



## **Village of Johnstown Special Council Meeting Minutes Tuesday, February 4, 2014**

### **CALL TO ORDER**

Mayor Sean Staneart Called to Order the Village of Johnstown Special Council Meeting for Tuesday, February 4, 2014 at 5:36 p.m.

**ROLL CALL:** Cheryl Robertson; present, Bill Van Gundy; present, Bob Orsini; present, Sharon Hendren; present, Mayor Sean Staneart; present, David Keck; present, Carol Van Deest; present.

**IN ATTENDANCE – PUBLIC:** None

**IN ATTENDANCE – STAFF:** Jim Lenner-Village Manager/Planner, Teresa Monroe-Clerk of Council

**WORK SESSION:** Goal setting for 2014-2015

Mayor Sean Staneart asked Jim Lenner to give an overview and purpose for the work session. Mayor Staneart said that in his opinion he felt it would be mainly for the ability of Jim as Village Manager and Planner to do his job and know where Council would like him to focus his energies.

Mr. Lenner said that for Council members as policy setters, it is important to have goals and priorities that line up with the Village's guiding principles and policy priorities as set by Council and also gives direction to administrators trying to apply our resources. It is important for the next two years as well as for future Councils to be able to point out what we are doing as a Village or City and why. Provided in the Council packet was the Village of Johnstown Guiding Principles and Policy Priority document that was adopted by Resolution #2013-28 in September of 2013. Mr. Lenner said that he thought it was important with the addition of three new Council members since passage, that there was discussion to ensure that the priority order is agreed upon by all seven Council members. Mr. Lenner said this meeting was to bring new members up to speed and have discussion on any of the four components of this document.

Mayor Staneart asked Jim Lenner to clarify what he meant by resources, did he mean funds or staff etc. Mr. Lenner said these are broad encompassing policies and through them, those at the administrative level have to determine how we can adequately meet Council's policy decisions. There may be many things that are wanted and it may mean many things. Depending on the priority it could mean hiring staff, or it could be just shifting things internally to use what we have; we may not spend another dime but we would take Council's direction of policy and figure out how to be as effective as possible with the resources we have. Mayor Staneart said that just because something is important in a priority order does not mean it is a blank check to get it

done. Carol Van Deest asked Jim Lenner if he could also review what has been done and what is in the works for each of these priorities.

After discussion, Village Council as a whole agreed with the number one and number two policy priorities Economic Development and Finance and Budgeting staying in place. Mr. Lenner said that in his opinion, he would change the order of some from a policy standpoint, maybe flip-flopping Public Safety and Planning and Zoning. David Keck added that relatively speaking we are pretty safe here and dropping something in the order of policy priority does not indicate that we do not think that it is important but that it is not needed to be that high right now or could be associated with a department that is running efficiently. Bob Orsini agreed and said if there were an urgent need any one of these could become the focus and we would reallocate immediately but for planning and long term projections he does not believe that Johnstown is an unsafe place to be so to put Public Safety at third he thought would be misleading.

Jim Lenner said once we have this he would like to have each department start cost analysis so we know exactly what it takes to provide the Village services that we do. Mr. Lenner said this is a daunting process and he is unsure if it has ever been done before. Bob Orsini said once we have levels established year to year we can do comparison and see where the money is being spent, what the goal was, and what the results are. Without those numbers it is hard to evaluate performance and talent and hold anybody accountable. With tracking and record keeping and with plans, that is how we grow. Department heads should be involved in gearing their budgets and creating goals that are in line with policy priorities.

Bill Van Gundy said one thing he is looking at with consideration is the priority of Public Works and Utilities; our water and sewer is on target, but we also just learned back in January that we are looking at a large cost to get our roads brought up to where they need to be and how will that play in as we deal with economic development growth. How and where will departments with larger needs get their resources to maintain their current levels and also grow? Mr. Van Gundy also said that he believes that it is tough for Mr. Lenner to be both the Village Manager and the Planner at the same time. Bill said he would like to see a focus on getting a planner here to help free up Mr. Lenner's time to be Village Manager. Mayor Stanart said the level of what we have going on now compared to what we had three years ago is much higher. Jim Lenner said he has been working this dual role for three years now and he would agree. Mayor Stanart said it would be a good idea to have separate line items in the budget for positions that are multi-functioning right now; for budgeting terms and future planning he would separate roles for Manager-Planner and possibly Water-Sewer-Street (Service).

A preliminary opinion on priority order from Jim Lenner with thoughts and goals are as follows:

1. Economic Development – Funds all goals and growth. A business Park/plan is in its infancy, a committee has been formed, an Economic Development plan is in the works.
2. Finance and Budgeting – There will be a lot of policy drafting with Council; how much money is in reserve, how much is needed, revenue diversification etc. Would like to get to a good budget document recognized by a professional organization.
3. Planning and Zoning – Affects and coincides with both Economic Development and Finance and Budgeting. Zoning enforcement is running well, would like to get further information on the International Property maintenance Code.

4. Housing and Community Development – Goes along with Planning and Zoning
5. Leisure and Cultural Services – The bike path and trail head project have been completed. Working toward a Park and Recreation master plan.
6. Public Safety – Want to refine an order of events for emergency management preparedness. Focus on narcotics prevention and enforcement, Chief Corbin has formulated some ideas for targeted programs here in the Village. Open discussion with Johnstown-Monroe schools and Police Department to talk about school safety; also ask the School Board for their comprehensive Safety Plan.
7. Public Works and Utilities – Roadway maintenance has been discussed. The Water and Sewer Departments are running in adequate phases. Recycling contract has been renewed with a three year lock. Engineering we continue to do on a weekly basis.
8. Transportation – Asset Management Plan, State Route 62 turn lane project
9. Sustainable Community
10. Technology – In the Service Department the transition is complete for electronic work orders and the I-pads are in use. Installation and training for the new water meter systems Electronic Read Transmitters (ERTs) is beginning this month.

Council members will work individually to review the priority order and where they would rank each for feedback at the next regular Council meeting on February 18th.

**ADJOURNMENT:** There being no further business to come before Council, David Keck motioned for adjournment. Bill Van Gundy seconded and the vote was as follows: Cheryl Robertson; yes, Bill Van Gundy; yes, Bob Orsini; yes, Sharon Hendren; yes, Sean Stanearth; yes, David Keck; yes, Carol Van Deest; yes.

**The motion passed 7-0**

Thereupon, the meeting adjourned at 6:56 p.m.

RESPECTFULLY SUBMITTED

  
Teresa Monroe, Clerk of Council

APPROVED AS PRESENTED

  
Mayor Sean Stanearth

