

**Village of Johnstown  
Regular Council Meeting Minutes  
Tuesday, October 17, 2017**

**CALL TO ORDER:** Mayor Sean Staneart called to Order the Village of Johnstown Regular Council Meeting for Tuesday, October 17, 2017 at 6:32 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 – Village Manager, Jack Liggett – Assistant Village Manager, Dana Steffan – Finance Director, Jim Blair – Zoning Inspector, Don Corbin – Police Chief, Teresa Monroe – Clerk of Council

**IN ATTENDANCE – PUBLIC:** Marvin Block, Chip Dutcher, Preston Hale – American Legion Post 254, Ryan Green

**INVOCATION:** Given by Councilman Main

**PLEDGE OF ALLEGIANCE**

**ACTION ON MINUTES:** Mr. Van Gundy moved to approve the **October 3, 2017 Special Council and the October 3, 2017 Regular Council** minutes en bloc as written. Mr. Lee 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

**CITIZEN COMMENTS**

1. Preston Hale – American Legion Post 254; came to invite Council, Staff, and members of the public to upcoming events including then first “Respect the Flag” Veteran’s Day Parade on November 11, 2017. Events will be posted on the village website.
2. Marvin Block – Said it was a great decision by Council to partner with the American Legion and expressed appreciation to Post 254 for all that they do.

**COUNCIL COMMITTEE REPORTS**

- a. **Planning & Zoning Commission:** Met 10/10/17; finished PUD, draft legislation on medical cannabis dispensaries was given to commissioners for comments and will be considered at the next meeting on October 24, 2017, feedback on the WLCA draft was given by the commission and staff.
- b. **Finance:** Met 10/3/17 (Special Council combined with S&S and Finance) and 10/17/17; work towards 2018 Budget, discussion on the State income tax collection challenge. Mr. Main requested that it be noted that the Finance Director is and has been providing monthly bank reconciliations as requested in the audit.

- c. **Safety & Service:** Met 10/3/17 (Special Council combined with S&S and Finance)
- d. **Economic Development:** Met 10/5/17; update on a new company in Johnstown named Landmark, they are sharing a building with Bleckmann, they are a third party logistics company and brought thirty jobs to Johnstown and expect to hire twenty more. Update that Coughlin Ford will move their entire operation to 161. More discussion on the new Business Park and a name for it leaning toward Johnstown Commerce Center. More conversations on Medical Cannabis Dispensaries; the State has divided Ohio into four regions and within the regions there are districts; Johnstown is in the Southeast District and comprises Licking County, Knox County, Morrow County and Delaware County. The State proposes only three dispensaries in the four county area.
- e. **Parks and Recreation:** Met 10/12/17; the donation for the Poulte property is still in progress.

**DIRECTOR REPORTS**

- a. **Police:** Chief Corbin reviewed his report; it is attached to these minutes.
- b. **Finance:** Dana Steffan reviewed her report; Mayor Stanart recommended moving forward on joining group litigation opposing State control over municipal income tax; as there was no Council opposition, the Law Director will be informed of Johnstown’s desire to participate; legislation will follow. Director report is attached to these minutes.

**LEGISLATION**

**A. ORDINANCE 52-2017** AN ORDINANCE AMENDING ORDINANCE 42-16, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS AND DECLARING AN EMERGENCY.

***Introduction/Public Hearing/Vote***

Mr. Liggett said this legislation is for the Oregon-Edwards storm sewer replacement, upon getting the lines in it was discovered that there were storm sewers outside of the designated area that had collapsed and needed to be repaired.

**Motion:** To waive the second reading by Mr. Van Gundy; second by Ms. Robertson

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

Motion passed 6-1

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

**Motion:** To approve as written by Ms. Robertson; second by Ms. Van Deest

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

Motion passed 7-0

**B. ORDINANCE 53-2017** AN ORDINANCE AMENDING ORDINANCE 42-16, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS AND DECLARING AN EMERGENCY.

***Introduction/Public Hearing/Vote***

This legislation is for the same Oregon-Edwards storm sewer replacement project; additional paving of a two inch overlay is necessary to complete the project.

**Motion:** To waive the second reading by Mr. Van Gundy; second by Ms. Van Deest

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

Motion passed 6-1

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

**Motion:** To approve as written by Mr. Van Gundy; second by Ms. Hendren

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

Motion passed 7-0

**OTHER BUSINESS**

1. Meet the Candidates night: Wednesday, October 25, 2017
2. Legislation for large vehicle parking will be re-visited; need to check what/how vehicles are defined
3. Check with School on meeting date for School Liaison Committee

**ADJOURNMENT:** There being no further business to come before Council, Mr. Van Gundy moved to adjourn, Ms. Hendren seconded and all were in favor; Motion passed 7-0

Thereupon, the meeting adjourned at 7:33 p.m.

RESPECTFULLY SUBMITTED

APPROVED AS PRESENTED



Teresa Monroe, Clerk of Council



Mayor Sean Staneart

# Johnstown Police Department



599 S. Main Street  
P.O. Box 457  
Johnstown, Ohio 43031

Chief of Police  
Don Corbin

Phone 740-967-0911  
Fax 740-967-6415

## Police Dept Information September 2017

- **September 11-** The police department conducted a 3-week joint operation with Ohio State Patrol, targeting traffic enforcement on Route 62. Johnstown Officers conducted 76 traffic stops. They issued 43 citations, and one citation that was related to drugs. One suspect fled the area.
- **September 16-** The police department hosted an open house. The open house included children's fingerprinting, playing of bagpipes, and Chase the Dog from Paw Patrol, television show.
- **September 23-** Officer Cardi took a cruiser and represented the Johnstown Police Department at the Cops-Kids Day at Indian Mound Mall in Heath, Ohio.
- **September 29-** The Knights of Columbus honored the police department and police officers, presenting Chief Corbin with a statue of St Michael, the patron saint of law enforcement. They also provided St Michael coins to each police officer.
- Officer May resigned his position in order to join a different agency.

# 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	164			
2 Officer Calls	85	76	55	95	76	70	104	115	131	115	63	104	89	109	104	119	97	125	88	96	83			
Calls for Service	1558	1575	1504	1947	2070	1790	1852	2018	2074	2148	1654	1888	1887	1953	2099	1769	1828	1557	1293	1369	1557			
Traffic Stops	103	83	97	161	371	161	123	134	131	154	126	98	146	172	167	122	119	92	38	61	103			
Vehicle Accidents	8	5	11	18	10	7	18	12	8	16	26	25	13	11	11	9	14	17	12	12	10			
Training Hours	20	60	166	16	32	8	10	24	96	50	128	0	40	132	56	56	118	16	0	0	20			
Assist Other Depts	9	10	5	8	10	7	8	10	8	9	1	11	13	9	10	9	10	14	8	10	7			
Burglary Alarms	18	13	14	13	11	15	20	22	14	10	15	24	15	11	17	13	18	29	14	19	11			
Subpoenas	21	12	15	4	8	11	19	38	20	20	42	31	15	21	19	11	26	24	25	5	8			
Subpoena Hours	63	36	45	12	24	33	57	114	60	60	126	93	45	63	57	33	78	72	75	15	24			
Warrants Served	4	2	1	3	0	3	1	4	9	1	5	4	4	0	4	5	2	4	2	3	8			
Total Crimes	21	20	18	23	29	16	32	34	41	45	30	22	13	19	37	24	32	37	16	21	35			



**Finance Director's Report to Council  
October 17, 2017**

1. Tax Revenue. Total 2017 Income Tax revenues collected to-date is \$1,564,454. 2017 Budgeted Income Tax revenue is \$1,640,000. We have collected 95% of total budget.
2. Revenues and Expenditures. See attached spreadsheets for 2017 year-to-date revenue collections and expenditures.
3. Credit Rating. Our Rating came back as A2 with Moody's; this is the same rating we held prior to it being taken away earlier this year.
4. Bonds, Series 2017. The Preliminary Official Statement (POS) has been printed and we are ready to price the Bonds. Ross Sinclair & Associates/Joseph Robertson will be pricing them the week of 10/16. They are expected for sale by November 10<sup>th</sup>. The total amount to be Bonded is \$2,850,000.
5. 2018 Budget. Budget preparations are well underway and progressing on schedule. We will plan to pass the 2018 at the December 5<sup>th</sup> Village Council meeting. The first reading at Village Council is scheduled for November 7<sup>th</sup>.
6. HB49 Litigation. Frost Brown Todd LLC is coordinating litigation to challenge certain provisions of House Bill 49, including the call for centralized collection and administration of the municipal net profit tax by the Ohio Department of Taxation when a taxpayer elects to report to the Ohio Department of Taxation. If the Village would like to be a party in this matter, our cost would be \$1,000.

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 10/13/2017 11:23

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	\$ 1,564,454.75	95.39%
1000	Shared Taxes			\$ 120,450.00	\$ 87,569.25	72.70%
1000	State Pass Thru Grants			\$ -	\$ -	
1000	Permits, Fines, & Licenses			\$ 152,500.00	\$ 174,364.03	114.34%
1000	Interest			\$ 5,000.00	\$ 1,732.17	34.64%
1000	Miscellaneous			\$ 24,000.00	\$ 19,906.86	82.95%
1000	Other Financing Sources			\$ -	\$ 421.12	
1000	<b>Total General Fund</b>		\$	\$ 2,186,950	\$ 2,086,700	95.42%
2011	<b>Total Street Construction &amp; Repair</b>		\$	\$ 163,000	\$ 120,469	73.91%
2021	State Highway & Improvement		\$	\$ 11,500	\$ 7,963	69.25%
2901	Mayor's Court - Computer			\$ 720	\$ 730	
2905	Leafy Dell Road Traffic Improvement			\$ -	\$ -	
2906	Restricted Police Grants			\$ -	\$ 22,006	
5101	Water Operating			\$ 433,250	\$ 299,168	69.05%
5201	Sewer Operating			\$ 752,250	\$ 757,369	100.68%
5701	Water Replacements & Improvements			\$ 32,000	\$ 89,876	280.86%
5702	Sewer Replacements & Improvements			\$ 41,000	\$ 106,778	260.43%
5721	Water Debt Service			\$ 185,628	\$ 34,644	18.66%
5722	Sewer Debt Service			\$ 476,000	\$ 431,448	90.64%
5781	Enterprise Deposit			\$ 50,000	\$ 42,054	84.11%
9101	Unclaimed Monies			\$ -	\$ -	
9904	Mayor's Court			\$ 95,000	\$ 60,493	63.68%
	<b>TOTAL ALL FUNDS</b>			\$ 4,427,298	\$ 4,059,698	91.70%
	<b># Amended Appropriations</b>					
					91.70%	
						percentage received to date

# Village of Johnstown Financial Report

## Expenditures

as of 10/13/2017 11:23

A/C	Sub-Fund	2017 Beginning	2017 Revenue	2017 Appropriations	Actual Expenditures	
110	Police			\$ 902,047.06	\$ 672,908.57	74.60%
130	Street Lighting			\$ 72,000.00	\$ 47,310.04	65.71%
210	Public Health			\$ 16,500.00	\$ 16,500.00	100.00%
310	Recreation Department			\$ 10,800.00	\$ 10,155.10	94.03%
410	Zoning			\$ 36,354.23	\$ 26,582.04	73.12%
490	Economic Development			\$ 10,000.00	\$ 10,000.00	100.00%
620	Street Maintenance			\$ 48,214.61	\$ 37,965.65	78.74%
710	Administration			\$ 297,737.45	\$ 216,017.20	72.55%
715	Legislative Activities			\$ 46,382.66	\$ 39,469.83	85.10%
720	Mayors Court			\$ 74,101.55	\$ 54,452.71	73.48%
725	Finance Department			\$ 76,659.66	\$ 61,223.00	79.86%
730	Lands & Buildings			\$ 74,700.00	\$ 66,562.52	89.11%
740	County Auditor (Property Tax Collection)			\$ 4,000.00	\$ 4,000.00	100.00%
745	State Auditor			\$ 2,320.00	\$ 2,320.00	100.00%
755/760	Income Tax Administration			\$ 58,000.00	\$ 50,066.77	86.32%
	Other Uses of Funds & Transfers			\$ 679,006.95	\$ 447,515.59	65.91%
1000	<b>Total General Fund</b>		\$	\$ 2,408,824	\$ 1,763,049.02	
	Street Maintenance & Repair					
	Street Cleaning, Snow Removal					
	Traffic Signs & Signals					
	Sidewalks (Capital outlay)					
2011	<b>Total Street Construction &amp; Repair</b>		\$	\$ 188,566	\$ 116,799	
	State Highway Maintenance					
	Street Cleaning, Snow & Removal					
	Traffic Signs & Signals					
2021	<b>State Highway &amp; Improvement</b>			\$ 10,700	\$ 6,807	
2101	<b>Permissive Motor License</b>			\$ -	\$ -	
2271	<b>Enforcement &amp; Education</b>	\$ -		\$ -	\$ -	
2272	<b>Equitable Sharing</b>	\$ -		\$ -	\$ -	
2901	<b>Mayor's Court Computer</b>	\$ -		\$ 3,000	\$ 1,773	
2902	<b>Babcock Fund</b>	\$ -		\$ -	\$ -	
2903	<b>Budget Stabilization Fund</b>	\$ -		\$ 21,780	\$ 9,545	
2904	<b>FEMA Fund</b>	\$ -		\$ 5,502	\$ 3,120	
2905	<b>Leafy Dell Traffic Improvement Fund</b>	\$ -		\$ 120,000	\$ 43,412	
2906	<b>Restricted Police Grant Fund</b>	\$ -		\$ 14,407	\$ 9,769	
3101	<b>Debt Service Fund</b>	\$ -	\$	\$ 189,000	\$ 48,411	
4901	<b>Capital Projects</b>	\$ -		\$ 866,379	\$ 340,982	
5101	<b>Water Operating</b>	\$ -		\$ 517,336	\$ 333,104	
5201	<b>Sewer Operating</b>	\$ -		\$ 606,486	\$ 419,044	



# Village of Johnstown Financial Report

## Expenditures

as of 10/13/2017 11:23

A/C	Sub-Fund	2017 Beginning	2017 Revenue	2017 Appropriations	Actual Expenditures
5701	Water Replacements & Improvements	\$ -		\$ 244,000	\$ 177,851
5702	Sewer Replacements & Improvements	\$ -		\$ 316,500	\$ 118,811
5721	Water Debt Service	\$ -		\$ 230,300	\$ 216,454
5722	Sewer Debt Service	\$ -		\$ 426,000	\$ 169,877
5781	Enterprise Deposit	\$ -		\$ 33,000	\$ 22,862
9101	Unclaimed Monies	\$ -		\$ -	\$ 421
9904	Mayor's Court	\$ -		\$ 95,000	\$ 62,272
<b>TOTAL ALL FUNDS</b>				<b>\$ 6,296,781</b>	<b>\$ 3,864,362</b>
# 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		
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		
1000	ORD. #45-2017	\$ 14,321	Leafy Dell 5-3 pass thru		
2011	ORD. #40-2017	\$ 5,700	Sidewalk in front of CVS		
2903	ORD. #35-37-2017	\$ 21,780	Telephones, Police Recordings & Cameras		
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		