

**Village of Johnstown**  
**Regular Council Meeting Minutes**  
**Tuesday, September 19, 2017**

**CALL TO ORDER:** Mayor Sean Stanart called to Order the Village of Johnstown Regular Council Meeting for Tuesday, September 19, 2017 at 6:32 p.m.

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

**IN ATTENDANCE – STAFF:** Jim Lenner – Village Manager, Jack Liggett – Assistant Village Manager, Don Corbin – Police Chief, Jim Blair – Zoning Inspector, Teresa Monroe – Clerk of Council

**IN ATTENDANCE – PUBLIC:** Marvin Block, Chip Dutcher, Brian and Yvonne Rose, Chuck and Ruth Ann Booher.

**INVOCATION:** Given by Councilwoman Hendren

**PLEDGE OF ALLEGIANCE**

**ACTION ON MINUTES**

Mr. Van Gundy moved to approve the **September 5, 2017** Council minutes as written. Mr. Lee seconded and the vote was as follows:

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

Pass 5-0 with one abstention due to absence for illness

**CITIZEN COMMENTS :** None

**COUNCIL COMMITTEE REPORTS**

- a. **Planning & Zoning Commission:** Met 9/12/17; certificate of appropriateness amendment was passed for Hopewell Credit Union to allow an additional wall sign on the rear wall of the building that faces the shopping center parking lot. Currently the zoning ordinance only allows for one wall sign however over the last several years there have been several variances approved for additional wall signs depending on how the business is situated to traffic and so Planning and Zoning will be forwarding a recommendation to Council for a change to the wall sign ordinance. Additionally there were continued discussions on density levels in work session. Next; 9/26/17
- b. **Finance:** Met 9/12/17; reviewed bank to book reconciliations and the audit, budget timeline will include two Special Council meetings for combined sessions of Finance and Safety & Service Committees; those dates are October 3, 2017 and November 7, 2017. Other discussions included unclaimed funds, and outstanding checks liability, and the purchase of the speed trailer. Met 9/19/17; reviewed water and sewer revenue vs expenses, and talked through the bond rating call. Next; 10/3/17 (Special Council combined with S&S and Finance)
- c. **Safety & Service:** Next; 10/3/17 (Special Council combined with S&S and Finance)

- d. **Economic Development:** The quarterly JEDC meeting was cancelled; Next regular committee will meet 10/5/17 @ 10:00 am
- e. **Parks and Recreation:** Next; 10/12/17 @ 10:00 am

**DIRECTOR REPORTS**

- a. **Police:** Chief Corbin reviewed his report with Council, a copy is attached. Chief reported that the Police Department open house was very successful with a turnout of approximately 125-150 people.
- b. **Finance:** Jim Lenner reviewed the Finance Director report with Council, a copy is attached. He highlighted that staff had the ratings call with Moody today and it went very well; indications are that the village will be back in the A rating.

Marvin Block said that he had a comment he wanted to make regarding Parks and Rec; **Mayor Stanear** opened the floor back up for citizen comments.

Mr. Block said he has gotten two inch tubular steel with a top and bottom rung and fifteen spindles for all seven sides of the gazebo, currently at the township building being welded. The gazebo will be power washed and possibly get a new metal roof. Carol Van Deest mentioned the previous offer by Tech regarding upgrades to the gazebo and checking in with them.

School Board President Mrs. Booher said thank you for the wonderful new sidewalks and asked for an update on the other items discussed for the school crossing safety plan. Mr. Liggett said the tree has been removed for the crosswalk at Edwards Road and work will begin this week; as far as the flashing crossing lights, some additional programming is being completed and he anticipates installation about six weeks out. Mrs. Booher also inquired about the traffic light; Mr. Lenner answered that if the village were successful in getting grant funds it would be constructed in 2019.

**LEGISLATION**

**A. ORDINANCE 45-2017** AN ORDINANCE AMENDING ORDINANCE 42-16, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *Introduction September 5, 2017~Public Hearing/Vote*

This is pass through money for a check received from Maronda Homes for infrastructure costs associated with development costs for Leafy Dell subdivision; net effect on budget is zero.

**Public Hearing:** There were no comments from the public either for or against.

**Motion:** To approve as presented

Moved: Main  
Second: Lee

- Ben Lee;                    Y
- Sharon Hendren            Y
- Sean Stanear;            Y
- Bill Van Gundy;           Y
- Carol Van Deest;        Y
- Lewie Main;              Y

Pass 6-0

**B. ORDINANCE 47-2017** AN ORDINANCE AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$220,000 OF BONDS FOR THE PURPOSE OF PAYING PART OF THE COSTS OF LAND ACQUISITION IN THE VILLAGE, AND MATTERS RELATED TO SUCH BONDS, AND DECLARING AN EMERGENCY.

*Introduction September 5, 2017~Public Hearing/Vote*

This approves the village borrowing money to pay a portion of the land purchase cost for the new business park.

**Public Hearing:** There were no comments from the public either for or against.

**Motion:** To approve Ordinance 47-2017 as written; as emergency

Moved: Van Gundy

Second: Van Deest

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

Pass 5-0 with one abstention for conflict of interest/property

**C. ORDINANCE 48-2017** AN ORDINANCE AMENDING ORDINANCE 42-16, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *Introduction*

This approves the purchase of a laptop and software as well as a speed trailer to aid the village with its right of way program. The money spent will be reimbursed to the village by utility companies through the program. Passage is recommended by Finance Committee and the Public Hearing and vote will be October 3, 2017.

**D. RESOLUTION 2017-34** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED. *Introduction/Public Hearing/Vote*

Mr. Lenner said that Resolutions 2017-34 and 2017-35 are same language; the Village will submit two applications to the OPWC (Ohio Public Works Commission) program. This application (Project #1) for a \$50,000 grant would go toward repaving and storm sewer work on North and South Oregon Street from Pratt Street to Maple Street, sealing Buena Vista and Commerce Boulevard. Both Resolutions would authorize the engineers currently designing projects based on 2017 engineering line item expenses; the applications are due October 6, 2017.

Mr. Van Gundy asked how the drainage issues in front of the fire house will be fixed if the village paves that part of South Oregon Street. Jack Liggett explained the weight of the fire trucks going in and out, stopping there etc., softens the asphalt and water collects, he said whether the fire department does it or we get this grant and do it, it will be changed to a concrete apron extending out to the gutter portion of the road. Mr. Liggett said the Fire Chief reports they have a plan they are looking at; Mr. Liggett said in the village plan for the project, the drain that is just past the slant parking area would be improved as well. If the township installs the concrete right away and the village begins the paving project later, we would not tear out anything they have done, we would just pave up to the concrete.

**Public Hearing:** There were no comments from the public either for or against.

**Motion:** To approve as presented

Moved: Van Gundy

Second: Hendren

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

Pass 6-0

**E. RESOLUTION 2017-35** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED. *Introduction/Public Hearing/Vote*

This second application to the OPWC (Project #2) for a \$75,000 grant would go to repaving, sealing and storm sewer work on Buena Vista Drive and Benedict Drive and sealing Commerce Boulevard.

**Public Hearing:** There were no comments from the public either for or against.

**Motion:** To approve as presented

Moved: Van Gundy

Second: Van Deest

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

Pass 5-0 with one abstention. Mr. Stanart abstained as he has property on this street.

## **OTHER BUSINESS**

### **1. Set Trick or Treat date and time**

Mr. Lenner said that MORPC previously suggested a unified date of October 31, 2017 for Trick-or-Treat so communities are not flooded by others that have different dates. After Council discussion and public comments Mr. Van Gundy moved to follow the recommendation of MORPC for beggar's night dates; Ms. Van Deest seconded and the vote was as follows:

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

Motion Passes 4-2; the date set for Johnstown Trick-or-Treat is October 31, 2017

Mr. Main moved that the Trick-or-Treat time will be 6:00 pm – 7:30 pm; Ms. Van Deest seconded and the vote was as follows:

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

Motion Passes 6-0

*Johnstown Trick-or-Treat is set for Tuesday, October 31, 2017 6:00 pm – 7:30 pm*

**2. Charter Review Commission Timeline:**

- a. Letters of Interest for Charter Review Commission must be received by November 22, 2017
- b. Interviews and appointments will take place during the December 5, 2017 Council meeting

**3. Mobile Mammography Unit in Johnstown October 7, 2017 10:00 am-3:00 pm**

**4. Letters of Interest for Planning and Zoning vacancy will be due by November 22, 2017**

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

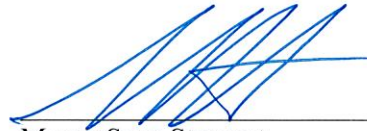
Thereupon, the meeting adjourned at 7:47 p.m.

RESPECTFULLY SUBMITTED

APPROVED AS PRESENTED



Teresa Monroe, Clerk of Council



Mayor Sean Stanearth

# 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 Information

### August 2017

- August 1- Officer Cooperrider spoke to kids at the American Legion Hall about safety.
- August 4- The Police Dept assisted Childcare Unlimited in developing an evacuation plan in case of an emergency.
- August 18- After receiving several complaints of speeding on E Pratt St we had a speed trailer set up at E Pratt St and Track St.
- August 20- Officer Smith represented the Police Dept at the block party on Parkdale Dr.
- Officer May received a written compliment from a resident.

# Johnstown Police Dept Stats

	2016												2017											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Dispatched Runs	207	168	161	257	207	167	293	300	218	263	185	224	197	214	214	214	203	246	191	221				
2 Officer Calls	85	76	55	95	76	70	104	115	131	115	63	104	89	109	104	119	97	125	88	96				
Calls for Service	1558	1575	1504	1947	2070	1790	1852	2018	2074	2148	1654	1888	1887	1953	2099	1769	1828	1557	1293	1369				
Traffic Stops	103	83	97	161	371	161	123	134	131	154	126	98	146	172	167	122	119	92	38	61				
Vehicle Accidents	8	5	11	18	10	7	18	12	8	16	26	25	13	11	11	9	14	17	12	12				
Training Hours	20	60	166	16	32	8	10	24	96	50	128	0	40	132	56	56	118	16	0	0				
Assist Other Depts	9	10	5	8	10	7	8	10	8	9	1	11	13	9	10	9	10	14	8	10				
Burglary Alarms	18	13	14	13	11	15	20	22	14	10	15	24	15	11	17	13	18	29	14	19				
Subpoenas	21	12	15	4	8	11	19	38	20	20	42	31	15	21	19	11	26	24	25	5				
Subpoena Hours	63	36	45	12	24	33	57	114	60	60	126	93	45	63	57	33	78	72	75	15				
Warrants Served	4	2	1	3	0	3	1	4	9	1	5	4	4	0	4	5	2	4	2	3				
Total Crimes	21	20	18	23	29	16	32	34	41	45	30	22	13	19	37	24	32	37	16	21				



**Finance Director's Report to Council  
September 19, 2017**

1. Tax Revenue. Total 2017 Income Tax revenues collected to-date (through Sept 15) is \$1,401,743. 2017 Budgeted Income Tax revenue is \$1,640,000. We have collected 85% of total budget.
2. Revenues and Expenditures. See attached spreadsheets for 2017 year-to-date revenue collections and expenditures.
3. 2014-2015 Audit update. The audit is officially available for public viewing on the Auditor of State website.
4. Credit Rating. Our Ratings call is scheduled for Tuesday, September 19<sup>th</sup> at 10:30 AM with Moody's Investor Services.
5. Mobile Mammography. Reminder that the Licking County health department will have a mobile mammography unit parked and fully operational in our administrative building parking lot on October 7, 2017.
6. Intellinetics. Our electronic data storage installation is complete and up and running.
7. New Copier Lease. I have signed a new 63-month agreement for 2 Toshiba copiers to replace the copiers currently located at the administration building and Police department. These copiers will have the same functionality as the current copiers plus some new features, and will bring us a savings of approximately \$95.00/month.
8. 2018 Budget. A timeline for our 2018 budget has been approved by Finance Committee and communicated to Village Council and staff. We will plan to pass the 2018 at the December 5<sup>th</sup> Village Council meeting.

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 9/15/2017 14:10

A/C	Sub-Fund	2017 Beginning	2017 Revenue	2017 Expected Revenues	Actual Revenues	
1000	Real Estate Tax			\$ 245,000.00	\$ 238,251.58	97.25%
1000	Income Tax			\$ 1,640,000.00	\$ 1,401,734.43	85.47%
1000	Shared Taxes			\$ 120,450.00	\$ 76,507.90	63.52%
1000	State Pass Thru Grants			\$ -	\$ -	
1000	Permits, Fines, & Licenses			\$ 152,500.00	\$ 163,630.32	107.30%
1000	Interest			\$ 5,000.00	\$ (835.46)	-16.71%
1000	Miscellaneous			\$ 24,000.00	\$ 19,870.86	82.80%
1000	Other Financing Sources			\$ -	\$ 421.12	
1000	<b>Total General Fund</b>		\$ -	\$ 2,186,950	\$ 1,899,581	86.86%
2011	<b>Total Street Construction &amp; Repair</b>		\$ -	\$ 163,000	\$ 101,510	62.28%
2021	<b>State Highway &amp; Improvement</b>		\$ -	\$ 11,500	\$ 7,011	60.97%
2901	<b>Mayor's Court - Computer</b>		\$ -	\$ 720	\$ 700	
2905	<b>Leafy Dell Road Traffic Improvement</b>		\$ -	\$ -	\$ -	
2906	<b>Restricted Police Grants</b>			\$ -	\$ 21,981	
5101	<b>Water Operating</b>		\$ -	\$ 433,250	\$ 261,599	60.38%
5201	<b>Sewer Operating</b>		\$ -	\$ 752,250	\$ 681,834	90.64%
5701	<b>Water Replacements &amp; Improvements</b>		\$ -	\$ 32,000	\$ 83,762	261.76%
5702	<b>Sewer Replacements &amp; Improvements</b>		\$ -	\$ 41,000	\$ 98,416	240.04%
5721	<b>Water Debt Service</b>		\$ -	\$ 185,628	\$ 33,276	17.93%
5722	<b>Sewer Debt Service</b>		\$ -	\$ 476,000	\$ 383,519	80.57%
5781	<b>Enterprise Deposit</b>		\$ -	\$ 50,000	\$ 35,467	70.93%
9101	<b>Unclaimed Monies</b>		\$ -	\$ -	\$ -	
9904	<b>Mayor's Court</b>		\$ -	\$ 95,000	\$ 56,544	59.52%
	<b>TOTAL ALL FUNDS</b>		\$ -	\$ 4,427,298	\$ 3,665,200	82.79%
	<b># Amended Appropriations</b>					
					82.79%	
						<i>percentage received to date</i>

# Village of Johnstown Financial Report

## Expenditures

as of 9/15/2017 14:44

A/C	Sub-Fund	2017 Beginning	2017 Revenue	2017 Appropriations	Actual Expenditures	
110	Police			\$ 902,047.06	\$ 611,057.07	67.74%
130	Street Lighting			\$ 72,000.00	\$ 38,254.63	53.13%
210	Public Health			\$ 16,500.00	\$ 16,500.00	100.00%
310	Recreation Department			\$ 10,800.00	\$ 10,138.72	93.88%
410	Zoning			\$ 36,354.23	\$ 23,813.44	65.50%
490	Economic Development			\$ 10,000.00	\$ 10,000.00	100.00%
620	Street Maintenance			\$ 48,214.61	\$ 34,384.88	71.32%
710	Administration			\$ 283,416.85	\$ 197,073.09	69.53%
715	Legislative Activities			\$ 46,382.66	\$ 36,613.40	78.94%
720	Mayors Court			\$ 74,101.55	\$ 48,484.54	65.43%
725	Finance Department			\$ 76,659.66	\$ 55,969.07	73.01%
730	Lands & Buildings			\$ 74,700.00	\$ 65,017.21	87.04%
740	County Auditor (Property Tax Collection)			\$ 4,000.00	\$ 4,000.00	100.00%
745	State Auditor			\$ 2,320.00	\$ 2,043.00	88.06%
755/760	Income Tax Administration			\$ 58,000.00	\$ 44,966.77	77.53%
	Other Uses of Funds & Transfers			\$ 679,006.95	\$ 402,435.59	59.27%
1000	<b>Total General Fund</b>		\$ -	\$ 2,394,504	\$ 1,600,751.41	
	Street Maintenance & Repair					
	Street Cleaning, Snow Removal					
	Traffic Signs & Signals					
	Sidewalks (Capital outlay)					
2011	<b>Total Street Construction &amp; Repair</b>		\$ -	\$ 188,566	\$ 105,647	
	State Highway Maintenance					
	Street Cleaning, Snow & Removal					
	Traffic Signs & Signals					
2021	<b>State Highway &amp; Improvement</b>		\$ -	\$ 10,700	\$ 6,002	
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	\$ 3,120	
2905	Leafy Dell Traffic Improvement Fund	\$ -	\$ -	\$ 120,000	\$ 23,670	
2906	Restricted Police Grant Fund	\$ -	\$ -	\$ 14,407	\$ 9,121	
3101	Debt Service Fund	\$ -	\$ -	\$ 189,000	\$ 48,411	
4901	Capital Projects	\$ -	\$ -	\$ 866,379	\$ 331,330	
5101	Water Operating	\$ -	\$ -	\$ 517,336	\$ 304,334	
5201	Sewer Operating	\$ -	\$ -	\$ 606,486	\$ 381,914	

# Village of Johnstown Financial Report

## Expenditures

as of 9/15/2017 14:44

A/C	Sub-Fund	2017 Beginning	2017 Revenue	2017 Appropriations	Actual Expenditures
5701	Water Replacements & Improvements	\$ -	\$ -	\$ 244,000	\$ 47,851
5702	Sewer Replacements & Improvements	\$ -	\$ -	\$ 316,500	\$ 97,587
5721	Water Debt Service	\$ -	\$ -	\$ 230,300	\$ 34,092
5722	Sewer Debt Service	\$ -	\$ -	\$ 426,000	\$ 169,877
5781	Enterprise Deposit	\$ -	\$ -	\$ 33,000	\$ 17,902
9101	Unclaimed Monies	\$ -	\$ -	\$ -	\$ 421
9904	Mayor's Court	\$ -	\$ -	\$ 95,000	\$ 59,120
<b>TOTAL ALL FUNDS</b>				<b>\$ 6,260,680</b>	<b>\$ 3,241,149</b>
<b># Amended Appropriations</b>					
1000	ORD. #01-2017	\$ 17,465	Concord Crossing East development		
1000	ORD. #04-2017	\$ 10,667	Transfer funds to Restricted Police Grant Fund		
1000	ORD. #11-2017	\$ 33,766	Leafy Dell 5-3 pass thru		
1000	ORD. #15-2017	\$ 1,700	Hopewell Federal Credit Union Pass thru		
1000	ORD. #23-2017	\$ 9,700	Police Vests		
1000	ORD. #17-2017	\$ 21,760	Concord Crossing East development		
1000	ORD. #21-2017	\$ 500	Demolition Refund		
1000	ORD. #20-2017	\$ 8,000	Hopewell Federal Credit Union Pass thru		
1000	ORD. #32-2017	\$ 9,000	Police Cruiser engine repair, Manager Travel & Generator		
1000	ORD. #38-2017	\$ 2,500	Troyer's Pass thru		
1000	ORD. #39-2017	\$ 4,110	O'Reilly's Pass thru		
2011	ORD. #40-2017	\$ 5,700	Sidewalk in front of CVS		
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		
2905	ORD. #46-2017	\$ 70,000	Leafy Dell Rd Traffic Signal Engineering		
2906	ORD. #04-2017	\$ 14,407	Receive funds into new Fund		
4901	ORD. #02-2017	\$ 15,000	Property Purchase (95 E College)		
4901	ORD. #12-2017	\$ 77,000	Police Cruisers		
4901	ORD. #18-2017	\$ 22,379	ODOT SR37 Curbing Invoice		
4901	ORD. #30-2017	\$ 13,000	Electronic Data Storage		
4901	ORD. #31-2017	\$ 27,000	Cruiser payment		
5701	ORD. #02-2017	\$ 15,000	Property Purchase (95 E College)		
5701	ORD. #14-2017	\$ 102,500	Nurse Truck purchase		
5702	ORD. #02-2017	\$ 15,000	Property Purchase (95 E College)		
5702	ORD. #14-2017	\$ 57,500	Nurse Truck purchase		