

## MALVERN VILLAGE REGULAR COUNCIL MEETING

April 6, 2020

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Meeting opened with the Pledge of Allegiance.

**ROLL CALL:** DeLong, Barb Burgess, Morena, Brittany Burgess, Thompson, and Hubbard. Wackerly attended via telephone. Also in attendance were Benson and Neading.

Motion by Morena, second by Brittany Burgess to approve the minutes from the regular meeting of March 2, 2020. All council members approved.

### **CITIZEN COMMENTS:**

DeLong declared the Village is currently in a State of Emergency and asked council to consider holding only one council meeting for April, May and possibly June. Barb Burgess made a motion to hold only one council meeting for April, May, and possibly June. Meetings will be the first Monday of the month. Second by Brittany Burgess, all council members approved.

**SERVICE DEPARTMENT:** Benson reported on behalf of the Service Department. He reported the backflow was installed at the Service Garage. Fire Extinguishers were delivered. The trash cans and portable restrooms have not been placed at the Park, due to no baseball and no rentals at this time. The service department serviced all of the trucks and equipment. A new meter is needed at the Water Plant to measure the water output. Spare curb boxes were ordered and received to have on hand when repairs are needed. Currently Jamie and Haley are working limited hours due to COVID-19 and recommendations from State Officials. It was recommended time be reduced by 50%, so at this time they are both working approximately 2 ½ days a week. Based on the Employee Rights laws that went into effect for the COVID-19 pandemic, the Village will be paying Jamie his regular 40 hours per week, with no overtime, and Haley will be paid for 30 hours per week. Both employees are available for call in if needed. Additionally, they are only allowed to have one (1) person in a vehicle at a time. The Village has supplied them with disinfecting wipes and sanitizer for the vehicles.

Wackerly noted there is a road sign down at the top of the hill at the corner of Plain and Wood Streets. Benson will have Shoemaker check into it.

**PARK:** Hubbard noted there will be no meetings until further notice and all planned events are on hold at this time.

**FISCAL OFFICER/TAX DEPARTMENT:** Neading provided Appropriation Status, Revenue Status, RITA report, Fund Status, Receipts, and Payments (as of 4/6/20) She worked with Teri to complete the Legislation books, and noted they came out really nice and are now broken into useable groups and the project is complete. She reported the website is being updated regularly with information regarding COVID-19. She made a dedicated page to update with information as things change and has it linked to the State of Ohio's COVID-19 page through the Health Department. She highlighted that tax filing information has been updated and the new deadline is July 15<sup>th</sup>, which is the same as Federal and State tax deadlines. She updated the information on the Tax page and set up a link to RITA's news page that details information regarding the changes due to the pandemic. Neading discussed that Teri will be utilizing the night drop to make deposits at the bank to limit contact, and US Bank will process our deposits and hold the receipts for us to pick up. This will limit exposure for both Teri and the Bank employees. We have ordered supplies to the best of our abilities to help keep our employees safe, but at this time we are unable to get hand sanitizer, disinfecting spray, disinfecting wipes, etc. We are using what we have stored and Neading continues to try to reorder every few days. Neading asked Council what they want to do regarding refunds for Park Reservations for those who are unable to use the rental due to Social Distancing. Barb Burgess made a motion to allow Park Rental Refunds as requested until further notice, second by Morena. All council members approved. Burgess noted if individuals had questions to call Village Hall. Neading also noted that the portable restrooms have not been put in yet due to the park area being closed. She noted all Quarterly Reports were completed and submitted. She also discussed she is currently talking with Comp Management and Careworks on pricing for group BWC ratings, as the Village is now eligible to join a group again since our last claim has rolled off, and this will help save money each year.

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**VILLAGE ADMINISTRATOR:** Benson noted that Teri is also included in the employees who will be limiting contact time. She will be able to check messages and email from home and between her and Jamie they will be getting the mail. He noted the Park Mowing contact needed to be finalized tonight. He intends to advertise for the Paving project for the next 2 weeks and explained to Council the cost will be approximately \$60,000 to complete Main Street. He talked with Pauli Electric and they are going to complete the park upgrades in the next two weeks. He would also like them to start working at the new building to at least get lighting in the building. He discussed the garage roof in the park will need a new roof, he would like to put steel on the building and will be working to obtain quotes. He discussed he will be getting updated quotes on the traffic light as the box will need to be changed to accommodate the pedestrian crossing. He discussed the dip on 183, where they cut the road to run the line for the pedestrian signal, with Central Allied, they are aware and will be making the repair. The Main Street dip has been discussed with the County Commissioner and he will be contacting Castellucci for a resolution. Thompson noted she has heard the property owner is available in the evenings if they need access from inside the home. Thompson also asked for the cost of a permit for a small shed project. Benson noted a permit would cost \$25.00.

**MAYOR:** DeLong thanked Mark Wells and Damascus Friends Church for allowing council access to the room to hold the meeting. It allowed council to maintain a safe distance and conduct the meeting appropriately. DeLong provided council with a copy of the new Employee Rights laws. He also provided a copy of the release of liens for the Perfect Products building, it is now clear of the federal tax liens. He discussed the new truck is in at Sarchione, but has not been released due to the pandemic. Once it is released, it will be taken to Cross to be outfitted. DeLong asked Benson to discuss the trench box. Benson explained he applied for a grant through the BWC safety program, and we should be getting 4 to 1 matching to purchase a trench box that will be used in water line repairs. Benson noted the cost of the box is approximately \$5,000, it will cost the Village \$1,000. Benson also noted the OMEGA grant deadline has been pushed back to June 30<sup>th</sup>, and at this time he is looking at what type of assistance would be available to complete the entire project. DeLong discussed the EPA has sent out information regarding licensed operators in the area. We would be able to utilize the list in the event Derik would not be available during the pandemic. He also noted Shoemaker was working to obtain his mosquito license, but is unable to move forward with it due to the COVID-19 closings. He also noted the Village should not proceed with a clean-up day at this time, and might be considered later in the year. DeLong also reported all committee meetings should be suspended until further notice, and Finance will meet independently to approve payroll. DeLong reported he received a proclamation for Motorcycle Awareness month, he will sign and return.

### **COUNCIL:**

Morena asked if hiring was on hold. Benson said it would be, due to being on limited hours and limiting contact.

Hubbard asked if the Basketball court was going to be roped off, as she has observed kids still playing games at the court. Benson thought most of the play had stopped, but we will include it on the list of areas closed on the website.

Wackerly thanked council for allowing him to attend the meeting via telephone and also told everyone to stay safe.

### **LEGISLATURE:**

Motion to suspend rule 731.17 by Barb Burgess, second by Morena. All council members approved. Motion by Barb Burgess, second by Morena to adopt Ordinance 2-2020, an ordinance approving the 2020 contract for mowing at the Malvern Park, Village of Malvern, Carroll County. All council members approved.

Motion by Barb Burgess, second by Morena, for the first reading of Ordinance 3-2020, an Ordinance amending the probationary period in the Personnel Policies and Procedures for fulltime employees of the Village of Malvern, Carroll County, Ohio. All council members approved.

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Motion to suspend rule 731.17 by Barb Burgess, second by Morena. All council members approved. Motion by Barb Burgess, second by Morena to adopt Resolution 2020-2, A Resolution authorizing the Village Administrator to sell an unwanted and unneeded trailer of the Village of Malvern, Carroll County, Ohio, at public auction. All council members approved.

Murdock provided a letter from Prosecutor/Treasurer regarding the East Porter Street property and they are estimating a cost of \$2,000 to get the property transferred to the Village. They are required to post notice in the papers because there are heirs involved. Additionally, the Village would then be responsible for cleaning up the property and any costs associated with the demolition of the structure. At this time, council is unsure if it would be fiscally responsible to undertake the project. They do not want to move forward with the foreclosure at this time.

**FINANCE:** Motion by Barb Burgess second by Morena to pay the village bills from the appropriate funds for \$11,316.75 in vendor invoices, pre-approved by the Finance Committee 3/16/20 and \$8,416.50, pre-approved by the Finance Committee on 4/6/20; plus \$4596.39 in payroll pre-approved by the Finance Committee and paid 3/19/20 and \$4,298.64 in payroll pre-approved by the Finance Committee and paid 4/2/20. All council members approved.

**QUESTIONS:**

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

**Next regular council meeting will be Monday, May 4th, 2020 @ 7:00 p.m.**

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Mayor

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Fiscal Officer