



Regular Council Meeting
Tuesday, March 16, 2021 - 6:30 PM
AGENDA

1. Call to Order
2. Roll Call
3. Invocation - Mr. Lee
4. Pledge of Allegiance
5. Chief's Commendation Award
6. Action on Minutes
 - a. March 2, 2021
7. Citizen comments on matters not on the agenda
8. Council Committee reports
 - a. **Planning & Zoning:** Met 3/4/21 Special work session & 3/9/21 Regular; Next 3/23/21 @ 6:30 pm Hybrid
 - b. **Safety & Service:** Met 3/2/21 updated last time; Next 4/6/21 @ 5:00 pm Hybrid
 - c. **Finance:** Met 3/3/21 Special & 3/16/21 Regular; Next 4/20/21 @ 5:00 pm Hybrid
 - d. **Economic Development:** Met 3/4/21; Next 4/1/21 @ 10:00 am Virtual
 - e. **Park & Rec:** Met 3/11/21; Next 4/8/21 @ 10:00 am Virtual
 - f. **Events Committee:** Met 2/26/21 & 3/10/21; Next TBD
9. Director Reports
 - a. Chief of Police
 - b. Finance Director
10. Tabled Legislation
 - a. **ORDINANCE 07-2021** AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE VILLAGE OF JOHNSTOWN. *Tabled March 2, 2021*
11. Public Hearings of Legislation
 - a. **ORDINANCE 08-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *Introduced March 2, 2021*

- b. **RESOLUTION 2021-08** TO AUTHORIZE THE CREATION OF THE JOHNSTOWN JOINT RECREATION DISTRICT AND AUTHORIZE THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH THE JOHNSTOWN-MONROE LOCAL SCHOOL BOARD OF EDUCATION FOR THE FORMATION OF THE JOHNSTOWN JOINT RECREATION DISTRICT.

12. Introduction of Legislation

- a. **ORDINANCE 09-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS.
- b. **ORDINANCE 10-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS.
- c. **ORDINANCE 11-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS.
- d. **ORDINANCE 12-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS.

13. Other Business

14. Adjourn

Next Council Meeting April 6, 2021



Regular Council
Tuesday, March 2, 2021 - 6:30 PM
MINUTES

1. Call to Order

Mayor Chip Dutcher called to Order the Village of Johnstown Regular Council Meeting for March 2, 2021 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

Public present - John Luke, Kris Almendinger, Ryan Green, Joseph Robertson

3. Invocation - Ms. Hendren

4. Pledge of Allegiance

5. Action on Minutes

a. February 16, 2021

ACTION: Marvin Block moved to Approve; Doug Lehner 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

None

7. Council Committee reports

- a. **Planning & Zoning:** Met 2/23/21; Next 3/4/21 Special Meeting @ 6:00 pm Virtual and 3/9/21 Regular @ 6:30 pm Hybrid

Applications approved for a Lot Split and Variance on N. Main Street as well as a Certificate of Appropriateness and Conditional Use for a building on Main Street downtown. Upcoming Special meeting is to discuss the Planning and Zoning Ordinances.

- b. **Safety & Service:** 3/2/21; Next 4/6/21 @ 5:00 pm Hybrid
Presentation and discussion on LED lighting proposal from AEP; representatives will return for more discussion in April. Mayor Dutcher added that much study will be needed before moving forward with AEP, there are more questions to answer.
- c. **Finance:** Met 2/16/21 draft minutes were attached; Next 3/3/21 Special @ 5:00 pm Virtual and 3/16/21 Regular @ 5:00 pm Hybrid
No new updates; upcoming Special meeting is to review CIP projects and contingency expenses set aside relative to OPWC.
- d. **Economic Development:** 2/4/21 canceled; Next 3/4/21 @ 10:00 am Virtual
- e. **Park & Rec:** Met 2/11/21 updated last time; Next 3/11/21 @ 10:00 am Virtual
Jim Lenner invited all to attend the Johnstown-Monroe School District meeting where they will consider the Joint Recreation District legislation; March 8th at 6:30 pm
- f. **Events Committee:** Met 2/26/21; Next TBD
Talked through background of the last several years of fireworks events and where discussions ended in November of last year; currently have a July 3, 2021 date reserved with the fireworks company, committee has an intense desire to put some event on this year. Discussed ideas and scope for the event, tentative meeting with larger group involved on March 10th.

8. Director Reports

- a. Service Department: Water, Wastewater, Street
Jack Liggett provided update on projects:

1. Westview; shut down until April, still have a few sidewalks to put in and reclamation of the ground.
2. Water and Sewer line out to the Enterprise Center is installed, working on pressure testing of the water line and fifty percent of the sewer line has been tested.
3. Croton Road; the village started supplying water to New Day Farms and made the March 1st deadline for early completion bonus. Fire Department is going to run a flow pressure and residual test on the line to see that we are getting the 1,000 gallons per minute out of the hydrants and that we meet pressure requirements.
4. Opening bids for Water Tower on March 5th.
5. Opening bids for South Oregon Street on March 12th; project to include new water services, new pavement and curb and gutter.
6. Opening bid for Jersey Street relief sewer on March 19th.

Mr. Liggett reviewed department reports for Water, Sewer and Street.

Ms. Hendren asked what color the new water tower would be; Mr. Liggett noted the potential options that were being bid and explained how it would depend on the type chosen. Mr. Block asked about estimates for the security upgrades at the water and sewer

plants; Mr. Liggett said he had pricing on the gates ready for Finance committee on March 16th but not on the cameras, door and window locks. Mr. Lee noted item on Finance Committee agenda to discuss additional employment at the water plant directly related to the additional run time needed to supply water to New Day. Mr. Liggett elaborated on staffing and scheduling and added that salary will be covered by the water we are selling.

b. Village Manager

Jim Lenner highlighted items in his report. Mr. Lee asked about holding up building permits on Pulte Homes phase two; Mr. Lenner updated that Pulte Homes has satisfactorily met the village "demands" on items asked for; with the lift stations and their force main and the discussion surrounding the turn lane and signal. The village has "signed-off" on those three demands that needed to be met, they are in the process of meeting them and he has full faith they will; if they do not, permits will be stopped again. Ms. Robertson asked when they would actually start putting up the light, her fear is we will give them their permits and they will never actually meet their obligations to the village on the street light. Mr. Lenner said once ODOT finishes the design of the turn lane we will then meet with Pulte and give them the plans to work off of with their engineer and give them a deadline to submit a design and post a bond; he thinks Phase three plans will be done later this spring and that is what will trigger Pulte to start design around ODOT's plans to get that signal in. Mr. Lenner said he has also been putting together an exhibit to give to the shopping center to see if there is any last ditch effort to get a road through Alterra's parking lot. Mr. Block asked about Pulte putting up a bond to cover the expense of signal when it is time to build it; Mr. Lenner said he does not have a problem asking for that. Ms. Robertson said she would feel more secure with that as well; Mr. Lenner said he would call Pulte and get some sort of assurance on the books.

Chief Haroon noted a correction to his previously submitted plan for renovation costs; with the addition of council chambers, total cost would be \$12,700.00. Mr. Lenner said the appropriation ordinance can be amended prior to second reading.

Mr. Lenner noted incidentals to the office renovation such as LED lighting, flooring and some ceiling tile issues; he will have updates for Finance Committee.

9. Tabled Legislation - N/A

10. Public Hearings of Legislation

- a. **ORDINANCE 06-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. *Introduced February 16, 2021*

Second reading; this is for the new GIS computer out of the Right of Way Fund.

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

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

Passed 7 - 0

- b. **ORDINANCE 07-2021** AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE VILLAGE OF JOHNSTOWN. *Introduced February 16, 2021*

Staff is still in the process of reviewing this legislation and has requested that Council table it.

ACTION: Sharon Hendren moved to **TABLE** Ordinance 07-2021; Doug Lehner seconded and the vote was as follows:
AYES: Doug Lehner, Marvin Block, Ben Lee, Sharon Hendren, Carol Van Deest, Mayor Dutcher, Cheryl Robertson
NOES: None
ABSTAIN: None

Motion to TABLE Passed 7 - 0

- c. **RESOLUTION 2021-06** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH THE STATE OF OHIO, DEVELOPMENT SERVICES AGENCY AND ACCEPT A GRANT FOR PUBLIC ROADWORK IMPROVEMENTS.

Mr. Lenner said this involves the realignment of US 62 and Sportmans Club Road, it is a \$500,000 grant to go toward the project; he asks for Council approval so funds can be disbursed to the village.

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

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

Passed 7 - 0

- d. **RESOLUTION 2021-07** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ADVERTISE FOR PROPOSALS FOR THE SPORTSMANS CLUB ROAD INTERSECTION IMPROVEMENT.

This is a Request For Proposals to look for Engineering firms to help the village design the Sportmans Club Road intersection improvements. Mr. Lenner said timeline has changed some from previous discussions, no sense in hurrying the design; construction in spring next year, bid toward end of winter next year.

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

Mr. Lee asked if the RFP for this work is a contingency on the \$50,000 or was there a reason why we are not going with Prime; curious why we are sourcing quotes for this. Mr. Lenner said we have not had that long of a relationship with Prime, he would like to use the RFP to get the best project we can, competition is good. Mr. Liggett said he may do the same with the water plant expansion, through RFP's and RFQ's you get a chance to see if someone specializes in a particular job, it never hurts to see if someone out there has a great idea to help us develop these plans.

ACTION: Doug Lehner moved to Approve; Marvin Block 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

Passed 7 - 0

11. Introduction of Legislation

- a. **ORDINANCE 08-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS.

This appropriates funds for the security renovations to the Police Department, Admin and keyless entry to Council Chambers. As previously discussed, the appropriation amount will be edited prior to second reading. Chief Haroon said the new total is \$12,700; Mr. Lenner asked that it be changed to \$13,000.00.

Second Reading and Public Hearing on April 6, 2021

12. Other Business

1. Sharon Hendren - suggested holding an open house for the public to see all the renovations of the municipal building at the city celebration.
2. Sharon Hendren asked if any of the Monroe Township Trustees have reached out regarding removal of the recycling bins; Mayor Dutcher said they had not. A new location is still being sought.
2. Marvin Block - The municipal building should have ductwork cleaning done when renovations are complete.

13. Adjourn

ACTION: Marvin Block moved to Adjourn; Sharon Hendren 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 7:48 p.m.

Next Council Meeting March 16, 2021



1813

JOHNSTOWN POLICE DEPARTMENT



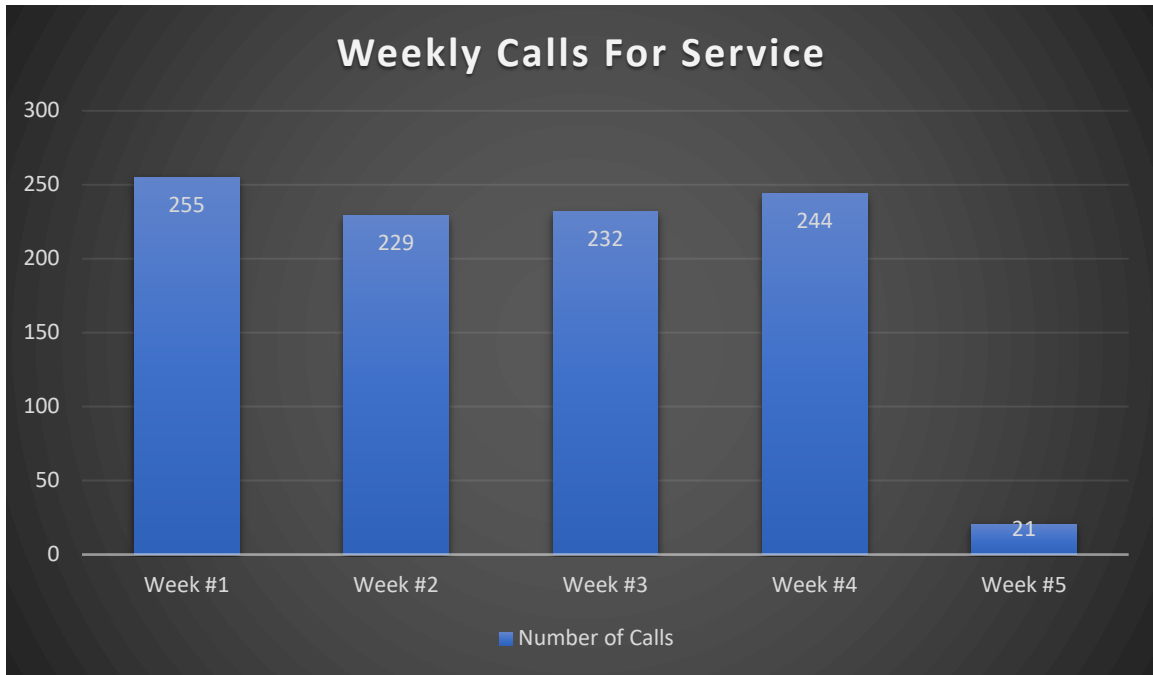
REPORT

CHIEF'S

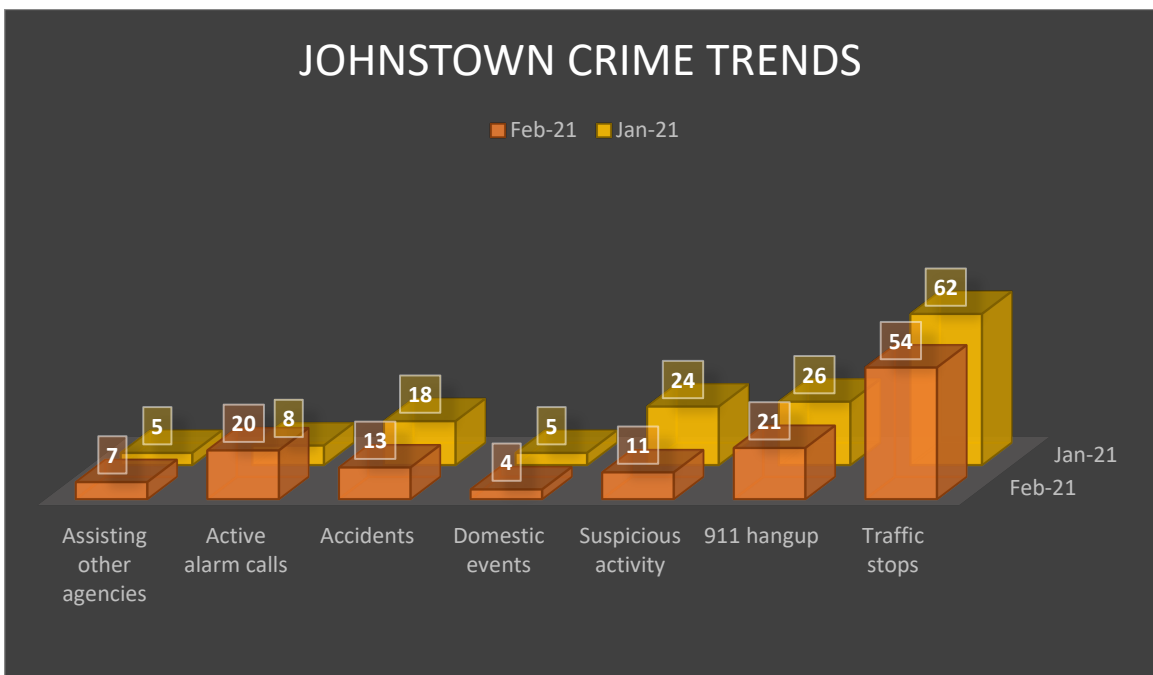
WELCOMES YOU
Established 1813

FEBRUARY 2021

CRIME STATISTICS



- 981 CALLS FOR SERVICE
- 15 OTHER OFFICER ACTIVITIES
- 996 TOTAL ACTIVITIES
- 784 ACTIVE HOURS ON SERVICE CALLS
- 45 MINUTES AVERAGE PER AN EVENT
- 672 HOURS IN FEBUARY



JOHNSTOWN

Calls for Service: 02/01/2021 Through 02/28/2021

10-ASSIST OTHER UNIT	7
12B-BURGLARY ALARM	20
2-NON INJURY ACCIDENT	12
20V-VERBAL DOMESTIC	4
4-INJURY ACCIDENT	1
60-SUSPICIOUS PERSON	7
60A-SUSPICIOUS VEHICLE	4
91-911 HANGUP	4
91A-911 MISDIAL	17
TRAFFIC STOP	54
Total	130

TRAINING

Officers attended training in violations of driving while under suspension (DUS.) The State has implemented programs to work towards getting more Ohio drivers valid. As a result, the laws surrounding such violations can be complex and evolving.

Chief Haroon was the presenter of the training. The three-hour training was free of charge.

In addition to DUS training, officers completed one-hour training in the topics: Children and Law Enforcement, and a one-hour training block in Child Safety Upon Parental Arrest. Both were through Police One Academy. Total officers received 5-hours of training individually in February 2021.



Dispatchers and administrators are working towards becoming public notaries. Currently, Chief Haroon, Dispatcher Ward, Dispatcher Mankins, and Dispatcher Staufer are now notaries. Soon, the Johnstown Police Department will offer free notary services (with some restrictions.)

STAFF

Officer Hargraves completed his field training program on Monday, March 15, 2021. He is now able to commence patrol activities on his own. Johnstown Police Department currently has one vacancy to fill.

43% of the police officers partook in the vaccine program and have received both doses of the vaccine.

JPD has offered Sierra Ickes a patrol officer position. Conditionally, she needs to complete a polygraph and medical physical before her employment commences.

MEDIA / SOCIAL MEDIA:

Facebook (January 13th – February 9th)

People reached: 10,035	UP 32% from January 2021
Post engagements: 4,327	UP 28% from January 2021
Page likes: 20	UP 20% from January 2021
Page Followers: 65	UP 27% from January 2021

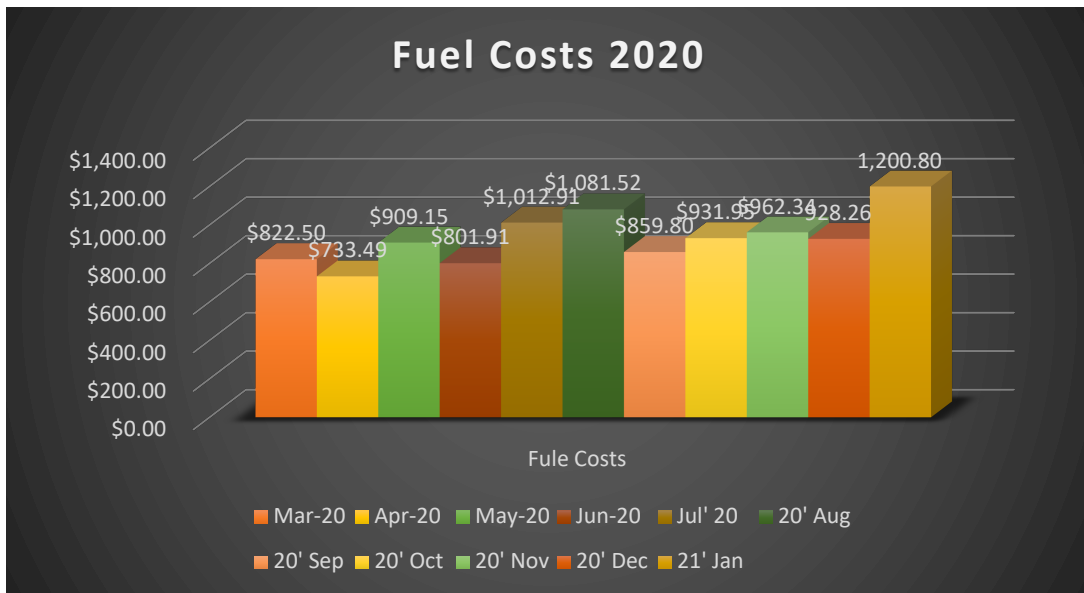
FLEET

The Johnstown Police Department has used 562.68 gallons of gasoline in January 2021. 65.25 gallons more were used compared to December 2020.

Officers drove a total of 3,675 miles (estimated and excluding administrators) within Johnstown in February 2021.

A quote is being prepared for car #3. Currently, there is some consideration for a hybrid model. The cost difference is \$3,539. Consideration is being made on the R.O.I. value. Car #1 and Car #4 will be outfitted with a tow package in March 2021.

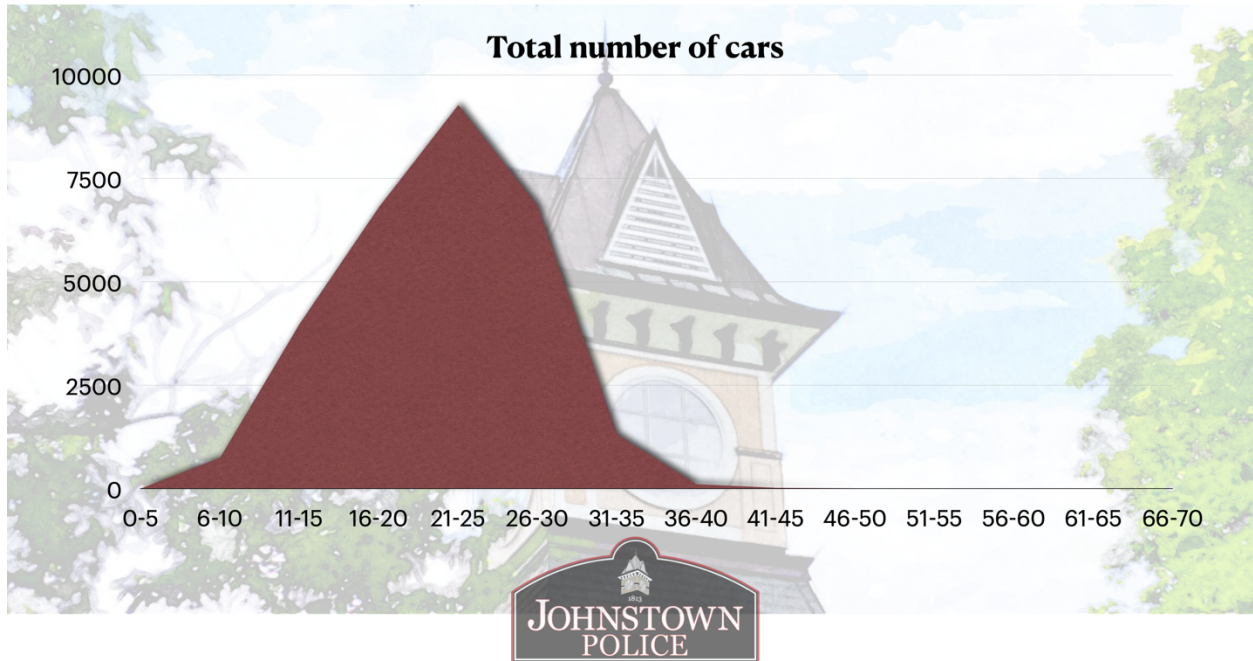
FUEL COST



There was a \$300 increase in fuel costs for January 2021. Chief Haroon attributes this to longer than normal idling time of patrol vehicles, increased patrols, higher fuel costs, and higher staffing (a 10-month mean average of \$904 was used as a foundation.)

OTHER NEWS

Speed trailer seems to be back working and operational. A new USB card seems to have fixed the problem. Data from Leafy Dell was obtained. It should be noted that the data does not seem to be accurate, as some 29,000 vehicles passed through the area. Please see the chart for details.



LEAFY DELL ROAD

Police Department security renovation/upgrade is completed. Officer Mike Ballistrea did an amazing job! Some office equipment will be needed to complete outfitting of the new lobby. Please see the attached photo of the new location of Chief Haroon's office.

NEW:



PRIOR:



New badges came in. Officers look highly professional with their new high-gloss badges. Photos of old v. new badges. Also, members of council can see the ranks of a badge.



Badge styles:

Silver = Officer

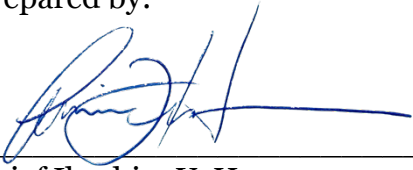
Sliver/gold = Police supervisor

Gold = Police Executive



-End of Report-

Prepared by:

A handwritten signature in blue ink, appearing to read 'Ibrahim Y. Haroon', with a long horizontal stroke extending to the right.

Chief Ibrahim Y. Haroon, MBA CLEE



Finance Director's Report to Council
March 16th, 2021

1. Tax Revenue. Total Income Tax revenue collected through February 2021 was \$377,981. This represents 16.6% of 2021 Budgeted Income Tax revenue of \$2,270,400, and a 13.5% increase from 2020 collections for the same period.

The largest source of the Village's income tax revenue, withholding taxes derived from individuals working in Johnstown, increased 10.4%, individual returns increased 11.4%, and business net profits increased by 76.8% as compared to the same period in 2020.

The table below illustrates the Village's February YTD income tax revenue from 2017 through 2021:

	2017	2018	2019	2020	2021
Withholding	\$ 174,968	\$ 184,041	\$ 203,606	\$ 203,869	\$ 225,071
Individual	\$ 70,085	\$ 103,414	\$ 130,775	\$ 114,998	\$ 128,145
Net Profit	\$ 29,761	\$ 11,699	\$ 29,572	\$ 14,010	\$ 24,765
Total	\$ 274,815	\$ 299,154	\$ 363,953	\$ 332,877	\$ 377,981

Withholding taxes have increased every year from 2015-2021; this can be attributed to an increase in the number of jobs and increased pay rates in Johnstown.

Individual income tax collections for February YTD are nearing where they were in 2019, (pre-COVID-19), which indicates the possibility that we are beginning to trend upward in these collections since the beginning of the pandemic. This increase could also be attributed to the additional homes built in Johnstown during 2019 & 2020.

The **2020 Net Profit** revenue is up compared to 2020. Atrium is reporting a \$9,300 increase over prior YTD net income. Other businesses' variants in net income are minor. Note: Coughlin has filed amended returns for Tax years 2018-2019, which could result in Johnstown refunding them the \$11,000 (roughly) that was paid in taxes for those years combined.

2. Revenues and Expenditures. See attached spreadsheets for 2021 year-to-date revenue collections and expenditures.

Notes on Revenue:

General Fund, Interest – Interest in investments is lower in YTD 2021 than budget, and I am anticipating this trend continuing at least into Q2. For reference, in 2020 we received a total of \$58,600 in annual interest (all Funds), which was more than double the budgeted amount.

Water/Sewer Improvements Funds have each collected nearly 48% & 46% of their respective budgets due to twenty-eight (28) new homes permitted YTD. Each new build home brings in \$5,000 into the

Water Improvements Fund, and \$6,000 into the Sewer Improvements Fund. New Day Farms has also paid \$46,210 in bulk sewer hauling YTD through February.

Enterprise Deposit Fund has collected 33% of its annual budget due to the large number of new homes permitted so far this year.

Notes on Expense:

General Fund, Public Health will be paid with the Property tax distributions in March and October.

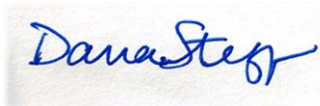
General Fund, Zoning is 25.9% spent due to \$14,900 (69%) of the Design Regs budget spent through February, and 63% of the Tree City budget spent on \$7k worth of tree removal along the bike path.

General Fund, Legislative Activities is 38% spent as a result of \$20K in legal fees YTD. Of this, \$1,768.50 was related to A1 Dumpster, \$10,350 was related to general law director use, and \$8,222 was related to Wilcox USDC 1983 Action. Note that \$5,680 will be reimbursed from insurance for the Wilcox fees. Considering the reimbursement, we are standing at \$14,660 spent (61%) of our \$24,000 legal budget for the year.

General Fund, Finance Department is 28.6% spent due to the annual SSI support fees being paid in January.

3. 2020 Financial Statements have been submitted to the Auditor of State before the deadline.
4. Biennial Audit. The next audit will be performed in 2022 and will cover years 2020-2021.
5. Property & Casualty Insurance. I have received a new quote for better insurance coverage and will be reviewing the data with Finance Committee on March 16th. The new quote is through the Public Entities Pool of Ohio (PEP), which is the Pool endorsed by the Ohio Municipal League. Some highlights of this new provider include annual savings of \$8,328 compared to the quote by our current provider, Financial net position of \$38MM (compared to \$494K with our current provider), and no additional pool funding required by PEP. It is my recommendation that we switch to the PEP; the renewal date is 4/1/2021.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Dana Steffan". The signature is fluid and cursive, with the first name "Dana" and last name "Steffan" clearly visible.

Dana Steffan, CPA
Finance & Human Resources Director

	A	B	C	D	E	J
1	Village of Johnstown Financial Report Revenues					
2						
3						
4						
5	<i>as of 2/28/2021</i>					
6				2021	Actual	
7	A/C	Sub-Fund		Expected Revenues	Revenues	
8	1000	Real Estate Tax		\$ 265,000	\$ -	0.00%
9	1000	Income Tax		\$ 2,270,400	\$ 377,891	16.64%
10	1000	Shared Taxes		\$ 90,300	\$ 11,122	12.32%
11	1000	Charges for Services		\$ 150	\$ 30	20.00%
12	1000	Permits, Fines, & Licenses		\$ 228,700	\$ 23,818	10.41%
13	1000	Interest		\$ 25,000	\$ 1,501	6.01%
14	1000	Miscellaneous		\$ 28,000	\$ 234	0.84%
15	1000	Other Financing Sources		\$ -		
16	1000	Total General Fund		\$ 2,907,550	\$ 414,596	14.26%
17						
18	2011	Total Street Construction & Repair		\$ 462,810	\$ 55,604	12.01%
19						
20	2021	State Highway & Improvement		\$ 23,940	\$ 3,471	14.50%
21						
24	2901	Mayor's Court - Computer		\$ 1,000	\$ 210	21.00%
25						
26	2906	Restricted Police Grants		\$ 2,000	\$ 420	21.00%
27						
28	2907	Right-of-Way Fund		\$ 30,000	\$ 733	2.44%
29						
32	5101	Water Operating		\$ 639,750	\$ 106,042	16.58%
33						
34	5201	Sewer Operating		\$ 833,750	\$ 143,844	17.25%
35						
36	5701	Water Replacements & Improvements		\$ 308,000	\$ 145,651	47.29%
37						
38	5702	Sewer Replacements & Improvements		\$ 370,000	\$ 169,382	45.78%
39						
40	5721	Water Debt Service		\$ 430,000	\$ 86,684	20.16%
41						
42	5722	Sewer Debt Service		\$ 414,000	\$ 62,990	15.21%
43						
44	5781	Enterprise Deposit		\$ 40,500	\$ 13,393	33.07%
45						
48	9904	Mayor's Court		\$ 80,000	\$ 10,099	12.62%
49						
50		TOTAL ALL FUNDS		\$ 6,543,300	\$ 1,213,119	18.54%

	A	B	C	D	E	J
1	Village of Johnstown Financial Report					
2						
3	Expenditures					
4						
5	<i>as of</i>	<i>2/28/2021</i>				
6				2021	Actual	
7	A/C	Sub-Fund		Appropriations	Expenditures	
8	110	Police		\$ 1,223,922	\$ 205,447	16.79%
9	130	Street Lighting		\$ 65,000	\$ 10,579	16.28%
10	210	Public Health		\$ 19,500	\$ -	0.00%
11	310	Recreation Department		\$ 21,950	\$ 1,106	5.04%
12	410	Zoning		\$ 154,382	\$ 40,042	25.94%
13	490	Economic Development		\$ 42,000	\$ -	0.00%
14	710	Administration		\$ 512,091	\$ 94,777	18.51%
15	715	Legislative Activities		\$ 63,665	\$ 24,475	38.44%
16	720	Mayors Court		\$ 95,513	\$ 15,687	16.42%
17	725	Finance Department		\$ 84,301	\$ 24,093	28.58%
18	730	Lands & Buildings		\$ 88,200	\$ 4,749	5.38%
19	740	County Auditor (Property Tax Collection)		\$ 6,000	\$ 745	12.42%
20	745	State Auditor		\$ -	\$ -	#DIV/0!
21	755/760	Income Tax Administration		\$ 72,000	\$ 11,479	15.94%
22		Other Uses of Funds & Transfers		\$ 716,900	\$ 113,394	15.82%
23	1000	Total General Fund		\$ 3,165,424	\$ 546,573	17.27%
24						
25		Street Maintenance & Repair				
26		Street Cleaning, Snow Removal				
27		Traffic Signs & Signals				
28		Sidewalks (Capital outlay)				
29	2011	Total Street Construction & Repair		\$ 482,013	\$ 75,782	15.72%
30						
31		State Highway Maintenance				
32		Street Cleaning, Snow & Removal				
33		Traffic Signs & Signals				
34	2021	State Highway & Improvement		\$ 22,500	\$ 1,153	5.12%
41						
42	2901	Mayor's Court Computer		\$ 1,000	\$ 939	93.90%
45						
46	2903	Budget Stabilization Fund		\$ 60,000	\$ -	0.00%
47						
50	2905	Leafy Dell Traffic Improvement Fund		\$ 10,000	\$ -	0.00%
51						
54	2907	Right of Way Fund		\$ 6,000	\$ -	0.00%
55						
58	3101	Debt Service Fund		\$ 490,000	\$ -	0.00%
59						
60	4901	Capital Projects		\$ 1,298,509	\$ 170,592	13.14%
61						

	A	B	C	D	E	J
1	Village of Johnstown Financial Report					
2						
3	Expenditures					
4						
5	<i>as of 2/28/2021</i>					
6				2021	Actual	
7	A/C	Sub-Fund		Appropriations	Expenditures	
62	4902	Capital Projects - US62		\$ 153,400	\$ -	0.00%
63						
64	5101	Water Operating		\$ 770,503	\$ 189,603	24.61%
65						
66	5201	Sewer Operating		\$ 942,929	\$ 108,461	11.50%
67						
68	5701	Water Replacements & Improvements		\$ 4,452,623	\$ 590,076	13.25%
69						
70	5702	Sewer Replacements & Improvements		\$ 2,603,320	\$ 279,038	10.72%
71						
72	5721	Water Debt Service		\$ 396,600	\$ -	0.00%
73						
74	5722	Sewer Debt Service		\$ 481,500	\$ -	0.00%
75						
76	5781	Enterprise Deposit		\$ 36,000	\$ 7,412	20.59%
77						
80	9904	Mayor's Court		\$ 85,000	\$ 14,853	17.47%
81						
82		TOTAL ALL FUNDS		\$ 15,457,322	\$ 1,988,968	12.87%

VILLAGE OF JOHNSTOWN



ORDINANCE 07-2021

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

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	24.15
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
Deputy Chief	Salary	48,000.00	78,900.00
Sergeant	Hourly	29.80	34.73
Patrolman—full time	Hourly	20.48	31.12
Patrolman—part time	Hourly	20.48	31.12
Dispatcher—full time	Hourly	14.50	23.00

Dispatcher—part time	Hourly	14.50	18.50
Mayors Court Clerk	Hourly	15.00	24.00
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. 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: February 16, 2021

Public Hearing/Vote:

Effective Date:

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

VILLAGE OF JOHNSTOWN



ORDINANCE 08-2021

AN ORDINANCE AMENDING ORDINANCE 34-2020, 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 2021 on December 8, 2020; and

WHEREAS, the Council of the Village of Johnstown wishes to redesign the Police Department to improve the security of the building and personnel; and

WHEREAS, the net financial effect on the General Fund balance will be **\$13,000** to the negative, and the General Fund balance is sufficient to cover this appropriation.

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

Section One. That the appropriations for the General Fund that were set forth in Ordinance 34-20, adopted by the Council of the Village of Johnstown, State of Ohio, on December 8, 2020, be hereby amended to read as follows:

1000-730-543200	Maintenance of Equipment & Facilities	(increase)	\$	13,000.00
Net effect on General Fund Balance		(decrease)	\$	13,000.00

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: March 2, 2021
Public Hearing/Vote: March 16, 2021
Effective Date:

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director



RESOLUTION 2021-08

TO AUTHORIZE THE CREATION OF THE JOHNSTOWN JOINT RECREATION DISTRICT AND AUTHORIZE THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH THE JOHNSTOWN-MONROE LOCAL SCHOOL BOARD OF EDUCATION FOR THE FORMATION OF THE JOHNSTOWN JOINT RECREATION DISTRICT.

WHEREAS, the Village of Johnstown, Ohio (the “Village”) desires to create a joint recreation district under R.C. 755.14(C) with the Johnstown-Monroe Local School Board (the “Johnstown-Monroe”) (together, the “Parties”); and

WHEREAS, the joint recreation district will be an effective body in providing community programming, which provide athletic, recreational, and quality of life opportunities for the welfare and physical development of the residents of the district; and

WHEREAS, subject to the mutual agreement of the Parties, the Village desires to establish a joint park district with the Parties for the control, management, operation, maintenance, and repair of recreational properties and facilities; and

WHEREAS, the territory of the proposed joint recreation district will consist of all the territory of each of the Parties.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JOHNSTOWN, OHIO:

Section 1. Contingent upon the passage of consistent legislation by the Johnstown-Monroe Local School Board, there is hereby established a joint recreation district, pursuant to R.C. 755.14, which shall be known as the Johnstown Joint Recreation District, the boundaries and territories of which shall be the boundaries and territories of the Parties.

Section 2. The Johnstown Joint Recreation District shall have all of those powers enumerated in the Ohio Revised Code, as such powers may change from time to time.

Section 3. The Johnstown Joint Recreation District shall be governed by the Johnstown Joint Recreation District Board of Trustees, which shall consist of the following five (5) voting members: two (2) members shall be appointed by the Johnstown Village Council (“Village Representatives”); two (2) members shall be appointed by of the Johnstown-Monroe Local School District Board of Education (“Johnstown-Monroe Representatives”); and one (1) member shall be appointed by a majority vote of the Village Representatives and Johnstown-Monroe Representatives (the “Joint Representative”). Each appointed individual shall reside within the respective appointing Parties’ territory. The Joint Representative must be either a resident of the Village or reside within the Johnstown-Monroe school district territory.

The terms of the Village Representatives, Johnstown-Monroe Representatives, and the Joint Representative shall be one or two years, as determined by Village Council and Johnstown-Monroe, for

each of their respective members initially, so that the terms will be staggered. After the first term for each Representative, terms shall be two years.

The five (5) voting members shall appoint from such membership a Chairperson and a Vice Chairman/Secretary, who shall each serve in the respective position for one year.

That the Village Manager be and hereby is authorized to enter into an agreement with the Parties, a copy of which is attached hereto as Exhibit A and incorporated herein by reference, with regard to the formation of the Johnstown Joint Recreation District and the priority use of Parties' properties and facilities for the operation and management of recreational programs.

Section 4. Any vacancy on the Board that occurs other than by expiration of a term shall be filled, as applicable, by the Village Council for a vacant Village Representative seat, by Johnstown-Monroe for a vacant Johnstown Monroe Representative seat, or by a majority vote of the Board for a vacant Joint Representative seat, for the remainder of the current, unexpired term.

Section 5. The Parties shall enter into a Joint Recreation District Agreement, which shall set forth any additional terms and may amend or supplement any of the terms provided herein by agreement of the Parties.

Section 6. The Board of the Johnstown Joint Recreation District shall adopt a constitution and bylaws that shall govern the Johnstown Joint Recreation District.

Section 7. That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

Date of Introduction/Public Hearing/Vote: March 16, 2021

By: _____

Mayor Charles Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan S. Ashrawi, Law Director

AGREEMENT

This Agreement is made and entered into this day ____ of _____, 2021 by and between the Village of Johnstown, Ohio, an incorporated village in the State of Ohio (hereinafter referred to as the "Village") and the Johnstown-Monroe Local School District Board of Education (hereinafter referred to as "Johnstown-Monroe"). The Village and Johnstown-Monroe are referred to herein individually as a "Party" or together as the "Parties."

RECITALS

WHEREAS, pursuant to the provisions of Sections 755.14 and 755.16 of the Ohio Revised Code, the Parties desire to furnish priority use of their facilities for the establishment of a Joint Recreation District for the operation and management of its programs.

WHEREAS, the jurisdictional boundaries of the subject Joint Recreation District will encompass the boundaries set forth in the attached Exhibit A; however, the Joint Recreation District may participate in the management, purchase, operation, maintenance, and/or repair of park land outside the boundaries of the Joint Recreation District so long as it functions directly to the benefit to the Joint Recreation District.

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions herein set forth, the Parties agree as follows:

1. **Establishment of Joint Recreation District.** The Parties hereby agree to adopt, within sixty (60) days of the date hereof, resolutions, pursuant to the authority contained in Section 755.14(C) of the Ohio Revised Code, creating a Joint Recreation District for the boundaries depicted on the attached Exhibit A, possessing all powers and subject to all the responsibilities of the Joint Recreation District under Sections 755.12 to 755.18 of the Ohio Revised Code. The Joint Recreation District shall be known as the Johnstown Joint Recreation District (hereinafter referred to as the "District") and shall be organized and operated in the manner provided by mutually agreed upon District Constitution and By-laws, which shall be included in the Parties' resolutions.
2. **Term and Duration of the District.** The District shall be a body politic in the state and exercise of powers conferred by Sections 755.12 to 755.18 of the Ohio Revised Code. The District shall be created on or before January 1, 2022, and shall exist for a term of ten years; provided, however, that the term of the District may be renewed and extended for additional successive terms for ten (10) years by appropriate resolutions adopted by the Parties. Any Party may withdraw from the Joint Recreation District upon certification of a resolution proclaiming a withdrawal to the Joint Recreation District's board of trustees.
3. **Authority of the Joint Recreation District Board.** The Board shall have the Authority to:
 - (a) exercise all power and authority of a Joint Recreation District under Sections 755.12 to 755.18 of the Ohio Revised Code, as may from time to time be

amended, including, without limitation, the issuance of bonds under Section 755.17 and the submission of a tax levy within the current and future boundaries of the District under Section 755.18;

- (b) make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under Sections 755.12 to 755.18 of the Ohio Revised Code and this Agreement;
- (c) hire and discharge, and fix the compensation of, such employees as the Board determines may be required in the management, operation, development, maintenance and repair of land owned and operated by the Board;
- (d) engage consulting engineers, architects, landscape architects, superintendents, managers, accountants, attorneys, management consultants, and other professional and service providers;
- (e) sue and be sued in its own name, plead and be impleaded; provided, however, any actions against the Board shall be brought in the Common Pleas Court of Licking County, and all summonses, executions and notices of every kind shall be served on the Board by leaving a copy thereof at the principal office with the person in charge thereof or the Secretary of the Board;
- (f) operate or provide for the operation of, including the right to contract for, such concessions as may be useful or incidental to the operation of the district active and/or passive park property and its facilities, activities and progress, and to receive and apply the net proceeds thereof solely to the management, operation, development, maintenance and repair of District property, its buildings, facilities, improvements and grounds;
- (g) impose and collect a charge for admission or participation for selective events, exhibits and facilities as shall be deemed appropriate or necessary by the Board, and to receive and apply the net proceeds thereof solely to the management, operation, development, maintenance and repair of District property, its buildings, facilities, improvements and grounds;
- (h) offer memberships of various denominations for selective activities or facilities as shall be deemed appropriate by the Board, and to receive and apply the net proceeds thereof solely to the management, operation, development, maintenance and repair of District property, its buildings, facilities, improvements and grounds;
- (i) form advisory and other support committees to the Board to provide counsel and assistance to the Board in the management, operation, development of, and financial support for, the District property;
- (j) grant licenses, or enter into leases or contracts, for the use of the property owned by the District, including the facilities, buildings, and grounds for such length of time and upon such terms and conditions as the Board deems

appropriate and necessary and within the duration of this Agreement;

- (k) adopt such rules and regulations, as it deems advisable for the protection and preservation of property under its jurisdiction and control, and for the preservation of good order within the property under its control, including the designation of locations for ingress and egress from the premises and for parking;
- (l) receive and accept from any federal, state, county, or local government or agency, any grant or contribution of money, property, labor or other things of value, to be held, used and applied for the purpose for which such grants and contributions are made;
- (m) accept and expend gifts, grants, devises, and bequests of money and property on behalf of the Board and hold, use and apply such gifts, grants, devises and bequests according to the terms thereof; and
- (n) cause to be done any and all other acts of any nature whatsoever as may, in the judgment of the Board, be necessary or desirable for, or incidental to, the ownership, management, operation, maintenance and repair of the District property or other assets, interests or business of the District.

4. **Duties of the Joint Recreation District Board.** In the exercise of the power and authority of the Joint Recreation District, the Board shall:

- (a) take action, apart from daily maintenance and repair, to keep any and all buildings, improvements, parking areas, and recreation facilities used in the operation and management of its programs clean and in good repair;
- (b) observe and comply with all federal, state or local statutes, ordinances, regulations and standards applicable during use in the operation and management of its programs;
- (c) secure and keep in force any and all necessary license, certificates, permits, or other authorization as required by law for the operation, use and activities conducted in the use of the operation and management of its programs;
- (d) use and apply all funds received from the Parties, or from any federal, state, county or other local governmental agency, fees from concessions or concessionaires, admission fees, and other revenue sources, solely for the management, operation, development, improvements, and maintenance of District property;
- (e) provide the appropriate insurance for protection of the Joint Recreation District for a minimum of at least \$1,000,000 coverage which shall cover its board members (trustees) and shall provide as an additional insured the Parties to this Agreement;

(f) conduct all meetings of the Board in accordance with the provisions of Section 121.22 of the Ohio Revised Code.

5. **Use of Facilities**. Use of and charges for maintaining and cleaning the Parties' facilities shall be governed by separate agreements between each of the Parties and the Joint Recreation District. The Joint Recreation District will be responsible to the Parties for replacement or repair costs due to damage of facilities caused by Joint Recreation District participants or by any person on the premises or in a building at the time of a Joint Recreation District activity.

6. **Effective Date**. The terms and provisions of this Agreement shall become effective and operative upon the last to occur of (a) the adoption of a resolution by the Village Council establishing the Joint Recreation District; or (b) the adoption of a resolution by Johnstown-Monroe establishing the Joint Recreation District.

IN WITNESS WHEREOF, The Village of Johnstown has caused its name to be subscribed to this Agreement by Jim Lenner, Village Manager of the Village of Johnstown, who is duly authorized to act for the Village by Resolution _____, and passed _____; and

the Johnstown-Monroe Local School District has caused this Agreement to be executed on behalf of this School Board pursuant to Resolution _____, adopted on _____.

[Signatures on the following page]

FOR THE VILLAGE OF JOHNSTOWN, OHIO

By: _____
Jim Lenner, Manager

Date: _____

**FOR THE JOHNSTOWN-MONROE LOCAL SCHOOL
DISTRICT BOARD OF EDUCATION**

By: _____
[name, position]

Date: _____

Approved as to Form:

4813-5096-8626v4

JOHNSTOWN JOINT RECREATION DISTRICT BOARD CONSTITUTION AND BYLAWS

ARTICLE I — BOARD NAME

The name of the Organization is the Johnstown Joint Recreation District. Hereinafter referred to as the "District" which is organized as a non-union, nonprofit organization under the Ohio Revised Code.

ARTICLE II — DISTRICT PURPOSE

The purpose of the District is to administer programs, which provide athletic, recreational, and quality of life opportunities for the welfare and physical development of the residents of the Village of Johnstown, Ohio and the Johnstown-Monroe Local School District Board of Education. The District will promote the best ideals of athletic competition including the concepts of mutual respect, self-confidence, teamwork, fundamentals, and development of sportsmanlike attitudes toward competition, all in an age appropriate manner.

ARTICLE III — MEETINGS

- Section 1: Regular meetings of the Board of Trustees ("Board") of the District shall be held every month. The Board shall, at its first meeting of each year, set the day and time of the regular meetings for the following year and this shall remain constant insofar as practical.
- Section 2: Special meetings may be called by the Chairperson as the need arises, or by the request of two (2) or more Board members. The purpose or purposes of the special meeting(s) must be stated when the meeting is called and action may be taken only on those items. There must be 24-hour notice to all Board members and any other entities required by law in order for a meeting to be called and action taken to be official.
- Section 3: Under the Ohio Sunshine law, Ohio Revised Code 121.22, at informal gatherings of three (3) or more Board members, no district business will be discussed.
- Section 4: No items can be acted upon at any meeting except setting another meeting or adjournment unless a quorum is present. A quorum shall be three (3) members.
- Section 5: All meetings shall be conducted following Robert's Rules of Order, unless otherwise specified in the Constitution.
- Section 6: During any regular or special meeting any Board member can move to adjourn to executive session for the purposes of discussing personnel (e.g., referees, officials, commissioners, coaches, or players), possible lawsuit, or land acquisition or as otherwise permissible under Ohio law. No action may be taken in executive session.

ARTICLE IV — ORDER OF BUSINESS

The following is the order of business for regular meetings:

1. Call to Order
2. Roll Call
3. Approval of minutes
4. Guest or Speakers
5. Reports of Officers, Boards, Commissioners
6. Old Business
7. New Business
8. Adjournment

ARTICLE V — MEMBERSHIP, TERMS OF OFFICE, AND DUTIES

Section 1: The Board shall consist of the following five (5) voting members: two (2) members of the Johnstown Village Council ("Village Representatives"); two (2) members of the Johnstown-Monroe Local School District Board of Education ("Johnstown-Monroe Representatives"); and one (1) member shall be appointed by a majority vote of the Village Representatives and Johnstown-Monroe Representatives (the "Joint Representative"). The Village Representatives shall be appointed by the Johnstown Village Council; the Johnstown-Monroe Representatives shall be appointed by the Johnstown-Monroe Local School District Board of Education; and the Joint Representatives shall be appointed by a majority vote of the Village Representatives and Johnstown-Monroe Representatives.

For purposes of creating the Board, the terms of the Village Representatives, Johnstown-Monroe Representatives, and the Joint Representative at the outset shall be one or two years, as determined by Village Council and Johnstown-Monroe, for each of their respective members initially, so that the terms will be staggered. After the first term for each Representative, terms shall be two years.

The five (5) voting members shall appoint from such membership a Chairperson and a Vice Chairman/Secretary, who shall each serve in the respective position for one year.

Section 2: Duties of Board Members

- A. Chairperson: The Chairperson shall have charge of and shall preside at all meetings of the Board and shall perform all duties incidental to such an office and such other duties as may be required. It shall be the Chairperson's duty to open and close all meetings.
- B. Vice Chairperson/Secretary: The Vice Chairperson/Secretary shall perform all duties of the Chairperson in case of his/her absence; shall act

as Secretary and keep an accurate record of all actions at Board meetings, regular and special; shall provide Board members with minutes for approval; shall keep all reports, letters and other communications sent or received by the Board; shall be in charge of developing new or improve existing recreation programs.

- C. Fiscal Officer: The Board shall either appoint one of its members to act as the Board's Fiscal Officer or shall employ an individual to act as the Board's Fiscal Officer. The Fiscal Officer shall keep a complete and accurate record of all monies received and distributed by the Board and maintain this record in the ledger provided by the Board; shall act as purchasing agent: sign all purchase orders drawn against the funds of the Board; then disburse all funds upon approval of the Board; shall furnish a financial statement at each regular meeting, to include but not limited to all income and expenditures; shall be in charge of fund raising activities of the Board; and maintain records and arrange for audits in accordance with all government requirement; shall deliver to any successor in office all documents and other property of the Board in his/her possession to such Fiscal Officer by the first meeting in January.
- D. The Village Representatives shall act as the representatives of Village Council and act as the liaisons between this Board and Village Council. The Village Representatives shall attend meetings of Village Council and keep Village Council informed of the actions and requests of this Board.
- E. The Johnstown-Monroe Representatives shall act as the representatives of the Johnstown-Monroe Local School District Board of Education and act as the liaisons between this Board and the Board of Education. The Johnstown-Monroe Representatives shall attend meetings of the Board of Education and keep the Board of Education informed of the actions and requests of this Board.

ARTICLE VI — RECREATION DISTRICT SERVICE PROVIDERS

- Section 1: Referees, Officials, and Umpires: fees shall be set prior to each season by the Board. Referees, officials, and umpires will be responsible for games being played by league rules; shall maintain discipline among teams, coaches, and spectators; shall have the right to take action against unruly individual(s) up to and including forfeiture of the game; shall have the responsibility of postponing and/or canceling the game due to adverse weather condition or field conditions.
- Section 2: Coaches: Because of the special nature of some sports, professional fees are required to be paid. These fees will be set and/or approved by the Board prior to each season. These professionals shall be responsible to the Commissioner of that sport and to this Board.

ARTICLE VII — ELECTION OF COMMISSIONERS, COACHES, ASSISTANTS

Section 1: Commissioners: The Chairperson shall appoint the Commissioners, subject to approval by the Board. The term of office shall be for one year. At the end of the term, if Commissioners desire, they may be reappointed for another term, subject to the approval of the Board. The Commissioners are responsible for the following duties and shall perform all other duties as may be required by the Chairperson or the Board.

- A. Arranging sport registrations of all sign-up dates and times.
- B. Any registrations collected outside of on-line signups must be turned in within one week of receiving funds to the Fiscal Officer.
- C. Prior to the beginning of each season turning in copies of all registration forms to the Fiscal Officer.
- D. Organizing fair drafting procedures, scheduling games and locations for said games.
- E. Attending meetings of the Board and providing information so the Board can make informed decisions on the programs under its supervision.
- F. Soliciting and recommending qualified coaches/assistants for approval by the Board.
- G. Supervising and educating coaches on the objectives of the program for the applicable level of play and to ensure compliance with the coaches responsibilities. Any issues with coaches must be reported to the Chairman, Vice Chairman or Director immediately.
- H. Submitting a yearly budget request to the Board at the regular November meeting for recommendation of approval by the Board.
- I. Completing "Recreation District Quotes" for any requested purchases and/or coaches or referee fees, and turning in said quotes to the Fiscal Officer for approval by the Board.
 - 1. Requests for referee *and/or coaches* fees should show each person's name, address, *date of birth, social security number*, game dates and amounts owed.
 - 2. All purchasing will be handled through an authorized purchasing of the Board.
- J. Working with the District Scheduler (if used by your sport) to furnish the board with game dates and times before the season begins.
- K. Collecting all equipment within thirty (30) days at the end of each sport season, storing it in appropriate facility, and furnishing the Board with a written report of the inventory and its condition.
- L. Delivering to the Board all documents and other information pertaining to the sport and the running of the sport at the end of the current commissioner's term if reappointment is not desired or approved.
- M. Working with incoming Commissioner to make sure all information is shared to provide for a smooth transition.
- N. Submitting to the Board a written program for each level of play for the applicable sport. This written program should explain the goals and objectives and what is being taught to the participants by coaches (fundamentals, etc.) for each level of play.
- O. Working cooperatively with Commissioners of other sports that coincide or

run parallel to their programs to schedule practice and game dates, times, etc. to prevent conflicts in scheduling.

Section 2: Coaches Responsibilities

- A. Promoting sportsmanlike conduct.
- B. Providing equal opportunities for all players to participate.
- C. Teaching fundamentals of the sport, including respect for officials.
- D. Maintenance and accounting for equipment.
- E. Maintaining medical release statements of the team.
- F. Getting own assistants.
- G. Compliance with the written program submitted by the Commissioner to the Board.

Section 3: Assistants shall help the coach in all aspects of the game and in the absence assume his/her duties.

ARTICLE VIII — RESIGNATION, REMOVAL, AND VACANCIES

Section 1: All officers, appointees, or Board members shall have the right of resignation at any time. Written notice of resignation must be given to the Chairperson and considered by the Board at the next meeting.

Section 2: Any officer, appointee, or employee of the Board who commits any acts of misfeasance, malfeasance, or neglect in the performance of his/her duties shall be removed from office and may be prohibited from participating in any way in all programs administered by the Board. Notice stating the reason for seeking removal shall be filed with the Chairperson; then notice shall be given to the officer/appointee whose removal is being sought; complaint will be heard by the Board as soon as practical, preferably at the next regular meeting. Affirming removal of an appointee or officer shall require three (3) votes of the Board.

Section 3: Any vacancy on the Board that occurs otherwise than by expiration of a term shall be filled, as applicable, by Village Council, Johnstown-Monroe, or the Board (for the Joint Representative), depending on which Representative seat was vacated (*i.e.*, the Village Council shall fill a vacancy of a Village Representative; Johnstown-Monroe shall fill a vacancy for a Johnstown-Monroe Representative; and the Board shall fill a vacancy for the Joint Representative), for the remainder of the current, unexpired term.

ARTICLE IX — REVENUE, FINANCES, AND EXPENDITURES

Section 1: Budgets for each individual sport are set by the amount of revenue generated by the individual sport. Planning budgets are filed with the Board at the regular November meeting. Following review by the Board, the planning budgets are then distributed to each Commissioner.

- Section 2: This Joint Recreation District shall exercise all power and authority of a joint park district under Sections 755.12 to 755.18 of the Ohio Revised Code, without limitation, the Issuance of bonds under Section 755.17 and the submission of a tax levy within the Village or Johnstown-Monroe under Section 755.18.
- Section 3: All revenue and expense shall be tracked and recorded in a ledger kept by the Fiscal Officer of this Board.
- Section 4: Only those persons authorized by the Board may collect and/or solicit sponsorship fees. Sponsorship fees shall be set in November during the budget review and approval process.
- Section 5: No person shall solicit funds in the name of the Board from any person or business for any project or reason unless said person(s), project, and/or reason has first been approved by the Board.
- Section 6: The Board must approve all fundraising activities that are in any way affiliated with the Board.
- Section 7: Proceeds from fund-raising activities by and for each individual sport will be turned into the Fiscal Officer and reserved for that sport in the Joint Recreation Districts' account. Commissioners shall provide the Fiscal Officer with a ledger or record of fundraising monies received and spent along with receipts. All sponsorship fees collected must be turned into the Joint Recreation District Fund. Monies from fundraising activities by and for the Board will be used to contribute to the overall Board budget.

ARTICLE X — REGISTRATION FEES AND ELIGIBILITY REQUIREMENTS

- Section 1: Registration fees for each sport shall be determined and approved by the Board at each regular January meeting. Families with more than one child participating in the same sport may pay a lesser amount, as set by the Board.
- Section 2: The Board on an individual basis shall consider Hardship cases. The information for a hardship case can be given to any Board member and will be considered by the Board in the strictest of confidence.
- Section 3: Refunds of registration fees after the draft and/or equipment/uniform purchases will require recommendation by the Commissioner and approval by the Board.
- Section 4: To participate in the Johnstown Joint Recreation District programs, persons must reside within either the Village of Johnstown or the Johnstown-Monroe Local School District. When every effort has been made to fill a team with said residents is unsuccessful, only then will outside residents be considered for participation in any programs. Acceptance, rejection, and/or dismissal are the sole responsibility of the Board.

- Section 5: There will be no sign-ups after the day of the draft, except at the discretion of the Commissioner. However, in no case will sign-ups after the draft be for the preferential placement of a player on a specific team.
- Section 6: If the recreation district provides comparable boys' and girls' sports programs, individuals are encouraged to participate on same sex teams. If no comparable program is available, girls or boys are permitted to play on either boys or girls teams.
- Section 7: All participants must fill out a release of liability form that is included in the Registration form. In the event the participant is a minor a parent or guardian signature must appear on the registration forms.

ARTICLE XI — SELECTION OF PLAYERS (CHILDRENS PROGRAMS)

- Section 1: The selection of players, both male and female, for sports requiring a draft shall be as follows:
- A. Coaches will select new teams each season.
 - B. Coaches shall select all players from the top grade level, proceeding downward by grade level within each grouping level.
 - C. Coaches will then review teams to ensure an equal distribution of ability and age level of players has been selected to promote equality of teams.

ARTICLE XII — SEASON START-UPS AND COMPLETIONS

- Section 1: Approximate start and end dates vary by program. Some programs start and completion dates run parallel. Each Commissioner is responsible for working with Commissioners of other sports that coincide or run parallel to their program to ensure there are no conflicts in practice and/or game schedules, times, etc. Start and completion dates should remain consistent for each sport every year and/or season.

ARTICLE XIII — EQUIPMENT

- Section 1: All equipment and uniform purchases shall be recommended by the appropriate Commissioner and approved by the Board before funds are issued. The Commissioner will submit all equipment/uniform inventories to the Board. No one may loan out or give away equipment for the approved sports, unless approved by the Board. The Board shall determine the manner of disposal of unusable equipment and/or uniforms.
- Section 2: Access to the Board's secured storage areas will be given only to persons approved by the Board. The keys will not be loaned, given to, or placed in any other person's possession.

ARTICLE XIV — CODE OF CONDUCT

1. No foul language or obscene gestures.
2. No physical or mental abuse.
3. No alcohol or other drugs.
4. No tobacco use by coaches, officials, or players during scheduled practices or games on the playing fields and by Board members at meetings.
5. No team member shall use tobacco, alcohol, or drugs. They will be removed from the team
6. Individuals held responsible for any damage to equipment or property.
7. Proper apparel worn to all practices and games by coaches and participants.
8. Address officials by appropriate titles.
9. Address coaches by appropriate titles.
10. Sportsmanlike conduct at all times.

Any alleged violation results in immediate suspension from the program pending an investigation by the Board.

ARTICLE XV — SAFETY

1. Coaches should make a reasonable effort to provide for the safety of team players at any and all planned activities.
2. Coach or assistant shall have knowledge at all times of player's whereabouts.
3. All appointees and employees shall be responsible for the safety of players as pertains to adverse weather conditions.
4. In the event of a tornado warning (siren), all play will cease and the premises vacated immediately.
5. Drivers shall transport players in a safe and legal manner.
6. **Concussions and Head Injuries in Youth Sports:** the provisions of House Bill 143 and Senate Bill 26 relating to concussions and head injuries, as applicable and as such law(s) may from time to time be amended, shall be followed, including but limited to:
 - a. All individuals acting as coaches and/or referees will be informed of the requirement that they must hold a pupil-activity program permit or present evidence that he/she has successfully completed a training program in recognizing the symptoms of concussion and head injuries, in compliance with R.C. 3707.511, and all such coaches and referees shall comply with this requirement.
 - b. Parents, guardians and/or other person(s) having care or charge of an individual who wishes to practice for or compete in an athletic activity organized by the Joint Recreation District shall be provided annually for each sport or other athletic activity the information sheet published by the Ohio Department of Health, per R.C. 3707.511 and 3707.52.

ARTICLE XVI — AMENDMENTS

- Section 1: Alterations and amendments to the constitution and bylaws shall be presented, in writing, to the Board. A two-thirds (2/3) majority vote of the Board shall be required to make said changes or amendments effective.

ARTICLE XVII — IMPLEMENTATION

Section 1: All Board members, appointees, and service providers of the Johnstown Joint Recreation District will follow the constitution and bylaws at any and all sport events sanctioned by the said Board.

ARTICLE XVIII — GRIEVANCE PROCEDURES

Section 1: If any participant, parent, coach or commissioner has a complaint against any individual(s), procedure, or play associated with any program sponsored by the Johnstown Joint Recreation District, and if that complaint cannot be resolved by the parties involved, then either party to the complaint may file a grievance with the Board. Any such grievance must be submitted in letter form within 30 days of the date of the original dispute, provide a complete account of the dispute and must be signed by the individual(s) filing the grievance. The letter shall be addressed and sent to the address of the Board.

Section 2: All grievances shall be considered by the Board at their next scheduled meeting or earlier if a special meeting is called. Any member of the Board that is a party to the dispute shall recuse themselves from ruling on the grievance. A quorum of the Board is required to hear and rule on the grievance.

The Constitution of the Johnstown Joint Recreation District have been voted on and approved on this _____ day of _____, _____. The terms and provisions of these By-Laws and Constitution shall become effective and operative upon the official formation of this Joint Recreation District.

Chairperson

Vice Chair

Fiscal Officer

Johnstown Village Council Representative

Johnstown Village Council Representative

Johnstown-Monroe Local School District Board of Education Representative

Johnstown-Monroe Local School District Board of Education Representative

Joint Representative

4839-3312-8603v4

DRAFT

VILLAGE OF JOHNSTOWN



ORDINANCE 09-2021

AN ORDINANCE AMENDING ORDINANCE 34-20, 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 2021 on December 8, 2020; and

WHEREAS, the Council of the Village of Johnstown desires to hire a full-time Water Plant Operator in order to maintain consistent and full operations due to the imminent increases in future production resulting from the Croton Road Waterline and associated business(es); and

WHEREAS, the net effect on the finances of the Village of Johnstown will be increased appropriations totaling \$52,500.00; and

WHEREAS, the Water Operating Fund balance is sufficient to cover this appropriation.

Section One. That the appropriations for the Water Operating Fund that were set forth in Ordinance 34-20, adopted by the Council of the Village of Johnstown, State of Ohio, on December 8, 2020, be hereby amended to read as follows:

Water Operating Fund

Personnel Costs		\$	52,500.00
Net effect on Water Operating Fund	(decrease)	\$	52,500.00

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: March 16th, 2021

Public Hearing/Vote: April 6th, 2021

Effective Date:

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

VILLAGE OF JOHNSTOWN



ORDINANCE 10-2021

AN ORDINANCE AMENDING ORDINANCE 34-20, 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 2021 on December 8, 2020; and

WHEREAS, the Council of the Village of Johnstown desires to build a Dog Park at Trailhead Park; and

WHEREAS, the net effect on the finances of the Village of Johnstown will be increased appropriations of **\$34,000.00**; and

WHEREAS, Licking Parks District will donate \$17,000.00 for this dog park project, to be received by the Village of Johnstown at a future date and allocated as revenue into the Capital Projects Fund; and

WHEREAS, the Capital Projects Fund balance is sufficient to cover this appropriation.

Section One. That the appropriations for the Capital Projects Fund that were set forth in Ordinance 34-20, adopted by the Council of the Village of Johnstown, State of Ohio, on December 8, 2020, be hereby amended to read as follows:

Capital Projects Fund

Capital Outlay		\$	34,000.00
Net effect on Capital Projects Fund	(decrease)	\$	34,000.00

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: March 16th, 2021

Public Hearing/Vote: April 6th, 2021

Effective Date:

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

VILLAGE OF JOHNSTOWN



ORDINANCE 11-2021

AN ORDINANCE AMENDING ORDINANCE 34-20, 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 2021 on December 8, 2020; and

WHEREAS, the Council of the Village of Johnstown desires to have the following road projects scheduled in 2021 related to pavement rehabilitation and storm sewer inlet replacements:

- North Oregon St \$281,884
- Upham Dr, \$82,774
- Benedict Dr, \$105,711
- Buena Vista Dr, \$75,950

WHEREAS, the net effect on the finances of the Village of Johnstown will be increased appropriations totaling **\$546,319.00**; and

WHEREAS, a transfer of funds from the General Fund to the Capital Improvements Fund in the amount of \$262,128 will be necessary to allow for these appropriations; and

WHEREAS, the General and Capital Improvements Fund balances are sufficient to cover these appropriations.

Section One. That the appropriations for the General & Capital Improvements Funds that were set forth in Ordinance 34-20, adopted by the Council of the Village of Johnstown, State of Ohio, on December 8, 2020, be hereby amended to read as follows:

General Fund

Transfers Out		\$	262,128.00
Net effect on General Fund	(decrease)	\$	262,128.00

Capital Improvements Fund

Capital Outlay		\$	546,319.00
Net effect on Capital Improvements Fund	(decrease)	\$	546,319.00

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: March 16th, 2021

Public Hearing/Vote: April 6th, 2021
Effective Date:

BY: _____

Ord 10-2020

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

DRAFT

VILLAGE OF JOHNSTOWN



ORDINANCE 12-2021

AN ORDINANCE AMENDING ORDINANCE 34-20, 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 2021 on December 8, 2020; and

WHEREAS, the Council of the Village of Johnstown desires to spend additional monies on incidental costs and upgrades associated with the administration building renovation project that was approved by Village Council as part of the CARES Act Federal grants in 2020; and

WHEREAS, the net effect on the finances of the Village of Johnstown will be increased appropriations of **\$7,000.00**; and

WHEREAS, the General Fund balance is sufficient to cover this appropriation.

Section One. That the appropriations for the General Fund that were set forth in Ordinance 34-20, adopted by the Council of the Village of Johnstown, State of Ohio, on December 8, 2020, be hereby amended to read as follows:

General Fund

Land & Buildings – Contractual Services	\$	7,000.00
Net effect on General Fund	(decrease)	\$ 7,000.00

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: March 16th, 2021

Public Hearing/Vote: April 6th, 2021

Effective Date:

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director