

## MALVERN VILLAGE REGULAR COUNCIL MEETING

August 7, 2017

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Meeting opened with the Pledge of Allegiance.

**ROLL CALL:** Mayor DeLong, Barb Burgess, Holmes, Phillips, Ritter, and Brittany Burgess. Also in attendance were Murdock and Ring. Thompson was absent.

Motion by Barb Burgess to approve the minutes from the regular meeting of July 17, 2017, second Ritter. All council members approved.

### CITIZEN COMMENTS:

**SERVICE DEPARTMENT:** Felton reported that the street department repaired water lines on 1<sup>st</sup>, Bridge, and Plain Streets. They replaced the meter at the trailer park on Citrus Road. The meter was upgraded to a 4 inch meter and took over 15 hours to install. They also responded to a water break at the trailer park later in the week, they turned the water off, but the break was within the trailer park and required repairs to be completed by the trailer park, not the Village. There is an issue with the traffic light. One LED light is burnt out. We do not have the parts to fix the light and Steve is currently working with the State to determine who is responsible for the repairs and parts. It is the green light traveling east on State Route 183. He also explained that the salesman from Clark came to see him regarding the new products for the mosquito sprayer. The cost is upwards of \$80 per gallon and he would need approximately 15 gallons to cover town. He is still working with the Department of Agriculture to find an approved product.

**PARK:** Kathy reported that the next movie night in the park will be held Friday, August 18<sup>th</sup> and will be Finding Dory. She reported that the Park Board collected \$42 from the first movie and \$35 for the second movie. They have had good turnouts for both movie nights. Ritter also explained that the Damascus Friends Church has offered to let the Park Board continue having a movie night throughout the winter at the church. They would be willing to provide the facility 1 night per month through the winter. The next meeting will be August 24<sup>th</sup>.

**TAX ADMINISTRATOR:** Evans reported the Tax Department collected \$23,327.97 in July, up approximately \$5,000. The Tax Collections are down approximately \$39,187.21 for the year. She reported that approximately 25% of individuals have responded to the letters she mailed. She also explained she is working to collect \$11,935.23 in outstanding balances. There are currently 1 Judgements, 5 current, 9 on payment plans, and 7 that could be potential court cases. Evans also reported that she will be out of the office on August 15<sup>th</sup> for scheduled appointments.

**FISCAL OFFICER:** Ring provided the Fund Status Report, Receipts (7/18/17-8/7/17), and Payments (7/18/17-8/7/17). Ring explained that she had talked with the State Auditors in regards to the 2016, 1 year audit, and they would like to have a meeting with Council prior to starting the audit. It would be a closed meeting, under the Sunshine Law, and they would like to hold the meeting during business hours the week of the 21<sup>st</sup>. Council agreed to meet on Tuesday, August 22<sup>nd</sup> at 12:00. Ring also reported that she had received the request list and was working through to collect the necessary items. Ring also presented the idea of purchasing a safe, since all money will be ran through Village Hall. This would add an extra layer of security. Also, we would be able to store any important documents. Ritter made a motion to purchase a safe not to exceed \$200, second by Holmes. All council approved. Ring asked for an Ordinance for the next council meeting to approve moving funds to various accounts to have money aligned for the remainder of the year. Ring reported to council that the final audit had been posted to the auditors website and was available for download.

**VILLAGE ADMINISTRATOR:** Benson presented the Water Department Report detailing that consumer notices of lead and copper had been mailed in accordance with the EPA's specifications and time frames, and levels were within the guidelines, with none above maximum contamination levels. Also, R & K Electric was contacted to repair a valve in the Chlorine Room on July 24<sup>th</sup>. The monthly operating reports were sent to the EPA and samples were taken for Trihalomethane and Haloacetic Acids as required by the EPA, testing was completed by Ream & Haager Laboratory. The flushing of dead end lines was also completed. Benson reported that some of the Chlorinators are starting to deteriorate and we will need to update the Chlorine Meter Heads at an estimated cost of \$4248. Also the Variable Frequency drive needs replaced at an approximate cost of \$7240, plus \$600 for installation. R & K Electric will be able to complete all of the work. Ritter made a motion to approve replacing the Chlorine Meter Heads up to \$4300, and the Variable Frequency Drive not to exceed \$7300, second Barb Burgess. All council members approved. He also reported that he has received 2 engineer qualification packets and is going to review the information for Diversified and Civil Design Engineers. Regional Planning is scheduled for August 15<sup>th</sup> at the Fire Station, there was not a meeting in July. Also, he noted that the Audit report details that the Fiscal Officer is responsible for overseeing the Tax Administrator. He also discussed the issues at the Park over the weekend. There was a group that had rented all of the pavilions and they brought in inflatable bounce houses and an inflatable pool. They blew a circuit panel at one of the pavilions. They also dumped trash around the pavilions. It needs to be discussed if circuit boards need upgraded. Ritter said it will be discussed at the next Park Board Meeting and addressed by the Board.

**MAYOR:** Mayor DeLong discussed a need to investing in security cameras for Village Hall and the Service Garage. Ashley will price the camera systems and report back to council. He also mentioned a need for a digital camera with a date stamp. Ashley offered to donate a camera to the Village. Jason Lowe of Colfor recently invited DeLong to attend an open house and while in attendance he was able to do a plant tour.

**COUNCIL:** Holmes reported that 424 Porter St. grass is getting really high again. It was discussed that it is a habitual problem, and the property owner usually tends to it when it gets to a certain point. He also wants to make sure that we are following up on Charm Woods' concerns and thinks that we need to document what we are doing from this point forward. He also thanked the Service Department for their work on the meter replacement, he explained that they went above and beyond to make the necessary repairs.

Ritter thanked everyone who helped over the weekend with the park issues. Also, she reported that 5 people participated in the Yard Sale and the Village brought in \$25.

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Barb Burgess made a motion for Executive Session for the Compensation of a Public Employee, second by Holmes and all council members approved. Council members, Benson, Murdock and Ring entered into Executive Session at 7:35. At 8:10, the council meeting resumed with no action taken. Benson will complete Employee Evaluations.

Phillips reported that there is a patch on Porter St. that is beginning to pull up.

**NEW BUSINESS:**

**LEGISLATURE:** Motion by Ritter, second Brittany Burgess for the 2<sup>nd</sup> Reading of Ordinance 14-2017, an Ordinance to dissolve of the Village Park Board and replace with an Advisory Park Board, to align with the ORC 735.27. All council members approved.

Motion by Ritter, second by Barb Burgess, to approve the 2<sup>nd</sup> reading of Resolution No. 2017-6, a Resolution amending the rental policy for reserving a pavilion at the Park. All council members approved.

Motion by Holmes, second by Brittany Burgess to suspend Rule 731.17. All council members approved. Motion by Holmes, second by Barb Burgess, to approve the 1<sup>st</sup> reading of Resolution 2017-8, a Resolution giving Marcus Benson, Village Administrator, the authority to sign the approval documents with ODOT for the School Sidewalk Project.

Motion by Barb Burgess, second by Ritter, to approve the 1<sup>st</sup> reading of Resolution No. 2017-9, a Resolution approving a legal-services agreement for income tax collection. All council members approved.

**FINANCE:** Motion by Barb Burgess, second Holmes to pay the village bills from the appropriate funds for \$14,155.78 in vendor invoices, pre-approved 8/7/17; plus \$9,191.43 in payroll pre-approved by the Finance Committee and paid 8/7/2017. All council approved.

**QUESTIONS:** Thomas: When is the next movie in the Park? – August 18<sup>th</sup> and we will be showing Finding Dory  
Nancy: Are you pursuing damages for the Park Issue? – Will be determined by Park Board. If going to RITA, how will this effect Alana? It wouldn't be immediate, there would be a process, but at this time nothing has been decided.

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

**Next regular council meeting will be Tuesday, August 22, 2017 @ 7:00 p.m.**

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Mayor

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Fiscal Officer