



**Village of Johnstown  
Regular Council Meeting Minutes  
Tuesday, January 19, 2016**

**CALL TO ORDER:** Mayor Sean Stanearth Called to Order the Village of Johnstown Regular Council Meeting for Tuesday, January 19, 2016 at 6:31 p.m.

**COUNCIL ROLL CALL:** Lewie Main; present, Ben Lee; present, Cheryl Robertson; present, Sharon Hendren; present, Mayor Sean Stanearth; present, Bill Van Gundy; present, Carol Van Deest; absent.

**IN ATTENDANCE – STAFF:** Jim Lenner-Village Manager, Jack Liggett-Service Director, Dana Steffan-Finance Director, Newt Long-Service Department, Jim Blair-Zoning Inspector, Don Corbin-Police Chief, Josh Boudinot- Lt. Police Department, Teresa Monroe-Clerk of Council

**IN ATTENDANCE – PUBLIC:** Jerry Pulley, Marla Kuhlman-This Week News, Brian and Yvonne Rose, Bruce Tolle, Jeff Mitchell

**MOMENT OF SILENCE:** At the request of Councilman Van Gundy; a moment of silence was observed for the slain Danville, Ohio Police Officer.

**INVOCATION:** Invocation given by Mayor Stanearth

**PLEDGE OF ALLEGIANCE**

**ACTION ON MINUTES:** January 5, 2016

There was one correction noted for the clerk.

**MOTION:** To approve as corrected

Moved: Ben Lee

Second: Cheryl Robertson

Lewie Main;	Y
Ben Lee;	Y
Cheryl Robertson	Y
Sharon Hendren;	Y
Sean Stanearth	Y
Bill Van Gundy;	Y

Pass 6-0

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

**DIRECTOR REPORTS:** Reports are attached to these minutes

- a. Finance
- b. Service
- c. Police
- d. Manager

\*Comment during Finance Director Report from Mr. Main that he has received six complaints regarding RITA (Regional Income Tax Agency) and their lack of responsiveness to correspondence from residents. Finance Director Dana Steffan said that if he would like to forward the complaints to her she would record them and communicate them with her direct contact at RITA.

\*Noted during the Service Director Report was the new street sweeper has been ordered.

\* Councilman Van Gundy asked the Service Director and Police Chief to lay out the top five reasons why their departments are not retaining employees; he would like to review.

\*The Manager Report item Johnstown Bypass was forwarded to Planning and Zoning for review and investigation.

### **LEGISLATION**

**A. RESOLUTION NO. 2016-01** A RESOLUTION APPOINTING BOARD MEMBERS TO THE PLANNING & ZONING COMMISSION. *Public Hearing/Vote*

At the previous meeting Council voted to appoint members Marvin Block and Joe Ethier; the actual resolution was not voted on. Mr. Lenner asked that as a formality the resolution be voted on listing Marvin and Joe as appointed.

Public hearing: No one spoke for or against the resolution.

**MOTION:** To approve Res 2016-01 the Planning and Zoning appointments as written

Moved: Bill Van Gundy

Second: Sharon Hendren

Ben Lee;	Y
Cheryl Robertson;	Y
Sharon Hendren;	Y
Sean Staneart;	Y
Bill Van Gundy;	Y
Lewie Main;	Y

Pass 6-0

**B. RESOLUTION 2016-05** A RESOLUTION ACCEPTING CERTAIN COMPLETE INFRASTRUCTURE LOCATED IN LEAFY DELL, PHASE 6, PURSUANT TO CHAPTER 1109 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN FOR COMPLETION AND MAINTENANCE IN THE INTEREST OF PUBLIC HEALTH AND SAFETY. *Introduction/ Public Hearing/Vote*

Mr. Lenner said that the contractor has satisfied all requests in terms of “punch list” items so the Village will take over maintenance of Phase 6 indefinitely however there is a one year warranty that if anything goes wrong, the contractor is still liable. Service Director Jack Liggett submitted a letter of approval that Phase 6 is ready.

Public hearing: No one spoke for or against the resolution.

Sharon Hendren moved to approve Resolution 2016-05

There was a correction in the NOW THEREFORE section and the resolution was re-read “as resolved by the council of the Village of Johnstown, Licking County, Ohio”

**MOTION:** To approve Res 2016-05 as read

Moved: Sharon Hendren

Second: Ben Lee

Cheryl Robertson;	Y
Sharon Hendren;	Y
Sean Stanearth;	Y
Bill Van Gundy;	Y
Lewie Main;	Y
Ben Lee;	Y

Pass 6-0

**C. RESOLUTION 2016-06** A RESOLUTION SETTING APPOINTMENTS FOR THE JOHNSTOWN ECONOMIC DEVELOPMENT POLICY COMMITTEE OF COUNCIL *Introduction/ Public Hearing/Vote*

In review of council committees it was found that terms for this committee expired December 31, 2015. First term committee members were Carol Van Deest, Cheryl Robertson, and Sean Stanearth and all have expressed interest for reappointment. There was no other interest.

Public hearing: No one spoke for or against the resolution.

**MOTION:** To approve Res 2016-06 with reappointment of members Carol Van Deest, Cheryl Robertson and Sean Stanearth and Lewie Main as an alternate.

Mr. Van Gundy said that he would like to see the terms staggered so that not all three members drop off at the same time; which led to a larger conversation that all committees should be staggered. Mr. Lenner asked that this resolution be approved tonight as is and then staff can draft one resolution to adjust all committees to staggered terms.

Moved: Sharon Hendren

Second: Ben Lee

Sharon Hendren;	Y
Sean Stanart;	Y
Bill Van Gundy;	Y
Lewie Main;	Y
Ben Lee;	Y
Cheryl Robertson;	Y

Pass 6-0

**DISCUSSION:** Johnstown Park & Recreation Advisory Committee

Mr. Lenner included a prospectus for the committee in the packet and said that he had received interest from Bill Van Gundy, Carol Van Deest and Ben Lee. Legislation to form the committee and make appointments will be drafted for next meeting.

**OTHER BUSINESS**

1. Having a public or online auction was discussed for surplus items from all departments
2. Lash Chevrolet signs; check status with Law Director
3. Still awaiting pricing on the crosswalk curb ramps
4. Recommendation to keep the exit for fire trucks from being blocked; a section of Oregon Street in front of the firehouse is to be marked for a "no stopping" zone when waiting on the light at 62 and Oregon.
5. Recommendation that entrances to town are marked with signs that read "zoning strictly enforced"; to be reviewed by the Safety and Service Committee.

**ADJOURNMENT:** There being no further business to come before Council, Mayor Stanart moved to adjourn, Ms. Robertson seconded and all were in favor:

Thereupon, the meeting adjourned at 8:19 p.m.

RESPECTFULLY SUBMITTED



Teresa Monroe, Clerk of Council

APPROVED AS PRESENTED



Mayor Sean Stanart



**Finance Director's Report to Council  
January 19, 2016**

1. Total 2015 Income Tax revenues collected was \$1,308,795. 2014 collections were \$ 1,251,000 and 2015 budget was \$1,225,000.
2. Ohio Checkbook & Open Gov. Our Village is now on OhioCheckbook.com (<https://johnstown.ohiocheckbook.com>) Expenditure data from 2010-2014 is now available for public viewing. A representative of OpenGov, the OhioCheckbook program developer, will join us on Tuesday, February 16 during regular Council Meeting to present some highlights about OhioCheckbook as well as their private budgeting tool to see if we would be interested in subscribing to the regular OpenGov services.
3. 2015 Year-End & 2016 New Year. I have been busy closing both the Payroll and Financial systems for 2015 and opening 2016. I am preparing for the 2014-2015 audit which will occur summer 2016. The majority of my time now is being spent with year-end reporting & filings for various agencies, cities, & other entities.

Please feel free to see me with any questions or concerns.

***Dana Steffan, CPA***  
Finance Director

*Jim Lenner*  
*Village Manager*

*Jack Liggett*  
*Service Director*

*Dana Steffan*  
*Finance Director*

*Don Corbin*  
*Chief of Police*



*Sean Stanearth*  
*Mayor*

*Council Members*  
*Ben Lee*  
*Sharon Hendren*  
*William Van Gundy*  
*Lewis Main*  
*Cheryl Robertson*  
*Carol Van Deest*

**599 South Main / P.O. Box 457**  
**Johnstown, OH 43031**  
**(740) 967-3177 tel. / (740) 967-3519 fax**  
**[www.johnstownohio.org](http://www.johnstownohio.org)**

## December Council Report

### Water

- 1) 13.395 million gallons produced.
- 2) Max day .517 million gallons.
- 3) Minimum day .381 million gallons.
- 4) 27 turn offs for non-payment.
- 5) Repaired water line on Kasson St. that was reported in our leak detection survey.
- 6) Repaired a second leak on Kasson St. of a service line.
- 7) Completed Annual fire hydrant flushing.
  - A) During the inspection several hydrant in need of repair were found
  - B) 1 hydrant was discovered to no longer be attached to a water source. We have meet with the owners of the property (Chimes Terrace) who are still under a construction warranty and are working with their contractor to get the hydrant returned to service.
- 8) Lime sludge was hauled to local farmers field a land applied for beneficial use.

### Wastewater

- 1) Total flow 21.713 million gallons.
- 2) Max day 2.348 million gallons.
- 3) Minimum day .327 million gallons.
- 4) Received and installed repaired pump for main raw pit.
- 5) Repaired motor on grinder in headwork's building.
- 6) Sanitary sewer on the corner of Pratt and Kasson repaired.
- 7) Quarterly maintenance of hot spots.
- 8) Responded to 1 blocked sewer and 2 odor complaints.
- 9) Employee Matt Cain gave two weeks notice; we are currently in the interview process.

### Street

- 1) Continued repairing holes with cold patch around the village.
- 2) Maintenance was preformed on all snow plowing vehicles in preparation of winter weather.

# Johnstown Police Department



Chief of Police  
Don Corbin

599 S. Main Street  
P.O. Box 457  
Johnstown, Ohio 43031

Phone 740-967-0911  
Fax 740-967-6415

## Police Dept Info and Stats For December 2015

We were dispatched to 215 calls of which 122 of them were 2 officer calls

We had a total of 1020 calls for service

There were 88 traffic stops

There were a total of 12 accidents

Our officers were in training a total of 48 hours

We handled 9 calls to assist Licking County Sheriff's Office

We responded to 11 Burglary Alarms

Officers were served with 17 subpoenas equal to 51 man hours

A total of 35 crimes were committed

### December Info

- Conducted a tour and safety talk with 14 kids and their parents (See photo)
- See photo of drugs and drug paraphernalia taken out of an apartment on an overdose call.
- Received an anonymous call concerning speeders on Lakeview Dr. Officers conducted stationary radar patrols on 3 separate days clocking a total of 74 vehicles that averaged 26 mph, one vehicle cited for a stop sign violation.
- The Police Dept will be a host agency for a High School Senior involved with the Law Enforcement Internship Program from the Delaware County Career Center. This will be the second student from the Delaware County Career Center that has chosen our Police Dept to complete their internship with. We just recently completed another internship program involving a college student from the Central Ohio Technical College Law Enforcement Program.

# VILLAGE MANAGER'S REPORT TO COUNCIL

January 19, 2016

## Council Committee and Commissions

The Planning & Zoning Commission – Met on January 7th to discuss a variance to allow a house to be built within the required five foot setback. The property pin was incorrectly set by a previous surveyor. The variance request by the homebuilder was denied.

Economic Development Committee – Met on January 14th to discuss the direction of our economic development activities including an evaluation of potential partners for a new business park, marketing materials, updating the content of our website, retention visits to businesses, and domestic and international recruiting trips with Columbus 2020 and GROW Licking County.

Finance Committee – No report.

Safety & Service Committee - No report. A meeting will be scheduled to review CIP roadway projects.

Rules Committee - No report.

Personnel Board of Review - No Report.

School Liaison Committee - No report. Meeting on January 6 was cancelled due to our oaths of office ceremony.

Western Licking County Planning Accord – The working group (staff) met last week to discuss the findings of the first meeting and direction of the group. The Elected officials group will meet February 1st.

## Economic Development

Future Business Park – The property owner has not rejected nor accepted the Port Authority's purchase offer.

Harrison Road East - The proposed Harrison Road East development in the Harrison Road/Jug Street/Mink Street area. The proposal shows over 2.4 million square feet within 20 buildings. This project area is within Jersey Township but seems to be heading for annexation to New Albany. This is also the location of the new Mink Street/161 interchange.

## Private Development

Leafy Dell Phase 5.2b –Eight items remain on the final inspection completion list.

Leafy Dell Phase 6 – Resolution #XX-2016 accepts the public improvement with a one year warranty.

## Capital Improvement Projects

Raccoon Creek Pedestrian Bridge – The project is complete and walk through been completed. We are waiting on final costs for the project but we believe they will be around the bid price meaning a savings of \$60,000 to the Village.

US 62 Two Way Left Turn Lane – We will be meeting with the utility companies in late January to discuss the possibility of moving their facilities and how that will affect right of way.

Jersey Street - We have received word from two of the remaining 11 property owners that would like to sign the paperwork.

Concord Road I & II – The project is wrapped up for the winter season. As of January 14, the CenturyLink box had not been moved.

Johnstown Bypass - During the LC Transportation Improvement District (TID) Board meeting today, we briefly discussed the idea of Johnstown bypass. I noted the increased amount and severity of crashes from the County line to Utica as well as the amount of traffic on a daily basis (+/- 16,000 vehicles).

The 2006 Village Strategic Plan states:

*For improved access, the Plan recommends the extension of Beech Road northward from SR 161 to SR 37. This new connection will serve as a bypass to downtown, ease congestion and open up more land for economic development. An east/west connector is also proposed north of downtown from Rayner Road west to SR 37. This new roadway will provide another access route to the current industrial park northeast of town and will serve as another bypass.*

I am not 100% sure that is the best route but worth a discussion. Knowing how long it took Cherry Valley to be funded, don't expect this to happen in the next ten years. However, if we want it to happen, we need to start talking now.

Oregon/Williams Storm Sewer Replacement - We are waiting on an announcement from OPWC District 17 as to who will receive funding. We applied for a 0% loan for the entire project valued at \$135,000.

### Administration

I will be serving as vice-chair for the Licking County Transportation Improvement District and GROW Licking County Community Improvement Corporation for 2016. I was also recently appointed to Explore Licking County (formerly Licking County Convention and Visitor Bureau) Board of Directors.

I am working with the department directors for 2016 departmental goals. I will forward those to you when completed.

The Village Engineer, Service Director and myself will be evaluating different roadway project on January 18. We will make a recommendation to the the Safety and Service Committee in the near future.

Nate Strum, the new economic development director, of GROW Licking County will be presenting to Village Council on February 2nd.

Respectfully Submitted,

Jim Lenner