



Finance Committee
Tuesday, July 20, 2021 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Benjamin Lee called the Finance Committee meeting for July 20, 2021 to order at 5:00 pm

Members Present - Ben Lee, Mayor Chip Dutcher, Cheryl Robertson
Absent - None

Staff present - Jim Lenner, Dana Steffan, Bailey Klimchak, Jack Liggett, Chief Haroon, Teresa Monroe.

Public present - None

2. Action on Minutes a. May 26, 2021 Special Finance b. June 15, 2021

ACTION: Cheryl Robertson moved to Approve minutes en bloc; Chip Dutcher seconded and all were in favor

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

3. Finance Director Reports

a. Bank to Book

Finance Director commented on outstanding checks due to a check run in July for June's period of accounting. Ms. Robertson inquired on payroll checks outstanding; Ms. Steffan noted that new employees are required to sign up for direct deposit.

Review and discussion on Finance Director report from Council packet; noted the Ordinance for legal fees, Finance Director said being realistic she knows there will be more before the end of the year. Ms. Steffan said the ARP payment was received

2021 Committee Goals

1. Multi-year CIP Plan; Manager to provide quarterly
2. Get Budget Stabilization Fund back to \$500,000
3. Keep water sewer & rate increase to less than five percent
4. Meet annual budget deadlines

yesterday, working on fund/budget accounting.

4. Appropriations

a. Trailhead Parking Lot Paving

Review of paving quote from Law for \$43,032.62; Mayor Dutcher noted we should not pay the mobilization charge twice if contractor will be here already; also no milling; Jack Liggett to discuss with contractor. Discussion on where to pay for the paving from.

ACTION: Ben Lee moved to Approve the Trailhead parking lot with the lowest and best price and being appropriated from the CIP fund; Ms. Robertson seconded and all were in favor.

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

Dana Steffan said if an appropriation Ordinance is needed she will have on for August 3rd.

b. Main Street Tree Trimming (Arborist estimate)

Bailey Klimchak said the standing estimate is \$7,900 but she is working with the arborist to try and get that reduced. The Oak tree trimming estimate is \$1,500 and will be paid out of Tree Commission budget which has sufficient funds already appropriated; Marvin Block said Tree Commission was in favor.

Discussion on where to pay the \$7,900 from; decision to pay from the appropriated Budget Stabilization funds.

ACTION: Ben Lee moved to Approve; Chip Dutcher seconded and the vote was as follows:

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

c. Oliver Bigelow Headstone

Oliver Bigelow's headstone is cracked and not fixable; estimate in the amount of \$2,900

received for replacement, discussion on adding \$1,000 for a dedication plaque from the citizens of Johnstown. Discussion on where to pay from; Finance Director stated preference was to increase General Fund revenue for income tax to reflect a portion of projected. Committee decision to also pay the \$7,900 arborist quote previously approved for the Main Street tree trimming out of the same.

Mr. Lee asked for a motion to move forward with the \$3,900 for the Bigelow headstone.

ACTION: Chip Dutcher moved to Approve; Cheryl Robertson seconded and all were in favor
AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 3 - 0

Mr. Lenner informed committee that a large tree came down in the cemetery today causing damage to fence and neighboring structure; getting insurance estimates.

5. Mobility Hub Funding Update / Jim

Jim Lenner updated that Bailey Klimchak presented to LCATS, funding source has been switched from CMAQ money to total local funds with no real strings attached. Have been given the ok to advertise for consultants so working to finalize the RFP, hoping to get out on Friday, this is for the technology to create the pilot, focused on the labor and the businesses and the business park. With Senator Brown's appropriation, \$500,000 will be used for non-emergency medical transport and educational services, \$400,000 is to go to the design of the Mobility Hub itself. Mr. Lenner said the \$900,000 must survive the process and the appropriations committee; we are hopeful it will; to just be nominated is huge and very exciting. Said he had a great call with Denison University today, they are interested in internships and curriculum etc. added he and Ms. Klimchak will be meeting with the Department of Administrative Services for construction dollars.

6. Service Dept Staffing / Jack

Jack Liggett asked Finance to entertain bringing on another full-time street department employee; village is growing and the department is having a hard time keeping up with asphalt repair/pot hole filling and plowing snow. Jack said he does not want to wait until next year to hire; discussion on wage and cost of benefits; employee wage to start at \$16-\$17 hourly; money is available in the street maintenance fund for the balance of this year.

ACTION: Chip Dutcher moved to hire an additional street employee; Cheryl Robertson seconded and all were in favor.
AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES: None

ABSTAIN: None

Passed 3 - 0

Jack Liggett given authorization to begin advertising.

7. Generator @ Admin Bldg / Jack & Jim

Waiting on quotes for connecting the municipal offices generator to the server. Jack Liggett said he does have quotes at this time.

Chief Haroon elaborated on department function failure during a power outage; said a UPS (uninterrupted power system) or battery backup is needed for the time between power outage and generator power up to avoid the power "flicker" and loss of communications etc. Discussion on having both UPS to avoid interruption and generator that would be able to run long term if power is out for extended period.

8. Generator @ Lift Station One / Jack & Jim

Waiting on quote for conversion to natural gas from diesel. No estimate yet.

9. Rte 62 & Duncan Plains Water Loop Quotes (from S & S) / Jack

Jack Liggett provided numbers on contractor estimates received; twelve-inch line cost is \$242,000 and sixteen inch is \$342,000; would like to get all water lines underneath Duncan Plains before the road is redone. Jack stated the money is in the bond and needs to be used for projects. Prime Engineering is preparing contract for design work, Jack said he did not know what that number was going to be; looking for committee blessing to go ahead with design.

ACTION: Ben Lee moved to go forward with design work for the water loop, design money to come from already appropriated bonded money; Chip Dutcher seconded and all were in favor.

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

10. Village Investment Review / Details on Current State / Dana

Questions answered that were asked previously.

- Finance Director has forwarded some more detailed information relative to the overall performance of the market.

- Bureau of Workman's Comp refunds are posted back to the funds from which they were originally paid.
- OML addressing Opioid settlement money, webinar upcoming.
- Project appropriations balance of \$153,000; bills are coming in, just have not paid them.

11.

Energy Aggregation Follow up:

Jim Lenner updated on Energy Aggregation; due to Newark's charter they cannot make it happen, they county will hold off until next year.

12. Software Solutions Presentation Review / Dana
Review next month

13. Other Business

1. Chip Dutcher noted bad grass on one side of US 62 from the project, seems one side of the road got better seed. Jack Liggett said contractor will not reseed, maintains their requirement is complete. Service department will seed over.

2. Marvin Block asked the flavor of doing something with the old nursing home; schedule Executive Session for discussion on purchase of real property.

3. Marvin Block said Park and Rec Committee Chair Carol Van Deest asks for money in the park fund to advertise Johnstown as a destination, \$4-5,000 requested for marketing, map and illustrator etc. Can be budgeted for next year.

4. Dog Park fence going in August 16th.

14. Adjourn

ACTION: Benjamin Lee moved to Adjourn; Cheryl Robertson seconded and all were in favor.

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

Meeting adjourned at 6:27 pm