

MALVERN VILLAGE REGULAR COUNCIL MEETING

November 20, 2017

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Meeting opened with the Pledge of Allegiance.

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

Motion by Barb Burgess to approve the minutes from the regular meeting of November 6, 2017, Second by Ritter. All council members approved.

CITIZEN COMMENTS:

SERVICE DEPARTMENT: Felton reported that they will be completing leaf pick up on November 30. They are also anticipating putting up Christmas decorations on the 30th, as it will be Mark Shoemaker's (seasonal employee), last day. The garage door at the service garage is damaged and needs to be replaced. He took the Water Truck to be serviced last week, and the work has not been completed. Felton explained he would pick the truck up tomorrow, and if the work was not completed, he would find someone who could complete it in a timelier manner. The new leaf vacuum is working well. Once the water in the park recedes, they will clean up any trash that was brought in by the storm at the park. Ritter asked if the portable restrooms were ok after the flooding in the park, Felton reported that one had turned, but they both appeared to be ok.

PARK: Barb Burgess reminded Council and the Press that the Park Advisory Committee was still looking for 2 volunteers to join the committee.

TAX ADMINISTRATOR: Evans provided council with both the September and October reports. She reported that \$164,859.44 has been collected as of October 31, 2017. Total income is down \$35,192.28 from this time in 2016; however, this is due to the school project being completed and not being able to collect the withholdings from the project. She also presented that we have 21 delinquent accounts totaling \$12,881.42. Alana Evans presented council with her letter of resignation from her position as Income Tax Administrator for the Village of Malvern, to be effective 11/29/17. Barb Burgess made a motion to accept the resignation of Alana Evans as Income Tax Administrator for the Village of Malvern, to be effective 11/29/17, second by Thompson. All council approved.

FISCAL OFFICER: Ring provided the Fund Status Report, Receipts (11/7/17-11/20/17), and Payments (11/7/17-11/20/17). Ring reported that she contacted US Bank regarding setting up a credit card machine at Village Hall, it would be \$299 to purchase the machine and a minimum charge of \$20 monthly for transaction fees. This service is separate from the normal account services, and could not be avoided with our compensating balance. Ring also reported that she had met with Debbie Miller and Patty Gotschall from Consumers. They are working a proposal for the Village including the payroll and credit card machines as options. Ring also discussed the option to establish a sweep account to allow the Village to earn more interest overnight with Consumers. Once Consumers prepares their proposal, Ring will run a comparison to see how both banks compare. Ring also reported that Mike Ruflin from the State Auditor's office had contacted her, and he would begin his work on the audit the week after Thanksgiving and then it would be sent to his supervisor for final reviews. It is still planned to be completed prior to year-end.

VILLAGE ADMINISTRATOR: Benson reported that DeeDee will be returning on November 28th, following her knee surgery. Marcus, Chuck and Jamie have been checking the plant regularly. He reported that the heaters at the water plant have been having issues again. He has contacted McGarvey for a quote. He was able to find a replacement garage door for the service garage. They will be installed in the next few weeks. Elsass is looking at the heaters at the service garage. Benson reported that he plans to start going back around town to ensure that everything is still cleaned up. The first round of letters and clean-up of vehicles went well. He asked council for any suggestions or input on ideas for replacing the water department truck. He found one in Massillon, Bob offered to go look at it. He also reported that the salt spreader is back and has been installed. Ritter asked if salt had been delivered. Benson explained that they were having issues with the delivery due to new rules and weight limits for bridges, but it has been ordered and will be delivered.

MAYOR: Mayor DeLong reported that the Christmas trees were put in the planters through town, and one had already been stolen. He asked Carol Brawley to discuss Community Developments Christmas plans. She explained they are planning to have a community Christmas activity from 10-1 on December 9th at the gazebo. They plan to have hot beverages and cookies. Mayor DeLong asked the press if they could put something in the paper to see if there is any interest in a council seat. Council is short one member and will be accepting letters of interest through January. Interested parties can submit their letter to the Village Hall, and as a reminder any interested individual must be a resident living within Village limits.

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Ritter asked what the hours for Village Hall would be for Christmas and New Years. According to the Village Handbook, the employees have a half day on the day before both Christmas and New Years and the following the holiday. It was agreed that employees would have a half day on Friday, December 22 and Friday, December 29. The office would be closed on December 26 and January 2.

Barb Burgess made a motion to proceed with onboarding with RITA for Tax Collection Services, second by Holmes. All council members approved. Barb Burgess also scheduled an Ordinance Meeting for 7:00 on November 30.

NEW BUSINESS:

LEGISLATURE:

Motion by Holmes, second by Barb Burgess to suspend rule 731.14 as a non-emergency, all council members approved. Motion by Barb Burgess, second by Ritter to adopt Resolution No 2017-18, 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. All council members approved.

Motion by Barb Burgess, second by Holmes to suspend rule 731.14, Thompson, Phillips, Holmes, Barb Burgess approved, Ritter abstained. Motion by Barb Burgess, second by Holmes to adopt Resolution No 2017-19, a resolution declaring the employment of a part-time laborer to perform certain cleaning jobs for the Village of Malvern. Thompson, Phillips, Holmes, Barb Burgess approved, Ritter abstained.

FINANCE: Motion by Barb Burgess, second Holmes to pay the village bills from the appropriate funds for \$12,165.37 in vendor invoices, pre-approved 11/20/17; plus \$8,889.22 in payroll pre-approved by the Finance Committee and paid 11/16/2017. All council approved.

QUESTIONS:

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

Next regular council meeting will be Monday, December 4, 2017 @ 7:00 p.m.

Mayor

Fiscal Officer