VILLAGE OF FRAZEYSBURG

COUNCIL MEETING MINUTES
04/13/2026
REGULAR SESSION

The Village of Frazeysburg Council convened in regular session from 6:00 p.m. to 7:31 p.m. at the Township Hall with ***Mayor Fred R. Wolford, Jr.*** presiding.

The reciting of the Pledge of Allegiance was led by ***Mayor Wolford.***

PRESENT:
EMPLOYEES*:* Solicitor Bennington, Fiscal Officer Reisinger, and Office Assistant Evans

VISITORS: Diane Wolford
Roll call was made with the following members present:

- ✓ SMITH
- ✓ ROSS
- ✓ ROBISON
- ✓ LAUGHTON

Absent: NONE

- Motion Laughton, Second Robison approving the minutes from **March 9th, 2026** regular council meeting. **FOUR (4) YEAS, ZERO (0) NAYS**
- Motion Laughton, Second Smith approving the Payment of Bills from **March 9 to April 13, 2026 FOUR (4) YEAS, ZERO (0) NAYS**

Mayor's Court report: (as per ORC 905.033)

ENTITY	AMOUNT	MONTH
Village	$ 1,547.00	March
State	$ 451.50	March
Muskingum County Court	$ 16.50	March
Total paid out	$ 2,015.00	March
Computer fund	$ 130.00	March
Computer fund YTD	$ 420.00	March

FINANCE COMMITTEE REPORT: (regular type from meeting**, bold from council discussion)**

Finance Committee Meeting Agenda

April 6 —

Date	April 6

Time	6p
Location	TOWN HALL
	Comments from meeting below topic…

Agenda Topics

1. **Budget status & 2026 budget build approach (Emmett)**
    - Current-year fiscal snapshot, projections, and areas requiring oversight
    - Explain methodology for building the 2026 budget (baseline, non-recurring, new projects/needs)
    - Clarify "other sources" and expected expenditures; confirm whether staffing/part-time cuts need evaluation.
    - Desired output determines biggest expense category… ideas to streamline.
    - Desired output: list of questions to resolve for council review.

Comments: revise jobs and descriptions of current details, should be completed with corrections for current Council meeting.

Reviewed budget with clearer understanding.

2. **Banking & reconciliation updates**
    - Status of reconciliations (through February; March timeline) we always and should review.to match expenses on payment of bills….
    - Streamlining bank accounts and separate funding accounts... ie pool
    - Pool accounts: Fundraiser, Pool, Pool Upgrade—status and required actions.
    - Resolutions needed to request state permission to move pool funds.
    - **Desired output:** projected request of monies to support opening cost. Outside of fund balances.
    - decision on resolutions path and who drafts/supports.

Comments: will bring bank reconciliations to finance committee

Agreed to move location back to village office for ease of resources. Please change meeting notice to include not only Monday but also location.

The auditor stated that the three funds cannot be merged into one; the pool repair fund must remain separate as specified, even though the donations were not given with that explicit detail. Fred said he would call to explain the initial error regarding the movement of donations received last year, which were intended to support the pool but not specifically the liner. One fund totals $9,604.23, while the other two, which can be merged, are $9,000.04 and $1,010.12 respectively. This provides a stronger starting balance for the upcoming pool season.
Fiscal Officer Emmett requested that the Parks and Recreation Committee solicit donations to increase the starting balance.

Regarding questions about drafting resolutions, Fred explained that Whitney prepares the initial draft, which is then reviewed by Taylor, the solicitor.

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3. **Water & sewer administration costs + billing modernization**
    - Water admin cost breakdown: labor, postage/stamps, printing, software
    - Online bill pay options (module/add-on), billing history/reporting, and security controls
    - RCAP alignment: planned water study and scale study; how results will inform policy/scale changes
    - Loan repayment status
    - **Things to work on:** feasibility path (quotes, requirements, timeline) for online payments

Comments:

Several ideas were discussed regarding offering online payment to residents; this model could be added at a cost of $2,000. Concerns were raised that many older residents may not have the ability to process payments online. However, it was noted that many younger residents would prefer this option, as it also offers greater ease and support for tracking account history and details. It is recommended to discuss this with the council and possibly survey the community to gauge interest in such an option.
Emmett plans a future meeting with Heidi from RCAP to review available options for reducing water bill rates. Several billing errors have been found over the years concerning water and sewer rates, which will be brought before the public utilities board for their review and corrective action

if necessary. The conversation also includes the village's position with the Sewer plant regarding future community development.

4. **Sewer rates review**
    - Provide/confirm rates for July 2024 and July 2025
    - **To finalize:** committee plan for analysis and recommendation timing/ correction

5. **Payroll & timekeeping controls**
    - Employee leave balances report: sick, compensatory, and vacation hours (all employees)
    - Overtime/comp time/time card process issues and improvements
    - Wage ordinance discrepancies (2023–2026): findings and correction plan; preview of draft Ordinance 20-25 (if available)
    - **Desired output:** action list (to resolve discrepancies and tighten controls

Comments:

Concerns regarding excess costs related to time clock issues have been addressed and resolved. The previously considered idea of reducing Whitney's office hours and transitioning her to meter reading was discussed, with the intention of having her available for field tasks as well.

6. **Income tax (RITA) status & process improvement**
    - Update on income confirmations from businesses and residents
    - Consider adding a RITA application with water applications (Dresden model)
    - **What to fix :** decision on process change and implementation steps

Comments:

Emmett will investigate the potential reduction of late fees imposed on residents who fail to pay their taxes by the RITA deadline, which occurs in January for year-end filings, as opposed to the federal deadline of April 15.
The group discussed obtaining status reports from RITA regarding delinquencies and annual payment totals. It was requested that Emmett contact Al Dolexzl; confirmation is pending on whether he returned Emmett's call.

7. **Employee benefits: census and quoting process**
    - Start quoting process; send census data to Rankin and Acrisure (or confirm who will)
    - Confirm whether disability coverage quotes via Principal are available
    - **Desired output:** who requests quotes, expected timelines, and what options to compare

Comments sent to Tony at Rankin and Acrisure for review.

8. **Remainder-of-year working task list / cross-committee coordination**
    - Develop prioritized task list for the rest of the year
    - Community support projects (sidewalks, beautification) and collaboration with Parks, Zoning, and Safety
    - Pool immediate needs: fundraising/business outreach, receipts tracking, chemicals and labor planning for opening
    - **Desired output:** prioritized list with owners and next-meeting checkpoints

COMMENTS:

- Re: Parks and Rec. Reports on the Square system and details of incoming funds can be easily accessed as admin and generated daily; Andres confirmed this. Check with Whitney for total deposit amounts.
- New employee packets are being distributed.
- Need to calculate past lifeguard paychecks to determine total reimbursement collected from the village for class payments.

9. **Wrap-up**
    - Recap decisions, assignments, and due dates
    - Confirm next meeting date/time and required pre-work

- **Fiscal Officer Reisinger explained his conversation he had with the Auditors on the money leftover in the pool liner fund and that it cannot be moved out of that fund and into the regular pool fund.**
- **Where the Auditors had been informed that there was believed to be overpayments from medical reimbursements, they had called to let the Village know they would like them to find the overages and if they cannot then the Auditors will come and find it**
- **Fiscal Officer Reisinger explained a conversation he had with Water Clerk Parrill that in 2021 the term for health care ended but Council approved for overage for the end of the year. It was stated by Council members and the Mayor that the 21-22 audit was closed so this issue was for 23-24.**
- **Reisinger explained that with Finance wanting online payments there is an issue that makes the Village not want online payments. If you have online payments one of the apartment complexes will pay a minimum payment on one account which will make it where legally the Village would not be able to shut off the apartments for non-payment when they do not pay all their accounts.**

Citizen LuAnn Untied was present at the meeting for the open council seat. She explained that she had lived in Frazeysburg for many years, though it was mostly outside of the Village limits but had lived inside the Village for a good period of time now. She explained that she wanted to get more involved in the Village.

Board of Public Affairs:

Did not meet

The next Board of Public Affairs meeting will be held April 28st, 2026 @3:00pm at the Village Office.

INCOME TAX: Nothing Received

PARKS AND RECREATION REPORT: (the following info in regular type is the committees' notes, **the bold letters are what was discussed during the council meeting**)

Attendance:
Kurt Laughton, Kc Smith, Jeff Robison, and Liz Gast.

Meeting Highlights:

- Tri-Valley Youth League Lease Contract: We reviewed the contract and have a rough draft of the changes we would like to propose.
- Pool Fund: We discussed the current $9,000 balance and its origins.
- Pool Operations: We reviewed the menu and pricing changes for the upcoming year, as well as the possibility of using the Square app for inventory tracking.
- Frew Park: Funding plans for the bike path?
- Donations: We need to look into W9 forms for tax purposes regarding donations.
- Sponsorship Banners: We discussed pricing for banners, with the size of the banner depending on the donation amount.
- Employee Benefits: Liz Gast inquired about free pool passes for employees.

- Training Fees: Julia, Emma, and Lucas still owe for last year's training.

- **It was asked for a Resolution to be written for the May meeting for a free family pool pass for the employees of the Village.**
- **Council member Laughton motioned to go into executive session to discuss the contract for Frew Park between the Village of Frazeysburg and Tri-Valley Youth Leage, it was seconded by Smith FIVE (5) YEAS, ZERO (0) NAYS**
- **Council member Laughton made a motion to return from executive session, it was seconded by Ross FIVE (5) YEAS, ZERO (0) NAYS**
- **Council member Laughton explained that Council had some changes they wanted to make to the contract and have Solicitor Bennington review the contract.**

SAFETY COMMITTEE:
Did not meet

ZONING REPORT: (the following info in regular type is the committees' notes, **the bold letters are what was discussed during the council meeting**)
Met March 30th, 2026
Next meeting is Tuesday April 28st, 2026 at 6:00 P.M.

POLICE REPORT:

FIRE REPORT: None Received

EMS	**Fire**	**Misc**	**Total**
#	#	#	#
Village	**Jackson**	**Pike**	**Hanover**
#	#	#	#
Falls Twp. Mut Aid #	**Licking Twp. Mut Aid** #	**Mary Ann Mut Aid** #	**Tri-Valley Mut Aid** #

LEGISLATION:

FIRST READING: NONE

SECOND READING: NONE

THIRD READING: NONE

NEW AND EMERGENCY:

- **RESOLUTION 10-26** Motion Smith, Second Laughton suspending the rules on A RESOLUTION APPROVING THE FISCAL OFFICER TO MAKE A TEN THOUSAND DOLLAR ADJUSTMENT FROM THE GENERAL FUND TO THE WATER IMPROVEMENT FUND; AND DECLARING AN EMERGENCY
  FIVE (5) YEAS, ZERO (0) NAYS

- Motion Laughton, Second Smith adopting A RESOLUTION APPROVING THE FISCAL OFFICER TO MAKE A TEN THOUSAND DOLLAR ADJUSTMENT FROM THE GENERAL FUND TO THE WATER IMPROVEMENT FUND; AND DECLARING AN EMERGENCY
  FIVE (5) YEAS, ZERO (0) NAYS

- **RESOLUTION 11-26** Motion Laughton, Second Ross suspending the rules on A RESOLUTION APPROVING THE FISCAL OFFICER TO TRANSFER TWO THOUSAND FOUR HUNDRED AND THIRTY-ONE DOLLARS AND THIRTY-EIGHT CENTS FROM THE GENERAL FUND TO THE STREET LIGHTING FUND; AND DECLARING AN EMERGENCY
  FIVE (5) YEAS, ZERO (0) NAYS

- Motion Laughton, Second Robison adopting A RESOLUTION APPROVING THE FISCAL OFFICER TO TRANSFER TWO THOUSAND FOUR HUNDRED AND THIRTY-ONE DOLLARS AND THIRTY-EIGHT CENTS FROM THE GENERAL FUND TO THE STREET LIGHTING FUND; AND DECLARING AN EMERGENCY
  FIVE (5) YEAS, ZERO (0) NAYS

- **RESOLUTION 12-26** Motion Laughton, Second Robison suspending the rules on A RESOLUTION ACCEPTING THE RESIGNATION OF COUNCIL PERSON TRACY HAYES; AND DECLARING AN EMERGENCY
  FIVE (5) YEAS, ZERO (0) NAYS

- Motion Laughton, Second Smith adopting A RESOLUTION ACCEPTING THE RESIGNATION OF COUNCIL PERSON TRACY HAYES; AND DECLARING AN EMERGENCY
  FIVE (5) YEAS, ZERO (0) NAYS

- **RESOLUTION 13-26** Motion Laughton, Second Smith suspending the rules on A RESOLUTION AUTHORIZING THE POLICE CHIEF TO PUT AN ITEM FOR SALE ON PUBLICSURPLUS.COM; AND DECLARING AN EMERGENCY

FIVE (5) YEAS, ZERO (0) NAYS

- Motion Laughton, Second Smith adopting A RESOLUTION AUTHORIZING THE POLICE CHIEF TO PUT AN ITEM FOR SALE ON PUBLICSURPLUS.COM; AND DECLARING AN EMERGENCY
  FIVE (5) YEAS, ZERO (0) NAYS

- **DISCUSSION/COMMENTS and MISCELLANEOUS BUSINESS**:

- Community Yard Sale Dates: June 4, 5, 6, 7 2026

- Community Clean Up Date: June 13th, 2026

- Council member Robison mentioned that kids had been riding go carts on Nora Drive and that the Police Department had talked with them and he hadn't seen them since but he wanted to let everyone know because he worries, they will get hit.

- Council member Smith asked Mayor Wolford if he could tell the Council what he knew about the company that was going to be coming in outside of Frazeysburg. Wolford explained they make penetrating lubricants.

- **VISITOR COMMENT:**

Motion Laughton, Second Smith to adjourn at 8:11 p.m., until May 11th, 2026 at 6 p.m. at the Township Hall, located at the corner of Second Street and State Street in Frazeysburg, Ohio. **FIVE (5) YEAS, ZERO (0) NAYS**

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Mrs. KC Smith

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Ms. Carol Ross

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Mr. Kurt Laughton

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Mrs. LuAnn Untied

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Open Seat

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Mr. Jeff Robison

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Mayor Fred R. Wolford, Jr.

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Fiscal Officer Emmett Reisinger

All formal actions of the Village of Frazeysburg concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised