

**Village of Johnstown
Regular Council Meeting Minutes
Tuesday, February 21, 2017**

CALL TO ORDER: Mayor Sean Staneart Called to Order the Village of Johnstown Regular Council Meeting for Tuesday, February 21, 2017 at 6:36 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, Don Corbin – Police Chief, Newt Long – Service Director, Jim Blair – Zoning Inspector, Dana Steffan – Finance Director (came in just prior to the director reports, Justin Anthony – Police (came toward end) Department, Teresa Monroe - Clerk of Council

IN ATTENDANCE – PUBLIC: Jerry Pulley, Alice Main, Marla Kuhlman – This Week News

INVOCATION: Invocation given by Councilman Ben Lee.

PLEDGE OF ALLEGIANCE

MOTION: Mr. Lee moved to amend the agenda as follows:

- 1) To not introduce Ordinances 08-2017, 09-2017 and 10-2017 by recommendation of the Finance Committee pending further review; and
- 2) To reconsider Ordinance 06-2017 from 2/7/17 Council meeting

Ms. Hendren seconded and the vote was as follows:

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

Passed 6-0 with one abstention; Ordinance 06-2017 will be inserted as item D of the agenda with all following items appearing in sequence.

ACTION ON MINUTES: Mayor Staneart moved to approve the **February 7, 2017** Council minutes pending clarification from the Law Director on how to proceed noting the minutes regarding Ordinance 06-2017. Mr. Van Gundy seconded and the vote was as follows:

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

Pass 6-0 with one abstention

CITIZEN COMMENTS: None

COUNCIL COMMITTEE REPORTS

- a. **Parks and Recreation** – met 2/9/17 with Bob Williams from Licking Park District along with representatives of Downtown Johnstown for continued discussion on plans for the trailhead; the name of the area has been amended and will officially be known as the Johnstown Trailhead Reserve. Mr. Lenner reports the Park District will be giving us \$50,000 in 2020 as part of their CIP allocation, for use to be determined. There will be a public meeting on March 8, 2017 at 6:30 p.m. for the Park and Greenway master plan. Mayor Staneart said that he reached out to the Perry Miles estate to coordinate a meeting; possible discussions to come on an eighty-five acre estate that was set aside for the betterment of the Johnstown and Liberty Township residents.
- b. **Planning & Zoning Commission** – met 2/15/17 for a work session on the PUD draft.
- c. **Finance** – met tonight, 2/21/17 and reviewed the Finance Director's report, revenue and expenditure report, discussed additional funding mechanisms relative to CIP, wage structure as we move toward city status, further discussion is required on the water and sewer ordinances removed from tonight's agenda and there were discussions on the few hundred dollars that are in unclaimed funds.
- d. **Economic Development** – next 3/2/17 @ 8:00 am, quarterly JEDC
- e. **Safety and Service** – next 3/7/17
- f. **Rules** – will meet 2/28/17 @ 5:30 pm
- g. **School District Liaison** – Quarterly; need to schedule the March meeting, Jim Lenner will touch base with Mr. Dickson and advise if meeting is needed.

DIRECTOR REPORTS

- a. **Police:** Chief Corbin reviewed his report with Council, he added that the department has been working the past four or five months to update their policy manual; it has been completed and is now waiting to be certified by the State. Chief reported that he has had one Police Officer resign and may have another resign within the next sixty days. The director report is attached to these minutes.
- b. **Finance:** Dana Steffan reviewed her report with Council; it is attached to these minutes.

LEGISLATION

A. RESOLUTION 2017-12 A RESOLUTION STRONGLY OPPOSING THE STATE OF OHIO GOVERNOR'S PROPOSED 2017-2018 BUDGET, WHICH PROPOSES CENTRALIZED COLLECTION OF NET PROFIT TAX RETURNS AND OTHER PROVISIONS RELATED TO THE MUNICIPAL INCOME TAX WHICH WILL CAUSE A SUBSTANTIAL LOSS OF REVENUE NEEDED TO SUPPORT THE HEALTH, SAFETY, WELFARE AND ECONOMIC DEVELOPMENT EFFORTS OF OHIO MUNICIPALITIES. *Introduction/Public Hearing/Vote*

Mr. Lenner said that centralizing the collection of net profit tax takes further control away from municipalities, the Ohio Municipal League sent out a letter asking for participating municipalities to pass this Resolution and he strongly supports passage. Mayor Staneart said that he believes centralizing would cause even further confusion and that the cost would not stop at one percent. Mr. Lee said that there was a 3-0 vote tonight from Finance Committee in favor of passing this Resolution.

Public Hearing: No one spoke for or against the Resolution.

MOTION: To approve Resolution 2017-12

Moved: Lewie Main

Second: Ben Lee

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

Mr. Lenner said that he would be sending this Resolution to the Ohio Municipal League, Representative Ryan and Senator Hottinger.

B. RESOLUTION 2017-13 A RESOLUTION ADOPTING A POLICY TO GOVERN THE STORAGE OF NON-VILLAGE EQUIPMENT ON VILLAGE PROPERTY. *Introduction/Public Hearing/Vote*

Public Hearing: No one spoke for or against the Resolution.

Mr. Main brought up a point that there is nothing in this legislation that would allow the village to dispose of any property that was abandoned and/or damaged. Mr. Lee said that he would also like to see a procedure for the village to request removal of the property. Chief Corbin said there is already an Ordinance that covers motor vehicles on public property. Mayor Staneart said then the recommendation is to go ahead with this Resolution and then to draft a blanket policy to encompass any other equipment or items on village property.

MOTION: To approve Resolution 2017-13

Moved: Bill Van Gundy

Second: Sean Staneart

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

C. RESOLUTION 2017-14 A RESOLUTION ALLOWING THE STORAGE OF NON-VILLAGE EQUIPMENT ON VILLAGE PROPERTY. *Introduction/Public Hearing/Vote*

Public Hearing: No one spoke for or against the Resolution.

MOTION: To approve Resolution 2017-14

Moved: Bill Van Gundy

Second: Carol Van Deest

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

D. ORDINANCE 06-2017 AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$77,000 OF BONDS FOR THE PURPOSE OF PAYING PART OF THE COST OF ACQUIRING POLICE CRUISERS AND RELATED EQUIPMENT. *Second Reading/Public Hearing/Vote*

This Ordinance was first introduced at the February 7, 2017 meeting and is being brought back for reconsideration on the vote.

Public Hearing: No one spoke for or against the Ordinance.

MOTION: To approve Ordinance 06-2017

Moved: Bill Van Gundy
Second: Carol Van Deest

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

Pass 6-1

E. ORDINANCE 07-2017 AN ORDINANCE SETTING THE COSTS FOR THE CERTIFICATE OF REGISTRATION FEE AND THE CONSTRUCTION PERMIT FEES FOR THE RIGHT-OF-WAY PROGRAM AND DECLARING AN EMERGENCY. *Introduction/Public Hearing/Vote*

MOTION: To waive the second reading of Ordinance 07-2017

Moved: Carol Van Deest
Second: Sean Stanearth

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

Pass 7-0

Service Director said GGC Engineers have prepared everything needed and are in the final process of figuring all encumbered utility mileages; this will also recoup \$27,000 from last year. Mr. Lenner said this is all to manage our right-of-ways; we can recoup money we spend on the program from the utility companies with annual assessment.

Public Hearing: No one spoke for or against the Ordinance.

MOTION: To approve Ordinance 07-2017

Moved: Sean Staneart

Second:

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. ORDINANCE 11-2017 AN ORDINANCE AMENDING ORDINANCE 42-16, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *Introduction. Public Hearing on March 7, 2017*

This is the inspection fees paid by Maronda Homes for the next phase of Leafy Dell.

Mr. Main left the meeting at 7:27 p.m.

WORK SESSION - Guiding Principles and Policy priority

Added priorities discussed were Cyber security and Facility security. Jim Lenner will send out a ranking document to Council for a larger scope of priority ranking.

OTHER BUSINESS

1. Mr. Van Gundy said a Personnel Board of Review Committee meeting will be scheduled for Village Manager reviews.
2. Mayor Staneart said the County has an issue on the May ballot regarding 911; he would like staff to review and then would like a show of support for or against from Council as it is a County-wide issue.
3. Mr. Lenner and Council recognized Officer Justin Anthony and thanked him for his service to Johnstown. Officer Anthony will be taking a position with the Worthington Police Department.

ADJOURNMENT: There being no further business to come before Council, Mr. Van Gundy moved to adjourn, Mayor Staneart seconded and all were in favor, therefore the meeting adjourned at 7:43pm.

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 Department Stats and info for January 2017

We were dispatched to 197 calls of which 89 of them were two officer calls

We had a total of 1887 calls for service

There were 146 traffic stops

There were a total of 13 accidents

Our officers were in training a total of 40 hours

We handled 13 calls to assist Licking County Sheriff's Office

We responded to 15 Burglary Alarms

Officers were served with 15 subpoenas equal to 45 man hours

Total of 4 warrants served

A total of 13 crimes were committed

January 2017 Info

- No info to report for January



**Finance Director's Report to Council
February 21, 2017**

1. Tax Revenue. Total 2017 Income Tax revenues collected to-date is \$204K. 2017 Budgeted Income Tax revenue is \$1,640,000.
2. Revenues and Expenditures. See attached spreadsheets for 2017-to-date revenue collections and expenditures.
3. 2014-2015 Audit. I have completed the monthly reconciliations and have sent my work to our auditors. I expect they should be able to review and audit these reconciliations in the coming weeks, however the timing is subject to their schedule. Although the tedious work is behind us, there is still some hard work ahead in regards to booking audit adjustments and prior period corrections. I will keep you posted on the progress. I want to express my sincere thanks to Teresa for her help in sorting out the water & sewer payments to ease in the reconciling.
4. Energy Savings. We stand to save roughly \$15,000 in 2017 compared to 2016 as a direct result of our participation in the Peak Load Management & Demand Response programs through RD Energy in conjunction with base rate savings from our new supplier, Constellation Energy. Additionally, we have received a refund check for \$732.00 to-date. I am very pleased with these results, and I acknowledge Newt and Jack for their full compliance to every detail of the program, without which we may not be receiving as much in savings/refunds.
5. Unclaimed Funds. The Unclaimed Fund balance is \$421.12. According to Section 921.08(c) DEPOSIT REQUIRED; REFUNDS of the Johnstown codified ordinances, "Any person who has paid the deposit and whose service has been terminated, for any reason, may settle the service account in person in the Water Billing Department at the Municipal Building. In the event the envelope containing the refund is returned by the postal service for any reason, then such refund shall be retained by the Village for a period of one year from the date of termination of service, subject to the claim of the person who made the deposit in the Unclaimed Monies Fund. In the event the refund is not claimed within the one year period, then the refund shall become the property of the Village and shall be deposited in the General Fund." Accordingly, I would like to transfer the balance into the General Fund, as it is well over 1-year old.
6. Water/Sewer Allocation. As a result of my recent review of the current and projected balances of the Water and Sewer Operating and Water and Sewer Debt Service Funds, an allocation adjustment is necessary to ensure appropriate balances are maintained in each fund to satisfy debt obligations and cover operating costs. There are three ordinances on tonight's agenda to address this. Current percentage allocations are as follows: Water Operating 18%, Sewer Operating 44%, Water Debt 3%, Sewer Debt 35%. The new allocations are: Water Operating 25%, Sewer Operating 40%, Water Debt 0%, Sewer Debt 35%. These allocation adjustments do not affect the overall water/sewer charge; residents will see NO CHANGE in their monthly water bills as a result of this.
7. Police Cruiser Bond. The official closing date on the \$77,000.00 bond to fund the purchase of 2 new Police Cruiser SUVs is Tuesday, February 21. All documents will be signed and delivered to Park National Bank on that date.

8. Insurance reimbursement on struck fire hydrant. We received payment of \$199.00 from the insurance company of the driver who struck the fire hydrant in front of the B&T Insurance building on South Main St. This amount covered the expense incurred by the Village to replace the hydrant.
9. Mobile Mammography. I have contacted the Licking County Health Department to schedule a date for the mobile unit to park at the Village office parking lot and hold appointments. I am still waiting for them to provide a date, but I expect it to be a Saturday in June or July. I will let you know the date when I am notified.

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

Dana Steffan, CPA
Finance & Human Resources Director

Village of Johnstown Financial Report

Revenues

as of 2/16/2017 14:29

A/C	Sub-Fund	2017 Beginning	2017 Revenue	2017 Expected Revenues	Actual Revenues
1000	Real Estate Tax			\$ 245,000.00	\$ -
1000	Income Tax			\$ 1,640,000.00	\$ 204,185.00
1000	Shared Taxes			\$ 120,450.00	\$ 7,588.54
1000	State Pass Thru Grants			\$ -	\$ -
1000	Permits, Fines, & Licenses			\$ 152,500.00	\$ 10,810.75
1000	Interest			\$ 5,000.00	\$ (4,038.12)
1000	Miscellaneous			\$ 24,000.00	\$ 559.00
1000	Other Financing Sources			\$ -	\$ -
1000	Total General Fund			\$ 2,186,950	\$ 219,105
2011	Total Street Construction & Repair			\$ 163,000	\$ 11,633
2021	State Highway & Improvement			\$ 11,500	\$ 830
2901	Mayor's Court - Computer			\$ 720	\$ 70
2905	Leafy Dell Road Traffic Improvement			\$ -	
2906	Restricted Police Grants			\$ -	\$ 14,407
5101	Water Operating			\$ 433,250	\$ 27,501
5201	Sewer Operating			\$ 752,250	\$ 75,219
5701	Water Replacements & Improvements			\$ 32,000	\$ 13,447
5702	Sewer Replacements & Improvements			\$ 41,000	\$ 13,030
5721	Water Debt Service			\$ 185,628	\$ 1,892
5722	Sewer Debt Service			\$ 476,000	\$ 42,468
5781	Enterprise Deposit			\$ 50,000	\$ 3,992
9101	Unclaimed Monies			\$ -	\$ -
9904	Mayor's Court			\$ 95,000	\$ 7,554
	TOTAL ALL FUNDS			\$ 4,427,298	\$ 431,147
	# Amended Appropriations				
					9.74%
					<i>percentage received to date</i>

Village of Johnstown Financial Report

Expenditures

as of 2/16/2017 14:29

A/C	Sub-Fund	2017 Beginning	2017 Revenue	2017 Appropriations	Actual Expenditures	
110	Police			\$ 885,747.06	\$ 118,369.77	13.36%
130	Street Lighting			\$ 72,000.00	\$ 6,050.00	8.40%
210	Public Health			\$ 16,500.00	\$ -	0.00%
310	Recreation Department			\$ 10,800.00	\$ 39.14	0.36%
410	Zoning			\$ 35,854.23	\$ 4,027.73	11.23%
490	Economic Development			\$ 10,000.00	\$ -	0.00%
620	Street Maintenance			\$ 48,214.61	\$ 7,312.17	15.17%
710	Administration			\$ 210,380.85	\$ 28,529.09	13.56%
715	Legislative Activities			\$ 46,382.66	\$ 6,455.82	13.92%
720	Mayors Court			\$ 74,101.55	\$ 8,104.72	10.94%
725	Finance Department			\$ 76,659.66	\$ 19,046.85	24.85%
730	Lands & Buildings			\$ 73,500.00	\$ 3,192.62	4.34%
740	County Auditor (Property Tax Collection)			\$ 4,000.00	\$ 714.14	17.85%
745	State Auditor			\$ 2,320.00	\$ -	0.00%
755/760	Income Tax Administration			\$ 58,000.00	\$ 4,814.08	8.30%
	Other Uses of Funds & Transfers			\$ 679,006.95	\$ 49,848.95	7.34%
1000	Total General Fund			\$ 2,303,468	\$ 256,505.08	
	Street Maintenance & Repair					
	Street Cleaning, Snow Removal					
	Traffic Signs & Signals					
	Sidewalks (Capital outlay)					
2011	Total Street Construction & Repair			\$ 182,866	\$ 29,463	
	State Highway Maintenance					
	Street Cleaning, Snow & Removal					
	Traffic Signs & Signals					
2021	State Highway & Improvement			\$ 10,700	\$ 1,951	
2101	Permissive Motor License			\$ -	\$ -	
2271	Enforcement & Education	\$ -		\$ -	\$ -	
2272	Equitable Sharing	\$ -		\$ -	\$ -	
2901	Mayor's Court Computer	\$ -		\$ 3,000	\$ -	
2902	Babcock Fund	\$ -		\$ -	\$ -	
2903	Budget Stabilization Fund	\$ -		\$ -	\$ -	
2904	FEMA Fund	\$ -		\$ 5,502	\$ 2,340	
2905	Leafy Dell Traffic Improvement Fund	\$ -		\$ 50,000	\$ 1,330	
2906	Restricted Police Grant Fund	\$ -		\$ 14,407	\$ 1,000	
3101	Debt Service Fund	\$ -		\$ 189,000	\$ 11,502	
4901	Capital Projects	\$ -		\$ 712,000	\$ 83,915	
5101	Water Operating	\$ -		\$ 517,336	\$ 59,476	
5201	Sewer Operating	\$ -		\$ 606,486	\$ 60,567	

Village of Johnstown Financial Report

Expenditures

as of 2/16/2017 14:29

A/C	Sub-Fund	2017 Beginning	2017 Revenue	2017 Appropriations	Actual Expenditures
5701	Water Replacements & Improvements	\$ -		\$ 126,500	\$ 9,500
5702	Sewer Replacements & Improvements	\$ -		\$ 244,000	\$ -
5721	Water Debt Service	\$ -		\$ 230,300	\$ 10,525
5722	Sewer Debt Service	\$ -		\$ 426,000	\$ 2,500
5781	Enterprise Deposit	\$ -		\$ 33,000	\$ 3,934
9101	Unclaimed Monies	\$ -		\$ -	\$ -
9904	Mayor's Court	\$ -		\$ 95,000	\$ 5,365
TOTAL ALL FUNDS				\$ 5,749,565	\$ 539,873
# Amended Appropriations					
1000	ORD. #01-2017	\$ 17,465	Concord Crossing East development		
1000	ORD. #04-2017	\$ 10,667	Transfer funds to Restricted Police Grant Fund		
2904	ORD. #05-2017	\$ 5,502	Appropriate fund balance to pay for FEMA-approved expenditures		
2905	ORD. #03-2017	\$ 50,000	Leafy Dell Rd Traffic Signal Engineering		
2906	ORD. #04-2017	\$ 14,407	Receive funds into new Fund		