



**Village of Johnstown  
Regular Council Meeting Minutes  
Tuesday, March 1, 2016**

**CALL TO ORDER:** Mayor Sean Staneart Called to Order the Village of Johnstown Regular Council Meeting for Tuesday, March 1, 2016 at 6:32 p.m.

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

**IN ATTENDANCE – STAFF:** Jim Lenner-Village Manager, Dana Steffan-Finance Director, Jack Liggett-Service 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 and son, Robert Roberts

**INVOCATION:** Invocation given by Councilman Lewie Main

**PLEDGE OF ALLEGIANCE**

**MOTION TO AMEND AGENDA:** Councilman Van Gundy moved to make item #9 Executive Session - discussion on purchase of real property, to include Council members, Village Manager, and Service Director with no action after. Ms. Hendren seconded and the vote was as follows:

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

Pass 7-0

**ACTION ON MINUTES:** February 16, 2016

**MOTION:** To approve as written

Moved: Sean Staneart

Second: Sharon Hendren

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

Pass 7-0

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

### **COUNCIL COMMITTEE REPORTS**

**Economic Development:** Mr. Lenner has been working with the committee to draft JEDC marketing material in an effort to have readily available to whoever wants them for business attraction and retention; the marketing material touches on fast facts for Johnstown, business park, Community Reinvestment Areas (CRA), transportation, infrastructure, and utilities.

**Finance:** See Manager report attached

**Safety and Service:** Cost evaluations continue for phase I of the Jersey Street project, will have some numbers after meeting with the engineers tomorrow.

**Rules:** Still working on the review of the Council Rules of Procedure, nothing new to report.

**Personnel Board of Review:** Council members are working on the Village Manager review, Mr. Van Gundy said that he would like the review process wrapped up by the end of May. Mayor Stanearth asked for Executive Session to be added to the agenda for the first meeting in May.

**School District Liaison:** Last met in February and talked about the school building projects, nothing new to report at this time.

**Parks and Recreation:** Nothing to report, the first meeting of this committee will be tomorrow.

**DIRECTOR REPORTS:** Attached to these minutes

- a. Service
- b. Manager

\*Discussed during Service Director Report was the possibility of checking into insurance on lift station pumps and facility security.

### **LEGISLATION**

The following Ordinances 04-2016 through 07-2016 were introduced at last meeting and reflect a change to how the village allocates water and sewer revenues; this will not raise the current

rate charged to residents. The allocation percentages will be evaluated annually and be adjusted based on changing debt payments.

**A. ORDINANCE NO. 04 – 2016** AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN, OHIO IN ORDER TO SET WATER SERVICE RATES CHARGED BY THE VILLAGE OF JOHNSTOWN. *Introduction/First reading February 16, 2016 ~Second reading/ Public Hearing/Vote*

**Public Hearing:** No public spoke for or against the ordinance

**MOTION:** To approve Ordinance 04-2016

Moved: Lewie Main

Second: Cheryl Robertson

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

Pass 7-0

**B. ORDINANCE NO. 05 – 2016** AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN, OHIO IN ORDER TO SET WATER DEBT SERVICE RATES CHARGED BY THE VILLAGE OF JOHNSTOWN *Introduction/First reading February 16, 2016 ~ Second reading/ Public Hearing/Vote*

**Public Hearing:** No public spoke for or against the ordinance

**MOTION:** To approve Ordinance 05-2016

Moved: Sean Stanearth

Second: Lewie Main

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

Pass 7-0

**C. ORDINANCE NO. 06 – 2016** AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN, OHIO IN ORDER TO SET SEWER SERVICE RATES CHARGED BY THE VILLAGE OF JOHNSTOWN

*Introduction/First reading February 16, 2016 ~ Second reading/ Public Hearing/Vote*

**Public Hearing:** No public spoke for or against the ordinance

**MOTION:** To approve Ordinance 06-2016

Moved: Sharon Hendren

Second: Carol Van Deest

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

Pass 7-0

**D. ORDINANCE NO. 07 – 2016** AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN, OHIO IN ORDER TO SET SEWER DEBT SERVICE RATES CHARGED BY THE VILLAGE OF JOHNSTOWN

*Introduction/First reading February 16, 2016 ~ Second reading/ Public Hearing/Vote*

**Public Hearing:** No public spoke for or against the ordinance

**MOTION:** To approve Ordinance 07-2016

Moved: Sharon Hendren

Second: Ben Lee

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

Pass 7-0

**E. ORDINANCE NO. 08-2016** AN ORDINANCE AMENDING SECTION 1155.03, "CONDITIONAL USES," OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN.

*Introduction/First reading February 16, 2016 ~ Second reading/ Public Hearing/Vote*

This ordinance would amend section 1155.03 under zoning district GCC-1 to allow single or multi-family second story residential above commercial as a conditional use. Mr. Lenner included a staff report and answered questions brought up at last meeting regarding conditions. It was determined that specific conditions may not be written into this section but conditions and standards may be added under a section in chapter 1131 conditional use. The staff report

included an example of general standards for conditional uses that could be added to Johnstown's zoning code. Council recommended that the Planning and Zoning Commission review the example and requested a separate ordinance to amend section 1131 of the zoning code to list the criteria/general standards for conditional uses.

**MOTION:** To **table** Ordinance 08-2016

Moved: Sean Staneart  
Second: Bill Van Gundy

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

Pass 7-0

The following Ordinances 09-2016 through 12-2016 will authorize the Village Law Director's office to file a complaint for appropriation and to utilize the quick-take procedures according to the Ohio Revised Code in the event that negotiations with the property owners are unsuccessful. The Law Director requests passage by emergency to forgo the thirty day wait and make the legislation effective upon passage.

**F. ORDINANCE NO. 09-2016** AN ORDINANCE TO APPROPRIATE .003 PERMANENT FEE SIMPLE RIGHT OF WAY, .010 ACRE, MORE OR LESS, PERMANENT EASEMENT, AND .003 AND .006 ACRE, MORE OR LESS TEMPORARY CONSTRUCTION EASEMENTS FROM SCOTT BABBS, FROM THE PROPERTY LOCATED AT 217 SOUTH MAIN STREET FOR THE JERSEY STREET IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY.

***Introduction/First reading***

The Public Hearing will be March 15, 2016

**G. ORDINANCE NO. 10-2016** AN ORDINANCE TO APPROPRIATE .004 ACRE, MORE OR LESS, PERMANENT EASEMENT, AND .001 ACRE, MORE OR LESS TEMPORARY CONSTRUCTION EASEMENT FROM COREY APPERSON, FROM THE PROPERTY LOCATED AT 74 WEST JERSEY STREET FOR THE JERSEY STREET IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY. ***Introduction/First reading***

The Public Hearing will be March 15, 2016

**H. ORDINANCE NO. 11-2016** AN ORDINANCE TO APPROPRIATE .003 ACRE, MORE OR LESS, PERMANENT EASEMENT, AND .003 ACRE, MORE OR LESS TEMPORARY CONSTRUCTION EASEMENT FROM YODERS, FROM THE PROPERTY LOCATED AT 33 WEST JERSEY STREET FOR THE JERSEY STREET IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY. ***Introduction/First reading***

The Public Hearing will be March 15, 2016

**I. ORDINANCE NO. 12-2016** AN ORDINANCE TO APPROPRIATE .003 ACRE, MORE OR LESS, PERMANENT EASEMENT, AND .005 ACRE, MORE OR LESS TEMPORARY CONSTRUCTION EASEMENT FROM NEIBARGERS, FROM THE PROPERTY LOCATED AT 175 WEST JERSEY STREET FOR THE JERSEY STREET IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY. *Introduction/First reading*

The Public Hearing will be March 15, 2016

**J. ORDINANCE NO. 13-2016** AN ORDINANCE AMENDING ORDINANCE 25-15, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *Introduction/First reading*

Service Director Jack Liggett said this \$40,000 expenditure was not planned for; two pumps at the Leafy Dell lift station failed. One pump was able to be repaired and the other had to be ordered. The Public Hearing will be March 15, 2016.

**K. ORDINANCE NO. 14-2016** AN ORDINANCE AMENDING ORDINANCE 25-15, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS  
*Introduction/Public Hearing/Vote*

Police Chief Corbin has prepared a grant application to secure up to \$100,000. The Village will submit \$20,000 with the application and will receive the money back if grant money is not awarded. The Government Safety Capital Grant is from the State of Ohio and is to be used by emergency personnel for equipment, vehicles, facilities etc. to provide and enhance public safety.

**Public Hearing:** No public spoke for or against the ordinance

Finance Director and Manager request Council waive the second reading for immediate passage so the check can be submitted with the grant application.

**MOTION:** To waive the second reading for Ordinance 14-2016

Moved: Sharon Hendren

Second: Carol Van Deest

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

Pass 7-0

**MOTION:** To approve Ordinance 14-2016

Moved: Bill Van Gundy

Second: Ben Lee

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

Pass 7-0

**L. RESOLUTION NO. 2016-09** A RESOLUTION TO SUPPORT AND PARTICIPATE IN THE SECOND PHASE OF THE PLANNING PROCESS FOR THE WESTERN LICKING COUNTY ACCORD. *Introduction/Public Hearing/Vote*

**Public Hearing:** No public spoke for or against the resolution

**MOTION:** To approve Resolution 2016-09

Moved: Sean Stanearth  
Second: Cheryl Robertson

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

Pass 7-0

**M. RESOLUTION NO. 2016-10** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH LAYTON, INC. FOR THE WEST JERSEY STREET PHASE 1 IMPROVEMENT. *Introduction/Public Hearing/Vote*

Sealed bids for Phase I of the West Jersey Street improvements project were opened on February 10, 2016; Phase I is from Main Street to just past Anna Way. Staff and Village Engineer recommendations are to accept the base bid plus alternate number one from Layton Inc. for a total project cost of \$883,440.00; the engineer's estimate was \$990,000.

**Public Hearing:** No public spoke for or against the resolution

**MOTION:** To approve Resolution 2016-10

Moved: Bill Van Gundy  
Second: Carol Van Deest

Sharon Hendren; Y  
Sean Stanearth; Y

Bill Van Gundy; Y  
Carol Van Deest; Y  
Lewie Main; Y  
Ben Lee; Y  
Cheryl Robertson Y

Pass 7-0

**EXECUTIVE SESSION:** Discussion; purchase of real property

**MOTION:** Mayor Stanearth moved to enter Executive Session for the purpose of discussing real property purchase and requested the presence of members of Council, Village Manager Jim Lenner, Service Director Jack Liggett, and Finance Director Dana Steffan. Mr. Van Gundy seconded and the vote was as follows:

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

Pass 7-0 Start time: 8:20 pm End time: 9:00 pm

**ADJOURNMENT:** There being no further business to come before Council, Mr. Main moved to adjourn, Ms. Hendren seconded and the vote was as follows:

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

Thereupon, the meeting adjourned at 9:05 p.m.

RESPECTFULLY SUBMITTED



Teresa Monroe, Clerk of Council

APPROVED AS PRESENTED



Mayor Sean Stanearth

*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)**

## January Council Report

### Water

- 1) 13.175 million gallons produced.
- 2) Max day .499 million gallons.
- 3) Minimum day .379 million gallons.
- 4) 48 turn offs for non-payment.
- 5) Completed annual ODNR well usage report.
- 6) Restarted installing new meters in homes reading in 1000's.

### Wastewater

- 1) Total flow 16.3 million gallons.
- 2) Max day .947 million gallons.
- 3) Minimum day .361 million gallons.
- 4) Received 2-week notice from employee Matt Cain.
- 5) Interviewed new employees for Matt Cain's position.
- 6) Testing of upstream, effluent, and downstream water quality was performed by Great Lakes Environmental and our staff. Preliminary results show that we have a low ammonia impact on the stream.

### Street

- 1) Continued repairing holes with cold patch around the village.
- 2) Employee Mike Cain retrieved a lost ring in a storm catch basin for a village resident.
- 3) Reclaimed ground in Rolling Meadows and Hannah's park yards.
- 4) 7 after hour call ins for plowing snow and spreading salt
- 5) Final inspection and acceptance of utilities at Leafy section 6.
- 6) Replaced detector cards at Coshocton St. and Wendy's intersection.

*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)**

## February Council Report

### Water

- 1) 30 turn offs for non-payment.
- 2) Continued installing new meters in homes reading in 1000's.
- 3) Completed yearly maintenance on high service pumps.
- 4) 40 hours of training for Jaime Sarnes.
- 5) Hauled lime to be applied to farmers field.

### Wastewater

- 1) Completed annual sludge report for EPA.
- 2) Hired new employee Jaime Sarnes.
- 3) 1 leg of power was lost at Leafy Dell lift station. This caused both of the pump motors to overheat and must be rebuilt. An estimated total expense of \$40,000 to repair both of the pumps and buy a pump to install immediately.
- 4) 40 hours of training for Jaime Sarnes.

### Street

- 1) Continued repairing holes with cold patch around the village.
- 2) Street sweeping has been to all major developments to clean.
- 3) Performed smoke testing from Main St. to Williams St. to confirm legal hookups to the storm sewer system.
- 4) Dye tested from Main St. to Williams St. to confirm legal hookups to the sanitary sewer system.
- 5) Dye tested homes near Annaway and Jersey to confirm legal hookups to the sanitary sewer system.

# MANAGER REPORT TO COUNCIL

March 1, 2016

Prepared by Jim Lenner, Village Manager

## Council Committee and Commissions

The Planning & Zoning Commission – Met on February 17th to begin the review of the draft zoning ordinance. The review will continue over the next two to three months.

Economic Development Committee – The committee is currently working on one page marketing sheets for distribution to prospective manufacturers looking to locate to the Village. The handouts will also be given to the staff at GROW Licking County for distribution to any potential clients and site selectors. Final copies of the marketing material will be complete before April 1st.

Finance Committee – Met on February 16th. discussion included future revenue generation and wish list for items currently lacking in the village. We discussed scenarios of A potential income tax increase. We also looked at year end 2015 financial statements with a comparison to 2014 and the future look to 2016. Ben Lee was elected Chair of the committee.

Safety & Service Committee - Met on February 9th to discuss 2016 roadway maintenance projects. No decisions have been made and we are currently evaluating costs for various projects. Ben Lee was elected Chair of the committee.

Rules Committee - Met on February 8th to review the Council rules and procedure draft. The review will be complete in March. it will be forwarded to Council for approval. Lewie Main was elected chair of the committee.

Personnel Board of Review - No Report.

School Liaison Committee - Met on February 1st. We discussed the current elementary school project and various other development potential in the village as well.

Western Licking County Planning Accord – The first phase of the Accord is complete. A resolution will be presented tonight to continue on with the Accord. A staff report is included.

## 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.

Atrium Building - We have a client taking a very diligent look at the facility. A request for information was submitted too JobsOhio on behalf of the Village By GROW Licking County. No further information is available at this time.

GROW Licking County - Councilman Bill Van Gundy and I attended the investor breakfast on February 24th. Apeks Supercritical was highlighted in the 2015 annual report published by GROW Licking County.

## Private Development

Although nothing concrete we believe there will be a new auto parts store and bank constructed in 2016. Both projects will have to go through the architectural review process with the Planning and Zoning Commission.

## 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 met with utility companies and design engineer on the project. There is concern about the cost to relocate utilities. If we have to purchase private property for location of the utilities then the project may not go forward. Hopefully within the next 30 days we will have answers from the utility companies as to whether or not they can stay within the existing or future 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 – Once the weather breaks this spring the final layer of asphalt will go Down and the sidewalks will be completed.

Johnstown Bypass - No further discussion has taken place.

Oregon/Williams Storm Sewer Replacement - We are waiting on a formal announcement from OPWC District 17 as to who will receive funding. We have received confirmation from the county that we will receive funding. We have begun the process to design the storm sewer and will begin to notify property owners when the design is complete.

### Administration

We will be taking a tour of the village Friday at 1 p.m. to look at the potential capital improvement projects for 2016 and the water and wastewater facilities for any council members.

2016 CDBG Grant Application - I received notice of the 2016 Community Development Block Grant application process. As part of the application process, you must qualify as low to moderate income (LMI) based on US Census data. We have two areas that should qualify based on data supplied by the Licking County Planning Commission. The Rolling Meadows neighborhood qualifies based on block group data. Block Group #1 and Block Group #5 are over 50% LMI. The benefit of being designated as LMI is the ability to submit a competitive grant application for qualifying projects.

I would like to submit an application for the Rolling Meadows neighborhood including but not limited to park improvements. There is work to be done but I believe we can be competitive and show the justification for the request.

There are two funding sources: (1) an outright grant of \$250,000 for all projects within the County and (2) three competitive grant applications.

Of the three grant applications is the Neighborhood Revitalization program which funds up to \$500,000 for improvement of the quality of life, livability and functionality of distressed residential areas. We must submit three activities of which could be curbs/sidewalks, storm drainage, and park improvements.

Respectfully Submitted,

Jim Lenner