Village of Johnstown
Regular Council Meeting Minutes
Tuesday, May 17, 2016

CALL TO ORDER: Mayor Sean Staneart Called to Order the Village of Johnstown Regular Council Meeting for Tuesday, May 17, 2016 at 6:38 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 – Manager, Jack Liggett-Service Director, Newt Long-Service, Don Corbin-Police Chief, Jim Blair – Zoning Inspector, Dana Steffan- Finance Director, Teresa Monroe-Clerk of Council

IN ATTENDANCE – PUBLIC: Preston Hale – Commander; American Legion Post 254, Roger Rogers, Marla Kuhlman – Johnstown Independent,

INVOCATION: Invocation given by Councilman Main.

PLEDGE OF ALLEGIANCE

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

INVITED GUESTS:

1. Preston Hale – Commander; American Legion Post 254

a. Seeking Council approval to construct a new entrance and add a vestibule to the American Legion Post 254 building. A sketch of the new entrance was presented.

b. Mr. Hale is also with the Licking County Emergency Response Team and is working on getting the Johnstown post certified as a disaster response post which will give them national recognition. They will begin a public Disaster Response and Preparedness program that is sponsored and taught by Licking County Ohio Emergency Management, the program will be open to the public as well. Mayor Staneart offered a resolution of Council support.

MOTION: Councilman Van Gundy moved that Council give the American Legion permission to do the alterations to the building at 180 Maple Street. Councilwoman 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

APPROVAL OF MINUTES: April 19, 2016

MOTION: To approve as written

Moved: Carol Van Deest
Second: Sean Staneart

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

Pass 7-0

CORRESPONDENCE – CVS request for liquor permit transfer

The Clerk of Council received a letter by email on May 13, 2016 from an attorney who practices alcohol beverage law requesting a class C1 and C2 liquor license transfer from another municipality to allow the CVS located at 797 W. Coshocton Street to sell carry out beer and wine. The letter stated that by law the transfer would only be allowed if the Village of Johnstown acknowledges in writing to the Ohio Division of Liquor Control that the transfer will be to an Economic Development project.

Mayor Staneart joined the audience and did not participate in discussion on this matter as a member of Council.

Council discussion conclusion was this is not an economic development project.

MOTION: To deny this request

Moved: Lewie Main
Second: Sharon Hendren

Cheryl Robertson	Y
Sharon Hendren;	Y
Sean Staneart;	A
Bill Van Gundy;	Y
Carol Van Deest;	Y

Lewie Main; Y
Ben Lee; Y

Pass 6-0 with one abstention

Mayor Staneart rejoined Council

COUNCIL COMMITTEE REPORTS

Parks and Recreation: Sharon Hendren reviewed the 5/4/16 meeting and said that Andy Joseph was at the meeting and there was continued discussion of the Johnstown Community Sports Complex concept and the formation of a Park and Rec district.

Finance: Ben Lee reviewed the 5/17/16 meeting; the committee continues evaluation of the current village income tax structure, and two work sessions of the committee have been scheduled for 5/31/16 and 6/14/16 both from 5:00-6:30

Safety and Service: Bill Van Gundy said the next meeting is tomorrow 5/18/16; there will be discussions on Safe Routes to Schools, the traffic signal at Leafy Dell and further review of security plans for the water and wastewater facilities.

Economic Development: meetings were postponed until June; nothing new to report

School District Liaison: Met 5/3/16; Updates given on school construction and parking. Fireworks will be July 3, 2016

Planning and Zoning: Nothing new to report, next meeting tomorrow 5/18/16 work session on the zoning update.

Rules: No meeting scheduled

Personnel Board of Review: Executive Session tonight.

DIRECTOR REPORTS

Reports are attached to these minutes.

a. Police
b. Finance

LEGISLATION

A. ORDINANCE 20-2016 AN ORDINANCE AMENDING ORDINANCE 25-15, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *Introduced May 3, 2016~* ***Public Hearing/Vote***

This is the $8000.00 grant awarded to the village from The Energy Cooperative's Operation Roundup and increases the budget for park equipment by that amount to be used for Rolling Meadows Park.

Public Hearing: No citizen comments were made either for or against.

No further Council discussion

MOTION: To approve Ordinance 20-2016 as written

Moved: Cheryl Robertson
Second: Carol Van Deest

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

Pass 7-0

B. ORDINANCE 21-2016 AN ORDINANCE AMENDING SECTION 191.013, "ALLOCATION OF FUNDS," OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN. *Introduced May 3, 2016~**Public Hearing/Vote***

This ensures that at least 28% of the general fund goes to the Capital Improvements Program. There was discussion on this at the introduction on May 3rd revolving around the "at least". There are concerns for council around a minimum or a maximum amount and how it relates to the budget process. The recommendation of Finance Committee is to table pending clarification.

MOTION: To table Ordinance 21-2016

Moved: Lewie Main
Second: Sean Staneart

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

Pass 7-0

C. <u>ORDINANCE 22-2016</u> AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN SECTION 901.02 REGARDING SIDEWALKS
*Introduced May 3, 2016~**Public Hearing/Vote***

Based on council comments from last meeting, changes were made to further address sidewalk material, color, thickness, and shared use paths.

Public Hearing: No citizen comments were made either for or against. Preston Hale discussed the function of a tool called a smart level used to measure slope percentage.

Council discussion: Councilman Main said without the Zoning Inspector having a copy of the ADA specs for a sidewalk he would **move to table** this. Mr. Lenner said we depend on our engineers for public projects and homebuilders for new home projects. Mayor Staneart said on private projects if with this legislation we are asking for sidewalks to be ADA compliant and we don't have a way to check or enforce requirements such as percent slope etc. we cannot ensure compliance. There was discussion on the smart level and other ways that compliance would be checked.

Motion on the table by Mr. Main is to table Ordinance 22-2016; there was no second.

Mayor Staneart moved to approve Ordinance 22-2016. It was noted for the record by Mr. Lenner that the village will button up the inspection process.

Second: <u>Chery Robertson</u>

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

Pass 7-0

D. <u>RESOLUTION 2016-16</u> A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO DRAFT AND SUBMIT WRITTEN FINANCIAL SUPPORT OF THE ROLLING MEADOWS REVITALIZATION PROJECT. ***Introduction/Public Hearing/Vote***

This allows the Village Manager to send a letter of financial support and committment to the County Planning Department for the Rolling Meadows Revitalization Project.

Public Hearing: No citizen comments were made either for or against.

Council discussion: Mr. Lenner said that he is working on gaining further contributions both financial and in-kind. There was council discussion on raising the village financial commitment of $35,000 in section one to $50,000. Council members ultimately left the original amount.

MOTION: To approve Resolution 2016-16 as written.

Moved: Carol Van Deest
Second: Sharon Hendren

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

E. RESOLUTION 2016-17 A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION CONTRACT FOR ROCK SALT. ***Introduction/Public Hearing/Vote***

This allows the Village to purchase 300 ton of rock salt for winter.

Public Hearing: No citizen comments were made either for or against.

Council discussion: Service Director Jack Liggett reported that the most salt we have ever used is 650 ton in a winter, there is currently 400 ton in storage.

MOTION: To approve Resolution 2016-17 as written

Moved: Bill Van Gundy
Second: Sean Staneart

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

F. RESOLUTION 2016-18 A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AGREEMENT WITH GGC ENGINEERS FOR THE CREATION AND IMPLEMENTATION OF A COMPREHENSIVE RIGHT OF WAY ORDINANCE AND FEE STRUCTURE ***Introduction/Public Hearing/Vote***

This is a $27,000 contract with a Gahanna engineering firm that has experience in right of way maintenance programs. The village will be able to charge fees to utility companies that use our

right of ways, we would charge a fee based on the amount of their infrastructure and how much we would need to maintain the right of ways.

Public Hearing: No citizen comments were made either for or against.

Council discussion: There is an upcoming ordinance that would appropriate the money out of the Budget Stabilization fund to get this started. Utility Companies will be charged an annual fee and this will be used to pay back this fund.

MOTION: To approve Resolution 2016-18 as written

Moved: Sean Staneart
Second: Ben Lee

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

Pass 7-0

G. RESOLUTION 2016-19 A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO EXECUTE AND FILE AN APPLICATION WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES REQUESTING FINANCIAL ASSISTANCE UNDER THE NATUREWORKS GRANT PROGRAM ***Introduction/Public Hearing/Vote***

Mr. Lenner said he is applying for all that he can get to go toward the Rolling Meadows Revitalization Project Grant. This application is due June 1, 2016

Public Hearing: No citizen comments were made either for or against.

MOTION: To approve Resolution 2016-19 as written

Moved: Cheryl Robertson
Second: Carol Van Deest

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

Pass 7-0

H. RESOLUTION 2016-20 A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF JOHNSTOWN APPROVING A JOB DESCRIPTION & SALARY RANGE FOR ASSISTANT VILLAGE MANAGER, PUBLIC SERVICE DIRECTOR, HUMAN RESOURCE DIRECTOR, ECONOMIC DEVELOPMENT DIRECTOR, FINANCE DIRECTOR, EXECUTIVE ASSISTANT AND PLANNER ***Introduction/Public Hearing/Vote***

Mr. Lenner said this will allow for an office reorganization concentrating efforts on Economic Development and future Strategic initiatives. The resolution adds job descriptions needed to prepare for city status.

Public Hearing: No citizen comments were made either for or against.

Council discussion: Ms. Van Deest expresses favor with the reorganization, Mr. Lee expressed that he has a hard time not giving the Village Manager the tools he is asking for in order to do his job, Mr. Main said that he is indifferent, this was just sent out last night and he has not had sufficient time to review.

MOTION: To approve Resolution 2016-20

Moved: Bill Van Gundy
Second: Carol Van Deest

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

Failed 4-3

I. ORDINANCE 23-2016 AN ORDINANCE AMENDING THE FEE CHARGED BY THE VILLAGE OF JOHNSTOWN FOR A CERTIFICATE OF APPROPRIATENESS. ***Introduction***

Reduces the fee charged by the Village for a Certificate of Appropriateness from $1,000.00 to $300.00.

J. ORDINANCE 24-2016 AN ORDINANCE AMENDING ORDINANCE 25-15, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS ***Introduction***

This increases the appropriation to the Budget Stabilization Fund by $27,000.00 for the purpose of the regulation of the Right of Way Program; passed with Resolution 2016-18.

MOTION: To waive the second reading of Ordinance 24-2016

Moved: Bill Van Gundy
Second: Cheryl Robertson

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

Pass 7-0

Public Hearing: No citizen comments were made either for or against.

MOTION: To pass Ordinance 24-2016

Moved: Bill Van Gundy
Second: Ben Lee

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

Pass 7-0

10. Other Business

a. Mayor Staneart called for a Special Council meeting May 23, 2016 at 6:30 p.m. If schedules will allow the time may be changed to earlier.

11. **MOTION:** To enter into Executive Session for the purpose of considering the employment of a public employee; with members of Council and the Village Manager. No action after.

Moved: Bill Van Gundy
Second: Sharon Hendren

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

Pass 7-0 Time: 8:35 pm

ADJOURNMENT: There being no further business to come before Council, Mayor Staneart moved to adjourn, Ms. Van Deest seconded and all were in favor, motion passed 7-0.

Thereupon, the meeting adjourned at approximately 9:30 p.m.

RESPECTFULLY SUBMITTED

Teresa Monroe, Clerk of Council

APPROVED AS PRESENTED

Mayor Sean Staneart

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 April 2016

We were dispatched to 257 calls of which 95 of them were 2 officer calls
We had a total of 1947 calls for service
There were 161 traffic stops
There were a total of 18 accidents
Our officers were in training a total of 16 hours
We handled 8 calls to assist Licking County Sheriff's Office
We responded to 13 Burglary Alarms
Officers were served with 4 subpoenas equal to 12 man hours
Total of 3 warrants served
A total of 23 crimes were committed

To: Josh Boudinot; Don Corbin

Good morning
I hope I am addressing this email to the correct people. I was involved in an accident last Friday in Johnstown on SR62. Officer Smart was dispatched and I would just like to say that he was one of the most helpful, polite and courteous people I have met in a long time. Thank you very much for people like Officer Smart.

THANK You
Kind Regards
Cornelis de Wit

To: Don Corbin

Hello,
As an employee at Atrium, I just wanted to thank the Johnstown Police for making their presence known after recent threats. It's been very reassuring.
I think the way you've approached this is perfect and could be a model of how to deal with these crazy situations, in other towns.
Thanks again!
Mark Zinn
Atrium employee

THANKS TO YOU

Village of Johnstown
Administrative Offices
www.johnstownohio.org

VILLAGE OF JOHNSTOWN, OHIO

599 S. Main Street
PO Box 457
Johnstown, Ohio 43031
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Finance Director's Report to Council
May 17, 2016

1. Tax Revenue. Total 2016 Income Tax revenues collected to-date is greater than 2015 to-date by $180,000. We have collected $674,000 so far in 2016.

2. Insurance on Pumps. There is no new information at this time. I have submitted the claim to our insurance company for the Leafy Dell lift station pumps and I am awaiting their review. Total cost of repairs = $32,810. More details will be provided as they become available.

3. Electronic Data storage. I will be gathering information about the cost and feasibility of the Village moving toward electronic data storage as opposed to manual data storage. I have a meeting on May 25 and will pass along the information gathered.

4. Real Property Tax Exemption application. There has been no decision at this time regarding the tax exemption application. If approved, we would save $3,215.66 annually. I will pass along the decision as soon as I have it.

5. Utility Billing Clerk/Administrative Assistant Search. We have hired Lora Cain who started on April 27. Lora is currently in training with Teresa.

6. Mobile Mammography Unit on site at June 11 Auction. The Licking County Health Department has agreed to provide a free service to the residents of Johnstown and the surrounding communities by way of their mobile mammography unit. Free breast cancer screenings will be offered in this unit, provided an individual makes an appointment in advance through the LCHD. This service is free to women age 40 and older and is for insured and uninsured women. More information about how to schedule an appointment will be provided when available. I will work with the local media outlets to promote the event as the date approaches. This will bear no cost to the Village.

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

Dana Steffan, CPA
Finance Director