

**Village of Jacksonville**  
**Special Council Meeting**  
**November 19, 2025 6:30 PM**

The Village of Jacksonville met in regular session with Council President Angela Strock presiding. The meeting was called to order at 6:30 PM. Council members present were Angela Strock, Cameron Lowery, Eric Clift, Jay Chapman, Butch Chapman and Rachel Gratz. Also present were Fire Chief DJ Henry and Fiscal Officer Heather Rockwell.

Councilperson Jay Chapman motioned the approval of the September 24, 2025 Regular Council Minutes. The motion was seconded by Councilperson Butch Chapman. All Council members voted “yes”, except Councilperson Strock who abstained due to being absent from the September 24, 2025 meeting. Motion carried.

Councilperson Jay Chapman motioned the approval of the September 29, 2025 Special Council Minutes. The motion was seconded by Councilperson Butch Chapman. All Council members voted “yes”. Motion carried.

Councilperson Gratz motioned the approval of the October 16, 2025 Special Council Minutes. The motion was seconded by Councilperson Clift. All Council members voted “yes”, except Councilpersons Jay Chapman and Butch Chapman who abstained due to being absent from the October 16, 2025 meeting. Motion carried.

Fire Chief Henry reported that he received a bill for John Welch attending fire classes, but Welch was unable to attend. He is working to clear this up. Welch was sent for classes previously, but was not given all three of his testing opportunities. Fiscal Officer Rockwell stated the purchase order for Welch to attend classes has not been approved yet because the Village’s policy needs to be reviewed. Henry reported that Lanie Cramblit would like to be appointed to the fire department and take the volunteer firefighter training. The department has responded to 20 runs including 2 lift assists, 1 landing zone, 7 motor vehicle accidents, 4 service runs and 6 fires. Henry reported that the new brush truck is almost ready for service. The lights, toolboxes and other equipment are installed on the truck. The truck has a bad fuel relay and Henry is having trouble finding a replacement.

Henry reported that he is applying for a \$50,000 grant through the State Fire Marshal. No match will be needed if awarded. The deadline for the application is due November 29, 2025. Henry stated the department was awarded \$18,705.95 through a MARCS grant as part of a County-wide application. This will cover equipment and MARCS radio fees. Funding must be spent by July 1, 2026. Henry is going to try to use the equipment funding for pagers since the department already has MARCS radios.

Councilperson Gratz asked Henry if the fire department will be having a parade and hosting Santa. Henry stated Santa will be at the firehouse on December 20, 2025. The parade will begin at 6:00P and Santa will be at the firehouse immediately following the parade.

Fiscal Officer Rockwell reported on behalf of Water Operator Riley and Administrator Rockwell that the concrete pads for the new generator and the relocation of the old generator are poured. The park restrooms and water fountain have been winterized for the season. New meter pits were installed on Poplar Drive and Wemmer Road. A new air compressor was purchased and set up at the shop. A dead tree was removed at the Grove Park. A water break on East Main Street caused by an AEP subcontractor was repaired. Wireless backup cameras are installed on the Village dump truck. Work is being performed on the Kioti tractor to have it ready for Spring. Water hang tags, shut offs and reconnects are complete.

Fiscal Officer Rockwell requested approval of the August financial statements presented at the September 24, 2025 meeting. Councilperson Butch Chapman motioned to approve the August financial statements and bank reconciliation as presented at the September 24, 2025 meeting. The motion was seconded by

Councilperson Jay Chapman. All Council members voted “yes”, except Councilperson Strock who was absent from the September 24, 2025 meeting. Motion carried.

Fiscal Officer Rockwell presented the September 2025 and October 2025 monthly financial statements and bank reconciliations for Council review. Rockwell reported that the Permissive Tax funds to make the final payment on the Paving Project have been received from the Athens County Engineer. Once final payment is issued, the grant will be closed out.

Rockwell reported that the Jacksonville Eagles generously donated the remaining \$1,500 needed for the flag project. Due to Year End Procedures and closeouts beginning, Rockwell recommended making the flag purchases in January 2026 on the new budget since the flags won't be displayed until Spring 2026.

Rockwell reported that she met with a representative from the Village's insurance, Public Entities Pool, regarding HB96 and cybersecurity requirements. Rockwell was provided a sample Resolution and steps for creating a Cybersecurity Plan. Rockwell reported that HB 96 requires training for ALL employees, including volunteer firefighters. The Public Entities Pool representative is willing to provide in-person training that will last 30-45 minutes, but Council will need to select a date that ensures as many people can attend as possible. Rockwell asked Fire Chief Henry to find out if a specific day of the week or time of day would ensure that most firefighters could attend. Henry stated he will try to get that information. Rockwell stated they may be willing to come on site a second time to provide make-up training, but the training needs to be mandatory to meet the requirements in a timely manner. Council asked if the training can be watched virtually and if employees will need to sign acknowledgments. Rockwell stated she will have to ask the representative and bring the answers back to Council.

Rockwell reported that the annual Public Entities Pool Risk Assessment was completed and four recommendations were provided. The Village must respond to the recommendations by December 5, 2025. The first recommendation was that fall protection be provided under all playground equipment in the park. Rockwell stated this is included in the Neighborhood Revitalization Grant in 2026 and will provide that information in the response. The second recommendation was that only certified firefighters drive fire vehicles. Council's response is that this is also included in Section 6.2 of the Village's Personnel Policy Manual and will be followed. The third recommendation was that only certified technicians should install electrical components on Village owned vehicles. Council's response is that they will follow this recommendation for all future work. The final recommendation was that all employees be provided sexual harassment training. The Village will see if this can be included in the mandatory Cybersecurity training for all employees.

Rockwell reported that the Homer Township fire contract for 2026 and 2027 was received and should be reviewed by the Fire Chief and Solicitor, approved by Council, signed by the Mayor and returned before December 31, 2025. Henry stated he already had a copy of the contract and was fine with the wording. Henry stated he also has the 2026 payment from Homer Township. Rockwell reminded Henry that funds must be deposited within 24 hours of receipt. Councilperson Butch Chapman motioned to authorize the Mayor to enter into the Homer Township contract for fire services for 2026 and 2027. The motion was seconded by Councilperson Clift. All Council members voted “yes”. Motion carried.

Rockwell presented a resolution to Council authorizing an application for grass removal assistance support for 2026-2027 with the Ohio Department of Transportation. Rockwell stated this will not prevent the workers from having to maintain the State Route, but it will reduce some of the workload and will assist with tree trimming which the Village does not have equipment to do safely. Rockwell also presented a temporary budget for 2026 to cover necessary expenses through March 31, 2026. Rockwell provided a 2025 Amended Certificate of Estimated Resources for Council approval to make adjustments to the revenue budget based on actual receipts to date. Rockwell provided an ordinance for supplemental 2025 appropriations to pay expenses through year end. Finally, Rockwell provided a resolution authorizing a Then & Now purchase order in excess of \$3,000 to Johnson's EVS for an emergency repair

to a fire truck. Rockwell stated the repair was authorized by the Mayor and Fire Chief Henry followed the correct procedure. A resolution authorizing the purchase order is required by Ohio Revised Code due to the amount.

Councilperson Gratz inquired about the status of the Andrews curb cut and the Campbell curb cut. Rockwell stated she will ask the workers for an update. Councilperson Lowery asked if the Hellyer water account is resolved. Rockwell stated the balance owed to the Water Office has been paid in full and the account is receiving regular monthly billings. Councilperson Butch Chapman asked if the ditch on Red Dog Road was fixed during the Paving Project. Rockwell reported that the Mayor and Village workers inspected the repair work and told her it was fixed to their satisfaction. Councilperson Strock stated there is a hole on North Seventh Street that needs patched. Councilperson Gratz stated the Jacksonville Eagles would like to know if they own their flower bed along Sixth Street or if the Village owns it. Rockwell stated the Eagles owns the flower bed, but as with any other plants, shrubs or trees, the Village has a right of way along the roadways and reserves the right to trim or remove them if they are obstructing traffic, views or safety. Councilperson Butch Chapman stated resident Mark Hunter requested a load/unload zone in front of his home for medical deliveries. Council stated they do not wish to set a precedent for private residences and the delivery service can park in the road with hazard lights during deliveries. Councilperson Butch Chapman stated he would like to motion to give the Village employees the week of Thanksgiving off paid. Chapman stated this was discussed last year, but Council didn't put anything in place. Council discussed that the Personnel Policy Manual gives the employees Thanksgiving and the day after as holidays. Rockwell stated the employees usually use their vacation to take that week off and close the offices. Councilperson Gratz stated she needs more time to think about it.

Councilperson Jay Chapman motioned to give the employees November 24, 25 and 26<sup>th</sup> as additional paid holidays for 2025. The motion was seconded by Councilperson Butch Chapman. All Council members voted "yes", except Councilperson Strock who voted "no" and Councilperson Gratz who abstained. Motion carried.

Rockwell thanked Councilpersons Jay Chapman, Lowery, Clift and Butch Chapman on behalf of the employees for the additional holidays. Councilperson Strock stated her vote was not personal. Rockwell stated it was not taken that way. Rockwell stated she has not accepted a raise in pay since starting full time four years ago. Rockwell stated she is not requesting a raise, but explained that this is why the extra holidays are appreciated. Councilperson Clift stated this was his reason for voting in favor of the additional holidays.

Councilperson Butch Chapman stated he would like Council to consider dedicating the new amphitheater in the park to Fiscal Officer Rockwell. Chapman stated without her hard work the Village would not be getting the amphitheater. Rockwell stated that was not necessary and that she had outside assistance on the grant applications. Rockwell stated she just wants to see good things happen for the Jacksonville community.

Councilperson Butch Chapman motioned to file the Amended Certificate of Estimated Resources with the Athens County Auditor. The motion was seconded by Councilperson Gratz. All Council members voted "yes". Motion carried.

Councilperson Butch Chapman motioned to suspend the rules and read by title only Resolution 2025-9 declaring an emergency. The motion was seconded by Councilperson Jay Chapman. All Council members voted "yes". Motion carried. Resolution 2025-9: Consent Legislation: Grass Removal and Assistance Support and Safety Program. Councilperson Butch Chapman motioned to adopt Resolution 2025-9 as read. The motion was seconded by Councilperson Jay Chapman. All Council members voted "yes". Motion carried.

Councilperson Butch Chapman motioned to suspend the rules and read by title only Ordinance 2025-10 declaring an emergency. The motion was seconded by Councilperson Jay Chapman. All Council members



voted "yes". Motion carried. Ordinance 2025-10: An Ordinance to Make Temporary Appropriations for the Current Expenses and Other Expenditures of the Village of Jacksonville, State of Ohio, During the Fiscal Year Ending December 31, 2026. Councilperson Butch Chapman motioned to adopt Ordinance 2025-10 as read. The motion was seconded by Councilperson Jay Chapman. All Council members voted "yes". Motion carried.

Councilperson Butch Chapman motioned to suspend the rules and read by title only Ordinance 2025-11 declaring an emergency. The motion was seconded by Councilperson Jay Chapman. All Council members voted "yes". Motion carried. Ordinance 2025-11: 2025 Supplemental Permanent Appropriations and Declaring an Emergency. Councilperson Butch Chapman motioned to adopt Ordinance 2025-11 as read. The motion was seconded by Councilperson Clift. All Council members voted "yes". Motion carried.

Councilperson Butch Chapman motioned to suspend the rules and read by title only Resolution 2025-12 declaring an emergency. The motion was seconded by Councilperson Gratz. All Council members voted "yes". Motion carried. Resolution 2025-12: A Resolution Authorizing a Then & Now Purchase Order to Johnson's EVS and Declaring an Emergency. Councilperson Butch Chapman motioned to adopt Resolution 2025-12 as read. The motion was seconded by Councilperson Jay Chapman. All Council members voted "yes". Motion carried.

Acting Mayor Strock entertained a motion to adjourn.

A motion was made by Councilperson Jay Chapman and seconded by Councilperson Strock to adjourn. All Council members voted "yes". Motion carried.

Meeting adjourned at 7:50 PM.

  
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Acting Mayor Angela Strock

  
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Fiscal Officer Heather Rockwell