



Regular Council Meeting
Tuesday, July 7, 2020 - 6:30 PM
AGENDA

1. Call to Order
2. Roll Call
3. Invocation - Mayor Dutcher
4. Pledge of Allegiance
5. Swearing In - Police
6. Action on Minutes
 - a. June 16, 2020
7. Citizen comments on matters not on the agenda
8. Council Committee reports
 - a. **Planning & Zoning:** Met 6/23/20; Next 7/14/20 @ 6:30 pm Council Chambers
 - b. **Safety & Service:** Met 6/2/2020 minutes attached; 7/7/20; Next 8/5/20 @ 5:00 pm Virtual
 - c. **Finance:** Met 6/16/20 minutes attached; Next 7/21/2020 @ 5:00 pm Virtual
 - d. **Economic Development:** Met 6/4/2020 minutes attached; 7/2/20 Cancelled; Next 8/6/20 @ 10:00 am Virtual
 - e. **Park & Rec:** Met 6/11/20 minutes attached; 7/9/2020 Cancelled
 - f. **Miles Estate:** Next TBD
 - g. **Joint Recreation:** Next TBD
 - h. **School District Liaison:** Next TBD
 - i. **Storm Water Management:** Next TBD
 - j. **Rules:** Next TBD
9. Director Reports
 - a. Service: Water, Sewer, Street
 - b. Manager
10. Tabled Legislation
 - a. N/A
11. Public Hearings of Legislation

- a. **RESOLUTION 2020-18** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH UNITED SURVEY, INC. FOR THE MINK STREET/WEST JERSEY STREET CIPP SANITARY SEWER LINING PROJECT.

12. Introduction of Legislation

- a. **ORDINANCE 21-2020** AN ORDINANCE AMENDING ORDINANCE 40-19, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS

- b. **ORDINANCE 22-2020** AN ORDINANCE AMENDING ORDINANCE 40-19, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS

13. Other Business

14. Adjourn

Next Council Meeting July 21, 2020



Regular Council
Tuesday, June 16, 2020 - 6:30 PM
MINUTES

1. Call to Order

Mayor Chip Dutcher called to Order the Village of Johnstown Regular Council Meeting for June 16, 2020 at 6:35 PM.

2. Roll Call

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

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, Yazan Ashrawi - Village Law Director

Public present: Jack Reynolds, Lewie Main, Andrew Ross, Charlie Burke, Dave Pontia, Jon Merriman

3. Invocation - Mr. Lee

4. Pledge of Allegiance

5. Action on Minutes

a. June 2, 2020

ACTION: Ms. Van Deest moved to approve ; Mr. Lee seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 7 - 0

6. Correspondence

a. Charles Parker re: Rice property

Mayor Dutcher said the letter from Charlie Parker was sent out with the packet, he said he thought since council will consider that later, his letter should be noted.

b. Citizens of Concord Crossing West re: Loud noise

Mayor Dutcher said some citizens living in Concord Crossing West sent a letter regarding noise from Ohio Pack; Jim Blair is in the process of setting up a meeting with Ohio Pack to address.

7. Citizen comments on matters not on the agenda
There were no public comments
8. Council Committee reports
 - a. **Planning & Zoning:** 6/9/20 cancelled; Next 6/23/20 @ 6:30 pm Council Chambers
 - b. **Safety & Service:** Met 6/2/20 updated last time; Next 7/7/20 @ 5:00 pm Council chambers
 - c. **Finance:** 6/16/20; Next 7/21/2020 @ 5:00 pm Council chambers
Met tonight; Talked about CARES Act distribution; talked about House Bill 163 and village objection to it, will be sending correspondence to Senator Hottinger and Representative Frazier with regard to out of municipality water rates and ability for the municipality selling the water to set the rate. Reviewed water accounts and stats for non-payment. Discussed RITA income tax delinquency program, will be sending letter reminders if payments are not made by the new deadline of July 15th. Decision that two trees destroyed by a vehicle accident on Parkdale Drive will not be replaced with village funds. Project Mastodon is back on the table; Mr. Lenner said he has reached out to One Columbus and GROW Licking County to mobilize their efforts. The RFP for a new village website was released, five responses were received and based on the budget of three to five thousand, one response came in at \$4,500; the next at \$5,000 and after scoring out, Michelle Newman of Granville rose to the top based on price and existing work with local governments. A surplus of Police Department funds from unpaid salaries based on being short-staffed will be used toward needed programs and items within the department; Chief Haroon will coordinate a complete overhaul of department policies and procedures; look at a Computer Automated Dispatching system (CAD) to increase efficiency and productivity as well as equip officers with the right uniforms and equipment to do their job. Chief Haroon noted the department has also received a grant for \$2,300 to cover the three vests he will purchase this year for new hires.
 - d. **Economic Development:** Met 6/4/20; Next 7/2/20 @ 10:00 am Council chambers
Discussion with an individual about incubator space.
 - e. **Park & Rec:** Met 6/11/20; Next 7/9/20 @ 10:00 am Council chambers
Discussed plans for the Trailhead Park; dog park, pickleball court, basketball court, shelter house and applying for a grant through the Energy Coop. Bikepath paving to start next week. Playgrounds and shelter houses are now open.
 - f. **Miles Estate:** Next TBD
 - g. **Joint Recreation:** Next TBD
 - h. **School District Liaison:** Next TBD
 - i. **Storm Water Management:** Next TBD
Jack Liggett updated that step one will be to send a letter to HOA's etc. that all dry ponds will need to be cleaned of debris and overgrowth and brought back to a mow-able area. For wet ponds, engineers will provide a set of basic rules for wet/retention ponds and Jack will formulate a letter to send out; hoping to have out within the next thirty days.
 - j. **Rules:** Next TBD

- k. **Personnel Board of Review:** Next TBD
- l. **Tree Commission:** Next TBD
- 9. Director Reports
 - a. Police

Chief Haroon said he is working to hire two officers. Has set a six month E.T.A. for updating department policies. Peaceful march took place on Saturday. Plans to bring the auxiliary program back, has been paused due to COVID-19. Statistics reviewed, noted two person calls were up and at times does not have the extra officer to cover.
 - b. Finance

Dana Steffan reviewed her report with Council; no further questions were asked.
- 10. Tabled Legislation
 - ACTION:** Benjamin Lee moved to take Resolution 2020-13 from the table; Cheryl Robertson seconded and the vote was as follows:
 - AYES:** Doug Lehner, Marvin Block, Mayor Dutcher, Cheryl Robertson, Carol Van Deest, Sharon Hendren, Ben Lee
 - NOES:** None
 - ABSTAIN:** None
 - Passed 7 - 0**

- a. **RESOLUTION 2020-13** A RESOLUTION ACCEPTING AN ANNEXATION OF 81.556 ACRES, MORE OR LESS, FROM MONROE TOWNSHIP, LICKING COUNTY TO THE VILLAGE OF JOHNSTOWN (PETITIONERS: ANDREW LEE RICE; MARY NEDA ANN SHAUB; CHARLES L. PARKER, CO-TRUSTEE OF THE PARKER FAMILY TRUST; MARILYN J. PARKER, CO-TRUSTEE OF THE PARKER FAMILY TRUST) (Introduced and Tabled April 21, 2020)

Public Hearing

1. Jack Reynolds, Attorney with Smith and Hale, represents the applicants requesting annexation of the Rice property,

- Said clients are very interested in following through on having property in the village, they cannot get services from the Township for water, sewer and Police protection; the village provided a Service Resolution that indicated services available upon annexation.
- Noted the letter from Charlie Parker and desire to come into the village
- No use of property planned at this time.

2. Charlie Burke - 6000 Johnstown-Alexandria Road

- Asked what the zoning would be if the property were annexed. Village Law Director answered that recent local legislation passed for the village identifies any property annexed in, not simultaneous with a rezoning or planned unit development, would come in as a rural zoning and that is also the default code under the Ohio Revised Code.
- Asked what that density would be. Village Planner answered that the density for Rural Residential is one home for every three acres.
- Said working with a representative or want for a municipal partnership is vital, but he doesn't know if the deeds match the words that are being spoken here.

Mayor Dutcher closed the Public Hearing

ACTION: Ben Lee moved to Approve Resolution 2020-13; Cheryl Robertson seconded and the vote was as follows:
AYES: None
NOES: Marvin Block, Mayor Dutcher, Cheryl Robertson, Carol Van Deest, Sharon Hendren, Ben Lee, Doug Lehner
ABSTAIN: None

Failed 7 - 0

11. Public Hearings of Legislation

Vision Statement: The Village of Johnstown is dedicated to providing a secure community environment that fosters cultural, recreational, educational and economic opportunities while preserving our unique historical character

- a. **ORDINANCE 17-2020** AN ORDINANCE AMENDING CONDITIONAL USES LISTED IN CHAPTER 1159 OF THE VILLAGE OF JOHNSTOWN CODIFIED ORDINANCES. (Introduced June 2, 2020)

This will add Emergency Medical Services as a Conditional Use in the Light Manufacturing zoning district.

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

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

Passed 7 - 0

- b. **ORDINANCE 18-2020** AN ORDINANCE AMENDING ORDINANCE 40-19, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. (Introduced June 2, 2020)

This is the ordinance to approve appropriations and revenue received from the bond proceeds. The bond proceeds are to cover expenditures for new water line infrastructure, new water tower, sewer line upgrades, a salt temple, a plow truck and various street projects. This bond begins in 2020 to go through 2050 at the longest point; 8.7 million dollars was received from the proceeds of the sale.

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

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

Passed 7 - 0

- c. **ORDINANCE 20-2020** AN ORDINANCE AMENDING ORDINANCE 40-19, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS. (Introduction June 2, 2020)

This is to allocate funds for the purchase of the iWorQ program for the Service departments of Water, Sewer and Street; also for purchasing some technology for council. These expense were offset somewhat by some additional revenue.

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

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

Passed 7 - 0

- d. **RESOLUTION 2020-16** RESOLUTION TO COMPLY WITH FEDERAL GUIDELINES REGARDING FEDERAL MONIES RECEIVED PURSUANT TO THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT.

This resolution has been provided by the Ohio Municipal League and is needed to take advantage of any CARES Act funding that the village would be eligible for; eligible expenses are direct expenses that are pandemic or health related, not included in the 2020 budget.

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

ACTION: Cheryl Robertson moved to Approve; Carol Van Deest seconded and the vote was as follows:

AYES: Sharon Hendren, Ben Lee, Doug Lehner, Marvin Block, Chip Dutcher, Carol Van Deest

NOES: None

ABSTAIN: None

Passed 7 - 0

Mr. Lee asked the Finance Director if there was a fund set up specifically for this yet. Ms. Steffan said the fund is necessary but does not have to be passed by ordinance or resolution, it will just be set up within the budget.

- e. **RESOLUTION 2020-17** A RESOLUTION OPPOSING PROPOSED STATE OF OHIO LEGISLATURE HB 163 WHICH PROPOSES PENALIZATION OF MUNICIPALITIES THAT CHARGE HIGHER WATER RATES OUTSIDE OF THEIR TERRITORY BY WITHHOLDING LOCAL GOVERNMENT FUNDS AND OTHER MONIES WHICH WILL CAUSE A SUBSTANTIAL LOSS OF REVENUE NEEDED TO SUPPORT THE HEALTH, SAFETY, WELFARE AND ECONOMIC DEVELOPMENT EFFORTS OF OHIO MUNICIPALITIES.

Village Law Director provided background and status on the bill now heading to the senate; Mayor Dutcher said Senator Hottinger has been reminded that Johnstown strongly opposes this legislation. A letter from Council has been drafted to Representative Frazier to let him know of Johnstown's displeasure that he voted in favor of this bill when he knew beforehand that we opposed it. Mr. Block asked how many smaller towns this would affect and what about banding together with other small municipalities for a class action suit; Law Director said it has been done before and can be effective. Mr. Lenner said he could put feelers out through multiple channels if council desires to convene a group of smaller municipalities of the state and see what the appetite is for group action. Mr. Lee said the class action dialogue is not a bad idea and also expressed his disappointment with the passage of the bill in the House and with Mr. Frazier's vote. Mr. Lenner confirmed Council desire to go forward on conversations with other municipalities.

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

Passed 7 - 0

- 12. Introduction of Legislation
N/A

13. Other Business

1. Discussion on future meetings and format; whether to continue to meet in person with social distancing or hold virtually. Council members were divided on preference; four in favor of in-person meetings and three that would like to remain virtual. It was asked if those who want to remain virtual could do so; Law Director said as long the virtual aspect of the meeting was available to the public as well as those attending in person; logistics would need to be explored. Council decision to remain virtual for all committee meetings and if the technology could be resolved for split council meetings then that could happen. Village Planner requested Planning and Zoning meeting be in-person next week as there will be a new member; there was no objection of council. Investigation on the possibility of a "hybrid" council meeting will be done.

2. Mr. Lee asked if there had been any conversations on the School Board Liaison Committee; Mayor Dutcher said Jim was working to set it up, along with a Joint Recreation meeting.

14. Executive Session: To consider the appointment of a Public Official

ACTION: Benjamin Lee moved to enter Executive Session to consider the appointment of a public official with Village Council members and each candidate at the appointed time; Sharon Hendren seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 7 - 0

Executive Session began at 8:01 p.m.

Council returned to regular session at 9:00 p.m.

Mayor Dutcher thanked the three applicants who applied for the Planning and Zoning Commissioner position and asked them to stay involved to provide input even if not chosen.

ACTION: Benjamin Lee moved that the remaining one and a half year term for Planning and Zoning be filled by Jonathon Merriman; Sharon Hendren seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 7 - 0

15. Adjourn

As there was no further business to come before council;

ACTION: Marvin Block moved to adjourn; Sharon Hendren seconded

AYES: All were in favor

NOES: None

ABSTAIN: None

Passed 7 - 0

Meeting adjourned at 9:03 p.m.

Next Council Meeting July 7, 2020

Vision Statement: The Village of Johnstown is dedicated to providing a secure community environment that fosters cultural, recreational, educational and economic opportunities while preserving our unique historical character



Safety & Service Committee
Tuesday, June 2, 2020 - 5:00 PM
MINUTES

1. Call to Order

Ben Lee called to Order the Safety & Service Committee for June 2, 2020 at 5:09 PM.

Present - Benjamin Lee, Marvin Block

Absent - Doug Lehner

Staff present - Jim Lenner, Chief Haroon, Bailey Klimchak, Mayor Dutcher, Jack Liggett, Cheryl Robertson, Jim Blair, Teresa Monroe

Public present - None

2. Action on Minutes

a. May 5, 2020

ACTION: Mr. Block moved to approve; Mr. Lee seconded and the vote was as follows:

AYES: Benjamin Lee, Marvin Block

NOES: None

ABSTAIN: None

Passed 2 - 0

3. Admin / PD Entrance spaces - Security & Safety

The safety and security of the Admin office was discussed earlier in the year, the re-design of the entry way has been put on hold as priority has shifted to health and safety relative to COVID-19; Plexiglas shield has been installed at the front. The Police Department entry way was updated recently, Chief Haroon said they are in good shape with PPE. Jack Liggett said service Department is fine.

4. Construction Project Updates

Jack Liggett updated on projects: Kasson Street - working with engineers to correct a problem at the corner of Pratt Street, hoping to have project wrapped up soon. Will have a meeting tomorrow about S. Oregon Street and moving utilities. Westview is on hold because the gas company still needs to come in and locate their lines to see if they need to be lowered. Sidewalks were poured on Benedict, framing is under way on US62. Bid opening for phase one of the sanitary sewer upgrade on Valleyview and Mink is on June 9th. Jim Lenner said easements for the Enterprise Center have been recorded and returned, permit to install (PTI) for water is drafted. Mr. Lee inquired on any progress with Mr. Holbrook's previous commitment to annex after being provided with village water; after discussion, Mr. Lenner said he would have the Law Director review.

5. Downtown Outdoor Dining

The administrative order allowing alcohol consumption in cafe seating outside in the downtown corridor has been extended until August 9th, no issues have been reported. There has been a desire to make this permanent, staff is researching a Downtown Outdoor Refreshment Area (DORA). Ideas for border area as well as any concerns were discussed among staff and committee. Bailey Klimchak said she has a call with the Law Director on Wednesday to discuss options and will be better prepared to address the village's needs and continue discussion on whether this is possible and what it could look like.

6. Street Lighting - Downtown space

Mr. Lee noted lighting has been a discussion of Safety Service Committee in the past and with more activity recently in the downtown area wondered if there were opportunities seen that necessitate more lighting downtown, or in other areas of town. Chief Haroon said he thinks the more lighting the better, it deters criminal activity and enhances visibility for not only police but everybody in the community. Officers submitted a list reporting thirty nine street lights out and was recently passed on to the Service Department who has started working on those; some belong to AEP and may have been previously reported. Committee directs staff to put some pressure on AEP for lights that have been reported several times and not fixed. Chief Haroon said he would also direct night shift officers to provide insight on areas of town that would benefit from improved lighting.

7. Speed Studies around town - Chief

Chief Haroon presented statistical information on a traffic study done in the area of Crestview and Hillview Drives; complaints in the area are likely due to the roads being used as a cut through during construction on Coshocton Street. Speed trailer was in place for an eleven day period from May 21, 2020 to June 1, 2020; survey showed approximately 205 vehicles per day with the highest activity period between three and five pm. Other statistical information on calls for service, traffic stops, accidents etc. were reviewed.

8. Other Business

1. Jim Lenner said he has had a request from a local resident for a peaceful protest Saturday on the village square, he has passed them along to the Police Chief to work out details.

2. Jack Liggett said last year, the addition of slanted parking along Phalen was discussed and he wanted to check if still wanted and would be good with continuing to put that in; he would like to get it done by the end of July. After discussion, Mr. Lee said he would bring up with greater Council at tonight's meeting.

9. Adjourn

Mr. Lee adjourned the meeting at approximately 6:15 pm



Finance Committee
Tuesday, June 16, 2020 - 5:00 PM
MINUTES

1. Call to Order

Benjamin Lee called the Finance Committee meeting to order at 6:01 pm; Members present: Chairman Benjamin Lee, Mayor Chip Dutcher, Cheryl Robertson

Staff present: Village Manager Jim Lenner, Finance Director Dana Steffan, Chief of Police Abe Haroon, Assistant Village Manager Jack Liggett, Village Planner Bailey Klimchak, Clerk of Council Teresa Monroe

2. Action on Minutes

a. May 19, 2020

ACTION: Chip Dutcher moved to Approve; Cheryl Robertson seconded and the vote was as follows:

AYES: Chip Dutcher, Benjamin Lee, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

3. Finance Director Report

a. June 16, 2020

Finance Director Dana Steffan highlighted items in her report; withholding tax up compared to last year but both individual and net profit down; she believes the individual numbers are due to the delay in tax filing moved to July 15th. A spike in revenue is shown for the water and sewer improvement funds due to the bond money coming in. There will likely be a request to increase appropriations on legal fees before the end of the year. Feedback on the 2018-2019 audit is nothing major, a small dollar amount from 2018 where appropriations exceeded estimated resources, just something overlooked so not sure if that will be a major comment or not. Mr. Lee asked about Ms. Steffan's report comment on a twenty five percent decline in tax revenues over all categories due to COVID-19; she said that is analysis from RITA.

4. Budget Trends Discussion re: Director Report

Discussed as part of Finance Director report.

5. Bank to Book Reconciliation

- a. May 2020
Nothing to call out. Mr. Lee asked when something more might be reported on the audit, Ms. Steffan said she would reach out to the auditors and ask their timeline.
- 6. SB310/HB481 Updates - Webinar
Finance Director attended the webinar for the village, said it was general clarification of what is already known; one major item noted was that CARES Act funds cannot be used on items already approved in the budget. With regard to using funds to cover salaries and overtime for employees who worked over for others mandated to stay home during the COVID crisis, will need to wait and see if approved budget is exceeded. Discussion on other qualified items; Mr. Lee noted village could receive \$49,600.00 in CARES Act funds, Ms. Steffan keeping a spreadsheet to track expenses. Mr. Lee noted the CARES Act funds can be utilized until October and in December unused funds will be sent back to the County. Mr. Lee asked about administering some of the funds for local businesses affected by the pandemic; from an Economic Development standpoint and small business grant perspective. Ms. Steffan said she would look into that.
- 7. HB 163 Discussion - House Passage to Senate
Resolution 2020-17 opposing HB 163, on the Council agenda for vote tonight, would penalize municipalities that charge higher water rates outside their territory; copy will be sent to Senator Hottinger. A letter to Representative Fraizer will be signed by members of Council noting displeasure of his support for the bill.
- 8. Water Accounts / Non-payment updates
 - a. June 2020
Spreadsheet provided by Utility Billing continues to show June numbers triple the regular amount of shutoffs for non-payment; total outstanding on past due accounts is \$16,234.68. The moratorium on shutoffs ends July 10, 2020 ; notification to customers that accounts will need to be brought current by mid-August will be on next bill.
- 9. Income Tax delinquency letter program (zero cost)
Finance Director Dana Steffan said RITA asks municipalities annually if they want to participate in the delinquency letter program, she plans to again this year unless there is any objection; there is no cost. No objection was noted.
- 10. CAD system for PD (Chief Haroon)

a. Director report

Chief Haroon said he worked with the Finance Director to calculate police department savings from unfilled staff salaries in 2020 determining an approximate \$90,000 in savings. Chief reviewed items and programs he would like to spend any surplus money on to improve the department broken down as follows: Policies and Procedures (Lexipol \$5,462.00), CAD system (\$48,050.00 and \$3,045 annually) and Uniforms for new officers (\$9,900.00); bringing total revenue needed to \$63,412.00. Ms. Steffan said with the \$90,000 in savings already appropriated but not spent, funds can be diverted to the other line items where they would be spent so an appropriation would be seen for the movement of the funds.

ACTION: Cheryl Robertson moved to Approve funds requested; Benjamin Lee seconded and the vote was as follows:

AYES: Chip Dutcher, Benjamin Lee, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

Mr. Lee asked if the \$90,000 was a true net; so balance would now then be around \$27,000. Ms. Steffan said unsure on the balance but to clarify was looking to end the year with an additional \$90,000 in salaries not spent; however if Chief does hire two officers as anticipated, that would reduce the \$90,000.

11. Plant (replace) two trees on Parkdale Drive (use Tree City funds?)

Dana Steffan said if Finance Committee would like to replace the two trees destroyed on Parkdale Drive, money is available in the Tree City Funds to purchase and would be about \$150.00 each. Committee discussion on why the residents or homeowner's association would not be the ones to replace the trees, or the resident who owned the trees; the trees were destroyed as a result of an accident, Chief provided some detail. Mr. Lee said this sounded like a civil matter, the village did not put those trees in and he does not see the need to expend village funds to plant two trees in front of a private residence; Ms. Robertson agreed saying many residents have had to replace their street trees for varying reasons, Mr. Dutcher also agreed saying he feels it should be between the homeowner and the driver's insurance. Although noted for the record that the village does like trees, committee decision that the village will not pay for replacement of these two trees.

12. Other Business

1. Some discussion on paving; audio trouble prevented notes on update.
2. Jim Lenner said RFP responses were received for the new website and after staff review chose to go with Michelle Newman out of Granville because she came in under budget at \$4,500.00
3. Jim Lenner said Project Mastodon is back in the forefront and Johnstown is still in contention for the project; more to come in near future.
4. Ms. Robertson asked about the RFP examples provided by Ms. Newman; Mr. Lenner said she has done websites for Hebron, Licking County Works and is currently working on Granville.
5. Mr. Lee noted Ms. Solomon's generous gift to the Police Department and requested that an official thank you letter be sent.

13. Adjourn

ACTION: Benjamin Lee moved to adjourn; Cheryl Robertson seconded and the vote was as follows:

AYES: Chip Dutcher, Benjamin Lee, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0



Economic Development Committee
Thursday, June 4, 2020 - 10:00 AM
MINUTES

1. Call to Order

Public present; Matt Lyons

Staff present: Jim Lenner, Bailey Klimchak, Teresa Monroe, Jack Liggett (arrived during EDA item)

2. Action on Minutes

a. April 14, 2020

ACTION: Chip Dutcher moved to Approve; Carol Van Deest seconded and the vote was as follow:

AYES: Chip Dutcher, Cheryl Robertson, Carol Van Deest

NOES: None

ABSTAIN: None

Passed 3 - 0

3. Johnstown Entrepreneurial Center Introduction (Jim L)

Jim Lenner previously initiated conversations on an idea for attracting young entrepreneurs, some technology, innovation, co-work space in Johnstown and how to do it. Matt Lyons, COO and Co-founder of iVueit gave background on the company and how it was founded, current headquarters are in Westerville with a satellite office in Johnstown. Matt was present to discuss exploring the possibility of bringing a co-work or incubator space to Johnstown, has interest in creating a space to attract young entrepreneurs and plans to have a fund to provide financial and professional resources. There was discussion on spaces potentially available in town for offices, as well as discussion on this being a venture of the new CIC; Johnstown budgeted \$15,000 to invest. Cheryl Robertson asked about tax revenue, Matt provided figures for 2019, 2020 and anticipated for 2021. Matt said he would need to have discussion with his partners, Carol asked about protection for Johnstown, Matt is unsure what guarantees Johnstown would want but said he is local to Johnstown and would want to make this work. If Johnstown would invest, Matt assured the village would be able to market for Economic Development. Next steps would be to sit down with building owners who have space for rent and discuss financial aspects.

ACTION:	Chip Dutcher moved to authorize Jim Lenner to explore possibilities for incubator space in Johnstown; Cheryl Robertson seconded and the vote was as follows:
AYES:	Chip Dutcher, Cheryl Robertson, Carol Van Deest
NOES:	None
ABSTAIN:	None

Passed 3 - 0

4. EDA Cares Act Grant Application discussion (Bailey)

This grant would be Economic Development Administration Federal money directed at the effects of COVID-19. Projects to submit were discussed: updating the 2015 Downtown Economic Development (ED) Development Plan; ED advertisement in local papers, magazines or websites to attract businesses looking for a home; aesthetics of the downtown buildings, moving the electric poles to rear of properties. Carol Van Deest brought up implementing a Chamber of Commerce, which could tie in to the ED advertisement and promotion.

ACTION: Carol Van Deest moved to Authorize staff spending time to apply for the grant; Cheryl Robertson seconded and the vote was as follow:
AYES: Chip Dutcher, Cheryl Robertson, Carol Van Deest
NOES: None
ABSTAIN: None

Passed 3 - 0

5. Website Update (Bailey)

Council previously authorized five thousand dollars for set up of a new village website. The Request for Proposal was released May 27th with a submission deadline of June 10, 2020.

6. Member Comments

Jack Liggett noted delay on the bid opening for phase one (rehab and lining) of the Valleyview sewer project; bid opening moved from June 9th to the 16th.

7. Adjourn

Committee moved to adjourn; all in favor 3-0. Adjourn time 11:00 am



Park & Rec Committee
Thursday, June 11, 2020 - 10:00 AM
MINUTES

1. Call to Order

Mayor Chip Dutcher called the Park and Rec Committee meeting for June 11, 2020 to order at 10:11 AM.

Members present: Dutcher, Hendren.

Members absent: Van Deest

Staff present: Jim Lenner - Village Manager, Bailey Klimchak - Village Planner, Jack Liggett - Ast. Village Manager, Jim Blair - Zoning Inspector, Teresa Monroe - Clerk of Council

Public present: Craig Bohning - Downtown Johnstown, Richard Waugh - Licking Parks Director, Dick Moseley - Licking Parks Boardmember

2. Review of Active Projects

1. Raccoon Creek Park: discussion on a path that would connect the Pulte Homes site to US62; Ms. Klimchak asked if a permanent path could be put on a village easement, Mr. Liggett said yes and to keep in mind when a path is built, it needs to handle the weight of a jet truck. Mr. Moseley added that it was important for the estimator to know this would be a ten foot path with two foot shoulders or gutters on each side.

2. Mastodon: Jim Lenner said Terry Priest sent some drawings for a sign concept; Craig Bohning asked for a copy to take to Downtown Johnstown meeting next week to see if there is a way to contribute.

3. Richard Waugh said LCATS has cancelled the Taste of Trails and is coordinating a scavenger hunt for taking "selfies" at different points of interest; they would like to include Johnstown and our mastodon somehow.

4. Miles Estate: No reports filed

3. Trail head Plan

Bailey Klimchak and Jack Liggett submitted a Johnstown Trailhead Completion Project Proposal to the Committee; the proposal compiles a list of projects previously discussed to finish the park and make it an attraction and destination for those who come to the trail. Proposed projects, cost estimates and timelines discussed included: 2020 construction of a shelter house, same size as the one at Rolling Meadows Park (\$40,000; potential donation and grant opportunity for a portion), removal of unhealthy trees and brush (\$20,000), 2021 parking lot expansion (no estimate at this time, working with Craig Bohning), addressing water issues by Douglas Road (new drain tile installed could be done in-house), 2022 addition of a dog park (\$12,000), and planting new trees (Tree Commission and possible donation). Further conversation on other activities included a Pickleball court which Ms. Klimchak said would need to be located elsewhere, DJI interest in putting in a basketball court using the existing concrete pad and decision for no playground at this park. Mr. Liggett noted there is no electric at the trailhead park and has asked the contractor for estimates on solar power for the shelter house; Ms. Klimchak is working to submit a grant application to the Energy Cooperative.

4. General Updates

1. Wastewater director oversees maintenance of trailhead restroom; check on use and if it has needed emptied.
2. Due to complaints, the trail is being sprayed for mosquitoes this evening.
3. Johnstown Food Truck event 4 - 8 pm on June 21, 2020

5. Other Business

1. Jack Liggett said he received a complaint regarding the cafe seating area outside of Ghostwriter restaurant; insufficient room for a wheelchair to pass on the sidewalk between the roped seating area and the light pole. Mr. Blair said A.D.A requires five feet and when originally measured they were in compliance. A post may have gotten moved, a simple call to the owners will correct.
2. Johnstown playgrounds opened yesterday.

6. Adjourn

Meeting adjourned at 10:52 a.m.



Water Plant June 2020

- 1) As of June 29th, the flow is 14.163 MG.
- 2) Up-dated the Backflow Prevention list.
- 3) Up-dating Plant information into the IworQ program.
- 4) Jeremy Homstad worked on work-orders.
- 5) Attended train on the new Facility Management Program (iWorQ).
- 6) Rebuilt lime slaker #2 pump.
- 7) Mowed the grass at the Water Plant.
- 8) Dug up valve to the east decant tank for repair.

Thank you,
Terry Nichols
Water Plant Superintendent
Village of Johnstown



Sewer Plant June 2020

Total Flow - 11.216 MG

- Monthly Maintenance
- Pressed / hauled biosolids
- Changed oil in blowers
- Replaced decanter pin (SBR #2)
- Bulk Water/Sewer Bills
- Located manholes for GIS project
- Replaced scraper blades & deflectors in press



*Rick Fitch
Chief Wastewater Operator
Sewer Plant*



Street Department Report June 2020

62 Update

- Curbs are in and sidewalk on the north side between BP and Benedict
- The closer got pushed back until July 6th 2020 its still set for 60 days

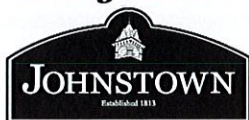
Kasson street

- Punch list is being completed on 6/30/20

Street Update

- 27 tons of Asphalt this month
- Fixed a water leak at Douglas and Williams
 - Fixed a water leak at 128 s. Main
 - IWORQ has begun
- Assisted the IWORQ team for a week finding curb boxes, man holes and storm drops
 - Oups locates
 - Jetted hotspots
- Cleared trees and brush around the municipal building
 - Installed a new bike station along the bike path
 - Mowing
- Cleaned out cat tails between concord crossing and concord condos
 - Started cleaning cat tails on concord road
 - Several street lights have been replaced

Michael Gutridge
Utility Director



RESOLUTION 2020-18

**A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN
AGREEMENT WITH UNITED SURVEY, INC. FOR THE
MINK STREET/WEST JERSEY STREET CIPP SANITARY SEWER LINING PROJECT**

WHEREAS, the Village of Johnstown advertised for qualified companies to submit bid proposals for the Mink Street/West Jersey Street CIPP Sanitary Sewer Lining Project, and;

WHEREAS, sealed, qualified bids were opened June 16, 2020 in the Village Office; and

WHEREAS, the Village Engineer and Village Manager have reviewed the bid applications for said improvements and opinion is attached hereto, and;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF JOHNSTOWN, STATE OF OHIO, AND THE MAJORITY OF THE MEMBERS ELECTED THERETO CONCURRING THAT:

Section One: The Village of Johnstown awards the bid for the Mink Street/West Jersey Street CIPP Sanitary Sewer Lining Project to United Survey, Inc. as they had the lowest and best bid received(\$74,999.00) in accordance with the specifications upon which such bids were received.

Section Two: The Village Manager is hereby authorized and directed on behalf of the Council of the Village of Johnstown, to enter into an agreement with United Survey, Inc. regarding to the Mink Street/West Jersey Street CIPP Sanitary Sewer Lining Project.

Section Three: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action were meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter of the VILLAGE OF JOHNSTOWN.

Date of Introduction/ Public Hearing/Passage: July 7, 2020

By: _____

Chip Dutcher, Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director



Columbus Office
8415 Pulsar Place | Suite 300 | Columbus, Ohio 43240
P: 614.839.0250 | F: 614.839.0251

June 29, 2020

Jack Liggett
Assistant Manager
Village of Johnstown
599 South Main Street
Johnstown, Ohio 43031

RE: Mink Street/West Jersey Street CIPP Sanitary Sewer Lining Project

Dear Mr. Liggett,

Bids for the above referenced project were received and opened on June 16, 2020. Upon review of all submitted bids, PRIME believes it would be in the best interest of the Village of Johnstown to award a contract for this project to the lowest and best bidder. Therefore, the resulting bidder is as follows:

United Survey, Inc. with a total bid of \$74,999.00.

PRIME has reviewed the Contractor's Qualification Statement and references submitted by the Bidder relating to work performed by the Contractor within the past two years and we find that the bidder is well qualified to perform this work.

It is, therefore, PRIME's recommendation that the Village of Johnstown accept the bid and award a contract to United Survey, Inc. for the above referenced project.

If you have any questions, or require further information regarding this matter, please contact our office.

Very truly yours,

PRIME AE Group, Inc.

Jeffrey D. Shetler, P.E.
Senior Project Manager



CONNECTING. CREATING. CONSERVING. COMMUNITY.
www.primeeng.com

VILLAGE OF JOHNSTOWN



ORDINANCE 21-2020

AN ORDINANCE AMENDING ORDINANCE 40-19, 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 2020 on December 3, 2019; and

WHEREAS, the Council of the Village of Johnstown does hereby desire to amend its appropriations to encumber funds received from the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136 (the CARES Act) by way of the State of Ohio's County Coronavirus Relief Distribution Fund (see Resolution 2020-16); and

WHEREAS, the Village of Johnstown has received \$49,621.03 from Licking County on June 29th 2020; and

WHEREAS, the net effect on the finances of all Funds of the Village of Johnstown will be \$0.

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

Section One. That the revenues and appropriations for the CARES Act Fund that were set forth in Ordinance 40-19, adopted by the Council of the Village of Johnstown, State of Ohio, on December 3, 2019, be hereby amended to read as follows:

Revenues for CARES Act Fund 2909

Federal Grants	(increase)	\$ 49,621.03
----------------	------------	--------------

Appropriations for CARES Act Fund 2909

Supplies & Materials	(increase)	\$ 49,621.03
----------------------	------------	--------------

NET EFFECT on CARES Act Fund 2909		\$ 0
--	--	-------------

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: July 7, 2020

Public Hearing/Vote: July 21, 2020

Effective Date:

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

DRAFT

VILLAGE OF JOHNSTOWN



ORDINANCE 22-2020

AN ORDINANCE AMENDING ORDINANCE 40-19, 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 2020 on December 3, 2019; and

WHEREAS, the Council of the Village of Johnstown does hereby desire to amend its appropriations to purchase a vacuum truck to clean mud/debris from roadways (a portion of this cost will be paid with funds already appropriated in the current year); and

WHEREAS, certain projects were budgeted in fiscal year 2019 and were not completed in that year, therefore these projects require additional appropriations in the current year: Police Cruiser Outfitting, Oregon Street reconstruction and South Kasson Street reconstruction; and

WHEREAS, the net effect on the finances of all Funds of the Village of Johnstown will be a decrease of \$70,000.

WHEREAS, the fund balances are sufficient to cover these appropriations.

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

Section One. That the revenues and appropriations for the Right-of Way and Capital Improvements Funds that were set forth in Ordinance 40-19, adopted by the Council of the Village of Johnstown, State of Ohio, on December 3, 2019, be hereby amended to read as follows:

Appropriations for Right-of-Way Fund 2907

Capital Outlay (Vacuum Truck)	(increase)	\$ 15,000.00
NET EFFECT on Right-Of-Way Fund 2907	(decrease)	\$ 15,000.00

Appropriations for Capital Improvements Fund 4901

Capital Outlay (Police Cruiser Outfitting)	(increase)	\$ 20,000.00
Capital Outlay (Oregon St Phase 1)	(increase)	\$ 5,000.00
Capital Outlay (S Kasson St)	(increase)	\$ 30,000.00
NET EFFECT on Capital Improvements Fund 4901	(decrease)	\$ 55,000.00

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: July 7, 2020
Public Hearing/Vote: July 21, 2020
Effective Date:

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

DRAFT