



## Village of Johnstown Regular Council Meeting Minutes Tuesday, March 18, 2014

### **CALL TO ORDER**

Mayor Sean Stanearth Called to Order the Village of Johnstown Regular Council Meeting for Tuesday, March 18, 2014 at 7:05 p.m.

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

**IN ATTENDANCE – STAFF:** Jim Lenner- Village Manager/Planner, Don Corbin-Chief of Police, Jack Liggett-Service Director, Glen Hacker-Service Department, Newt Long-Service Department, Teresa Monroe-Clerk of Council

**IN ATTENDANCE – PUBLIC:** Charlie Sullivan and Gordon Cromwell -American Legion Post 254, Elizabeth Whipple, Nathan Whipple, Christopher Speck, Pat Kramer, Bill and Barb Mitchell, Kelly and Mary Decot, Laurie Coleman, Ray Speck

**INVOCATION:** Given by Councilman Bob Orsini

### **PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** March 4, 2014

Bill Van Gundy motioned to approve the March 4, 2014 Council minutes as presented. Mayor Sean Stanearth seconded and the vote was as follows: Cheryl Robertson; yes, Bill Van Gundy; yes, Bob Orsini; abstain, Sharon Hendren; yes, Sean Stanearth; yes, David Keck; yes, Carol Van Deest; abstain. **The motion passed 5-0 with 2 abstentions**

### **CORRESPONDENCE**

Mayor Stanearth read a thank you note from the Croton Food Pantry for a donation made by the Village in memory of Sharon Hendren's sister, Shirley Beekman Knight.

**PUBLIC COMMENTS:** Mayor Stanearth opened the floor for Public Comment. There were no comments and Mayor Stanearth closed Public Comment.

**DISCUSSION:** Mary Deco/Duncan Plains Road resident; re: Business Park

Mary Deco came to inquire about the Business/Industrial Park concept that was recently in the newspaper. Ms. Deco asked how far along the plan was, has the Village actually talked with the farmers/owners and were they planning to sell. Village Manager Jim Lenner said that it is very early and any of this is a concept two years away if we decide to go forward with a full-fledged plan. Mr. Lenner said that he actually had spoken with the farmer today and his willingness to participate with the Village to bring in a new Business Park and jobs to the community is something he is interested in. Mr. Lenner said that the landowner has not committed, he has not signed anything but has said multiple times that he is on board with some sort of plan; what that will look like financially for him or for us as we go forward in our decision making process is yet to be determined. Ms. Deco expressed her concerns with traffic congestion and said she thought it would make more sense to put this park in another location like off of Clover Valley. Mr. Lenner said that the Duncan Plains location has important qualities needed such as water, a willing owner, and it is within the Village. Mayor Stanart said that it would also provide easy access to State Routes 310 and 161; anything put on the opposite side could create a bottleneck to cross State Route 62. The current Business Park is full, and there are many thoughts to pursue with this vision; the Village will continue to gather facts and information from traffic studies and engineering and to adjust the concept from there.

**DISCUSSION:** Downtown Johnstown Inc.; re: Alcohol use policy

Jim Lenner prefaced the discussion by saying that currently we have no policy for alcohol use on Village property; at this time it is not allowed. Christopher Speck is President of Downtown Johnstown and he said their organizations goal is to make life better in Johnstown and they do this with various improvements around town such as the trailhead improvement project and putting the cupola on the opera house. A secondary function to the organization is the social aspect of town – keeping people in Johnstown on the weekends; communities are competing for people’s free time. Chris said they came to ask Village Council to consider adopting a policy for Johnstown that would allow alcohol to be served on Village property for events; not solely for them but for anyone holding an event on Village property. Chris provided copies of policies from other communities for Council member review and said that he would like this topic to be on the radar for upcoming events. Chris said he understands legislation takes time and they have a couple of upcoming events such as the Art Festival July 28<sup>th</sup> where wine would be appropriate. Mayor Stanart’s feedback on a personal note was that this could be a positive for our town and many communities are allowing alcohol for certain events and having success with it but it needs to be carefully done. July 28<sup>th</sup> seems that it could be a reasonable time frame to get a policy drafted if Council chooses to proceed. Mr. Lenner said that this will take some resources of time from staff so that if this is something that Council wishes the administration to pursue then he would ask for a motion.

**MOTION**

Mayor Stanart motioned to approve Jim Lenner’s investigation into drafting an alcohol use policy and researching with Staff and Law Director. Bob Orsini seconded and the vote was as

follows: Cheryl Robertson; yes, Bill Van Gundy; yes, Bob Orsini; yes, Sharon Hendren; yes, Sean Stanart; yes, David Keck; yes, Carol Van Deest; yes. **The motion passed 7-0**

**VILLAGE MANAGER REPORT:** March 18<sup>th</sup>, 2014 - Attached to these minutes

Jim Lenner went through his report with Council.

The last item on the Manager report led to further discussion on the upgrading of our water meter reading system. The current ERT units are coming to the end of their useful life and are being replaced with MIU units as a part of the new AMI (advanced metering infrastructure) system. The life of the new units is the same as the previous ERT's (approximately 15 years) and the batteries are much less expensive to replace. Service Director Jack Liggett said that \$125,000 would be needed to finish the upgrade and purchase the remaining units. The cost can be split between the water and sewer departments. In our enterprise funds we have surplus from the egg farm and that is money that could be available to help aid in this so as to not pass any additional cost to current homeowners. It was mentioned that it has been four years since our last water rate increase. Jim Lenner added that in both the water and sewer enterprise funds we had \$689,000 at the end of 2013. Jack said that the sooner we can get the rest of the new units installed, the sooner we can reap the full cost saving benefits. Also, because we invested in the system this year, the company locked in the price per unit for 2014 but in 2015 the price per unit will increase by \$30.00 per unit.

**MOTION**

Bob Orsini motioned to purchase the remaining units this year out of the surplus budget of the water and sewer departments. David Keck seconded and the vote was as follows: Cheryl Robertson; yes, Bill Van Gundy; yes, Bob Orsini; yes, Sharon Hendren; yes, Sean Stanart; yes, David Keck; yes, Carol Van Deest; yes. **The motion passed 7-0**

Mr. Lenner said that he will bring an ordinance to Council to amend the budget.

**LEGISLATION**

**A. RESOLUTION NO. 14-13 A RESOLUTION ADOPTING THE UPDDATED COUNTYWIDE ALL NATURAL HAZARDS MITIGATION PLAN (CANHMP) FOR LICKING COUNTY, OHIO**

*Introduction/Public Hearing/Vote*

Jim Lenner introduced the resolution and said that we need to pass this in order for any Village of Johnstown resident that is in a flood plain to receive a reduced cost on their flood plain insurance. Mr. Lenner said this is a County wide program that he participated in with the updates, as a representative of the Village. FEMA recognizes our participation with the County promoting flood plain management, keeping people out of a flood plain therefore giving us a reduction in a personal/commercial property rate which in turn helps secure that our residents get that reduced rate.

No one spoke for or against Resolution 14-13 and David Keck motioned to approve. Carol Van Deest 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**

**B. RESOLUTION 14-14 A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO APPOINT A PART TIME/ON-CALL POLICE DISPATCHER *Introduction/Public Hearing/Vote***

Jim Lenner introduced this resolution and said that we had a resignation of a full time Police Dispatcher and we need to fill gaps in scheduling. This is a part-time position, as needed, not to exceed 32 hours with no benefits other than the hourly rate.

No one spoke for or against Resolution 14-14 and Mayor Sean Stanearth motioned to approve. David Keck 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**

**OTHER BUSINESS**

Mr. Lenner requested that for the next order of business that the Executive Session includes himself and Jack Liggett.

**EXECUTIVE SESSION:** For the purpose of discussing purchase of real property

David Keck motioned to adjourn to Executive Session. Mayor Stanearth seconded and the vote was as follows: Cheryl Robertson; yes, Bill Van Gundy; yes, Bob Orsini; yes, Sharon Hendren; yes, Mayor Sean Stanearth; yes, David Keck; yes, Carol Van Deest; yes. **The motion passed 7-0**

Executive session began at 8:38 pm

**ADJOURNMENT:** There being no further business to come before Council, David Keck motioned for adjournment. Mayor Sean Stanearth seconded and all were in favor.  
**Motion passed 7-0.**

Thereupon, the meeting adjourned at 8:16 p.m.

RESPECTFULLY SUBMITTED

  
Teresa Monroe, Clerk of Council

APPROVED AS PRESENTED

  
Mayor Sean Stanearth



VILLAGE MANAGER'S REPORT TO COUNCIL

March 18<sup>th</sup>, 2014

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**Council Committee and Commissions**

**The Planning & Zoning Commission** will meet March 19th at 6:30pm for a work session.

The Planning & Zoning Commission approved a conditional use permit application for the former Northview Nursing Home at their regular meeting on March 5<sup>th</sup>. The approved application will allow assisted and independent living in the facility. All nursing home beds have been transferred from the facility and are not permitted under the conditions of the conditional use permit. The facility will undergo a complete interior renovation and house a pharmacy for internal use only. The Planning Commission worked in conjunction with the Law Director and the applicant to draft an agreement that was beneficial for all parties.

The Planning & Zoning Commission will discuss adult oriented business regulations at their next meeting. Jim Blair has drafted an ordinance based on other communities existing ordinances. The draft has been reviewed and edited by the Law Director. A recommendation will be forwarded to Council after the Commission discusses the draft ordinance.

The Planning & Zoning Commission will discuss the possibility of using a consultant to complete a revision of the entire zoning ordinance. Due to staff constraints this may be a better and cost effective way to update our zoning ordinance while freeing staff time for other projects and tasks.

**Economic Development Policy Committee** – We are waiting on commitments from others before setting a meeting date.

**Rec Center/American Legion Lease Committee** – We last met on March 4<sup>th</sup>. Preliminary details of the lease have been forwarded to an attorney to draft the lease. I expect the lease to be drafted by March 21<sup>st</sup>.

**Economic Development**

**Future Business Park** – I met with a local developer to gather feedback on our concept plan. Based on suggestions he offered, I will be meeting with the Village Engineer and the concept plan author to possibly revise the concept plan. The revision will significantly reduce costs while still providing for ready to build sites.

**Private Development**

The Greens of Kyber Run is 85% completed. There have been a few issues that we continue to work with the developer to correct.

**Capital Improvement Projects**

**SR-37 Repaving** – The project was sold to Kokosing Construction Company for \$4,355,008.49. We have been told they will be through Johnstown by June 1<sup>st</sup> because of a detour from ODOT District 6.

They will start once the weather breaks. We have not been informed of a preconstruction meeting date. We have paid, as part of our Capital Improvement Project, \$68,700 for curbing from Pratt Street to Jersey Street similar to the curb installed on E. Coshocton Street in 2013.

**Downtown Streetscape Phase I & II** – Substantial cracking has occurred on the east side of the project. We have notified the contractor and ODOT and will ensure a fix this spring.

**Raccoon Creek Pedestrian Bridge** – The Raccoon Creek Bridge project hit a slight snag last week. Our Engineer found a discrepancy in load requirements for the bridge in the ODOT plans. We analyzed the different structural alternatives and have decided to stay on our original course. This will slightly raise our costs but still within budget and not effect the grant application award amount from ODOT. A copy of that analysis can be provided to you.

**US 62 Two Way Left Turn Lane** – Jack Liggett and I will be interviewing three consulting firms for the design of the US 62 turn lane project. Interviews will take place on Friday, March 14th, Monday, March 17th and Wednesday, March 19th

**Park & Recreation Master Plan** - I have been in contact with Monroe Township who have not made a decision.

## **Administration**

**Alcohol Use Policy** - Downtown Johnstown, Inc. is on the March 18<sup>th</sup> agenda to discuss our prohibition of alcohol on Village property. Teresa will bring example policy/ordinances provided by Downtown Johnstown, Inc. They include Columbus and New Albany.

**2014 Annual Budget** – Our books are closed for 2013 and a report will be sent to Council before our March 18<sup>th</sup> meeting.

Highlights of our major funds include:

- We generated \$2,105,803 in our general fund and spent \$2,202,247. We used \$96,444 of our general fund carryover. We budgeted to spend \$2,409,408 in 2013 from our general fund.
- We generated \$598,779 in our water operating fund and spent \$443,781. We budgeted to spend \$559,239 in 2013 from our water operating fund.
- We generated \$461,728 in our wastewater operating fund and spent \$538,581. We used \$76,853 of our wastewater operating fund carryover. We budgeted to spend \$617,308 in 2013 from our wastewater operating fund.

Please remember the water and wastewater revenue distribution was changed at the end of 2013. We believe the redistribution will keep each fund (water & wastewater operating, debt service, and enterprise) fund in the black in 2014. We will monitor the distribution and report in July.

**Transportation Asset Management Plan** – Based on discussions at our March 4<sup>th</sup> meeting, I will be working with the Village Engineer (meeting scheduled for March 19<sup>th</sup>), Village Bond Counsel, Service Director and Finance Director to present a paving plan that will incorporate our immediate needs based on the TAM plan as well as our ability to repay any borrowed money.

**Land Development** – As previously mentioned briefly at our March 4<sup>th</sup> meeting, Maranda has indicated they do not plan to construct Phase 6 which includes the connector to Croton Road. I have explained to

Maranda via email that if Phase 6 is not constructed this year, they will lose all approvals and will fall under our new design criteria as stated in our Strategic Plan. These features include side load garages, 360-degree architecture, open space preservation and other strict planning criteria.

**Personnel** – I appreciate the hard work by Teresa Monroe for setting up our four reservation calendars online. We had used four paper calendars for reservations of the Rec Center, Bigelow Park, and Council Chambers. We have added a calendar for the new shelter house at Hannah’s Park. Our staff can now view all reservations from an internet connection and not worry about where the paper calendar is.

Bill Van Gundy, Heber Howard and Teresa Monroe recently attended a training held by the Auditor of State’s Office.

On March 3rd I spoke to graduate students at the Knowlton School of Architecture at OSU. These students are preparing for a professional career in urban design, planning or architecture. I provided some project examples and “lessons learned” to help them in their career path.

**Utility Billing** - The Service Department is investigating a migration to a third party vendor for water billing. Jack Liggett and Jean Moyer met with a company that handles billing for many Licking County communities including Heath, Newark and Reynoldsburg. We are analyzing the costs of the vendor versus our staff and material cost to determine if the new system is cost effective.

**Water Meter Reading Upgrade** – We have begun a project to upgrade our water meter ready system. Our current system requires our staff to drive through town to receive water readings via radio transmission. Once we have the readings we must download to another computer to conduct any analysis. The current system is an automated meter reading system (AMR). We will be migrating to an AMI (advanced metering infrastructure) system. AMI is the use of technology that allows collection of consumption, diagnostic, and status data from a water meter and transfer of that data to a central database for billing, troubleshooting and analyzing. The AMI system saves the expense of periodic trips to each physical location to read water meters. The *primary advantage* comes from the Service Department being quickly notified of abnormal situations involving water use. The data we receive will be processed in our computer system and several “red flag” alerts will be programmed. The Service Department will know very quickly if there is a high use (many times due to a leak) situation. We will then be able to notify the customer in hopes of minimizing wasted water (and the customer’s bill) and potential property damage (in the event the customer is not home or aware of potentially damaging water leakage). The Village will see the following advantages by moving to the AMI system:

- We will be funding the program with the savings of operational costs over 2013 and 2014 and planning capital improvements in 2015. We will do this project without any anticipated rate increase.
- We will be able to forego many of our current time-consuming customer service tasks such as final readings necessary for property transfers and tenant changes. Readings will be able to be gathered immediately by our office staff with a simple computer procedure.
- We will also be able to red flag abnormal situations – such as excessive flow through meters (normally it is in the customer’s best interest to be aware of such flows or leaks as soon as possible), backflow conditions and meter tampering.
- We will be able to respond much quicker to missed reads or faults that would require troubleshooting.
- We will eliminate the safety hazards inherent with physical meter reading.
- We will reduce our overall workers’ compensation risk by no longer having to physically read meters. Manual meter reading, done daily in all types of weather conditions, is a very physically demanding task with high risk for injury.

- By eliminating the need to drive around the Village to read meters, we will reduce our impact on the environment – lowering its carbon emissions and usage of fuel.
- We will save valuable man hours that allows for other projects as required.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Jim Lenner", written in a cursive style.

Jim Lenner