REGULAR MEETING
September 8, 2025

Meeting called to order at 7:00 PM by Mayor Barbara J. Lloyd with the recitation of the "Pledge of Allegiance".

Roll Call: In Attendance - Paul Lowe, Kim St. Clair, Ed Harlan,
Mike Nunley, Bo Coconis, Greg Gibson

Paul moved to accept the minutes of the Regular Village Council Meeting held August 4, 2025. Seconded by Ed. Lowe – yay, St. Clair – yay, Harlan – yay, Nunley – yay, Coconis – yay, and Gibson – yay. Motion Carried.

Paul moved to approve the Fiscal Officer's Bank Reconciliation Report for July 2025. Seconded by Kim. Gibson– yea, Coconis – yay, Nunley – yay, Harlan - yay, St. Clair – yay, and Lowe - yay. Motion Carried.

Greg moved to dispense the Fiscal Officer's Bank Reconciliation Report for August 2025. Seconded by Mike. Lowe – yay, St. Clair – yay, Harlan – yay, Nunley – yay, Coconis – yay, and Gibson – yay. Motion Carried.

Mayor Lloyd asked Council if they saw the August 2025 Mayor's Court Data?

CITIZENS AND GUESTS

Travis Gross – A new Maintenance Employee Introduction was made by Mayor Barbara Lloyd, stating that he will be an asset to the Village.

Brodie Brewer – During the council meeting, Brodie Brewer, representing Refuel Wellness, addressed the council to request permission to hold a 5K run on Saturday, October 4th at 9:00 a.m., starting and ending at the Village Park. Brewer explained that Refuel Wellness, located on the north end of Zanesville near Armco Park, organizes community wellness events and that this race would be a nonprofit fundraiser, with all proceeds donated to the South Zanesville Police Department. He shared that approximately 35 participants were already registered, with registration remaining open until race day. Brewer also listed several sponsors supporting the event.

The proposed race route begins and ends at Village Park, extending through parts of the village and into the county area near Beechrock. It was noted that participants would complete the park path twice to reach the full 5K distance. The route was reviewed and confirmed by council members, with assistance from the police chief, who helped Brewer finalize the course layout. Brewer stated that he had already spoken with Chief Ross, who confirmed that an officer would be available the day of the event, and Brewer expressed willingness to cover the cost of an additional officer if deemed necessary.

Council members discussed the event positively, noting that the Village currently has no formal permit system, and Brewer was therefore welcome to proceed. The Village Administrator, Mark, agreed to coordinate with Chief Ross to determine whether an additional officer would be needed. Council members expressed enthusiasm for the event, emphasizing that it would help promote the new playground equipment in the park and bring community members and families together. Brewer provided his contact information and a flyer for the event. Members also recognized Brewer's past service as a former deputy, expressing appreciation for his community involvement. The council unanimously supported the request, approving the Refuel Wellness 5K to be held on October 4th at 9:00 a.m., with coordination to continue between Brewer, Chief Ross, and Mark regarding event logistics and safety.

DEPARTMENT HEADS

Fire – Russell Taylor

Chief Russell Taylor reported a total of 113 calls for the previous month. Of these, 80 were EMS calls, resulting in 63 patient transports. One call was transferred to another service due to the department being tied up on a separate call. The department also responded to five structure fires, six hazard calls, twelve service calls, seven good intent calls, and several alarm activations. In terms of mutual aid activity, the department assisted Springfield Township 42 times, South Zanesville 40 times, Wayne Township 17 times, Roseville 7 times, the City of Zanesville 2 times, Wayne Township 2 times, and Harrison, Springfield, and Falls Townships each received one response or warning.

The Chief also updated the council on the new ambulance purchase, noting that it is nearly ready for service and expected to be in operation soon. Other than these updates, the Chief had no further business to report.

Police – Mark Ross

The Police Chief presented the department's activity report for August, noting a total of 131 calls for service, an increase from 100 calls in August 2024. Out of these 131 calls, officers completed nine reports and three accident reports. The department made two warrant arrests, one misdemeanor assault arrest, and one felony arrest, which is currently being handled through the Cambridge office.

In the area of traffic enforcement, the department recorded 67 enforcement encounters, which included citations, written warnings, and verbal warnings. The Chief also announced the hiring of a new auxiliary officer, Andrew Hill, who currently works as a Genesis officer with two years of experience. Officer Hill was unable to attend the meeting due to work obligations but expressed interest in joining the South Zanesville Police Department to gain additional experience on the road. With Officer Hill and two other auxiliary officers, the department logged 29 total hours of auxiliary service during the month of August.

It was further noted that Officer King did not report any hours or complete required CPT (Continuing Professional Training) for the month of August. As a

result, she was issued a warning and instructed to complete her required hours by mid-September to remain in compliance. The Chief concluded his report by requesting an executive session during the meeting to discuss personnel matters further.

Council chairman Ed Harlan moved to enter into Executive Session under ORC 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to investigate charges or complaints against a public employee, unless the employee requests a public hearing. Seconded by Greg Gibson. Gibson– yea, Coconis – yay, Nunley – yay, Harlan - yay, St. Clair – yay, and Lowe - yay. Motion Carried.

Entered Executive session at 7:10 PM

Mike made a motion to return to Regular session at 7:30 PM with no actions taken. Seconded by Greg. Lowe – yay, St. Clair – yay, Harlan – yay, Nunley – yay, Coconis – yay, and Gibson – yay. Motion Carried.

Motion Carried.

<u>Water Department</u> –

Wesley Wiseman provided its report for the month of August, noting that the department addressed several water leaks, including a few major ones, all of which were successfully repaired. Discussion then turned to the village water tank, which was confirmed to have a leak. Wesley contacted a specialty company to inspect and evaluate the issue. The company completed a full examination and is expected to provide results soon. The representative indicated that he was delayed due to a post-holiday workload but plans to follow up within the next few days.

When asked about overall operations, Wesley reported that things were going well within the department and that he now has an additional set of hands to assist with ongoing maintenance and repair work. No further concerns or questions were raised by council members.

REPORTS OF COUNCIL COMMITTEES

Park Committee –

Mike Nunley - Council received positive updates regarding the Village Park improvements. It was announced that the new large big toy is scheduled to be installed later this week, along with the new downhill slide, providing additional play equipment for children. Council members expressed enthusiasm about the new additions and noted that the installations will take place in the area where the former swimming pool was located. The existing playground equipment on the upper hill will remain in place, as it is still in good condition.

The conversation also included a brief discussion about an old large tire remaining at the site. It was noted that most of the discarded tires had already been transported to Crooksville for the racetrack or collected by EMA, but one oversized tire remains. The council considered disposal options, including checking whether

Tyrex or Muskingum County could accept it, depending on whether the tire contains metal bands.

The new playground installation will feature a rubber surface for improved safety and accessibility. Members also discussed coordinating with local media outlets to cover the installation and highlight the new equipment once it is completed. Council members expressed appreciation for the project's progress and the positive impact it will have on the community and local families.

Ed Harlan – Personnel Committee

Ed announced that Mayor Barb Lloyd has presented a potential candidate for a Part Time Administrator. A resolution will be voted on later in the meeting.

COMMUNICATIONS AND LETTERS

NextbillPay Update:

Taylor Bennett provided an update on the new online utility payment system and the office's transition toward more digital and automated billing options. The system now allows residents to set up online accounts, enroll in auto-pay, and receive paperless billing. As of the most recent update, 110 residents have enrolled in paperless billing, approximately 400 residents have created online portal accounts, 72 residents have opted for automatic payments, and 109 residents have signed up for text-to-pay notifications. Taylor noted that increased participation in these programs will reduce postage costs for the village by cutting down the number of mailed bills.

She commended Trish and Tia for their ongoing work assisting residents with setting up accounts and providing the new 1-800 payment number. With more residents using online and phone options, the office has seen a decrease in in-person payments, making the billing process more efficient.

Taylor also shared positive financial news related to the credit card processing system. The village is no longer absorbing credit card transaction fees through the bank, which will allow for greater interest earnings on the village's accounts. She stated that she plans to meet with Terry Sidwell to review options for moving more funds into interest-bearing accounts, which could potentially double the village's monthly interest income.

Regarding payment options, residents can pay by credit card (with a processing fee), ACH ($1.50 fee), or in person/by mail using cash or check. The credit card fees are structured as follows: a $1.75 flat fee for transactions under $71, and a 2.75% fee for transactions over $71. Taylor emphasized that the office does not profit from these fees and that residents concerned about extra charges are encouraged to use the drop box outside the office to avoid them.

A clarification was made about the wording on billing statements, as some residents were confused by a section suggesting there would be no fee for portal payments. Taylor confirmed that this issue has been addressed with the vendor, and the incorrect wording will be removed from future statements.

Council members expressed satisfaction with the progress of the new system and the improved convenience it provides to residents while supporting cost savings for the village.

Letter to the County Auditor and Magazine Highlight:

Taylor explained the purpose of the letter to the County Auditor, noting that it serves as part of the village's financial transparency and compliance process. When the village receives funds—whether through grants, donations, or other sources—those funds must be reported to the county auditor. Additionally, if the village plans to spend any of that money within the same fiscal year, it must also be formally appropriated and reported.

The specific letter discussed reflected recent financial activity, including funds received for the salt bin project grant, along with the appropriation of $7,000 received from the Energy Co-op grant. Taylor also noted that she successfully carried over a donation from Lowe's Bargain Barns that had been received late last year and transferred it into this year's fund for use. These actions ensure that all grant and donation monies are properly documented and accounted for in the village's budget.

Taylor shared additional good news, announcing that the Energy Co-op featured the village in its magazine, highlighting the project and its community impact. She was asked to provide a short paragraph describing the importance of the project and even participated in a photo for the publication. She credited Mark for saving a copy of the magazine article and bringing it to her attention.

In closing, Taylor mentioned that the village is still awaiting additional donations related to ongoing community improvement projects but expressed optimism about the continued support and recognition the village has been receiving.

Salt Bin Groundbreaking Ceremony:
The mayor announced that the Salt Bin is complete and we will plan an event and invite the media.

Park Opening Ceremony:
The mayor announced we will set a date of when we want to open the park depending on install. We will be sure to inform media outlets and citizens once a date is set.

ORDINANCES AND RESOLUTIONS

RESOLTUION 1131 **A RESOLUTION ADOPTING THE 2026 ALTERNATE TAX BUDGET FOR THE VILLAGE OF SOUTH ZANESVILLE, MUSKINGUM COUNTY, OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026, AND SUBMITTING THE SAME TO THE MUSKINGUM COUNTY AUDITOR**

Paul made a motion to pass the third reading of Resolution 1131. Seconded by Bo. Gibson– yea, Coconis – yay, Nunley – yay, Harlan - yay, St. Clair – yay, and Lowe - yay. Motion Carried.

RESOLUTION 1132 **A RESOLUTION AUTHORIZING THE MUSKINGUM COUNTY ENGINEER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORATION IMPROVEMENT PROGRAM(S) AND AUTHORIZING MUSKINGUM COUNTY TO EXECUTE CONTRACTS AS REQUIRED.**

Paul made a motion to pass the third reading of Resolution 1132. Seconded by Greg. Lowe – yay, St. Clair – yay, Harlan – yay, Nunley – yay, Coconis – yay, and Gibson – yay. Motion Carried.

RESOLUTION 1134 **A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A TEMPORARY PARTTIME ADMINISTRATOR CONTRACT AND DECLARING AN EMERGENCY**

Ed moved for the council to dispense three separate reading rule of resolution number 1134, pursuant to section 731.17, per the Ohio Revised Code and declare this resolution an emergency. Seconded by Paul. Gibson– yea, Coconis – yay, Nunley – yay, Harlan - yay, St. Clair – yay, and Lowe - yay. Motion Carried.

Mike motioned to pass Resolution 1134. Seconded by Ed. Lowe – yay, St. Clair – yay, Harlan – yay, Nunley – yay, Coconis – yay, and Gibson – yay. Motion Carried.

RESOLUTION 1135 **RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR**

Ed moved for the council to dispense three separate reading rule of resolution number 1135, pursuant to section 731.17, per the Ohio Revised Code and declare this resolution an emergency. Seconded by Bo. Lowe – yay, St. Clair – yay, Harlan – yay, Nunley – yay, Coconis – yay, and Gibson – yay. Motion Carried.

Greg motioned to pass Resolution 1135. Seconded by Mike. Gibson– yea, Coconis – yay, Nunley – yay, Harlan - yay, St. Clair – yay, and Lowe - yay. Motion Carried.

UNFINISHED BUSINESS

Proper Communications Guide:

Council discussed the proper communications guide that Taylor assembled, which consolidates important personnel-related material into one reference document. The

guide includes details such as job descriptions, chain of command, and the hiring process, along with other key information already covered within existing village policies. It was clarified that the guide is not a new policy manual, but rather a reformatted compilation of existing policies and procedures designed to make information more accessible and easier to understand for employees.

The plan is for the guide to be distributed to all village employees, who will be asked to review it and sign an acknowledgment form confirming they have read and understood the material. Council members expressed appreciation for Taylor's work on the project, noting that it will help reduce confusion and streamline internal communication regarding personnel matters.

Before official distribution, members agreed to take a few days to review the document themselves to ensure there are no errors or needed revisions. It was decided that council members would have until the end of the week to review the guide and contact Taylor with any suggestions or corrections. If no significant issues are found, the guide will be finalized and distributed to staff the following week. Council members agreed that the guide is a helpful and proactive resource that reflects well on the village's efforts to maintain clarity and consistency in employee procedures.

Audit and Exit Conference Discussion:

Council discussed the upcoming audit exit conference, which will be coordinated with the fiscal officer, council president, and mayor once the state completes its audit process. The letter received from Bethany J. Nelson indicated that the conference will be scheduled within the next one to two weeks, but that no immediate action is required by council members at this time. The fiscal officer clarified that the exit conference will provide an opportunity for state auditors to review and elaborate on any findings from the 2023 and 2024 audits. Additionally, several department-specific questions raised during the auditors' visit will be addressed at that time. The exact date of the meeting has not yet been set, as it is dependent on the completion of the audit, but it is anticipated to occur sometime in October. It was also noted that the state increased the audit fee due to the additional time and work required to review specific items that were flagged for further examination. Council members asked whether attendance could be expanded beyond the fiscal officer, mayor, and council president. The fiscal officer responded affirmatively, stating that other council members are welcome to attend, as the process is public and transparent.

The fiscal officer also explained that while auditors are available to answer factual questions about their findings, they are not permitted to provide procedural advice or guidance, as their role is strictly to identify and report any instances of fraud, misuse, or mishandling of funds. Council members agreed that attending the exit conference would be valuable for understanding the audit results and maintaining transparency with the community.

Cybersecurity Requirements:

Council discussed recent updates from the Ohio Municipal League regarding the adoption of cybersecurity programs as outlined under Ordinance 9.64 and House Bill 96. These new state requirements mandate that all municipalities and political subdivisions establish formal cybersecurity and ransomware protection standards

to safeguard government systems and data, as well as develop procedures for reporting cybersecurity incidents to Homeland Security if any occur.

Taylor explained that the bulletin from the Municipal League was issued last month, and she had already brought the matter to council's attention during the previous meeting. The next step will be to draft and enact a cybersecurity policy and disaster response plan for the village. Once the draft policy is prepared, it will be presented to council for three readings and a formal vote to ensure compliance with state requirements.

Taylor stated that much of the village's IT oversight is handled in-house, but for more advanced needs, the village partners with ASA at Image Computer Solutions, a local IT provider that manages the village's antivirus software and system protection. She noted that ASA will likely serve as an advisor and technical ally in developing the cybersecurity framework to ensure the village meets or exceeds state standards.

The timeline for compliance was also discussed. While larger municipalities must have their policies in place by January, smaller villages like South Zanesville have until July to complete implementation. However, Taylor recommended that the village complete and adopt the program by January to stay ahead of schedule. Council members agreed that cybersecurity threats are a serious and growing concern and supported taking proactive measures to protect the village's systems and data. The price of policy proposals is expected to be included in the agenda for next month's meeting, alongside the upcoming budget discussions.

NEW BUSINESS

Water System Revitalization Project Discussion:

Council heard from Joe Miller, who provided an extensive update on efforts to address the village's aging and deteriorating water system. Joe explained that through conversations with Wesley, his father, and other knowledgeable individuals, it has become increasingly clear that the system's condition is poor—so much so that the department is now "patching patches" rather than making meaningful repairs. Recognizing the urgency of the situation, Joe has been researching possible solutions and grant opportunities to support a comprehensive overhaul of the water infrastructure.

He introduced the Ohio Mid-Eastern Governments Association (OMEGA), a public regional agency that assists municipalities in securing and managing infrastructure grants. Joe has been working with OMEGA at no cost to the village to begin shaping a multi-phase grant proposal to replace and modernize the entire water system, an effort estimated to cost in excess of $10 million. Because of the size and complexity of the project, Joe sought professional assistance from OMEGA to ensure proper guidance and planning throughout the process. Joe mentioned that a representative from OMEGA had intended to attend the meeting but was unable to do so due to a medical issue. She plans to attend the next council meeting to present the program in detail and explain the process directly to the mayor and council. In the meantime, she advised that the first step in the project is for the village to secure an engineering firm to begin planning and feasibility work. Joe requested council's

approval to proceed with that step, stating he already has a sample letter prepared and intends to send it to seven engineering firms for consideration once authorized.

He also noted that he and the OMEGA representative had met with Bill Madden, head of the county water agency, who provided additional insights into structuring the project. Joe described the process as a multi-step effort, beginning with planning, followed by engineering design, and finally, seeking bids for construction once funding is secured. He cited similar successful projects completed in Crooksville and Roseville, both of which used comparable grant and engineering approaches. Council members expressed strong support for the initiative, with one member commenting that the project is "long overdue" and essential for the village's growth and sustainability. Councilman Paul made a motion to authorize Joe to proceed with soliciting engineering firms for the project. Joe confirmed that while there would be no immediate cost to apply for the grants, there would eventually be engineering expenses, most of which could be covered by grant funds—typically up to 75% of costs. For the remaining 25% match, Joe noted that zero-interest loans and principal forgiveness programs are available to help small villages meet the financial requirement. Additionally, many engineering firms are willing to defer billing until grant funding is received. Council members agreed that this project represents a critical and forward-looking investment in the community's infrastructure and voted in support of allowing Joe to move forward with the engineering solicitation process.

Paul made a motion for Joe to begin the project. Seconded by Mike. Lowe – yay, St. Clair – yay, Harlan – yay, Nunley – yay, Coconis – yay, and Gibson – yay. Motion Carried.

Halloween 2025:

Council decided to have trick or treat night on Thursday, October 30, 2025 from 5:30 – 7:00.

Kimble's Contract Extension:

Greg motioned to allow an extension with Kimble's for one more year. Seconded by Bo. Gibson– yea, Coconis – yay, Nunley – yay, Harlan - yay, St. Clair – yay, and Lowe - yay. Motion Carried.

MISCELLANEOUS

None.

ADJOURN

Ed moved to adjourn, seconded by Mike. Mayor Lloyd asked all to vote by stating I. All did. Motion Carried. Meeting adjourned at 7:44 PM.

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Barbara Lloyd - Mayor Taylor Bennett - Fiscal Officer