

Johnsonburg Borough
Regular Meeting
April 13, 2020
4:00 p.m.

Call to Order

Roll Call

Approval of Minutes

- Regular Meeting March 9, 2020

Guests & Public Comment on Agenda Items

Reports

- Mayor
- Police Department
- Fire Department
 - Robert Dickey resignation
- Street Department
- Council Committees
 - McWAPEC dinner meeting cancelled
- Finance/Bills for Payment
- Borough Solicitor
- Engineer & Code Enforcement
- Municipal Authority
- Recreation Board
 - The Johnsonburg Community Center and playground have been closed since March 17th and will continue to be closed during Governor Wolf's directive due to the COVID 19 pandemic.

Old Business

1. Pool heater installation
2. Flood gate automation project

New Business

1. Harrison Ave. bids
2. 214 Clarion Ave repository bid
3. 1035 E. Center St. – PHARE funding application

Public Comment on Agenda Items

Adjourn



JOHN CLOPP
 Chief of Police

100 Main Street
 Johnsonburg, PA 15845
 (814) 965-2816

I have the honor to report to the Johnsonburg Borough Council the duties performed by the Johnsonburg Police Department for the month of March 2020.

Calls for Service	242	Parking Violations	0
Signal Calls	49	House Watches	0
Telephone Calls	68	Vehicle Lockouts	1
Investigations	60	Light outage	0
Hearings	5	B.O.L.O	7
Traffic Accidents	0	Asst. Fire/Ambulance	2
Written Warnings	5	Asst. other Police Dept.	5

Receipts:

Fines	\$ 700.90
Reports	\$ 15.00
Tickets	\$ 20.00

Total \$ 735.90

Special Information:

- Performed a safety assessment at JAHS.
- Thank you to Chicken Hill Distillery for donating hand sanitizer.
- Thank you to Shelly Kaveney for donating sanitizing wipes.

Offenses:	Number	Arrest	Handled Otherwise
Drugs	2	0	2
Assaults	0	0	0
Burglary	1	0	1
Thefts	2	0	2
Criminal Mischief	1	0	1
D.U.I.	1	1	0
Disorderly Conduct	2	2	0
Mental Health	2	0	2
Sex Offenses	2	2	0
Family and Children	6	0	6
All Other Offenses	12	4 (13 MV Arrests)	8
Totals	31	22	22

Respectfully submitted



Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

Phone 814-965-4276 Fax 814-965-4276

March 2020 Johnsonburg Fire Department Report

Date	Alarm Type	Location	Time On Scene
3/3/2020	Electrical Malfunction	451 Center St. Johnsonburg	79 Minutes
3/14/2020	EMS Assist	710 Penn St. Johnsonburg	23 Minutes
3/21/2020	Vegetation Fire	407 Second Ave. Johnsonburg	10 Minutes
3/23/2020	Structure Fire/Mutual Aide	246 Pavilion Drive Ridgway	33 Minutes
3/30/2020	Basement Pump	148 Old Klondike Rd. Johnsonburg	74 Minutes
3/31/2020	Activated Alarm/Malfunction	426 Water St. Ext. Apt B2 Johnsonburg	21 Minutes

Calls in Johnsonburg Borough -4

Calls in North Ridgway Township - 1

Mutual Aide Calls - 1

Total Calls - 6

Total Man Hours for All Calls March 2020 - 22.39

Total Monetary Fire Loss 2020 - \$ 0.00

No Injuries were reported for members

Respectfully

Christopher G. Kreckel

Assistant Chief

Borough Street Crew Report
April 2020

The borough crew reports working on the following projects:

- Marked PA One calls
- Swept all streets and parking lots
- Patched potholes throughout town
- Changed all filters on 12 F5350
- Took spreader and plow off 15 F550
- Cleaned up garage
- Steamed and greased backhoe
- Changed police oil
- Cleaned trucks
- Chipped brush
- Fixed alleys
- Cleaned drain with flusher on Willow St.

Treasurer's Report

March 2020

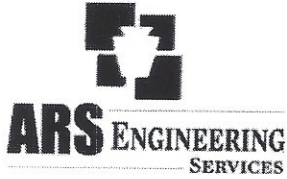
Account	Beginning Monthly Balance	Income	Expenses	End of the Month Balance
General	\$169,321.64	\$7,266.15	\$51,990.08	\$124,597.71
Street Light	\$20,194.85	\$10.39	\$3,277.99	\$16,927.25
Library	\$1,004.86	\$2.34	\$0.31	\$1,006.89
Retirement	\$104,018.80	\$62.17	\$0.03	\$104,080.94
Highway Aid/Liquid Fuels	\$23,007.11	\$86,427.07	\$7,521.61	\$101,912.57
Borough Equipment	\$47,137.26	\$790.51	\$2,004.80	\$45,922.97
Fire Services	\$122,078.27	\$77.19	\$0.59	\$122,154.87
Community Center	\$48,789.57	\$11,635.00	\$13,410.01	\$47,014.56
Payroll				\$659.28
Per Capita	\$1,083.02	\$44.00	\$5.21	\$1,121.81
2001 Bond Fund	\$99,008.15	\$105.01	\$0.93	\$99,112.23
Community Improvement	\$158,564.57	\$2,228.09	\$12,330.14	\$148,462.52

Outstanding Expenses & Liabilities

Fund	Amount	Description
General	\$38,161.00	Fire Insurance Escrow/Bauer
General	\$18,375.48	2018 Act 13 funding/DCED strategic plan
General	\$17,753.84	2019 Act 13 funding/flood control management
Borough Equipment	\$32,473.57	2020 John Deere excavator payment
Community Improvement	\$133,838.65	current tax amount committed to Harrison Ave project

Monthly Bills

General		Highway Aid
Community Center		Community Improvement
Borough Equipment		Other



Engineer's Report – April 13, 2020 Johnsonburg Borough Council Meeting

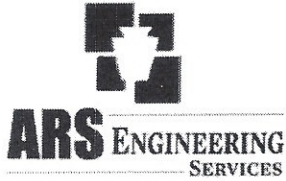
The following is a summary of work performed over the last month, including updates on current project status, provided herein for your review:

Harrison Avenue Realignment Project

- We have fielded several questions and requests for additional information and clarification from multiple contractors since the pre-Bid meeting. We ended up with twelve (12) plan holders for the project although we don't expected all to submit bids based on our conversations. Sealed bids were due by 4:00 pm on Friday, April 10, 2020 at the Borough Office after our original bid date was postponed and rescheduled due to the recent health crisis.
- We have reached out to our DCED grant manager to inquire about potential construction delays due to the current health crisis and how that may alter deadlines. To date our only response was it was too early in the discussion and future decisions will be made when appropriate.

Engineering Services

- With the JCC closed no further inspections of the pool and/or pool room have been completed.
- We assisted with a recent Mee Foundation grant application which was submitted at the end of March for upgrades to the existing JCC heating system. Additional funding opportunities are still being considered and explored.
- We have shifted focus to work on the final design and project specifications for the Market Street Sidewalk project. We hope to have the details completed by the end of April/early May in anticipation of construction work re-starting at some point in the near future.
- We are in the process of completing applications for slum and blight demolition PHARE funding through the County for the 209 Cobb Street and 1035 E. Center Street properties.
- The Code Compliance Letter was recently submitted to the Johnsonburg Community Trust corresponding to their temporary approval to purchase the Brick Block after the solicitor reviewed it and all comments were addressed. A copy of the letter was also forwarded to the Elk County Commissioners for reference.
- The repository property at 214 Clarion Road was inspected and the requesting purchaser was interviewed to inquire about their intent with the property. A review of anticipated code compliance items and expectations if approved for purchase was discussed as well. Based on the content of that conversation we recommend approving the purchase. If approved the property will be immediately posted as "uninhabitable" until all utilities have been turned on and an inspection is completed to confirm compliance with minimum housing standards.
- The County recently sent out notifications to all municipalities concerning the 2020 CDBG grant program. We are currently considering additional stormwater repairs along Mary Street similar to the grant that was approved last year for Grove Street, as well as additional slum and blight removal. Any additional ideas or suggestions are welcome.



Code Enforcement

- We continue to inspect properties in response to complaints filed at the Borough Office; however, we are taking steps to limit exposure while performing these inspections.
- We've started the second round of ticketing on those properties which failed to pay their initial tickets, we currently have seven (7) properties that have received a second ticket.
- The trial against Jennifer Dush, owner of the property located at 510 Glen Hazel Road, which was previously rescheduled for April 9, 2020 has been postponed and rescheduled due to the current health crisis. The new trial date has been scheduled for May 28, 2020.
- We would like to remind residents to complete the U.S. Census information that was mailed out to all households within the Borough. The information gathered is critical to determining how much grant funding is available to the County, local government agencies and school districts. The Borough has received more than \$1 million dollars in grant funding through Commonwealth sponsored programs over the last 5 years.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ryan J. Miller".

Ryan Miller, PE

JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING
TUESDAY FEBRUARY 18, 2020

The meeting was called to order at 6:00 P.M. by Chairman James Reinsburrow, followed by Pledge of Allegiance and moment of silence.

ROLL CALL – In attendance were Earl Park, Charles DeStephano, Dennis Asti, Kenneth Polaski, Richard Zeigler, James Reinsburrow, Thomas J. Weaver, Richard Brown, Lisa Sorg, Kerri Shaffer, Josh Gunnett, and Travis Long. D.J. Haupright excused.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING- The minutes of the January 21, 2019 Regular Meeting was approved as presented. Motion made by Dennis Asti and seconded by Richard Zeigler; motion carried unanimously.

EXECUTIVE SESSION- None

VISITORS- Tony King, Brian Stockman (Ridgway Record Reporter) and Joyce Maletto (Johnsonburg Press Reporter).

VISITORS COMMENTS- James Reinsburrow asked on behalf of a customer what the protocol for turning water on at a service is. Lisa explained the protocol and there was a miscommunication with the customer that will be resolved. The customer also asked why his phone call was not answered at 10:00 am and an answering machine did not pick up. Lisa explained the office only has one line and when you are on a call you cannot switch over to answer the other call.

MANAGER'S REPORT-ACT 13 Grant deadline is March 1st. Grant requests must be a minimum of \$1,000 up to the maximum of \$10,000. Statement of Financial Interests forms for distribution to and use by "Public Officials" and "Public Employees" in the Authority to comply with the annual filing requirements of the Public Official and Employee Ethics Act, 65 PA. C.S. § 1101 et seq, are being handed out and will need to be in by May 1, 2020. Lab Comparisons were handed out to the Board. The PMAA has sent a notice of the upcoming training that is available. This training will give a governmental relations update along with an ethics refresher. If a board member is interested in any of the sessions, please let the Authority office know. According to the USDA regulation 1780.36(c)(5) ..." Applicants must provide a positive program to encourage connection by all users as soon as service is available. The program will be available for review and concurrence by the processing office before loan closing or commencement of construction, whichever occurs first. Such program shall include: (i) An aggressive information program to be carried out during the construction period. The applicant should send written notification to all signed users in advance of the date service will be available, state the date users will be expected to have their connections completed, and the date the user charges will begin. (ii) Positive steps to assure that installation services will be available. These may be provided by the contractor installing the system, local plumbing companies, or local contractors; (iii) Aggressive action to see that all signed users can finance their connections."

James Reinsburrow asked Travis Long where we are on the Harrison Avenue Sewer Line. Tavis stated everything has been completed and turned over to ARS Engineering.

ENGINEER'S REPORT – Vertical and Horizontal alignment design has been completed and additional plan notations hand details currently ongoing. Right-of-Way plans being obtained from PennDOT and easement development to commence. JHA has coordinated Todd Mace of PESI to visit JMA on 2/13/2020 to evaluate and provide options and proposal for addressing the certified operator requirements of DEP. JHA composed a Standard Operating Protocol specific to water quality and shutdowns as requested by PADEP and is currently under JMA review. Additional Staff training is going to be required by PADEP. Coordination with Roberts Filter training recommended and should be followed up on. A full report will be forthcoming from DEP on their findings from the inspection. JHA has completed their design work for the realignment of the sanitary sewer force main as necessary for address the slip issues within the area. JMA's sewer line is currently exposed and subject to damage resulting from the slip issues. ARS Engineering mentioned reimbursement for services may be for services incorporation of waterline data from GDF, topographic information from ARS engineering, compatibility correlations of CAD programming for ARS and development of utilities final plan for both water and wastewater utilities, ready for ARS

incorporation for the roadway realignment bid documents. JHA recommends further discussion with the Borough and AFS on reimbursement opportunities.

PROJECT ENGINEER'S REPORT- Contract No. 1 Water Treatment Plant, General Construction has one clear well wall pour remaining, flocculation/sedimentation tank mat foundation and wall pours continuing, finished installing coffer dam and began intake work. The Contractor ran into issues with the filter bag discharge increasing the stream turbidity at the Domtar Plant intake. Domtar has requested that the filter bag be moved downstream below their outfall. Contractor has the pipe available and begun the process of moving the filter bag downstream. This will be an overall betterment to the project and will help Domtar with their water quality, and it will also avoid any future issues with the fish hatchery when concrete pouring begins. James Reinsburrow asked if Domtar will be helping with the cost of moving the filter bag. Josh suggested offering two days of down time to offset the cost. Contract No. 2 Water Treatment Plant, Electrical Construction review of contractor shop drawings and submittals is ongoing. Contract No. 3 Water Storage Tank Work contractor deferring construction until late February/March due to weather. Based on DEP inspection visit, DEP recommended additional tank storage height. Current design is to match existing tankage so that in the future the 0.5 MGD tank could still be used if needed. It is possible to increase new tank height via change order. To increase the currently designed tank volume and height there would be an additional cost of \$46,705. This would also increase the storage volume by approximately 44,000 gallons. To maintain the currently designed tank volume but increase the tank height there would be an additional cost. This would be a cheaper alternative. Contract No. 4 Water Distribution System Improvements based on our evaluation, IF the tank height is increased, to maintain the same pump flow rate to a raised tank elevation it would increase the pumps from 7.5 hp to 10 hp at an increase of \$1,840 or the existing pump can be used except an extra 6 minutes is required to fill the tank at the average daily flow rate. Requisition #50 to USDA in the total amount of \$273,873.95.

Motion made by Earl Park and seconded by Kenneth Polaski to authorize a change order to Contract No. 3 to maintain the currently designed tank volume but increase the tank height for an estimated \$20,000.00. Motion carried unanimously.

SOLICITOR'S REPORT- Working on the Line of Credit with CNB Bank and has a phone conference with Joseph Haines on Wednesday, February 19, 2020.

FOREMAN'S REPORT – No comments made.

COMMITTEE REPORTS –

- a. Administration- None
- b. Finance- None
- c. Fire Department- None
- d. Hiring- None
- e. Johnsonburg Borough- None
- f. Operations- None
- g. Union- None

APPROVAL OF TREASURER'S REPORT-

Revenue Fund- Water & Sewer	\$ 256,139.17
Municipal Savings Account- Water	\$ 916,627.97
Municipal Savings Account- Sewer	\$ 66,452.84
Insured Money Funds	\$ 64,035.22
Payroll Fund	\$ 12,076.99
Certificate of Deposit-Sewer- CNB	\$ 25,716.15
Hunt Water Sales-CNB-Savings	\$ 23,184.44
Line of Credit- Checking	\$ 25,450.01

Motion made by Earl Park and seconded by Dennis Asti to accept the Treasurer's report for January 31, 2020, as presented and placed on file for audit; motion carried unanimously.

APPROVAL OF BILLS-

Revenue Fund- Water	\$52,708.02
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A motion was made by Earl Park and seconded by Richard Zeigler to approve the water bills. Motion carried unanimously.

Revenue Fund- Sewer	\$26150.09
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A motion was made by Earl Park and seconded by Dennis Asti to approve the sewer bills. Motion carried unanimously.

COA	\$34,526.20
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A motion was made by Earl Park and seconded by Richard Zeigler to approve the COA bills. Motion carried unanimously.

Contact No. 1 Pay Application	\$273,873.95
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A motion was made by Earl Park and seconded by Richard Zeigler to approve the Contract No. 1 Pay application bills. Motion carried unanimously.

BUSINESS AFFAIRS –

It is recommended to update the Rules and Regulations with the proposed changes. Tabled

It is recommended to appoint _____ to be the Authority's lab for 2020. Motion made by Earl Park and seconded by T.J. Weaver to appoint Fairway Laboratory to be the Authority's lab for 2020. Motion carried unanimously.

BOARD DISCUSSION- Earl Park asked Travis Long about the Third Avenue Tank. Mr. Park wants the tank cleaned up. James Reinsburo asked if there will be isolation valves on the tanks and Josh confirmed there will be. Hugh Water would like to get city water to Elk County Foods, Family Dollar, and Northwest Savings Bank due to poor water quality at these locations. Earl Park would like Travis Long to get a quote on how much it would cost to get these locations water. Lisa Sorg and Travis Long will have a conference call with Hugh water to find a solution.

COMMENTS FROM VISITORS-

EXECUTIVE SESSION –Motion made by Richard Zeigler and seconded by Kenneth Polaski to enter into executive session at 7:04 PM. to discuss litigation and DEP. Motion carried unanimously.
Motion made by Richard Zeigler and seconded by Kenneth Polaski to enter into regular session at 8:18 PM. Motion carried unanimously.

BUSINESS AFFAIRS-

Motion made by Earl Park and seconded by Dennis Asti to hire PESI Company to come train the employees on the water treatment plants. Motion carried unanimously.

Motion made by Charles DeStephano and seconded by Earl Park to have a mandatory meeting with DEP and all employees. Motion carried unanimously.

Motion made by Dennis Asti and seconded by Earl Park to officially recognize an unofficial agreement with Richard Zeigler to maintain the driveway to Zeigler's Tank. Motion carried unanimously.

ADJOURNMENT OF MEETING- Motion made by Dennis Asti and seconded by Kenneth Polaski to adjourn the meeting at 8:24 PM. Motion carried unanimously.

Kenneth Polaski,
Secretary

JOHNSONBURG MUNICIPAL AUTHORITY
SPECIAL MEETING
MONDAY, MARCH 2, 2020

The meeting was called to order at 6:00 P.M. by Chairman James Reinsburrow, followed by Pledge of Allegiance and moment of silence.

ROLL CALL – In attendance were Earl Park, Charles DeStephano, Dennis Asti, Kenneth Polaski, Richard Zeigler, James Reinsburrow, Thomas J. Weaver, Richard Brown, Lisa Sorg, and Kerri Shaffer. Travis Long, Josh Gunnett, and D.J. Haupright excused.

VISITORS COMMENTS- None

EXCUTIVE SESSION- Motion made by Charles DeStephano and seconded by Richard Zeigler to enter executive session at 6:01 PM to discuss personnel. Motion carried unanimously.

Motion made by Richard Zeigler and seconded by Charles DeStephano to exit executive session at 7:25 PM. Motion carried unanimously.

Motion made by Dennis Asti and seconded by Richard Zeigler to enter regular session at 7:25 PM. Motion carried unanimously.

VISITORS- Al Maletto, Brian Stockman (Ridgway Record Reporter) and Joyce Maletto (Johnsonburg Press Reporter).

BOARD DISCUSSION- The Johnsonburg Municipal Authority Board accepted the Resignation of Lisa Sorg.

The Board decided to have a Special Meeting to be held on Thursday March 5, 2020 at 6:00 PM for continuation of executive session.

ADJOURNMENT OF MEETING- Motion made by Richard Zeigler and seconded by Dennis Asti to adjourn the meeting at 7:27 PM. Motion carried unanimously.

Kenneth Polaski,
Secretary

JOHNSONBURG MUNICIPAL AUTHORITY
SPECIAL MEETING
THURSDAY, MARCH 5, 2020

The meeting was called to order at 5:59 P.M. by Chairman James Reinsburrow, followed by Pledge of Allegiance and moment of silence.

ROLL CALL – In attendance were Earl Park, Charles DeStephano, Dennis Asti, Kenneth Polaski, Richard Zeigler, James Reinsburrow, Thomas J. Weaver, Richard Brown, Lisa Sorg, Kerri Shaffer, Travis Long, Josh Gunnett, and D.J. Haupright excused.

VISITORS COMMENTS- None

EXCUTIVE SESSION- Motion made by Richard Zeigler and seconded by Kenneth Polaski to enter executive session at 6:00 PM to discuss personnel. Motion carried unanimously.

Motion made by Earl Park and seconded by Charles DeStephano to exit executive session at 7:13 PM. Motion carried unanimously.

Motion made by Earl Park and seconded by Richard Zeigler to enter regular session at 7:13 PM. Motion carried unanimously.

VISITORS- Al Maletto, Brian Stockman (Ridgway Record Reporter) and Joyce Maletto (Johnsonburg Press Reporter).

BOARD DISCUSSION-

Motion made by Earl Park and seconded by Dennis Asti to advertise for a Public Utilities General Manager twice in the approved papers. Approved papers being Ridgway, St. Marys, Bradford, Johnsonburg, DuBois, Harrisburg, Pittsburgh, and State College. Motion carried unanimously.

Earl Park asked Solicitor Richard Brown if all Board Members could legally attend the PA DEP meeting. Solicitor Brown stated all Authority Board Members could attend as long as no decisions are made.

James Reinsburrow stated that the PA DEP meeting was priority for the Authority and to reschedule the Project meeting if possible. Thomas J. Weaver stated he would attend the project meeting so that it doesn't need to be rescheduled and then he would attend the PA DEP meeting after the Progress meeting. PA DEP sent an email discouraging the Board from inviting all workers to the PA DEP meeting on March 17, 2020 but the Board kept the meeting mandatory for all workers.

Motion made by Charles DeStephano and seconded by Dennis Asti to approve reserving KJ's for a PA DEP meeting. Lunch to be provided by the Johnsonburg Municipal Authority for all Johnsonburg Municipal Authority Board Members, PA DEP representatives, and Johnsonburg Municipal Authority Employees.

ADJOURNMENT OF MEETING- Motion made by Richard Zeigler and seconded by Thomas J. Weaver to adjourn the meeting at 7:22 PM. Motion carried unanimously.

Kenneth Polaski,
Secretary