



# TOWN OF JOHNSTOWN

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: May 4, 2020

CC: Town Staff  
Local Media

SUBJECT: Town Manager's Report

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Upcoming Town Council Work Sessions – If there are topics that the Council would like staff to schedule for discussion, please let me know. The following topics are recommended for Council discussion (all meetings will be held in the Town Council Chambers unless otherwise indicated):

- 05/18/2020 – Regular Town Council Meeting
  - 06/01/2020 – Regular Town Council Meeting
  - 06/15/2020 – Regular Town Council Meeting
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### **Administration, Finance, & Planning**

- *Water Transfer* – We have received 17 applications which are completed or in review and 7 more that are in some form of the submittal process. From the 17, 8 applications have been approved for some sort of funding. Thanks to the committee for their work on reviewing the applications.
- *COVID-19 Impact* – A tentative plan to being reintroducing staff into the workplace and open our facilities to the public has been established. The plan is contingent upon positive direction and continual flattening of the curve of the pandemic. Town facilities will continue to be closed at this time to the public until May 18 and we will monitor progress and continue to update Council on if we expect any changes.
- *2019 Audit* – The 2019 Audit has been rescheduled due to the pandemic. The new rescheduled date for the audit to begin is June 15, 2020.
- *Caselle* – Staff is working on setting up the service order module to produce and track work orders for items such as water meter installations, rereads, etc. This is a valuable tool that will increase and improve communication between the front office personnel, and public works and help ensure that things don't get overlooked.

### **Police Department**

#### ***Training:***

- All training has been cancelled due to COVID-19.

**The Community That Cares**

### ***Community Policing, Outreach & Miscellaneous Items:***

- *Community participation* – Officers are responding to requests from parents to have “Birthday Parades” for kids not able to have real birthday parties.
- *Partnerships* – JPD received care packages from Shield 616 and their donors. The packages included a cloth facemask, filters, hand sanitizer, and a treat to eat. JPD has also received handmade cloth masks from Johnstown Embroidery for every officer and support staff. Johnstown Embroidery donated labor for the masks.

### **Public Works Department**

#### ***Streets, Stormwater, & Parks***

- *Cemetery* – Aerating and fertilizing was completed. Regular maintenance including mowing and irrigation has started. Sod was purchased for some of the bare spots and all graves and damaged area have been addressed in the cemetery. Bids for the columbarium are set to open May 1, 2020
- *Streets* – Grading of all gravel roads was completed. The street sweeper continues cleaning roadways picking up winter debris and we swept the recreation center parking lot.
- *Parks* – Irrigation has been turned on in our parks. Crews are adjusting heads and fine tuning the system. All parks have been aerated and fertilized. Parks are still closed. Crews did wash and sanitize playground equipment again and will be doing it again prior to the opening in mid to late May.
- *Parking lots* – The Town Hall and public parking lot behind Ace Hardware were crack sealed. They will be sealed and re-stripped on May 2.

#### ***Water and Wastewater Plants***

- *Water plant* – The media project is now 50% finished. The north filter should be going on-line Monday, May 4. The south filter has started and we anticipate completion by mid-May. The vents for the two tanks at the water plant will be replaced within the next two weeks also. This is to be compliant with the water sanitary survey from December 2018. A request to extend the due date to replace media and vents was granted and extended to June 30, 2020. We are on schedule to meet that date. We have also been working on replacements of screens in the clear well and replacing a motor that was starting to fail on our DAF unit while the plant is down. The DAF influent channel has been cleaned and new screening was also installed.
- *Flood* – Staff and contractors have been working side by side, going through all the electric components, motors, and pumps checking for damage.
- *Low point* – The Low Point Plant is running well, especially with the addition of new chemicals which appear to be controlling our effluent levels. The first onsite visit with the AQUA Engineering is scheduled for May 19 to start the preliminary design of expansion.
- *Central Plant* – Plant is running fairly well. The aeration installed is doing what it needed to do for the treatment process. Odors are still a bit of an issue, but the new chemicals appear to be working. The automatic samplers were installed to add continued monitoring throughout the day. This should help with compliance issues.