

**Village of Jacksonville**  
**Special Council Meeting**  
**December 17, 2025 6:30 PM**

The Village of Jacksonville met in regular session with Mayor Sam Smathers presiding. The meeting was called to order at 6:30 PM. Council members present were Cameron Lowery, Jay Chapman, Butch Chapman and Rachel Gratz. Also present were Solicitor Andy Grillo, Fire Chief DJ Henry and Fiscal Officer Heather Rockwell.

Councilperson Butch Chapman motioned to excuse Eric Clift and Angela Strock from the December 17, 2025 meeting. The motion was seconded by Councilperson Cameron Lowery. All Council members voted "yes". Motion carried.

Councilperson Gratz motioned the approval of the November 19, 2025 Special Council Minutes. The motion was seconded by Councilperson Butch Chapman. All Council members voted "yes". Motion carried.

Fire Chief Henry reported the department has responded to 13 runs since the last meeting consisting of: 4 structure fires, 2 fire alarms, 3 motor vehicle accidents, 2 brush fires and 2 EMS assistance calls. Henry reported that he is applying for a VDF grant through the State Fire Marshal's office for up to \$50,000. Henry is getting quotes to apply for the SFM Equipment grant for \$10,000. The Christmas parade and Santa at the firehouse is scheduled for this Saturday.

Fiscal Officer Rockwell reported on behalf of Water Operator Riley and Administrator Rockwell that there was a water break last week on the coldest day. They worked on the water break throughout the night with assistance from Glouster. Riley and Rockwell have been plowing and salting roads during the inclement weather, performing maintenance on equipment and completing routine monthly tasks. There was a disruption in electric service at the water collector due to trees down on the line. AEP was contacted and it is repaired, but will need additional work. Riley and Rockwell will be patching potholes and repairing alleyways as soon as weather permits.

Solicitor Grillo stated there are no pending court items for Jacksonville. Grillo will work on an indigent burial policy for the Village.

Fiscal Officer Rockwell requested approval of the September and October financial statements. Councilperson Gratz motioned to approve the September 2025 and October 2025 financial statements and bank reconciliations as presented at the November 19, 2025 meeting. The motion was seconded by Councilperson Butch Chapman. All Council members voted "yes". Motion carried.

Fiscal Officer Rockwell presented the November 2025 monthly financial statements and bank reconciliation for Council review. Rockwell reported that the Paving is complete.

Rockwell reported that she is still working on compliance with HB96 and cybersecurity requirements. Rockwell stated she requested the Mayor's Partnership for Progress assist on this project and is waiting to hear back. Rockwell asked Henry if he found out if a specific day of the week or time of day would ensure that most firefighters could attend cybersecurity training. Henry stated their schedules are all over the place. Rockwell stated the Village will be required to be in compliance and it will be an audit citation if all employees don't complete training. Gratz asked if Rockwell found out if the training can be completed by watching a video online. Rockwell stated she doesn't know that for sure yet and it will depend on what is available when the program is developed.

Rockwell reported that the annual Public Entities Pool Risk Assessment responses to the recommendations were submitted.

Rockwell presented the 2026 Trimble Township fire contract. It should be reviewed by the Fire Chief and Solicitor, approved by Council, signed by the Mayor, Council President and Fire Chief and returned before December 31, 2025. Councilperson Butch Chapman motioned to authorize the Mayor to enter into the Trimble Township fire contract for 2026. The motion was seconded by Councilperson Gratz. All Council members voted "yes". Motion carried. Mayor Smathers signed the contract and forwarded to Fire Chief Henry for signature.

Rockwell reported that the three-year fire contract with the Village of Trimble expired on December 31, 2024. In order to be in compliance for the next audit, a contract must be signed with Trimble before December 31, 2025. The Village of Trimble has already paid for 2025 services at the previous contract rate. Rockwell stated she has the old contract and can update the terms, but needs to know if Henry wants the contract prepared at the old rate or an increased rate. Rockwell stated the rates could also be tiered over the life of the contract. Henry stated he would meet with Mayor Smathers to discuss how to structure the contract. Rockwell stated Council will need to approve entering into a three-year contract at this meeting, even if the pricing is not decided, because this is the last meeting of the year. Councilperson Butch Chapman motioned to enter into a three-year fire contract with the Village of Trimble with the Mayor and Fire Chief deciding the pricing structure. The motion was seconded by Councilperson Jay Chapman. All Council members voted "yes". Motion carried.

Rockwell stated she is working on Year End Annual Financial Reports for 2025. Budgets and purchase orders for 2026 are already entered in the system. All 2025 purchase orders should be closed or reduced to only the amount needed in order to not obligate funds into 2026. Rockwell stated there are two fire department purchase orders open for significant amounts. One is from October 2, 2025 for \$2,000 for pump testing. The second is the emergency truck repair from November 1, 2025 for \$5,000. Rockwell asked Henry if he received an invoice for the pump testing. Henry stated he hasn't. Rockwell requested Henry contact the vendor to see if an invoice is available. Henry stated the emergency truck repair is still incomplete as they are waiting for parts. Rockwell requested that Henry keep in touch with the vendor to get the price that will be on the truck repair invoice as soon as possible in order to reduce the purchase order to just the amount needed.

Rockwell stated she has cleared up all prior year warrants that were outstanding on the bank reconciliation. This will give the Village a clean reconciliation for December. Rockwell stated there is one warrant still outstanding for 2025 for a hall rental deposit refund issued to Fire Chief Henry. Henry stated he thought he deposited this. Rockwell requested Henry check the status of this with his bank. If Henry still has the warrant it will need to be deposited by December 20, 2025 or it will be stale dated. If the warrant needs to be reissued Rockwell stated she will need to know by December 31, 2025. Once the calendar rolls over to 2026 there are more steps to reissue the warrant.

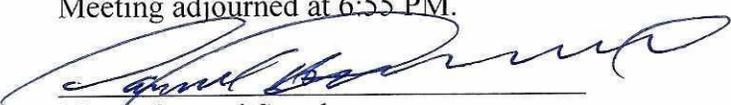
Rockwell reported that all Class C and Class D liquor licenses in Jacksonville will be renewing in February 2026. Rockwell stated that the Eagles and Muddy Creek Tavern are the only renewals. Rockwell asked Council if there are any objections to the renewals as they will require a Resolution with specific reasons for the objections. Council agreed they have no objections to the renewals.

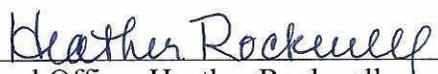
Rockwell reminded Council that, due to the preparation of Year End Annual Financial Reports, the December financial statements and bank reconciliation will not be presented at the January meeting. December 2025 and January 2026 reports will likely be presented together at the February 2026 meeting.

Mayor Smathers entertained a motion to adjourn.

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

Meeting adjourned at 6:55 PM.

  
Mayor Samuel Smathers

  
Fiscal Officer Heather Rockwell