

## MALVERN VILLAGE REGULAR COUNCIL MEETING

June 5, 2017

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Meeting opened with the Pledge of Allegiance.

**ROLL CALL:** Mayor DeLong, Brittany Burgess, Holmes, Phillips Thompson, Barb Burgess, and Ritter. Also in attendance are Benson, Murdock, Ring and Evans.

Motion by Ritter, second Barb Burgess to approve the minutes from the regular meeting of May 15, 2017, with one correction to the time executive session returned. All council members approved.

### **CITIZEN COMMENTS:**

Jack Leggett attended the meeting to discuss trees that were cut on his property. He explained that he was told the men cutting the trees were sent by the Village to trim trees back because of large trucks hitting the trees as they came down the road. He contacted the Carroll County Sheriff's Department and they sent an officer. The officer talked with the individuals Mr. Leggett believed to cut the limbs, and they said they had. Mr. Leggett wanted to know what the Village was able to do about this. Mayor DeLong explained that it is not a Village issue, and that he could work with the Sheriff's Department if he wants to pursue the individuals who had cut the limbs. He also explained that the Village would not hire and send someone out to trim trees. If there are problems with property, property owners are contacted by letters and would have an opportunity to correct the issue.

**SERVICE DEPT.:** Steve Felton discussed the following: the street department continues to patch holes. They had a water leak at the park that they were able to fix. He took the mosquito sprayer to Fairlawn for testing and they explained that the Village needs to find new spray, that the current spray is no longer approved for use. They installed 4 new benches downtown. They repaired and replaced curb boxes. Steve and Jamie attended a seminar in Sebring for RCAP. Steve explained that they were shown features of the application and learned a lot from attending. He also reported that on June 6, they will be flushing the end lines of the Fire Hydrants.

**PARK:** Barb Burgess reported that the new park board member, Anthony Cobb, was in attendance at the meeting. The board is looking into options to have a concert in the park. The board would like to increase rentals to \$55 and modify the agreement to include that no refunds will be given, unless notice is provided 30 days or more from the reservation date. This would go into effect January 2018. Motion by Barb Burgess, second by Ritter to make the changes for the pavilion rentals. All council approved. Lowery has been marking dead trees in the park and at this time there are 18-20 trees that will need to be removed. They also discussed removing 1 portable restroom that is not being used. The park board walked through the park and determined a location for the new swing, they would like it angled and facing the other playground equipment. Ritter made a motion for the location of the new swing, second Barb Burgess, all council members approved. Barb also reported the park board will be providing a movie in the park on June 23, July 21, and August 18. They will be using a projector and screen to show the movies. Also, they will be selling popcorn and beverages during the movie. The next park board meeting will be held June 22 at 7:00 at the park.

**TAX ADMINISTRATOR:** Alana Evans reported that the Tax Department collected \$43,430.08 in April. Currently, tax income is down \$28,723.93 for 2017. She is working through to determine who has not filed their regularly scheduled taxes, but she believes the bulk of the deficit is in withholdings. She spoke with Chad, and they have 6 potential cases. They will be sending letters to the individuals, and if there is not a response they will proceed. She currently has 10 people on payment plans and 1 court appointed plan. The tax office will be closed June 27-28, she will be on vacation. She has also made signs that can be hung outside for when she is not in the office or for when her office hours have changed.

**FISCAL OFFICER:** Ring presented the Fund Status Report, Receipts (5/16/2017-6/5/2017), Payments (5/16/2017-6/5/2017). She reported that she reviewed and submitted the application for the insurance renewal to Whitaker. She explained that Joel Bender (insurance agent), will attend the June 19<sup>th</sup> meeting to discuss the renewal. She reported that DeeDee's computer crashed and Reynold's was able to come out to recover files and transfer to a new computer. Alger has completed the audit, the State has finished their review. The final report is due by 6/27/17, however, they would like to have an exit meeting on June 14. Council agreed to meet with Alger at 6:00. She explained that the OWDA loan payment advice was received and in the payment notice was an ACH sign up. By signing up for the ACH payment, the loan payment will be made automatically. Council agreed that the payment should be made automatically. Ring discussed if part-time employees were to receive paid time off in regards to jury duty, council reviewed the employee handbook and determined that a part time employee would only receive paid jury duty after being employed by the Village for 3 years. Ring reminded council that she and Murdock will be missing the June 19<sup>th</sup> council meeting. Ring has a scheduled Vacation and Murdock will be out of town for a seminar.

**VILLAGE ADMINISTRATOR:** Marcus Benson provided the Water Dept. report to council for review. He reminded council that Sky Sweeping will be cleaning all curb streets on June 13. He met with Sherry Loos to discuss plans for water distribution and would like to place an ad in the paper looking for qualified engineers to see who would be interested in working with us on future projects. He also met with Jeannette Wierzbicki from OMEGA to help with the OWDA/Colfor project documents needed to prove that the project was completed and paid appropriately. He also is going to start looking for quotes to

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replace the furnace at the street garage before winter comes. Thompson asked what hours Benson was working at the Village Hall. He explained that he was there from 8-4.

**MAYOR:** Mayor DeLong reported that there were solicitors in the village again; he had told them they needed a permit. Holmes said the he also had a run in with solicitors that didn't have a permit and told them they had to get one or stop what they were doing. Bob discussed that due to schedule and that several council members would be out of town on July 3, the next council meeting would be moved to July 10. He also mentioned that village employees must work the day before and the day after to receive their holiday pay, unless they have a scheduled vacation that has been approved. He pointed out that the carpet had been installed in the mayor's office and in the office below. He also thanked Steve and the Street Department for the work they have done on the alleys.

**COUNCIL:**

Holmes pointed out that the trash cans in town are to be used for small trash items, not a person's bag of trash from their home. There has been an issue with trash cans being filled with household trash. That is not what they are there for.

Thompson discussed that maybe there is a hazardous materials class for the street department to attend to learn how to handle items such as used needles.

Barb Burgess noted that the deadline to register with the Board of Elections is in August. If council members are at the end of their term, they need to pick up their pack and register.

**LEGISLATURE:** Chad Murdock reviewed the following:

The 2<sup>nd</sup> reading of Ordinance No. 12-2017, establishing rules for Junk Car Removal. Motion by Holmes, second by Ritter to approve the 2<sup>nd</sup> reading of Ordinance No. 12-2017. All council members approved.

**FINANCE:** Motion by Barb Burgess, second Holmes to pay the village bills from the appropriate funds for \$22,857.11 in vendor invoices, pre-approved 6/5/17; plus \$8,582.59 in payroll pre-approved by the Finance Committee and paid 6/1/2017. All council approved.

**QUESTIONS:** Press wanted clarification on why the council meeting would be moved – Mayor DeLong explained that there would be a lack of quorum due to half of the council members not being in attendance. They also clarified that the hours for Village Hall would be from 8-4. The tax office will also adjust hours to close at 4, instead of 5:00.

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

**Next regular council meeting will be Monday, June 19, 2017 @ 7:00 p.m.**

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Mayor

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Fiscal Officer