Finance Committee Meeting
Tuesday, July 20, 2021 - 5:00 PM
AGENDA

1. Call to Order
2. Action on Minutes
    a. May 26, 2021 Special Finance
    b. June 15, 2021
3. Finance Director Reports
    a. Bank to Book
4. Appropriations
    a. Trailhead Parking Lot Paving
    b. Main Street Tree Trimming (Arborist estimate)
    c. Oliver Bigelow Headstone
5. Mobility Hub Funding Update / Jim
6. Service Dept Staffing / Jack
7. Generator @ Admin Bldg / Jack & Jim
8. Generator @ Lift Station 1 / Jack & Jim
9. Rte 62 & Duncan Plains Water Loop Quotes (from S & S) / Jack
10. Village Investment Review / Details on Current State / Dana
11. Energy Aggregation Follow up
12. Software Solutions Presentation Review / Dana
13. Other Business
14. Adjourn

2021 Committee Goals

1. Multi-year CIP Plan; Manager to provide quarterly
2. Get Budget Stabilization Fund back to $500,000
3. Keep water sewer & rate increase to less than five percent
4. Meet annual budget deadlines

Finance Committee
Wednesday, May 26, 2021 - 5:30 PM
MINUTES

1. Call to Order

   Committee Chairman Benjamin Lee called the Finance Committee meeting for May 26, 2021 to order at 5:32 pm

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

   Staff present - Jim Lenner, Dana Steffan, Chief Haroon, Deputy Chief Smart, Teresa Monroe.

   Public present - None

2. Police Officer Appropriations

   a. New Officer Cost to Outfit

   Chief Haroon said their department runs very lean and currently has an officer off on medical leave. Chief said he currently has two good candidates and would like to hire both but only has budget for one. Committee review of costs and number of officers. Ben Lee said he thinks we can afford it, Cheryl Robertson agreed, Mayor Dutcher said he agrees and believes revenues are sufficient.

ACTION:	Benjamin Lee moved to move forward with the hire; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

   Ben Lee prefers to run through as normal and not emergency; Dana Steffan will prepare the ordinance.

3. Other Business

2021 Committee Goals

1. Multi-year CIP Plan; Manager to provide quarterly
2. Get Budget Stabilization Fund back to $500,000
3. Keep water sewer & rate increase to less than five percent
4. Meet annual budget deadlines

1. Finance Director email regarding RITA.... ok to move forward.

4. Adjourn

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

Passed 3 - 0

Meeting adjourned at 5:49 pm.

Finance Committee
Tuesday, June 15, 2021 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Benjamin Lee called the Finance Committee meeting for June 15, 2021 to order at 5:02 pm

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

Staff present - Jim Lenner, Bailey Klimchak, Jack Liggett, Chief Haroon, Marvin Block, Teresa Monroe.

Public present - None

2. Action on Minutes
   a. May 18, 2021
   b. May 20, 2021 Special

ACTION:	Chip Dutcher moved to Approve en bloc; Cheryl Robertson seconded and all were in favor
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

3. Finance Director Reports / Bank-to-Book Reconciliation
   a. Finance Reports

2021 Committee Goals

1. Multi-year CIP Plan; Manager to provide quarterly
2. Get Budget Stabilization Fund back to $500,000
3. Keep water sewer & rate increase to less than five percent
4. Meet annual budget deadlines

Committee noted that numbers are looking good, review of report.

Notes for Dana Steffan:
Do not understand the Interest, is negative 7 1/2 percent year to date and why negative, why are these not making money.
Where does workman's comp refund go? Does it go to the account where it came from?
Question on opioid settlement fund, any update on where that money is?
US 62 project - do we owe $, balance shown, Jack said be patient with the bills, slow to come

b. Bank to Book Rec

Comments that Bank to Book looked good.

4. Local Lighting Cost Comparisons Update (Jack)

a. Lighting questions

Jack Liggett provided some research on costs for converting all 258 streetlights to LED; village cost versus AEP proposal. After discussion, committee decision to keep conversion to LED street lighting in house; will bring to full Council.

ACTION:	Benjamin Lee moved to not go forward with AEP's proposal; Chip Dutcher seconded and the vote was as follows:
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

5. Software Solutions Presentation: Discussion

Discussion on the $175,000 up front cost of upgrading SSI, plus the annual cost of the proposed upgrade. Committee feeling is that this upgrade is too costly and to go with another software that is more affordable, Finance Director to research. Jim Lenner gave an update on the 365 platform; discussion on potential for integration with iWorQ. Mr. Lenner said it does not look like iWorQ has a financial platform.

Discussion on building generators, functions and connection to servers etc. Chief Haroon said we really need to take a close look at the generator to ensure it is working as needed; the uninterrupted power supply we have is not robust to handle a three minute interruption and the server is not currently on the generator. Discussion on generators at lift stations and conversion to natural gas; still have three that are on diesel, the water and sewer plant ones will be taken care of with the plant expansions. The Kyber Run lift station would be the last diesel; Mr. Lee asked if there is interest in getting a quote to convert or replace; Jack to investigate costs.

6. Trailhead Park Parking Lot Paving

a. Paving Quotes

Two estimates received, Mid-Ohio and Law; lowest estimate was $43,032.62 by Law General Contracting who is contracted by the village to complete the Oregon Street project; said they would reduce that estimate by $1,000 if they could pave at the same time as Oregon Street. Would also reduce the water plant paving by $1,000 if done at that same time. It was noted that striping was not included in the quote, can be done in-house with paint or thermoplastic. Jack said Oregon Street job to begin in July, we would need to have a decision to Law on the parking lot paving by mid-August. If the Natureworks grant for $36,000 is not received for the paving, unsure where the money would come from. It was noted that with the addition of the new Dog Park, parking traffic will continue to increase. Discussion on revenue coming in, calculation on income tax / gas tax balances, ARP funds and revenue replacement, street funds etc.; committee members expressed their comfort moving forward with spending the $40,000 with what the village has coming in; funding source TBD post ARP.

ACTION:	Ben Lee moved to move forward with the intent to use Law for the paving of the bike path parking lot with the funding source TBD; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

7. Other Business

1. Mr. Lenner to have a proposal to Finance Committee for bringing on either a part-time or full-time admin person to support water and sewer billing, accounts payable and receivable in Finance for redundancy, moving some duties around due to the amount of work we have going on and the number of anticipated capital projects coming.

8. Adjourn

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

Passed 3 - 0

Meeting adjourned at 6:16 pm

Bank / Account	Balance
Fifth Third Securities	3,196,404.91
Park General X9082	253,400.76
Park Payroll X9085	17,178.14
Water & Sewer X2587	4,209.58
Park Sweep X2608	12,220,396.92
Mayor's Court X9848	14,706.90
Total All Bank Accounts	**15,706,297.21**
Outstanding Checks	(74,191.72)
BALANCE PER BANK	**15,632,105.49**
Book Balance:	15,594,990.39
Variance:	**(37,115.10)**

Reconciling Items				
Q2 Unbooked Investment Income				
	Fifth/Third Securities	$	7,994.66	*to be booked in July 2021*
	Park National Bank	$	761.80	*to be booked in July 2021*
Water & Sewer Variances:				
	Various posted receipts, did not clear bank	$	(392.52)	*timing*
	Lockbox receipt cleared bank, not posted	$	224.07	*timing*
	Received in bank, not posted	$	178.36	*timing*
	Water Tap & Capacity fee received, not posted	$	15,550.00	*will be booked in July*
General Variances:				
	check clearing variances	$	(0.02)	
Payroll Variances:				
	OPERS employee deductions, will clear bank in next month	$	7,661.45	*timing*
	OP&F employee deductions, will clear bank in next month	$	5,137.30	*timing*
Total Reconciling Items		**$**	**37,115.10**	
unidentifed variance		*$*	*0.00*	

	Outstanding Checks	Check No.	Check Amount	Check Date
	payroll	5983	$1,305.11	6/11/2021
	payroll	5987	$1,265.31	6/25/2021
	payroll	5993	$156.40	6/25/2021
	payroll	5994	$155.67	6/25/2021
	payroll	5997	$175.00	6/25/2021
	payroll	5998	$300.82	6/25/2021
		14426	$22.75	2/9/2021
		14432	$62.94	2/9/2021
		14455	$76.25	2/11/2021
		14457	$546.90	2/11/2021
		14559	$37.00	3/12/2021
		14642	$97.99	4/8/2021
		14644	$81.75	4/8/2021
		14649	$134.51	4/8/2021
		14851	$42.50	6/4/2021
		14863	$105.41	6/4/2021
		14866	$133.74	6/4/2021
		14897	$100.40	6/10/2021
		14900	$61.32	6/24/2021
		14901	$37.99	6/24/2021
		14904	$4,612.69	6/24/2021
		14906	$50.00	6/24/2021
		14910	$35.76	6/24/2021
		14912	$1,086.38	6/24/2021
		14918	$91.95	6/24/2021
		14921	$227.98	6/24/2021
		14925	$125.00	6/24/2021
		14929	$175.00	6/24/2021
		14936	$1,111.84	6/24/2021
		14938	$3,028.75	6/24/2021
		14941	$65.00	6/30/2021
		14942	$1,006.51	7/1/2021
		14943	$1,017.36	7/1/2021
		14944	$300.00	7/1/2021
		14945	$386.68	7/1/2021
		14946	$162.45	7/1/2021
		14947	$2,035.61	7/1/2021
		14948	$17.18	7/1/2021
		14949	$1,168.88	7/1/2021
		14950	$10,500.00	7/1/2021
		14951	$92.09	7/1/2021
		14952	$200.00	7/1/2021
		14953	$5,000.00	7/1/2021
		14954	$24,794.53	7/1/2021
		14955	$500.00	7/1/2021
		14956	$5,000.00	7/1/2021
		14957	$431.47	7/1/2021
		14958	$514.65	7/1/2021
		14959	$218.58	7/1/2021
		14960	$480.28	7/1/2021
		14961	$4,805.34	7/1/2021
		14962	$50.00	7/1/2021

Total O/S Checks at 6/30/21:
$74,191.72

2021 PROJECTED AVAILABLE FUNDS W/ ACTUAL 2020 CARRYOVER AND UPDATED APPROPRIATIONS

7/14/2021

FUND	ANTICIPATED REVENUES	ACTUAL CARRYOVER FROM 2020	TOTAL FUNDS	TOTAL APPROPRIATIONS	NEW PROJECTED 12/31/2021 Balance
General Fund	$ 2,907,550	$ 593,106	$ 3,500,656	$ 3,284,149	$ 637
Street Maintenance	$ 462,810	$ 83,469	$ 546,279	$ 482,013	$ 64,265
State Highway	$ 23,940	$ 13,823	$ 37,763	$ 22,500	$ 15,263
Permissive Motor License	$ -	$ 341	$ 341	$ -	$ 341
Mayor's Court Computer	$ 1,000	$ 3,056	$ 4,056	$ 1,000	$ 3,056
Budget Stabilization Fund	$ -	$ 413,276	$ 413,276	$ 60,000	$ 353,276
FEMA Fund	$ -	$ 822	$ 822	$ -	$ 822
School Traffic Improvement Fund	$ -	$ 31,781	$ 31,781	$ 10,000	$ 21,781
Police Fund	$ 2,000	$ 3,405	$ 5,405	$ 5,000	$ 405
Right-of-Way Fund	$ 30,000	$ 18,170	$ 48,170	$ 9,000	$ 39,170
Employee Fund	$ 9,500	$ 19,000	$ 28,500	$ -	$ 28,500
CARES Act Fund	$ -	$ 4,486	$ 4,486	$ -	$ -
Debt Service Fund	$ 467,000	$ 206,189	$ 673,189	$ 500,000	$ 173,189
Capital Improvements	$ 150,400	$ 1,166,357	$ 1,316,757	$ 1,537,113	$ (0)
Capital Improvements - US62TL	$ -	$ 153,400	$ 153,400	$ 153,400	$ -
Water Operating	$ 639,750	$ 566,752	$ 1,206,502	$ 835,003	$ 371,498
Sewer Operating	$ 833,750	$ 1,914,570	$ 2,748,320	$ 951,429	$ 1,796,890
Water Enterprise Improvement.	$ 308,000	$ 5,875,844	$ 6,183,844	$ 4,452,623	$ 1,731,221
Sewer Enterprise Improvement.	$ 370,000	$ 3,509,684	$ 3,879,684	$ 2,603,320	$ 1,276,364
Water Debt Service	$ 430,000	$ 343,317	$ 773,317	$ 396,600	$ 376,717
Sewer Debt Service	$ 414,000	$ 314,707	$ 728,707	$ 481,500	$ 247,207
Enterprise Deposits	$ 40,500	$ 325,934	$ 366,434	$ 36,000	$ 330,434
Mayor's Court	$ 80,000	$ 18,321	$ 98,321	$ 85,000	$ 13,321
TOTALS	**$ 7,170,200**	**$ 15,579,809**	**$ 22,750,009**	**$ 15,905,651**	**$ 6,844,358**

Village of Johnstown - TJ Evans Trail Head Parking lot Additi

Law General Contracting
9128 Mount Vernon Road
Saint Louisville, OH 43071
Contact: Brice Corbin
Phone: 1-740-745-3420
Fax: 1-740-745-2764

Quote To: Jack Liggett
Village of Johnstown

Job Name:
Date of Plans:
Revision Date:

Email:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Fine Grading	13,300.00	SQFT	0.14	1,862.00
20	1.5" 411 Limestone aggregate base	124.00	TONS	41.07	5,092.68
30	2" Asphalt Intermediate Course	165.00	TONS	112.23	18,517.95
40	Trackless Tack Coat (0.06 Gal/SY)	89.00	GAL	11.64	1,035.96
50	1.5' Asphalt Surface Course, 448, Ty 1	124.00	TONS	118.20	14,656.80
60	Mobilization / General Conditions	1.00	LUMP	1,867.23	1,867.23
GRAND TOTAL					**$43,032.62**

NOTES:

Notes/Exclusions:

1) Proposal based upon Prevailing Wage Rates and Tax Exempt Rates. Tax Exempt Certificate must be provided prior to start of work. if project can be performed NON-Prevailing wage a labor deduct can be provided.
2) One mobilization is included.
3) It is assumed that existing stone parking lot consists of adequate aggregate base. Aggregate base listed above is only meant to fine grade/lock in existing stone. If additional aggregate base is necessary, its cost would be above and beyond this proposal.
4) As an alternate Asphalt surface course can have fiber added. If fiber is desired $14 per ton would be added to the tonnage rate established.
5) No work or quantities above and beyond the scope of this proposal are included.

ADAMSON
MONUMENT & MARKERS

Estimate

ADDRESS
Village of Johnstown

ESTIMATE # 1368
DATE 07/07/2021

STONE COLOR
Charcoal Grey

DELIVERY OR P/U
Bigelow Cemetery

ACTIVITY	QTY	RATE	AMOUNT
Monument BIGELOW. Charcoal Grey P5 30 inch x 6 inch x 22 inch with Engraving to match existing base 26 inch x 12 inch x 6 inch, rough sides, polished top Set in BIGELOW Cemetery	1	2,400.00	2,400.00
Footers Footer in BIGELOW Cemetery	1	500.00	500.00

TOTAL **$2,900.00**

Accepted By

Accepted Date

6155 Johnstown Alexandria Rd
Johnstown, Ohio 43031
740-966-0243