

**Village of Jacksonville
Special Council Meeting
December 18, 2024
6:00 PM**

The Village of Jacksonville met in special session with Council President Angela Strock presiding. The meeting was called to order at 6:06 PM. Council members present were Jay Chapman, Eric Clift, Butch Chapman, Cameron Lowery, and Angela Strock. Also present were Solicitor Andrew Grillo and Fiscal Officer Heather Rockwell. Council member Rachel Gratz arrived at 6:10 PM.

Councilperson Cameron Lowery motioned to approve the November 20, 2024 Special Council Minutes. The motion was seconded by Councilperson Butch Chapman. All Council members voted "yes," except Councilperson Clift, who abstained due to not being present at the November 20, 2024 meeting. Motion carried.

Administrator Rockwell and Water Operator Riley have been working on repairs to Tenth Street. The restroom remodel is finished. A clogged drain at the Municipal Building was cleared with assistance from Trimble Township Wastewater District. A defective water meter and setter were replaced on Jacksonville Road. A new water service was established on East Main Street. Work continues on new EPA requirements. Hang tags, leak alerts, disconnects and reconnects have been done.

Solicitor Grillo presented ordinances for a service agreement with Bateman's Refuse and the disposal of fire equipment requested by Chief Henry. Grillo reported there aren't a lot of cases in court currently. Grillo discussed the establishment of an indigent burial policy and explained Ohio Revised Code Section 9.15. Solicitor Grillo provided an update on the Hellyer judgement for a water lien. Council and/or the Water Committee will need to resolve the balance on file with the water office.

Fiscal Officer Rockwell presented the November 2024 monthly financial statements and bank reconciliation. Rockwell requested approval for the September 2024 and October 2024 financials and bank reconciliations presented at the November 20, 2024 meeting. A motion was made by Councilperson Butch Chapman and seconded by Councilperson Jay Chapman to approve the September 2024 and October 2024 financial statements and bank reconciliations as presented. All Council members voted "yes". Motion carried.

Rockwell reported that the generator for the hall is now expected to be delivered in February 2025.

Rockwell requested a water leak adjustment for 10,521 gallons due to an outside hose bursting. The total adjustment requested is \$213.65. A motion was made by Councilperson Butch Chapman and seconded by Councilperson Gratz to approve a water leak credit in the amount of \$213.65 for account 02500-001. All Council members voted "yes". Motion carried.

Rockwell reported that she is already busy working on Year End Financial Statements for 2024 and items to close out the year. This will continue through at least January 2025. Rockwell presented a supplemental appropriations ordinance for final invoices to be paid for 2024. All remaining American Rescue Plan Act funds have been committed to the 2025 Paving Project match per Council's decision when the grant application was submitted. Rockwell provided Council with a flow chart titled "Best Practices For Making A Legal Government Purchase". Rockwell stated the handout is being provided as a reminder of the process.

Minutes from the Fire Committee meeting held on December 11, 2024 were provided to Council. Councilperson Butch Chapman stated he met with Chief Henry to provide an additional lettering quote. Chapman says he will not be able to get help with wheels and tires. Lowery stated the Fire Committee wants to focus on the items necessary to get the truck in service. This would be \$1,600 to cover the cost of

lights and sirens. Additional funds will be needed for the lettering once a quote is received. Clift asked for clarification of the Fire Fund balance on the monthly financial statements. The Fire Fund is projected to have a larger carryover balance than anticipated due to a budget item for a grant. Rockwell will need to speak with Chief Henry on whether the grant was awarded. Rockwell discussed how the budgeting process works each year. Council discussed various repairs to the old brush truck that will be needed and various funding needed. Butch Chapman asked if the money can be budgeted and spent to get the truck in service and when the skid unit sells the funds can be put back. Rockwell stated unless something catastrophic happens with the Fire Fund this is possible. Clift asked if everyone is okay with adding \$5,000 to the budget for lights and siren, lettering and toolboxes for the truck. There were no objections.

Councilperson Jay Chapman asked for new chairs in the meeting hall.

Councilperson Gratz asked what was decided on the parking sign for South Eighth Street. Clift asked if an ordinance is needed. Grillo stated that if traffic patterns and/or parking is changed, an ordinance is needed. Council discussed placing a temporary handicap parking sign for a resident. The resident understands the space can be utilized by anyone with a handicap placard. Gratz reported that the resident also inquired about cutting the curb and putting in a driveway which would eliminate the need for a handicap sign. Clift stated there are a lot of requirements for a handicap space. Grillo stated he doesn't recommend adding a handicap space. Gratz will reach out to Riley and Rockwell to look at the area in question and see if the Village currently has the ability to perform a curb cut.

Councilperson Strock reported on an employee request to close the offices and allow holiday pay for the week of Christmas in lieu of an extra week of vacation offered earlier in the year. This would save the Village two days of paid leave per employee. Employees would still be on call for water and street issues and it would require a one-time waiver of the requirement that water bills be postmarked by the 26th of the month. Water bills would be printed and mailed on December 30. Council discussed changing the water ordinance permanently to state that bills must be postmarked by the 30th of each month. Councilperson Gratz asked if this would allow enough time to pay the bill before it is due. Council President Strock stated customers know the bills are due on the 15th of the month. Another change regarding damaged water meter liens may need added to the water ordinance. Council discussed the type of leave to record the additional days off in payroll. Clift stated he doesn't have an issue with closing the office the week of Christmas annually. Butch Chapman stated he is okay with closing the office the week of Thanksgiving as well. Rockwell recommended only addressing the request for this year and amending the Personnel Policy for future years. Rockwell asked if there are any objections to posting a reminder about water meter tampering on the website. No objections were made.

Councilperson Cameron Lowery made a motion approving a one-time change to the postmark requirement for the December water bills to December 30, 2024. Seconded by Councilperson Clift. All Council members voted "yes". Motion carried.

Councilperson Clift made a motion to grant three additional paid holidays to each Village employee to be used on December 23, 2024, December 26, 2024 and December 27, 2024 and to close the Village offices from December 23, 2024 through December 27, 2024. Seconded by Councilperson Butch Chapman. All Council members voted "yes". Motion carried.

Councilperson Gratz reminded everyone of the Christmas parade and Santa at the firehouse. Council President Strock asked if any "private party" signs are posted if there is an event in the firehouse at the same time there is a hall rental. Signs can be posted, but are not currently.

Councilperson Lowery asked if Council needs to do anything about the liquor permit renewal for Muddy Creek Tavern. Rockwell stated that the public was invited to give input in the advertisement of the December Special meeting. Council had no objections to the renewal of the permit.

Councilperson Butch Chapman made a motion to file an Amended Certificate of Estimated Resources with the Athens County Auditor. Seconded by Councilperson Lowery. All Council members voted "yes". Motion carried.

Councilperson Butch Chapman made a motion to suspend the rules and read by title only Ordinance 2024-16 declaring an emergency. Seconded by Councilperson Lowery. All Council members voted "yes". Motion carried. Ordinance 2024-16: 2024 Supplemental Permanent Appropriations and Declaring an Emergency. Councilperson Butch Chapman made a motion to adopt Ordinance 2024-16 as read. Seconded by Councilperson Lowery. All Council members voted "yes". Motion carried.

Councilperson Butch Chapman made a motion to suspend the rules and read by title only Ordinance 2024-17 declaring an emergency. Solicitor Grillo stated the ordinance still needs an attachment that is not included in the Council packets. Council discussed further details to be included in the ordinance. Councilperson Butch Chapman rescinded his motion. The ordinance was tabled until the January meeting.

Councilperson Butch Chapman made a motion to suspend the rules and read by title only Ordinance 2024-18 declaring an emergency. Solicitor Grillo stated the ordinance needs the minimum thresholds for each item filled in. Clift would feel better passing this ordinance with the Fire Chief present to provide minimum thresholds. Council decided to table the ordinance until the Fire Chief is present. Councilperson Butch Chapman rescinded his motion.

Acting Mayor Strock entertained a motion to adjourn.

A motion was made by Councilperson Butch Chapman and seconded by Councilperson Clift to adjourn. All Council members voted "yes", except Councilpersons Jay Chapman and Butch Chapman who voted "no". Motion carried.

Meeting adjourned at 8:18 PM.


Acting Mayor Angela Strock


Fiscal Officer Heather Rockwell