



Regular Council Meeting
Tuesday, January 4, 2022 - 6:30 PM
AGENDA

1. Call to Order
2. Swear In Council members - Chip Dutcher, Marvin Block, Doug Lehner, Ryan Green
3. Roll Call
4. Invocation - Ms. Hendren
5. Pledge of Allegiance
6. Action on Minutes
 - a. December 7, 2021
 - b. December 14, 2021
7. Citizen comments on matters not on the agenda
8. Executive Session - To consider the employment of a public employee
9. Council Committee reports
 - a. **Park & Rec:** Next 1/13/22 @ 10:00 am Admin conference room
 - b. **Finance:** Next 1/18/22 @ 5:00 pm Council Chambers
 - c. **Events Committee:** Next 1/24/22 @ 5:00 pm Council Chambers
 - d. **Planning & Zoning:** Next 1/25/22 @ 6:30 pm Council Chambers
 - e. **Safety & Service:** Next 2/1/22 @ 5:00 pm Council Chambers
 - f. **Economic Development:** 1/6/22 Cancelled; Next 2/3/22 @ 10:00 am Admin conference room
 - g. **Tree Commission:** Next 2/22/22 @ 5:00 pm Council Chambers
10. Director Reports
 - a. Service Departments: Street, Water, Wastewater
 - b. Manager
 - c. Zoning Inspector - End of Year Summary
11. Tabled Legislation
12. Public Hearings of Legislation
 - a. **RESOLUTION 2022-01** A RESOLUTION SETTING APPOINTMENTS FOR MAYOR, PRESIDENT OF COUNCIL AND ACTING PRESIDENT OF COUNCIL
 - b. **RESOLUTION 2022-02** A RESOLUTION TO APPOINT COUNCIL COMMITTEE MEMBERS AND ESTABLISH MEETINGS SCHEDULE FOR 2022
 - c. **RESOLUTION 2022-03** RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR FINANCIAL ASSISTANCE FROM THE STATE INFRASTRUCTURE

BANK AND AUTHORIZING THE CITY MANAGER TO ACT ON BEHALF OF THE CITY
OF JOHNSTOWN IN ALL MATTERS RELATING TO THE APPLICATION

13. Introduction of Legislation
14. Job Descriptions PD
 - a. Police Clerk
 - b. Mayors Court Clerk
15. Other Business
16. Executive Session - To consider the compensation of a public employee
17. Adjourn

Next Council Meeting January 18, 2022



Regular Council
Tuesday, December 7, 2021 - 6:30 PM
MINUTES

1. Call to Order

Council President Cheryl Robertson called to Order the City of Johnstown Regular Council Meeting for December 7, 2021 at 6:30 PM.

2. Roll Call

Present - Cheryl Robertson, Doug Lehner, Marvin Block, Benjamin Lee, Sharon Hendren
Absent - Mayor Dutcher, Carol Van Deest

Staff present - Jack Liggett - Assistant Village Manager, Abe Haroon - Chief of Police, Dana Steffan - Finance Director, Bailey Klimchak - Village Planner, Jim Blair - Zoning Inspector, Ryan Green - Councilman Elect, Teresa Monroe - Clerk of Council

Public present - Joe Ciminello, Al Fletcher, Brenda Fletcher, Al Dolezal, Cyndi Duke, Mary Queen Cool

3. Invocation - Mr. Lee

4. Pledge of Allegiance

5. Recognition - Deputy Chief Smart

Chief of Police Abe Haroon recognized Deputy Chief Rusty Smart and his graduation from Northwestern University Center for Public Safety School and thanked Council for their support of continuing education.

6. Action on Minutes

a. November 16, 2021

ACTION:	Benjamin Lee moved to Approve; Marvin Block seconded and all were in favor.
AYES:	Cheryl Robertson, Doug Lehner, Marvin Block, Benjamin Lee, Sharon Hendren
NOES:	None
ABSTAIN:	None

Passed 5 - 0

7. Citizen comments on matters not on the agenda

There were no comments from the public.

Vision Statement: The Village of Johnstown is dedicated to providing a secure community environment that fosters cultural, recreational, educational and economic opportunities while preserving our unique historical character

8. Council Request - Joe Ciminello/Concord Crossing East

Joe Ciminello reviewed the sequence of events and actions taken by the Planning Commission in meetings on the Preliminary Plat application he submitted for Concord Crossing East. Said he paid \$19,000 for the first application, he asked to table the application to make changes; the commission proceeded to a vote and the application was turned down. Mr. Ciminello said he has met all requirements for the Preliminary Plat application and requests that Council waive the fee for him to resubmit.

Marvin Block spoke to all the staff time and legal fees that the application fee pays for and said he is not in favor of waiving any fees at all, that we have paid out quite a few expenses.

Cheryl Robertson suggested that Council take the request under advisement tonight and get back to Mr. Ciminello.

9. Executive Session - To consider the employment of a public employee

Cheryl Robertson said the Executive Session would include members of Council, Jack Liggett, Dana Steffan, Teresa Monroe and Ryan Green.

ACTION: Cheryl Robertson moved to enter Executive Session to consider the employment of a public employee; Doug Lehner seconded and the vote was as follows:

AYES: Doug Lehner, Marvin Block, Ben Lee, Cheryl Robertson, Sharon Hendren

NOES: None

ABSTAIN: None

Passed 5 - 0

Executive Session began at 6:47 pm. and returned to regular session at 7:17 pm

10. Council Committee reports

a. **Planning & Zoning:** Met 11/23/21 & 12/1/21; Next Special 12/13/21 @ 6:30 pm Council Chambers

Bailey Klimchak reported. November 23rd; heard an application for a Variance for construction on a new home located on Payne Street, a very small infill lot that does not fit into current zoning standards, the variance was granted. Commissioners finished review and edits to the zoning code draft; staff has some action items to complete and will return the draft to Planning and Zoning for final review before sending to Council.

December 1st; heard an application for Conditional Use located on Main Street, the application was tabled. Also heard an application for a Certificate of Appropriateness for a new retail store that would be located on US62 which was also tabled. A special meeting was set for Monday, December 13th at 6:30 pm.

Councilman Block asked Ms. Klimchak if she recalled getting a permit for a sign at the old Coughlin building, a sign added across another sign, for quick oil changes; Ms. Klimchak

said she did not. Zoning Inspector Jim Blair said he approved it, it was an just an add on sign. Mr. Block said glow signs are prohibited; Mr. Blair said he did not realize it was a glow sign, he would look into it. Mr. Block noted code 1176.06d.

b. **Safety & Service:** 12/7/21; Next 1/4/22 @ 5:00 pm Council Chambers

Mr. Lee reported. No information yet on the Hartford water line conversations, still waiting on the third round of awards from the State and nothing from the County on the ARPA request; Bailey Klimchak to follow up to ensure the application was sent in.

Safety and Service voted 3-0 in favor of directing staff to submit another application for County ARPA funds to support our sewer lining project. The Hartford water line would service Hartford/Croton specifically, this lining project would service the City of Johnstown, so we would have two applications in. Mr. Liggett updated council further on details of the sewer lining project; discussion on cost and Johnstown's portion to pay; discussion to continue in a special Finance Committee meeting. Mr. Lee said a vote of full council tonight would just direct staff time to begin the paperwork, conversations in committee could help narrow down the number. Application deadline is January 4, 2022.

ACTION:	Benjamin Lee moved to direct staff to begin the process of the application for the sewer lining with \$500,000 as a baseline; Doug Lehner seconded and the vote was as follows:
AYES:	Marvin Block, Ben Lee, Cheryl Robertson, Sharon Hendren, Doug Lehner
NOES:	None
ABSTAIN:	None

Passed 5 - 0

Mr. Lee updated on Pulte with regard to the traffic light; the ODOT plans were sent to Pulte two weeks ago, there is movement and we have received some preliminary numbers. The project is continuing to move forward.

Mr. Lee said House Bill 494 has been introduced into the Ohio House, would give municipalities the ability to establish a school adjacent zone as an alternative to a twenty mile per hour school zone within a half mile of a school; noted specifically talking about what we could try to accomplish at Leafy Dell Elementary and said his thought was that Council could write a letter in support of the bill and send it to Representative Fraizer. Councilman Lee volunteered to draft the letter.

c. **Finance:** Met 11/16/21 reviewed last time; Next 1/18/22 @ 5:00 pm Council Chambers
Special meeting scheduled for December 13, 2021 at 5:00 pm.

d. **Economic Development:** 12/2/21 cancelled; Next 1/6/22 @ 10:00 am Admin conference room

Bailey Klimchak reported. An Eagle Scout volunteered to build a community library box to put in Hannahs Park; the Park and Rec committee had some suggestions for style and location but was overall supportive of it. Johnstown has been invited to apply for a TAP (Transportation Alternatives Program) grant which is due on January 31st; we will be applying for a multi-use trail through Raccoon Creek Park. Committee discussed an

appreciation plaque for "Chops" Montgomery, Mr. Block has spoken to the family about the wording and location in Bigelow Park. Ms. Robertson asked about the status of the trees being purchased by council members for the trailhead; Mr. Block said they are here but have not been planted. Mr. Liggett offered help planting.

e. **Park & Rec:** Met 11/18/21; 12/9/21 Cancelled

f. **Tree Commission:** Next 2/22/22 @ 5:00 pm Council Chambers

11. Director Reports

a. **Service Department: Street, Water, Wastewater**

Jack Liggett provided a staffing update; three vacant full time positions have been filled, two have started, one will start on 13th, the new Street Supervisor will start on the 20th and the part-time employee will start on February 1st.

Mr. Liggett reviewed department reports and provided additional updates; he met with Horizon about bringing broadband into town, they would like to send a preliminary notice out to the community through the water bills that this service is coming. They would also like to meet with Council at the second meeting in March to discuss how they want to bring it in and discuss franchise fees; Council was in favor of adding Horizon to the agenda. Added that he attended his first meeting with the group on the Mobility Hub; said by weeks end we should find out if we receive the \$750,000 grant to move forward. Said if the grant is not received, it is very important to the group to know if Council is still supportive and behind the project, the group believes they have other avenues to get funding which will not cost the village money. There was also discussion on retaining someone to maintain the project; Mr. Liggett said another option is for an LCATS transportation specialist to step in to help support, potentially for no cost to the city. Ms. Klimchak said they would be approaching LCATS about their Mobility Manager. Mr. Block said he had a problem with bringing in LCATS, does not want to lose Johnstown as the "head of the table". Mr. Liggett said LCATS is already at the table but Johnstown is the hub of making this happen. Council members expressed favor for staying on board in support of the Mobility Hub and hiring someone with money budgeted.

12. Tabled Legislation - none

13. Public Hearings of Legislation

a. **ORDINANCE 47-2021** AN ORDINANCE TO APPROVE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF JOHNSTOWN, LICKING COUNTY, STATE OF OHIO, DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022

This is the 2022 City Budget Ordinance.

Mr. Lee said there are items not set yet, a third reading may be necessary; another Finance Committee meeting has been scheduled. Outstanding items for discussion:

1. Funding the Zoning Inspector role from a part-time to full-time position. Discussion on

the job description; Mr. Block said he thinks that full-time position should be licensed by the State to do all inspections and pull them back from the county. Current budget draft funds the full-time position.

2. Discussion on expenditure for the SSI software, \$135,000 cost budgeted. Finance Director still waiting on an answer if our current server is capable of handling storage or if cloud base is needed. If cloud storage is needed, it would be an additional \$10,000 per year; if kept in-house there could be additional costs to upgrade our server. Overview and discussion of new software capabilities.

3. Review of other projects and confirmation of budget funds.

4. Police Department costs built into the budget; moving dispatch to county and retaining one dispatcher; hiring an additional officer at the end of Q1 2022 and potentially an additional officer at the end of Q4 2022 based on how the budget is actualized. The fee paid to the county is figured in based on Chief Haroon's estimate. Chief Haroon the said his estimation for the cost of keeping dispatch is \$306,000. If dispatch is dissolved and moved to the county, he estimates the cost at \$242,000 with CAD and the one officer hired; he would like the council's direction. Mr. Lee noted that the decision to dissolve dispatch was born out of necessity and the loss of staff. Discussion on number of officers and costs.

Ms. Robertson noted that the Fire Department uses county dispatch so this would not be new to the area. Chief Haroon noted that we are one of only two communities that have in-house dispatching, us and Granville, everybody else has been absorbed by the 911 center. Mr. Block said he has trouble voting on an estimate; Chief Haroon reviewed his estimate calculations. Mr. Block noted City Charter section 5.04 that says the manager should be the one negotiating contracts; continued discussion on staffing, services and how Chief Haroon arrived at his estimates.

5. Mr. Block asked Chief Haroon what his discussion was with the Concord East HOA; said he was told that Chief Haroon spoke at the meeting and said council was for the project and for giving the other access. Chief Haroon said he has not told them anything that has not been said in public meetings and that was inaccurate.

ACTION:	Cheryl Robertson moved that they move forward with dispatch going to the County 911 center; Sharon Hendren seconded and the vote was as follows:
AYES:	Ben Lee, Cheryl Robertson, Sharon Hendren, Marvin Block
NOES:	Doug Lehner
ABSTAIN:	None

Passed 4 - 1

Mr. Lee asked if with the budget as it sits right now, is council in favor of a third reading on the 14th; council was in favor.

b. **ORDINANCE 48-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS

This is to increase certain expenditures for the fee that we pay RITA to do our taxes; with increased revenue there are increased fees because it is a percentage of the revenue they

collect for us. This will also increase appropriation for water deposit revenues due to more homes built. Net effect on finances is zero.

Public Hearing: There were no comments either for or against the legislation.

ACTION: Marvin Block moved to Approve; Sharon Hendren seconded and the vote was as follows:
AYES: Cheryl Robertson, Sharon Hendren, Doug Lehner, Marvin Block, Ben Lee
NOES: None
ABSTAIN: None

Passed 5 – 0

- c. **ORDINANCE 49-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS

This is for the new police cruiser approved earlier this year, will receive it this week, this is to receive the loan proceeds and to appropriate the money to pay the car dealership. The bank will be repaid over a period of three years and is built into the budget for debt service.

Public Hearing: There were no comments either for or against the legislation.

ACTION: Benjamin Lee moved to Approve; Doug Lehner seconded and the vote was as follows:
AYES: Sharon Hendren, Doug Lehner, Marvin Block, Benjamin Lee, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 5 - 0

- d. **RESOLUTION 2021-50** A RESOLUTION TO ACCEPT THE RESIGNATION OF A PUBLIC EMPLOYEE AND APPOINT INTERIM MANAGER

Jim Lenner has resigned and Jack Liggett will be the interim City Manager.

Public Hearing: There were no comments either for or against the legislation.

Mr. Lee noted that the exhibit to the resolution is essentially a list of terms for Mr. Liggett with the additional responsibilities he will be undertaking and granting the authority of a City Manager within the Charter. Additional compensation is being discussed, will also state that after the interim period is complete and a full-time City Manager is on staff, Mr. Liggett

will be reinstated back to Assistant City Manager status as well as overseeing Water, Sewer and Street; the exhibit will be updated and attached.

ACTION: Sharon Hendren moved to Approve; Doug Lehner seconded and the vote was as follows:
AYES: Doug Lehner, Marvin Block, Ben Lee, Cheryl Robertson, Sharon Hendren
NOES: None
ABSTAIN: None

Passed 5 – 0

- e. **RESOLUTION 2021-51** A RESOLUTION TO APPOINT A CITY LAW DIRECTOR, CITY PROSECUTOR, MUNICIPAL COURT MAGISTRATE, CITY ENGINEER, AND CITY AUDITOR TO SERVE THE CITY AND ITS' EMPLOYEES FOR THE YEAR 2022

This lists appointments for 2022.

Public Hearing: There were no comments either for or against the legislation.

ACTION: Sharon Hendren moved to Approve; Marvin Block seconded and the vote was as follows:
AYES: Marvin Block, Ben Lee, Cheryl Robertson, Sharon Hendren, Doug Lehner
NOES: None
ABSTAIN: None

Passed 5 - 0

- f. **RESOLUTION 2021-52** A RESOLUTION ESTABLISHING THE REGULAR MEETING DATES AND TIME FOR ALL REGULAR CITY COUNCIL MEETINGS FOR THE 2022 CALENDAR YEAR

Establishes the Council meeting schedule for 2022. No changes noted.

Public Hearing: There were no comments either for or against the legislation.

ACTION: Benjamin Lee moved to Approve; Marvin Block seconded and the vote was as follows:
AYES: Ben Lee, Cheryl Robertson, Sharon Hendren, Doug Lehner, Marvin Block
NOES: None
ABSTAIN: None

Passed 5 – 0

- g. **RESOLUTION 2021-53** A RESOLUTION ESTABLISHING THE REGULAR MEETING DATES AND TIME FOR ALL REGULAR PLANNING & ZONING COMMISSION MEETINGS FOR THE 2022 CALENDAR YEAR

Establishes the Planning Commission meeting schedule for 2022. Mr. Lee asked why there was no meeting scheduled for January 11th. Planner Bailey Klimchak said new commission members will need to be appointed and there is no staff liaison to attend that meeting.

Public Hearing: There were no comments either for or against the legislation.

ACTION: Benjamin Lee moved to Approve; Doug Lehner seconded and the vote was as follows:
AYES: Cheryl Robertson, Sharon Hendren, Doug Lehner, Marvin Block, Benjamin Lee
NOES: None
ABSTAIN: None

Passed 5 - 0

- h. **RESOLUTION 2021-54** A RESOLUTION ESTABLISHING SUBMITTAL DEADLINES FOR PLANNING & ZONING COMMISSION APPLICATIONS IN THE 2022 CALENDAR YEAR
This establishes deadlines for zoning applications.

Public Hearing:

1. Ryan Green; 408 Sunset

- Asked if with these submittal guidelines, would they still receive everything the Friday before meetings. Discussion on how the agenda timeline was set; Mr. Lehner said that should be revisited, he thinks some agenda items need more time for consideration.

ACTION: Doug Lehner moved to Approve; Sharon Hendren seconded and the vote was as follows:
AYES: Sharon Hendren, Doug Lehner, Marvin Block, Ben Lee, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 5 - 0

- i. **RESOLUTION 2021-55** A RESOLUTION ESTABLISHING THE 2022 SCHEDULE OF HOLIDAYS FOR THE CITY OF JOHNSTOWN

Establishes the 2022 schedule of holidays; it was noted that New Years Day is being observed in 2021 which follows the handbook and rule for a holiday that falls on a Saturday.

Public Hearing: There were no comments either for or against the legislation.

ACTION: Marvin Block moved to Approve; Doug Lehner seconded and the vote was as follows:
AYES: Doug Lehner, Marvin Block, Ben Lee, Cheryl Robertson, Sharon Hendren
NOES: None
ABSTAIN: None

Passed 5 – 0

- j. **RESOLUTION 2021-56** RESOLUTION APPOINTING MEMBERS TO THE JOHNSTOWN TREE COMMISSION

Reappoints current members Marvin Block and Andy Bruney to the Tree Commission.

Public Hearing: There were no comments either for or against the legislation.

ACTION: Benjamin Lee moved to Approve; Doug Lehner seconded and the vote was as follows:
AYES: Marvin Block, Ben Lee, Cheryl Robertson, Sharon Hendren, Doug Lehner
NOES: None
ABSTAIN: None

Passed 5 - 0

- k. **RESOLUTION 2021- 57** A RESOLUTION TO REAPPOINT MARVIN BLOCK TO THE JOHNSTOWN COMMUNITY IMPROVEMENT CORPORATION

This will reappoint Marvin Block to the Johnstown Community Improvement Corporation (CIC). Mr. Block confirmed his desire to be reappointed.

Public Hearing: There were no comments either for or against the legislation.

ACTION: Sharon Hendren moved to Adopt; Doug Lehner seconded and the vote was as follows:
AYES: Ben Lee, Cheryl Robertson, Sharon Hendren, Doug Lehner, Marvin Block
NOES: None
ABSTAIN: None

Passed 5 – 0

14. Introduction of Legislation

- a. **ORDINANCE 50-2021** AN ORDINANCE ENACTING CHAPTER 194 OF THE CITY OF JOHNSTOWN CODIFIED ORDINANCES TO ESTABLISH A TRANSIENT OCCUPANCY TAX

First reading of legislation to establish a Transient Occupancy Tax for four units and under or Hotel tax of five units and over.

Public Hearing and Vote on December 14, 2021.

15. Other Business

1. Openings on Planning and Zoning Commission discussed; advertisement for letters of interest started today. Deadline set for December 28th at noon.

16. Executive Session - To consider the employment of a public employee

Ms. Robertson asked for a motion to enter Executive Session to consider the employment of a public employee with members of Council, Jack Liggett, Ryan Green, Dana Steffan and Teresa Monroe to attend.

ACTION: Cheryl Robertson moved to Approve; Doug Lehner seconded and the vote was as follows:
AYES: Cheryl Robertson, Sharon Hendren, Doug Lehner, Marvin Block, Ben Lee
NOES: None
ABSTAIN: None

Passed 5 - 0

Executive Session began at 9:15 pm; Council returned to Regular Session at 10:53 pm.

17. Adjourn

ACTION: Cheryl Robertson moved to Adjourn; Doug Lehner seconded and all were in favor.
AYES: Cheryl Robertson, Doug Lehner, Marvin Block, Ben Lee, Sharon Hendren
NOES: None
ABSTAIN: None

Passed 5 - 0

Meeting adjourned at 10:53 pm

Next Council Meeting December 14, 2021



Street Department Report

December 2021

CITY OF JOHNSTOWN, OHIO

City of Johnstown
Administrative Offices



599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177

Sewer Maintenance

- Hauled Biosolids

Misc.

- Equipment maintenance
Snow plow trucks are ready for the snow season
- Shop cleaning and organizing
- Street Lights
(3) lights switched over to LED bulbs

Water Maintenance

- Assisted in water shut-offs
- Reset (2) curb boxes
- Installed new curb stop and box along South Main St.

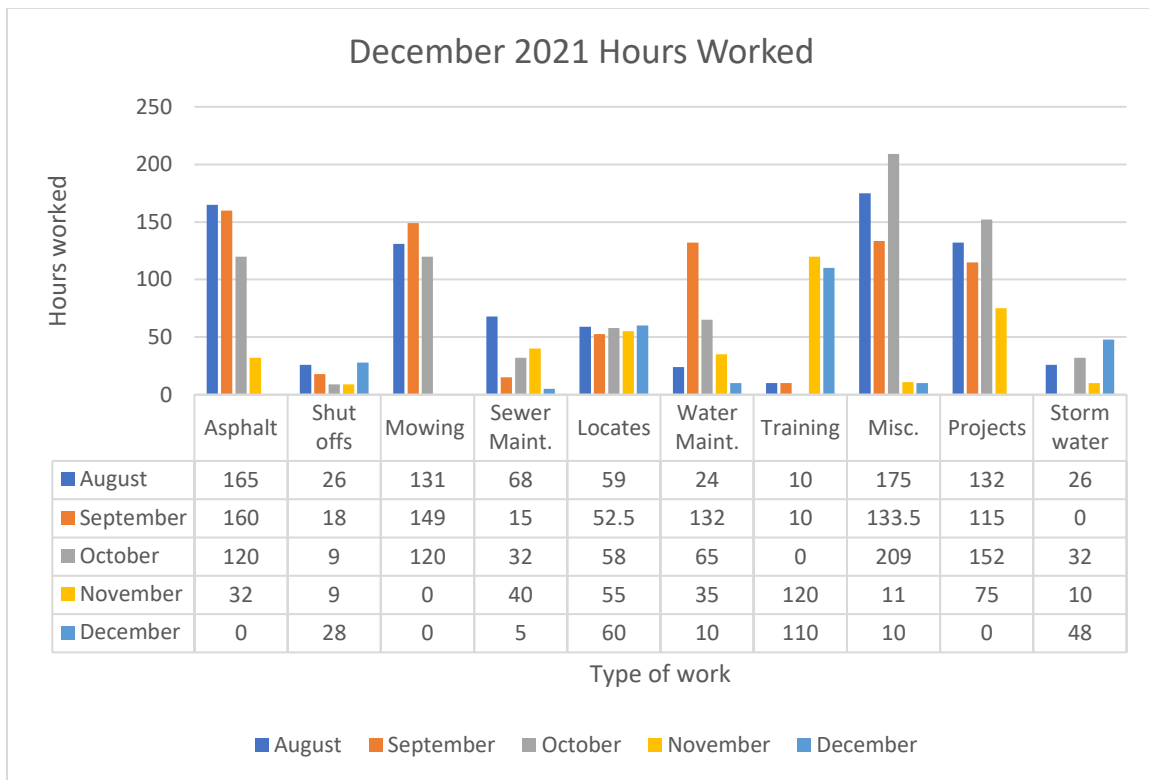
Stormwater Maintenance

Storm drop inlet cleaning

Training

- Equipment Training
- CDL Training
 - (1) street employee has received his Class B CDL License
 - (2) other street employees have received their Class B CDL permit and will be able to test as soon as scheduled

Daniel Swick
Street Superintendent



Projects



Concrete crew is finished, tank crew will be back in February to start their portion of work



December 2021

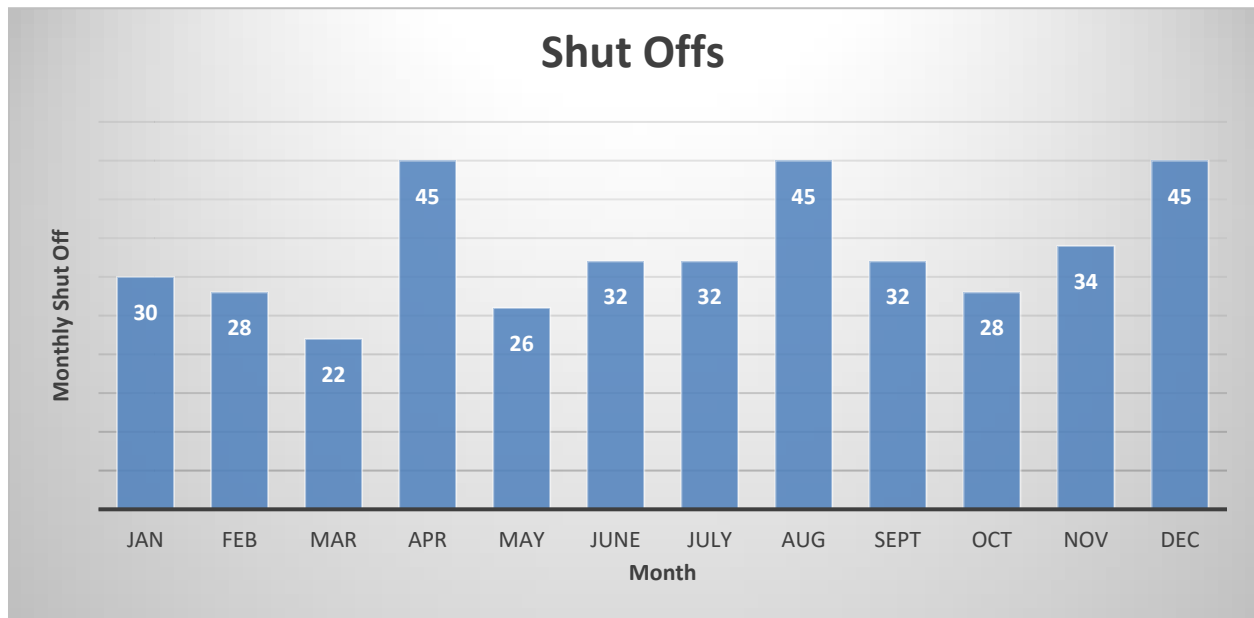
Water Council Report



Water Plant December 2021

- 1) As of December 28th, the flow is 17.475 MG.
- 2) Worked on shut-offs.
- 3) Worked on work-orders.
- 4) Participated in a webinar training.
- 5) David Nichols and Joel Vernon received their Lab Certification from the E.P.A.
- 6) The Water Plant staff completed 5 hours of training.
- 7) Exercise main water line valves.
- 8) National Water Services worked on #2 & #3 Low Service pumps.
- 9) Took out #1 lime feeder and put #2 lime feeder in service and cleaned #1 lime feeder.

Thank you,
Terry Nichols
Water Plant Superintendent
Village of Johnstown



Water Plant Daily Tap Test Results

Month	pH	Phenol Alkalinity	Total Alkalinity	Total Hardness	Chlorine Free
12/1/2021	8.0	0	50	145	0.97
12/2/2021	8.0	0	49	143	0.98
12/3/2021	8.0	0	52	144	1.01
12/4/2021	8.1	0	48	142	0.84
12/5/2021	8.0	0	45	136	0.89
12/6/2021	7.9	0	48	141	0.88
12/7/2021	7.8	0	49	143	0.95
12/8/2021	8.0	0	48	144	0.93
12/9/2021	7.9	0	47	139	0.97
12/10/2021	8.4	1	50	142	1.40
12/11/2021	8.2	0	110	201	1.00
12/12/2021	8.3	1	55	155	1.55
12/13/2021	9.0	5	45	135	1.00
12/14/2021	8.0	0	50	145	1.04
12/15/2021	8.0	0	49	143	1.02
12/16/2021	8.0	0	50	144	1.05
12/17/2021	8.0	0	45	140	1.21
12/18/2021	8.0	0	50	141	0.97
12/19/2021	8.0	0	50	143	1.32
12/20/2021	7.9	0	53	148	0.95
12/21/2021	8.0	0	51	144	0.95
12/22/2021	8.2	0	52	144	0.82
12/23/2021	8.4	0	49	141	0.71
12/24/2021	8.3	0	59	158	0.94
12/25/2021	8.4	2	55	149	0.77
12/26/2021	8.5	2	56	147	0.66
12/27/2021	8.2	0	60	155	0.87
12/28/2021	8.2	0	51	145	0.99
12/29/2021	8.3	0	50	143	0.94
12/30/2021					

Treatment Parameters Goals

pH: 7.8 – 8.5

Phenol Alkalinity: 0-2 mg/L

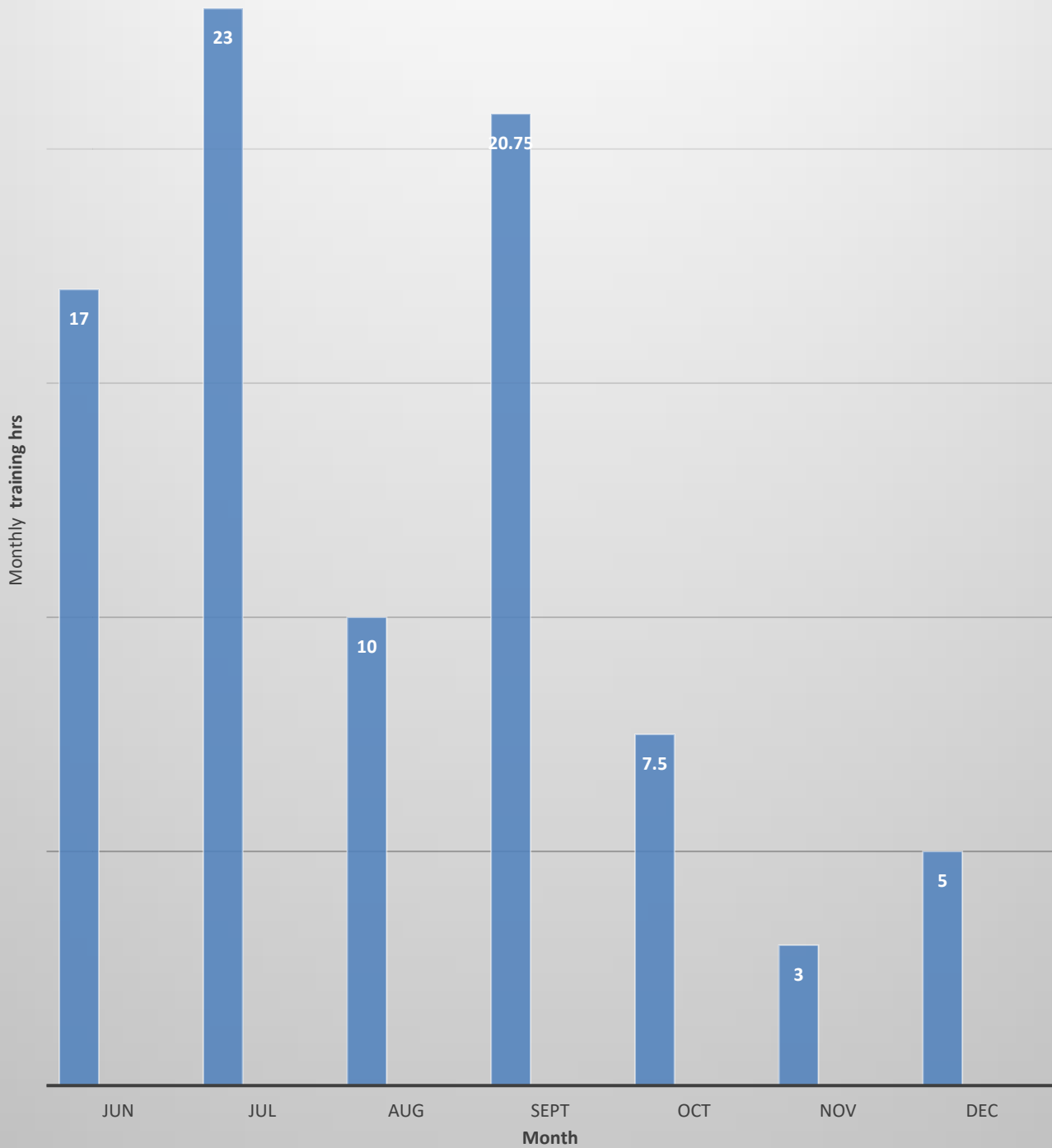
Total Alkalinity: 35-55 mg/L

Hardness: 135 – 150 mg/L

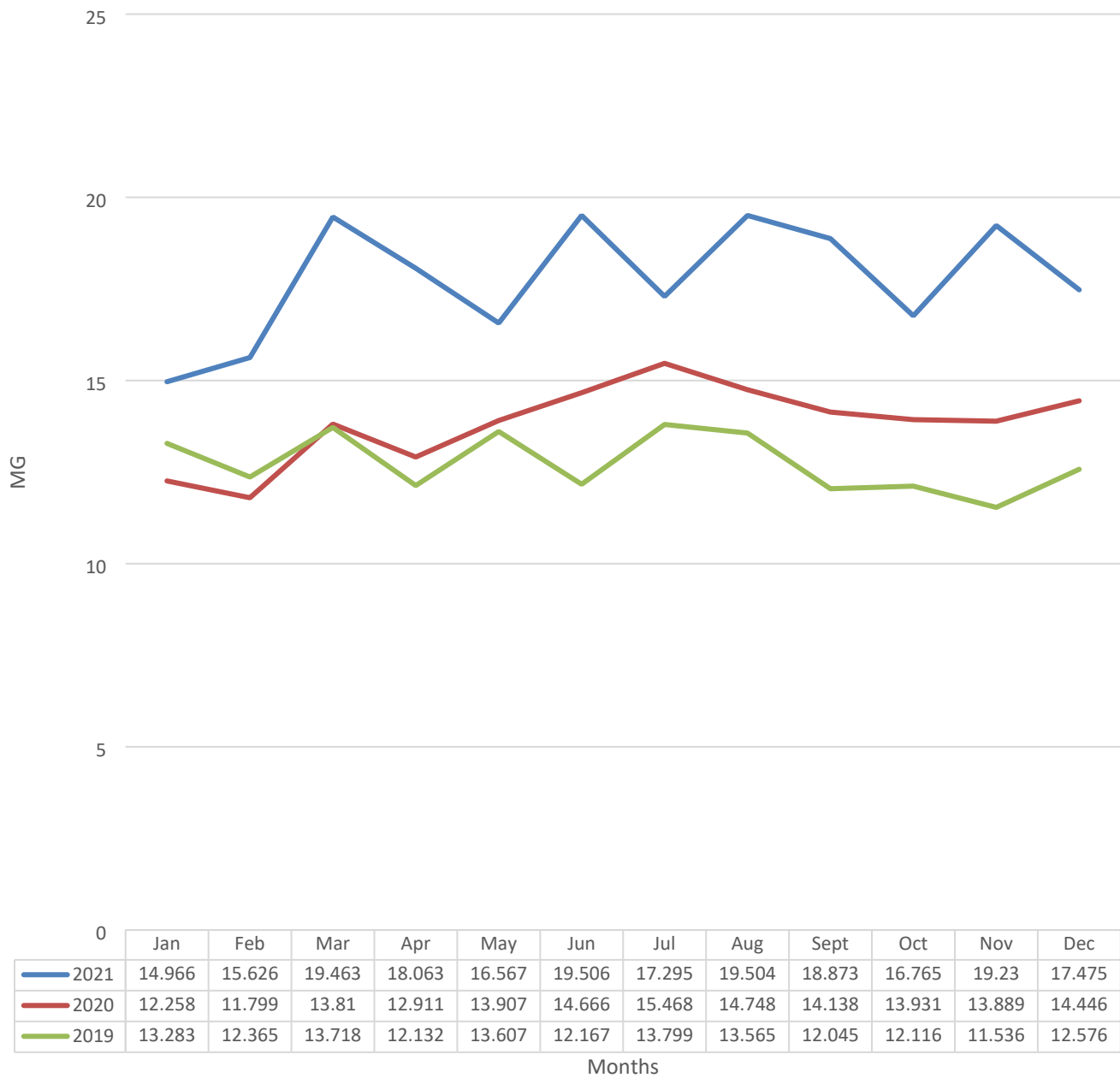
Free Chlorine: 0.85-1.10 mg/L

On 12-10-2021 we started having issues with low service pumping, so test results won't be consistent.

Training Hours



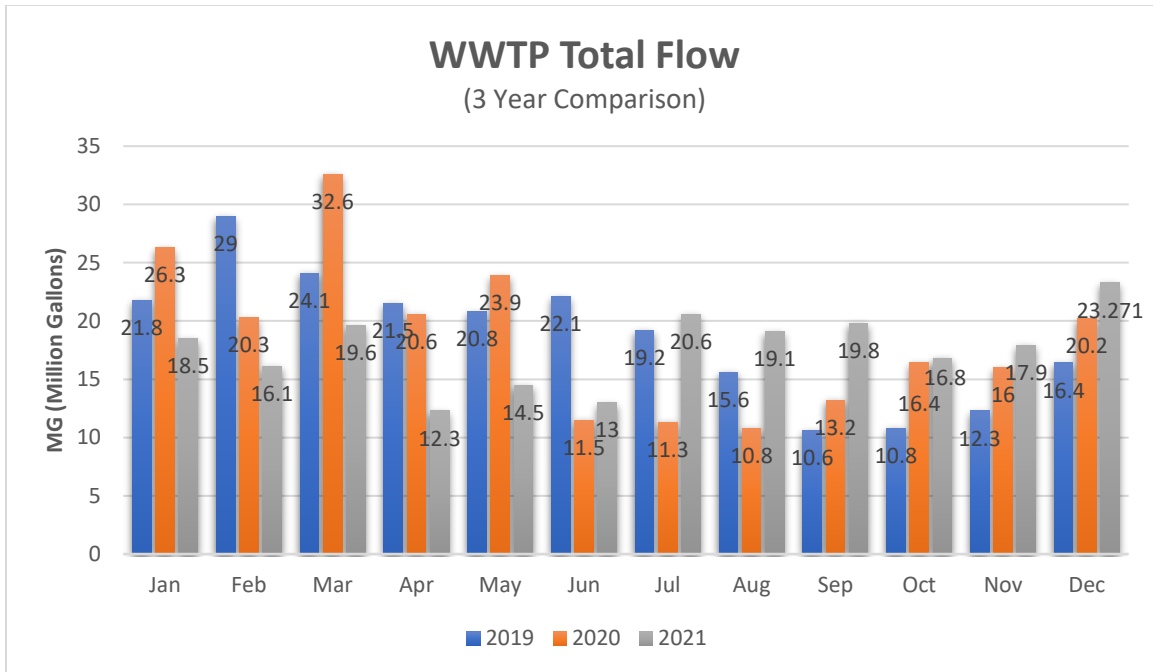
Monthly Influent MG



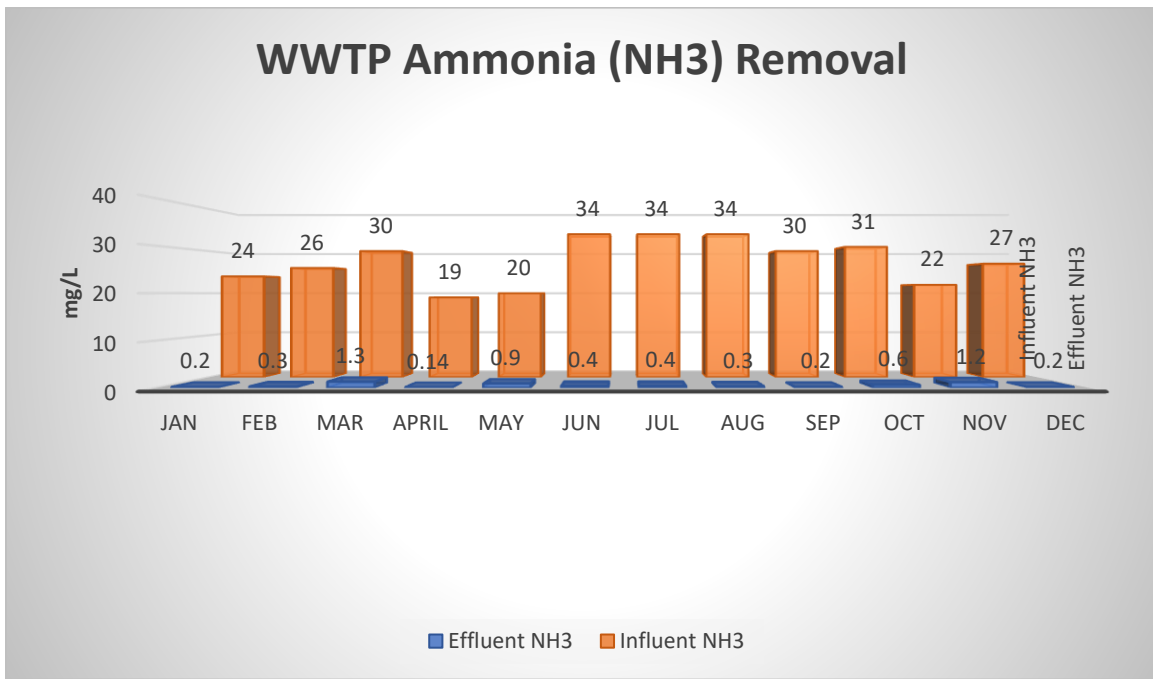


December 2021

Sewer Council Report

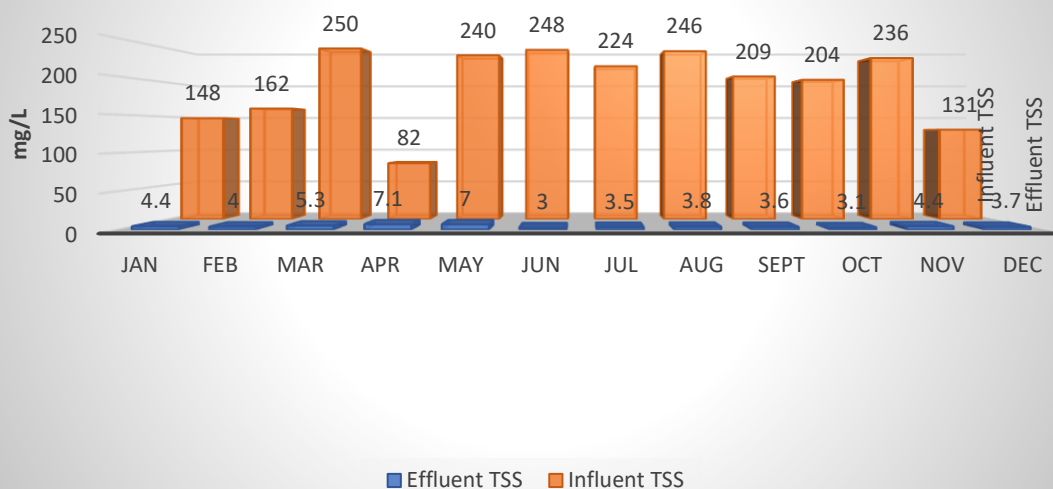


Plant Efficiency Charts



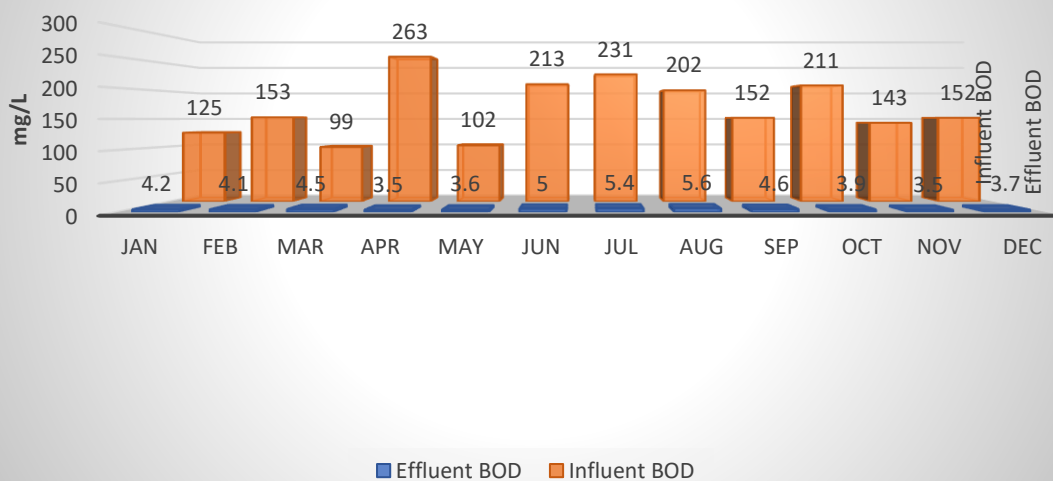
Average % of NH₃ removed for the month = **99%**

WWTP Total Suspended Solids Removal



Average % of TSS removed for the month = **97%**

WWTP BOD Removal



Average % of BOD removed for the month = **98%**

Work Highlights

- Sewer Inspections

- 12 new build inspections completed

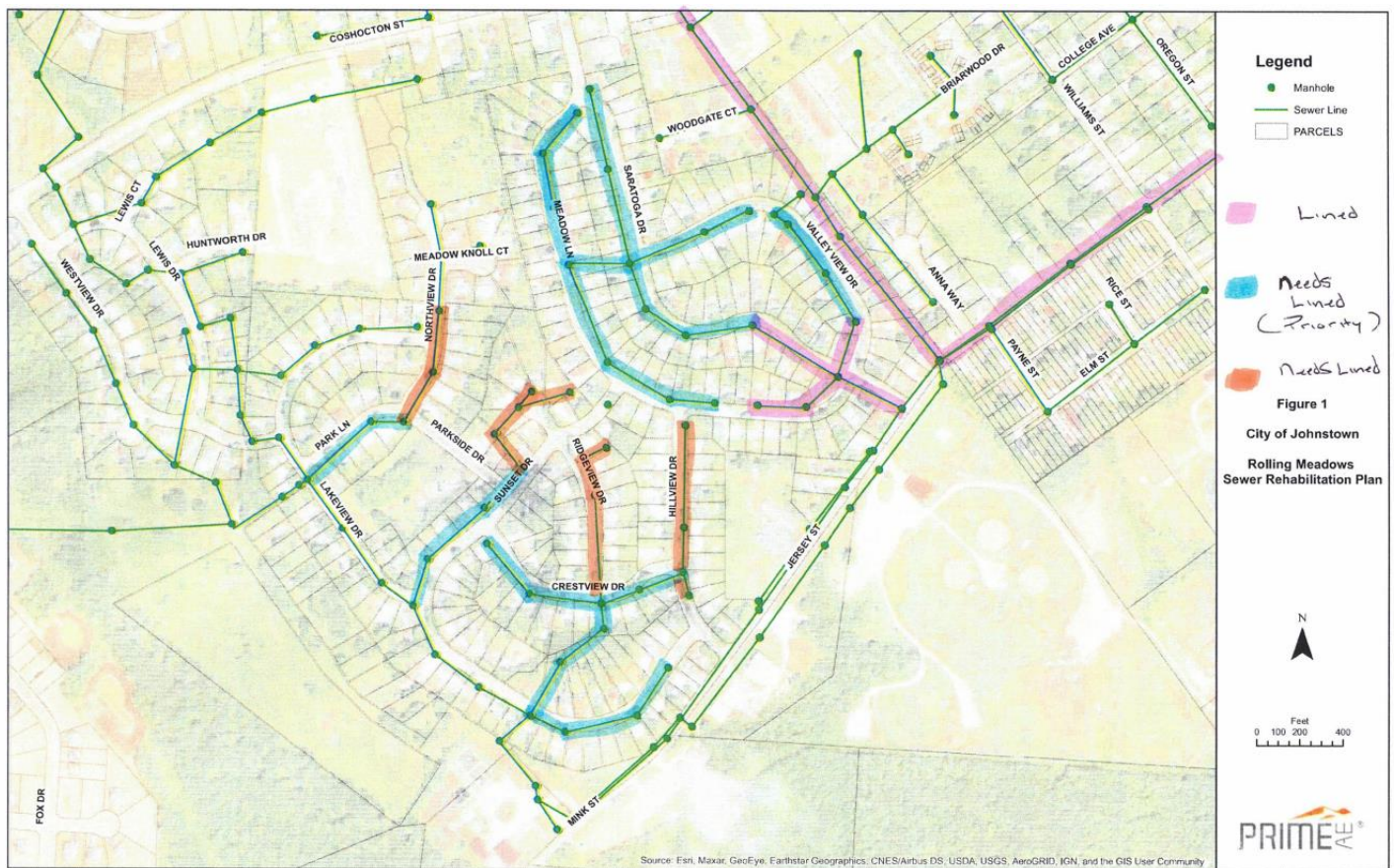
- Amount of sludge pressed (dewatered) – 535,035 Gallons

- Hauled Biosolids

- Sewer Hot Spots (Sewer Cleaning)

- American Rescue Plan Act (ARPA) Funding for Sewer Rehab

Working with Prime AE on this project. Hoping to secure funding for CIPP sewer lining to take place in the Rolling Meadows Development. The picture below shows areas that have already been lined, as well as priority areas that need to be lined due to tree roots and infiltration entering at joints of the old vitrified clay pipe sewer mains.

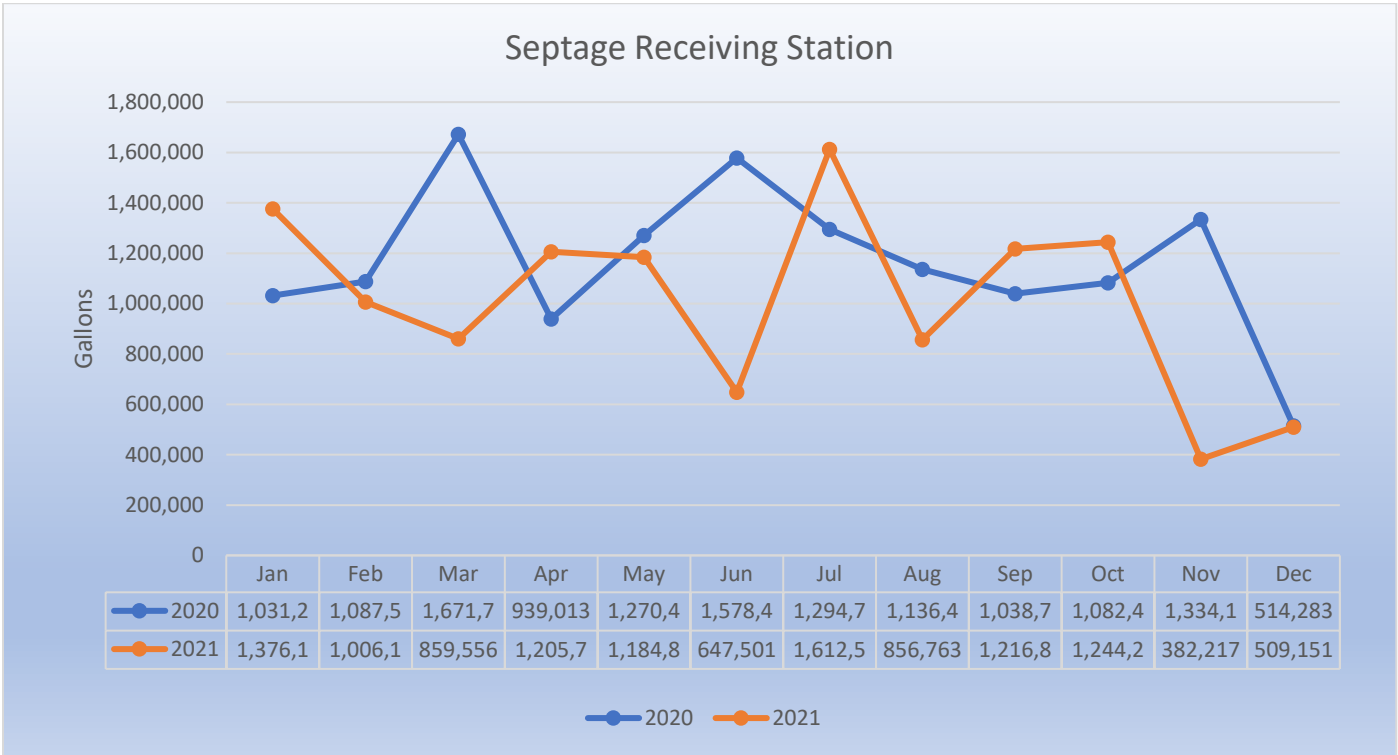


Training

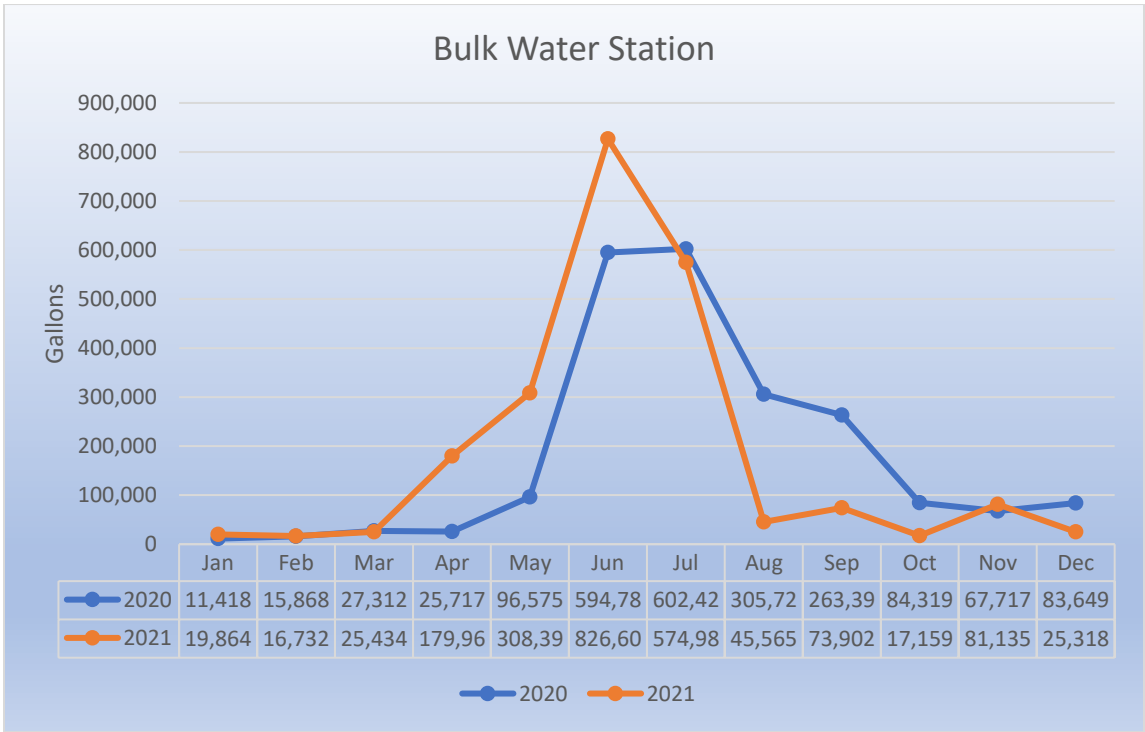
Logan Drake spent (5) hours of training focused on Pretreatment Facility Inspection through Sacramento State University. This university offers great quality wastewater and water training books/programs that operators can take to earn credits toward continuing education and further licensure.

BULK SEWER & WATER

The following chart shows the total amount of waste in gallons brought in to Johnstown for the current year and past year by the egg farms and bulk septage haulers.



The chart below shows the total amount of bulk water in gallons purchased each month for the current year and past year. NOTE: This graph contains only gallons of bulk water purchased from the fill station onsite.



Rick Fitch
Chief Wastewater Operator

CITY OF JOHNSTOWN, OHIO



Zoning Inspector Permit Summary for 2021

1. New sign permits wall and monument approved: (3)
2. New Businesses: (8)
3. Misc. unauthorized yard signs picked up and removed: (90)
4. Zoning Permits issued: (206)
5. Variances filed: (3)
6. Variances approved by P&Z Commissioners: (2)
7. Non-Conforming use applications: (1)
8. Non-Conforming use applications denied: (1)
9. Conditional use applications approved by P&Z Commissioners: (1)
10. Conditional use applications denied: (1)
11. Lot splits: (2)
12. Preliminary Plat application: (1) CC East pending.
13. Re-Plat (0)
14. Certificate of Appropriateness: (11)
15. Zoning Amendment Map Change or rezoned districts: (3)
16. Home Occupation permits (0)
17. Food trucks (9)
18. Accessory structures (garages) (1)
19. Shed permits: (3)
20. Fence permits: (18)
21. Deck permits: (3)
22. Swimming pool permits in ground and above ground: (1)
23. Curb cut permits: (102)
24. Sidewalk permits: (105)
25. Demolition permits (1) small barn
26. Certificate of Occupancies permits, residential: (76)
27. Dog/chickens/goats/hogs/ducks/rabbits complaints received: (0)
28. Parking in yard violations: (5)
29. Non- City related contacts regarding, Liberty, Jersey, Hartford, and Monroe Townships, Realtors, Appraisers, questions and responses; estimated: (40)
30. Questions from property owners, citizens, zoning questions, concerns, and miscellaneous information requests: estimated (52)
31. Serious Investor inquires: (6)
32. Property maintenance violations cases taken to mayor's court (4)
33. SFD demolitions: (0)
34. Major noise complaints (0)
35. Minor noise complaints (2) from construction sites.

- Total of all Zoning Department permits issued in 2021: (503)
- Total of new SFD permitted in 2021: (107). In 2020 the total was 78.
- Total permitted value of new SFD permitted in 2021: \$41,494,069.
- Twelve new home building contractors constructed homes in Johnstown in 2021.
- Average value of new SFD permitted in 2021: \$387,795.00 an average increase of \$68,895 from 2020.
- New Commercial building permits in 2021: Technical Rubber Phase 1, 670 Coshocton a new 10,000 square foot building, the New River Corp. complex on Enterprise Court. A new Water tank, JMSD Intermediate School addition, Ohio Pack Silos, GW Liquor bar, GWPH patio.

New Commercial projects planned or in discussion for 2022: Coughlin Apartments, ACE Hardware, Apeks 45,000 square foot expansion, combined new Bellstore and Marathon Station, Tech Phase 2 expansion, Redwood apartments and possibly a Dunkin Donuts.

This year, in April the Johnstown Zoning Department changed to online permitting using Open/Gov Zoning Portal software. The online system allows permit applications to be submitted and processed online creating a permanent record for file retention.

Note: This summary report reflects a combination of data between the old paper form-based applications and the new online Open/Gov application system.

(55) Property Maintenance Code Ordinance Enforcements: Title eleven Chapters 1189, 1191, 1193 & 1195.

Online Open/Gov code enforcement was started up in May 2021 and (46) entries have been made.

(4) Property Code enforcements were taken to Mayors Court. One of the four cases was released after the property was cleaned up without a fine.

One Commercial violation required the property to be mowed and trimmed by the Johnstown Service Department. A charge of \$1200 was applied to their Licking County property taxes.

Jim Blair
Johnstown Zoning and Property Code Official



**A RESOLUTION SETTING APPOINTMENTS FOR MAYOR, PRESIDENT OF COUNCIL AND
ACTING PRESIDENT OF COUNCIL**

Whereas, Section 3.04(a) of the Charter of the City of Johnstown requires that City Council elect one member of Council to serve a two year term as **Mayor** and;

Whereas, Section 3.04(b) of the Charter of the City of Johnstown requires that City Council elect one member of Council to serve a two year term as **President of Council** and;

Whereas, Section 3.04(c) of the Charter of the City of Johnstown requires that the senior member of Council serve as **Acting President**; and

NOW THEREFORE BE IT RESOLVED by the Council of the City of Johnstown, Licking County, Ohio as follows:

Section One: The City Council herein approves the following elections from its membership for a term commencing on January 1, 2022 and ending on December 31, 2023:

MAYOR

PRESIDENT OF COUNCIL

ACTING PRESIDENT

Section Two: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action were meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter of the CITY OF JOHNSTOWN.

Introduction/Public Hearing/Vote: January 4, 2022

By: _____

City of Johnstown Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director



RESOLUTION 2022-02

A RESOLUTION TO APPOINT COUNCIL COMMITTEE MEMBERS AND ESTABLISH MEETINGS SCHEDULE FOR 2022

Whereas, Section 7.01 of the Charter of the City of Johnstown authorizes committees created by Council; and

Whereas, Section 3.04 of the Council Rules of Order (by Resolution 2019-16) redefined a Committee term as two consecutive Council terms (eight years); and

Whereas, Section 7.02 (h) of the Charter of the City of Johnstown says that no member of any committee shall serve on the same committee for more than two consecutive full terms (sixteen years); and

Whereas, Section 7.04 (a) of the Charter of the City of Johnstown states that the Personnel Board of Review shall consist of three electors of the Municipality who shall serve overlapping three-year terms.

Whereas, the City Council desires to appoint Council representatives to vacant or expiring terms of the Council committees and the Personnel Board of Review; and

NOW THEREFORE BE IT RESOLVED by the Council of the City of Johnstown, Licking County, Ohio as follows:

Section One: The City Council herein approves the following committee term appointments:

Safety & Service Committee: The Safety and Service Committee meets to review service matters that include items for the Water, Wastewater, Street, and Police Department. Council approves Committee to meet the First Tuesday of the month at 5:00 pm in City Council Chambers.

1. Ben Lee Term - January 1, 2016 and ending on December 31, 2023 (First term)
2. Marvin Block Term - January 1, 2019 and ending on December 31, 2026 (First term)
3. Doug Lehner Term - January 1, 2020 and ending on December 31, 2027 (First term)

Finance Committee: The Finance Committee shall consider matters relating to the finances and the various funds of the City, the development of the annual budget of the City, the authorization of expenditures, the consideration of requests for funding, the payment of personal services and claims, and the authorization of the transfer of money from one established account to another within departments of the City. Council approves Committee to meet the Third Tuesday of the month at 5:00 pm in City Council Chambers.

1. Cheryl Robertson Term - January 1, 2016 and ending on December 31, 2023 (First term)
2. Ben Lee Term - January 1, 2016 and ending on December 31, 2023 (First term)
3. Chip Dutcher Term - January 1, 2020 and ending on December 31, 2027 (First term)

Economic Development Committee: Economic Development Committee's purpose is to foster the retention and expansion of existing business and industry, as well as the attraction of new business and industry by encouraging responsible, economic development activities that result in job creation, retention, diversifying the community's tax base and an improved sustainability and quality of life for the citizens of the City. Council approves Committee to meet the First Thursday of the month at 10:00 am in the Administrative offices.

1. _____ Term - January 1, 2022 and ending on December 31, 2023 (Partial term)
(Partial term left by Van Deest)
2. Cheryl Robertson Term - January 1, 2016 and ending on December 31, 2023 (First term)
3. Chip Dutcher Term - January 1, 2018 and ending on December 31, 2025 (First term)

Johnstown Park and Recreation Committee: The Johnstown Park and Recreation Committee meets to discuss items relating to the development of parks and to plan for the provision of certain education, recreation, leisure and cultural development for the residents of Johnstown, the City Council should create a committee to advise the City Council on such matters. Council approves Committee to meet the Second Thursday of the month at 10:00 am in the Administrative offices.

1. _____ Term - January 1, 2022 and ending on December 31, 2023 (Partial term)
(Partial term left by Van Deest)
2. Chip Dutcher Term - January 1, 2018 and ending on December 31, 2025 (First Term)
3. Sharon Hendren Term - January 1, 2020 and ending on December 31, 2027 (First term)

Rules Committee: The Rules Committee shall consider amendments to the Council Rules and questions of interpretation of the existing Rules. It shall also handle questions of appointment of special Committees of Council and the appointment of Council members to bodies requesting Council representation. Council approves meetings to be called as needed.

1. Ben Lee Term - January 1, 2018 and ending on December 31, 2025 (First term)
2. Marvin Block Term - January 1, 2020 and ending on December 31, 2027 (First term)
3. Chip Dutcher Term - January 1, 2020 and ending on December 31, 2027 (First term)

Storm Water Management Committee: The purpose of the Storm Water Management Committee is to establish technically feasible and economically reasonable storm water management standards to achieve a level of storm water quality and quantity control that will minimize damage to property and degradation of water resources and will promote and maintain the health, safety, and welfare of the citizens of the City of Johnstown. Council approves meetings to be called as needed.

1. Cheryl Robertson Term – January 1, 2019 and ending on December 31, 2023 (Partial term)
2. Marvin Block Term - January 1, 2019 and ending on December 31, 2026 (First term)
3. Chip Dutcher Term - January 1, 2019 and ending on December 31, 2026 (First term)

School District Liaison Committee: The School District Liaison Committee meets to enable officials of the City Government and School Board to confer on a regular basis to achieve community financial coordination and better coordination in other fields of community concern. Council approves meetings to be called as needed.

1. Sharon Hendren Term - January 1, 2020 and ending on December 31, 2024 (Partial Term)
(Partial term left by Lee)
2. Marvin Block Term - January 1, 2020 and ending on December 31, 2027 (First Term)
3. Doug Lehner Term - January 1, 2020 and ending on December 31, 2027 (First Term)

Events Committee: The Events Committee meets to discuss and coordinate events taking place in the City of Johnstown. Council approves meetings to be called as needed.

1. Doug Lehner Appointed February 16, 2021; term ending on December 31, 2026 (First term)
2. Janet Piper Appointed February 16, 2021; term ending on December 31, 2026 (First term)
3. Ben Lee Appointed February 16, 2021; term ending on December 31, 2028 (First term)

Section Two: The City Council herein approves the following appointments:

Personnel Board of Review: The Personnel Board of Review shall have the power and duty to hear appeals from administrative determinations made pursuant to the Code of Personnel Practices and Procedures, and such other powers, duties and functions as provided by Council. The judgment of the Personnel Board of Review, for the purposes of the Municipality, shall be final. Council approves meetings to be called as needed.

1. Chip Dutcher Term - January 1, 2018 and ending on December 31, 2025 (First term)
2. Marvin Block Term - January 1, 2019 and ending on December 31, 2026 (First term)
3. _____ Term - January 1, 2022 and ending on December 31, 2027 (Partial term)
(Partial term left by Van Deest)

Section Two: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action were meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter of the CITY OF JOHNSTOWN.

Date of Introduction/Public Hearing/Vote: January 4, 2022

By: _____

City of Johnstown Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe
Clerk of Council

Yazan Ashrawi
Law Director

DRAFT



RESOLUTION 2022-03

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR FINANCIAL ASSISTANCE FROM THE STATE INFRASTRUCTURE BANK AND AUTHORIZING THE CITY MANAGER TO ACT ON BEHALF OF THE CITY OF JOHNSTOWN IN ALL MATTERS RELATING TO THE APPLICATION

WHEREAS, The Ohio Department of Transportation maintains a direct loan and bond financing program, authorized under the Ohio Revised Code, Chapter 5531, for the purpose of developing transportation facilities throughout Ohio; and

WHEREAS, City Council previously approved Resolution 2020-37 for a loan from the State Infrastructure Bank in the amount of \$505,000 to be used for roadway safety improvements; and

WHEREAS, City Council previously approved Resolution 2021-43 for a loan from the State Infrastructure Bank in the amount of \$800,000 to be used for roadway safety improvements; and

WHEREAS, the new estimate including contingencies is \$2,600,000. Funding in the amount of \$500,000 from 629 funds, \$100,000 from Jobs and Commerce, \$505,000 for the original SIB loan, \$800,000 for the originally requested SIB increase and \$695,000 for the new SIB request increase for a total SIB loan amount of \$2,000,000; and

WHEREAS, City Council deems it proper and in the best interest of the City of Johnstown to apply for additional funds from the State Infrastructure Bank in the total amount of \$695,000 to be used for roadway safety improvements; and

WHEREAS, the City of Johnstown is qualified to apply for and obtain financial assistance from the State Infrastructure Bank for this purpose; and

WHEREAS, the Finance Committee and City Council have recommended the City of Johnstown apply for State Infrastructure Bank loan; and

NOW THEREFORE, BE IT RESOLVED by THE VILLAGE OF JOHNSTOWN

Section 1: The City Manager is hereby authorized to execute an application for financial assistance from the State Infrastructure Bank and to submit the application, together with all required documentation, to the Ohio Department of Transportation for consideration.

Section 2: The City Manager is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Date of Introduction/Public Hearing/Vote: January 4, 2022

Effective Date:

By: _____

Mayor, City of Johnstown

ATTEST TO:

APPROVED AS TO FORM:

DRAFT



City of Johnstown
Position Description

Position Title Police Clerk	Salary \$15.00 - \$24.00
FLSA Status Non-Exempt	Employment Type Full Time – 60% of daily duties
Reports to Deputy Chief of Police	Review/Revision Date: December 21, 2021

Nature of Work – General Description

This position is responsible for clerical work of some complexity and variety in the police department. Work involves responsibility for police records and administrative office functions requiring knowledge of departmental procedures. Consists of maintaining records and files; entering computer data and completing of related reports; and providing of general clerical support. Work is performed within the framework of established procedures, policies, rules, and regulations. Work is performed under the supervision of the Deputy Chief and is reviewed through observation and conferences.

Essential Functions of Work – (May not include all duties performed.)

- Updates arrest and crash reports, processes traffic tickets, parking violations, preventative patrol notices, liability releases, and other incidents.
- Verifies and cross-checks information and ensures accuracy and completeness of information before entering into appropriate records and files.
- Prepares statistical reports, civilian ride-along requests, prepares maps, and analytical reports as required.
- Prepares business emergency contact lists, coordinates processes of gathering updates, entering updates and notifying the Sheriff's Office of updates from the department.
- Assists the public by searching files, reports and needed records. Provide information in accordance with departmental policies and procedures and public records laws. Provide/receive information for house checks. Collect fees and needed information regarding fingerprinting and notary services.
- Responsible for all LEADS audits, accounts and is the department LEADS Terminal Agency Coordinator (TAC.)
- Certified as a LEADS operator and have supervisory authority over the operation of LEADS approved equipment.

- Prepare and send information to courts as required. Notifies officers of Mayor's Court dates, processes incoming court mail. Maintains a file of protection orders, records for court dispositions, seals, and cases as ordered.
- Download case photos, prepare videos for public record requests and court purposes.
- Responsible for collecting fees and reconciles accounts monthly.
- Distributes packages and mail, provides letters and postage for outgoing mail.
- Maintains permanent records and files according to the retention schedule. Maintains proper book keeping of fees and fines.
- Provides clerical and secretarial support to the administration and investigative staff.
- Maintain record keeping of vehicle impounds and prepare salvage titles for impounding companies.
- Knowledge of door access control software.
- Department contact for the department's technology needs.
- Maintains an inventory of departmental supplies.
- Perform related work as required or as assigned.

Knowledge, Skills, and Abilities

- Skill in the use of internet and Microsoft Office 365 products.
- Some knowledge of the operations, rules and regulations about the field of criminal justice and law enforcement.
- Ability to exercise mature judgement, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
- Ability to prioritize, organize, and perform work independently.
- Ability to compose and prepare effective correspondence, often without specific instruction, based on knowledge of municipal needs and procedures.
- Through knowledge of business English usage and practice. Ability to prepare and present effectively, both oral, and written. Employ informative material relating to the activities of the Police Department.
- Considerable knowledge of the operation and care of standard office equipment, machines and office computers. Knowledge of specific software programs.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to effectively and discreetly convey information.
- Ability to communicate with the public tactfully and courteously.
- Ability to follow safe working procedures.
- Ability to attend work in a consistent, dependable and prompt manner.

Minimum Qualifications

- A. **Education:** High School Diploma or equivalent.
- B. **Experience:** Some clerical experience, preferably in a police department or other public agency or security firm.
- C. **Licensure or Certification Requirements:** Certification as a notary public or the ability to obtain certification within four months of hire.
 - LEADS fully certified operator status.
 - Act as the Terminal Agency Coordinator (T.A.C.)
- D. **Other:** Valid State of Ohio driver's license.

Working Environment and Conditions

- Regularly exerting up to 20-pounds of force to lift, carry, push, and pull or otherwise move objects. Occasionally exerting over 30-pounds.
- Sitting most of the time, but also involves walking or standing for periods of time.



City of Johnstown
Position Description

Position Title Mayors Court Clerk	Salary \$15.00 - \$24.00
FLSA Status Non-Exempt	Employment Type Full Time – 40% of daily duties
Reports to City Manager or Designee	Review/Revision Date: December 22, 2021

Nature of Work – General Description

The responsibilities involve varied and complex Mayor's court activities requiring a high degree of responsibility and integrity. This position is responsible for coordinating, organizing, and executing functions of the Mayor's court. The Mayor's court clerk is responsible for the preparation of all paperwork and records associated with court activity as well as the custody of Mayor's Court Funds. The Mayors Court Clerk will assist in providing clerical support to the police department and will have daily contact with the public for both court and police department related issues and questions. The Mayor's court clerk will demonstrate a commitment to provide excellent customer service through cooperative team and individual efforts.

Essential Functions of Work – (May not include all duties performed.)

- Prepares and keeps all records for the court.
- Prepares the court docket and records all dispositions.
- Prepares commitments and releases for person in jail.
- Issues subpoenas.
- Sends and receives court transcripts and BMV abstracts.
- Has responsibility for the collections, handling, deposits, and disbursement of all Court costs and fines, traffic citation pay-outs, bonds, deposits, and maintain all Mayors' Court accounts.
- Prepares monthly report to Mayor and City Council of Mayor's Court activity.
- Prepares quarterly Supreme Court of Ohio Reports.
- Oversees the security and integrity of court warrants system.
- Maintains credit card payment system.
- Maintains the operation of the building keyless entry system, issues and revokes key fobs for all City employees.
- Monitor, record, download and view security footage provided by department cameras for the City building and Police Department.

Knowledge, Skills, and Abilities

Excellent computer and clerical skills are essential including record keeping, report filing, and database entry. The successful applicant will demonstrate tact in dealing with the public and will maintain a neat appearance.

- Extensive knowledge of the Baldwin Mayors Court Software system.
- Ability to operate and maintain door control programming.
- Knowledge of Microsoft Office programs
- Ability to use computer software and programs.
- Ability to operate video surveillance software; download, record and journal recordings.
- Maintain financial reports and records.
- Ability to maintain complete confidentiality of information.
- Maintain effective working relationships.
- Communicate effectively verbally and in writing.
- Ability to effectively interact with the public, staff, and outside agencies.

Minimum Qualifications

- Education:** High School Diploma or equivalent.
- Experience:** Some clerical experience, preferably in a police department or other public agency or security firm.
- Licensure or Certification Requirements:** Public Notary.
- Other:** Valid State of Ohio driver's license.

Working Environment and Conditions

- Regularly exerting up to 20 pounds of force to lift, carry, push, and pull or otherwise move objects. Occasionally exerting over 30 pounds.
- Sitting most of the time, but also involves walking or standing for periods of time.