

**Village of Jacksonville  
Council Meeting  
January 26, 2016**

**Regular Council meeting was called to order on January 26, 2016 at 6:30pm.**

Swearing in of Mayor McNickle for the new four year term  
Councilman Smathers and Councilman Rodgers were sworn in on January 15, 2016

**Council met in regular session with Anthony McNickle, Mayor presiding with councilman:**

Sam Smathers	Yes
Butch Chapman	Yes
Eric Clift	Yes
Tommy Rodgers	Yes
Chris Sabo	Yes
Dave Moleski	Yes

Amber Mayle, Fiscal Officer  
Joe Nemecek, Solicitor

**Guest:** Alan Exline, Bob Sayre, Byron Guinther

Chris Sabo made the motion to elect Sam Smathers as President of Council  
2<sup>nd</sup> by: Dave Moleski

Butch Chapman	Yes
Tommy Rodgers	Yes
Eric Clift	Yes
Chris Sabo	Yes
Dave Moleski	Yes
Sam Smathers	Abstain

**Council read December 15, 2015 meeting minutes before the meeting started.**

Sam Smathers made a motion to accept meeting minutes with no changes.  
2<sup>nd</sup> by: Butch Chapman

All Ayes

Sam Smathers	Yes
Tommy Rodgers	Yes
Butch Chapman	Yes
Eric Clift	Yes
Chris Sabo	Yes
Dave Moleski	Yes

**Council reviewed December 2015 Financial Reports**

Motion made to accept the Financial Reports for December 2015 by Sam Smathers  
2<sup>nd</sup> by: Butch Chapman

All Ayes

Tommy Rodgers	Yes
Sam Smathers	Yes
Butch Chapman	Yes
Eric Clift	Yes
Chris Sabo	Yes
Dave Moleski	Yes

Council reviewed the current Delinquent Water Report  
Motion made by Chris Sabo to accept the current Delinquent Water Report

2<sup>nd</sup> by: Dave Moleski

All Ayes

Sam Smathers	Yes
Tommy Rodgers	Yes
Butch Chapman	Yes
Eric Clift	Yes
Chris Sabo	Yes
Dave Moleski	Yes

**Mayors Court Financial Statement for December 2015. Total of \$0.00**

Motion made by Butch Chapman to accept the financial statement for December 2015.

2<sup>nd</sup> by: Eric Clift

All Ayes

Tommy Rodgers	Yes
Butch Chapman	Yes
Eric Clift	Yes
Sam Smathers	Yes
Chris Sabo	Yes
Dave Moleski	Yes

**Guest**

- Bob Sayre expressed his concerns with the water shut off procedures to Council. Council further discussed charges and billing cycle, concluding minor changes that will be made to the Water Shutoff Procedures. Changes state that only Village Council, Mayor, Village employee or a licensed plumber may access water meter pit. Also stating, if payment is made to an account by check to avoid shut off and the check bounces, the customer is up for immediate shut off. Once a customer is shut off and they pay to have water services restored, it will be an additional \$25 fee to have the water restored on the weekend. Weekend hours are from 3 pm on Friday through 8 am on Monday.

Butch Chapman made a motion to suspend the rules and pass Ordinance 01262016A Setting Procedures and Rates for Jacksonville Village Water Customers as an emergency

2<sup>nd</sup> by: Dave Moleski

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Dave Moleski	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

Butch Chapman made the motion to pass Ordinance 01262016A Setting Procedures and Rates for Jacksonville Village Water Customers and declaring an emergency

2<sup>nd</sup> by: Chris Sabo

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Dave Moleski	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

**Fire Department: Brad Lowery Asst. Chief**

- Fiscal Officer received insurance confirmation from PEP that the 88 Pierce Lance is added to the policy and the 86 Chevrolet 1 Ton truck is removed from the policy. (See attached)
- Fiscal Officer discussed Volunteer Firefighters Dependents Fund election of board members forms with Asst. Fire Chief. Fire Chief has a copy to fill out and return to Fiscal Officer. Deadline is January 31, 2016.
- January 15, 2016 JFD finalized the application for a FEMA grant for \$485,000
- Asst. Fire Chief and Fiscal Officer discussed the new Purchase Order procedures.
- Asst. Fire Chief spoke with Council about plowing snow for residents with emergencies. The Village Solicitor advised the Village not to use town equipment to plow private driveways for residents due to laws that prohibit it.
- Asst. Fire Chief discussed signing more than a one year fire protection contract with Trimble Twp, Homer Twp and Village of Trimble. Asst. Chief also suggested signing the contracts the year prior to expiration.
- Asst. Fire Chief, Byron Gunther, Mayor, Council and Village Solicitor discussed contacting the Prosecutor's office to retrieve the evidence from the Village's office. Solicitor Joe Nemecek is working with the Prosecutor's office to resolve the issue.

Motion made by Chris Sabo to go into a fire protection contract with Trimble Township for the 2016 year.

2<sup>nd</sup> by: Butch Chapman

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Dave Moleski	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

Chris Sabo made a motion to go into a fire protection contract with the Village of Trimble for the 2016 year.

2<sup>nd</sup> by: Dave Moleski

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Dave Moleski	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

**Ordinances**

- Council Mayor and Solicitor discussed the Water Customer Agreement for installation and maintenance of the pressure booster pumps. Each customer who is offered a pressure pump must sign the agreement before installation. (See attached)
- Amend Appropriations. \$2591 (2901) Fire Fund. \$3600 (4902) Water Fountain Project Fund. \$1745.52 (2111) Permissive Sales Tax.
- Council reviewed and accepted the Estimated Resources for 2016. Mayor, Council and Fiscal Officer further discussed Fire Fund Resources for 2015 concerning Contributions and Donations as well as the Village building payment

Council reviewed Water Customer Agreement concerning installation and maintenance of the water pressure booster pumps. (See attached)

Butch Chapman made a motion to accept the Water Customer Agreement forms

2<sup>nd</sup> by Chris Sabo

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Dave Moleski	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

Motion made by Sam Smathers to accept the Estimated Resources for 2016 prepared by Fiscal Officer

2<sup>nd</sup> by: Chris Sabo

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Dave Moleski	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

Dave Moleski left the meeting due to work schedule.

Motion made by Butch Chapman to suspend the rules to pass Resolution 01262016B Amending Appropriations for 2016

2<sup>nd</sup> by: Eric Clift

All Ayes

Butch Chapman	Yes
Sam Smathers	Yes
Eric Clift	Yes
Chris Sabo	Yes
Tommy Rodgers	Yes

Motion made by Butch Chapman to pass Resolution 01262016B Amending Appropriations for 2016 and declaring an emergency

2<sup>nd</sup> by: Sam Smathers

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

**Purchase Orders (greater than \$500 to be approved by full Council)**

- Ohio Software Services annual license fee \$450 plus \$760 for 8 hours of support for the 2016 year.
- Matthews Insurance bonding all 6 positions at \$250,000. \$1,340 for 2016 coverage.
- \$1,000 to Buckeye Pipe for 20 water meters and 40 gaskets. Village received a donation from the Eagles in the amount of \$1,000 to purchase water meters. Council and Mayor discussed the process of receiving and collecting donations.

Chris Sabo made a motion to approve the Purchase Order for Ohio Software Services in the amount of \$1210.00

2<sup>nd</sup> by: Eric Clift

All Ayes

Butch Chapman	Yes
Sam Smathers	Yes
Eric Clift	Yes
Chris Sabo	Yes
Tommy Rodgers	Yes

Motion to approve the Purchase Order for Matthews Insurance in the amount of \$1,340.00 made by Butch Chapman

2<sup>nd</sup> by: Chris Sabo

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

Butch Chapman made a motion to approve the Purchase Order for Buckeye Pipe in the amount of \$1,000.00

2<sup>nd</sup> by: Sam Smathers

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

Motion made to go into executive session at 8:16 pm by Butch Chapman to discuss Administrative practices and procedures

2<sup>nd</sup> by: Tommy Rodgers

All Ayes

Butch Chapman	Yes
Sam Smathers	Yes
Eric Clift	Yes
Chris Sabo	Yes
Tommy Rodgers	Yes

Fiscal Officer Amber Mayle and Solicitor Joe Nemecek were invited into Executive Session.

Out of executive session at 8:30 pm made by Chris Sabo

2<sup>nd</sup> by: Butch Chapman

All Ayes

Butch Chapman	Yes
Sam Smathers	Yes
Eric Clift	Yes
Dave Moleski	Yes
Tommy Rodgers	Yes
Chris Sabo	Yes

### **Water Department**

- Mary Brady is requesting an adjustment to her December bill due to water leak. Council agreed to adjust her January 2016 water bill, but customer is requesting further adjustments. Customer's readings show under minimum usage (2,000 gallons) each month. November's reading (due in December) shows over 10,000 gallons and December's reading (due in January) shows over 7,000 gallons. January bill has been adjusted.
- Vickie Pallo called in November and requested her water be shut off at her rental, for repairs. We agreed to turn the water off on that day or the next day. She returned to the residence to find her utility room had flooded. The water department and water committee are requesting to give her a minimum usage credit on her next bill.
- 18 Water shutoff notices were hung at \$5.00 each equaling \$90.00 in shut off notices. All 18 Customers who received shut off notices paid in full before the shut off date.
- USDA requested that the Village charge each water customer for usage to be in compliance with the Resolution. The Village's contract with USDA states that all customers will be charged for usage. Theresa Ullman with USDA also requested that the Village install a handicap parking sign & \$250 penalty sign to meet regulations. They can be on the same post. USDA requires the Village to hold \$18,000 in a separate Reserve Account Fund. The Village is able to make deposits of \$150 each month to the fund until we reach the \$18,000. USDA requires to be listed as a mortgage holder on the Village's bond insurance. USDA requested that we state "This institution is an equal opportunity provider" to our letterhead and website. The Village also needs a water user agreement in place. Fiscal Officer will prepare Water User Agreement for new water customers.
- The Village is working on getting quotes for a handicapped parking sign to be compliant with USDA. Once the Village receives the letter from USDA stating that all customers must be charged for water, the Fiscal Officer will send out letters to customers whom will be affected by the change.

Butch Chapman made a motion to deny further adjustments to Mary Brady's December 2015 water bill, given that an adjustment had been made to the customer's January 2016 bill.

2<sup>nd</sup> by: Tommy Rodgers

All Ayes

Butch Chapman	Yes
Tommy Rodgers	Yes
Chris Sabo	Yes
Eric Clift	Yes
Sam Smathers	Yes

Butch Chapman made a motion to credit Vickie Pallo's water bill in the amount of \$28.00 to compensate damages received from lack of water shut off

2<sup>nd</sup> by: Chris Sabo

All Ayes

Tommy Rodgers	Yes
Chris Sabo	Yes
Eric Clift	Yes
Sam Smathers	Yes
Butch Chapman	Yes

**Fiscal Officer: Amber Mayle**

- Council signed the Post Fund Balance Adjustments. Report shows the money that had originally been placed in a separate Special Revenue Fund for street lights was moved back to the General Fund per Audit and ballot language. Matt Lauvray with the LGS State Auditor's office assisted Fiscal Officer with the adjustment.
- Received NIMS Certificate for Eric Clift
- State Auditor's office suggested that Council consider increasing payment to Dave Yost payment. Monthly \$400 to IRS (paid off)(General Street Water), \$200 to Ohio Attorney General Office (\$410.43 as of 1/1)(General Street Water), \$100 Dave Yost(General 41%, Street 5%, St Hwy 4%, Fire 15%, Water 35%). Increasing Dave Yost payments to \$400 a month would affect the following funds accordingly

General (41%)	\$164
Street (5%)	\$20
State Highway (4%)	\$16
Fire (15%)	\$60
Water (35%)	\$140

- Matt talked to Audit about the deficit in the State Highway Fund. It was unclear to Audit that those adjustments had been made in 2014. Therefore, we were able to make the adjustment to correct the adjustment that had been made in 2014. State Highway is no longer in the deficit.
- Purchase Orders. Blanket purchase orders for (6 months, based on December 2015 bills)

AEP	\$4,014
o Park	\$276
o Garage	\$276
o Hall	\$1608
o Street Lights	\$1854
TTWWTD	\$336
Century Link	\$1,784.82
BFS (\$500 average)	\$3,000
Burr Oak	\$33,000
MASI	\$500.00

USDA	\$9,000
Village of Jacksonville	\$1,300
(Fire fuel \$1,000.00, Village fuel \$300.00)	
Orkin	\$360
Dave Yost	\$2,400
USPS (water bills)	\$480
USDA Reserve Fund	\$900

- Procedures of POs, (3 quotes for any purchases over \$100.00), Purchase Requisition, Fiscal Officer verifies funds are available, Special Committee (Street, Fire or Water) approves request, then Finance Committee approves. These procedures must be completed before any orders can be placed. Fiscal Officer verifies appropriations, fund status, fund ledger. (PO's need to be signed by Fiscal Officer and Finance Committee for approval of purchase. Purchase Orders and Requests must be approved before purchases are made. Ohio Revised Code
- Fiscal Officer received a bill for an emergency room visit (6/29/15) for Sara Keen stating that it was related to the worker's comp claim in February 2015. Village Solicitor recommended sending the bill to Bureau of Worker's Comp.
- Fiscal Officer received 2 bills from Norfolk Southern, each for \$50. Lease of pipe and lease of wire. The pipe is for water lines running under the railroad tracks and the wire is for electricity running to the park, under the railroad tracks.

Eric Clift made a motion to approve the Blanket Purchase Orders certifying funds available to pay bills for approximately 6 months of 2016

2<sup>nd</sup> by: Tommy Rodgers

All Ayes

Chris Sabo	Yes
Butch Chapman	Yes
Eric Clift	Yes
Sam Smathers	Yes
Tommy Rodgers	Yes

### Good to the Order

- Council reviewed Committee Assignments (See attached)
- Council discussed one way street signs for Brown Alley and Brown Road. Village received quote from Performance Signs for four one way signs and four do not enter signs. Quoted at \$378. Two additional quotes are needed before purchase.
- Councilman Clift discussed sealing the contract with the Backup Water Operator. Council agreed. Finance Committee will approve the payment to seal the contract.
- Council and Solicitor are working together on resolving the ODNR grant issues.
- Council addressed issues of residents running sump pump water into public streets. Solicitor will check into the issue.
- Council discussed moving Old Settler's trailers down to the fire house.

Motion was made by Chris Sabo to pay certain bills to the extent that funds are available.

2<sup>nd</sup> by: Butch Chapman

All Ayes

Sam Smathers	Yes
Tommy Rodgers	Yes
Butch Chapman	Yes
Eric Clift	Yes
Chris Sabo	Yes



Motion made to adjourn council meeting by Chris Sabo

2<sup>nd</sup> by: Butch Chapman

All Ayes

Sam Smathers            Yes

Tommy Rodgers        Yes

Butch Chapman        Yes

Eric Clift                Yes

Chris Sabo              Yes