

MALVERN VILLAGE REGULAR COUNCIL MEETING

April 2, 2018

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Meeting opened with the Pledge of Allegiance.

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

Burgess noted that Scott Bowling's name should be Scott, not Scot. Motion by Morena to approve the minutes from the regular meeting of March 19, 2018, second by Brittany Burgess. All council members approved.

CITIZEN COMMENTS:

SERVICE DEPARTMENT:

PARK: Morena reported that Craig DeLong was approached by Jim Townsend regarding putting in a Pickle Ball court at the tennis court area. It would only add additional lines to the tennis court and would not change anything with the net or set up of the current court. The Park Advisory Committee approved. Mayor DeLong noted that Council would still need to approve the addition of the Pickle Ball court. Morena made a motion to allow Jim Townsend to add the lines for the Pickle Ball court to the Tennis court at the Park, second Holmes. Morena, Holmes, Thompson, Phillips, Brittany Burgess voted yes, Barb Burgess voted no. There will be three movie nights at the park this summer, June 8th, July 13th, and August 10th, with the movies starting at 8:00 PM. The Park Advisory Committee would like to purchase a projector for the movie nights. Craig DeLong is going to look at what is needed and the committee will review and present to council. The Old Fashioned Day will be held June 25th from noon-6 PM. Shirley is working on contacting vendors. Shirley also wants to look into having a Summer Arts Camp and is bringing additional information to the next committee meeting. Kathy Ritter mentioned having the community yard sale at the Park. She contacted Benson and July 14th was available. The cost will be \$5 for 2 tables and additional tables will be available for \$10, set up in the grass is free. The portable restrooms from ace were delivered on April 2nd. Cleanup Day is May 12th, and no paint or tires will be accepted. Holmes informed Council that he will not be available for Cleanup Day. Thompson asked if Ritter would be present for the yard sale and if she would be available for the entire day to oversee the project. The next meeting will be April 26, 2018 at the Park, weather permitting, at 7:00, if not, then it will be held at the Village Hall.

TAX ADMINISTRATOR:

FISCAL OFFICER: Ring provided the Fund Status, Receipts, and Payments (3/20/18-4/2/18), Appropriation Status, Revenue Status. She also included are the conference call minutes from the RITA weekly meetings. If anyone has any questions, please feel free to ask – or if anyone would like to join in the with calls please let me know. Ring discussed options of Credit Cards/Debit Cards with US Bank. Due to the liability they do not offer debit cards on Municipal Accounts. The Credit Card has to be issued in a name. We need to decide if we want one or 2 and whose name it should be in. Could do one in my name for ordering and one in Marcus' as he is usually the one traveling long distances. If we had 2 there would be a backup if needed within the Village. I think max of \$1500. Ring has the application ready once Council determines who the card(s) will be issued to. There are two option for cards, \$99 fee for 1% cash back rewards, \$0 fee for no rewards. For what we plan on using the card for, it wouldn't make sense to pay a fee for rewards. Also included the handout from the Local Government Conference on Credit Cards, Marcus attended the session. The Village would need to establish a policy prior to issuing cards. Also, Ring discussed ACH with US Bank and they have included the necessary forms to set up the ACH program that allows us to move to Direct Deposit. They require we waive the dual approval to submit the file online. Payroll would still be approved on paper prior to me submitting the file to US Bank. Ring has the forms to sign to move forward. She also noted that it would not be an immediate process, that there would need to be test some files to ensure it is going to work, because we wouldn't want anyone's pay to be delayed. Barb Burgess made a motion to allow Ring to enter into an agreement with US Bank for ACH Services for Direct Deposit. Second Morena, all council approved. Ring wants to start working on the records retention/cleanup of records again. When Alana's office was cleared out, Teri itemized and detailed what could be destroyed. She has the completed the RC-3 form to submit to the state. She would like the first round will be for tax, and then to work with Marcus to see what we can work through next. Ring also reported that the website is being updated regularly to keep park calendars up to date.

VILLAGE ADMINISTRATOR: Benson provided the water report noting that the water department has been working on the Asset Management Plan and Consumer Confidence Reports for the EPA and reports for the upcoming USDA Security Inspection on April 30th. Benson reported the street department has been

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doing a lot of patchwork and have limited availability of hot patch, Central Allied is only distributing the mix from 8am – 10am. They have worked and corrected a few water issues. The new truck has been lettered and fully stocked and has been working very well. He has been working to create a plan for Cherry, there has been a long term low pressure issue. Benson presented a resolution that would authorize the Mayor to enter into a revolving loan to complete the asset management plan for the water department. The Village is required to establish an asset management plan, and the expected cost will be approximately \$20,000. Holmes asked why we would not just pay cash for the project. Benson explained there is a chance that the EPA will step in and forgive a portion of the debt as they are able to free up money on their side. If we go through with the loan process, we might be able to recover some of the costs. Everyone is in the same position, and it is a requirement to implement the Asset Management Plan. We have to complete and submit an application which is due by next month. Benson reported that he attended the Local Government Conference where he sat in on sessions regarding Credit Cards, Records Retention, Managing the Workforce, and several other session. He explained that there will be a new House Bill coming out regarding credit card use. He also noted that he had the disk available if anyone had interest in handouts from the sessions. He told council that the event is worthwhile and informative. Benson reported that he will be having a meeting with Civil Design regarding water projects and while in New Philly, he intends to stop by ODOT. He reported that he ordered a generator from Cutter to supply power to the traffic light in the event of a power outage. Benson has completed the census for mapping. He has been working with Joe Seck on paving projects for 2018. There was a service worker who was able to scan all ordinances. He will be holding interviews for the seasonal position on Wednesday, April 4th, there are 2 individuals he will be interviewing. Holmes asked Benson if he had an opportunity to check on a property that had collected a lot of trash. Benson explained that the property was much better after trash day. Barb Burgess asked if Millers had removed their portable restrooms. Benson said they had not been removed when he checked earlier that day.

MAYOR: DeLong reported that he and Benson had met with Tom Williams in regards to the baseball fields, and the matter has been sorted out. He also reported that May is Motorcycle Awareness Month in Ohio. He received a letter from ABATE of Ohio Inc, Region 8 asking the village to sign a proclamation acknowledging Motorcycle Awareness Month. Barb Burgess made a motion to make May Motorcycle Awareness month, second by Holmes. All council members approved.

COUNCIL:

Thompson reported that she would like to hold a street committee meeting on Monday, April 16th at 6:00. She also asked for clarification on Linda Clapper's contract – if she is seasonal or part time. Barb Burgess clarified and noted that Linda is considered part time.

Barb Burgess addressed the issue regarding the Stage and Legion Pavilion. She explained that there is nothing regarding the use of the stage. At this time there should not be an additional cost to use the stage if they have rented the Legion Pavilion. She will address it at the next Park Advisory Committee Meeting, but for 2018 it will not cost anything additional to use the stage. If the committee decides there should be a charge, it would not be imposed until 2019. Holmes clarified that if someone wants to use only the stage, it would cost the same as a pavilion rental.

Morena reported that he attended the OML meeting for newly elected officials. He said it was a good program for new council members.

PENDING BUSINESS:

NEW BUSINESS:

LEGISLATURE:

Motion by Holmes, second by Morena for the second reading Ordinance 7-2018, an Ordinance amending the parking regulations for the Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Barb Burgess, second by Holmes for the second reading Ordinance 8-2018, an Ordinance clarifying and amending the Paid Time Off provision in the Personnel Policies and Procedures for part-time employees of the Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Barb Burgess second by Morena to suspend rule 731.17. All council members approved. Motion by Barb Burgess second by Morena to adopt Ordinance 9-2018, an Ordinance approving the 2018 contract for mowing at the Malvern Park, Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Holmes second by Morena to suspend rule 731.17. All council members approved. Motion by Morena second by Holmes to adopt Resolution 2018-6, A Resolution declaring the employment of a part-

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time laborer to perform certain cleaning jobs for the Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Barb Burgess second by Holmes to suspend rule 731.17. All council members approved. Motion by Barb Burgess second by Brittany Burgess to adopt Resolution 2018-7, A Resolution authorizing the temporary closing of part of 2nd Street (between East Grant Street and the alley) on Saturday, May 12, 2018 (7 to 3 o'clock) within the Village of Malvern, Carroll County, Ohio

Resolution 2018-7, A Resolution declaring the employment of a seasonal laborer in the Service Department, the Village of Malvern, Carroll County, Ohio, was not read at the meeting and will be held until after interviews.

Solicitor Murdock noted that under section 1, the Village should include "in an amount to be determined by the mayor." Motion by Barb Burgess second by Morena to suspend rule 731.17. All council members approved. Motion by Barb Burgess second by Morena to adopt Resolution 2018-9, A Resolution authorizing the mayor of the Village of Malvern to apply for, accept, and enter into a water supply revolving loan account on behalf of the Village of Malvern for a planning loan to complete an asset management plan for their water utility and designating a dedicated repayment source of the loan. All council members approved.

FINANCE: Motion by Barb Burgess, second by Holmes to pay the village bills from the appropriate funds for \$11,962.38 in vendor invoices, pre-approved by the Finance Committee 4/2/18; plus \$8,255.50 in payroll pre-approved by the Finance Committee and paid 4/5/2018. All council members approved.

QUESTIONS:

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

Next regular council meeting will be Monday, April 16, 2018 @ 7:00 p.m.

Mayor

Fiscal Officer