

**Village of Johnstown  
Regular Council Meeting Minutes  
Tuesday, May 1, 2018**

**CALL TO ORDER:** Mayor Benjamin Lee called to Order the Village of Johnstown Regular Council Meeting for Tuesday, May 1, 2018 at 6:35 p.m.

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

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

**IN ATTENDANCE – PUBLIC:** Terry Scovell, Glenn C. Ronken, Dave Pontia, Sean Stanearth

**INVOCATION:** Given by Mayor Lee

**PLEDGE OF ALLEGIANCE**

**ACTION ON MINUTES:** April 17, 2018

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

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

Motion passed 6-0 with one abstention due to absence

**CORRESPONDENCE:** – Thank you cards from Girl Scout Troop 2222 for the Water Dept. tour

**CITIZEN COMMENTS:** None

**COUNCIL COMMITTEE REPORTS**

a. **Planning & Zoning:** Met 4/24/18 Variance conditionally granted for parking reduction, Rural Residential vs buffer zone discussion, draft for agricultural buffer to go to PZ next meeting then to Council. Topics still to review are goal priorities and Property Maintenance draft. Joint work session between PZ and Council 5/9/18 @ 5:30 pm; Next committee 5/9/18 @ 6:30 pm Council chambers

b. **Safety & Service:** Met 5/1/18 representative from Richardson Glass came for discussion on window coatings, it was the recommendation of the committee to authorize up to \$10,000 out of the Budget Stabilization Fund for replacement of four windows in Council chambers and the PD dispatch window, the Mayor said that the Finance Committee is comfortable with the recommendation. Councilman Van Gundy stated his feeling that he does not like to keep going to the Budget Stabilization Fund instead of staying with the budget, he thinks this should wait until next years budget. The Downtown Event Guide draft will be presented to council 5/15/18 along with Rental Registration and False Alarm legislation. Businessmen's Parking Lot will be refinished this year, staff is waiting on bids to return; Next committee 6/5/18 @ 5:00 pm Council chambers

- c. **Finance:** Met 4/24/18 Discussion on funding options, road levy, RITA, and upgrades to the Administration building; Next 5/15/18 @ 5:00 pm Council chambers
- d. **Economic Development:** Met 4/5/18 Lengthy discussions on a number of topics- no action taken, Mr. Lenner provided the committee with updates on the Commerce Park, medical cannabis, general items of business; a meeting is being planned for June 14, 2018 at 8:00 am to invite local businesses to attend for updates; Next committee 5/3/18 @ 10:00 am Admin office
- e. **Park & Rec:** Met 4/12/18 updated last meeting; Next 5/10/18 @ 10:00 am Admin office
- f. **School District Liaison:** Next 6/12/18 @ 5:00 pm Council chambers
- g. **Ditch Tax Assessment Exploration Committee/Ad Hoc:** Met 4/23/18 and 4/25/18 met with Dan Blatter from the Licking County Engineers office, some follow up is needed to check on retention pond legislation for regulating upkeep and maintenance, he also inquired on the EPA permits pulled by the developers for general construction, this process is not familiar to staff and will need to be researched for compliance, a representative from the EPA will be out and committee will get further information then Dan will work on his recommendation for moving forward. The idea of implementing a storm water management plan fee to pay for maintenance was mentioned.
- h. **Personnel Board of Review:** Items waiting review, then will schedule.
- i. **Rules:** Nothing scheduled

Upcoming Charter Review Commission meetings are 5/2/18, 5/7/18, 5/9/18, 5/14/18, 5/16/18 @ 7:00 pm

### DIRECTOR REPORTS

**a. Service:** Jack Liggett reviewed his report with Council, a copy is attached. Additional discussion as follows:

Jack gave an additional update on the cost of rehabbing the four Ohio signs at the entrances to town: he found that it is a specialty to rehab those types of signs and the cost is \$800 for each one. Mayor Lee said there was discussion in Finance Committee of possibly getting help to pay for them from the Historical Society; Mr. Block said he was unsure of how much they would be able to help as they just helped pay for the gazebo renovation at Bigelow Park and are looking to install a camera system at the park as well. Jack said he did have a line item in the budget for signs and it could be paid for out of that, Mr. Van Gundy said before taking money out for these signs, were we on track for the sign replacements required by the State, Jack said we are ahead of the curve and that he was just providing the information he was asked for and will wait for the direction of Council.

Mr. Main asked whether the Phillips Drive sign had been replaced to reflect the new street name, Jack said no; confirmation of the new name will be made and a new sign will be ordered.

Jack said also new is the department will be hiring a part time seasonal employee through October, the job has been posted.

The playground at Hannah's Park has been mulched, still waiting on pricing for equipment.

Work has begun on the new storage garage at the water tower property; the building will be 60x60 and will have the ability to be expanded another 60x60 in the future if needed by Johnstown.

Mr. Main inquired on village logos being painted on city vehicles; no progress toward that yet.

Mr. Dutcher inquired on the Oregon Street project; Jack said phase I is all Johnstown funded so there is no need to wait for the Ohio Public Works to release. Water line from Maple Street to Edwards should begin to be replaced within the next ten days and from Phalen to College the service lines will be replaced. Phase II should begin July 10<sup>th</sup> and will repair water line services and get storm sewer work from Maple Street to Phalen. When both phases are complete, the road will be paved from Edwards Road to College. Traffic will be maintained on the water line projects however sections will need to be closed

when paving begins. Mr. Liggett said there is an issue with phase II, three AEP poles between Maple and SR62 on N. Oregon need to be moved as they will be in the middle of the new sidewalk. If they are not moved by the July deadline the contractor will pour the sidewalk and leave the poles in the middle but when they do get moved will return, cut those sections out and replace. Mr. Liggett said this is something he felt should have been caught in engineering. Mr. Van Gundy asked if the concrete ramp at the fire house had been poured, Jack said yes and our paving will just go up and meet it. Mr. Main said there is a section cut out of the pavement on North Main Street that created a hole, Jack said he thought it was done by the gas company and they would fill it because it is too deep, Jim Lenner asked if they pulled a ROW permit, Jack said he would check. Mr. Main asked what size water line was going in; Jack said from SR62 to Maple they are taking the inch and a half out and putting a six inch in and adding a hydrant, then from Maple to Edwards they will replace a six inch with a six inch but taking out the asbestos cement line and putting in PVC. Mayor Lee inquired on the I & I study, Jack said the camera work has been completed; he just needs to review it.

**b. Manager:** Jim Lenner reviewed his report with Council, a copy is attached. Additional discussion as follows:

Jim said he has reached out for a status on the formation of the Western Licking County Accord (WLCA) review panel. It was reported that St. Albans Township would like to become part of the WLCA.

Mr. Lenner to check into using the crushed asphalt for walk ways.

Mayor Lee suggested that Project 2016-22 Downtown Redevelopment District/Special Improvement District be on the radar of the Economic Development Committee.

Discussion on the decision to resurface Businessmen's Parking Lot; Mr. Block thinks that if the village paves that lot it could be a problem to ask residents for a street tax and inquired on asking the businesses to contribute financially toward the project.

## **LEGISLATION**

**A. ORDINANCE 15-2018** AN ORDINANCE AMENDING ORDINANCE 57-2017, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *Introduction*

The Finance Committee has approved funds for improvements to the Village Administration and Police Department building ensuring protection and longevity of the exterior surfaces.

**B. RESOLUTION 2018-10** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION CONTRACT FOR ROCK SALT. *Introduction/Public Hearing/Vote*

This is a contract to purchase 275 tons of road salt needed for village streets; this is 25 ton less than last year.

**Public Hearing:** There were no comments from the public

**Motion:** Mr. Main moved to approve. Mr. Van Gundy seconded and the vote was as follows:

Chip Dutcher;	Y
Lewie Main;	Y
Cheryl Robertson;	Y
Ben Lee;	Y
Bill Van Gundy	Y

Carol Van Deest; Y  
Marvin Block; Y

Motion passed 7-0

**OTHER BUSINESS**

1. Mr. Main said that he knows Jim Lenner has a lot of “irons in the fire” and offered a sincere thank you for his dedication and hard work.
2. Clean Sweep Day is May 19, 2018
3. Jim Lenner will spend May 16<sup>th</sup> in Washington DC
4. Gazebo in Bigelow Park nearing completion.
5. The Johnstown Walking Club has been picking up trash along their routes, Council expressed their appreciation; Mayor Lee to write a thank you.
6. Mr. Dutcher, Mr. Main, Mr. Lenner and Mayor Lee attended the MORPC State of the Region. Mr. Dutcher said he learned we are definitely doing some things right, all agreed very informative.

**ADJOURNMENT:** There being no further business to come before Council, Mr. Van Gundy moved to adjourn, Ms. Robertson seconded and the vote was as follows:

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

Motion passed 7-0

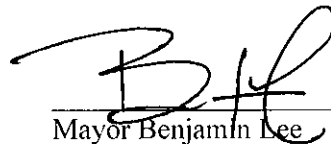
Thereupon, the meeting adjourned at 8:33 p.m.

RESPECTFULLY SUBMITTED



Teresa Monroe, Clerk of Council

APPROVED AS PRESENTED

  
\_\_\_\_\_  
Mayor Benjamin Lee

*Jim Lenner  
Village Manager*

*Jack Liggett  
Assistant Manager*

*Dana Steffan  
Finance Director*



*Ben Lee  
Mayor*

*Council Members  
Chip Dutcher  
Marvin Block  
William Van  
Gundy  
Lewis Main  
Cheryl Robertson  
Carol Van Deest*

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## April Council Report

### Water

- 1) Over 35 turn offs for non-payment.
- 2) Fire hydrant flushing has begun and will continue through the next 2 months.
- 3) A local girl scout troop came through and toured the water plant.
- 4) We repaired a hit water service on Cheery Hill Rd. which caused a boil alert to be issued it was lifted as soon as possible.

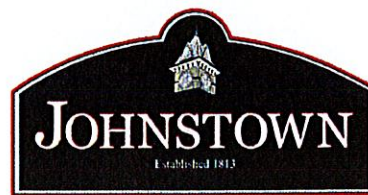
### Wastewater

- 1) Pressed biosolids.
- 2) One SSO occurred due to the failure of Leafy Dell lift station.
- 3) Both mixers in the SBR tanks failed due to an electrical issue, it has been repaired.
- 4) Biosolids were hauled to farmers field.
- 5) Camera work on College and Williams has been completed and is being reviewed this month.
- 6) Concord lift station generator has failed and is currently being repaired.

### Street

- 1) We have begun repairing the storm sewer on 62 in front of Coughlin Ford to Rt. 62 BBQ.
- 2) We are cold patching all over town as weather allows.
- 3) Salt equipment has been removed from the trucks, repaired, and put away for the season.
- 4) Street sweeping is on regular schedule.

# 2018 Work Plan



## **2012-31 Johnstown Commerce Center**

1.19.18 - The geotechnical report is good except for one place to avoid where water appears at 7'. We are in draft mode on agreement with the Port Authority and title work is taking the next step. Next up, if the survey does not point to easement issues, will be a preliminary layout. We are ahead of pace for the May acquisition deadline in the agreement.

2.12.18 - ALTA survey completed.

2.20.18 - Blanket pipeline easement found across the entire property. Legal review and negotiation is underway.

3.2.18 - Initial indication the easement will not impact our ability to develop the site. The Port has chosen a design engineer.

3.20.18 - Received draft agreement from HNLCPA for review. Sent to appropriate staff.

## **2013-03 US 62 Turn Lane**

1.1.18 - This project is scheduled for bidding Q1 2019 with construction Q2-Q4 2019.

1.31.18 - According to the consultant, the right of way acquisitions are ongoing and on time and under budget.

3.31.18 - Notified by ODOT that there may be appropriations (their term for taking). Some land owners are not satisfied with their offers.

4.26.18 - I am expecting only two properties to head to court for appropriation (taking).

## **2014-03 GIS Enterprise**

1.31.18 - Preliminary discussions with EMH&T to assist were held. Currently waiting on a cost proposal from EMH&T.

2.9.18 - Contract signed.

3.20.18 - Received quote for software from ESRI. Sent to AVM for follow up.

4.27.18 - First round of data points have been captured. System software has been ordered.

## **2014-15 Zoning Ordinance Revision**

3.31.18 - Work will begin at the first meeting May.

4.27.18 - The staff will forward a proposal to the Planning Commission in late Q1 or early Q2.

## **2015-05 Western Licking County Accord**

3.6.18 - Final draft and legislation presented to council. Draft was tabled.

4.3.18 - WLCA adopted by Council.

4.27.18 - Contacted the City of New Albany and Jersey Twp regarding the formation of the WLCA review panel.

## **2015-17 Concord Trails (Rice Property)**

- 2.2.18 - Discussion of project with staff and members of Council.
- 2.6.18 - Informal presentation to the community and Village Council. 3 hours of public comment.
- 2.8.18 - A summary and response to public comments was completed.
- 2.13.18 - Planning Commission hears 2.5 hours of public comment.
- 2.20.18 - Village Council hears 2.5 hours of public comment.
- 2.21.18 - School District to meet with developer. Mtg postponed until application filed.
- 3.1.18 - I had a lengthy conversation with a representative of the project yesterday. They are planning a community meeting in the coming weeks to show more detailed plans, numbers and density revisions. This meeting will be held and ran by the developer.
- 3.19.18 - Community meeting held by developer. Approximately 75 people in attendance.
- 3.27.18 - Preliminary PUD application sent to applicant.
- 4.23.18 - Emailed developer about adoption of Western Licking County Accord and the need to conform to Accord.

### **2015-19 Preserve at Raccoon Creek**

- 2.27.18 - Met with Pulte to discuss conservation easement and timing of construction. Phase 1 is scheduled for construction in 2018.
- 3.31.18 - Tree clearing has begun.
- 4.27.18 - A variance will be heard in May to allow for the installation of an off premises sign advertising the neighborhood.

### **2016-02 SR 310 Connector**

- 3.5.18 - No update.
- 3.10.18 - Item included on Licking County's top 5 for MORPC competitive advantage program.
- 4.26.18 - No update.

### **2016-22 Downtown Redevelopment District / Special Improvement District**

- 3.5.18 - No update.

### **2016-25 Sidewalk Replacement Program**

- 3.5.18 - No update.
- 3.6.18 - Item discussed at S&S Committee meeting. Will investigate for 2019 budget.
- 4.26.18 - No update.

### **2016-29 Leafy Dell Traffic Signal Application**

- 3.5.18 - No update.
- 4.26.18 - No update.

### **2017-01 Rental Registration**

- 2.6.18 - Final draft to safety and service committee. The draft was not discussed. This will be placed on March committee agenda.
- 4.26.18 - No update.

**2017-02 False Alarm Ordinance**

2.6.18 - Final draft to safety and service committee. The draft was discussed and remains on the committee agenda.

**2017-03 Property Maintenance Progra**

2.6.18 - Final draft to safety and service committee. The draft was not discussed. This will be placed on March committee agenda.

3.27.18 - Initial discussion with Planning & Zoning Commission. Draft distributed. Comments to be discussed at next meeting.

4.10.18 - Reviewed pages 1-15 of draft with P&Z.

4.24.18 - Reviewed balance of draft with P&Z.

**2017-17 Hannah Park Equipment Replacement**

1.30.18 - I had a brief conversation with State Representative Scott Ryan. There is an indication a request of \$100,000 for park improvements will be included in the state capital budget in 2020.

2.6.18 - We have begun discussions with a vendor to design and cost the new playground equipment.

4.24.18 - AVM is seeking costs and renderings of new equipment. Finance committee may front portion of the cost to get project going. We will still fundraise with money replacing village funds.

**2017-18 - CRC Metals Bldg #2**

1.18.18 - Received CRA application for the property.

2.24.18 - Approved 10yr/100% CRA property tax abatement.

3.29.18 - Site plan received. Sent out to staff for review.

4.27.18 - A site meeting was held to discuss the current and planned storm system design.

**2017-21 Pulte Land Donation**

1.20.18 - Deed signed by Village accepting the property. Pulte will record in the following weeks.

2.5.18 - The deed was recording giving the Village ownership.

**2018-01 Strategic Plan Revision**

1.31.18 - Finalized scope of services with BPS for new strategic plan.

2.9.18 - Signed scope sent to BPS.

2.20.18 - Kickoff meeting held with Village Manager/Planner

4.25.18 - We have received the first draft community survey. We will review and provide comments to consultant.

**2018-02 Solomon Facility/Spec Bldg**

1.31.18 - First drawings received.

2.22.18 - Draft comments provided to applicant.



**2018-03 Michaelson Property**

3.5.18 - No update.

**2018-04 Oregon Street Reconstruction**

1.31.18 - Received word District 17 will forward our application as the 6th highest scoring (out of 45) application to the state of Ohio for formal approval.

3.13.18 - PreBid meeting to be held 3.22.18 at 10:30am for all interested contractors.

3.22.18 - Three contractors bid on the project. Awaiting bid tabulation.

4.24.18 - Pre-construction meeting held. Phase I contract signed.

4.28.18 - Construction to begin on or after May 1.

**2018-06 2018 TAP Application**

2.1.18 - Letter of intent (LOI) sent to ODOT. LOI was for \$60,000 of funds. Village would be required to pay \$15,000 for a total of \$75,000 program application.

2.28.18 - Received invitation to apply.

3.13.18 - Request for LCATS support approved by Board action.

**2018-07 Safe Routes to School Strategic Plan**

1.21.18 - Received parent surveys and arrival/dismissal surveys from the District.

3.5.18 - The infrastructure application window closed today. Unfortunately, I was unable to finish the plan in time for ODOT review due to other projects and time needed to complete.

**2018-08 Leafy Dell Section 7**

1.31.18 - Received storm, sanitary and water line construction drawings. Received stormwater management report.

2.19.18 - Village received plan review fees from R. Connie. (\$5,600)

2.21.18 - Plans picked up by GGC Engineers for review.

**2018-09 Policy Manual**

3.19.18 - First policy completed. Snow Emergency Enforcement Policy

**2018-10 Babcock Library Expansion**

1.26.18 - Received draft site plan for discussion purposes.

**2018-12 Western Licking Utility District**

2.2.18 - Approached by Fair Board to provide water to fairgrounds.

3.5.18 - Met with Hartford Council to discuss their interest in discussions about sharing services.

3.20.18 - Met with potential users along Croton Road for interest in water and sewer service.

4.27.18 - We have received initial solids report from potential end user of sewer. Our engineering is reviewing.