

## MALVERN VILLAGE REGULAR COUNCIL MEETING

**December 1, 2025**

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Meeting opened with the Pledge of Allegiance.

**ROLL CALL:** Mayor DeLong, Burgess, Craig DeLong, Hubbard, Wackerly, Holmes, and Wadsworth were in attendance. Kaltenbaugh and Neading were also in attendance with Murdock attending via Zoom.

Motion by Holmes, second by Craig DeLong to approve the minutes from the regular meeting of November 17, 2025. All council members approved.

**CITIZEN COMMENTS:** Kim Engle, Brown Local Schools Board Member; Danielle Hawk, Brown Local Schools Superintendent; and Ron Ruegg, Brown Local Schools Board Member were in attendance to discuss the parking lot at the football stadium. The school district feels that they have invested a lot of funds into projects at the park and now the parking lot needs to be addressed. Ruegg had reached out to Sheckler Excavating and discussed the project. They explained the importance of including drainage with the project. They also provided a rough estimate of \$335,000. They looked at the parking lot and bringing asphalt down as far as the field house. Kaltenbaugh discussed that the Commissioners have been working on a grant to pave everything in the park area, including the parking lot. He explained that he spoke with Chris Modranski regarding the grant, and they expect to have more information regarding the status of the grant in March or April. Engle, Hawk and Ruegg will follow up in the spring.

**LEGISLATURE:** Motion by Burgess, second by Craig DeLong for the second reading of Ordinance 4-2025, An Ordinance amending the Village of Malvern Cyber Incident Management Response Plan for the Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Wackerly, second by Burgess to suspend rule 731.17 for Ordinance 6-2025 (temporary appropriations for 2026). All council members approved.

Motion by Wackerly, second by Craig DeLong to adopt Ordinance 6-2025, An Ordinance appropriating various funds of the Village of Malvern, Carroll County, Ohio, for fiscal year 2026, and declaring an emergency. All council members approved.

**PARK:** Hubbard asked Kaltenbaugh about pricing for fencing. Kaltenbaugh explained that he wants to get the priority list established. He also discussed that there are certain grants that will be available at the start of the year for the walking track. ODNr and the Muskingum Watershed should release information in January. It might be possible to include the tree removal in the project, to ensure that the roots do not cause damage in the future. Kaltenbaugh explained that the fencing will be the final step in the project.

**FISCAL OFFICER/TAX DEPARTMENT:** Neading provided council with the Appropriations, Revenue, Fund Status, Payments and Receipts as of 12/1/2025. She discussed that the Village received a public records request from Smart Procure for all purchasing records from 8/24/25 to current. Neading completed the request on 11/30/25. It was discussed that no additional information has been received regarding the audit. The draft report should be completed soon. The Village received a notice from the Division of Liquor Control for the transfer of the liquor permit from West End to Crossroads, the Village needs to approve or request a hearing. Craig DeLong made a motion to approve the transfer of the Liquor Permit from West End to Crossroads without a hearing, second by Holmes. All council members approved. Neading also reported that the Village has received the grant from the Carroll County Foundation for \$2,190 to be used for the purchase of two (2) ADA compliant, metal coated, picnic tables for the park. Neading will order the tables and start work on the paperwork that needs to be completed and returned to the foundation.

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**VILLAGE ADMINISTRATOR:** Kaltenbaugh reported that the decorations are up for Christmas. Sheets was in town and fixed the lights in front of Contini Insurance, but will need to come back to fix a few plugs. He noted that leaf cleanup is complete for the season. He also reported that the trucks are ready for plow season. He has reached out to Bowman's Tree Service regarding finishing the trees in the canal. He has not received a call back regarding the date they would be back, but he noted that it will be easier once the ground freezes. He spoke with Advance Power regarding their project, but they have not made any decisions at this time. He also discussed that he spoke with Pam Ewing from RCAP regarding Phase 2. She believes the Village needs to have another rate increase for the next two (2) years. Kaltenbaugh also explained that they have been documenting a lot of information to help with the grant application. He also discussed that in the next three (3) years the Village will have to complete a water survey with the EPA that will assess rates. He also discussed that the Village needs to continue discussions about the idea of a Police Department.

**MAYOR:**

**COUNCIL:** Holmes discussed the winter weather on Thursday and discussed that the bridges and walkway has to be checked.

Hubbard discussed that she had spoke with Brock Hutchison regarding the JEDD. She explained that she is not sure how it would be mutually beneficial in regards to the EOG building. He also discussed the Fire Department and their transition to a new building. It was also discussed that the leaning AEP pole near the new recycling center, and that they have not addressed the pole yet. He is concerned to move forward with the bins until the pole is fixed.

Craig DeLong reported that he attended the most recent Fire Board meeting. There were 20 incidents since the last meeting. He also noted that the Phase 1 environmental review has been completed and they are moving into Phase 2 review for the building project. He noted that Council needs to re-elect for the Fire Board position. DeLong had sent Neading several pictures of potholes throughout the Village, Neading sent the photos to everyone prior to the Council Meeting. He also discussed that there are issues with the concrete sidewalk by the Fire Station, it is starting to crumble. He voiced his concerns that it is now winter and hot patch is no longer available to make the necessary repairs.

**FINANCE:** Motion by Burgess, second by Craig DeLong to pay the village bills from the appropriate funds for: \$3,773.20 approved by the Finance Committee 11/30/25 and \$80,012.80 approved on 12/1/25. Also, bi-weekly payroll of \$6,133.00 paid 12/4/25 and monthly payrolls of \$12,140.00 paid on 11/28/25. All council members approved.

**QUESTIONS:**

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

**Next regular council meeting will be Monday, December 15<sup>th</sup>, 2025 at 7:00 p.m. at the Malvern Village Hall.**

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Mayor

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Fiscal Officer