



Regular Council Meeting
Tuesday, August 18, 2020 - 6:30 PM
AGENDA

1. Call to Order
2. Roll Call
3. Invocation - Mayor Dutcher
4. Pledge of Allegiance
5. Swearing in - Officer Pacha
6. Action on Minutes
 - a. August 4, 2020
7. Citizen comments on matters not on the agenda
8. Council Committee reports
 - a. **Planning & Zoning:** Met 8/11/20; Next 8/25/20 @ 6:30 pm Virtual
 - b. **Safety & Service:** Met 8/4/20 updated last meeting; Next 9/1/20 @ 5:00 pm Virtual
 - c. **Finance:** 8/18/20; Next 9/15/20 @ 5:00 pm Virtual
 - d. **Economic Development:** Met 8/6/20; Next 9/3/20 @ 10:00 am Virtual
 - e. **Park & Rec:** Met 8/13/20; Next 9/10/20 @ 10:00 am Virtual
 - f. **Miles Estate:** Next TBD
 - g. **Joint Recreation:** Next TBD
 - h. **School District Liaison:** Met 8/4/20 verbal update last meeting, minutes attached; Next TBD
 - i. **Storm Water Management:** Next TBD
 - j. **Rules:** Next TBD
 - k. **Personnel Board of Review:** Next TBD
 - l. **Tree Commission:** Met 8/11/20; Next TBD
9. Director Reports
 - a. Chief of Police
 - b. Finance Director
 - c. Village Planner
10. Tabled Legislation

- a. **RESOLUTION 2020-22** A RESOLUTION TO ADOPT THE PROPOSED COMPREHENSIVE PLAN AS PRESENTED. *Tabled August 4, 2020*

11. Second Read/Public Hearing

- a. **ORDINANCE 24-2020** AN ORDINANCE AMENDING ORDINANCE 40-19, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *First Reading August 4, 2020*

12. Introduction of Legislation

- a. **RESOLUTION 2020-23** A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF JOHNSTOWN APPROVING A REVISED JOB DESCRIPTION FOR ASSISTANT VILLAGE MANAGER AND REMOVING VILLAGE PLANNER DESIGNATION FROM THE VILLAGE MANAGER.
- b. **RESOLUTION 2020-24** A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF JOHNSTOWN APPROVING AN ORGANIZATIONAL CHART.
- c. **RESOLUTION 2020-25** A RESOLUTION TO ADOPT THE PROPOSED INTERIM DESIGN GUIDELINES AS PRESENTED.
- d. **RESOLUTION 2020-26** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A REAL ESTATE CONTRACT FOR THE PURCHASE OF 1.0 ACRE
- e. **ORDINANCE 25-2020** AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE VILLAGE OF JOHNSTOWN AND DECLARING AN EMERGENCY.

13. Other Business

14. Executive Session: Confidential Business Information of an Applicant for Economic Development Assistance

15. Adjourn

Next Council Meeting September 1, 2020 @ 6:30 p.m.



Regular Council
Tuesday, August 4, 2020 - 6:30 PM
MINUTES

1. Call to Order

Mayor Chip Dutcher called to Order the Village of Johnstown Regular Council Meeting for August 4, 2020 at 6:32 PM.

2. Roll Call

Present - Doug Lehner, Marvin Block, Benjamin Lee, Cheryl Robertson, Mayor Chip Dutcher,, Sharon Hendren, Carol Van Deest
Absent - None

Staff present - Jim Lenner - Village Manager, Yazan Ashrawi - Village Law Director, Jack Liggett - Assistant Village Manager, Abe Haroon - Chief of Police, Dana Steffan - Finance Director, Bailey Klimchak - Village Planner, Jim Blair - Zoning Inspector, Teresa Monroe - Clerk of Council

Public present - Amy Cooke; David Pontia; Linda Harris; Ruth Ann Booher; Jason Wisneski - Grand Communities; Tim Brader - Fischer Homes; Catherine Cunningham - Attorney with Kegler Brown Hill & Ritter, present for the annexation petition on the agenda for Fischer Homes and the annexation petitioner; Amanda Webb - Grand Communities; Jesse Copel - Planning & Zoning Commission

3. Invocation - Mr. Lee

4. Action on Minutes

a. July 21, 2020

ACTION: Marvin Block moved to Approve; Benjamin Lee seconded and the vote was as follows:

AYES: Chip Dutcher, Benjamin Lee, Cheryl Robertson, Carol Van Deest, Marvin Block, Doug Lehner, Sharon Hendren

NOES: None

ABSTAIN: None

Passed 7 - 0

5. Citizen comments on matters not on the agenda

There were no comments offered by the public

6. Council Committee reports

a. **Planning & Zoning:** Met 7/28/20; Next 8/11/20 @ 6:30 pm Virtual

The meeting revolved around the Comprehensive Plan, the draft on Council agenda tonight is what was passed through Planning and Zoning, most of the conversation was on the Future Land Use Map; updates were made and comments were incorporated and the draft was passed 5-0 to go to Council. Mr. Lee noted that with this document superseding the Strategic Plan, if it were to pass today, there would be no design guidelines in place. Next meeting there will be conversation about having a stand-a-lone design guideline document pulled from the 2012 Strategic Plan to have in place between the time the Comprehensive Plan is passed and the design guidelines are completed by the third party.

b. **Safety & Service:** 8/4/20; Next 9/1/20 @ 5:00 pm Virtual

Met tonight: updates on construction projects were given. Upon review from Police Chief, decision made not to move forward with the False Alarm Ordinance at this time. Discussed no turn on red sign at US62 and Main Street and optimal placement to ensure compliance. Sidewalk Replacement Program discussion put off until September. Talked through Police Department speed study on Stonehedge Row Drive. Reviewed lighting needs, outages in the village; working with the AEP representative on areas that could be better served. Voted 2-0 to move forward on some restructuring of Mayor's Court and operations.

c. **Finance:** Met 7/21/20 minutes attached; Next 8/18/20 @ 5:00 pm Virtual

Minutes of previous meeting were sent with the packet.

d. **Economic Development:** Met 7/9/20 reviewed last time; Next 8/6/20 @ 10:00 am Virtual

e. **Park & Rec:** Next TBD

f. **Miles Estate:** Next TBD

g. **Joint Recreation:** Next TBD

h. **School District Liaison:** Met 7/28/20; Next TBD

Productive meeting, discussion on traffic issues in the Leafy Dell development, Chief to observe patterns. Discussed other issues relative to the start of school and COVID etc., the school administration has many decisions to make in the near future, they will provide updates as needed to the villa. The school will be adding a new roof to the Searfoss building, pitched not flat, considerations are being given to rehab the building.

i. **Storm Water Management:** Next TBD

j. **Rules:** Next TBD

k. **Personnel Board of Review:** Next TBD

l. **Tree Commission:** Met 2/25/20, minutes attached; Next 8/11/20 @ 5pm Virtual

Minutes were sent out with the packet; since last meeting the village received a donation of five tree seedlings from Licking County Soil and Water that will be planted somewhere

in the village, likely at the trailhead.

7. Director Reports

a. Service: Water, Sewer, Street

Jack Liggett reviewed all service department reports that were submitted in the packet. Mr. Lee asked if they were still planning to pave the water and sewer plants this year; Mr. Liggett said he was hoping to link with another project this year but schedules are not lining up, the money is there but will be reassigned to 2021.

b. Manager

Jim Lenner highlighted items in his report that was submitted in the packet; added that we should hear something on the ITS4US grant in about sixty days. Council expressed appreciation to Mr. Lenner, staff and partners for getting the grant completed.

8. Tabled Legislation

- a. **RESOLUTION 2020-20** A RESOLUTION INDICATING WHAT SERVICES THE VILLAGE OF JOHNSTOWN WILL PROVIDE 78.482+/-ACRES OF LAND, LOCATED IN MONROE TOWNSHIP, LICKING COUNTY, OHIO, IF SAID PROPERTY IS HEREAFTER ANNEXED TO THE VILLAGE OF JOHNSTOWN, OHIO AND TO PROVIDE FOR BUFFER REQUIREMENTS. *Tabled July 21, 2020*

ACTION: Marvin Block moved that Resolution 2020-20 be removed from the table; Benjamin Lee seconded and the vote was as follows:

AYES: Benjamin Lee, Doug Lehner, Marvin Block, Chip Dutcher, Cheryl Robertson, Carol Van Deest, Sharon Hendren

NOES: None

ABSTAIN: None

Passed 7 - 0 Removed from table

Mayor Dutcher said this is the services agreement under the expedited annexation process; since Fischer Homes was present, would they like to talk about their plan and then the service resolution could be considered. Catherine Cunningham introduced herself as the attorney working on the annexation and that she knew more about the annexation process and less about the development process; said the ultimate development is not typically part of the annexation petition so she would like to start with the petition and then other questions can be addressed by the Village Planner and Grand Communities. Ms. Cunningham said in terms of the annexation process, as mentioned this is an expedited type two annexation, she has been talking with the Village Law Director about this process; if the annexation petition meets the criteria under the law, then the County Commissioners are required to approve the annexation. This annexation is 78.482 acres along Johnstown-Utica Road which is also State Route 62; the property owners are seeking to annex their property into the Village of

Johnstown, said she thinks they have a contract with Grand Communities for the sale of the property as they have interest in making the property part of Johnstown for future development. Ms. Cunningham said as far as the annexation process goes, once the petition is filed with the County Commissioners, there is a certain timeline to be followed; notices were served to the Village, Township and surrounding property owners and then one of the statutory criteria is that the Village would adopt an ordinance or resolution indicating the services they would provide the territory should it be annexed to the village. Ms. Cunningham said this is not the last time Council will see this, if it is approved by the Commissioners as they expect, it will come back before Council for a second piece of legislation, likely two or three months, and that would be to accept the annexation to the village. Under the statute, the village will adopt and file a service resolution with the county twenty days from the date the County Commissioners accept the filing, which was July 16, 2020. Ms. Cunningham said the service resolution does not necessarily mean the village supports the development, that would go through the traditional development process with a rezoning of the property should it be annexed in; she said from her perspective she is here about annexation and the statutory requirement that a municipality file a services resolution within twenty days of the date of filing of the petition and the deadline is tomorrow.

Mayor Dutcher opened the floor to anyone else who wanted to talk about the services resolution.

Marvin Block noted ORC section 709.023(C) referenced in the resolution, saying he had discussions with the solicitor and that section specifically states that the municipal corporation is entitled in its sole discretion to provide the territory proposed for annexation, upon annexation, services in addition to the services described in that ordinance or resolution. Mr. Block said that anything listed in the resolution is what the village would have to provide. Mr. Block provided some figures on village water production versus use as well as potential usage numbers on new housing construction, new business park/manufacturing, school buildings and bulk users. Mr. Block also expressed concern for the amount of traffic that could travel in and out of the property saying he does not think the village is prepared to give the amount of service with what we have. Mr. Block added the roads in the village are in pretty bad shape and no money to fix them; he noted poor conditions in the main part of town and that developments of Concord Crossing and Leafy Dell are in need of attention. Mr. Lee said he does not necessarily disagree because he cannot substantiate the numbers Mr. Block put together, and he cannot disagree with the roads aspect as well because it is something that we have had difficulty tackling for a while, there are a lot of lane miles left to get after and a lot of bad base to repair, but with respect to what is being entertained with the services resolution, said he understands that while the development information provided is nice to have, it is not necessarily pertinent to the services resolution because nothing has been filed, accepted or platted; so we are only entertaining services to farmland and a single family home, within the scope of what is being proposed, because the development details could change through the development process. Mr. Block said he was not talking about their plans, he explained his concern lies in Section One of the services resolution where it states the village "will provide the full range of available municipal services..."; he said we are overloading what the village can provide and it should be amended. There was further

debate; Law Director Yazan Ashrawi provided opinion on revising Section One provisions. Ms. Robertson said regarding the Impact Analysis provided by Ms. Klimchak, if this community were to come in, the village would average one hundred and sixty seven thousand dollars per year in additional income tax revenue and that does not go very far, that it would provide one extra police and a half of a police cruiser, that's it. Ms. Robertson said we have enough problem roads and proposed taking street maintenance out of the resolution as well as the part about the boundary line of village or township and road maintenance. Mr. Lee asked Jack Liggett for his opinion on the water and sewer services; Mr. Liggett said he thinks it has been correctly portrayed, that we are currently sitting at about fifty percent capacity (water) and sewer department is about fifty five to sixty percent capacity. Said the village has been looking into the future to all the additional homes and the Enterprise Center and thinks Mr. Block's calculations are very close to right; said we will be between seventy and seventy five percent when these build outs are completed. Mr. Liggett said he has begun very preliminary discussions with the Village Manager that once we get up to seventy percentage, the village needs to start discussion on plant expansion. Mr. Lee said within the Impact Analysis it was noted that water and sewer pays for those with tap and capacity fees and if the development is utilized as a bench mark, funds would be available just in this build-out alone for a good chunk of what may be needed at two million dollars for a build-out, not taking into account any other homes projected within the village. Mr. Liggett said he agrees and also that the village is reviewing capacity fee charges to keep up with the inflation rate for new construction of water and sewer facilities. Mr. Lee said he also agrees with Ms. Robertson on street maintenance, he could see pulling that out and emphasizing HOA incorporation, with any development that may or may not happen, as a method to take care of street maintenance if not promised by the village. Ms. Hendren said she agrees with Ms. Robertson on the street maintenance and she is also concerned about the schools. Mr. Block said getting back to the point of water and sewer, and commitments on our table now inside the village; he doesn't think we should agree to all services, it should be part of the zoning when they come back for the annexation, he thinks water and sewer and roads should be taken out. Ms. Hendren said she agrees. Village Law Director said from a legal perspective that can be done, then clarified procedure.

Motion: Mr. Block moved to accept Resolution 2020-20 amendment to the resolution, Section One cross out fourth line down / strike *"full range of available municipal services consistent with those services available to the existing residents of, and to the property within, the Village of Johnstown, including but not limited to street maintenance"*.

Ms. Robertson asked about getting rid of the last sentence. Ms. Cunningham said that last sentence is actually required by the statute; on the picture of the annexation there is a portion of road shown but it is already in the village on both sides, ODOT and the County say there is no road maintenance issue but the statute requires if a portion of a road is included, then that language also be in the legislation, but no formal agreement was required between the jurisdictions because it is already in the village on both sides. Village Law Director agreed also that it should not be removed.

Ms. Hendren asked if they had to include the police protection. Mr. Ashrawi said there is no requirement in the annexation statutes to include specific services but the police issue is tricky because he does not know without reviewing what jurisdiction is Sheriff, who services the township and what issues that could cause in the future. Mr. Lee said he would not support taking out police protection. Mayor Dutcher said the village would end up taking those calls anyway under mutual aid and it would cost Johnstown more. Ms. Robertson said she would leave police protection in.

Prior to a second on the motion, the Clerk of Council clarified that Section One is amended as follows:

SECTION ONE: That upon annexation to the Village of Johnstown of the 78.482 acres located along Johnstown-Utica Road owned by Bruce M. Michelson and Susan L. Michelson, Trustees of The Michelson Family Trust, and described and delineated on the attached Exhibit "A" the Village will provide police protection, mayor's court, residential refuse collections via private contract, planning and zoning, and parks and recreation, all of which can be provided immediately upon the effective date of the annexation as provided by law. Should it be determined that as a result of the annexation, the boundary line between the township and the Village divides or segments a street or highway so as to create a road maintenance problem for the Village, as a condition of annexation, the Village shall assume the maintenance of that street or highway or otherwise correct the problem.

Mr. Lenner also clarified this is just the motion to amend. Ms. Robertson **seconded** Mr. Block's motion to amend and the vote was as follows: Doug Lehner - yes; Marvin Block - yes; Mayor Dutcher - yes; Cheryl Robertson - yes; Carol Van Deest - yes; Sharon Hendren - yes; Ben Lee - yes. **Motion to amend passed 7-0**

Mayor Dutcher said now to consider Resolution 2020-20 as amended. Mr. Lee said he still thinks water and sewer can be included, he doesn't see why it wouldn't be. Mayor Dutcher said it can be added later upon discussions with the property owner. Mr. Lee said he disagrees with not having it in there but he will support the resolution to move it forward.

Motion: Marvin Block moved to pass Resolution 2020-20 as amended; Ms. Robertson **seconded**.

Public Hearing: Mayor Dutcher opened the floor to public comments.

1. Catherine Cunningham said on behalf of the annexation petitioners and Grand Communities, she appreciates the village passing a services resolution.

There were no further comments and the vote was as follows:

AYES: Marvin Block, Mayor Dutcher, Cheryl Robertson, Carol Van Deest, Sharon Hendren, Benjamin Lee, Doug Lehner
NOES: None
ABSTAIN: None

Passed 7 - 0

Mayor Dutcher confirmed the Clerk of Council would be filing the services resolution with the Licking County Commissioners in the morning.

i. Pepperwood Concept Plan

Mayor Dutcher asked if anyone wanted to hear a short presentation from Fischer Homes since they were present. Mr. Lenner asked that they not, said things could get convoluted and asks that what is shown in the packet be sufficient; Mayor Dutcher said he agrees and there will be another time and place for them to make their presentation.

ii. Pepperwood Impact Analysis

9. Public Hearings of Legislation

10. Introduction of Legislation

a. **RESOLUTION 2020-22** A RESOLUTION TO ADOPT THE PROPOSED COMPREHENSIVE PLAN AS PRESENTED.

Village Planner Bailey Klimchak said the plan provided in the packet is also the plan available on the link on the village website and reflects all changes recommended by Planning and Zoning as well as the round table from earlier this year and all changes recommended on the Future Land Use Map after last week's Planning and Zoning meeting. Ms. Klimchak said this document is the result of a lot of hard work and many meetings of the round table, the steering committee, the public and the Planning and Zoning Commission. Ms. Klimchak said she will be sending out the "Interim Design Guidelines" taken from the 2012 document while waiting for the new document to come online later this year; she said she welcomes feedback and conversation but asked that Council table this resolution until next meeting so she can get those interim guidelines sent out.

Mayor Dutcher thanked Ms. Klimchak for all of her hard work and appreciates the suggestion on tabling as it will give Council a chance to review and provide their input and suggested changes. Ms. Klimchak added that because of COVID-19 the results of the 2020 Census have been delayed and she is unsure when she will get numbers back from the Census Bureau so at the recommendation of Planning and Zoning, she would like to add an appendix or addendum to the 2020 Comprehensive Plan when those numbers are received; Mayor Dutcher said great idea. There was discussion on how comments would be provided to Bailey.

ACTION: Benjamin Lee moved to table; Marvin Block seconded and the vote was as follows:

AYES: Mayor Dutcher, Cheryl Robertson, Carol Van Deest, Sharon Hendren, Benjamin Lee, Doug Lehner, Marvin Block

NOES: None

ABSTAIN: None

Motion to Table Passed 7 - 0

- b. **ORDINANCE 24-2020** AN ORDINANCE AMENDING ORDINANCE 40-19, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS.

Finance Director Dana Steffan said this is an appropriation to increase for legal fees, electricity and various Service Department items. Introduction; second reading August 18, 2020

11. Other Business

1. Jim Lenner said he has been working with Chief on the CAD system, will have something for Finance Committee in two weeks.
2. Doug Lehner asked Bailey if the design guidelines referred to in the Comprehensive Plan had anything to do with how the village would look at a new housing development and its design. Ms. Klimchak said it could, but in a recent public survey, answers identified a preference for more regulation in business districts rather than residential districts, she said it will have residential standards but would expect more strict standards in the downtown area, the area where Kroger is etc., she said to think along the lines of the 2012 document for residential standards; roof pitch, windows, stone on the front, things like that. Mr. Lehner recounted previously asking if there was a way that the village could start setting up a guideline for new residential developments; Ms. Klimchak said yes, that will be included in the design standards, Council will see when complete; they are on schedule for November but may get to Planning and Zoning before that. Mr. Lehner asked if that would include the size of a lot that a house would sit on; Ms. Klimchak said that is generally included in zoning. Mr. Lehner noted that his home sits on a one acre lot and the proposed Pepperwood development would have four houses on a lot that size and said he wanted everyone to think about that because he feels strongly that he moved to Johnstown to get the space and he thinks the majority think like that also. Mr. Lehner said he also thinks the village needs to be very good partners to the school and the current elementary is already over capacity. Using Bailey's numbers he said that with the addition of having one hundred and ninety students come in from those homes, it would add about fifteen students per class in K-12 and ninety would be at the elementary. Mr.

Lehner also proposed more communication with the public to "understanding where the community is" and gave some ideas for casual engagement which was discussed among members.

3. There was some further discussion on lot sizes and opinions shared on thoughts for what is good for Johnstown.

4. There were some questions asked and clarification given by the Law Director on public meetings with regard to the community engagement mentioned before and council members gathering with the public.

5. Mayor Dutcher provided his thoughts on the name for the proposed Fischer development and would like to see the name changed.

6. Ms. Robertson said when it comes to the design guidelines the "modern urban" would be awful for Johnstown.

There was no further discussion.

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

AYES: None

NOES: None

ABSTAIN: None

7 - 0

Meeting adjourned at 8:16 p.m.

12. Adjourn

Next Council Meeting August 18, 2020 @ 6:30 p.m.



School District Liaison Committee
Tuesday, July 28, 2020 - 5:00 PM
MINUTES

1. Call to Order

Chairman Block called the meeting to order at 5:03 p.m.

Council Committee Members Present - Marvin Block, Doug Lehner

Absent - Sharon Hendren

Staff present - Jim Lenner - Village Manager, Abe Haroon - Chief of Police, Bailey Klimchak - Village Planner, Chip Dutcher - Mayor, Benjamin Lee - Council Member, Teresa Monroe - Clerk of Council

Johnstown-Monroe School Board Members Present - Ruth Ann Booher - Board President, Amanda Davis - Board Member

2. Update on Village development

Chairman Block provided some updates on the number of open lots that are yet to be built within the village; one hundred ninety two for Pulte Homes, sixty for Concord East, forty for Maronda in Leafy Dell and approximately ten infill lots. Mr. Block went on to list potential property annexations with assumption on number of lots. Ms. Klimchak noted another property likely to develop first, with one hundred fifty to one hundred seventy lots.

3. Update on School District Building projects

Ruth Ann Booher provided updates; the weight room building will be renovated, anticipate six weeks once on site. Searfoss is in phase one "pre-construction," next will be schematic drawings of the building then soil samples to see what can be built on that site; a lot of discovery - no conclusions yet on structure size.

4. School Year Busing

Ms. Booher said she does not have any information on busing, that question should be directed to Superintendent Dale Dickson.

5. Traffic Patterns - Leafy Dell Elementary

Mr. Block said last school year there were complaints on the traffic pattern. Mr. Lenner said there has been discussion ever since the building has been open about safe and effective traffic flow and whatever the village can do from an enforcement or traffic management standpoint is something taken seriously. Chief Haroon will be a fresh set of eyes and opinion on how to better manage the traffic flow in and out of the Leafy Dell neighborhood especially concerning the busing and student pick up and drop off. Ruth Ann Booher said just before school was dismissed in March, the administrators said it was running very smoothly, that they did not have an abundance of complaints that they felt they had it under control. Ms. Booher added this was something brought up to Fischer Homes when they had discussion about their potential building on the Michelson property, a major concern for the parent pickup line and traffic flow; not to be overshadowed by the number of students they would absorb at the elementary school. Amanda Davis joined the meeting; she said she knows there have been concerns about trying to limit the kids gathering when they get off the buses, it had been discussed whether or not it might be useful to use more than one door as a drop off or pickup spot. Mr. Lenner said traffic and direction of buses can be controlled but a lot of the conversation has been about kids that dart out between cars, don't use the sidewalks or cross mid block so a lot of village review has been about traffic flow and how to handle. Ms. Booher inquired if there was any news about the grant for sidewalk that would go down SR37 across from the school. Mr. Lenner said the village was not selected for the Safe Routes To Schools grant on the last round and that there is another application coming up this fall to submit; it would likely be a three year process from award to construction.

6. Roadway Project Updates

Jim Lenner provided updates as follows: US62 project is well on its way, running smoothly and on time. Westview Drive and Oregon Street will see the gas company move in to complete their work, Westview will see pavement renovation and replacement as well as alternate bids for sidewalks and curb and gutter, this project will not begin until US62 is re-open and will be completed this year. Mr. Lenner said Superintendent Dickson, School Board members and the Community Bus Service would be added to the traffic alert system for notifications. Project Mastodon is a business retention project tied to the straightening and safety of US62 and Sportsman Club Road; Mr. Lenner will attend a meeting in two weeks on potential funding partners. Future reconstruction of Edwards Road still scheduled, unsure of timing at this moment; traffic circle at the Leafy Dell intersection scheduled, Mr. Lenner said he thinks design begins in State fiscal year 2022. Design is underway for the second phase of the US62 turn lane which is from the bridge up to Wendy's, this is a million dollar project funded by ODOT and will be constructed next year; there will be no shut downs but it will impact traffic. Ms. Booher asked about completion of Oregon from College Street to the school; Mr. Lenner said likely next year for construction, by the time the gas company finishes in three months it should be bid late fall and spring for actual construction.

7. Other Business

1. The school was asked about hours for the flashing school zone lights so the village could have programmed correctly for the school year; Ms. Booher said hours are unknown at this time, Mr. Dickson and the administrators will be making that decision. Ms. Davis said the tentative school start date is August 24th and there has been no announcement of a change in school hours at this time.

8. Adjourn

There was no further business; the meeting adjourned at 5:51 p.m.



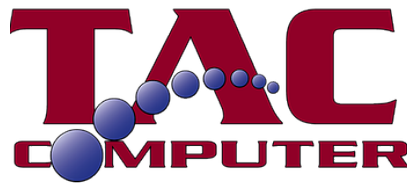
Report, Chief of Police

August 2020

Projects:

CAD (Computer Aided Dispatching)

TAC was chosen as our new CAD software. If approved, it will take 15 – 30 days to build. Launch is likely to be in September 2020. Server placement has been chosen and wiring and power will be small issues to flatten out.



Training:

Officers have increased their training hours in August. All officers are receiving three hours of training a month. This month's (August) topics: Communication Skills #1, Investigative Skills #1, and Investigative Skills #2. On Monday, August 31, 2020, the FBI taskforce is coming in to educate officers in white racially motivated violent extremism movements.



Fleet:

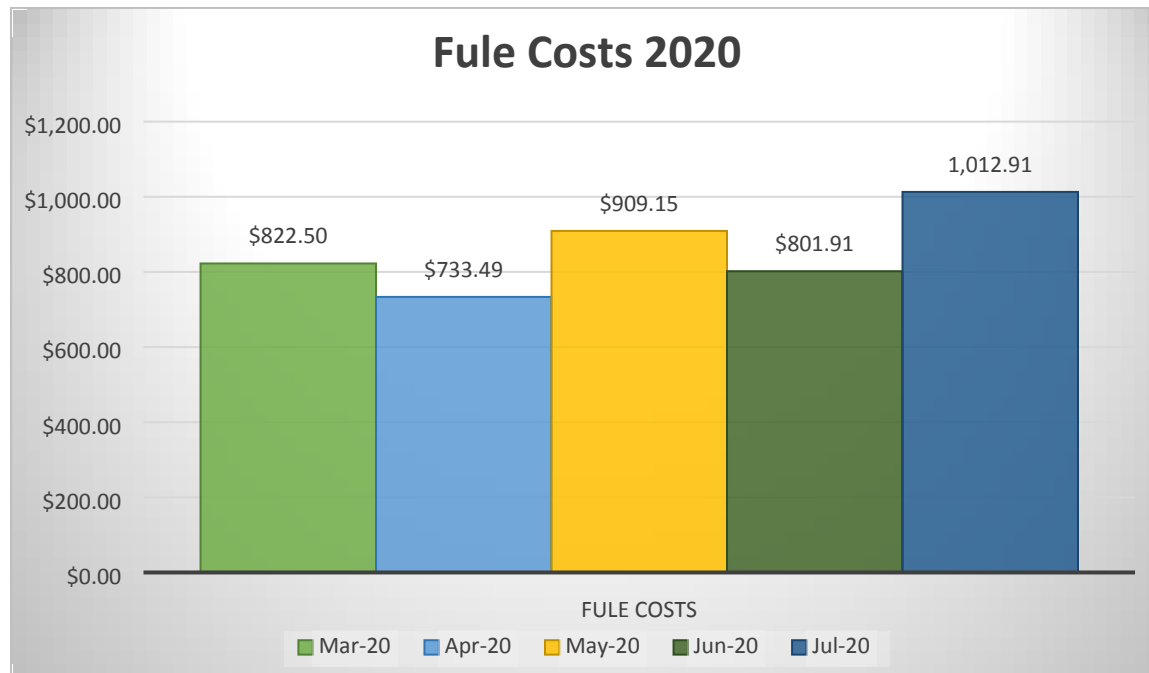
Car 3 has issues with oil leaking. A subject matter expert (SME) advised that it is no longer feasible to continue to work on the vehicle. It was reported that significant dismantlement of the engine block may likely yield the leak location.

***Note that this vehicle does not have the original engine block.



Gas costs are \$1,012.91 for July 2020

It was noted that costs are **up** 23.15% from March (\$822.50). **Up** 38.09% from April (\$733.49). **Up** 11.32% from May (\$909.15). **Up** 26.31% from June (\$801.91).



Speed Studies:



Leafy Dell Subdivision was named as a target enforcement zone. As of this date, there have been some citations written and some warnings. Officers are also working stop sign violations in the same area. It was noted that one violator was cited for 39-mph in a 25-mph zone. Strick enforcement will commence for a further one week in this area.

Equipment:

Mr. Kevin Fiffe (former Mayor and member of the Village's Council) donated two lockout kits for the patrol cars (Big Easy Glo). Johnstown Police Department will now offer vehicle unlocks free of charge. A general liability form needs to be created.

The new RADAR was placed in the Patrol Division and officers were trained accordingly.

All patrol vehicles received a broom for cleaning broken glass and other debris from the roadway. This cost was \$65.05.

Taser batteries are critically low. The Rangemaster (Taser specialist) advised that the batteries were likely not to last the remainder of the year. Eight (8) replacements were ordered through Vance's at a cost of \$549.52.

June crime statistics:

246 calls for service.	Mean average for 2020 is 141.13 calls (based on 1,129)
95 two-officer calls.	Mean average for 2020 is 68.25 calls (2.24 calls per a day) (based on 546)
85 traffic stops.	Mean average for 2020 is 38.13 stops (based on 305)
8 Accidents.	Mean average for 2020 is 9.00 accidents (based on 72)
26 Training hours.	Mean average for 2020 is 13.18 hours (based on 105.5)
8 Assist other agencies	Mean average for 2020 is 7.38 incidents (based on 59)
11 Alarm drops	Mean average for 2020 is 9.75 incidents (based on 78)
6 Arrest	Mean an average for 2020 is 6.88 arrests (based on 55)
2 Domestic	Mean average for 2020 is 3.88 arrests (based on 31)
	Mean average for 2019 was 4.83 arrests (based on 58)
4 Drug events	Mean average for 2020 is 3.88 incidents (based on 31)
11 Total crime events	Mean average for 2020 is 12.25 events (based on 98)

Social Media:

Facebook (July 13th – August 9th)

People reached:	33,174	Up 138% from June
Post engagements:	19,909	Up 89% from June
Page likes:	78	Up 28% from June
Page Followers	93	Up 9% from June

Dispatch:

Three dispatcher candidates were in the running for new hire. One dropped out after an unfavorable lie detector profile. Two are being considered. One is still in background (pending lie detector and fingerprints).

Dispatch chair was replaced and a new dispatching station is active (see photos).



Other:

Officer Pacha has returned to the Johnstown Police Department. I anticipate within the next 30-days all officers will be out on their own (single unit status) For the first time, in a significant amount of time, the Johnstown Police Department will be fully staffed on officers and running patrol vehicles.

Currently, there are 2.67 officers assigned to a shift, and 1.33 dispatchers assigned to a shift.

Johnstown Police Dept Stats

	2019												2020											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Dispatched Runs	168	163	160	200	188	174	158	171	178	167	144	169	157	121	169	101	176	159	246					
2 Officer Calls	106	84	102	91	98	99	55	85	81	81	89	73	75	55	82	83	83	73	95					
Calls for Service	2066	1820	2082	2126	1993	1848	1657	1875	1860	1789	1307	1822	1521	1492	1480	1321	1615	1496	1690					
Traffic Stops	136	92	163	129	151	120	87	143	181	105	87	104	50	50	23	12	60	25	85					
Vehicle Accidents	11	9	16	23	22	11	11	15	12	12	5	9	21	11	5	1	5	21	8					
Training Hours	3	38	40	0	48	16	3	58	32	8	33	0	33.5	8	0	0	10	0	26					
Assist Other Depts	5	5	7	7	8	18	8	8	5	14	11	5	9	8	5	10	9	10	8					
Burglary Alarms	14	12	12	12	21	21	11	20	12	11	12	10	14	8	12	12	11	10	11					
Arrests	18	9	11	8	10	13	12	12	4	4	2	9	6	11	9	8	10	5	6					
Domestics	3	11	6	2	3	10	9	0	0	2	5	7	4	5	7	4	3	6	2					
911 Hang up calls	18	8	10	8	12	8	14	15	16	17	18	6	7	7	17	8	14	18	20					
Drugs	9	9	14	9	7	5	5	5	2	10	2	5	2	2	6	3	5	4	4					
Suspicious Vehicles	14	18	10	22	32	17	11	37	17	25	9	10	12	14	18	21	9	15	12					
Supspicious Persons	16	17	14	28	36	20	28	37	20	21	13	11	14	15	33	24	17	18	20					
Warrants Served	5	1	3	2	0	1	2	1	2	1	0	0	4	1	1	4	2	1	0					
Total Crimes	35	26	37	28	55	32	31	12	17	12	12	14	14	19	18	12	11	13	11					



**Finance Director's Report to Council
August 18th, 2020**

1. **Tax Revenue.** Total Income Tax revenue collected through July 2020 was \$1,174,566. This represents 53.3% of 2020 Budgeted Income Tax revenue of \$2,205,000, and a 14.7% decrease from 2019 collections for the same period.

The largest source of the Village's income tax revenue, withholding taxes derived from individuals working in Johnstown, increased 2.4% while individual returns decreased 26.7%, and business net profits decreased by 53.4% as compared to the same period in 2019. With the deferral of 2019 individual and net profit income tax returns until July 15th, 2020, it is reasonable that we see a decline in these categories as compared to prior years. We expect to see these large gaps in collections begin to close starting with the August distribution from RITA.

The graph below illustrates the Village's YTD income tax revenue through July 31 each year from 2016 through 2020:

	2016	2017	2018	2019	2020
Withholding	\$ 516,950	\$ 544,242	\$ 595,775	\$ 656,836	\$ 672,902
Individual	\$ 398,662	\$ 442,867	\$ 544,534	\$ 620,458	\$ 455,048
Net Profit	\$ 82,932	\$ 150,676	\$ 112,005	\$ 99,992	\$ 46,616
Total	\$ 998,543	\$ 1,137,785	\$ 1,252,314	\$ 1,377,287	\$ 1,174,566

Withholding taxes continue to increase every year since 2015; this can be attributed to an increase in the number of jobs and increased pay rates in Johnstown. While several companies have reported withholding decreases from the prior year (e.g., Landmark Global \$12k, Tech Rubber \$7K, Steel Ceilings \$4K, Tech Int'l \$4K), there were many that reported increases (e.g., Crow Works \$9K, Apeks \$8k, MG Abbott \$5K, Ghostwriter \$4k). Overall, the increases outweighed the decreases when compared with 2019.

Individual income tax collections are higher when compared with 2016 & 2017, but down compared to 2018 & 2019. Increases are related to both population and economic growth. The current year decrease is likely related to the COVID-19 pandemic and the 2-month delay of 2019 tax filing deadline.

The 2020 Net Profit revenue is down primarily due to an \$18K refund for Thirty-One Gifts, a \$25K decrease reported by Atrium Apparel Corp, and a \$9K decrease reported by Atrium Real Estate LLC. Various other businesses reported losses in 2020 as compared to 2019 compiling the \$53K decrease.

Currently Johnstown is experiencing a 14.7% decrease overall when comparing total income tax collections in 2020 compared to 2019. RITA has recently reported that they have seen collections across the State at a 17% decrease from the prior year.

2. Revenues and Expenditures. See attached spreadsheets for 2020 year-to-date revenue collections and expenditures.

Notes on Revenue:

General Fund Revenue – Collections have not differed much from the prior month, and are mostly where we would expect them to be at the current time. Income tax collections are short of budget, however I expect those to pick up next month.

Street Construction & Repair and State Highway & Improvement Funds are both slightly lower than budget. This is expected given the COVID-19 pandemic and related economic decline, as well as the temporary closure of the Bureau of Motor Vehicles. In July, the Gas tax and motor vehicle registration revenues have significantly increased as compared to the June disbursements, which is a sign that these are ramping back up to pre-pandemic collections.

Sewer Operating Fund \$632,945, or 82% of the revenue budget has been collected through July. Of this, \$208,293 was related to bulk sewer hauling for New Day Farms and Trillium Farms. Without these collections, we have received 55% of revenue budget.

Water/Sewer Improvements Fund has collected 100% of their respective budgets due primarily to Bond proceeds received in May and forty-four (44) new homes permitted YTD through July. Of the Bond proceeds, \$5.77M was for Water Projects and \$1.5M for Sewer Projects.

Water Debt Service Fund is higher than budget due to \$22K in extra bond retirement proceeds that were generated from the sale of Bonds.

Notes on Expense:

General Fund, Finance Dept 63% spent for the year primarily due to fully paid SSI support fees.

General Fund, State Auditor – full payment was made in June for the audit.

Permissive Motor License Fund has been 99% spent due to the purchase of the Hot Patch road repair machine. The funds (\$45,000) have been requested of the County engineer's office but not yet received. I have followed up on my request for funds, but have still not received.

Right of Way Fund has been 90% spent due to a \$30K purchase for a ditch witch in July.

Debt Service Fund. The bulk of these payments are scheduled to occur in December.

Capital Projects. Only 10% spent due to the increase in revenue for the Bond issuance. This increased the budgeted revenue by \$1,360,000, and these funds will be spent throughout the year or re-appropriated in 2021.

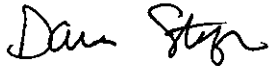
Water & Sewer Replacement & Improvement Funds are barely spent due to the appropriations related to the new enterprise center on Duncan Plains Road. \$360k is appropriated for Water lines, \$930k is appropriated for sewer lines. Additionally, \$5.75M in water projects and \$1.5M in sewer projects were bonded and appropriated, to be spent in 2020 or re-appropriated in 2021.

3. The 2018-2019 Financial Audit is complete and I have the draft report in my possession. Identified by the auditors were: 1) a significant deficiency in financial reporting, 2) a noncompliance matter due to certain 2018 appropriations, and 3) a noncompliance/material weakness due to certain 2018 transactions regarding Intergovernmental revenue. I have discussed these findings with our auditor and have come to

an agreement with these notes. The audit report is currently pending Auditor of State approval and we expect to have their approval any day now. See attached email & memo for my notes and responses.

4. Employer withholding and COVID-19. The Coronavirus-related relief legislation passed earlier this year by the Ohio General Assembly provided that work being done by an employee remotely or at home, because of the State of Emergency, is deemed to be performed at the employee's principal place of work. As a result of this provision, employers continue to withhold tax for their employees' principal place of work municipality, even while employees are working from home or different location. On July 2, 2020 a lawsuit was filed in the Franklin County Common Pleas Court challenging the constitutionality of this provision. The suit was filed against the City of Columbus by the Buckeye Institute, a Columbus employer, and three of its employees. In general, the suit alleges that it is unconstitutional to require the employees, working at home outside of Columbus, to continue to pay Columbus income tax, and that it is improper to require the employer to withhold these taxes. RITA is closely watching the progress of this litigation for any potential impact on employer withholding and will provide updates as needed. Our law director is also paying attention to this lawsuit. I will be sure to share any significant developments.
8-14-2020 UPDATE: nothing new to report.

Respectfully Submitted,



Dana Steffan, CPA

Finance & Human Resources Director

**2018-2019 Financial Audit
Audit Comment Responses**

Finding No. 2019-001

Significant Deficiency – Financial Reporting

Adjustments:

- In 2019, an adjustment was made in the Capital Projects Fund for recording Debt Proceeds of \$217,079 and a corresponding adjustment to Capital Outlay. I need help understanding the origin of this so that I may properly correct going forward
- In 2018, an adjustment was made in the Enterprise Fund for recording Debt Proceeds of \$52,758 and a corresponding adjustment to Capital Outlay. I need help understanding the origin of this so that I may properly correct going forward.
- In 2018 a reclassification of \$25,395 was made from Miscellaneous Receipts to Intergovernmental Revenue in the Capital Projects Fund for a State Nature Works Grant. Makes sense. Will be sure to classify any similar future grants correctly.

Finding No. 2019-002

Noncompliance – Appropriations Exceeding Estimated Resources

As of 1/1/2019, a process has been put in place to ensure appropriations do not exceed estimated resources. This will not be an issue going forward.

Finding No. 2019-003

Noncompliance/Material Weakness

This issue has been corrected as of 1/1/2019 and will not be a concern going forward.

Dana's responses underlined

Dana Steffan

From: Ken Phillips <Kenp@wwpcpa.com>
Sent: Thursday, July 23, 2020 12:05 PM
To: Dana Steffan
Subject: RE: Audit
Attachments: 2019 Debt.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Dana,

It appears I won't be back to call so I thought I would send e-mail. I reviewed your responses and will put in report. I have attached my debt schedule for you to look at. Usually when this happens and it happens a lot, debt that isn't received in cash sometimes doesn't get recorded because it's a noncash transaction.

I believe you had these in your notes to financial statements, but not in the actual SSI system, we looked for memo receipts and disbursements for these and did not find. That's why we made the adjustments, it didn't affect cash but needed to be shown on the financial statements. I would say at the end of each year, go to the OPWC and OWDA websites to see if anything had been classified as loans that you may not have recorded just to check and if so, do a memo entry for that.

Hope this helps,

Thanks,

Ken

From: Dana Steffan <DSteffan@johnstownohio.org>
Sent: Tuesday, July 21, 2020 2:08 PM
To: Ken Phillips <Kenp@wwpcpa.com>
Subject: RE: Audit

Ken,

I have not heard back from you regarding the 2018-2019 Audit comments, so I wanted to send my responses via email. Please see attached, and give me a call or respond to my email at your earliest convenience. My responses are in red.

Thank you,

Dana Steffan, CPA
Finance and Human Resources Director
Village of Johnstown
599 South Main Street
Johnstown, OH 43031
Phone: (740) 967.3177 x3
Fax (740) 967.6415
dsteffan@johnstownohio.org

From: Dana Steffan
Sent: Thursday, July 2, 2020 10:24 AM
To: Ken Phillips <Kenp@wwpcpa.com>
Subject: Audit

Hi Ken,

I received the audit and would like to discuss the findings with you. When would you be available to discuss? Will you be working tomorrow? I will be on vacation all next week.

Thanks,

Dana Steffan, CPA
Finance and Human Resources Director
Village of Johnstown
599 South Main Street
Johnstown, OH 43031
Phone: (740) 967.3177 x3
Fax (740) 967.6415
dsteffan@johnstownohio.org

Exchange Defender Message Security: [Check Authenticity](#)

	A	B	C	D	E	J
1		Village of Johnstown Financial Report				
2						
3		Revenues				
4						
5	as of	7/31/2020				
6				2020	Actual	
7	A/C	Sub-Fund		Expected Revenues	Revenues	
8	1000	Real Estate Tax		\$ 265,000	\$ 140,268	52.93%
9	1000	Income Tax		\$ 2,205,000	\$ 1,174,566	53.27%
10	1000	Shared Taxes		\$ 90,300	\$ 46,968	52.01%
11	1000	Charges for Services		\$ 150	\$ 135	90.00%
12	1000	Permits, Fines, & Licenses		\$ 218,700	\$ 120,819	55.24%
13	1000	Interest		\$ 9,000	\$ 27,420	304.66%
14	1000	Miscellaneous		\$ 66,348	\$ 88,800	133.84%
15	1000	Other Financing Sources		\$ -	\$ -	
16	1000	Total General Fund		\$ 2,854,498	\$ 1,598,976	56.02%
17						
18	2011	Total Street Construction & Repair		\$ 373,500	\$ 190,144	50.91%
19						
20	2021	State Highway & Improvement		\$ 23,890	\$ 12,040	50.40%
21						
22	2101	Permissive Motor License Fund		\$ 45,000	\$ -	
23						
24	2901	Mayor's Court - Computer		\$ 1,000	\$ 320	32.00%
25						
26	2906	Restricted Police Grants		\$ 2,000	\$ -	0.00%
27						
28	2907	Right-of-Way Fund		\$ 30,000	\$ -	0.00%
29						
30	2909	State Pass Through Grants		\$ 49,621	\$ 49,621	100.00%
31						
32	5101	Water Operating		\$ 765,375	\$ 424,046	55.40%
33						
34	5201	Sewer Operating		\$ 769,375	\$ 632,945	82.27%
35						
36	5701	Water Replacements & Improvements		\$ 5,933,000	\$ 5,981,507	100.82%
37						
38	5702	Sewer Replacements & Improvements		\$ 1,720,000	\$ 1,791,661	104.17%
39						
40	5721	Water Debt Service		\$ 227,833	\$ 142,708	62.64%
41						
42	5722	Sewer Debt Service		\$ 381,151	\$ 201,123	52.77%
43						
44	5781	Enterprise Deposit		\$ 40,500	\$ 31,799	78.52%
45						
46	9101	Unclaimed Monies		\$ -	\$ -	
47						
48	9904	Mayor's Court		\$ 80,000	\$ 28,150	35.19%
49						
50		TOTAL ALL FUNDS		\$ 13,296,742	\$ 11,085,039	83.37%
51		# Amended Appropriations				
52					83.37%	
53				<i>percentage received to date</i>		

	A	B	C	D	E	J
1	Village of Johnstown Financial Report					
2						
3	Expenditures					
4						
5	as of	7/31/2020				
6				2020	Actual	
7	A/C	Sub-Fund		Appropriations	Expenditures	
8	110	Police		\$ 1,082,477	\$ 559,784	51.71%
9	130	Street Lighting		\$ 65,000	\$ 37,285	57.36%
10	210	Public Health		\$ 18,500	\$ 9,322	50.39%
11	310	Recreation Department		\$ 49,620	\$ 2,407	4.85%
12	410	Zoning		\$ 175,759	\$ 81,372	46.30%
13	490	Economic Development		\$ 27,000	\$ 16,190	59.96%
14	710	Administration		\$ 421,104	\$ 199,309	47.33%
15	715	Legislative Activities		\$ 71,636	\$ 42,779	59.72%
16	720	Mayors Court		\$ 83,828	\$ 47,196	56.30%
17	725	Finance Department		\$ 81,301	\$ 50,986	62.71%
18	730	Lands & Buildings		\$ 92,700	\$ 74,859	80.75%
19	740	County Auditor (Property Tax Collection)		\$ 7,000	\$ 2,933	41.90%
20	745	State Auditor		\$ 6,000	\$ 6,000	100.00%
21	755/760	Income Tax Administration		\$ 72,000	\$ 36,758	51.05%
22		Other Uses of Funds & Transfers		\$ 761,000	\$ 356,012	46.78%
23	1000	Total General Fund		\$ 3,014,925	\$ 1,523,192	50.52%
24						
25		Street Maintenance & Repair				
26		Street Cleaning, Snow Removal				
27		Traffic Signs & Signals				
28		Sidewalks (Capital outlay)				
29	2011	Total Street Construction & Repair		\$ 446,803	\$ 244,412	54.70%
30						
31		State Highway Maintenance				
32		Street Cleaning, Snow & Removal				
33		Traffic Signs & Signals				
34	2021	State Highway & Improvement		\$ 13,700	\$ 5,706	41.65%
35						
36	2101	Permissive Motor License		\$ 45,000	\$ 44,659	99.24%
37						
42	2901	Mayor's Court Computer		\$ 1,200	\$ 1,049	87.42%
43						
46	2903	Budget Stabilization Fund		\$ 20,000	\$ 18,084	90.42%
47						
50	2905	Leafy Dell Traffic Improvement Fund		\$ 10,000	\$ -	0.00%
51						
52	2906	Restricted Police Grant Fund		\$ 1,000	\$ 1,000	100.00%
53						
54	2907	Right of Way Fund		\$ 38,000	\$ 34,396	90.52%
55						

	A	B	C	D	E	J
1	Village of Johnstown Financial Report					
2						
3	Expenditures					
4						
5	<i>as of 7/31/2020</i>					
6				2020	Actual	
7	A/C	Sub-Fund		Appropriations	Expenditures	
56	3101	Debt Service Fund		\$ 448,000	\$ 71,570	15.98%
57						
58	4901	Capital Projects		\$ 1,475,000	\$ 157,780	10.70%
59						
60	4902	Capital Projects - US62		\$ 182,883	\$ 28,743	15.72%
61						
62	5101	Water Operating		\$ 800,013	\$ 434,957	54.37%
63						
64	5201	Sewer Operating		\$ 797,529	\$ 407,220	51.06%
65						
66	5701	Water Replacements & Improvements		\$ 6,460,000	\$ 269,405	4.17%
67						
68	5702	Sewer Replacements & Improvements		\$ 2,690,000	\$ 80,479	2.99%
69						
70	5721	Water Debt Service		\$ 479,000	\$ 25,819	5.39%
71						
72	5722	Sewer Debt Service		\$ 395,100	\$ 177,021	44.80%
73						
74	5781	Enterprise Deposit		\$ 36,000	\$ 16,267	45.19%
75						
76	9101	Unclaimed Monies		\$ -	\$ -	
77						
78	9904	Mayor's Court		\$ 85,000	\$ 26,238	30.87%
79						
80		TOTAL ALL FUNDS		\$ 17,439,154	\$ 3,567,996	20.46%

Planning and Zoning Report

August 18, 2020



DESIGN GUIDELINES - This project is moving along on schedule. Council has an interim design guidelines resolution to provide direction in the meantime.

TRAILHEAD SHELTER HOUSE - The Village received a \$30,000 grant from Operation Roundup and a \$10,000 grant from the Babcock Foundation. Supplies have been ordered and should be delivered by August 27. Construction will begin soon after.

RACCOON CREEK PARK - Staff will be applying for TAP funds in order to construct a multi-use trail from US 62 to our parking lot on Fox Drive. If awarded, funds will be for a 2024 construction.

INCUBATOR PROJECT - Village staff would still like to apply for an EDA grant to complete this project. We have been speaking to many area incubator and co work spaces to learn about their experiences and begin to determine what might work best for the Village.

DOG PARK - Village staff has begun the process of constructing a dog park at Trailhead Park. We are currently getting estimates for the project and are in the planning phase.

MEMORIAL TREE FUND - A Memorial Tree Fund is being organized with plans to begin welcoming donations this fall.

TREE PLANTING ON 62 - The Tree Commission is in the process of choosing trees to be planted in front of Subway on US 62. They will be planted this fall.



RESOLUTION 2020-22

A RESOLUTION TO ADOPT THE PROPOSED COMPREHENSIVE PLAN AS PRESENTED

WHEREAS, the Johnstown Comprehensive Plan contains the general policy of the Village to be used as a guide for development, the scheduling of capital improvements, preparation of budgets and ordinances, and operating procedures to implement the plan; and

WHEREAS, the purpose of the Comprehensive Plan is also to provide general guidance to Village agencies, other public agencies, private individuals, and organizations as they prepare detailed plans, programs, and ordinances; and

WHEREAS, it is the intent of the Village Council to maintain and amend this Comprehensive Plan as the official statement of Village Council policy concerning the future development of the Village of Johnstown; and

WHEREAS, the Village has devoted considerable staff, Commission, Steering Committee and public attention to the development of the Comprehensive plan; and

WHEREAS, public engagement sessions were held at various public events on July 24, 2019, September 15, 2019 and September 21, 2019; and

WHEREAS, Public Hearings were held November 12, 2019 at Planning and Zoning, November 19, 2019 at Village Council, November 26, 2019, July 14, 2020 and July 28, 2020 at Planning and Zoning with various comments incorporated within.

WHEREAS, at the July 28, 2020 Planning and Zoning meeting, the Commission voted 5-0 in favor of forwarding to Village Council for review and approval.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JOHNSTOWN, COUNTY OF LICKING, STATE OF OHIO; A MAJORITY OF THE MEMBERS CONCURRING THAT:

Section 1: That the draft plan as approved at the July 28, 2020 Planning and Zoning meeting; public hearing with any amendments finalized by the Village Council on _____ be adopted as the Comprehensive Plan for the Village of Johnstown. It is understood the draft plan will be put into final published form to be effective _____, subject to section 2 below.

Section 2: Where there is a conflict between a policy in the prior Strategic Plan and the new Comprehensive Plan, the policy guidance in the new Plan will control.

Section 3: It is found and determined that all formal actions of this Village Council, concerning and relating to the recommendation of adoption of this Resolution, were approved in an open meeting of this Village Council, and that meetings resulted in such formal action where meetings were open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Charter for the VILLAGE OF JOHNSTOWN.

Introduction: August 4, 2020 / TABLED

By:

Chip Dutcher, Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe
Clerk of Council

Yazan Ashrawi
Law Director

VILLAGE OF JOHNSTOWN



ORDINANCE 24-2020

AN ORDINANCE AMENDING ORDINANCE 40-19, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS

WHEREAS, the Council of the Village of Johnstown adopted its annual appropriations for 2020 on December 3, 2019; and

WHEREAS, the Council of the Village of Johnstown does hereby desire to amend its appropriations to pay higher than expected expenses, including legal fees, electricity, asphalt, and various operating supplies; and

WHEREAS, the net effect on the finances of all Funds of the Village of Johnstown will be a decrease of \$32,000.

WHEREAS, the fund balances are sufficient to cover these appropriations.

NOW THEREFORE, be it ordained by the Council of the VILLAGE OF JOHNSTOWN, Licking County, Ohio, as follows:

Section One. That the revenues and appropriations for the General and Street Construction, Maintenance, & Repair Funds that were set forth in Ordinance 40-19, adopted by the Council of the Village of Johnstown, State of Ohio, on December 3, 2019, be hereby amended to read as follows:

Appropriations for General Fund 1000

Leisure Time Activities – Contractual Services (electricity)	(increase)	\$ 1,000.00
Legislative Activities – Contractual Services (legal)	(increase)	\$ 20,000.00
<u>Land & Buildings –Supplies & Materials (various supplies)</u>	<u>(increase)</u>	<u>\$ 1,000.00</u>
NET EFFECT on General Fund 1000	(decrease)	\$ 22,000.00

Appropriations for Street Construction, Maint. & Repair Fund 2011

<u>Street Maint. & Repair - Supplies & Materials (asphalt mix)</u>	<u>(increase)</u>	<u>\$ 10,000.00</u>
NET EFFECT on Street Const., Maint. & Repair Fund 2011	(decrease)	\$ 10,000.00

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

Date of Introduction: August 4, 2020
Public Hearing/Vote: August 18, 2020
Effective Date:

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

DRAFT



RESOLUTION 2020-23

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF JOHNSTOWN
APPROVING A REVISED JOB DESCRIPTION FOR ASSISTANT VILLAGE MANAGER
AND REMOVING VILLAGE PLANNER DESIGNATION FROM THE VILLAGE MANAGER**

WHEREAS, except for the Department of Law and the Department of Finance, Council may abolish, combine, merge, change or alter any department of the Municipality.

WHEREAS, the Director of Law and the Director of Finance shall be appointed and removed by the Manager, subject to the consent and approval of Council. The Director of Law and the Director of Finance shall serve at the pleasure of the Manager and Council. All other directors shall be appointed by the Manager and shall serve at the pleasure of the Manager. With the consent of Council, the Manager may serve as the director of one or more departments or may appoint one person as the director of two or more departments.

WHEREAS, the Village Manager has developed a new job description for the Assistant Village Manager in 2016; and

NOW, THEREFORE, be it resolved by the Johnstown Village Council;

Section 1. Approves the revision of the job description for Assistant Village Manager.

Section 2. Pursuant to Village Charter Section 6.03, the Village Manager shall no longer serve as the Village Planner as stated in Resolution 2016-22 but shall remain as the Economic Development Director.

Section 3. It is found and determined that all formal actions of this Village Council concerning and relating to the recommendation of adoption of this Resolution were approved in an open meeting of this Village Council and that meetings resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

Introduction/Public Hearing/Vote: August 18, 2020

By: _____

Chip Dutcher, Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

TITLE: ASSISTANT VILLAGE MANAGER

STATUS: FULL TIME / EXEMPT

WAGE: REFER TO WAGE SCALE

NATURE OF WORK: Works with the Village Manager in handling the Village administrative functions and affairs; does related work as required.

This position is directly involved with the general administrative and operational functions within a Village, including both non-public and public work units. The assignments carried forth are at the request of the Village Manager.

This position is both a line and staff position involving the direction of certain units and staff functions for the Village Manager. The position entails a high degree of professionalism, independent judgment and the overall ability to work with all levels within a Village government.

SUPERVISION: Employee works under the direction of the Village Manager. Assignments are generally received in the form of desired objectives; however, the incumbent is expected to complete assignments independently and without detailed review.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)

1. Acts for the Village Manager as directed;
2. Administers and oversees various Village Department programs to assure sound management and fiscal restraint, and appropriateness of services being provided;
3. Administers and oversees specific programs, in relation to public works functions (i.e. street lighting and maintenance; water and sewer system upgrading; buildings and grounds improvements; contractual services);
4. Provides administrative support to Department Directors;
5. Coordinates and analyzes information from Department Directors to make appropriate recommendation and/or take necessary action directly;
6. Determines operational needs to upgrade Village services and resources;
7. Provides Village Manager with oral and written information as requested, such as updates on department activities and personnel, special programs, financial reports;

8. Develops and prepares reports, grant proposals, applications, contracts, statistical and financial abstracts;
9. Works with Village Manager to prepare for contract negotiations, budget hearings and Council meetings;
10. Carries out investigations and presents findings pertaining to proposed suggestions, programs, automation of various functions;
11. Represents the Village Manager in dealings with public officials, consultants, Board members, Village employees and the general public;
12. May be assigned complete charge of any operating unit and/or functions for a period of time;
13. Manages the Village Capital Improvement Project plan implementation including contract negotiation, construction administration and monitoring;

MINIMUM REQUIREMENTS OF WORK:

Education and Experience:

Graduation from a recognized college or university with a Bachelor's Degree in Public Administration or closely related field and either: (a) five (5) years experience in the field of public administration; or (b) Master's Degree in Public Administration or a closely related field and three (3) years experience in the field of public administration; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the Village; strength to lift and carry materials weighing up to 10 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Required Knowledge, Skills, Abilities and Attributes:

Thorough knowledge of principles, practices and organization of municipal government administration; thorough knowledge of principles of public administration; thorough knowledge of the concepts and techniques of municipal operational planning; good knowledge of research methods and fundamentals of statistics; ability to interpret and make clear and concise analyses of facts, figures, and processes; ability to prepare and present oral and written reports; ability to direct and oversee the work of others; ability to meet and deal with the public effectively; honesty; integrity; sound judgment; resourcefulness; dependability; physical condition commensurate with the duties of the position.

Compensation and Benefits:

In addition to standard compensation and benefits as outlined in the Village policy manual and wage scale, this position is eligible for OPERS retirement “pick-up” by the Village on behalf of the employee.

Created:

May 2016

Revised:

Approved: June 7, 2016 via Resolution #2016-22

Approved: July 21, 2020 via Resolution #2020-23

Village Manager - Date



RESOLUTION 2020-24

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF JOHNSTOWN
APPROVING AN ORGANIZATIONAL CHART**

WHEREAS, except for the Department of Law and the Department of Finance, Council may abolish, combine, merge, change or alter any department of the Municipality.

WHEREAS, the Director of Law and the Director of Finance shall be appointed and removed by the Manager, subject to the consent and approval of Council. The Director of Law and the Director of Finance shall serve at the pleasure of the Manager and Council. All other directors shall be appointed by the Manager and shall serve at the pleasure of the Manager. With the consent of Council, the Manager may serve as the director of one or more departments or may appoint one person as the director of two or more departments.

WHEREAS, the Village Manager has developed an organizational chart that best reflects the organization's structure.

WHEREAS, Its purpose is to illustrate the reporting relationships and chains of command within the organization; and

NOW, THEREFORE, be it resolved by the Johnstown Village Council;

Section 1. Approves the organizational chart as presented in Exhibit "A".

Section 2. The organization chart becomes effective immediately.

Section 3. It is found and determined that all formal actions of this Village Council concerning and relating to the recommendation of adoption of this Resolution were approved in an open meeting of this Village Council and that meetings resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

Introduction/Public Hearing/Vote: August 18, 2020

By: _____

Chip Dutcher, Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

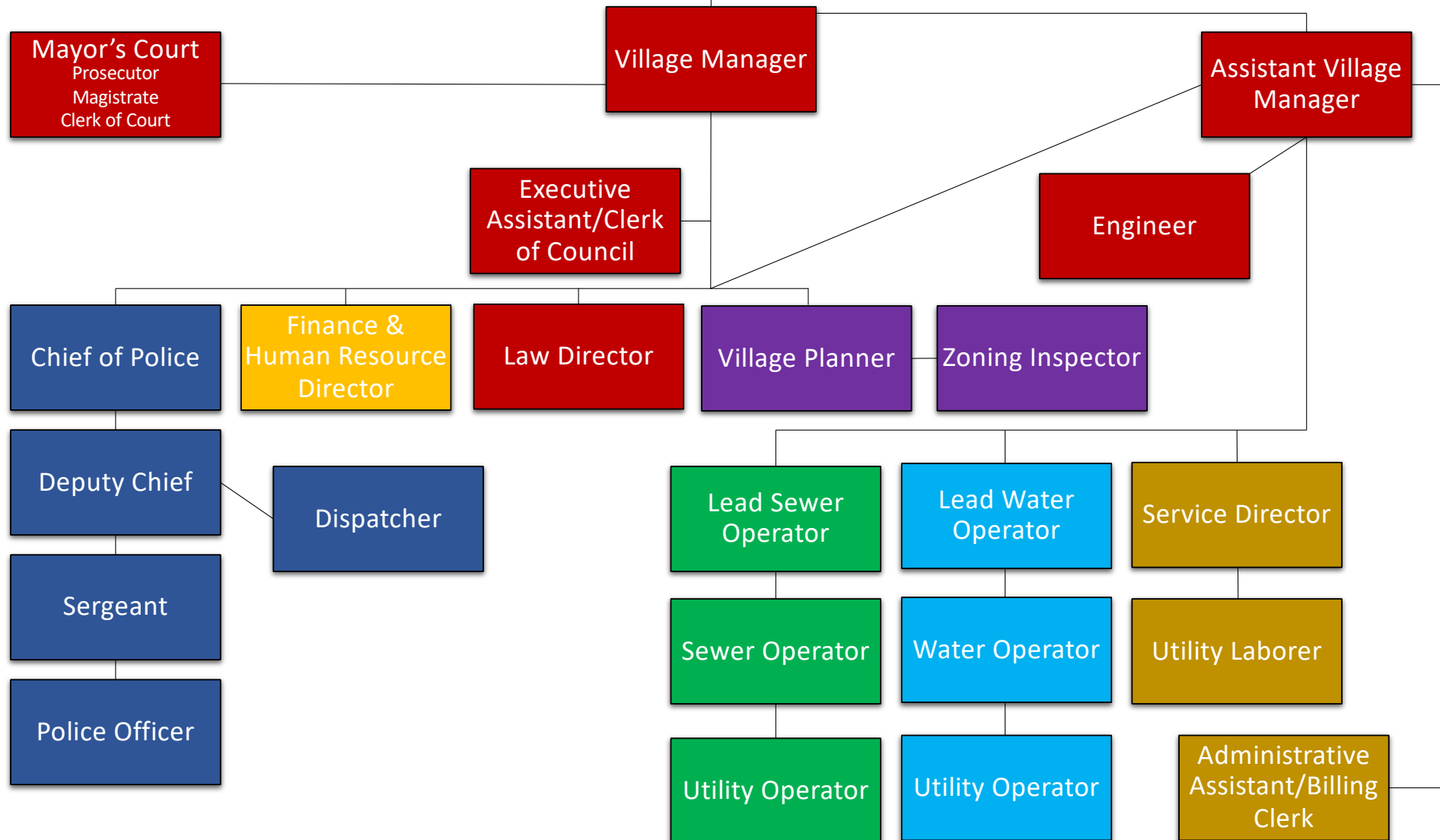


Organizational Chart

August 18, 2020

Village Council

EXHIBIT "A"



VILLAGE OF JOHNSTOWN, OHIO



RESOLUTION 2020-25

A RESOLUTION TO ADOPT THE PROPOSED INTERIM DESIGN GUIDELINES AS PRESENTED

WHEREAS, the Johnstown Comprehensive Plan will replace the 2012 Strategic Plan update and 2006 Strategic Plan as the official statement of Village Council policy concerning the future development of the Village of Johnstown; and

WHEREAS, the Village of Johnstown is in the process of developing and adopting Design Standards and Guidelines for the Village; and

WHEREAS, the Johnstown Comprehensive Plan does not include Design Guidelines; and

WHEREAS, the Village of Johnstown will use the following Interim Design Guidelines to provide direction to Village agencies, other public agencies, private individuals, and organizations as they prepare for development and construction; and

WHEREAS, the Interim Design Guidelines will be replaced with the completion and adoption of the Village of Johnstown Design Standards and Guidelines; and

WHEREAS, at the August 11, 2020 Planning and Zoning meeting, the Commission voted X-X in favor of forwarding to Village Council for review and approval.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JOHNSTOWN, COUNTY OF LICKING, STATE OF OHIO; A MAJORITY OF THE MEMBERS CONCURRING THAT:

Section 1: That the interim guidelines as approved at the August 11, 2020 Planning and Zoning meeting; public hearing with any amendments finalized by the Village Council on _____ be adopted as the Interim Design Guidelines for the Village of Johnstown.

Section 2: It is found and determined that all formal actions of this Village Council, concerning and relating to the recommendation of adoption of this Resolution, were approved in an open meeting of this Village Council, and that meetings resulted in such formal action where meetings were open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Charter for the VILLAGE OF JOHNSTOWN.

Introduction:
Public Hearing/Vote:

By: _____

Chip Dutcher, Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe
Clerk of Council

Yazan Ashrawi
Law Director

Interim Design Guidelines

The purpose of these design guidelines is to manage new development, redevelopment and reuse to ensure that it is orderly, balanced, and compatible with the Village's desire to maintain, protect and enhance its existing residential character, to improve upon the viability of its commercial areas, provide open/green space, encourage pedestrian/bicycle linkages, and protect environmentally sensitive lands.

Developments in Johnstown should begin with an assessment of the existing site features to determine positive and useful attributes, as well as features which should or can be preserved. Development design should incorporate the use of these attributes for the benefit of the development and the County as a whole, rather than leveling an entire site to meet a pre-conceived project design. Development plans should identify such areas, and delineate disturb limits to protect those areas that have been defined.

General Land Use Principles

1. Provide high quality design for all uses, recognizing density has important economic implications, but is essentially an outcome (not a determinant) of creating a quality place.
2. Create places to live that have a stronger pedestrian environment, connections to convenient services, and are conducive to multi-generational living.
3. Create places with integrated uses that are distinctive, sustainable and contribute to increasing the Village's overall vitality.
4. Provide some retail services in closer proximity to residential areas as an important amenity to residents. The design considerations are very important.
5. Create a wider range of housing choice in the community, as well as in new neighborhoods.
6. Preserve the rural character of certain areas of the community, including the appearance of roads, as well as the landscape.
7. Develop streets that create an attractive public realm and make exceptional places for people.
8. Create better connected places, in part, to improve the function of the street network and also to better serve neighborhoods.
9. Create streets that contribute to the character of the community and move a more reasonable level of traffic.
10. Provide opportunities to walk and bike throughout the community.

Commercial Design Guidelines

Purpose of the Commercial Design Guidelines

The Village of Johnstown recognizes the importance of a strong employment base. As such, the Village has crafted these guidelines to promote quality site planning and building design, which encourages physical investment for the employment base to maintain regional and national economic competitiveness. They provide direction for development in order to achieve a built environment that is in harmony with the natural setting, relates to adjacent properties, and provides a comfortable, distinctive, and stimulating employment environment. These guidelines are designed to guide and monitor development of individual sites and buildings, roadways, landscaping, and all other site improvements, in order to guarantee excellence and innovation in design.

The guidelines should not limit imagination, innovation, or variety, but rather assist in focusing on design principles which can result in integrated, contextual sensitive, innovative and sustainable project designs. These design guidelines encourage property owners, tenants, and Village officials to effectively work together as new construction and redevelopment occurs to ensure design consistency. These guidelines are flexible to allow a wide variety of alternative development concepts with the intent to ensure excellence and innovation in design.

Commercial Design Guidelines

The following is a list of the different design principles incorporated

- A. Coordinated site design
- B. Use of interconnected naturalized stormwater management features such as rain gardens, green roofs, bioswales, and bio-retention basins
- C. Consistency in architectural design and building materials
- D. Use of shared parking lots broken into smaller, connected lots that employ landscape screening, transitions, and buffers
- E. Incorporation of plazas and courtyards
- F. Use of indigenous landscape and features
- G. Loading and service areas located in groups on the sides or rear of the buildings and screened with the use of fencing, landscaping, or walls
- H. Avoid monotony of expansive exterior walls by incorporating relevant architectural features

Residential Design Guidelines

Purpose of the Residential Design Guidelines

The fundamental purpose of these proposed Residential Design Guidelines is to promote good residential design throughout the Village of Johnstown. It has often been said that "beauty is in the eye of the beholder" and that dictating certain architectural styles is futile due to the fact that architectural taste is inherently subjective. While architectural taste and styles clearly change with the times, certain architectural standards are timeless and transcend the ages. Architectural concepts like proportion, balance, symmetry and harmony are as relevant today as they were in the infancy of the Village.

Importance of 360 degree Architecture

All residential architecture should incorporate some of the same materials and designs that are used on the front elevation on the side and rear elevations. The form of the design shall be continuous around the building, including the exterior materials. Architectural interest can be added to elevations by using a couple of simple techniques, for example:

- A. If brick or stone is used on the front elevation, use brick or stone on any chimney that may be located on the side or rear elevation.
- B. If brick or stone is used on the front elevation, incorporate a three (3) foot watertable of brick or stone around the sides and rear or alternatively, in a mass at key points.
- C. Any brick or stone that is used on a front elevation shall minimally incorporate a return around the corners of any homes. This will avoid the impression of having merely a veneer of brick or stone on the front elevations. A return should have a minimum width of two (2) feet and terminate as a change in plane.

- D. Use brick or stone on all four elevations of the first floor of any single home. Two or less siding types should be permitted.

Quality of Materials

Single-family homes should incorporate brick or stone when it is consistent with the vernacular design of the house. When not appropriate, in lieu of using standard vinyl siding on any elevation, the following materials should be used whenever possible:

- A. When appropriate from a design perspective, single-family homes that incorporate more than 50% masonry on the front elevation should incorporate a minimum of 25% masonry on the side and rear elevations. Brick treatments on the sides and rear should be in the form of a wainscot.
- B. In lieu of using standard vinyl siding, the use of cedar clapboard, cedar shingles, or fiber-cement composite board should be considered. Any vinyl product that is used on a single-family home should be an architectural grade vinyl siding with foam backed trim and corners boards or equal.

Integrity of Materials

The usage of materials on single-family homes should be historically consistent with the vernacular design that is chosen by the developer. The Village of Johnstown promotes the reintroduction of original materials as they were commonly used in home construction throughout the region in the pre-war years.

Massing of Building Components

- A. New residential developments in the Village of Johnstown should take great care in the design as it relates to the massing and composition of single-family homes. Care should also be taken to ensure the scale of new homes is not obtrusive to existing housing stock. Consistent with the Village's historical core and the existing rich diversity of architectural styles, new residential development should take extensive efforts in ensuring that there is a relationship between the composition and the massing of a single-family home. Façade compositions, especially the placement of windows are closely related to building massing.
- B. The placement of windows should not only be consistent with the massing of the house, but also should be consistent with the particular architectural vernacular that is chosen. The existing architecture of the Village's historical core exhibits the traditional methods of window placement. Traditional methods in window placement and treatments should be used in all future single-family residential development in the Village.
- C. In addition to the critical importance of window placement, another architectural element that will influence the design and overall appearance of a single-family home is the selection of roof style and proposed pitch of the roof. Extensive efforts should be made to ensure that there is a relationship between the massing of a building and the roof that is chosen for the structure.

Window Placement

It is critical that home builders in the Village of Johnstown avoid the appearance of "punch out windows" on all four elevations of any single-family home. Windows should be placed on all four elevations. Blank walls with no windows are strongly discouraged. Windows should be aligned where possible. Additionally, great care should be given to the placement of windows and the window fenestration used. The style of the windows should be dictated by the architectural style of the house.

Where appropriate, shutters should be used. If shutters are appropriate, they should be sized and mounted as if operable. Shutters should be avoided on double or triple hung windows. If shutters are used on the front elevation, they should be carried over to the side and rear elevations where appropriate.

Windows without shutters should have a minimum 3.5" trim on all four sides of the window.

Doors and Door Placement

Door placement, door style, and color should all reflect the vernacular style of the house. Door styles should be used in a manner that emphasizes the front entry and de-emphasizes the garage and service door. Generally, door placements should be centrally located and placed in balanced manner with respect to window placement. In addition to proper location, doors should serve as prominent architectural features.

Garage Location and Design

Too often the placement of garages defines the character of a residential streetscape. To avoid the scenario of long streetscapes dominated by endless number of projecting garages, great care and thought should be given to the placement and design of garages. Consistent with a planned development, a minimum percentage of the garages in any individual subdivision should be side loaded. A garage can be considered side load if it is turned perpendicular to the street at an angle of 60 degrees or greater. Additionally, to avoid the creation of streetscapes dominated by long lines of "snout houses," garages should be recessed or project no more than a certain distance from the main structure of the house. Based on the aforesaid design goals, the following design guidelines should be used in the placement and design of garages:

- A. A minimum of twenty-five (50%) of the garages in any given subdivision phase should be side loaded or rear loaded. "Courtyard" style garages are allowed. This calculation includes corner lots which should always load from the side street.
- B. With the exception of side- loaded garages, no garage should project more than five (5) feet from the front of the house or porch that is closest to the street.
- C. The intermix of side loaded garages into streetscapes can prevent the of domination of continuous garage doors
- D. A minimum of twenty-five (25%) of the garages in any given subdivision phase should be set back at least five (5) feet from the front elevation of the house.
- E. A minimum of fifty (50%) of the garage doors that can be seen from the street shall incorporate either glass panel windows or individual bay doors.

Use of Porches

The use of porches on front elevations is strongly encouraged when architecturally appropriate. Generally, porches should have a minimum depth of between six (6) to eight (8) feet and should be constructed in a manner where they are fully useable. With respect to the construction of porches, the style of the porch or posts should be architecturally consistent with the vernacular style of the house. Each porch element should be clearly expressed, including the deck platform, railings, columns, headers, porch ceiling, soffit, fascia, gutter, and roof.

Use of Dormers

The use of dormers along the front elevations to provide additional architectural interest to rooflines is strongly encouraged where architecturally appropriate. Dormers should be habitable and have symmetrical gable, hip, shed, or curved roof forms. Dormers that have no functionality and are only used for cosmetic purposes are discouraged. The body of a dormer should be vertically proportioned, and the window within the dormer should be proportioned and balanced when compared to the windows in the floor below.

Lighting and Address Identification

Another architectural element that helps provides additional interest and character to individual homes is creative use of exterior lighting and address marker placements. Light fixtures should be consistent with the architectural style of the neighborhood and the house. All exterior lighting should be "down" or "area" lighting. All light sources should be white (no color lighting) and no overspill should occur on any abutting residential neighbor. All exterior lighting should be shielded to conceal any glare. Tree-up lighting should be concealed in shrubs.

In addition to exterior lighting, each individual home should incorporate an address identification that is constructed out of quality materials. If brick is used on the front elevation, a stone address identification marker should be located adjacent to the front entrance or over the garage door.

Streetscape Design

A fundamental element of good residential design is the focus on good street design. Good street design should place considerable emphasis on the relationship between building, streets, non-motorized traffic and dedicated open space. Long straight streets should be avoided. All designs must conform to AASHTO (American Association of State Highway and Transportation Officials) standards.

Greenway Connections

An element that is important is the creation of a network of greenways or good pedestrian connections throughout a residential subdivision. These greenways should incorporate extensive landscaping and often include benches and special lighting treatments. These greenways should connect to neighborhood parks.

Boulevard Design

The PUD Design Guidelines promote the incorporation of wide usable boulevards. The design guidelines further go on and encourage the placement of boulevards at major entrances or on collector streets. To create a more interesting design these boulevards often terminate at a terminal vista of open space or a key architectural structure.

Chimneys

Ideally, exterior (projecting) chimneys should be finished brick or stone, although stucco finish may be appropriate on a stucco house. The use of cantilevered "dog-house" chimneys is strongly discouraged.

Roofs

Roof pitches should be min 7/12 unless a lower pitch is appropriate for the architectural style. Front-facing gables exceeding 10/12 pitch are strongly encouraged for most house styles. If using asphalt shingles, they should be minimum 25-year "dimensional" or better.

VILLAGE OF JOHNSTOWN



RESOLUTION 2020-26

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A REAL ESTATE CONTRACT FOR THE PURCHASE OF 1.0 ACRE

WHEREAS, the village of Johnstown desires to construct a second water tower to assist with supply to the new Enterprise Center and to the expanding distribution system of Johnstown; and

WHEREAS, at the October 3, 2019 meeting, the Economic Development Committee voted 3-0 in favor of constructing the second water tower; and

WHEREAS, the Village of Johnstown wishes to purchase real estate located in the State of Ohio, County of Licking, and in the Village of Johnstown: Being the premises commonly known as 1.0 acre, together with a 0.850 acre easement, on Johnstown-Utica Rd., Johnstown, OH 43031, Auditor's Parcel No. 053-174144-00.001; and

WHEREAS, the purchase price of the property shall be \$100,000.00 and the Finance Director's Certification of Funds is attached; and

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

Section 1. The Village Manager is hereby authorized to enter into a real estate contract for the purchase of the 1.0 acre parcel as described.

Section 2. The Village Finance Director has certified the availability of funds via the Certificate of Funds attached as **Exhibit A**.

Section 3. Council hereby authorizes and directs the Village Manager, or any other appropriate officers of the Village, to take any other action as may be appropriate to implement this Ordinance, including executing the contract in substantially the same form as attached as **Exhibit B**, without further legislation being required.

Section 4. It is found and determined that all formal actions of this Village Council concerning and relating to the recommendation of adoption of this Resolution were approved in an open meeting of this Village 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 for the VILLAGE OF JOHNSTOWN.

Introduction/Public Hearing/Vote:

By: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan S. Ashrawi, Law Director



Village Administration Office
599 S. Main Street
Johnstown, Ohio 43031

(740) 967-3177
www.johnstownohio.org

August 18, 2020

Certification of Funds

I hereby certify that the Village of Johnstown has available funds of at least \$100,000.00 in the Water Enterprise Improvement Funds. Furthermore, this amount is set aside to pay for the purchase of land at the new water tower site, otherwise identified as Parcel No. 053-174144-00.001 in Licking County, Ohio.

Dana Steffan, CPA
Finance and Human Resources Director

REAL ESTATE PURCHASE CONTRACT

This Real Estate Purchase Contract (the "Contract") is executed by and between Duncan Plains, Ltd. ("Seller") and the Village of Johnstown, Ohio ("Buyer"), an Ohio municipal corporation. The Buyer agrees to buy and the Seller agrees to sell, upon the terms hereinafter set forth, the following real estate located in the State of Ohio, County of Licking, and in the Village of Johnstown: Being the premises commonly known as 1.0 acre, together with a 0.850 acre easement, on Johnstown-Utica Rd., Johnstown, OH 43031, Auditor's Parcel No. 053-174144-00.001 as shown on Exhibit A, attached hereto (the "Property").

1. ON THE FOLLOWING TERMS: The purchase price of the Property shall be \$100,000.00, cash or negotiable funds at closing. All closing costs shall be paid by Buyer.

2. DEED: Seller shall convey the Property to Buyer marketable title in fee simple by transferable and recordable general warranty deed, with release of dower, if any, free and clear of all liens and encumbrances not excepted by this contract, and except the following: Exceptions listed in Section 4(a) through 4(f).

3. TAXES AND ASSESSMENTS: At closing, Seller shall pay or credit on purchase price all delinquent taxes, including penalty and interest, all assessments which are a lien on the Property on the date of Contract. At closing, Seller shall also pay or credit on the purchase price all other unpaid real estate taxes which are a lien on the Property for years prior to closing and a portion of such taxes for year of closing prorated through date of closing and based on a 365 day year and, if undetermined, on most recent available tax rate and valuation, giving effect to applicable exemptions, recently voted millage, change in valuation, etc., whether or not certified.

Seller warrants that no improvements or services (site or area) have been installed or furnished, or notification received from public authority, or owners' association of future improvements of which any part of the costs may be assessed against the Property.

4. TITLE INSURANCE: Seller shall furnish, and Buyer shall pay for, an owner's title insurance commitment and policy in the amount of the purchase price ("Title Commitment"), with a copy of the Property's subdivision or condominium plat. The Title Commitment shall be certified within 30 days prior to closing with endorsement of 8:00 A.M. on the business day prior to the date of closing, and shall show in Seller marketable title in fee simple free and clear of all liens and encumbrances except: (a) those created by or assumed by Buyer; (b) those specifically set forth in this Contract; (c) zoning ordinances; (d) legal highways; (e) covenants, restrictions and easements of record which do not unreasonably interfere with present lawful use, and (f) all coal, oil, gas and other mineral rights and interests previously transferred or reserved of record. Buyer shall pay any additional costs incurred in connection with mortgage insurance issued for the protection of Buyer's lender. If Buyer desires a survey, Buyer shall pay the cost thereof.

If title to all or part of the real estate is unmarketable, as determined by Ohio law, or is subject to liens, encumbrances, easements, conditions, restrictions, or encroachments other than

those excepted in this contract, Seller shall within (30) days after written notice thereof, remedy or remove any such defect, lien, encumbrance, easement, condition, restriction, or encroachment or obtain title insurance without exception therefor. At closing, Seller shall sign an affidavit with respect to off-record title matters in accordance with the community custom.

ALL TITLE INSURANCE, TITLE COMMITMENTS, AND CLOSING SERVICES WILL BE PROVIDED AT THE DIRECTION OF SHAFER LAW OFFICES THROUGH TALON TITLE AGENCY.

5. DAMAGE OR DESTRUCTION OF PROPERTY: Risk of loss to the Property and appurtenances thereto shall be borne by Seller until closing, provided that if the Property shall be substantially damaged or destroyed before this transaction is closed, Buyer may (a) proceed with the transaction and be entitled to all insurance money, if any, payable to Seller under all policies covering the Property, or (b) rescind the Contract, and thereby release all parties from liability hereunder, by giving written notice to Seller within ten (10) days after Buyer has written notice of such damage or destruction. Failure by Buyer to so notify Seller shall constitute an election to proceed with the transaction.

6. MISCELLANEOUS: Buyer has examined the Property and, in making this offer, is relying solely upon such examination with reference to the condition, character and size of land and improvements and fixtures if any. This Contract constitutes the entire agreement and there are no representations, oral or written, which have not been incorporated herein. Time is of the essence of all provisions of this Contract. All representations, covenants and warranties of the parties, contained in this Contract, shall survive the closing.

7. CLOSING AND POSSESSION: This offer shall be performed and this transaction closed within 30 days of acceptance unless the parties agree in writing to an extension. Seller is entitled to possession through closing. Seller shall deliver possession of the Property as soon as possible after closing. At the time Seller delivers possession, the Property shall be in the same condition as the date of acceptance of this Contract, except as provided in the Damage or Destruction of Property paragraph, normal wear and tear excepted; and all debris and personal property not included in this Contract shall be removed by Seller.

The undersigned agree to and accept the foregoing offer.

Buyer acknowledges receipt of a
copy of this contract.

Village of Johnstown, Licking County, Ohio

By: James Lenner, Village Manager

Date:

Address: 599 South Main Street
Johnstown, OH 43031
Phone: 740/967-3177

Deed to: Village of Johnstown,
Licking County, Ohio

Approved as to Form

Yazan S. Ashrawi, Village Law Director
Email: yashrawi@fbtlaw.com

Seller acknowledges receipt of a copy of this
contract.

Duncan Plains, Ltd.

By: Philip Watts, Managing Member

Date:

By: Barbara J. Watts, Managing Member
Date:

By: James R. Heimerl, Managing Member
Date:

Address: 3891 Mink Rd., NW
Johnstown, OH 43031
Phone: _____

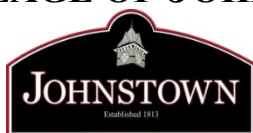
Name of Seller's Attorney

L a r r y F . S h a f e r
[Email: lshafer@shaferlawohio.com](mailto:lshafer@shaferlawohio.com)

Certificate of Availability of Funds

0130654.0623330 4824-9754-5672v1

VILLAGE OF JOHNSTOWN



ORDINANCE 25-2020

AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE VILLAGE OF JOHNSTOWN AND DECLARING AN EMERGENCY

WHEREAS, Section 3.01 of the Village Charter provides Council with the power to set forth wage and salary structures for all classified and unclassified positions within the Village;

WHEREAS, Council has determined, upon recommendation of the Village Manager, that the wage and salary structures should be adopted by Ordinance;

NOW, THEREFORE, be it ordained by the Council for the VILLAGE OF JOHNSTOWN, Licking County, Ohio, as follows:

Section One. That wage and salary structures for employees is hereby adopted as follows:

DEPARTMENT/POSITION	Hourly/Salary	Minimum	Maximum
Administrative			
Village Manager	Contract		
Assistant Village Manager	Salary	58,200.00	114,900.00
Administrative Assistant—part time	Hourly	13.50	21.00
Executive Assistant	Hourly	15.00	24.00
Clerk of Council	Hourly	15.00	24.00
Finance Department			
Finance Director	Salary	55,000.00	108,700.00
Account Payable Clerk—part time	Hourly	13.50	20.00
Utility Billing Clerk—part time	Hourly	13.50	20.00
Development Department			
Economic Development Director	Salary	55,000.00	108,700.00
Planner	Salary	48,000.00	78,900.00
Zoning Inspector—part time	Hourly	13.50	21.00
Human Resources			
Human Resources Director	Salary	55,000.00	108,700.00
Police Department			
Chief	Salary	55,000.00	108,700.00
Lieutenant	Hourly	35.61	35.61
Sergeant	Hourly	31.63	31.63
Patrolman—full time	Hourly	16.50	26.02
Patrolman—part time	Hourly	15.50	21.00
Dispatcher—full time	Hourly	14.00	20.00

Dispatcher—part time	Hourly	13.50	17.50
Mayors Court Clerk	Hourly	14.00	23.00
Public Service Department			
Public Service Director	Salary	55,000.00	108,700.00
Chief Wastewater Operator	Hourly	21.00	34.50
Chief Water Operator	Hourly	21.00	34.50
Utility Operator Class III	Hourly	19.00	31.00
Utility Operator Class II	Hourly	16.50	28.50
Utility Operator Class I	Hourly	14.50	26.50
Utility Laborer	Hourly	16.00	23.00
Utility Laborer – part time	Hourly	15.50	18.50

Section Two. The Village Manager has the authority to establish a pay rate and change an employee's compensation within the wage structure based upon Village Finances, an employee's level of education and performance, attendance, certification/licensure, knowledge, skills and abilities, variety and scope of responsibilities, physical and mental demands and other such attributes the Village Manager considers necessary for the position.

Section Three. All prior legislations, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

Section Four. This ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public health, safety, and welfare in that the Village budget is based on the anticipated receipt of this revenue and shall be in full force and effect at the earliest date provided by law.

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

By: _____

Introduction/First Reading: August 18, 2020

Public Hearing/Vote:

Effective Date:

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director