

## MALVERN VILLAGE REGULAR COUNCIL MEETING

**December 15, 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.

Motion by Holmes, second by Burgess to approve the minutes from the regular meeting of December 1, 2025. All council members approved.

### **CITIZEN COMMENTS:**

**LEGISLATURE:** Motion by Burgess, second by Holmes for the third 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 Burgess, second by Holmes to adopt Ordinance 4-2025. All council members approved.

### **PARK:**

**FISCAL OFFICER/TAX DEPARTMENT:** Neading provided council with the RITA, Fund Status, Payments and Receipt reports as of 12/15/2025. She reported that the draft report was received from the audit firm. No issues were identified. It will be reviewed and finalized by the State and a final report will be issued. Neading has started working through year end updates, UAN has been updated and she has entered all budgetary and appropriation information into the system. She also completed purchase orders to start the year and updated employee leaves for 2026. She completed the initial paperwork for McCort to start the year. She will have an email and the ipad setup for the first meeting. She submitted the temporary appropriation to the county. The picnic tables were delivered and put together by the service department. She will complete the required paperwork for submission to the foundation. She also placed an order for 50 tons of salt.

**VILLAGE ADMINISTRATOR:** Kaltenbaugh reported that Bowman's Tree Service has resumed work on the trees in the canal. The service department did well with plowing. He noted there was an issue with the waste pump at the water plant due to an electrical issue. Sheets Electric came and made temporary repairs to wiring, and will be back once the weather improves to complete the repairs. The EPA is requiring the clear wells to be cleaned. Pittsburgh Tank can complete the cleaning for approximately \$34,000. The cleaning should be completed every five (5) years. Holmes made a motion to hire Pittsburgh Tank to complete the clear well cleaning not to exceed \$34,000, second by Burgess. All council members approved. Kaltenbaugh also discussed the tower and discussed that it will need approximately \$280,000 in repairs including cleaning, painting, and replacement of hardware. This will need to be addressed in the near future.

**MAYOR:** Mayor DeLong asked if the generator has recently been serviced. Kaltenbaugh is unsure when it was last serviced, but will look into it. He also asked about the fire extinguisher maintenance. Kaltenbaugh will call to schedule. Mayor DeLong signed a letter of support for Habitat for Humanity. DeLong reported that he worked on the new committees for 2026 and reported they will be:

Finance: Burgess, Hubbard, Wadsworth

Ordinance & Annexation: Holmes, Burgess, Hubbard

Park: Hubbard, Burgess, McCort

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Public Safety: Wackerly, Holmes, Wadsworth  
Streets: Wadsworth, Wackerly, Holmes  
Regional Planning: McCort  
Great Trail Fire District: Hubbard  
Community Development: Burgess  
Ambulance Board: Wackerly

**COUNCIL:** Burgess made a motion to enter into executive session for the Purchase of Real Property, second by Holmes. All council members approved. At 7:11 all council members, Mayor DeLong, Kaltenbaugh, and Neading entered into executive session. The meeting resumed at 7:20 and no action was taken.

Hubbard discussed that she has heard positive comments about the snow plowing this winter season. She also asked if there were any updates on the leaning AEP pole near the recycle bin area. Kaltenbaugh spoke with AEP and they measured the lines and checked the pole and believe it is not an issue and do not plan on replacing the pole.

Wackerly reported that there were 114 ambulance calls since the previous meeting.

Craig DeLong discussed that there is a blue barrel full of trash on the far side of the bridge near the creek. It was discussed that it should be emptied and left, as it is being used and keeping the area clean.

**FINANCE:** Motion by Burgess, second by Craig DeLong to pay the village bills from the appropriate funds for: \$10,721.38 approved by the Finance Committee 12/15/25. Also, bi-weekly payroll of \$6,837.25 paid 12/18/25 and monthly payrolls of \$12,140.00 paid on 12/31/25. All council members approved.

**QUESTIONS:**

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

**Next regular council meeting will be Monday, January 5<sup>th</sup>, 2026 at 7:00 p.m. at the Malvern Village Hall.**

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Mayor

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Fiscal Officer