

**Village of Jacksonville Council Meeting**  
**May 22, 2018**  
**6:30 PM**

The Village of Jacksonville met in regular session with Mayor Sam Smathers presiding and the meeting being called to order at 6:30 PM. Council members present were Emily Swart, Rachel Clift, Mark Hunter and Jay Chapman. Also present were Solicitor John Haseley, Fiscal Officer Heather Rockwell, Water Clerk Amber Mayle, and Administrator Todd Smith. Absent were Councilpersons Dave Moleski and Butch Chapman.

Councilperson Hunter made a motion to excuse Councilpersons Moleski and Butch Chapman from the May 22, 2018 meeting. Seconded by Councilperson Clift. All Council voted "yes". Motion carried.

Councilperson Swart made a motion to approve the minutes from the April 17, 2018 Council meeting as read. Seconded by Councilperson Jay Chapman. All Council voted "yes", except Councilperson Hunter who abstained due to being absent from the April 17, 2018 meeting. Motion carried.

Mayor Sam Smathers reported that there are currently ten properties that will need mowing notices sent. Fiscal Officer Rockwell will prepare a form letter allowing ten days for the property owners to mow the high grass. Mayor Smathers informed Council of an issue with children in the neighborhood damaging residents' property. Ms. Edith Cottril was present to convey her experience to Council. Ms. Cottril has contacted the Sheriff's Office and they have responded on three separate occasions regarding the children. The children have thrown eggs and rocks at Ms. Cottril's property and she would like to know if Council can take any action. Solicitor Haseley will draft a formal complaint letter to send to Metropolitan Housing regarding the children. Ms. Cottril is not the only resident having issues with the children.

Mayor Smathers provided Council with an update on the Water Project. Stantec was able to secure fifty percent funding of the project through the EPA. An asset management plan will need to be submitted no later than July 1, 2018, then the project can be advertised for bids. An estimated date for opening bids is currently August 1, 2018. Construction documents should be available around September 1, 2018 with the project scheduled to begin around October 1, 2018.

Mayor Smathers also reported that the Clean-Up Day went well.

Solicitor John Haseley stated he would like to see the concrete debris that was placed in the Village Park. Haseley is also looking into an issue with sidewalks to determine who is responsible for the upkeep. It will likely be the residents' responsibility. Haseley stated Council will likely need to pass a new Ordinance to clarify the issue.

Fiscal Officer Heather Rockwell presented the April bank reconciliation for Council to sign. Rockwell requested a motion to approve the March financial statements presented at the April 17, 2018 meeting. Rockwell stated she will bring the April and May financial statements to the June meeting. Rockwell presented the April Work Log and is currently working to resolve an issue with the Certificate of Estimated Resources with the Athens County Auditor.

Councilperson Jay Chapman made a motion to approve the April bank reconciliation and March financial statements. Seconded by Councilperson Swart. All Council voted “yes”, except Councilperson Hunter who abstained due to being absent when the reports were presented. Motion carried.

Water Clerk Amber Mayle stated that the bank reconciliation is still out of balance. Mayle presented two water adjustments for Council to consider and the shut off list. One of the adjustments was due to a leak. The other adjustment is requested due to a high bill, but there is no explanation and no leak at the property. An adjustment has also already been granted due to a meter jump at the property.

Councilperson Jay Chapman made a motion to approve a water adjustment at 33 S. Sixth St. in the amount of \$184.47 due to a leak. Seconded by Councilperson Clift. All Council voted “yes”. Motion carried.

Mayor Smathers stated that Kristal Moulton resigned as water clerk and cleaning of the Municipal Building due to a promotion at her full time employment. Fiscal Officer Rockwell state she would be willing to try to perform the duties of water clerk in addition to fiscal officer on a three month trial basis. Rockwell stated she would perform the water clerk’s duties for \$275.00 per month in addition to the fiscal officer salary during the trial period. This would save \$75.00 per month in the Water Fund. Smathers stated that Keri Campbell is interested in contracting with the Village to clean the Municipal Building. Council requested the individual attend the next Council meeting.

Councilperson Swart made a motion to accept Kristal Moulton’s resignation. Seconded by Councilperson Jay Chapman. All Council voted “yes”. Motion carried.

Councilperson Swart made a motion to offer the water clerk position to Rockwell for \$275.00 per month for a three month trial. Seconded by Councilperson Hunter. All Council voted “yes”. Motion carried. Rockwell accepted.

Councilperson Swart made a motion to contract with Keri Campbell to clean the Municipal Building once per week for \$250.00 per month. Seconded by Councilperson Clift. All Council voted “yes”. Motion carried.

Administrator Smith reported that Doug Dixon may be leaving for a full time job with insurance benefits. Smith stated that the water bill from Burr Oak should show lower usage due to the location and repair of leaks in the system. Some small leaks still exist and he is working to locate those. Ohio Rural Water Association has been helping with EPA mandates. The water leak by the meter pit has been repaired. Smith stated he will be on vacation the end of June into early July. He will send the backhoe to be serviced while he is on vacation. Smith requested an update on purchasing a new mower. Rockwell stated she is looking into it and would like more input from Smith on minimum requirements. Smith stated he would prefer a 70” cut and prefers something commercial grade such as Ex-mark. Smith stated his contract provides for boots on a specific pay each year, but his need replaced as soon as possible.

Councilperson Swart made a motion to waive the boot allowance pay date for 2018 only to allow Smith to purchase boots immediately. Seconded by Councilperson Jay Chapman. All Council voted “yes”. Motion carried.

Councilperson Jay Chapman reported on the Street Committee meeting. Chapman stated there are three recommendations from the committee. The first recommendation is to close the alley at the end of Tenth Street. The second recommendation is to purchase a roller for Smith to use on hot mix. The final recommendation is to blade the alleys in town, drop berm mix and roll them out.

Solicitor Haseley will prepare documents needed to vacate the alley.

Rockwell provided Council with an update on the status of the Amazon account which includes door locks. Rockwell is currently preparing forecasts and would like to schedule a work session between the June and July meetings to review the information.

Solicitor Haseley provided Council with a draft letter to Metropolitan Housing regarding the issues with children damaging properties.

Council discussed an Eagles auction fundraiser and if people can reserve the shelter houses in the park. Councilperson Swart made a motion to waive the deposit one time for the Eagles to rent the hall on August 18, 2018. Seconded by Councilperson Clift. All Council voted "yes". Motion carried.

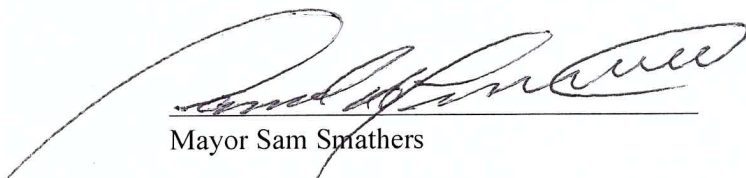
Mayor Smathers reminded Council of Water Operator Shank's upcoming retirement. Smathers stated that Ron Riley is interested in the position. Council requested Smathers invite Riley to the June Council meeting to discuss the position.

Councilperson Hunter stated that due to medical issues he would be resigning from Council effective May 31, 2018. Councilperson Jay Chapman regrettably made a motion to accept Councilperson Hunter's resignation. Councilperson Clift regrettably seconded the motion. All Council voted "yes", except Councilperson Hunter who abstained. Motion carried.

Council requested that Solicitor Haseley prepare an advertisement for the open Council seat.

Mayor Smathers entertained a motion to adjourn.

Councilperson Swart made a motion to adjourn. Seconded by Councilperson Jay Chapman. All Council voted "yes". Motion carried. Meeting adjourned at 8:00 PM.



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Mayor Sam Smathers



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Council Clerk Heather Rockwell