

MALVERN VILLAGE REGULAR COUNCIL MEETING

May 4, 2020

Page 1 of 3

Meeting opened with the Pledge of Allegiance.

ROLL CALL: DeLong, Barb Burgess, Morena, Brittany Burgess, Thompson, Wackerly and Hubbard. Neading was also in attendance.

Motion by Morena, second by Barb Burgess to approve the minutes from the regular meeting of April 6, 2020. All council members approved.

CITIZEN COMMENTS:

SERVICE DEPARTMENT:

PARK: Hubbard noted there were 2 refunds for rentals, Neading added there is another that was received today that needs processed. DeLong discussed there is not a need to put portable restrooms in, as there are no events being held. Additionally, it was discussed 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 5/4/20). She highlighted the Village has done very well in keeping costs controlled so far this year. She also discussed that with some decreased revenues due to COVID-19, the Village is still running on track. She tries to maintain a conservative budget, and hopes that the Village will remain on track for 2020. Additionally, she discussed RITA estimates all municipalities will be down in withholdings and are estimating we will see approximately a \$15,000 hit to our tax collections. Additionally, collections will be slower due to the extended tax filing deadlines. As of right now we are down approximately \$9,000 to the same time period as last year. Furthermore, the Carroll County Auditors office sent out a letter asking local governments to prepare for a 20% budget reduction due to the COVID-19 pandemic as they are expecting the Local Government Fund to be impacted, and further explained will not see the same revenue from that fund. Additionally, with travel being reduced we will see less revenue in the gasoline tax fund. Neading further highlighted that water collections were down about 10% or just over \$3,000 compared to first half collections, however, with many businesses being closed or on reduced staff and hours, usage could also be down for these metered businesses. Neading reported RITA sent out a letter asking if council wants to start calculating the penalty and interest on individual accounts as we move forward. When the Village started with RITA, we asked they delay in implementing the fees as we transitioned, and now that we have been with them for two (2) tax seasons, they are asking if the Village wants to start imposing interest and fees for non-filers or non-payment. They need an answer as soon as possible. Barb Burgess made a motion to allow RITA to begin assessing interest and penalties for non-filers for the 2020 tax year, second by Brittany Burgess. Barb Burgess, Brittany Burgess, Wackerly, Hubbard and Morena voted yes, Thompson voted no. Neading has been working with CompManagement, and the Village is eligible to join a group for BWC. CompManagement currently provides our administration for workers comp and if we join the group, we can save approximately \$2,000. The fee to join is the same as our annual fee for them to facilitate the administration, there would be no new costs with joining the group. Barb Burgess made a motion to continue with Comp Management and join the group to receive the group rating discount, second by Morena. All council members approved. She also has been working with David McKeivier from AEP Energy on our electric renewal. They are offering 0.04589 per unit for electricity which will result in an approximate cost saving of \$6,800 for the Village on electric. Also, he is offering to move into a fixed rate on Natural Gas. This will keep us paying what we are currently paying under a variable rate, which has been slightly increasing in recent months. They also discussed there is a one time opportunity to modify the rate if rates significantly change over the course of the contract. The contract term would be three (3) years. Barb Burgess made a motion to move to renew the AEP Energy contract and also utilize AEP Energy to supply the natural gas at a fixed rate, second by Morena. All council members approved. Neading reported the CCR report has been updated for the current year, and Derik will update the figures in the table. Once the table is completed the report will be submitted, added to the website, included the notice with the billing, and printed copies will be available

MALVERN VILLAGE REGULAR COUNCIL MEETING

May 4, 2020

Page 2 of 3

at Village Hall. Last, she noted the Village received a notice that Frontier Communications has filed for bankruptcy. It is in the early stages and she is unsure what that will mean for the Village at this time, but will continue to monitor the situation.

VILLAGE ADMINISTRATOR: DeLong reported on behalf of the Service Department and Administrator. DeLong reported the new truck has been released by Sarchione and has been taken to Cross to be outfitted. Paving bids will be opened Monday May 18th. Castellucci used a camera to check the dip on Main Street, but we have not heard the results. The service department checked the area to ensure there was not a water leak causing the problem, and were unable to detect a water line break. The property owner complained that there are sewer issues inside the home, and Castellucci was notified at that time. The issue still remains, and the Village has not received an update on the status from the Sewer Department. DeLong reported Clean-Up Day would be cancelled for 2020 due to COVID-19. In the middle of April, the furnace in the upper half of Village Hall quit working, it was still under warranty so the control board was replaced, the venting to the outside was modified, and the lower furnace was routinely serviced at the same time. Benson has been working with AEP on the service to the new building, they want to ensure it is done properly and will meet the future needs of the Village. Pauli Electric should be starting the service update to the park area. DeLong noted the water treatment plant is running well and consumption is stable. There was an issue with people dumping trash in the dumpsters at the Perfect Product building. Shoemaker had one roll off removed and will work to finish the cleanup and have the other roll off removed soon. The sidewalk project has started and it is moving along quickly. DeLong discussed that last week a bulb in the traffic light burned out, he and Shoemaker were able to make the necessary repairs, but noted in the future, they would utilize the sheriff to help with traffic control. He included that employees will remain on restricted hours through May 14th, unless the State issues additional orders. The estimate for the service department roof was received from Tim Marsh, and it is estimated to cost approximately \$3,200. Barb Burgess made a motion to proceed with having Tim Marsh replacing the roof at the service garage not to exceed \$3,500, second by Hubbard. All council members approved. DeLong reported that Benson sent out various violation letters. Karen Wackerly contacted DeLong about planting the flower boxes soon. DeLong and Shoemaker are going to pick up the potting soil for the project. DeLong reported Dancing on the Bridge will be cancelled for 2020. DeLong thanked Damascus Friends Church and Mark Wells for the use of the facility to hold the council meeting, as it allows council to maintain social distancing.

Wackerly asked about the paving discussion regarding paving the road in the park. He asked for clarification on who would be involved in the project if it were to move forward. DeLong explained it would be a joint effort with the Village, Sewer Department, and School if it were to move forward, but due to the current status, it would most likely be something put on hold.

DeLong also noted the June meeting will be held on the 1st and most likely will only have one (1) meeting in June. The location will be determined based on announcements regarding social distancing and meetings as the Governor makes the information available.

MAYOR:

COUNCIL:

Thompson asked what was going on at the Dunn property, she saw the water truck at the property. DeLong discussed Mr. Dunn was having pressure issues, Shoemaker checked the pressure at the curb box, and it was strong. The issue is within the home. Thompson noted she has seen a lot of construction around town, but only saw two (2) permits issued. DeLong reminded all council members they can and should remind property owners that they need permits when doing construction. She also asked if a violation letter was sent to a property on Porter Street due to trash. DeLong was not certain who the letters were sent to. Thompson also asked if the sidewalk project would include lighting, she had spoken to the ODOT workers and lighting was not included within his plans. It was clarified that the lighting was part of the original project and would be included.

Barb Burgess discussed the new flag pole on the Leggett property and noted how close it was to the alley way and that it would be an issue during plow season. DeLong said it was being addressed. Barb Burgess made a motion to enter into executive session to discuss the employment of a public official or employee, second by Thompson. At 7:35 all council members, Mayor DeLong and

MALVERN VILLAGE REGULAR COUNCIL MEETING

May 4, 2020

Page 3 of 3

Neading entered into executive session. The meeting resumed at 7:43. Thompson made a motion to not extend the employment of part time employee Vincent Osborn, once his contract expires on May 31, 2020, second by Wackerly. All council members approved. Barb Burgess made a motion to place an ad to hire a part time seasonal employee at a rate of \$9.00 per hour not to exceed 30 hours. The ad will run the week of May 11th and close May 22nd. Second by Morena, all council members approved.

Hubbard reported she spoke with Nolan Champer and he discussed Community Development will most likely not hold any of the concerts in the park this summer.

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 Resolution 2020-3, A Resolution authorizing the participation in the ODOT Winter Road Salt Program for 2020.

Motion by Barb Burgess, second by Morena, for the second 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.

Murdock provided a letter from Prosecutor/Treasurer regarding the East Porter Street property, and at the time they note the foreclosure is stayed.

FINANCE: Motion by Barb Burgess second by Morena to pay the village bills from the appropriate funds for \$45,701.22 in vendor invoices, pre-approved by the Finance Committee 4/30/20 and \$15,242.55, pre-approved by the Finance Committee on 5/4/20; plus \$4,686.69 in payroll pre-approved by the Finance Committee and paid 4/16/20 and \$4,634.94 in payroll pre-approved by the Finance Committee and paid 4/30/20. All council members approved.

QUESTIONS:

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

Next regular council meeting will be Monday, June 1st, 2020 @ 7:00 p.m., Mayor DeLong will determine the location and notify council and the press.

Mayor

Fiscal Officer