

MALVERN VILLAGE REGULAR COUNCIL MEETING

April 16, 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.

Motion by Morena to approve the minutes from the regular meeting of April 2, 2018, second by Thompson. All council members approved.

CITIZEN COMMENTS:

SERVICE DEPARTMENT: Felton reported that in the last month, the street department has used approximately 11 ton of patch to repair damaged streets. He also reported that they have worked on various water line repairs and valve replacements. He also reported that the street light bulbs had been replaced. Felton explained that they are working to resolve water issues on Cherry. They opened curb boxes and found that they were clogged with debris. They are working on a plan to clear the lines in the area to help with the water issues.

PARK: Morena reported that Craig DeLong is working on the projector solution for movie nights along with any additional equipment that might be needed. 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. Thompson asked Morena to discuss with the committee a need for a “no dog” sign to place on the tennis courts. There have been instances where dogs have been locked in the tennis court area to run.

FISCAL OFFICER/TAX DEPARTMENT: Ring provided the March Income Tax Report. Ring noted that revenue was up approximately \$10,000 from 2017. She also reported that Hickman was doing a great job as she was working through the last week of tax season. Ring provided the Fund Status, Receipts, and Payments (4/3/18-4/16/18). Ring noted that the Village received a letter from RITA that explained the Village needed to appoint a delegate and alternate – this person will attend the annual meeting and have voting rights. Council decided to think about it and Ring would ask RITA for more information on the requirements of the delegate. RITA calls have been put on hold until April 23rd, there was nothing new that needed completed with the conversion. They wanted to wait until tax day was over. Ring reported the paperwork was submitted to US Bank to move forward with ACH, and the paperwork to the Ohio Historical Society had been received. We will need to wait to hear back from them before we move forward with actually destroying any documents. Ring explained to Council that they needed to determine limits and users to move forward with the Credit Cards with US Bank and Chad has prepared legislation and a policy which is included with the legislation. She also reported that Teri and DeeDee’s bonds are up for renewal. Ring has been working with Whitaker to determine if DeeDee needs to renew her bond, as she is not handling cash. Kathy from Whitaker explained that she contacted the USDA, and that anyone handling money or that has access to funds must have a bond to cover the annual loan payment amount (\$85,000). We need to cancel DeeDee’s bond and submit a bond application for Marcus, as he would back up Teri in the event that she would be out of the office. The annual cost of the bond is \$123. Council agreed that Benson should be bonded.

VILLAGE ADMINISTRATOR: Benson reported the daily water usage is back in the normal range since repairing several water issues. He and Caldwell continue to work on the Asset Management Plan. He has also been working with Caldwell to review the backflows and make sure they are all working properly. He reported that he met with the engineers regarding some potential water projects, but would like to avoid entering into any new loans. There will be some street repairs coming up from where they repaired water breaks over the winter. He noted that he attended the ODOT open house. He attended the Clemans, Nelson, and Associates seminar regarding employment. Benson noted that he and Murdock will be attending a court hearing on April 17th for Citrus Park. He would like to hold off on hiring for the seasonal position for the street department. He is looking into options with Minerva school to see if there are any students who would be interested in a position, he has attempted to contact Malvern, but has not talked with anyone. He also considered attending the Carroll County Job Fair to see if there are any potential candidates. He has not received an update on the Nichols property. The county also has not heard anything. The roll off that had been at the old Hornets Nest has been removed. Benson would like to review the job description for Teri Foster and review her pay scale. Her job has changed since moving from the water plant to Village Hall, and her description might need to be reviewed. Benson also noted that he has been working with Central Allied on pricing for potential paving projects. They would be able to pave Porter to Grant Street for approximately \$42,000. Holmes asked if that would include grinding the road. Benson explained that it would where the curbs are. Barb Burgess made a motion to allow Marcus Benson to enter into a contract with Central Allied to pave Porter thru Grant Street, second Brittany Burgess. All council members approved.

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MAYOR: DeLong reported that he and Holmes would be attending a Dancing on the Bridge meeting on April 17th. He also noted that he and Benson attended the Carroll County Health Department Elections the prior week. DeLong presented a letter he received from the American Legion asking for donations to purchase flags. Holmes made a motion to donate \$100 to the American Legion for the purchase of new flags, second Morena. All council members approved.

COUNCIL:

Holmes asked that Benson try to talk to someone from Malvern for the seasonal position to give the local kids an opportunity. Benson noted that he will, and does have a call in to the school.

Thompson reported that she, Holmes, Morena, and Benson were present for the Street and Alley meeting. Their goals are to paint the curbs downtown and replace some of the parking signs. She also reported that everything is good to go for cleanup day.

Barb Burgess made a motion to enter into executive session regarding the compensation of a public employee, second Holmes. All council members approved. All council members, Benson, Murdock, and Ring entered into executive session at 7:20. The meeting resumed at 7:27 with no action taken. Burgess reported there will be a Finance Meeting at 6:00 on May 7th, prior to the regular council meeting.

Morena reported that Regional Planning was cancelled.

PENDING BUSINESS:

NEW BUSINESS:

LEGISLATURE:

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

Motion by Holmes, second by Morena for the third 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 Holmes, second by Morena to adopt Ordinance 8-2018. All council members approved.

Motion by Barb Burgess to issue two (2) cards, one in Benson's name and one in Ring's name with the credit limit not to exceed \$3,000 and individual purchases not to exceed \$500 without prior council approval, second Morena. Barb Burgess, Brittany Burgess, Morena, Thompson, Phillips yes. Holmes, no. Motion by Barb Burgess second by Brittany Burgess for the first reading Resolution 2018-10, A Resolution establishing a credit card policy and designating authorized cardholders and credit and purchase limits for the Village of Malvern, Carroll County, Ohio. Barb Burgess, Brittany Burgess, Morena, Thompson, Phillips yes. Holmes, no.

Motion by Barb Burgess second by Holmes to suspend rule 731.17, as a non-emergency. All council members approved. Motion by Holmes second by Brittany Burgess to adopt Resolution 2018-11, A Resolution authorizing the Village Fiscal Officer to entered into an agreement with the U.S. Bank to provide for the direct deposit of payroll for officers and employees of the Village of Malvern, Carroll County, Ohio. All council members approved.

FINANCE: Motion by Barb Burgess, second by Holmes to pay the village bills from the appropriate funds for \$9,428.53 vendor invoices, pre-approved by the Finance Committee 4/16/18; plus \$8,446.00 in payroll pre-approved by the Finance Committee and paid 4/19/2018. All council members approved.

QUESTIONS: Nancy for the seasonal employee what are the hours and pay? Benson answered 30 hours per week at \$9.00 per hour.

ADJOURNMENT: Motion by Morena, second Brittany Burgess to adjourn. All council members approved.

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

Mayor

Fiscal Officer