

MALVERN VILLAGE REGULAR COUNCIL MEETING

February 2, 2026

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Meeting opened with the Pledge of Allegiance.

ROLL CALL: Mayor DeLong, Burgess, McCort, Hubbard, Wackerly, Holmes, and Wadsworth were in attendance. Neading was also in attendance with Murdock attending via Zoom and Kaltenbaugh called in by phone for the meeting.

Motion by Holmes, second by Hubbard to approve the minutes from the regular meeting of January 21, 2026. All council members approved.

CITIZEN COMMENTS: John Champer was in attendance to discuss various concerns within the Village. He feels like there is a lack of unity within the Village. He discussed how the Village, businesses, and residents would come together to make the Village a better community. He further expressed his concerns with proceeding with the purchase of a new backhoe. He asked how many hours the machine had, what the service records looked like, and an estimate on necessary repairs to make the machine safe to operate. He also discussed if the arm is the primary concern, it could be removed and the backhoe could be used as a loader. Mr. Champer also noted that he met with Jeff Burgess in August of 2024 and Derik Kaltenbaugh in July of 2025 to express his concerns about the upkeep of the Village. He communicated with Tom Holmes prior to the meeting today to address certain concerns. Nolan Champer went to the Service Garage earlier in the day and spoke with Jeff Burgess and discussed snow removal in specific areas throughout the Village. Champer further discussed that Crawl has hired a private company to remove the snow at the corner of Main Street and North Reed Avenue, a space that he believes the Village should clear. He expressed concerns regarding the snow removal at Village Hall. He explained that the snow was not removed until Thursday, which is a concern with residents trying to pay water bills. He also noted that the alley by the library has yet to be plowed. He provided council with a detailed bill from an individual who he hired to clear some of alleys and roadways near his rental properties. The bill detailed the areas, some of which Champer felt were the responsibility of the Village. Barb Burgess noted that Jeff Burgess and Jake Wilson plowed for approximately 24 hours straight during the storm. Burgess also noted that the private plow company had moved snow into an alley way and blocked the area in. Champer further discussed that the curbs and crosswalks have not been painted in several years. He noted that the flashing red lights at the 4-way stop signs have not worked in a long time. He noted that he reported nine (9) street lights that were out to AEP and they have been repaired. He has more that he intends to report. Mike McCort discussed that he is planning to mark the poles of the lights that are out during the evening, and the Service Department is going to follow up during working hours to obtain the tag numbers and closest addresses. Champer discussed that in recent years, Malvern Community Development has received negative feedback in regards to the state of the Village when they have sent letters requesting donations. Champer asked who the Village Administrator reports to. It was discussed that he reports to the Mayor and Council. Champer highlighted that Kaltenbaugh is paid \$42,000 annually, he is required to fulfill 6 hours per week at the Water Plant, and asked if the rest of his time was spent managing the Service Department. He also asked how his pay was split between funds. Neading provided that he is paid 25% of his salary out of the General Fund and 75% out of Water. Champer further noted that he believes the four service employees make approximately \$37,000 each, and essentially, two were hired to care for the park. He highlighted that the cost to hire a company could not exceed \$64,000. Holmes discussed that he was the one to recommend the Village care for the park, as the last company did not perform well. Holmes further discussed that there is a lot of room for improvement of time management within the Service Department. Champer expressed that he believes they need a hands-on Supervisor. He further suggested that the Village consider going down to two employees, paying a better wage, and offering medical insurance. He also noted that council is paid approximately \$10 per day to oversee the operations of the Village. Holmes suggested that Champer consider running for Council at the next election. Kaltenbaugh included that there is not a person in the room who does not care about the Village and that everyone is doing their best to make Malvern better. He also noted that the work that is needed in the Village could not be completed by two workers.

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He also discussed that he has explained to the workers that they need to take pride in the job they are doing. Champer offered to provide the names of several local mowing companies who would like the opportunity to mow the park.

LEGISLATURE: Motion by Burgess, second by Holmes, to suspend rule 731.17 for Resolution 2026-1 (purchase trailer). All council members approved.

Motion by Burgess, second by Hubbard, to adopt Resolution 2026-1 A Resolution authorizing the Village Administrator to purchase a low-profile trailer for the Road Department of the Village of Malvern, Carroll County, Ohio. All council members approved.

Neading discussed that Chad had reviewed the handbook. She explained that no changes are needed for the “unpaid time off” section. It is currently addressed in the handbook and will be used as vacation, sick, then comp leave. She further explained Kaltenbaugh would be able to approve the request for unpaid if there is no work to be done without using leave balances, but it could not just be taken. Moving forward, the handbook will be enforced to address time off.

PARK: Hubbard asked if there was any information regarding the “turfing” incident that occurred in the park. It was discussed that there is no information. Wackerly did speak with the coaches and they spoke with the students and said they would keep a watch.

FISCAL OFFICER/TAX DEPARTMENT: Neading provided council with the Appropriations, Revenue, Fund Status, Payments and Receipts as of 2/2/2026. She discussed that she has been working with Engineering Associates, Pam Ewing, and Murdock on determining existing easements for certain properties within the scope of Phase 2. Neading was able to find multiple properties through the County Recorder’s Office and old files, but there are still additional properties that fall outside of the right-of-way that need to be addressed. She is waiting to receive the Certificate of Estimated Resources back from the county before proceeding with Final Appropriations for the year. Neading noted that she updated information with Regional Planning to add Mike McCort as the Village Representative. She also provided McCort with the schedule for 2026. She also updated the contact information with the State of Ohio for the distribution of information to include McCort. Neading noted that the Sunshine Law Training needs to be completed. Burgess made a motion that Neading complete the Sunshine Law Training on behalf of the mayor, all council members, and all Village employees, second by Wackerly. All council members approved. Burgess clarified that if anyone wants to complete the training they can. Neading explained that the training was available through the Ohio Attorney General and was available for anyone to take at no cost. She also included a summary of the Sunshine Laws for review.

VILLAGE ADMINISTRATOR:

MAYOR: Mayor DeLong discussed that the Service Department has been busy plowing and clearing snow. They are planning to patch large holes on Morges if weather permits. He noted that “Little Red”, the older dump truck, which is used to plow the alleys, has an issue with the hydraulics and they are waiting for a quote from Ruegg’s to complete the repairs. He also noted that there is an outdoor outlet at the Service Garage that will need repaired by Sheets. DeLong reported that the plow on “Big Red” will need replaced after this snow season. He also noted that there have been several issues with the freeze plates on the water meters.

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DeLong discussed the fire hydrants and asked who was responsible for the clearing of the hydrants. McCort explained that he believes it falls to the Village to clear the space around the hydrants.

DeLong noted that there were a few mailboxes that were pushed over when plowing, he explained that the large amount of snow had pushed them over as the plows went through. He also reminded residents that alleys, driveways, and mailboxes are not being intentionally plowed in. He also noted that it is not often that the Village gets the amount of snow that fell in the last storm.

DeLong discussed that in a recent letter from Regional Planning it was determined that the Village can have two representatives. Holmes offered to be a second representative.

DeLong noted that the new trailer was picked up on Friday and is very nice.

COUNCIL: Burgess discussed that the Service Department had an issue with the cutting blade on the plow when clearing snow during the storm. She noted that Chris Rotondo helped and provided a spare blade to get them through. She also noted that the Service Department replaced the blade for Rotondo and purchased a spare for the future.

Holmes made a motion to enter into executive session for the discipline of a public employee or official and for annexation, second by McCort. All council members approved. At 8:09 Mayor DeLong, all Council Members, Neading and Murdock entered into executive session. The meeting resumed at 8:33 with no action taken. Holmes discussed that there has to be a solution to remove more of the snow to clear intersections and large piles.

Hubbard checked on the Recycling Station and reported that nothing has changed and they are still waiting on information regarding the pole. Hubbard also discussed the snow removal, and understands that the alleys are last, but there seems to be a lot of issues with this round of snow removal. She also asked that the alley behind the library be cleared.

McCort asked if the Village was required to submit working hours on the State Highway to the State for reimbursement. Neading explained that when the Village receives the Gasoline, Auto License, and Permissive Taxes 7.5% of the funds go to the State Highway fund and 92.5% go to the Service Department. The Service Department keeps hours and are paid accordingly out of the State Highway fund. McCort also noted that he feels as though it is important that the Village supports local businesses within the Village limits.

FINANCE: Motion by Burgess, second by Hubbard to pay the village bills from the appropriate funds for: \$24,049.57 approved by the Finance Committee 1/31/26 and \$1,911.34 approved on 2/2/26. Also, bi-weekly payroll of \$6,184.75 paid 1/29/26. All council members approved.

QUESTIONS:

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

Next regular council meeting will be Wednesday, February 18, 2026 at 7:00 p.m. at the Malvern Village Hall.

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Mayor

Fiscal Officer