

MALVERN VILLAGE REGULAR COUNCIL MEETING

January 6, 2025

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Meeting opened with the Pledge of Allegiance.

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

Motion by Wackerly, second by Hubbard to approve the minutes from the regular meeting of December 16, 2024. All council members approved.

Motion by Wackerly, second by Holmes to approve the Standing Rules of Council. All council members approved.

Motion by Craig DeLong, second by Hubbard to nominate Barb Burgess for Council President. All council members approved.

CITIZEN COMMENTS:

LEGISLATURE: Motion by Wackerly, second by Hubbard to suspend Rule 731.17 for Resolution 2024-21 (Little Raise), Resolution 2024-22 (Lawhon Agreement for Water Delineation Survey), and Resolution 2025-1 (Park Lease with School). All council members approved.

Motion by Wackerly, second by Hubbard to adopt Resolution 2024-21, A Resolution declaring the adjustment in the pay of James Little, laborer, in the Service Department, the Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Holmes, second by Wackerly to adopt Resolution 2024-22, A Resolution authorizing the Village Administrator to enter the contract with Lawhon & Associates, Inc. to provide a water delineation for the Waterline Replacement Project for the Village of Malvern, Carroll County, Ohio. All council members approved.

Motion by Wackerly, second by Hubbard to adopt Resolution 2025-1, A Resolution authorizing a Lease Agreement with Brown Local School District allowing the District to use a portion of the Village Park and authorizing the Mayor to sign the Agreement on behalf of the Village of Malvern, Carroll County, Ohio. All council members approved.

PARK: Hubbard discussed the idea of the 4x4 posts for in the park, to replace the old telephone poles. She contacted Crowl Lumber and they have 10 foot posts for \$14.95 and 12 foot posts for \$17.99. They also discussed that there could be a volume discount once the Village would determine how many are needed. Holmes suggested using the 12 foot posts and cutting them into 4 foot pieces. He also discussed the benefit to renting an auger for the tractor. It was discussed that it would be best to go section by section as time allows.

FISCAL OFFICER/TAX DEPARTMENT: Neading provided council with the 2024 Year End Appropriations Status, Revenue Status, and Fund Status Reports. Neading noted that the Village ended 2024 with \$1,432,294.27 in the Bank. She also discussed that the Revenue Budget was met and, in some areas, exceeded. The Village controlled expenditures well and finished the year well under the total appropriations in all funds. Neading discussed the most recent UAN Update, and explained now the Village has the ability to email paystubs and she would like to implement emailing stubs instead of printing. She provided everyone with a form to authorize the email delivery of paystubs, and noted that she just needs to make sure she has an accurate email and authorization to

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do so. She reported that the Invoice for Brown Local will be sent with the updated lease agreement for 2025. She discussed that the BWC Payroll True Up and Annual Filing of Workplace Injuries have been filed. The W2s are uploaded to the Social Security Administration, State of Ohio, and RITA and all employees were provided W2s on Jan 2nd. 1099s are completed and mailed, she is waiting on the window to open to submit data to the IRS. There is an annual requirement with the Center for Public Investment Management, Neading filed the CPIM Notice of Exemption with the State, stating that we only hold a checking account. Neading reported that the Annual Financials were submitted to the State on 1/4/2025 and the year was closed out in UAN. She also noted that information was submitted to the newspaper notifying that the Financial Statement will be available to the public prior to the February 3rd Council Meeting.

VILLAGE ADMINISTRATOR: Kaltenbaugh discussed the Service Department has been working on line locates and have been working to keep the roads clear and salted. There was a dead tree that was removed in the Park, it was near the walking track and Kaltenbaugh was concerned it would fall on the track. The 2020 Truck was having issues with the salt spreader, it has been repaired. He is aware that there are holes that need to be patched, but need to have a break in the weather to do so. The Service Department has been splitting shifts to plow or salt and continue to work throughout the day. Kaltenbaugh was contacted by the County regarding Bluebird Road. A portion of the road collapsed and they are unable to access it with their trucks and asked if the Village could plow the section of road until repairs are made. He is currently waiting on AEP to schedule the electric setup at the new Fire Siren. He is working with EOG on the agreement for annexation. They originally expressed interest in paying off the Waterline Extension Loan, but now they are discussing paying a portion of it, due to the Bell Stores also being connected to the line. Derik is going to continue to work with them on a solution. Kaltenbaugh spoke with the insurance agent regarding Medical Insurance for Village Employees. The Village would be part of the group that includes the Village of Carrollton and Stark County. The annual cost for a single employee is \$8,000 and a family plan would be \$24,000. He contacted Paul Moody regarding the roof at the Water Plant. Currently the roof is a flat roof and is leaking. Moody is going to price adding trusses and making it a pitched roof. Kaltenbaugh discussed pay increases for the Service Employees. Attendance was a major part of the discussion, as it has been an issue recently. Holmes suggested completing performance evaluations and base the raises off of each employees performance. Neading will run financial scenarios and raises will be discussed at the next meeting.

MAYOR:

COUNCIL: Hubbard discussed the pot holes downtown. Kaltenbaugh explained that they will be repaired once there is a break in the weather.

Craig DeLong discussed that he attended the recent Fire Board meeting. There were twelve (12) incidents since the last meeting.

Wadsworth discussed the roll-off on East Porter that was placed in the middle of the street. Kaltenbaugh explained that the property owner did not reach out to the Village and it was a safety concern, but fortunately, it was removed within a few days.

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FINANCE: Motion by Craig DeLong, second by Hubbard to pay the village bills from the appropriate funds for \$16,741.15 pre-approved by the Finance Committee 12/31/2024 and \$61,677.80 on 1/6/2025. Also, \$7,253.89 in payroll pre-approved by the Finance Committee and paid 1/2/25. All council members approved.

QUESTIONS:

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

Next regular council meeting will be Wednesday, January 22, 2025 at 7:00 p.m. at the Malvern Village Hall.

Mayor

Fiscal Officer