

MALVERN VILLAGE REGULAR COUNCIL MEETING

January 3, 2024

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Meeting opened with the Pledge of Allegiance.

ROLL CALL: Mayor DeLong, Burgess, Craig DeLong, Hubbard, Wackerly, Holmes, and Wadsworth were in attendance. Kaltenbaugh, Mudock and Neading were also in attendance.

Mayor DeLong, Wackerly, and Wadsworth were sworn in prior to the start of the meeting.

Motion by Holmes, second by Hubbard to approve the minutes from the regular meeting of December 18, 2023. Holmes, Hubbard, Burgess, Wackerly, and Craig DeLong approved, Wadsworth abstained.

Motion by Holmes, second by Burgess to approve the Standing Rules of Council. All council members approved.

Motion by Craig DeLong to nominate Burgess for Council President, second by Wackerly. Craig DeLong, Wackerly, Holmes, Wadsworth, and Hubbard voted yes, Burgess abstained.

CITIZEN COMMENTS:

LEGISLATURE:

PARK: Hubbard asked about the status of the lights in the park. It was discussed that part of them are working, but the ones at the front near the parking area are not. Hubbard said she looked at the poles and they did not have the AEP tags. Kaltenbaugh will have Sheets come in to check the electric. Wackerly asked if the limb had been removed. Kaltenbaugh explained that the limb was still attached to the tree and needs to be removed. Hubbard also discussed that she had reached out to some of the food truck vendors and asked if they would be interested in setting up in the park and let them know that the Village would be willing to advertise that they would be in the park if they did want to setup. She had not heard back at this time, but intended to reach out to additional vendors.

FISCAL OFFICER/TAX DEPARTMENT: Neading provided Council with Appropriations, Revenue, Fund Status, Receipts, and Payments as of 1/3/2024. Neading further discussed that the Village ended the year with a strong fund balance of \$1,355,873.12, up approximately \$250,000 from last years end of year close. She explained that we controlled costs well, while still making improvements. She further explained that Phase 1 was within the projected amount and change orders stayed well within the contingency fund. She also noted that the Village exceeded budget expectations for 2023. The Property Tax Collections and Municipal Tax Collections were strong, and all other categories were steady and met the budget assumptions. Overall, it was financially a solid year for 2023. She further reported that year end is progressing well. She reported that year end tax reports for the Fed and State are completed and uploaded, the W2s are done and the necessary files and documents have been submitted or mailed, the RITA end of year submissions are complete, and the end of year Financials and Hinkle Notes were uploaded to the State on 1/2/2024. Neading paid the BWC premiums for 2024 in full, saving 2% by paying in total prior to year end. She also completed the payroll tru-up report and report of work related accidents/injuries for 2023. She submitted the annual certification of exemption for the CPIM with the State verifying that we do not have any investments. She submitted notice to paper that the financials will be available for review prior to the February 5th Council meeting. The Certification of Balances for Year End have been submitted to the county. Neading filed the Census report for Building Permits for 2023. Neading discussed that she has received a notice from Brighthouse Financial regarding the sale of 1 share of stock for a total of \$52.03, they wanted to know if we wanted to sell the share. Last year we earned \$24.72 in dividends. Council discussed and decided to keep the stock for now.

VILLAGE ADMINISTRATOR: Kaltenbaugh discussed a house on E. Porter, that was part of Phase 1 that had an issue with the water access. Tucson had to come out to locate the box and turn the water on to the property. He noted that Sheets will be in town to replace the light pole and also start work on the lights on the bridge as parts continue to be delivered. He discussed that the tractor is back in service with the plow installed. He discussed funding for Phase 2 and explained that the large EPA funding opens in March. As of now, the Village has \$400,000 already in on Phase 2. He discussed the mower options from Braces' and asked if Council was

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interested in looking into upgrading to the heavier mower for the canals. He will get updated pricing on the larger mower. He discussed the Water Plant and explained that it was running well. The update to the communication system was discussed and he hopes that it will be happening soon. Wackerly discussed the \$1.00 increase to the water bills for the January billing. It was also discussed that this was the final increase that was part of the 3 year increases. Kaltenbaugh discussed the annexation requirements for anyone tied into the Water system that are outside of town, and how they will be annexed into the Village. He discussed that the Colfor building was listed and if the buyer wants access to water, they will need to annex into the Village. He also discussed that the Park equipment will be removed for repairs.

MAYOR: DeLong discussed trimming trees on the State Highway. He explained that the Service Department will be able to get a lot of it cut back. Kaltenbaugh suggested they rent the chipper to clean up the brush as they complete the project.

COUNCIL: Burgess thanked Neading for her work on year end and keeping the finances in order. She also thanked Kaltenbaugh for his work in the Water Department and for his work on the projects and grants. Burgess made a motion to enter into executive session for the compensation of a public employee or official, second by Holmes. All council members approved. At 7:25 all Council members, Mayor DeLong, Kaltenbaugh, Murdock, and Neading entered into executive session. The meeting resumed at 7:32. Wackerly made a motion to give a \$1.00 raise to Teri Foster, a 50 cent raise to Jeff Burgess, Jake Wilson, Joe Evans, Drake DeLong, and Linda Clapper; and a 25 cent raise to Ryan Lawson effective immediately and paid with the January 18th payroll, second by Holmes. Wackerly, Holmes, Hubbard and Wadsworth voted yes, Burgess and Craig DeLong abstained.

Holmes discussed that Jim Kaster owns the old Byrd property that needs cleaned up. Kaltenbaugh will try to call or send a letter.

Wackerly welcomed Justin Wadsworth to Council.

Craig DeLong reported that he attended the Fire Board meeting and there had been five (5) incidents since the last meeting.

FINANCE: Motion by Burgess, second by Hubbard to pay the village bills from the appropriate funds for \$15,003.93 pre-approved by the Finance Committee 12/31 and \$63,014.84 on 1/3. Also, \$10,610.30 in payroll pre-approved by the Finance Committee and paid 1/4/24. All council members approved.

QUESTIONS: Thomas Clapper asked to clarify the raise information. Neading provided him with names and amounts.

ADJOURNMENT: Motion by Holmes, second by Craig DeLong to adjourn. All council members approved.

Next regular council meeting will be Wednesday, January 17, 2023 at 7:00 p.m. at the Malvern Village Hall.

Mayor

Fiscal Officer