JOHNSTOWN
Established 1813

Special Finance Committee
Wednesday, March 3, 2021 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Benjamin Lee called the Special Finance Committee meeting for March 3, 2021 to order at 5:01 pm

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

Staff present - Jim Lenner, Dana Steffan, Jack Liggett, Chief Haroon, Marvin Block, Jim Blair, Teresa Monroe.

Public present - None

2. OPWC Project Funding Update / Jim L.

Jim Lenner said the SIB loan was approved today at three percent and he will begin the process; he will sign the intent to accept the money and Council will vote to allow him to sign the agreement. Mr. Lenner said he issued the Request for Proposal for Project Mastodon and updated the company who is moving along with their timeline.

Only the Edwards Road project was awarded by OPWC; total cost to the village is $189,636 with $49,305 cash commitment ($23,000 is engineering), $140,331 is grant; all else is loan with pay back starting next year.

Committee review of village planned projects; there are unassigned funds in the amount of $281,695.00 and carryover funds in the amount of $18,248.00 for a total of $299,943.00 in CIP unassigned funds for consideration. Mr. Lee added that there were also General Fund monies ($300,000.00) if they felt like there were other projects they wanted that could not be fully funded with CIP, although probably a last resort.

Staff and Committee discussion on contingency purchase items. Mayor Dutcher provided some detail of the COVID Relief Act currently in Congress, local government funding is included in the bill and the village should start a wish list.

Ms. Robertson mentioned the Leafy Dell roundabout; there was discussion on putting

---

money away for that project, Mr. Lenner to confirm start date. Jack Liggett provided updated village paving project quotes; said he would like to make E. Jersey Street the number one OPWC project for next year and then only concentrate on crack sealing and top coating other roads; Committee was in agreement.

3. Contingency project consideration and 2021 capital expenditure list finalized

Jack Liggett reviewed road project contingencies, committee and staff discussion on road conditions and engineer opinion of project costs. Projects narrowed to North Oregon Street, Upham Drive, Benedict and Buena Vista; staff to firm up numbers from the engineer to include incidentals and then have it back to committee for review at the next meeting with a first reading of a budget ordinance on March 16, 2021; any number adjustments can be made prior to second read and vote on April 6, 2021.

ACTION:	Benjamin Lee moved to approve these four streets, Oregon Street, Upham, Benedict and Buena Vista at the relative levels that they are, pending further discussion, and firming up but starting engineering for these four streets as soon as possible; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Jack Liggett will work with the engineer to get the numbers pinned down and Dana Steffan will prepare the ordinance once Jack gives her the numbers.

Mr. Lee said with East Jersey Street now being the number one OPWC application for next year and the hope that if we had gotten it this year the parking lot at the Trailhead could have been paved in combination with the project; the question is do we want to just put larger stone down this year and pave with the project next year or do we want to entertain paving this year. Mr. Liggett said paving at the water and sewer plants was approved for this year, when the contractor comes to give estimates he will get an estimate for the Trailhead lot as well so there is a number to consider.

Mr. Lee asked about the Trailhead Dog Park; Mr. Lenner said the Licking Park District is committed to paying half of the $34,000 cost and they have it appropriated for us to use this year. Mr. Liggett said the lower parking lot is not included in that $17,000 but that can be done in the future.

Ms. Robertson noted that the village would need to pay the $34,000 up front but $17,000 would be reimbursed by the Park District.

ACTION:	Chip Dutcher moved that $34,000 be appropriated for the Dog Park; Ben Lee seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

Mr. Lee said that puts the General Fund somewhere between $250,000 to $300,000 depending on where incidentals come in for road projects; he thinks we are in a good spot. Added that $40,000 was appropriated for Edwards Road incidentals out of Budget Stabilization but now will come out of CIP.

Jim Lenner said that incidentals for LED lighting and flooring for the Admin building remodel will be about $6,000.00; that will come to Finance on March 16th.

4. Water Plant Employee - New hire discussion / Jack

Jack Liggett said that New Day Farms plans to be at full production using the water from the Croton Road water line in the next few months; this is expected to double their current use and will run the plant an additional four hours per day and in the heat of the summer, it could be five or six more hours per day, influent numbers show the water plant could be at capacity. Due to increased plant operation time in the near future, Mr. Liggett requests to hire another employee for the water plant and have time to advertise, hire and train; he added the income derived from the water usage by New Day should easily cover the cost of an additional employee. Mr. Lee said for him it is straight forward, the money is there and if more bodies are needed he thinks we have to hire somebody. Mr. Liggett added that when they do go into full production the water plant may need to go to three full shifts.

Some further discussion on manning the plant and feeding of chemicals to include the potential requirement to add fluoride when we become a city.

Ms. Robertson asked at what level the new employee would come in; Mr. Liggett said he would like to have a Class One but if not possible could hire a non-licensed person and train with the requirement to get their license within twenty four months. Ms. Robertson said she was good with it. Mayor Dutcher said he was good with it as well.

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

Passed 3 - 0

5. Water & Sewer Plant Expansion - Preliminary Discussion / Jack

As stated before, Jack Liggett said looking at influent numbers, the plant is pulling in a lot more water than anticipated, he did not think he would have to start this process until the end of 2021 or beginning of 2022, but knowing that preliminary design to construction is about a three year process he has decided this needs to be looked at now. Mr. Liggett said he would like to set up a Request For Proposal (RFP) for water and sewer plant expansion, to let engineers know what we are looking for and also to give ideas; he asks for the Committee to support getting the RFP's ready and out in the next thirty days so we can see what it is actually going to take to upgrade and add on to both of the plants; cost of RFP would just be staff time. Further discussion on capacity, timeline and expansion project details; Mr. Lenner said negotiation can begin with our engineer on the sewer plant and the RFP will be for the water facility. Mr. Liggett said both plants were built and designed for expansion on site and that income from the sewer plant over the next three to four years will pay for a large portion of the sewer plant expansion. Jack Liggett said he would like the RFP for water and would like to go ahead and start meetings with Prime Engineering on the sewer; not spending any money today just preparing to see what it will take and what engineering will cost.

Mr. Lee asked for a motion and a second and a vote for RFP for the water plant and to work with the engineers on the sewer plant as Jack described.

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

Passed 3 - 0

6. Other Business

None

7. Adjourn

ACTION:	Benjamin Lee moved to Adjourn; Chip Dutcher seconded and all were in favor.

AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Meeting adjourned at 6:32 pm