

**Village of Jacksonville Council Meeting**  
**December 19, 2017**  
**6:30 PM**

The Village of Jacksonville met in regular session with Mayor Sam Smathers presiding and the meeting being called to order at 6:30PM. Council members present were Sam Smathers, Emily Swart, Butch Chapman, DJ Henry and Mark Hunter. Also present were Solicitor John Haseley, Fiscal Officer Heather Rockwell, Water Operator Kenny Shank, and Fire Chief Jamie Irwin who arrived late.

Councilperson Hunter made a motion to approve the minutes from the November 21, 2017 Council meeting as read. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried.

Mike Betts of Stantec addressed Council regarding potential water projects and funding options. The first step of any project, regardless of size and scope, is to advertise to accept bids for an engineering firm. Council also spoke with Bob Garbo who attended the meeting and is experiencing issues with his water service. Council discussed the Critical Infrastructure Grant that was not awarded. The Village can apply for the third round of funding for the grant. The deadline to reapply is February 28, 2018 and HAPCAP has offered to work on changes to the grant application to improve the chances of being awarded funding.

Councilperson Chapman made a motion to advertise to accept bids for an engineering firm. The deadline for bids will be January 11, 2018 at 4PM. Council will hold a meeting to open and discuss the bids on January 11, 2018 at 5PM. The motion was seconded by Councilperson Clift. All Council voted “yes” except Councilperson Henry who voted “no”. Motion carried.

Mayor Smathers reported that the thirty day timeframe for Council to fill a vacant seat has passed. The duty falls to the Mayor after the thirty days has passed. Mayor Smathers stated he would like to work with Council to fill the vacant seat with an individual that everyone agrees to appoint. Council agreed to advertise to accept letters of intent for the vacant Council seat. An advertisement will be placed on the website and interested parties can email the letters of intent to the Fiscal Officer. The deadline for letters to be submitted will be January 12, 2018. Smathers reported that the tree on State Route 13 was removed. Smathers also received a letter announcing the retirement of Water Operator Shank on July 30, 2018. Council requested Solicitor Haseley prepare an advertisement for a replacement Water Operator.

Solicitor Haseley reported that he reviewed the items presented which included a mutual aid contract with Glouster and an Instant Bingo Fundraising contract. Haseley felt the language in both contracts was beneficial to both parties. Haseley requested a copy of Water Operator Shank’s contract to prepare the advertisement for a replacement.

Fiscal Officer Rockwell presented the November bank reconciliation for Council to sign. Rockwell requested a motion to approve the October financial statements presented at the November 21, 2017 meeting. Rockwell provided Council with the November financial statements to be approved at the January meeting and the November Work Log. Rockwell presented a Supplemental Appropriations Ordinance to Council making adjustments to the General and Fire Funds to cover current expenses. Rockwell presented a 2018 Official Certificate of Estimated Resources. A motion will be needed to file the certificate with the Athens County Auditor. Rockwell stated that the January and February Council meetings will conflict with her duties as Finance Director at her other job. She requested Council change the January and February meetings to the third Wednesday of both months so she can attend. Rockwell reported that the U.S. Census Bureau, Survey of Local Government Finances was completed before the deadline. A copy of the completed survey was provided to Council for review. Rockwell requested Council allow her to reimburse the Village for the late fee that was charged by Burr Oak Regional Water to the Village. Rockwell stated she spoke with Local Government Services who felt strongly that the amount was significant enough to warrant a Finding for Recovery to be filed against

her. Rockwell stated she would like to reimburse the Village for the late fee by garnishing her wages so a clear paper trail of the reimbursement was in place. Solicitor Haseley stated he would like to add a garnishment to his wages for half the late fee with Rockwell paying the other half through payroll garnishment.

Councilperson Henry asked to be excused early from the meeting. Henry was excused.

Councilperson Chapman made a motion to allow a payroll garnishment for Rockwell and Haseley to reimburse the Village for the late fee charged by Burr Oak Regional Water. Seconded by Councilperson Hunter. All Council voted "yes". Motion carried. Councilperson Swart asked if the Local Government Services opinion could be obtained in writing for Council. Rockwell stated she would provide the opinion at the January meeting.

Councilperson Hunter made a motion to approve the October Financial Statements. Seconded by Councilperson Chapman. All Council voted "yes". Motion carried.

Councilperson Hunter made a motion to hold the January Council meeting on Wednesday, January 17, 2018 at 6:30PM and the February Council meeting on Wednesday, February 21, 2018 at 6:30PM. Seconded by Councilperson Chapman. All Council voted "yes". Motion carried.

Fire Chief Irwin inquired about the status of the title liens with Unified Bank. Rockwell stated the new truck title was scanned and emailed to Unified Bank to determine if it would be acceptable. Rockwell is awaiting a response from Unified Bank. Irwin discussed the mutual aid contract with Glouster. Irwin stated he needed a copy of the Trimble Township Contract for fire services to return to the Trustees. Irwin is preparing paperwork for a FEMA desk review that may occur. The Jacksonville Fire Department has received 81 calls for service so far in 2017 which is up from previous years. Irwin reported he is having issues getting the locks ordered from Athens Lock & Key. Rockwell stated she will call them to try to resolve the issue. Irwin stated the truck that was loaned to the fire department from ODNR is being sent to Corning Fire Department. Corning will be responsible for moving the vehicle from Jacksonville to Corning. Irwin also reported that the department applied for a grant to reimburse the Village for volunteer Firefighter training. They will also be applying for an Ohio Equipment Grant for safety gear which will not require matching funds, a Community Development Block Grant for eight to ten sets of turn out gear not including SCBAs and an ODNR Equipment Grant which will have a fifty percent match for saws and a backpack blower. The Fire Association will be voting to pay the fifty percent match for the grant.

Councilperson Chapman made a motion to renew the contract for fire services with Trimble Township for 2018. Seconded by Councilperson Clift. All Council voted "yes". Motion carried.

Mayor Smathers asked Fire Chief Irwin if the department would be opposed to paying someone to clean the Municipal Building on a regular basis. The fire department would share the cost of paying the individual as the allocation for pay would be based on the agreed upon building allocation formula approved by Council previously. Irwin stated it would be acceptable to the department to have the building cleaned on a regular basis and share the cost. Irwin also reported that he repaired the plumbing in the kitchen sink and it is working properly now. Mayor Smathers stated he knew of someone who would clean the building. Council discussed the matter further. Councilperson Swart mad a motion to pay Kristal Davis \$250 per month to clean the Municipal Building once every week. Davis will be considered contract labor and her pay will be reported on a 1099. Davis will need to invoice the Village each month for services for payment to be issued. The motion was seconded by Councilperson Chapman. All Council voted "yes". Motion carried.

Water Operator Shank stated the he set up a new email account for the Village Water Operator. Shank stated he will begin transitioning all the emails regarding water to the new email address in preparation for his retirement July 30, 2018. Council discussed the water issues on Red Dog Road. Shank stated there should be a continuous boil alert for the residents of Red Dog Road, High Street and Carter Road

based on his knowledge of the situation. Shank also reported that he contacted the Athens County EMA regarding texting boil alerts.

Mayor Smathers, on behalf of Water Clerk Mayle, presented Council with the delinquent water report and reported that the door tags have been hung for water shut offs. Councilperson Chapman inquired if Mayle had resolved the reconciliation issue for October. Smathers stated there was no update available at this time.

Mayor Smathers reported that the water leak near the school was still not repaired. They are digging every few feet to try to locate the leak. The school is aware of the issue. Smathers also asked Council which days they would like to give the Village employees off for Christmas. Council approved giving Administrator Smith and Water Maintenance Dixon alternating days off for the holiday.

Councilperson Clift advised Council to accept the bid from Kal Electric for the lights in the park. The bid was presented to Council previously. Councilperson Chapman made a motion to accept the bid from Kal Electric for lights for the park. Seconded by Councilperson Hunter. All Council voted “yes”. Motion carried.

Councilperson Clift inquired if Council wanted to renew the Village website for \$160 for one year. Councilperson Hunter made a motion to renew the Village website. Seconded by Councilperson Chapman. All Council voted “yes” except Councilperson Clift who abstained. Motion carried.

Councilperson Hunter made a motion to file the 2018 Amended Certificate of Estimated Resources with the Athens County Auditor. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried.

Councilperson Chapman made a motion authorizing the Mayor to execute the Instant Bingo Fundraising Contract for Charitable Bingo Application. Seconded by Councilperson Swart. All Council voted “yes”. Motion carried.

Councilperson Clift made a motion to suspend the rules and read by title only Ordinance 2017-32 and declare an emergency. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried. **Ordinance 2017-32: AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE 2017-03 TO PROVIDE ADDITIONAL FUNDING TO THE GENERAL AND FIRE FUNDS WITHIN THE VILLAGE OF JACKSONVILLE AND DECLARING AN EMERGENCY TO MAINTAIN NORMAL OPERATIONS OF THE VILLAGE.** Councilperson Clift made a motion to adopt Ordinance 2017-32 as read. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried.

Mayor Smathers presented Proclamations to Councilpersons Clift and Henry thanking them for their dedicated service to the Village of Jacksonville.

Mayor Smathers entertained a motion to adjourn.

Councilperson Chapman made a motion to adjourn. Seconded by Councilperson Swart. All Council voted “yes”. Motion carried. Meeting adjourned at 9:00PM.