



**Village of Johnstown
Regular Council Meeting Minutes
Tuesday, October 18, 2016**

CALL TO ORDER: Mayor Sean Staneart Called to Order the Village of Johnstown Regular Council Meeting for Tuesday, October 18, 2016 at 6:37 p.m.

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

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

IN ATTENDANCE – PUBLIC: Robert Roberts, Ryan Green, Alex Fala

INVOCATION: Invocation given by Councilman Van Gundy.

PLEDGE OF ALLEGIANCE

ACTION ON MINUTES

MOTION: To approve **October 4, 2016** Regular Council minutes as written

Moved: Bill Van Gundy

Second: Sean Staneart

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

Pass 5-0 with one abstention

CORRESPONDENCE: None

CITIZEN COMMENTS: None

COUNCIL COMMITTEE REPORTS

- a. **School District Liaison** – No new updates; Next is 11/1/16
- b. **Planning & Zoning Commission** – Mayor Staneart reviewed the 10/5/16 meeting; O’Reilly Auto Parts submitted drawings showing a full pitched roof with white metal and one with dark. Council opinion was more favorable to the dark color with either metal or shingle. Work session on the zoning ordinance resulted in eliminating PUD zones for the short term.
- c. **Finance** – Ben Lee; committee met with department directors for budget line item questions, discussed Capital Improvement Projects and insurance benefits. Upcoming Finance Committee

meetings are scheduled for November 15th, 29th and December 7th and a Town Hall meeting to discuss the income tax ballot issue is scheduled for October 25th 6-8p

- d. **Safety and Service** – Jack Liggett expressed concern for the aging sanitary sewer lines on Jersey Street and conveyed an urgency to make repairs from Anna Way to State Route 37; after recent jetting it was discovered that there are several holes wearing in the line. Mr. Liggett asked Council to approve funds for repair before further decay endangers the newly completed Jersey Street project.

MOTION: Councilman Van Gundy moved to approve up to \$20,000 out of Wastewater CIP for initial repair work to the sanitary sewer line on West Jersey.

Moved: Bill Van Gundy

Second: Sean Stanearth

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

Pass 6-0

- e. **Parks and Recreation** 10/5/16 cancelled; next is 11/2/16
- f. **Economic Development** – Cheryl Robertson reviewed the 10/7/16 webinar on medical marijuana. Next meeting is 11/3/16
- g. **Rules** – nothing scheduled
- h. **Personnel Board of Review** – nothing scheduled

DIRECTOR REPORTS : Directors reviewed their reports with Council; reports are attached

a. Police

b. Finance

LEGISLATION

A. RESOLUTION 2016-34 A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

Revised Code, Secs., 5705.34-5705.35 *Introduction/Public Hearing/Vote*

Public Hearing: No one spoke either for or against

MOTION: To approve Resolution 2016-34 as written

Moved: Cheryl Robertson

Second: Carol Van Deest

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

Pass 6-0

B. RESOLUTION 2016-35 A RESOLUTION TO ALLOW THE VILLAGE MANAGER TO PARTICIPATE IN OUTSIDE CONSULTING ACTIVITIES *Introduction/Public Hearing/Vote*

Discussion: Council comments overall were in favor of giving Mr. Lenner the opportunity but concern was expressed with time commitment and duty to the Village of Johnstown; Mr. Lenner said his anticipated time commitment would be less than 40 hours per month. Discussion resulted in amending the Resolution to limit the allowance of consulting activity to end December 1, 2017 with the opportunity to review at the Village Manager year end performance evaluation.

Public Hearing: No one spoke either for or against

MOTION: To approve Resolution 2016-35 with the allowance period to end December 1, 2017

Moved: Bill Van Gundy
Second: Cheryl Robertson

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

Pass 5-0 with one abstention

C. ORDINANCE 38-2016 AN ORDINANCE AMENDING ORDINANCE 25-15, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS *Introduction/First reading*

This Ordinance increases two line items for engineering services; Schlabach Builders Ltd. has written a check to the Village of Johnstown for \$2,440.00 to cover the costs to be incurred during the mandatory inspection of underground utilities in Concord Crossing East. BSHM Architects Inc. has issued a \$27,000.00 check to the Village of Johnstown for engineering site review and inspection for the new Johnstown-Monroe High School which the Village will use as pass-through money to pay GGC Engineers. Public Hearing will be held November 1, 2017.

OTHER BUSINESS

ADJOURNMENT: There being no further business to come before Council, Mr. Main moved to adjourn, Mr. Van Gundy seconded and all were in favor; motion passed 6-0.

Thereupon, the meeting adjourned at 7:38 p.m.

RESPECTFULLY SUBMITTED

APPROVED AS PRESENTED


Teresa Monroe, Clerk of Council


Mayor Sean Stanart

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 September 2016

We were dispatched to 263 calls of which 115 of them were 2 officer calls
We had a total of 2148 calls for service
There were 154 traffic stops
There were a total of 16 accidents
Our officers were in training a total of 50 hours
We handled 9 calls to assist Licking County Sheriff's Office
We responded to 10 Burglary Alarms
Officers were served with 20 subpoenas equal to 60 man hours
Total of 1 warrant served
A total of 45 crimes were committed

September Info

- 9/6/16- Lt. Boudinot and Ofc Anthony spoke to 12 residents of Concord Crossing Condos about safety issues and will be starting block watch program for the condo community.
- 9/7/16- Lt Boudinot and Ofc Cooperrider participated in the Office Phil Program at Oregon Elementary.
- 9/10/16- Police Open House was a huge success.
- 9/11/16- Ofc Anthony represented the Police Dept at the Cop N Kids day in Westerville sponsored by Westerville PD.
- Officers received 20 subpoenas and the courts were only open for 21 days in September.



**Finance Director's Report to Council
October 18, 2016**

1. Tax Revenue. Total 2016 Income Tax revenues collected to-date is \$1,345,210. At this point we have collected 82% of the \$1,645,500 expected income tax revenue that was budgeted for 2016. We are 79% through the year.
2. Revenue/Expenditure Status. See attached spreadsheets for current revenue collections and expenditures paid to date. Both revenues and expenditures for 2016 YTD are trending normally and in correct correlation with the time thus passed in the current budget year, and/or as expected.
3. 2014-2015 Audit. We are currently 35 days into our 90 day window (deadline: December 12) to reconcile 2014 bank statements and become compliant with the Auditor of State. I am making progress, however progress is slow due to the nature of the problem. I appreciate your understanding as I work to complete this process while performing my other tasks. The Auditor of State's Local Government Services division, a group that can assist local governments in tasks such as this, is unavailable to provide assistance until December. I am working with the auditors to ensure we are fully compliant.
4. Income Tax. There is an upcoming Town Hall Meeting on October 25th here in Council Chambers from 6PM-8PM to discuss the income tax ballot measure. We sent an informative insert in the October water bills regarding the income tax. We will send another insert with the November bills.
5. 2015 Bond Anticipation Notes. The BANs are currently out for bidding. Thank you to Joseph Robertson for all his hard work on this. I have confirmed with our Bond Counsel that we are allowed to pay the BAN interest out of funds from our CIP account. The interest due is \$29,000.00.
6. Health Insurance. We received renewal pricing for 2017 health insurance; the costs have risen by about 7% over 2016. We are still awaiting pricing from 2 other brokers; however I do not anticipate that we will receive a lower cost option for the same/similar benefits. Open enrollment is planned for late October/early November. Finance Committee is discussing options.
7. 2017 Budget. The draft Budget was discussed during Finance Committee meeting tonight with department directors present to address questions. On November 15 we will present the first reading of the budget ordinance to Village Council. The Second reading will occur on December 6th, with final reading/passage is anticipated for December 13.

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

Dana Steffan, CPA
Finance & Human Resources Director

Village of Johnstown Financial Report

Expenditures

as of 10/14/2016 9:46

A/C	Sub-Fund	2016 Beginning	2016 Revenue	2016 Appropriations	Actual Expenditures	
110	Police			\$ 859,896.00	\$ 654,800.00	76.15%
130	Street Lighting			\$ 72,000.00	\$ 50,475.52	70.10%
210	Public Health			\$ 16,500.00	\$ 16,395.66	99.37%
310	Recreation Department			\$ 21,850.00	\$ 1,311.45	6.00%
410	Zoning			\$ 37,063.00	\$ 25,306.40	68.28%
490	Economic Development			\$ 1,000.00	\$ -	0.00%
620	Street Maintenance			\$ 67,253.00	\$ 45,624.02	67.84%
710	Administration			\$ 200,695.00	\$ 152,713.27	76.09%
715	Legislative Activities			\$ 53,809.00	\$ 33,380.90	62.04%
720	Mayors Court			\$ 73,353.00	\$ 52,404.06	71.44%
725	Finance Department			\$ 69,338.00	\$ 49,775.95	71.79%
730	Lands & Buildings			\$ 76,146.00	\$ 66,483.50	87.31%
740	County Auditor (Property Tax Collection)			\$ 6,000.00	\$ 3,634.00	60.57%
745	State Auditor			\$ 10,000.00	\$ 7,680.00	76.80%
755/760	Income Tax Administration			\$ 52,000.00	\$ 44,471.00	85.52%
	Other Uses of Funds & Transfers			\$ 732,500.00	\$ 353,678.09	
1000	Total General Fund	\$ 167,071	\$ -	\$ 2,349,403	\$ 1,558,133.82	
	Street Maintenance & Repair					
	Street Cleaning, Snow Removal					
	Traffic Signs & Signals					
	Sidewalks (Capital outlay)					
2011	Total Street Construction & Repair	\$ 81,695	\$ -	\$ 197,530	\$ 116,610	
	State Highway Maintenance					
	Street Cleaning, Snow & Removal					
	Traffic Signs & Signals					
2021	State Highway & Improvement	\$ 5,073		\$ 15,400	\$ 9,847	
2101	Permissive Motor License	\$ 1,314		\$ -	\$ -	
2271	Enforcement & Education	\$ -		\$ -	\$ -	
2272	Equitable Sharing	\$ -		\$ -	\$ -	
2901	Mayor's Court Computer	\$ -		\$ -	\$ -	
2902	Babcock Fund	\$ -		\$ -	\$ -	
2903	Budget Stabilization Fund	\$ 656,164		# \$ 75,500	\$ 16,760	
2904	FEMA Fund	\$ 7,763		\$ 7,763	\$ 2,261	
3101	Debt Service Fund	\$ -		\$ 228,000	\$ 136,661	
4901	Capital Projects	\$ 1,383,194		\$ 1,937,700	\$ 1,485,608	
5101	Water Operating	\$ 451,797		# \$ 508,778	\$ 320,794	
5201	Sewer Operating	\$ 70,844		\$ 615,680	\$ 403,853	
5701	Water Replacements & Improvements	\$ 141,032		\$ 99,000	\$ 86,168	

Village of Johnstown Financial Report

Expenditures

as of 10/14/2016 9:46

A/C	Sub-Fund	2016 Beginning	2016 Revenue	#	2016 Appropriations	Actual Expenditures
5702	Sewer Replacements & Improvements	\$ 417,620	\$ -		\$ 233,500	\$ 102,264
5721	Water Debt Service	\$ 386,032	\$ -		\$ 235,000	\$ 35,561
5722	Sewer Debt Service	\$ 204,673	\$ -		\$ 448,000	\$ 193,651
5781	Enterprise Deposit	\$ 170,987	\$ -		\$ 33,000	\$ 23,335
9101	Unclaimed Monies	\$ 600	\$ -		\$ 600	\$ 178
9904	Mayor's Court	\$ 4,537	\$ -		\$ 90,000	\$ 81,270
	TOTAL ALL FUNDS	\$ 4,150,396	\$ -		\$ 7,074,854	\$ 4,572,954
	# Amended Appropriations					
5702	ORD. #13-2016	\$ 40,000	lift station failure			
2903	ORD. #17-2016	\$ 30,000	Police Dept Grant application			
5101	ORD. #19-2016	\$ 490	water line digging expense reimbursed			
1000	ORD. #20-2016	\$ 8,000	playground equipment grant			
2903	ORD. #24-2016	\$ 27,000	regulations on right of ways			
1000	ORD. #31-2016	\$ 2,000	playground equipment grant			
1000	ORD. #33-2016	\$ 309	money transfer to Monroe Twnsp for auction items			
2011	ORD. #33-2016	\$ 4,500	insurance claim proceeds for pedestrian pole			

Village of Johnstown Financial Report

Revenues

as of 10/14/2016 9:46

A/C	Sub-Fund	2016 Beginning	2016 Revenue	2016 Expected Revenues	Actual Revenues
1000	Real Estate Tax			\$ 235,000.00	\$ 250,021.50
1000	Income Tax			\$ 1,645,500.00	\$ 1,345,210.00
1000	Shared Taxes			\$ 115,450.00	\$ 94,594.00
1000	Permits, Fines, & Licenses			\$ 150,000.00	\$ 93,809.00
1000	Interest			\$ 1,500.00	\$ 8,735.43
1000	Miscellaneous			\$ 6,500.00	\$ 32,643.00
1000	Other Financing Sources			\$ 18,500.00	\$ -
1000	Total General Fund		\$ -	\$ 2,172,450	\$ 1,825,013
2011	Total Street Construction & Repair		\$ -	\$ 148,568	\$ 131,571
2021	State Highway & Improvement		\$ -	\$ 10,656	\$ 8,995
2901	Mayor's Court - Computer		\$ -	\$ -	\$ 4,140
5101	Water Operating		\$ -	\$ 572,000	\$ 371,229
5201	Sewer Operating		\$ -	\$ 585,500	\$ 694,232
5701	Water Replacements & Improvements		\$ -	\$ 87,000	\$ 31,820
5702	Sewer Replacements & Improvements		\$ -	\$ 115,000	\$ 42,431
5721	Water Debt Service		\$ -	\$ 315,100	\$ 150,722
5722	Sewer Debt Service		\$ -	\$ 367,500	\$ 407,280
5781	Enterprise Deposit		\$ -	\$ 50,000	\$ 45,664
9101	Unclaimed Monies		\$ -	\$ -	\$ -
9904	Mayor's Court		\$ -	\$ 90,000	\$ 85,320
	TOTAL ALL FUNDS			\$ 4,513,774	\$ 3,798,417
	# Amended Appropriations				
					84.15%
					<i>percentage received to date</i>