

**Village of Jacksonville  
Council Meeting  
March 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 Nemeec, Solicitor

**Guest:** None

**Council read February 16 and 18 meeting minutes before the meeting started.**

Eric Clift made a motion to accept meeting minutes with no changes.

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

All Ayes

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

**Council reviewed February 2016 Financial Reports**

Motion made to accept the Financial Reports for February 2016 by Chris Sabo

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

All Ayes

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

Council and Fiscal Officer discussed the USDA Reserve Account. A payment of \$150.00 had been made to the USDA Fund from the Water Fund to comply with USDA requirements. Fiscal Officer spoke to Matt Lauvray, State Auditor's Office Representative, concerning the Water Improvement Reserve Fund. Fiscal Officer and State Auditor's Office Representative concluded that the Water Improvement Fund, with a current balance of \$24,309.76, was created to meet requirements of USDA. State Auditor's Office Representative suggested changing the name of the Water Improvement Fund to USDA Reserve Fund to prevent any future misunderstanding. USDA requires the Village to maintain a Reserve Fund with a Fund balance of \$18,000.00 to cover one annual payment. Council further discussed moving the \$150.00 from the new USDA Reserve Fund back to the Water Operating Fund, moving \$6,309.76 from the Water Improvement Reserve Fund back to the Water Operating Fund and changing the name of the Water Improvement Reserve Fund to USDA Reserve Fund.

Motion made by Chris Sabo to move \$150.00 from the USDA Fund back to the Water Operating Fund  
2<sup>nd</sup> by: Dave Moleski

All Ayes

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

Motion to move excess of \$18,000.00 from the Water Improvement Reserve Fund back to the Water Operating Fund made by Chris Sabo

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

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

Council reviewed the current Delinquent Water Report

Motion made by Dave Moleski to accept the current Delinquent Water Report

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

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 February 2016. Fines collected \$0.00 Statement total \$50.00.**

Motion made by Chris Sabo to accept the financial statement for February 2016.

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

All Ayes

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

#### **Guest**

- No Guest present

#### **Businesses/Organizations**

- No Business/Organizations present

#### **Fire Department**

- No Fire Department Personnel present

## Ordinances

- Ordinance 03152016A Amending Appropriations for 2016. Fiscal Officer would like to amend appropriations in the amount of \$1759.88 to the General Fund for Public Defender coverage. The Fire Chief would like to increase the Fire Fund by \$300.00 for supplies.

Motion made by Eric Clift to suspend the rules to pass Ordinance 03152016A Amending Appropriations for 2016 as an emergency

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

All Ayes

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

Motion made to pass Ordinance 03152016A Amending Appropriations for 2016 and declaring an emergency by Eric Clift

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

All Ayes

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

## Purchase Orders (over \$500, must be approved by full Council)

- Council and Fiscal Officer discussed a purchase order for the Athens County Commissioners Public Defender Coverage for July 1 through December 31, 2015 for \$879.94 and January 1 through June 30, 2016 for \$879.94. Total \$1759.88.

Motion made by Butch Chapman to approve the Purchase Order for the Athens County Commissioners for the Public Defender coverage from July 1, 2015 through June 30, 2016 in the amount of \$1759.88

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

All Ayes

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

## Water Department

- The Village received a compliance review results from the USDA visit on January 21, 2016. The USDA found no instances of non-compliance and USDA has determined that the Village is in compliance with all Civil Rights laws and policies. (See Attached)

- Water Customer entered Water Clerk’s office. Customer left water payment on the desk. The Water Department was closed. The office door was closed, but not locked. The customer opened the door and entered the office of the Water Clerk/Fiscal Officer. Customer contacted Mayor McNickle expressing he was concerned that the door had been left unlocked. Water Clerk states “Regardless of the door being unlocked, the water customer should not have opened the door and entered a Government office. The outside sign showed that the office was closed. The window to the office showed that no one was inside, yet the customer proceeded to open the door and enter.”
- Mike Hooper at 10307 Tyler Court (Account # 1-1398-01) received a bill for March, but should not have received first water bill until April. Water Clerk requested permission from Council to adjust \$28.00 from customer’s bill for the March bill.

Motion to approve adjustment to Account# 1-1398-01 in the amount of \$28.00 made by Butch Chapman  
2<sup>nd</sup> by: Chris Sabo

All Ayes

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

- Water Customer Wondell Richmond contacted the Water Department concerning his 3 properties on West High Street. He was interested in possibly abandoning the water tap at 25W High Street and maintaining services to only 23W High Street. 23W High Street and 21W High Street are on the same meter. Customer informed Water Clerk that there are no water lines to the house at 21W High Street, therefore he suggests that he should not be billed for services for that location. Village Solicitor prepared documents for customer to sign, stating the procedures and fees associated with abandoning a water tap, as well as installing a new tap, given the customer would want service in the future.

Motion made by Butch Chapman to allow Wondell Richmond to abandon account # 1-1316-10, to adjust the current charges on account # 1-1321-02 and stop further charges to account # 1-1231-02, given that the customer pays all fees and signs all legal documents required.

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

All Ayes

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

**Fiscal Officer: Amber Mayle**

- Fiscal Officer received a \$300 bid from Tony Miller for the police cruiser.

Tommy Rodgers made a motion to accept the bid on the former Police Cruiser (2005 Crown Victoria) after the police equipment and signage is removed.

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

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

- Solicitor spoke with Council about adopting the Village Handbook policies and procedures and enacting “three strike” disciplinary policy. All Village employees should be in compliance with the Village Handbook. If found in noncompliance, an infraction can be filed with Council, at which time Council can vote on the incident. If an employee receives three strikes within their term, they may be asked to resign.

Motion made by Chris Sabo to suspend the rules to pass Ordinance 03152016B Adopting Policies and Procedures and enacting “three strike” Disciplinary Policy as an emergency

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

All Ayes

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

Motion made by Chris Sabo to pass Ordinance 03152016B Adopting Policies and Procedures and enacting “three strike” Disciplinary Policy an declaring an emergency

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

All Ayes

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

- Council asked Solicitor to prepare Village employee’s contract to reflect Village Handbook Time-Off policies.

Motion made by Eric Clift to amend Todd Smith’s contract to reflect paid time off according to Village Handbook and allow Mayor authority to sign approval.

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

All Ayes

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

- Council further discussed current Village Solicitor’s contract to reflect previous Village Solicitor’s contract.

Motion made by Eric Clift to amend Joe Nemeč’s verbal contract to reflect the written contract of the previous Village Solicitor

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

All Ayes

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

- Village received a renewal invoice from CompManagement. The annual fee is \$140.00. Village Solicitor informed Fiscal Officer that CompManagement is an agency that offers services to help with Worker’s Comp claims.

**Good to the Order**

- Fiscal Officer read the Thank You card from the Carr family. The Carr family thanked the Village for the flowers sent to the funeral home for Bobb Carr.
- Todd Smith installed the flush hydrant on Red Dog Road. Smith was accompanied by Jacksonville Fire Department’s DJ Henry, Assistant Fire Chief Brad Lowry and Volunteer worker Douglas Dixon.
- Council and Mayor discussed the two remaining fire hydrants that need fixed. Mayor McNickle is working with Burr Oak Regional Water District to get an estimate on fixing the hydrant on State Route 13.
- Council and Solicitor discussed firearms inside the building. Councilman Smathers shared that all municipal buildings are gun free zones. Councilman Moleski shared that it is required by law that municipal buildings are to be gun free zones. Village Solicitor suggested that Council may want to consider putting an Ordinance into place. Councilman Clift expressed that he did not agree with posting Gun Free Zone signs on the building. Councilman Clift stated that it will only stop law abiding citizens from carrying firearms into the building. Furthermore, the signs would assure criminals that everyone inside the building is unarmed.

Motion made by Butch Chapman to suspend the rules to pass Ordinance 03152016C Making the Building a Gun Free Zone as an emergency

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

Tommy Rodgers	No
Dave Moleski	Yes
Chris Sabo	Yes
Butch Chapman	Yes
Sam Smathers	Yes
Eric Clift	No

Motion made to pass Ordinance 03152016C Making the Building a Gun Free Zone and declaring an emergency by Butch Chapman

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

Tommy Rodgers	No
Dave Moleski	Yes
Chris Sabo	Yes
Butch Chapman	Yes
Sam Smathers	Yes
Eric Clift	No

**Mayors Report: Anthony McNickle**

- Jeffer’s National Freedom is scheduled to bring the horses back to the Park in the Spring and Fall of 2016 for the program set up with the elementary school. Fiscal Officer has received copies of Jeffer’s Insurance. (Park Committee previously discussed approved schedule and set up of National Freedom)

Motion made by Sam Smathers to approve use of Park to National Freedom for Spring and Fall of 2016

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

All Ayes

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

- Community Clean-up Day will be held on April 9<sup>th</sup> from 8am-12pm. Tire pick up will be help from 8am-10am at the Wayne National. Bateman’s will bring trash compactor again for a one time fill. Not for household trash. Pick up for yard clean up.
- The zero turn mower needs a tune up and the weed eaters may need serviced. Mayor would like Howard Miller to come out and check the mower. Council spoke about the Village policy requiring a purchase requisition and three quotes for any services greater than \$100.00.
- Steve Williams with ODOT in Marietta has chipped asphalt to donate to the Village to be used for street repairs.
- The Mayor would like to start on the Water Fountain Project in the Park around April.
- Rich Blankenship, Funding Manager for E. L. Robinson Engineering will be meeting with the Mayor to discuss water loss.
- Mayor will contact Kent with Burr Oak to give us an estimate to dig up and replace the valve around the fire hydrant by the pit. Mayor measured water loss at the valve. The readings were showing approximately one gallon per 7 minutes. Council, Mayor and Fiscal Officer further discuss getting 3 quotes for any repairs greater than \$100.
- Mayor spoke with EPA about installation of a fire hydrant inside the Bay at the Fire House. Councilman Smathers and Councilman Moleski advised that an engineer and an architect would need to be contacted to do construction involving the foundation of the building. Mayor received documents with instructions on installing the fire hydrant without breaking the foundation. Councilman Smathers explained that the Village will have to follow the building codes for installing the fire hydrant.

**Old Business**

- Council and Village Solicitor discussed policies concerning installation of the water pressure pumps for the three customers that lose water pressure when the radio control valve is turned on to fill the water tower. Council is concerned with contracting the installation of equipment that is not on Village property. The Village is responsible for maintenance and service to the water meter. Therefore, Council expressed concerns with performing maintenance on private property. The Solicitor questioned if it were possible to install the pressure pumps on the Village’s section of the water lines. Councilman Rodgers explained the line measurements and restrictions that would make it difficult for the pressure pump to work properly on the lines leading up to the meter. Mayor McNickle further explained the specs and requirement of Ohio EPA for pumps placed on lines before the meter and the low elevation of the three meters. Councilman Moleski stated that the customers are receiving the legal amount of pressure (PSI), aside from the valve being opened to fill the tower. Therefore, there may be another solution to the issue, other than purchasing and installing pumps that will not be used on a daily basis. The Village Solicitor advised against the installation until further information is collected from Ohio EPA.
- The Park Committee is allowing TTYL (Trimble Township Youth League) to handle the scheduling of the baseball field.
- The backup Water Operator backed out of the contract. Therefore, Council discussed contacting a local Water Operator 1 to see if he would be interested in a backup Water Operator position with the Village.

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

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

Motion made to adjourn council meeting by Chris Sabo

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

All Ayes

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