



**Village of Johnstown
Regular Council Meeting Minutes
Tuesday, May 3, 2016**

CALL TO ORDER: Mayor Sean Stanearth Called to Order the Village of Johnstown Regular Council Meeting for Tuesday, May 3, 2016 at 6:33 p.m.

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

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

IN ATTENDANCE – PUBLIC: Mike Mooney, Andy & Kristen Joseph and family, Jim Joseph, Keith Ryan, Marla Kuhlman – Johnstown Independent, Ryan Green, Yvonne Rose

INVOCATION: Invocation given by Councilman Lee.

PLEDGE OF ALLEGIANCE

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

INVITED GUEST COMMENTS:

1. American Legion Post 254 Commander Preston Hale was unable to attend as planned. Mr. Lenner said the Legion 1) is proposing to move the cemetery flag pole to the other side 2) would like to add on a vestibule to the building entrance 3) request that the 62 side gate be kept closed
2. Auctioneer Mike Mooney was present to review procedures for the June 11, 2016 Village surplus auction and answer any questions from Council. Mr. Mooney will provide the clerk and cashier; the village will provide the labor.

PRESENTATION/DISCUSSION: Donation of public land - Andy Joseph

Andy Joseph, Local business owner (Apeks Supercritical) was present as a member of the community proposing an opportunity for the creation of a Johnstown Community Sports Complex and is offering to donate land (approx. thirty acres) to be used in creating the joint recreational complex. The land donation would be contingent upon the community approving funding on an ongoing basis to cover the initial construction for fields and facilities and for ongoing operating expenses; his recommendation would be to establish a Parks and Rec department. Mr. Joseph provided council members and staff with a location map and design

concept drawings with possible sports field configurations. Jim Joseph discussed the history and formation of Bevelhymer Park in New Albany and talked with council about possible first steps of forming a joint political body and tax levy steps. Further discussions will take place with the Park and Recreation Committee.

APPROVAL OF MINUTES: April 5, 2016

MOTION: To approve as written

Moved: Carol Van Deest

Second: Cheryl Robertson

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

Pass 6-0

COUNCIL COMMITTEE REPORTS

Finance: Chairman Ben Lee reviewed the 4/19/16 meeting; there was continued discussion of the costs for Opengov financial management system upgrade, the committee continues evaluation of the current village income tax structure, and tentative date for Licking County mobile mammography unit coming to Johnstown is June 11, 2016.

Safety and Service: Met 4/20/16; there was discussion on the timing of the State Routes 37 and 62 street lights and traffic flow through town, reviewed roadway projects, reviewed security costs for the water and wastewater facilities, looked at changes coming for the street signs and our multi-year plan budgeted, and brought out a street sweeping schedule.

Mr. Lenner said the State did place a camera at the intersection of State Routes 37 and 62 to capture a 24 hour loop traffic count. In looking at the traffic light timing our contractor found a splice in one of the wires that was causing signal issues and is being repaired.

The “bells” in the center of town were discussed; thoughts discussed were the color of the bells, adding a sign to warn semi drivers of wide turn needed, stop bars etc., and although they are currently causing some traffic difficulty, they are doing exactly what they are intended to do which is keeping trucks off of the sidewalks and away from pedestrians and our equipment.

Personnel Board of Review: Met on 4/21/16; the organizational plan was discussed in committee but in the absence of chair Bill Van Gundy the report is postponed.

School District Liaison: Met 5/3/16; Mayor Stanearth said they met tonight and items highlighted were discussion on the formation of a joint Park and Rec district and updates were given on school construction timelines.

Planning and Zoning: Met 4/20/16 and 4/25/16; Mayor Stanearth updated council on current zoning activity; the application for second story apartments downtown in the old American Legion space, the application was approved by the Planning and Zoning Commission.

Parks and Recreation: Next meeting 5/4/16

Economic Development: 5/5/16 meeting cancelled; will postpone meeting until June

Rules: No meeting scheduled

DIRECTOR REPORTS

Reports are attached to these minutes.

*Discussion not included with reports

a. Service

* Water testing for lead and copper was completed in 2015, it is done every three years and of the twenty homes required to be tested all were below action limits.

b. Manager

* Mr. Lenner discussed a plan to enact a Right of Way (ROW) program that would address the lack of responsiveness that certain utility companies have had to projects being completed within the village. An ordinance could be drafted enacting a program that would allow the village to collect fees from utility companies that use our right of ways; the fees could be used to recoup our costs of maintaining the right of way. In addition, there would be yearly registration fees paid by the utility as well as permit fees based on lineal feet of buried infrastructure. The utilities would be required to provide the village with yearly schedules of work planned and the village would have recourse if the schedules are not met.

*As the village grows we will be required to better monitor and maintain Storm water management within the village; a storm water utility fee may ultimately be added to the water bills.

*The Guiding Principles document will be reviewed by Council members beginning in June.

LEGISLATION

A. RESOLUTION 2016-13 A RESOLUTION AMENDING THE COUNCIL RULES AND PROCEDURE. *Introduction & Tabled 4/19/16; **Public Hearing/Vote***

MOTION: To remove Resolution 2016-13 from the table.

Moved: Lewie Main

Second: Cheryl Robertson

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

Pass 6-0

Council Discussion – Council members agreed all changes have been reviewed.

Public Hearing – There were no public comments for or against the Resolution.

MOTION: To approve Resolution 2016-13.

Moved: Lewie Main

Second: Cheryl Robertson

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

Pass 6-0

B. RESOLUTION 2016-15 A RESOLUTION TO ALLOW THE VILLAGE MANAGER TO PARTICIPATE IN OUTSIDE TEACHING ACTIVITIES *Introduction/Public Hearing/Vote*

Public Hearing – There were no public comments for or against the Resolution.

Council Discussion – Council member concerns were time commitment. Mr. Lenner said currently two students are enrolled and the time commitment is approximately 3-4 hours per weekend grading papers, it is a 10 week course.

MOTION: To approve Resolution 2016-15.

Moved: Carol Van Deest

Second: Cheryl Robertson

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

Pass 6-0

C. ORDINANCE 20-2016 AN ORDINANCE AMENDING ORDINANCE 25-15, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS *Introduction*

Introduction - Increases expenditures for the Rolling Meadows Park project by \$8000.00; a check was received by The Energy Cooperative for this amount as part of the match and even if we do not successfully get the grant we will get to keep the money.

D. ORDINANCE 21-2016 AN ORDINANCE AMENDING SECTION 191.013, "ALLOCATION OF FUNDS," OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN *Introduction*

Introduction – Based on Finance Committee discussions changes were drafted for codified ordinance section 191.013 Allocation of Funds.

Mr. Main stated that he opposes the wording "at least" 28% as he feels it could be set too high; Mayor Stanearth is concerned the 28% is not high enough; Ms. Robertson stated she would not like to see the percentage go below the 28%. Mr. Lenner said that Council would see and manage the percentage every year in the budget.

E. ORDINANCE 22-2016 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN SECTION 901.02 REGARDING SIDEWALKS

Introduction

Introduction – Village Codified Ordinances state sidewalk width should be four feet and ADA standards currently mandate five feet. Wording was also added to allow for Shared use paths. Council further requested restrictions on color and use of pavers.

ADJOURNMENT: There being no further business to come before Council, Councilman Main moved to adjourn, Ms. Robertson seconded and all were in favor, motion passed 6-0.

Thereupon, the meeting adjourned at 8:49 p.m.

RESPECTFULLY SUBMITTED

APPROVED AS PRESENTED



Teresa Monroe, Clerk of Council



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*

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April Council Report

Water

- 1) 30 turn offs for non-payment.
- 2) Hauled lime to farmer's field for beneficial use.
- 3) Purchased a new lime silo pump as a part of the 2016 CIP budget.
- 4) Assisted Layton with Jersey St. water line service saddles.
- 5) Well # 2 has had an electric failure and will be replaced by a new pump.
- 6) 1 after hour call in for water quality issues that were identified as the homeowners responsibility.
- 7) A leaking water service in Kyber Run was repaired.

Wastewater

- 1) Annual cleaning of digesters is underway as well as replacement of diffuser socks.
- 2) The PLC output at the raw inlet screen went bad and was replaced.
- 3) Pressed bio solids were hauled to farmer's field for beneficial use.
- 4) U.V. bulbs have been installed for summer use.

Street

- 1) Continued repairing holes with cold patch around the Village.
- 2) Street sweeping is on its regular schedule around the Village.
- 3) The regraded streets for micro seal and onyx coatings have been approved by the safety service committee and are currently being scheduled for work
- 4) A new catch basin has been installed on N. Oregon St.
- 5) Ditch work has been completed on one side of Commerce Blvd. and we have begun working on the other side.

*Jim Lenner
Village Manager*

*Jack Liggett
Service Director*

*Dana Steffan
Finance Director*

*Don Corbin
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Street Sweeping Schedule

The street sweeper will be working on the following schedule until the weather no longer allows.

Week 1 - Kyber Run and Rolling Meadows

Week 2 - Concord Crossing East, West and, Road

Week 3 - Leafy Dell

Week 4 - Miscellaneous Streets

- South Kasson
- Williams
- Oregon
- Clark
- Buena Vista
- 62 in front of Kroger
- Pratt
- Phallen
- Commerce
- Ford
- East Maple
- Post Office Alley
- Municipal parking lot

Every Saturday – Coshocton Street from Ford to Meadow Lane

Every Sunday - Main Street from Jersey to Edwards

MANAGER REPORT TO COUNCIL

May 3, 2016

Prepared by Jim Lenner, Village Manager

Council Committee and Commissions

The Planning & Zoning Commission – The Commission met on April 25th to consider a conditional use permit for 44 S. Main Street. The applicant was granted approval to renovate the upper floor to four residential units.

School Liaison Committee – Will meet May 3rd at 5:00pm.

Personnel Board of Review – Met on April 21st to discuss my plan for reorganization. The plan was recommended for approval 2-1.

Economic Development

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

Private Development

I have been told the Rice property has fallen out of contract and is back on the market.

Capital Improvement Projects

Raccoon Creek Pedestrian Bridge – We haven't received word on the amount of money to be returned to the Village.

US 62 Two Way Left Turn Lane – Spoke to Randy Comisford on April 28th. ODOT believes the project's ROW cost will land in the Village's commitment of \$100,000. He will send Phase II contract for Village to review then send to ms consultants.

Jersey Street – Work has progressed quickly. The road and sidewalks have been rough graded and traffic signals removed.

Concord Road I & II – Once the asphalt plant opens 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

ODOT has placed a camera at the US 62/SR 37 intersection to count traffic over a 24 hour period. This is the first of many steps to help alleviate traffic build up in the center of town. Our traffic control contractor found a splice in a wire that connects the two downtown signals. The ODOT plan does not show a splice and therefore we never searched for one. However, during further investigation, we found the splice and hope to have it replaced by May 1.

Traffic Calming Bell – Unless otherwise directed, I plan to keep the bell at the NW corner of 62/37. There has been a surge in tractor trailers hitting it in the past 30 days. It has been indicated to us that some trucks are avoiding the weigh station on I-71 by coming through Sunbury and Johnstown.

Ben Lee and I will be attending the MORPC State of the Region Address on May 6th.

I completed drafting new job descriptions and organizational plan to better utilize the strengths of our administration staff. I have a meeting May 4th with our labor attorney to ensure the plan complies with all labor laws as well as for future city status.

Below is a list of items that will be receiving revisions or other attention in the coming months:

1. Implementation Economic Development Plan
2. Revise and Implement 2012 Land Use Strategic Plan
3. Investigate the Creation of Park & Rec District
4. Adoption of Revised Zoning Ordinance
5. Adoption of Property Maintenance Code
6. Investigate the Creation of Voluntary Sidewalk Replacement Program

Our Administrative Assistant/Billing Clerk position has been filled by Lora Cain who is currently being trained by Teresa.

Respectfully Submitted,

Jim Lenner
Village Manager