



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

1. Call to Order

Mayor Chip Dutcher called to Order the Village of Johnstown Regular Council Meeting for August 18, 2020 at 6:37 PM.

2. Roll Call

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

Absent - None

Staff present - Jim Lenner - Village Manager, 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. Many officers were present for the swearing in.

Public present - Jeremy Pacha and family, Ruth Ann Booher, Sean Staneart

3. Invocation - Mayor Dutcher

4. Pledge of Allegiance

5. Swearing in - Officer Pacha

Jeremy Pacha took the Oath of Office and was sworn in to the position of full time Police Officer by Mayor Dutcher.

6. Action on Minutes

a. August 4, 2020

Mr. Lee noted a minor correction in the minutes; Clerk will edit.

ACTION: Benjamin Lee moved to Approve with the change noted; Sharon Hendren 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

7. Citizen comments on matters not on the agenda

No public comments.

8. Council Committee reports

- a. **Planning & Zoning:** Met 8/11/20; Next 8/25/20 @ 6:30 pm Virtual
Interim Design guidelines reviewed and forwarded to Council, on tonight's agenda; Review of Zoning Inspector report.
- 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

Went through current budget as well as the budget showing decreases relative to COVID, the alignment from RITA and expectation on end of year balances. Budget timeline for 2021 provided by Finance Director. Quick review of delinquent water accounts and trend for August. Reviewed line items for the Police Department to include CAD project, uniform purchase and body camera purchase; money a bit short based on what is needed. Reviewed Parks committee finance items: the shelter house grant and how it will be paid out over the next three years; unanimous committee decision was made to realign the \$60,000 originally committed for the Hannahs Park restroom and back-fill Police Department short line items, also to prepay toward the shelter house - will be paid back over the next two years from the grant received, and use \$15,000 for the trail head cleanup of trees and brush; this would leave about \$15,000 left in the fund.

- d. **Economic Development:** Met 8/6/20; Next 9/3/20 @ 10:00 am Virtual
Enterprise Center will start this fall, roads will begin next year.
- e. **Park & Rec:** Met 8/13/20; Next 9/10/20 @ 10:00 am Virtual
Will try this year to apply for a TAP grant for Raccoon Creek Park to construct a multi-use trail that will go from the new parking lot at Fox Drive to US62; if grant received it would not start until 2024. Moving ahead on the Trail Head Shelter House. Discussed a dog park, hopeful for next year at the trail head. As noted in Finance, committee approved \$15,000 for clean up of scraggly trees and brush.
- f. **Miles Estate:** Next TBD
No updates
- g. **Joint Recreation:** Next TBD
No updates
- h. **School District Liaison:** Met 8/4/20 verbal update last meeting; Next TBD
Minutes were sent out with the packet.
- i. **Storm Water Management:** Next TBD
No update
- j. **Rules:** Next TBD
No update
- k. **Personnel Board of Review:** Next TBD
No update
- l. **Tree Commission:** Met 8/11/20; Next TBD

The commission is picking out trees to plant along US62 in front of Subway, will likely have that recommendation after next meeting, not scheduled yet but probably some time in the first two weeks of September. Also setting up a memorial tree fund, would like to have open to the public for donations beginning this fall. Council members have talked about one of the first contributions being from Council in memory of Clete Beam who recently passed away; a tree planted in Rolling Meadows Park.

9. Director Reports

a. Chief of Police

Chief Haroon highlighted items within his report; added there has been no indication on when the new cruiser will be in. Noted that officer staffing is back to full capacity, will be hiring an additional dispatcher then will be at full department staff.

Jack Liggett made Council aware that the New Day water line will be bid Thursday at two o'clock and then the following Tuesday the Westview bid will happen at eleven o'clock.

b. Finance Director

Agenda item a. moved to last report.

Dana Steffan reviewed her report. Ms. Steffan noted the village is starting to see an uptick in collections with the August distribution, next month an increase should be seen and she expects within two months we should catch up with expectations in relation to 2019. Mayor Dutcher noted the Governor met with the new Speaker and the Senate President yesterday but did not make any announcement on the movement of the State funds out to us and the counties; expect maybe Thursday.

c. Village Planner

Bailey Klimchak noted an item not in her report; the last update provided by the Census Bureau showed a seventy four percent self response rate in the Village of Johnstown which is low compared to previous years; census workers will be out this year; hope to receive results early 2021. Mr. Lee asked if there was any information that could be obtained as to where there might be gaps in reporting; Ms. Klimchak said the Census workers are very careful with the data and will not likely share that with the village. There were no questions on the Director Report provided.

10. Tabled Legislation

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

Mayor Dutcher requested this legislation remain on the table tonight as comments on the draft are still being submitted; the plan is to bring back to Council in September and have one further public input time. There was no objection from Council and resolution remains on the table

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*

This is an ordinance to increase legal fees, the hot mix machine and various other expenses that ran higher than expected at time of budget.

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

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

Passed 7 - 0

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.

Village Manager Jim Lenner said in review of wages and salaries over the last few years, and as shown in the new organizational chart, the Assistant Village Manager has more responsibility compared to the other directors. Mr. Lenner said the only thing changing from the old description to this one is the village would offer to pay for and pick up the employees portion of the PERS; the pay may not be as high as he would like but the benefit is there of the pension pick up.

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

Mr. Block said this employee wears four different hats; he is the Assistant Village Manager, oversees the Water, Sewer and Street departments and this is well deserved.

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

Passed 7 - 0

- b. **RESOLUTION 2020-24** A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF JOHNSTOWN APPROVING AN ORGANIZATIONAL CHART.

Mr. Lenner said this chart reflects a recommendation by the Chief of Police that Mayor's Court not be under the supervision of the Police Department but should be under the Village Manager. Also reflected is the Assistant Village Manager having indirect oversight of everyone aside from the Manager as well as direct report of the Engineer. Mr. Lenner also noted that the position in title of Police Lieutenant is phasing out to Deputy Chief in order to have a second salaried employee in case there is a need for another officer to respond off duty.

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

ACTION: Cheryl Robertson moved to go forward; Sharon Hendren seconded and the vote was as follows:
AYES: Marvin Block, Benjamin Lee, Sharon Hendren, Carol Van Deest, Chip Dutcher, Cheryl Robertson, Doug Lehner
NOES: None
ABSTAIN: None

Passed 7 - 0

- c. **RESOLUTION 2020-25** A RESOLUTION TO ADOPT THE PROPOSED INTERIM DESIGN GUIDELINES AS PRESENTED.

Village Planner Bailey Klimchack said these interim design guidelines, taken from the 2012 Strategic Plan text, were recommended by Planning and Zoning to protect the village as well as any developers in the interim of adopting the new Comprehensive Plan and getting the new design guidelines in place, likely around November. Ms. Klimchak said there have been some grammatical edits made that will reflect in future copies; she would like to recommend Council table this resolution until such time that resolution 2020-22 (the new Comprehensive Plan) is brought off of the table for a vote.

Public Hearing: There were no comments by the public.

ACTION: Benjamin Lee moved to table; Carol Van Deest seconded and the vote was as follows:

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

Tabled 7 - 0

- d. **RESOLUTION 2020-26** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A REAL ESTATE CONTRACT FOR THE PURCHASE OF 1.0 ACRE

This authorizes the Village Manager to purchase a one acre lot for the new water tower site, the parcel is behind Granville Milling Co.; there is a verbal agreement to purchase. Mr. Lenner said this has been vetted through the engineer and has had soil boring done to ensure a tower is feasible at this location. The Planning Commission has already approved the lot split, new water lines will be stubbed as part of the new Enterprise Center project. Finance Director has certified the funds and Law Director has reviewed the contract.

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

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

Passed 7 - 0

- e. **ORDINANCE 25-2020** AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE VILLAGE OF JOHNSTOWN AND DECLARING AN EMERGENCY.

Mr. Lenner said prior to this the village had been working on updating salaries to ensure competitiveness; this legislation in itself has no real impact to the budget because wages and salaries still have to be budgeted for all staff members, this wage and salary structure will give some advantage in recruiting. Ms. Steffan said the emergency is requested because there are a few employees who are currently out of scale. Mr. Block said this may help with getting our forces raided by other towns once we get them trained. Ms. Robertson said since the Lieutenant position is being eliminated it should be changed to Deputy Chief

in the ordinance; Ms. Steffan said wage would also change to salary instead of hourly and she would make that change.

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

Ben Lee asked if Deputy Chief would have the same salary range as Chief; Mr. Lenner said no it would be a lesser amount, similar to others such as Planner. Mr. Lee said if this is to be passed as emergency tonight he would ask that the minimum and maximum rates be defined for Deputy Chief, but he also added that he would not support this as an emergency; he said he supports the update and the structure but for him it does not meet the requirements for emergency passage. Mayor Dutcher asked the Finance Director if it was important to pass as emergency tonight or if this could wait two weeks, she replied that it could wait. Ms. Robertson said she would just wait the two weeks and that would give time to determine the salary of the Deputy Chief; Mr. Lehner said he also agreed with that. Tonight will stand as the first reading and will remain on the agenda for a vote in two weeks.

13. Other Business

1. Mr. Lenner said the CIC is ramping up their efforts and has its first investor, Gibraltar, formerly known as Apeks Supercritical so Finance Director is working on banking as well as the non-profit status.

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

ACTION: Cheryl Robertson moved to enter Executive Session for the purpose of discussing Confidential Business Information of an Applicant for Economic Development Assistance; Sharon Hendren seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 7 - 0

Executive Session started at 7:42 p.m. and ended at 8:15 p.m.

15. Adjourn

ACTION: Marvin Block moved to Adjourn; Sharon Hendren seconded and all were in favor.

AYES: 7

NOES: None

ABSTAIN: None

7 - 0

The meeting adjourned at 8:16 p.m.

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