

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

The Village of Jacksonville met in regular session with Mayor McNickle presiding and the meeting being called to order at 6:30PM. Council members present were Sam Smathers, Eric Clift, 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 Clift made a motion to approve the minutes from the August 15, 2017 Council meeting as read. Seconded by Councilperson Swart. All Council voted "yes". Motion carried.

Councilperson Clift requested the Village vacate the alley next to his home if they have not already done so. Solicitor Haseley will research which alleyways in the Village have already been vacated and report the information back to Council at the October meeting. If the alley has not already been vacated, Council will take the necessary steps to vacate the alley next to Clift's home.

Talcon Quinn appeared before Council. Quinn teaches healthy relationships at the schools and asked Council if they knew of volunteer groups that may be interested in gardening, home canning classes and workshops for cooking and craft projects. Council provided Quinn with information for local volunteer groups. Quinn also requested to use the Municipal Building Hall for some of the workshops. Councilperson Swart made a motion to waive the Hall Rental Fee for workshops for Quinn. Seconded by Councilperson Chapman. Council stated there is already a clause for educational use of the Hall. Swart and Chapman rescinded their motions.

Jacksonville resident Tammy Skinner appeared before Council regarding her water bill. Skinner stated there was a water leak that appeared on her August water bill. Skinner stated she called the office without a response for three weeks. She then spoke to Administrator Todd Smith during off duty hours regarding shutting off her water. Skinner stated her water was not turned off for two more days. Council discussed changing the number for water customers to call to the Mayor's Office number due to no longer having office hours for the water office. The number that appears on water bills can be changed when new cards are ordered if the information is pre-printed on the cardstock. The Water Committee agreed to discuss the issue to decide how to proceed. Skinner will be placed on the October meeting agenda to discuss the resolution recommended by the Water Committee. Councilperson Chapman made a motion to waive the \$5.00 late fee on Skinner's water bill due to extenuating circumstances until the October meeting. Seconded by Councilperson Clift. All Council voted "yes". Motion carried.

Mayor McNickle reported that he was contacted by the State Auditor's office requesting information on how funds were raised for the stage project. McNickle also reported that tobacco-free signs have been erected in the park and the basketball courts have been resurfaced through the Healthy Communities Grant. McNickle asked who is ordering tobacco-free signs for the Municipal Building. McNickle stated the Old Settler's Reunions requested approval to hold the parade on December 9, 2017. Councilperson Smathers made a motion to approve the parade on December 9, 2017. Seconded by Councilperson Hunter. All Council voted "yes". Motion carried.

McNickle reported that the Block Party for youth ages 16 and under will be held on Saturday, October 7, 2017 from 6:00PM to 9:00PM. McNickle stated that fundraisers will be held to fund the Block Party. McNickle requested a motion to close the street for the Block Party. Councilperson Clift made a

motion to close 6<sup>th</sup> Street from 5<sup>th</sup> Street to the alley between 6<sup>th</sup> and 7<sup>th</sup> Streets for the Block Party on October 7, 2017. Seconded by Councilperson Smathers. All Council voted “yes”. Motion carried.

Councilperson Clift asked Solicitor Haseley to look into subdivision of lots in the Village. A resident of Jacksonville would like to subdivide their lot, but was directed to the Village by the County. Haseley stated he would bring any necessary legislation to the October meeting.

Haseley reported that he looked into the allowed use of the ODNR grant. The funding must be used for infrastructure improvements that will last a minimum of fifteen years. A mower for the parks would not be allowed under the terms of the grant.

Fiscal Officer Rockwell presented the August bank reconciliation for Council to sign. Rockwell requested a motion to approve the July financial statements presented at the August 15, 2017 meeting. Councilperson Smathers made a motion to approve the July financial statements. Seconded by Councilperson Hunter. All Council voted “yes”, except Councilperson Chapman who abstained due to being absent from the August meeting. Motion carried.

Rockwell provided Council with the August financial statements to be approved at the October meeting and the August Work Log. Rockwell requested a motion to approve the creation of a FEMA Grant Fund for the AFG Grant received by the Fire Department. Councilperson Chapman made a motion to approve the creation of a FEMA Grant Fund. Seconded by Councilperson Hunter. All Council voted “yes”. Motion carried.

Rockwell presented Council with an Amended Certificate of Estimated Resources to record revenue received from the FEMA AFG Grant. Councilperson Smathers made a motion to file the Amended Certificate of Estimated Resources with the Athens County Auditor. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried

Rockwell presented an Ordinance for Supplemental Appropriations for operating costs through the end of the year. Rockwell also discussed renewal options for the Employee Dishonesty Bond. The usual bond costs the Village \$1,340 annually. A blanket bond would cost the Village only \$804 annually saving the Village \$536. Councilperson Hunter made a motion to approve the purchase of a blanket Employee Dishonesty Bond for \$804. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried.

Rockwell announced that the draft 2015/2016 audit was received. The audit is not considered a public record until it is released by the State of Ohio. Rockwell requested a meeting with Council to go over the audit and prepared any necessary responses. The meeting will not be open to the public. Rockwell provided Council with a list of audit adjustments from the draft audit. Council will need to approve the entry of these adjustments at the October meeting. A meeting to review the draft audit was scheduled for October 3, 2017 at 6PM. Rockwell presented the Public Defender contract from Athens County for July through December 2017. Councilperson Chapman made a motion to execute and pay the Public Defender contract for July through December 2017. Seconded by Councilperson Swart. All Council voted “yes”. Motion carried.

Rockwell briefly discussed the status of the mortgage refinance with Council. Rockwell recommends the issue be researched further. Council agreed. Rockwell informed Council that she will be presenting the 2018 Temporary Appropriations Ordinance at the next Council meeting. Rockwell would prefer to not pass the Ordinance as emergency legislation, but to pass as a non-emergency will require a special

meeting of Council. A special meeting will be scheduled for later in October at the October 17 regular meeting.

Rockwell requested an update on the Homer Township contract. Assistant Fire Chief Lowry stated that Homer Township is currently working on the contract. Rockwell asked Irwin if he has received the W-9s for Brock's or P&J Auto Repair. Irwin stated he will contact Brock's and he has already contacted P&J multiple times to request the W-9. Rockwell informed Council that the invoices cannot be paid for Brock's and P&J Auto Repair until W-9s are provided to the Village. Rockwell requested a motion to approve the reimbursement of Mayor McNickle of \$39.96 for sand purchased for the stage project. There is currently no policy for reimbursements. Councilperson Hunter made a motion to reimburse Mayor McNickle \$39.96. Seconded by Councilperson Clift. All Council voted "yes". Motion carried.

Rockwell informed Council that a purchase was made for employee boots for \$125.95. The only contract Rockwell can find on file states that the boot allowance is \$100.00. Rockwell requested Council's input on how to proceed. Council discussed the matter and believes a motion was made to increase the boot allowance at a previous meeting. A motion was made by Councilperson Clift to pay the invoice for boots in anticipation of a review and possible correction of the contract at the October meeting. Seconded by Councilperson Chapman. All Council voted "yes". Motion carried.

Councilperson Henry was excused from the remainder of the meeting.

Rockwell discussed a conflict in the payroll time sheets and the Personnel Policy Manual. The PPM states that part time hours can be no more than 20 hours per week. Time sheets were turned in for the bi-weekly pay period showing 35 hours worked in one week and 5 hours worked in the second week. Rockwell asked how Council would like to handle the issue. Councilperson Chapman made a motion approving the payroll in anticipation of updating the Personnel Policy Manual at the October meeting. Seconded by Councilperson Clift. All Council voted "yes". Motion carried.

Rockwell requested the Mayor McNickle obtain new invoices from Jim's concrete made out to the Village of Jacksonville rather than Trimble Brick. Rockwell stated she cannot pay invoices made out to another entity. McNickle stated he will get updated invoices. Rockwell provided McNickle with a billing statement listing all the invoices.

Fire Chief Irwin reported that bids were received for the new truck that will be purchased with the FEMA AFG Grant. There were issues with the weight of the trucks on some of the bids. Approval was granted to contact the vendors to request updated bids. New bids have been received and reviewed by the Fire Department and the department has chosen a Spartan truck. Irwin stated that he would like Council to vote on a Resolution accepting the bid for the Spartan truck. Irwin also requested Council vote on a Resolution to contract with Ohio First Responders Grants to write another FEMA Grant for the Fire Department. Irwin stated that after looking into current scrap prices, he would recommend the old fire trucks being replaced by the AFG Grant be advertised and sold due to low scrap prices.

Water Operator Kenny Shank stated he is still working on updating the Village's contingency plan. Shank submitted questions to the EPA and is awaiting a response.

Councilperson Smathers presented the August bank reconciliation for the water account, a water adjustment and special assessments on behalf of Water Clerk Amber Mayle. Councilperson Swart made a motion to approve a water adjustment in the amount of \$48.95 for James Campbell for the July water bill. Seconded by Councilperson Smathers. All Council voted "yes". Motion carried.

Smathers reported there were no water shut-offs or notices in September due to all past due balances being sent to the Athens County Auditor to be assessed to the property taxes. Forty-seven water assessments totaling \$12,077.31 were submitted. Six lawn mowing assessments totaling \$1,600 were also submitted.

Smathers also requested a purchase order for Buckeye State Pipe be approved on behalf of the Administrator. The purchase order is for \$1,132.14 for new risers and supplies for meter pits. Councilperson Clift made a motion to approve the purchase order to Buckeye State Pipe in the amount of \$1,132.14. Seconded by Councilperson Chapman. All Council voted "yes". Motion carried.

Councilperson Chapman stated he was asked if Council can approve the use of the Village backhoe to help clean up the Dunlevy property. Used hypodermic needles are on the property. Council stated that they could not permit this because it wouldn't be a proper use of Village equipment and they would not want to subject any employee to the risk of cleaning up the property.

The Water Committee stated they would schedule a meeting and invite Tammy Skinner to discuss her water bill. Water Clerk Amber Mayle and Administrator Todd Smith will also be requested to attend the meeting.

Councilperson Clift stated he is meeting with Kal Electric next week and will request two quotes for lighting at the park. Clift stated he will bring the quotes to the October meeting.

Fiscal Officer Rockwell read the meeting minutes from the Records Committee meeting held on 9/19/17 at 6PM. The Committee discussed establishing a copy fee for requests for public records and adopting a Records Retention schedule. Resolutions for both items were presented to Council for consideration. The Records Committee recommends adopting both resolutions.

Councilperson Chapman inquired about the legality of water meters being located inside homes. Solicitor Haseley stated that the Village should work to get them relocated outside the homes or they may have to go through the court process to gain access to the meters. Solicitor Haseley recommended sending letters to the residents of the homes notifying that we will be installing meter pits to house the meters and abandoning the meters located inside the homes.

Councilperson Swart asked how the Village can resolve an issue with a tree on a private residence that is blocking part of the roadway. Administrator Smith can trim the tree back from the roadway. Swart also inquired about weight limits on Village streets and how to reduce damage to the curbs and streets by trucks making local deliveries. Solicitor Haseley stated the companies could be contacted and requested to change the routes to reduce damages. The Village may also want to consider "No Thru Truck" signage on Village roadways.

Councilperson Chapman provided Council with an update on the recognition plaque. Chapman stated he would deliver the plaque to Mayor McNickle tomorrow.

Councilperson Smathers asked about the status of replacing a window in the Municipal Building.

Councilperson Clift made a motion to suspend the rules and read by title only Ordinance 2017-24 declaring an emergency. Seconded by Councilperson Chapman. All Council voted "yes". Motion carried. Ordinance 2017-24: **AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE 2017-03 TO PROVIDE ADDITIONAL FUNDING TO THE GENERAL, FEMA GRANT EMW-2016-FV-00813, ODNr PLAYGROUND GRANT AND WATER OPERATING FUNDS WITHIN THE VILALGE OF JACKSONVILLE AND DECLARING AN**

**EMERGENCY TO MAINTAIN NORMAL OPERATIONS OF THE VILLAGE.** Councilperson Smathers made a motion to adopt Ordinance 2017-24 as read. Seconded by Councilperson Hunter. All Council voted “yes”. Motion carried.

Councilperson Clift made a motion to suspend the rules and read by title only Resolution 2017-25 and declare an emergency. Seconded by Councilperson Smathers. All Council voted “yes”. Motion carried. Resolution 2017-25: **RESOLUTION ADOPTING A \$0.20 FEE FOR PHOTOCOPIES AND PRINTED PAGES REQUESTED FROM THE VILLAGE OF JACKSONVILLE, AND DECLARING AN EMERGENCY.** Councilperson Smathers made a motion to adopt Resolution 2017-25 as read. Seconded by Councilperson Hunter. All Council voted “yes”. Motion carried.

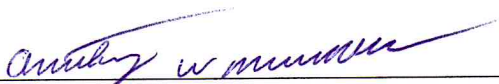
Councilperson Clift made a motion to suspend the rules and read by title only Ordinance 2017-26 and declare an emergency. Seconded by Councilperson Hunter. All Council voted “yes”. Motion carried. Ordinance 2017-26: **ORDINANCE ADOPTING UNIFORM RECORDS RETENTION SCHEDULE FOR THE VILLAGE OF JACKSONVILLE, AND DECLARING AN EMERGENCY.** Councilperson Chapman made a motion to adopt Ordinance 2017-26 as read. Seconded by Councilperson Hunter. All Council voted “yes”. Motion carried.

Councilperson Clift made a motion to suspend the rules and read by title only Resolution 2017-27 and declare an emergency. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried. Resolution 2017-27: **A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE VILALGE OF JACKSONVILLE AND OHIO FIRST RESPONDER GRANTS, LLC, TO COMPLETE AND SUBMIT A FEMA GRANT APPLICATION, AND DECLARING AN EMERGENCY.** Councilperson Hunter made a motion to adopt Resolution 2017-27 as read. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried.

Councilperson Clift made a motion to suspend the rules and read by title only Resolution 2017-28 and declare an emergency. Seconded by Councilperson Smathers. All Council voted “yes”. Motion carried. Resolution 2017-28: **A RESOLUTION ACCEPTING THE BID FROM JOHNSON’S EMERGENCY VEHICLES FOR A SPARTAN PUMPER-TANKER TRUCK, AND DECLARING AN EMERGENCY.** Councilperson Hunter made a motion to adopt Resolution 2017-28 as read. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried.

Mayor McNickle entertained a motion to adjourn.

Councilperson Swart made a motion to adjourn. Seconded by Councilperson Chapman. All Council voted “yes”. Motion carried. Meeting adjourned at 8:45PM.

  
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Mayor Anthony McNickle

  
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Council Clerk Heather Rockwell