

**Village of Johnstown
Regular Council Meeting Minutes
Tuesday, April 17, 2018**

CALL TO ORDER: Mayor Benjamin Lee called to Order the Village of Johnstown Regular Council Meeting for Tuesday, April 17, 2018 at 6:37 p.m.

COUNCIL ROLL CALL: Marvin Block; present, Chip Dutcher; present, Lewie Main; present, Cheryl Robertson; present, Mayor Ben Lee; present, Bill Van Gundy; absent, Carol Van Deest; present.

IN ATTENDANCE – STAFF: Jim Lenner – Village Manager, Dana Steffan – Finance Director, Jim Blair – Zoning Inspector, Don Corbin – Chief of Police, Teresa Monroe – Clerk of Council

IN ATTENDANCE – PUBLIC: Robert Roberts, Terry Scovell, Dave Pontia, Sean Stanearth

INVOCATION: Given by Councilman Main

PLEDGE OF ALLEGIANCE

ACTION ON MINUTES: April 3, 2018

Mr. Main moved for adoption, Mr. Dutcher seconded and the vote was as follows:

Marvin Block;	Y
Chip Dutcher;	Y
Lewie Main;	Y
Cheryl Robertson;	Y
Ben Lee;	Y
Carol Van Deest;	Y

Motion passed 6-0

MOTION: Mayor Lee moved to amend the agenda adding an Executive Session to discuss imminent legal action as item ten after legislation. Mr. Dutcher seconded and the vote was as follows:

Chip Dutcher;	Y
Lewie Main;	Y
Cheryl Robertson;	Y
Ben Lee;	Y
Carol Van Deest;	Y
Marvin Block;	Y

Motion passed 6-0

CITIZEN COMMENTS: None

COUNCIL COMMITTEE REPORTS

a. **Planning & Zoning:** Met 4/10/18; introduced goals set by Council for Planning and Zoning, introduction to Zoning Code adoption, worked on the Property Maintenance Code draft. Next 4/24/18 @ 6:30 pm Council chambers

b. **Safety & Service:** Met 4/3/18 update given last meeting; Next 5/1/18 @ 5:00 pm Council chambers

c. **Finance:** Met 4/17/18; funding discussion on pending items, a decision was made to go ahead with siding/wrapping the exterior of the Administration and Police Department building to further preserve the structure. Committee requested Mr. Lenner to prepare bid documents for Businessmen's parking lot and would like quotes for the Phalen Street slant parking. Discussed the water and sewer disbursement legislation on agenda as well as the ten year plan for the water tower that is incorporated. Goals discussion will resume next meeting. Mr. Lenner said they did solidify the change in the projects from Commerce Blvd and Buena Vista to extending the Oregon Street project as well as Liberty and Kasson. Finance Committee called an additional special meeting for 4/24/18 @ 5:00 pm in council chambers, next regular meeting is 5/15/18

d. **Economic Development:** Met 4/5/18; No update given, Mr. Lenner said the calls of speculative people looking for space is continuing and that the committee will see the rezoning, the agreement with the Port Authority and the CRA legislation at the May meeting. Next 5/3/18 @ 10:00 am Admin office

e. **Park & Rec:** Met 4/12/18; waiting for an update on Hanna's Park playground, reviewed the timeline being developed for park and rec facilities and are working toward a document for the public to see. The Transportation Alternatives Program (TAP) grant will be submitted by the May deadline, hoping to get a report on the building at the trailhead at the May meeting, revised committee goals. Next 5/10/18 @ 10:00 am Admin office

f. **School District Liaison:** Next 6/12/18 @ 5:00 pm Council chambers

g. **Personnel Board of Review:** 4/5/18 cancelled – will reschedule

h. **Rules:** Met 3/27/18 update given last meeting; nothing further scheduled

*Upcoming Charter Review Commission meetings are 4/18/18 and 4/25/18 @ 7:00 pm Council Chambers

DIRECTOR REPORTS

a. **Police:** Chief Corbin reviewed his report with Council and said since the tragedy in Westerville, the Johnstown community has come out with a lot of support for the Police Department and he wants to thank all those who have and continue to support the Police. In addition to the donations mentioned in his report, he said that Thorpe Automotive has donated labor and parts to the cruisers as well as food for the officers. Chief said there has been such great response from residents and business owners and it is so much appreciated.

Mr. Main inquired on having the police dispatchers use one of the old cruiser computers to monitor the fire department calls on Live Cad for awareness; Chief said he would look into that. Mr. Main also requested information on Mayors Court; he is interested in seeing the offenses and fines that are being assessed.

b. **Finance:** Dana Steffan reviewed her report with Council; it is attached to these minutes.

OTHER

Mr. Block researched a lead with the County Engineer's office provided by Mr. Lenner during discussions on excess water and drainage issues in the area. Mr. Block reviewed the ditch petition process with Council; specifics can be found in Ohio Revised Code section 61.31. This would be a joint venture between the Village and Townships to petition for a drainage ditch that would be maintained by the county and funded by a ditch tax assessed by the County Commissioner. Mr. Block recommended creating a Council committee that would meet with the County to discuss concerns on the water problems and assess potential action going forward. Mayor Lee expressed the desire to explore how the process could be applied to the village and said to continue forward, a three member Ad Hoc committee would need to be created to meet for a time and then present their findings to full council.

MOTION: Mr. Block moved for the creation of the committee, Mayor Lee seconded for the creation of the Ditch Tax Assessment Exploration Committee and to name members Marvin Block, Chip Dutcher and Cheryl Robertson to the Ad Hoc committee and the vote was as follows:

Lewie Main;	Y
Cheryl Robertson;	Y
Ben Lee;	Y
Carol Van Deest;	Y
Marvin Block;	Y
Chip Dutcher;	Y

Motion passed 6-0

OTHER

Mr. Block asked for an update on the Rice property; Mr. Lenner said he spoke to Jonathan Wilcox with Wilcox communities on Friday and said their new plan is to scrap everything and just ask for annexation with no pre-annexation agreement, and then once annexed, apply to village zoning commission for approvals. Mr. Lenner said he did confirm with the Law Director that the Western Licking County Accord is in place so anything submitted will need to now conform to the Accord and go through the process. Mr. Block said he would like to get buffer zone legislation on the agenda as fast as possible; Mr. Lenner said he would add it for discussion with Planning and Zoning.

LEGISLATION

The following four pieces of legislation were introduced at last meeting and are a reallocation of funds only; there is no increase to water and sewer rates at this time. Mayor Lee said the Finance Committee is comfortable with their review of this legislation.

A. ORDINANCE 10-2018 AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN, OHIO IN ORDER TO SET WATER SERVICE RATES, CHARGED BY THE VILLAGE OF JOHNSTOWN.

Introduction April 3, 2018~ Public Hearing/Vote

Public Hearing: There were no comments from the public

Council discussion: Mr. Main questioned the rates and allocation of the bulk water charges; Ms. Steffan said that was not looked at for this ordinance purely because bulk water is a minor portion of the fund but going forward she could start to look at the bulk monies and see how they impact the fund as a total.

Mayor Lee moved to approve. Ms. Van Deest seconded and the vote was as follows:

Cheryl Robertson;	Y
Ben Lee;	Y
Carol Van Deest;	Y
Marvin Block;	Y
Chip Dutcher;	Y
Lewie Main;	Y

Motion passed 6-0

B. ORDINANCE 11-2018 AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN, OHIO IN ORDER TO SET WATER DEBT SERVICE RATES, CHARGED BY THE VILLAGE OF JOHNSTOWN.

Introduction April 3, 2018~ Public Hearing/Vote

Public Hearing: There were no comments from the public

Council discussion: None

Mayor Lee moved to approve. Ms. Van Deest seconded and the vote was as follows:

Ben Lee;	Y
Carol Van Deest;	Y
Marvin Block;	Y
Chip Dutcher;	Y
Lewie Main;	Y
Cheryl Robertson;	Y

Motion passed 6-0

C. ORDINANCE 12-2018 AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN, OHIO IN ORDER TO SET SEWER SERVICE RATES CHARGED BY THE VILLAGE OF JOHNSTOWN.

Introduction April 3, 2018~ Public Hearing/Vote

Public Hearing: There were no comments from the public

Council discussion: Mr. Main said he would have the same comment on the bulk haulers; Ms. Steffan said she would have the same response.

Mayor Lee moved to approve. Ms. Van Deest seconded and the vote was as follows:

Carol Van Deest;	Y
Marvin Block;	Y
Chip Dutcher;	Y
Lewie Main;	Y
Cheryl Robertson;	Y
Ben Lee;	Y

Motion passed 6-0

D. ORDINANCE 13-2018 AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN, OHIO IN ORDER TO SET SEWER DEBT SERVICE RATES, CHARGED BY THE VILLAGE OF JOHNSTOWN.

Introduction April 3, 2018~ Public Hearing/Vote

Public Hearing: Sean Stanart asked if the bulk sewer rate fluctuated or was set; Mr. Lenner said it is set.

Council discussion: None

Mayor Lee moved to approve. Ms. Van Deest seconded and the vote was as follows:

Marvin Block;	Y
Chip Dutcher;	Y

Lewie Main; Y
Cheryl Robertson; Y
Ben Lee; Y
Carol Van Deest; Y

Motion passed 6-0

E. ORDINANCE 14-2018 AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF JOHNSTOWN, OHIO, AND DECLARING AN EMERGENCY.

Introduction ~ Public Hearing/Vote

Johnstown's codified ordinance vendor, Walter Drane, asks for legislation annually in order to update and codify ordinances that have passed since the previous update, also incorporated are changes the State Legislators made in traffic or other codes. Mr. Lenner said in order to ratify he asks for emergency passage.

Council discussion: None

Mr. Block moved to waive the second reading. Mr. Dutcher seconded and the vote was as follows:

Chip Dutcher; Y
Lewie Main; Y
Cheryl Robertson; Y
Ben Lee; Y
Carol Van Deest; Y
Marvin Block; Y

Motion passed 6-0

Public Hearing: There were no comments from the public

Mr. Main moved to approve Ordinance 14-2018. Mr. Block seconded and the vote was as follows:

Lewie Main; Y
Cheryl Robertson; Y
Ben Lee; Y
Carol Van Deest; Y
Marvin Block; Y
Chip Dutcher; Y

Motion passed 6-0

EXECUTIVE SESSION: Mayor Lee asked for a motion to enter into Executive Session with members of Council, Jim Lenner, Chief Corbin, and Dana Steffan for the purpose of discussing Imminent Legal Action. Mr. Block moved, Ms. Robertson seconded and the vote was as follows:

Cheryl Robertson; Y
Ben Lee; Y
Carol Van Deest; Y
Marvin Block; Y
Chip Dutcher; Y
Lewie Main; Y

Motion passed 6-0

Executive Session began at 7:36 pm and returned to regular session at 7:49 pm

OTHER BUSINESS

1. Mr. Lenner provided an update on the SR62 project acquisition phase saying if all keeps going well it looks like there will only be two properties to appropriate through the court system; both are people who have just not responded. Mr. Lenner said he also brought up the idea of the steel poles and the consultant is going to coordinate a meeting with the utility companies to make sure the village concerns are known. Mr. Main asked if trees have been marked for removal yet, Mr. Lenner said no. Mr. Block asked if he was permitted to contact the two that have not responded to the paperwork sent from the consultant; Mr. Lenner said he would need to check. Mr. Main asked if there had been a resolution to the sign at Premier Dental, Mr. Lenner said yes, they will be moving it to the middle of the yard but not until May or June.

2. Mayor Lee welcomed new businesses O'Reilly Auto Parts, Thorpe Automotive and Troyer's to their new location.

3. Jim Lenner, Mayor Lee, Chip Dutcher and Lewie Main will be attending the MORPC State of the Region address on Thursday.

4. Mr. Main asked if there had been any word on Coughlin Ford's move. Mr. Lenner said he has not had any contact with them on that.


5. Mr. Dutcher said with the Western Licking County Accord being official, he saw that New Albany is annexing another 150 acre site from Licking County and imagines it would need to go through the Accord process? Mr. Lenner said not the annexation, but any development of the land would. Mr. Dutcher said it is at Jug Street and Smith Mill and adjoins the Bob Evans site which is not in the Johnstown school district but thinks this one will be.

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

Thereupon, the meeting adjourned at 7:59 p.m.

RESPECTFULLY SUBMITTED

APPROVED AS PRESENTED


Teresa Monroe, Clerk of Council


Mayor Benjamin Lee

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

March 2018

- **3/8/18** We hosted the Licking County Chief of Police meeting and donation of food and beverages were given by Kroger, Subway and Crenos.
- **3/18/18** Local Girl Scout Troop donated their last box of cookies to the Police Dept. Officer Green & Officer Pacha represented the Police Dept.
- **3/22/18** Officer Rutherford talked to a group of preschool kids at the Pickerington YMCA.
- Kevin Riffe donated training ammo to the Police Dept
- Pizzaburg donated \$740 to the Police Dept



Finance Director's Report to Council
April 17, 2018

1. Tax Revenue. Total 2018 Income Tax revenues collected to-date is \$420,850. 2018 Budgeted Income Tax revenue is \$1,840,000. We have collected 23% of total budget.
2. Revenues and Expenditures. See attached spreadsheets for 2018 year-to-date revenue collections and expenditures.
Notes:
 - a. General Fund: Economic Development expenditures are exhausted due to the single payment made to GROW Licking County for \$10,000 in March.
 - b. General Fund: Legislative Activities expenditures are near 62% of budget primarily due to legal fees; to-date we have spent \$22,655 in legal fees (2018 budget = \$32,000).
 - c. General Fund: Lands & Buildings expenditures have reached above 73% of budget due to Property and Casualty Insurance premiums of \$48,000 that were paid in March.
3. 2016-2017 Audit. Wilson, Philips & Agin, CPAs will be conducting our biennial audit once again under authority of the Auditor of State. They will be onsite to commence their work beginning April 18th.
4. T-Mobile site lease. We have been approached by an agent of T-Mobile to extend the lease agreement on the water tower space which T-Mobile rents for their cell tower. The original lease is set to expire May 2021. A new agreement has been reached, which ensures a rent guarantee value of \$151,200 over the next ten years. This new lease allows for 10% rate escalations every 5 years, with four renewal terms (term = 60 months).
5. Property Tax. We have received the first half-year property tax distribution from the County in April. Total net distribution was \$125,932. The second half distribution will be received in Q3 or Q4.
6. Mobile Mammography. I have reached out to the County to set up a date for the mobile mammography unit to come to Johnstown once again. I have not received a phone call back, but I will keep you informed of their schedule once I hear from them.

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 3/31/2018

A/C	Sub-Fund	2018 Beginning	2018 Revenue	2018 Expected Revenues	Actual Revenues	
1000	Real Estate Tax			\$ 250,000.00	\$ -	0.00%
1000	Income Tax			\$ 1,840,000.00	\$ 420,850.00	22.87%
1000	Shared Taxes			\$ 110,450.00	\$ 9,933.00	8.99%
1000	State Pass Thru Grants			\$ -	\$ -	
1000	Permits, Fines, & Licenses			\$ 214,500.00	\$ 54,854.00	25.57%
1000	Interest			\$ 5,000.00	\$ 2,218.00	44.36%
1000	Miscellaneous			\$ 27,000.00	\$ 6,405.00	23.72%
1000	Other Financing Sources			\$ -		
1000	Total General Fund			\$ 2,446,950	\$ 494,260	20.20%
2011	Total Street Construction & Repair			\$ 199,907	\$ 60,579	30.30%
2021	State Highway & Improvement			\$ 10,873	\$ 3,806	35.00%
2901	Mayor's Court - Computer			\$ 1,000	\$ 240	
2905	Leafy Dell Road Traffic Improvement			\$ -		
2906	Restricted Police Grants			\$ 5,000	\$ 6,053	121.06%
5101	Water Operating			\$ 497,625	\$ 116,411	23.39%
5201	Sewer Operating			\$ 845,625	\$ 208,101	24.61%
5701	Water Replacements & Improvements			\$ 77,000	\$ 31,041	40.31%
5702	Sewer Replacements & Improvements			\$ 95,000	\$ 37,536	39.51%
5721	Water Debt Service			\$ 27,628	\$ 5,714	20.68%
5722	Sewer Debt Service			\$ 577,000	\$ 143,291	24.83%
5781	Enterprise Deposit			\$ 40,500	\$ 10,752	26.55%
9101	Unclaimed Monies			\$ -		
9904	Mayor's Court			\$ 85,000	\$ 19,128	22.50%
	TOTAL ALL FUNDS			\$ 4,909,108	\$ 1,136,912	23.16%
	# Amended Appropriations					
					23.16%	
						<i>percentage received to date</i>

Village of Johnstown Financial Report

Expenditures

as of 3/31/2018

A/C	Sub-Fund	2018 Beginning	2018 Revenue	2018 Appropriations	Actual Expenditures	
110	Police			\$ 988,628.00	\$ 223,664.00	22.62%
130	Street Lighting			\$ 72,000.00	\$ 12,802.00	17.78%
210	Public Health			\$ 16,550.00	\$ -	0.00%
310	Recreation Department			\$ 8,100.00	\$ 661.00	8.16%
410	Zoning			\$ 37,382.00	\$ 8,352.00	22.34%
490	Economic Development			\$ 10,000.00	\$ 10,000.00	100.00% GROW Licking Co
620	Street Maintenance			\$ 49,340.00	\$ 13,463.00	27.29%
710	Administration			\$ 305,878.00	\$ 63,959.00	20.91%
715	Legislative Activities			\$ 55,138.00	\$ 34,029.00	61.72% legal
720	Mayors Court			\$ 77,838.00	\$ 17,027.00	21.87%
725	Finance Department			\$ 82,462.00	\$ 32,583.00	39.51%
730	Lands & Buildings			\$ 77,500.00	\$ 56,820.00	73.32% P&C insurance
740	County Auditor (Property Tax Collection)			\$ 4,300.00	\$ 594.00	13.81%
745	State Auditor			\$ 10,000.00	\$ -	0.00%
755/760	Income Tax Administration			\$ 56,000.00	\$ 15,553.00	27.77%
	Other Uses of Funds & Transfers			\$ 747,700.00	\$ 169,725.00	22.70%
1000	Total General Fund			\$ 2,598,816	\$ 659,232.00	25.37%
	Street Maintenance & Repair					
	Street Cleaning, Snow Removal					
	Traffic Signs & Signals					
	Sidewalks (Capital outlay)					
2011	Total Street Construction & Repair			\$ 196,289	\$ 45,079	22.97%
	State Highway Maintenance					
	Street Cleaning, Snow & Removal					
	Traffic Signs & Signals					
2021	State Highway & Improvement			\$ 14,000	\$ 6,855	
2101	Permissive Motor License			\$ -	\$ -	
2271	Enforcement & Education	\$ -		\$ -	\$ -	
2272	Equitable Sharing	\$ -		\$ -	\$ -	
2901	Mayor's Court Computer	\$ -		\$ 1,000	\$ -	
2902	Babcock Fund	\$ -		\$ -	\$ -	
2903	Budget Stabilization Fund	\$ -		\$ -	\$ -	
2904	FEMA Fund	\$ -		\$ -	\$ -	
2905	Leafy Dell Traffic Improvement Fund	\$ -		\$ -	\$ -	
2906	Restricted Police Grant Fund	\$ -		\$ 10,000	\$ -	
3101	Debt Service Fund	\$ -		\$ 309,500	\$ 18,705	
4901	Capital Projects	\$ -		\$ 1,281,947	\$ 53,188	
5101	Water Operating	\$ -		\$ 565,116	\$ 109,738	
5201	Sewer Operating	\$ -		\$ 649,214	\$ 147,937	
5701	Water Replacements & Improvements	\$ -		\$ 386,500	\$ 23,844	
5702	Sewer Replacements & Improvements	\$ -		\$ 1,204,000	\$ 14,344	
5721	Water Debt Service	\$ -		\$ 70,500	\$ 10,525	
5722	Sewer Debt Service	\$ -		\$ 399,000	\$ 2,500	
5781	Enterprise Deposit	\$ -		\$ 33,000	\$ 5,999	

Village of Johnstown Financial Report

Expenditures

as of 3/31/2018

A/C	Sub-Fund	2018 Beginning	2018 Revenue	2018 Appropriations	Actual Expenditures
9101	Unclaimed Monies	\$ -	[REDACTED]	\$ -	\$ -
9904	Mayor's Court	\$ -	[REDACTED]	\$ 85,000	\$ 20,521
TOTAL ALL FUNDS			[REDACTED]	\$ 7,803,882	\$ 1,118,467
# Amended Appropriations					
1000	ORD. #05-2018	\$ 20,200	Additional Police Expenses		
1000	ORD. #06-2018	\$ 2,000	AEP Pole & fire safety		
1000	ORD. #09-2018	\$ 75,000	New Police Officer		