



Johnstown Events Committee
Wednesday, May 19, 2021 - 4:30 PM
MINUTES

1. Call to Order

Ben Lee called to order the Events Committee for May 19, 2021 at 4:32 pm

Members Present - Ben Lee, Janet Piper, Doug Lehner (arrived during)

Absent - Amy Treciak

Village Staff present - Mayor Chip Dutcher, Police Chief Haroon, Teresa Monroe

Public present - Monica with JYAA

2. Action Items Update

Updates provided:

- Janet Piper - the American Legion is a go on all items; she has been in touch with the Little Miss Firecracker team and Miss Johnstown and they would be happy to perform. They are having some trouble getting contestants but hopefully that will change. Committee will plan for a fifteen minute performance.
 - Janet Piper - spoke with the Church of the Ascension and confirmed their parking lot would be available.
 - Ben Lee - got the signed contract back from Hamburg.
 - Ben Lee - Certificate of Insurance has been updated, spoke to Green Chapel Properties and they are fine with the new exclusion zone being over the trees on their property.
 - Ben Lee - Schools have enlisted Dale Dickson and Mike Bumbaugh to work the sound booth at the stadium.
 - Ben Lee - Amy Treciak reports there has not been a lot of feedback from downtown businesses, happy there is going to be an event but not much more in the way of additional participation.
 - Ben Lee - updates from the CDC and State on masks; there will not be a need to unless we want to have a mask mandate for the event. Committee concurrence that it is an outdoor event and there will be no requirement, people can wear masks as they see fit. Additionally, committee does not see need to provide hand sanitizer or signage.
 - Ben Lee – confirmed the event will have use of the stadium restroom facilities, discussion on need for additional porta-johns. Monica said JYAA restrooms are not open, they use porta-johns. Need to get a count on restroom stalls from the school to determine need.
 - Ben Lee - village has a quote on a rider for insurance, \$250; will discuss in Finance Committee
 - Ben Lee - will bring up having the village Street Dept. help with event cleanup; Doug Lehner to report back on his contact with any school groups needing
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community service hours.

- Ben Lee - will follow up with the Boosters on coming to utilize the stadium concessions
- Chief Haroon - Discussion on need for floodlights in various areas; stadium lights should be sufficient, remove item from funding request

3. Day-of Programming Finalization

Ben Lee reached out to food truck operators, waiting on some responses; committee decision to solicit for additional interest on social media.

Committee worked to complete some questions in the Events Packet. Discussion on locations for no parking and for handicap parking and signage.

Doug Lehner updated that he had not heard anything back on groups for cleanup. Discussion on staggering groups of volunteers throughout the evening so there is not so much at the end of the night. Ben to check with village on ability to provide general cleanup items for volunteers- trash bags, gloves, cardboard trash cans.

Mr. Lehner reached out to Mr. Zirelli regarding band performance, waiting on response and decision.

Revised Safety Plan (Chief Haroon)

Review of updated safety plan with new exclusion areas; aerial maps provided by Chief. Discussion on supplies to be ordered for blocking off areas; 5,000 feet of tape and 500 stakes, needs to be discussion on who will set all of it up; Ben Lee said he would be available.

4. POC (Point Of Contacts & communication method)

Day of points of contact discussed as follows:

- MC/Programming coordination with performers; Janet Piper
- Food vendors; Doug Lehner
- Event cleanup/trash; Ben Lee and Doug Lehner
- Sound booth/school; Dale Dickson and Mike Bumbaugh
- Security; Chief Haroon
- Will check with Fire Department/Chief Wright to ask who will be their point of contact

5. Discussion on potential date for 2022 (re: JYAA scheduling)

Discussion on date of July 3rd again in 2022, potential for JYAA hosting a tournament and having on Friday night, July 1st, 2022 as an alternate. Further discussion on alternate locations as a possibility for keeping the event on July 3rd.

6. Other Business

1. Discussion on day of schedule time estimates as follows:

- 8:00 am Start roping off exclusion areas; Chief Haroon said when the fireworks arrive it should become an exclusion zone; Ben Lee will check with the school
- 5:00 pm - 6:00 pm Food trucks to begin arriving
- 6:00 pm Open up parking
- 7:00 pm - 7:30 pm open up stadium/concessions
- 8:00 pm Program start; American Legion presentation of the colors, National Anthem, Introduction to the event/speakers, music/entertainment
- 9:30 pm - 9:45 pm Fireworks start
- 11:00 pm Food trucks end
- 11:30 pm Scene clear

2. Follow up items:

- Chief Haroon said we need to provide adequate notice on closing the handicap parking lot; Ben to ask the schools on that.
- Reach out to Mayor Dutcher and Jim Lenner to see if either would like to speak
- Discussion on entertainment; committee on board with Shane Langley to sing patriotic songs, schools have said Mike Bailey may be able to put together a patriotic video; Ben said he would respond back to them.
- Ben Lee to turn in the completed Village Event packet
- Ben Lee to email Hamburg to get an idea on set up time.
- Noted the biggest outstanding items right now are food truck participation, band/choir participation, and event cleanup.

7. Adjourn

ACTION: Ben Lee moved to Adjourn; Janet Piper seconded and all were in favor.

AYES: Ben Lee, Doug Lehner, Janet Piper

NOES: None

ABSTAIN: None

Passed 3 - 0

Meeting adjourned at 5:38 pm.