



**Village of Johnstown
Regular Council Meeting Minutes
Tuesday, February 17, 2015**

CALL TO ORDER

Mayor Sean Stanearth Called to Order the Village of Johnstown Regular Council Meeting for Tuesday, February 17, 2015 at 7:06 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, Dana Steffan-Finance Director, Don Corbin-Chief of Police, Josh Beaudinot-Police Lieutenant, Jennifer Croghan-Law Director, Jim Blair-Zoning Inspector, Glen Hacker-Service department, Teresa Monroe-Clerk of Council.

IN ATTENDANCE – PUBLIC: Jerry Pulley, Debbie Gillum-This Week News, Chris Ballard

INVOCATION: Given by Mayor Sean Stanearth

PLEDGE OF ALLEGIANCE

MOTION: Mayor Stanearth asked for a motion to amend the agenda and include a second Executive Session (to become item #13 on the agenda) for discussion of Personnel Matters. Council requested the presence of Village Manager Jim Lenner and Law Director Jennifer Croghan.

Moved: Bill Van Gundy

Second: David Keck

Cheryl Robertson;	Y	Sean Stanearth;	Y
Bill Van Gundy;	Y	David Keck;	Y
Bob Orsini;	Y	Carol Van Deest;	Y
Sharon Hendren;	Y		

Pass 7-0

ACTION ON MINUTES: February 3, 2015 Regular Council

Moved as written: David Keck
Second: Bob Orsini

Cheryl Robertson;	Y	Sean Staneart;	Y
Bill Van Gundy;	Y	David Keck;	Y
Bob Orsini;	Y	Carol Van Deest;	Y
Sharon Hendren;	Y		

Pass 7-0

PUBLIC COMMENTS: Mayor Staneart opened the floor for Public Comment.

There were no comments from the public and Mayor Staneart closed the floor.

DEPARTMENT DIRECTOR REPORTS: Finance Director, Service Director, Police Chief, and Village Manager reports are attached to these minutes.

LEGISLATION

A. RESOLUTION 15-07 A RESOLUTION ACCEPTING THE RESIGNATION OF A PUBLIC EMPLOYEE

Mr. Lenner said that Officer Bowman has accepted a position with the Department of Homeland Security and he recommends acceptance from Council.

Moved: Bob Orsini
Second: Carol Van Deest

Cheryl Robertson;	Y	Sean Staneart;	Y
Bill Van Gundy;	Y	David Keck;	Y
Bob Orsini;	Y	Carol Van Deest;	Y
Sharon Hendren;	Y		

Pass 7-0

B. ORDINANCE 01-2015 AN ORDINANCE AMENDING ORDINANCE 11-2014, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS AND DECLARING IT AN EMERGENCY

Mr. Lenner said that this is a request to increase the liability line item for ten thousand dollars which is our deductible for which we have been billed this year for liability cases. Premiums are budgeted but the deductible is not hoping it will not need to be used.

Moved: David Keck
Second: Carol Van Deest

Cheryl Robertson;	Y	Sean Stanearth;	Y
Bill Van Gundy;	Y	David Keck;	Y
Bob Orsini;	Y	Carol Van Deest;	Y
Sharon Hendren;	Y		

Pass 7-0

OTHER BUSINESS

1. Mayor Stanearth informed Council and Manager that since Waste Management took over Big "O" Refuse, they have changed the routes and many residents are getting skipped for trash pick-up. Mr. Lenner was told there would be no change in service and said he would contact Big "O".

EXECUTIVE SESSION #1: Discussion of purchase of real property; with Council members, Law Director Jennifer Croghan and Village Manager Jim Lenner.

Moved: Bob Orsini
Second: Cheryl Robertson

Cheryl Robertson;	Y	Sean Stanearth;	Y
Bill Van Gundy;	Y	David Keck;	Y
Bob Orsini;	Y	Carol Van Deest;	Y
Sharon Hendren;	Y		

Pass 7-0

Executive Session #1 began at 8:02 p.m.
There was no action after

EXECUTIVE SESSION #2: Discussion of Personnel matters; with Council members, Law Director Jennifer Croghan and Village Manager Jim Lenner.

Moved: Sean Stanearth
Second: Bob Orsini

Cheryl Robertson;	Y	Sean Stanearth;	Y
Bill Van Gundy;	Y	David Keck;	Y
Bob Orsini;	Y	Carol Van Deest;	Y
Sharon Hendren;	Y		

Pass 7-0

Executive Session #2 began at approximately 8:35 p.m.
There was no action after

ADJOURNMENT

Moved: Sean Stanearth
Second: Bob Orsini

Cheryl Robertson;	Y	Sean Stanearth;	Y
Bill Van Gundy;	Y	David Keck;	Y
Bob Orsini;	Y	Carol Van Deest;	Y
Sharon Hendren;	Y		

Pass 7-0

Thereupon, the meeting adjourned at approximately 9:00 p.m.

RESPECTFULLY SUBMITTED

APPROVED AS PRESENTED



Teresa Monroe, Clerk of Council



Mayor Sean Stanearth



Teresa Monroe

From: Dana Steffan
Sent: Friday, February 13, 2015 9:56 AM
To: Teresa Monroe
Subject: Finance Update

Teresa,

Here is my update for Council:

Utility Rate Package – I am working on a proposal to increase the water & sewer rates. Thus far I have pulled together the past 3-years' history of revenues & expenses in the water & sewer accounts, and I am continuing the analysis by reviewing our upcoming debt obligations and proposed wage rate increases. I plan to have a package proposal to Council by the end of February.

Actual Expenses for 2015 – At least quarterly, I will provide all Department Heads with actual vs. budget expenditures. This will help us better understand where money is being spent and take appropriate action if we are going to exceed the budget. This will also help considerably in planning future budgets.

RITA – I have asked the Regional Income Tax Agency to provide us with feedback for based on various scenarios of tax rate/credit changes to our residents and/or non-residents working within the Village. I will present their data as it becomes available. I will also be working with RITA to analyze how they determine our income tax base to see if their list of Village residents is complete & accurate.

Debt Schedule – I am digging through old files, calling resources, and searching websites in order to organize all of the current debt files and update the Village Debt Schedule spreadsheet. Having an organized system and schedule will help with planning & forecasting.

Bank Reconciliations – I have begun the process to reconcile bank statements for current months and 2014. Our actual cash position according to the bank is not accurately reflected in eGov (SSI) and I intend to fix that.

Taxes/Filings – I have been working on completing all annual filings for taxes, withholdings, etc. I have been researching to make sure I do not miss any required filings. Some roads were a little 'bumpy' this year-end but with the future annual filings I will be more prepared and will have more experience.

Dana Steffan, CPA
Finance Director
Village of Johnstown
599 South Main Street
PO Box 457
Johnstown, OH 43031
740.967.3177 (Office)
740.967.3519 (Fax)

Teresa Monroe

From: Jack Liggett
Sent: Wednesday, February 11, 2015 4:11 PM
To: Teresa Monroe
Subject: Monthly Report

Teresa here are the following updates.

WATER

- 1) 12.1 Million Gallons produced in January.
- 2) Max Day .428 MG
- 3) Minimum day .359 MG
- 4) Water main repair on South Kasson. Four inch repair.
- 5) Replaced 31 Meters
- 6) No Training Hrs. this month
- 7) 40 Terminations for non-pay

Wastewater

- 1) Total flow collected-17.859 MG
- 2) Max Day 1.776 MG
- 3) Minimum Day .333 MG
- 4) 542000 gallons converted to 19 Dry Tons during Januarys pressing
- 5) No Training Hrs. this month

- Street
- 1) 7 Occurrences employees had to be called in to remove snow after hrs.
 - 2) 14 personal two at a time. No overtime.
 - 3) Salt reserves in good shape.
 - 4) 200 ton of salt used so far.
 - 5) Contract requires 150 Ton more to be purchased.

2/12/2015

Police Dept Info and Stats for Jan

Police Dept Info and Stats for Jan**Meghan Ward****Sent:**Thursday, February 12, 2015 12:33 PM**To:** Teresa Monroe**Cc:** Don Corbin**Police Dept Information and Stats for January 2015**

We were dispatched to 181 calls of which 85 of them were 2 officer calls
We had a total of 1383 calls for service
There were 113 vehicle stops
Our officers were in training for 57 hours
We handled 12 calls to assist Licking County Sheriff's Office
We served 7 warrants
Our officers were served with 25 subpoenas for January which translates to 75 man hours
4 officers were sent to outside training a total of 60 hours.

Upcoming Dept Events

Joint operation with OSP on commercial vehicle enforcement. OSP will train officers at our Dept on Feb 11 and will conduct the operation the last week in February.

The Police Dept will be hosting training on March 6th being conducted by the Attorney Generals office. We expect approximately 40-50 officers from outside agencies to attend. The course is Testifying in OVI Trials
We expect close to 100 officers from outside agencies to train at our dept this year for our training that we will host.

Dept Involved Events

Jan.22- Lt Boudinot conducted a tour of the Police Dept for local Boy Scout Troop and parents. Approx 10 kids and parents attended.

Jan 31- Ofc Bowman conducted a K-9 Demo for the church on Crouse Willison Rd.

Village of Johnstown
Administrative Offices
www.villageofjohnstown.org

VILLAGE OF JOHNSTOWN

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PO Box 457
Johnstown, Ohio 43031
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VILLAGE MANAGER'S REPORT TO COUNCIL

February 17, 2015

Council Committee and Commissions

The Planning & Zoning Commission - The next scheduled meeting is February 18th.

Economic Development Policy Commission – The JEDC postponed the meeting scheduled in December 2014. We will be meeting again in February or March to review the SWOT analysis and start on the action plan.

Zoning Task Force – The group will be meeting again on February 17th to discuss

Economic Development

Future Business Park – I have a meeting scheduled with a potential partner on February 17th to discuss possible partnership scenarios. I recently discussed our commitment to the project with the property owner.

Private Development

We have received the \$100,000 performance bond for **Leafy Dell Phase 6**. We have released 4 zoning permits for this phase.

We are receiving numerous calls on the old **Dominion development** (behind the old Kroger building).

The last tradition single-family home site in **Concord Crossing East** has been sold.

Capital Improvement Projects

SR-37 Repaving – ODOT has indicated it will be coming back in the spring to resolve any outstanding issues.

Raccoon Creek Pedestrian Bridge – Final design is complete. The right of way acquisition process has been completed. Construction is scheduled for summer.

US 62 Two Way Left Turn Lane – At this point, we have no news to report.

Safe Route to School Phase II – The school district is interested in an application being submitted to ODOT for infrastructure funding. The application is due March 1st. We are working to revise the approved Safe Route to School plan.

Downtown Utility Relocation – I am still waiting on a cost from Century Link. So far the estimates received include TWC at \$28,672.00 and AEP at \$5358.14. These costs do not include hooking the relocated lines to the building.

Administration

I have a proposal to hire a part time administrative assistant that will be responsible for the water billing function as well as helping whenever is needed. This position will be 32 hours per week with no benefits and serve as a back up to Teresa. The cost savings will be approximately \$5,000 from the general fund,

\$10,300 from both the water and wastewater operating fund for a total of more than \$25,000. These numbers are based on \$13.00 starting pay and costs accrued in 2014 (including health insurance). If there is no objection, I will post the position on February 18th.

Respectfully Submitted,

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

Jim Lenner