down Henrietta Street for a party he had at his home – Allan stated that he needed to obtain permission from Village Council before doing this
- ✦ Ben reported that Dan Wiley Jr. will not answer the door when Ben has tried to talk with him about cars on the property without current license plates – Mayor Wilkinson stated that the Magistrate in Creston has agreed to hear Burbank Zoning cases – Allan said that this is great news and he is planning on speaking with the Magistrate about this, in addition, Allan stated that if anyone facing a violation pleads not guilty then the Wayne County Prosecutor must prosecute the case
- ✦ Ben reported that he will add high grass and a vehicle without current plates to the citation for 111 W. Middle Street – Allan stated that at the direction of the Wayne County Prosecutor's Office, we are now using a new Zoning Violation Form – Council advised Ben to ask for Police to be present when he cites this resident, if Ben feels that it is a good idea to do so, and if no one answers the door Allan told him to tape the Citation to the door, take a picture of it on the door and Allan will send a letter to the resident giving them 30 days to correct – if no progress is made, Allan will generate the paperwork for the Magistrate to be able to proceed
- ✦ Allan will follow up on his application filed with Wayne County Auditor to reduce value and taxes on 133 Water Street – Gary reported that the Yard Blocks for the erosion control were installed today and the job is about 60% completed – Gary confirmed that he sent in all of the final documentation to FEMA to close-out the Grant and he is waiting on the Final Closeout Letter from FEMA – reported that with the remaining appropriated monies of \$1,489.79 towards the FEMA project, these monies will now be used to pay for the erosion control and reduce Village appropriations down to \$3,110.21 to finish this work
- ✦ Gary confirmed that the “dig” is finished on the backside of 23 Front Street and the lateral was there but never tied into the main storm sewer when the work was done in 2019 – he has sent an email to the engineer and contractor, who did the initial work on Henrietta St. which is the backside of this property, reporting the findings and asking for contributions towards the cost of this work – Jay stated that the Bond may still be active and Allan stated that this may be a breach of contract – Gary asked that we wait until we hear back
- ✦ Terry reported that we still have a lateral issue on Henrietta Street with Trinity Church but they still have to determine if the blockage is in the line outside of the right-of-way

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, August 3<sup>rd</sup> at the start time of 8:00 PM
- ✓ confirmed that he deposited the \$240 for the May Traffic Fines but he has no check for the June Traffic Fines since Marti is not here tonight
- ✓ 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

- ✓ confirmed sending out Wayne County CHIP Program information to Council for possible use by our residents and landlords to assist with costs in repairing homes and rental properties – Gary recommended the Village take a pro-active position on this and perhaps even engage Zoning to promote this program
- ✓ reported that ODOT found the 1954 Traffic Light Permit and in the permit the Village was to operate the light in a “flashing” mode between the hours of 11:00 PM to 7:00 AM – Chris stated that this went to a full 24/7 Stop and Go light sequence when high accident rates were being experienced during the “flashing” times of operation
- ✓ Thomas reported that he has put the Park Rental Application along with a Calendar on the Village website and he plans to send out an email to everyone about posting other Village activities on the website as well
- ✓ Allan did the first reading of Ordinance 2023-04, “an Ordinance approving and granting consent to the Director of the Ohio Department of Transportation (ODOT) authority to apply, maintain and repair standard longitudinal pavement markings and erect regulatory and warning signs on State highways inside Village corporation limits, and giving consent of the Village for ODOT to remove snow and ice and to use snow and ice control material on State highways inside the Village corporate limits and, giving consent of the Village to ODOT to perform maintenance and/or repair on State highways inside the Village corporation”
- ✓ **Chris made a motion to waive the 2<sup>nd</sup> and 4<sup>rd</sup> readings of Ordinance 2023-04, seconded by Jay. Vote: 5 ayes, 0 nays**
- ✓ **Chris made a motion to adopt Ordinance 2023-04, seconded by Jay. Vote: 5 ayes, 0 nays**
- ✓ Terry asked about our Tree Ordinance in Zoning and the blocking of visibility at intersections reporting issues at 54 and 15 Front Street – Ben to speak with the property owners

Old Business:

Gary had nothing to report.

Public Comment:

- Cathy reported that on June 17<sup>th</sup>, she, Terry and Anna sold ribs at Millers Supermarket to raise money for the Park – she gave Gary a check for \$500 and another check for \$25 which were additional donations for the Park
- Cathy reported that on August 26<sup>th</sup> from 11:00 AM to 5:00 PM they will be selling ribs again
- Cathy reported that on August 19<sup>th</sup> a Village wide garage sale will be held
- Cathy reported that two of our local businesses have either moved or closed their doors
- Chris paid the \$50.00 Park Rental Deposit for a July 22<sup>nd</sup> activity and is donating this money to the Village and does not want to be reimbursed after his July 22<sup>nd</sup> activity as is the Village common practice if no debris or clean-up is necessary

**There being no further business to come before Council, Jay made a motion to adjourn at 9:38 PM, seconded by Chris. Vote; 5 ayes, 0 nays**

X

Mayor, David Wilkinson

X

Fiscal Officer, Gary Harris