



Regular Council Meeting
Tuesday, December 1, 2020 - 6:30 PM
AGENDA

1. Call to Order
2. Roll Call
3. Invocation - Ms. Hendren
4. Action on Minutes
 - a. November 17, 2020
5. Citizen comments on matters not on the agenda
6. Council Committee reports
 - a. **Planning & Zoning:** Met 11/24/2020; Next 12/2/20 @ 6:30 pm Virtual
 - b. **Safety & Service:** 12/1/20; Next 1/5/21 @ 5:00 pm Hybrid
 - c. **Finance:** Met 11/17/20 updated last meeting; Next 12/7/20 @ 5:00 pm Hybrid
 - d. **Economic Development:** Met 11/5/20 updated last meeting; Next 12/3/20 @ 10:00 am Virtual
 - e. **Park & Rec:** Met 11/12/20 updated last meeting; Next 12/10/20 @ 10:00 am Virtual
 - f. **School District Liaison:** Next 12/8/20 @ 5:00 pm in Council Chambers
7. Director Reports
 - a. Water
 - b. Wastewater
 - c. Street
 - d. Manager
8. Tabled Legislation - N/A
9. Public Hearings of Legislation
 - a. **ORDINANCE 34-2020** AN ORDINANCE TO APPROVE EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF JOHNSTOWN, LICKING COUNTY, STATE OF OHIO, DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021. *Intro/First Read Nov. 4, 2020 ~ Second Read Nov. 17, 2020 ~ Third Read/Public Hearing/Vote on Dec. 8, 2020*

b. **ORDINANCE 35-2020** AN ORDINANCE TO TRANSFER FUNDS RECEIVED FOR BULK SEWER HAULING FROM THE SEWER OPERATING FUND TO THE SEWER ENTERPRISE IMPROVEMENTS FUND. *Introduced Nov. 17, 2020*

c. **RESOLUTION 2020-41** A RESOLUTION ACCEPTING CERTAIN COMPLETE INFRASTRUCTURE FOR KASSON STREET PHASE I.

10. Introduction of Legislation - N/A

11. Other Business

12. Adjourn

Next Council Meeting December 8, 2020



Regular Council
Tuesday, November 17, 2020 - 6:30 PM
MINUTES

1. Call to Order

Mayor Chip Dutcher called to Order the Village of Johnstown Regular Council Meeting for November 17, 2020 at 6:31 PM.

2. Roll Call

Present - 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

Public present - Jesse Coppel, Ryan Green, Bill Treciak

3. Invocation - Mayor Dutcher

4. Pledge of Allegiance

5. Action on Minutes

a. November 4, 2020

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

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

NOES: None

ABSTAIN: None

Passed 7 - 0

6. Citizen comments on matters not on the agenda

No comments

7. Council Committee reports

a. **Planning & Zoning:** Met 11/10/20; Next 11/24/2020 @ 6:30 pm Virtual

Variance approved for the village parking lot extension at the trailhead to remain gravel for one year, with an option for extension of another year. Reviewed Articles three through six in the Zoning Code Draft. No progression on Accessory Dwelling Units at this meeting, base on previous comments a supplementary draft to the Planning and Zoning Code for ADU will be presented next meeting. Ms. Klimchak invited Council members to review the new Design Standards that will be sent out with the next meeting packet.

There was further council discussion on the Zoning Commission approval for the trailhead parking lot; Ms. Robertson said this would be a good opportunity to ask the T.J. Evans Foundation to help with funding of the parking lot as well as a sidewalk to the shelter house that could also accommodate people with disabilities. Discussion on the picnic tables for the shelter house; Angels Persist will be donating the accessible table.

- b. **Safety & Service:** Met 11/4/2020 minutes attached; Next 12/1/20 @ 5:00 pm
Reviewed last meeting. Minutes were included in the packet.
- c. **Finance:** 11/17/20; Next TBD
Reviewed Finance Director reports. Reviewed an estimate for electronic permitting software; committee approved the purchase of the software 3-0 with funds coming from current round of CARES Act funds. Reviewed an estimate for touch-less faucets for village buildings, estimate will hold until new funds become available. Budget version four largely unchanged from previous version.
- d. **Economic Development:** Met 11/5/20 minutes attached; Next 12/3/20 @ 10:00 am Virtual
Minutes were sent out with the packet. Mr. Lenner updated that staff will be meeting with Project Circuit leadership on Friday.
- e. **Park & Rec:** Met 11/12/20; Next 12/10/20 @ 10:00 am Virtual
In cooperation with the county engineer, the park district has added mile markers to the T.J. Evans bike path beginning with marker zero at the trailhead. The Licking County Park District is hopeful their Board will approve financial assistance for our new dog park. Dead trees along the bike path will be removed. The addition of the new parking lot at the trailhead now provides a total of sixty three spaces. 2020 goals were reviewed and will be updated in January.

School Board Liaison: Meeting scheduled for December 8, 2020 at 5:00 pm in Council Chambers.

8. Director Reports

- a. Chief of Police
Chief Haroon reviewed his report sent out with the packet. Mr. Lenner said he will be meeting with JYAA to discuss annexation.
- b. Finance Director
Dana Steffan reviewed the report sent out with the council packet. Under Debt Service,

provided reasoning for the emergency ordinance on Council's agenda tonight.

Jack Liggett noted Ms. Steffan's comment that only thirty six percent of the recreation budget had been expended and asked how much money was available, Ms. Steffan said about \$30,000. Mr. Liggett asked Council if they would like to just go ahead and get the rest of the tables for the trailhead shelter house, three additional tables would be a cost of \$2,893.00, the cost is in budget and already appropriated; Council gave approval.

Ms. Robertson inquired on withholding tax from a company that is not local to Johnstown; Finance Director to look into. Mr. Lee noted the inquiry on Franklin County entities in Finance Committee; also said the village is up almost three percent compared to 2019, that shows how well the municipality is doing given the current situation.

9. Tabled Legislation

N/A

10. Public Hearings of Legislation

- a. **ORDINANCE 33-2020** AN ORDINANCE AMENDING ORDINANCE 40-19, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *Introduced Nov. 4, 2020*

For the replacement of the traffic control box at US 62 and Commerce Blvd.; this is the second reading. The box has been installed.

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, Chip Dutcher

NOES: None

ABSTAIN: None

Passed 7 - 0

- b. **ORDINANCE 36-2020** AN ORDINANCE AMENDING ORDINANCE 40-19, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS AND DECLARING AN EMERGENCY.

This is to correct an underestimate of funds; it was also over estimated in water and street funds.

Mayor Dutcher said there would need to be a motion to waive the second reading for passage as emergency.

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

ACTION: Benjamin Lee moved to waive the second reading; Marvin Block seconded and the vote was as follows:
AYES: Dough Lehner, Marvin Block, Ben Lee, Sharon Hendren, Carol Van Deest Chip Dutcher, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 7 - 0

ACTION: Benjamin Lee moved to Approve the ordinance; Marvin Block 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

11. Introduction of Legislation

- a. **ORDINANCE 34-2020** AN ORDINANCE TO APPROVE EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF JOHNSTOWN, LICKING COUNTY, STATE OF OHIO, DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021. *Intro/First Reading Nov. 4, 2020. **Second Reading***

This is the second reading of the 2021 Budget Ordinance; will be seen again on December 1st.

- b. **ORDINANCE 35-2020** AN ORDINANCE TO TRANSFER FUNDS RECEIVED FOR BULK SEWER HAULING FROM THE SEWER OPERATING FUND TO THE SEWER ENTERPRISE IMPROVEMENTS FUND.

This takes the contract and bulk water money being received from New Day and Trillium and puts it away in a savings account for future plant expansion. Consideration of the ordinance on December 1st.

12. Other Business

1. Ms. Robertson asked about the planned AEP power outage; Mr. Lenner said he has been in contact with the AEP representative; the village will put out an alert notice to pass along information given by AEP. Mr. Lee noted that the outage time of 9 pm to 3 am

should be of concern for AEP due to the cold and not knowing if they have a contingency plan for people affected; Mr. Lehner said he would pass along to the representative.

2. Mr. Lee asked if there would be a need for any fund adjustments by ordinance; Ms. Steffan said there were no adjustments necessary.

3. Mayor Dutcher said he would like to keep the second council meeting in December.

4. Bailey Klimchak publicly thanked Angels Persist for the donation of the picnic table for the Trailhead shelter house; she will be sending a thank you card and will make sure to acknowledge their contribution at the park.

13. Adjourn

ACTION: Sharon Hendren moved to Adjourn; Doug Lehner seconded and all were in favor.

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

NOES: None

ABSTAIN: None

Passed 7 - 0

Meeting adjourned at 7:34 p.m.

Next Council Meeting December 1, 2020



Water Plant November 2020

- 1) As of November, 23th, the flow is 10.584 MG.
- 2) Worked on shut-offs.
- 3) Worked on work-orders.
- 4) Completed and submitted E.P.A. Drop certification.
- 5) Switched lime feeder #1 to lime feeder #2.
- 6) Cleaned and inspected #1 lime slakers lower bin and feed auger.
- 7) Worked on Plant inventory.

Thank you,
Terry Nichols
Water Plant Superintendent
Village of Johnstown



Sewer Plant November 2020

Total Flow - 10.262 MG

- Monthly maintenance
- Pressed biosolids
- Hauled biosolids
- Pulled & cleaned UV bulbs / installed new bulbs / installed new ballast cards where needed
- Replaced flocculator seals & wear sleeve (Press)
- Bulk water/sewer bills



*Rick Fitch
Chief Wastewater Operator
Sewer Plant*



Street Department Report November 2020

62 Update

- We are still waiting on punch list items to be completed so we can close out this job

Westview

- Water lines have been installed
- Subgrade, and base corse on the road have been put down
- Sidewalks are next to be done, and then the contractor will be on winter break until the spring

Street Deparment

- Water service (7) on main street have been switched over to the 12" main
- Curbs at leafy dell have been painted yellow 30' back of stop signs
- The intersection of parkdale and Eagles nest is now a 4 way stop (still waiting on the "ALL WAY" signs to come in)
 - Helped sewer plant with hauling of sludge
 - Placed risers on man holes (still more to be done)
 - Fixed a water service leak at Jersey & Track
 - Assisted with shut offs
 - 20 yards of topsoil on the main street water project
 - Fixed a fire hydrant at Phalen and Oregon
 - Salt temple is near complete (waiting on fence)



Michael Gutridge
Service Director Johnstown ohio



VILLAGE MANGER REPORT – 11.10.2020

GENERAL ADMINISTRATION

Administration office renovation is tentatively scheduled to begin on December 2nd. To facilitate a faster and budget conscious project, we will be asking our front office employees to work from home when possible. This will keep everyone out of the way of the workers since it is a small space with each office being modified. We will have daily staff meetings to keep everyone up to date with projects and various tasks. We will have one employee at the office each day to answer phones. Our IT contractor will be setting up remote hookups to our server for those working from home. The anticipated length of work is 8 weeks.

Mayor Dutcher and I attended the first LC COVID Defense Team meeting. We will continue to attend.

Mayor Dutcher, Bailey and I had a great meeting with two JYAA board members. We spoke about the Rec District, annexation of Belt Park and future ownership of the Dick Hill property behind the sewer plant.

We are working with CCL on the Santa Drive Parade, modified Santa House and other various items. Jack is getting an estimate on the storage building for the Santa House.

Chip, Cheryl and I are presenting to the JES about government on Nov 23rd.

Still no word on the ITS4US Grant application.

To date, 70 new single-family homes have been permitted in the Village.

The Ohio Legislature voted to continue the ability to hold remote meetings until July 1, 2021. The bill is now being sent to the desk of Governor DeWine for his signature.

The Village was under a planned power outage from 9am, Thursday to 4:30am, Friday. During this time, the admin office generator operated without issue. The thermostat was replaced after the last power outage. We will continue to monitor the useful life of the generator.

We will be receiving additional PPE from LC EMA next week. The PD will be coordinating pick up.

The Village Administration Office is closed November 26 and 27 for the Thanksgiving holiday.

CAPTIAL PROJECTS

The Croton Road waterline is moving quickly. We've begun getting inquiries about water tap connections from residents located along the waterline. We will work with them going forward.

Asphalt is going down on Westview Drive. At this time, we will NOT have our final asphalt course down this fall. It will wait until spring 2021. (Image courtesy of B. Knoepfler)



ECONOMIC DEVELOPMENT

Leaders from Project Circuit met with the Village this week. There will be modifications made to their investment and payroll numbers. We will wait for that information before reassessing our CRA offer. I plan to have the revised CRA ready for Council Finance Committee at the December 7 meeting.

The CIC has begun putting together a narrative for the business incubator. The purpose of the narrative is to tell the story of what the incubator will be to potential funding sources.

I've been asked to provide an update about Johnstown to the BIA Builders & Developers Council at 3:30pm on Wednesday, December 2nd.



ORDINANCE 34-2020

AN ORDINANCE TO APPROVE EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF JOHNSTOWN, LICKING COUNTY, STATE OF OHIO, DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021

WHEREAS, State law and the Charter of the Village require that annual appropriations be adopted; and

WHEREAS, the Council of the Village of Johnstown does hereby desire to make the appropriations necessary to perform the functions of the Village.

NOW, THEREFORE, be it ordained by the Council of the Village of Johnstown, Licking County, Ohio, as follows:

Section 1: That the Council of the Village of Johnstown, State of Ohio, in order to provide for the expenses and other expenditures of said Village for the fiscal year beginning on January 1, 2021 and ending on December 31, 2021, the following sums be and are hereby set aside and appropriated as described in Exhibit A of this Ordinance attached hereto and incorporated herein as if fully rewritten.

Section 2: And the Village Manager and the Village Finance Director are hereby authorized to draw warrants for payments from any of the appropriations as detailed in Exhibit A of this Ordinance upon receiving proper certificates and vouchers therefore, approved by the officers authorized by law to approve the same, or an ordinance or resolution of the Council to make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance.

Section 3: It is found and determined that all formal actions of this council concerning and relating to the adoption of this Ordinance were adopted in open meeting of this Council and that the 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: November 4, 2020
Date of Second Read: November 17, 2020
Public Hearing/Passage: December 8, 2020
Effective Date: January 1, 2021

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan S. Ashrawi, Law Director



ORDINANCE 35-2020

AN ORDINANCE TO TRANSFER FUNDS RECEIVED FOR BULK SEWER HAULING FROM THE SEWER OPERATING FUND TO THE SEWER ENTERPRISE IMPROVEMENTS FUND

WHEREAS, The Village of Johnstown has/will receive \$290,469 from New Day Farms and Trillium Farms for bulk sewer hauling in 2020 sitting in the Sewer Operating Fund; and

WHEREAS, the Council of the Village of Johnstown does hereby desire to save this money for future plant expansion/upgrades by transferring it to the Sewer Enterprise Improvements Fund; and

WHEREAS, the Sewer Enterprise Improvements Fund is utilized for plant upgrades & expansion, and there exists an account within this Fund specifically for future plant expansion; and

WHEREAS, these transferred funds will be moved into the savings sub-account to which we are saving \$50,000 annually; and

WHEREAS, the balance of the Sewer Operating Fund is sufficient to cover this transfer.

NOW, THEREFORE, be it ordained by the Council of the Village of Johnstown, Licking County, Ohio, as follows:

Section 1: That the Bulk Sewer Hauling funds of \$290,469 which are currently sitting in the Sewer Operating Fund be transferred to the Sewer Enterprise Improvements Fund.

Net effect on Sewer Operating Fund balance	(decrease)	\$ 290,469
Net effect on Sewer Enterprise Improvements Fund balance	(increase)	\$ 290,469
Net Effect All Funds		\$ 0.00

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: November 17, 2020
Public Hearing/Vote: December 1, 2020
Effective Date:

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan S. Ashrawi, Law Director



**A RESOLUTION ACCEPTING CERTAIN COMPLETE INFRASTRUCTURE FOR
KASSON STREET PHASE I**

WHEREAS, Columbus Asphalt Paving has completed public improvements for the Kasson Street Phase I project; and

WHEREAS, inspection of the infrastructure was performed by CT Consultant Engineers and the Village of Johnstown; and

WHEREAS, the Village Assistant Manager recommends acceptance of the road, storm water, water and sewer infrastructure to include the curbs and gutters located on Kasson Street Phase I; and

NOW THEREFORE, BE IT RESOLVED by THE VILLAGE OF JOHNSTOWN

Section 1: The Council of the Village of Johnstown hereby accepts all improvements associated with the roads, water, sewer and storm water systems on Kasson Street Phase I.

Section 2: The one year warranty by Columbus Asphalt Paving shall begin upon passage of this legislation; and

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.

Date of Introduction/Public Hearing/Vote: December 1, 2020

By: _____

Chip Dutcher Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director