

## MALVERN VILLAGE REGULAR COUNCIL MEETING

October 2, 2023

Page 1 of 4

Meeting opened with the Pledge of Allegiance.

**ROLL CALL:** Mayor DeLong, Burgess, Craig DeLong, Wackerly, Thompson, Hubbard and Holmes were in attendance. Kaltenbaugh and Neading were in attendance and Murdock attended via Zoom.

Motion by Burgess, second by Holmes to approve the minutes from the regular meeting of September 18, 2023. All council members approved.

**CITIZEN COMMENTS:** Pixie Furbee was in attendance to discuss Dancing in the Park and the jail in the park. She highlighted that the Rotary collected approximately \$4,000 in donations with the Jail event for Dancing in the Park. She said people seemed excited to get in and see the Jail open and to learn the history of the Jail that was displayed. She also noted that the Historical Society wanted the Rotary to take possession of the Jail, so they did as of September 25<sup>th</sup>. The Rotary wanted to clarify that they would need to insure the structure. It was confirmed that the Rotary would be responsible for carrying the insurance for the Jail. Murdock will work on an agreement between the Village and the Rotary.

Thompson asked if there were plans for other events. Furbee expressed interest in other opportunities to have the Jail open and used. She also discussed that in the event there is another event revolving around the Jail, she would inform Council and that someone from Rotary would be present at all future events when the Jail is in use.

### **LEGISLATURE:**

Motion by Burgess second by Hubbard for the first reading of Ordinance 7-2023, An Ordinance amending the Personnel Policy and Procedure Manual by adding Section 5.15 addressing petit jury duty of the Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Burgess second by Hubbard for the first reading of Resolution 2023-22, A Resolution authorizing the Mayor to purchase gift cards for employees for Thanksgiving and Christmas in appreciation of the work they do for the Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Burgess second by Hubbard for the first reading of Resolution 2023-23, A Resolution recognizing the volunteer work of Justin Lucas in helping the Service Department for the Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Burgess second by Hubbard to suspend rule 731.17 for Resolution 2023-24. All council members approved.

Motion by Burgess second by Hubbard to adopt Resolution 2023-24, a Resolution authorizing the Village Administrator to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and / or LOAL transportation improvement program(s) and to execute contracts as required. All council members approved.

Neading provided an update on the alley located at 231 S. Reed Street. Ohio Revised Code establishes the rules behind vacating an alley. Neading explained that Sue Chiurco needs to sign a written petition explaining why she would want the alley to be vacated and needs to include a plan or drawing showing the area. Neading received the letter from Chiurco prior to the meeting. Burgess made a motion to accept the petition from Sue Chiurco, as presented, in regards to vacating the alley at 231 S. Reed Street, second by Holmes. All council members approved. Neading further explained there would need to be a public hearing, and it had to be advertised with thirty (30) days notice, and if it were to be held prior to the council meeting, it would need to be the November 20<sup>th</sup> meeting. After the public hearing, council could approve the legislation, and then the documents will need to be recorded with the Carroll County Courts. Burgess made a motion to hold a public hearing at 6:45 pm on November 20, 2023 at Village Hall, second by Holmes. All council members approved. Mayor clarified that all Council Members should be present for the hearing.

## MALVERN VILLAGE REGULAR COUNCIL MEETING

October 2, 2023

Page 2 of 4

**PARK:** Neading asked if Smith's should be brought in when the water is shut off in the park to winterize the bottle fill station. Kaltenbaugh agreed that it would be beneficial to utilize Smith's. It was also discussed that the portable restrooms should go down to two (2) for November 1<sup>st</sup>. It was agreed that the handicap restroom would be left near the pavilions and a regular restroom would be left near the basketball courts.

Hubbard asked if the playground equipment had been checked. Mayor DeLong had discussed it with the Service Department, but he had not heard any more information.

**FISCAL OFFICER/TAX DEPARTMENT:** Neading provided the Appropriations, Revenue, Fund Status, Receipts, and Payments (as of 10/2/2023). She explained that Council wants to see Appropriations under 75% at the completion of the 3<sup>rd</sup> quarter. She further explained that items such as Capital Outlay, Principal and Interest in the water department are almost at 100% due to the loan payments being complete for the year and the Phase 1 almost being complete, which went through the Capital Outlay account. She also noted that funds were in a good position for the 4<sup>th</sup> quarter and there should not need to be adjustments to the appropriations for year end. Neading also explained that when looking at the revenues they should be at 75% or more. She highlighted that the Village exceeded budget for property tax collections and have almost hit budget for municipal income tax. Payments for Gasoline, License and Permissive are holding steady and the water revenue is on pace to hit budget. She noted strong collections for 2023 and going into the 4<sup>th</sup> quarter. She reminded Council that she has been running a conservative budget with the shifts in the economy and is projecting lower revenues, as things remain unsteady. Neading further discussed that everyone has been working on information for Phase 2 grants with Josh Besancon from Engineering Associates and Pam Ewing from RCAP. The current applications include: ARC Application for \$400,000, the Village will not know if it is awarded until mid 2024; EPA-WSRLA Funding – the project will be nominated in March 2024; a request of funds through Senator Brown's office was submitted, and we are unsure of the award announcement date; the ODOD Water/Waste Water Grant which is for the design and it will be open late this year; and the OPWC Application is due October 27<sup>th</sup>. We have a lot of applications in the work and are trying to find funding to continue the Waterline Project and bring new lines to the Village. Neading reported that she submitted a records request for Smart Procure regarding Purchase Order and Vendor Information. She also noted that everyone should have received notice of the final Audit. She highlighted that it is complete and went well with a few minor improvements to make.

Thompson asked if the Village finances are ok. She has seen a lot on Facebook regarding the funds or lack of funds the Village has. Neading reassured her that the Village is doing well and explained since 2016, the Village has been able to increase the overall fund balance by \$400,000-\$500,000.

**VILLAGE ADMINISTRATOR:** Kaltenbaugh discussed that the Service Department has been working with Tucson and mowing. He discussed that the tower lost communication again and when he spoke with Status Control, they are unsure how the tower and plant are communicating at all at this point. Kaltenbaugh explained that the current system is very old and outdated, he thinks it could be original to the plant. Status Control provided a quote of \$84,000 to replace the entire communication system. Kaltenbaugh explained that the SCADA system is essential to the operation of the plant, and if the update is not made the plant will have significant issues. Wackerly made a motion to accept the quote provided by Status Control to replace the communication system at the Water Plant and Water Tower not to exceed \$84,000 (the quote included work to be completed by Status Control for \$42,300 and J&K for \$41,713.00), second by Craig DeLong. All council members approved.

Holmes discussed a complaint about water from a resident on Porter. They are having issues with discolored and bad smelling water and have been connected to the new tap. Kaltenbaugh will have the system flushed to help clear the lines. Holmes also asked if there was any news regarding the opening of the bridge on State Route 183. Kaltenbaugh believes it will be open very soon, he thinks they need to pave and complete the guardrail.

Burgess made a motion to enter into executive session regarding the employment of a public official or employee, second by Holmes. All council members approved. All council members, Kaltenbaugh, Mudock and Neading entered into executive session at 7:34 pm.

## MALVERN VILLAGE REGULAR COUNCIL MEETING

**October 2, 2023**

**Page 3 of 4**

The meeting resumed at 8:04. Wackerly made a motion to hire Joe Evans as a full time service employee at a rate of \$15.00 per hour with an increase to \$15.50 per hour after 90 days, effective Monday, October 9<sup>th</sup>, second by Hubbard. All council members approved. Wackerly made a motion to hire Drake DeLong as a part time service employee, not to exceed 30 hours per week, at a rate of \$15.00 per hour with an increase to \$15.50 per hour after 90 days, second by Burgess. Wackerly, Burgess, Thompson, and Hubbard voted yes; Holmes voted no; Craig DeLong abstained.

Kaltenbaugh discussed pricing a blade for the tractor to be used to plow the alleys in the winter.

**MAYOR:** DeLong discussed the walk behind mower that was purchased to mow the canals. He explained that it is difficult to use and hold the banks of the canals without sliding. Kaltenbaugh will contact Braces' to discuss options.

**COUNCIL:** Thompson discussed current pay rates for Council. Neading discussed that it was difficult to align, as they are all over the board. Kaltenbaugh explained that locally, he has seen a lot of councils earning more, and thought that Malvern had room to increase. Wackerly made a motion to increase the Village Council pay by \$100 per month, second by Holmes. Wackerly, Holmes, Hubbard, and Thompson voted yes; Burgess and Craig DeLong voted no.

Holmes was pleased to see that the concrete was starting to be put in on Porter Street. He also reported that he has seen more police presence in town recently. Holmes asked if residents are to call into Village Hall with pole numbers for AEP, it was confirmed that Village Hall was collecting and submitting pole numbers. Holmes discussed the bridge into downtown and repeated his concerns. Kaltenbaugh confirmed that the bridge was being assessed weekly by the County and he thinks a lot of the issues are with the pavement now, it is almost like a washboard. Kaltenbaugh intends to talk with the State about the bridge once they are done with the State Route 183 bridge.

Hubbard discussed complaints about the bench area near the Firehouse, and asked that it be cleaned up.

Wackerly apologized for his discussion about the light on the bridge, and said it was not broken, but feels it still needs addressed. He also noted that the clock downtown is approximately 15 minutes behind. He asked if a sign for "Municipal Parking" could be put up on the main road to show that there is a parking lot accessible. He expressed his thoughts on how well the parking lot project turned out and expressed that it was wonderful project and addition to the Village. He also discussed possibly adding a light to the parking lot if possible.

**FINANCE:** Motion by Burgess, second by Thompson to pay the village bills from the appropriate funds for \$104,614.40 pre-approved by the Finance Committee 9/30/23. Also, \$8,720.67 in payroll pre-approved by the Finance Committee and paid 9/28/2023. All council members approved.

**QUESTIONS:** Clapper clarified the location of the parking lot, it was discussed that it was by the Fire Station, behind Que Pasa. Clapper also clarified that the raises for Council would not go into effect until a council member would be elected/re-elected. DeLong confirmed that the raises would go into effect once a Council member is re-elected at the beginning of the year.

**ADJOURNMENT:** Motion by Thompson, second by Hubbard to adjourn. All council members approved.

**Next regular council meeting will be Monday, October 16, 2023 at 7:00 p.m. at the Malvern Village Hall.**

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**October 2, 2023**

Mayor

Fiscal Officer

**Page 4 of 4**