

**Johnsonburg Borough**  
**Regular Meeting**  
**August 14, 2023**  
**4:00 p.m.**

Call to Order  
Silent Prayer  
Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

- Regular Meeting July 10, 2023
- Special Meeting July 19, 2023
- Emergency Meeting July 20, 2023

Guests & Public Comment on Agenda Items

Reports

- Mayor
- Police Department
- Fire Department
- Street Department
  - Mower purchase
- Council Committees
- Finance/Bills for Payment
- Borough Solicitor
- Engineer & Code Enforcement
- Municipal Authority
- Recreation Board

Old Business

1. Market St trash cans

New Business

1. St. John Lutheran Church street closing request
2. Set trick or treat
3. PSAB Fall Conference
4. PLGIT accounts
5. Business dumpster/garbage service issue
6. 2023 Local Share grant application
7. Nittany Mart liquor license public hearing – August 23<sup>rd</sup> at 6:00 p.m.

Public Comment on Agenda Items

Adjournment

Johnsonburg Borough  
Regular Meeting  
July 10, 2023  
4:00 p.m.

Call to Order  
Silent Prayer  
Pledge of Allegiance

Roll Call/Attendance	Title	Present	Absent	Excused
Cherry, Scott	Councilman	X		
Clopp, John	Police Chief	X		
DeAngelo, James	Councilman	X		
DePanfilis, James R.	Councilman	X		
Imbrogno, Louie	Councilman	X		
Imbrogno, Tom	Street Superintendent	X		
Johnsonburg Municipal Authority	Representative	X		
Kilhoffer, Rachel	Secretary	X		
Maletto, Alfred J.	President	X		
Miller, Ryan (ARS Engineering)	Engineer/ Code Enforcement	X		
Paget, Kyle	Mayor	X		
Poague, Eric	Councilman	X		
Thomas, John R.	Solicitor	X		
Warmbrodt, Richard	Councilman	X		

Approval of Agenda: A motion was made by Councilman Warmbrodt and seconded by Councilman DeAngelo to approve the agenda as presented. Motion carried unanimously.

Minutes: A motion was made by Councilman Poague and seconded by Councilman Cherry to approve the minutes from the regular meeting on June 12, 2023. Motion carried unanimously.

Guests & Public Comment: Don Myers, representing the Grey Knights Drum & Bugle Corps, was present to discuss a letter they received from the borough stating that their lease with the Johnsonburg Community Center will not be renewed for 2024. After a discussion on the situation, they were asked to attend a recreation board meeting to work out possible terms with them.

### Monthly Reports

Mayor: Mayor Paget reported on community events.

Police: Monthly report is on file. Chief Clopp reviewed his report which included the following:

- The department completed their annual CLEAN training.
- Owen Schreiber started the police academy, under borough contract, on 7/5/23.

Fire Chief: Monthly report is on file.

Superintendent: Monthly report is on file.

Council Committees: The finance committee will schedule a meeting to review the budget.

Finance & Bills for Payment: President Maletto read the borough's account balances and the bills. This month's bills include General Fund - \$6,995.51, Community Center Fund - \$3,638.06, Highway Aid Fund - \$660.19 and Community Improvement Fund - \$11,048.00. A motion was made by Councilman Imbrogno and seconded by Councilman DePanfilis to pay the bills as presented and to accept the finance report. Motion carried unanimously.

Solicitor: Solicitor Thomas reported that he had sent letter to Robert Tassone's attorney in response to his letter expressing concerns about his property on Market St.

A discussion was held on the condition of the properties at 210 Mill St. and 508 Second Ave. and possible abatement options. Solicitor Thomas will send a letter to each property owner notifying them of the council's intentions to declare the properties as public nuisances.

A discussion was held on code enforcement issues.

Engineer & Code Enforcement Report: Monthly report is on file. Mr. Miller reviewed his report which included the following

- The West End Stormwater Project has been rescoped to only include Julia St. A discussion was held on the bidding outcomes.
- The Johnsonburg Hotel Site Cleanup Project was discussed with Mr. Miller explaining the bids received and potential funding sources. The borough will hold a special meeting later this month, after the Elk County Commissioner's meeting, to decide on this project.

Various code enforcement issues were discussed.

Municipal Authority: Minutes are on file.

Recreation Board: The recreation does not hold a business meeting in July. After a brief discussion on the matter, a motion was made by Councilman DePanfilis and seconded by Councilman Cherry to accept a quote from Jon Updyke Contracting for \$1,800.00 to install a dehumidifier in the fitness room. Motion carried unanimously.

Old Business: 1. A motion was made by Councilman Cherry and seconded Councilman Imbrogno to accept the two-year trash service contract proposal from Waste Management. Motion carried with Councilman DeAngelo opposed.

2. A motion was made by Councilman Poague and seconded by Councilman DeAngelo to adopt Resolution 02-2023 which agrees to enter the borough into a three-year intergovernmental agreement with Ridgway Borough to hire a code enforcement officer and a community development coordinator through a grant provided by the Department of Community and Economic Development. President Maletto called for a roll call vote which was unanimous in favor of the motion.

3. A motion was made by Councilman DePanfilis and seconded by Councilman Cherry to accept the Pennsylvania Department of Environmental Protection's Municipal Recycling Grant for \$41,557.00 and to add up to \$8,000.00, if needed, to order two recycling trailers. President Maletto called for a roll call vote which was unanimous in favor of the motion.

New Business: 1. A motion was made by Councilman DePanfilis and seconded by Councilman Imbrogno to accept the quote of \$8,000 from Paul Gnan Tree Removal for daylighting the upper portion of Blaine Ave. Motion carried unanimously.

Adjournment: A motion was made by Councilman Cherry and seconded by Councilman Warmbrodt to adjourn the meeting at 5:45 p.m. Motion carried unanimously.

Rachel Kilhoffer  
Secretary

Johnsonburg Borough  
Special Meeting  
July 19, 2023  
4:00 p.m.

Call to Order  
Silent Prayer  
Pledge of Allegiance

Roll Call/Attendance	Title	Present	Absent	Excused
Cherry, Scott	Councilman	X		
Clopp, John	Police Chief	X		
DeAngelo, James	Councilman	X		
DePanfilis, James R.	Councilman			X
Imbrogno, Louie	Councilman	X		
Imbrogno, Tom	Street Superintendent	X		
Johnsonburg Municipal Authority	Representative			X
Kilhoffer, Rachel	Secretary	X		
Maletto, Alfred J.	President	X		
Miller, Ryan (ARS Engineering)	Engineer/ Code Enforcement	X		
Paget, Kyle	Mayor			X
Poague, Eric	Councilman	X		
Thomas, John R.	Solicitor			X
Warmbrodt, Richard	Councilman	X		

Agenda: A motion was made by Councilman Warmbrodt and seconded by Councilman Poague to approve the agenda as presented. Motion carried unanimously.

Guests: None present.

Business: 1. The Julia Street Stormwater Project (formerly West End Stormwater Project) bids were presented to Council by Engineer Ryan Miller as they were received to the Elk County Planning Department and opened at the Elk County Commissioner's meeting. The low bid of \$95,490 was received from RJ Vollmer Excavating. The borough received \$89,019.00 in Community Development Block Grant (CDBG) funding; therefore, there is a \$6,471.00 balance that reverts to the borough. After a brief discussion, a motion was made by Councilman Poague and seconded by Councilman DeAngelo to accept the bid and to pull funding for the overage from the \$9,552.00 available balance of 2022 Act 13 funding. Motion carried unanimously.

2. The Johnsonburg Hotel Site Cleanup bids were presented to Council by Engineer Ryan Miller as they were received to the Elk County Planning Department and opened at the Elk County Commissioner's meeting. The low bid of \$86,400.00 was received from Ellenberger Excavating & Demolition. The borough has multiple grant funding sources to cover this amount. A motion was made by Councilman Poague and seconded by Councilman Imbrogno to accept the low bid

of \$86,400.00 from Ellenberger Excavating & Demolition. President Maletto called for a roll call vote which was unanimous in favor of the motion.

Adjournment: A motion was made by Councilman Cherry and seconded by Councilman Poague to adjourn the meeting at 4:31 p.m. Motion carried unanimously.

Rachel Kilhoffer  
Secretary

Johnsonburg Borough  
Emergency Meeting  
July 21, 2023  
2:30 p.m.

Call to Order

Roll Call/Attendance	Title	Present	Absent	Excused
Cherry, Scott	Councilman	X		
Clopp, John	Police Chief	X		
DeAngelo, James	Councilman	X		
DePanfilis, James R.	Councilman	X		
Imbrogno, Louie	Councilman	X		
Imbrogno, Tom	Street Superintendent	X		
Johnsonburg Municipal Authority	Representative			X
Kilhoffer, Rachel	Secretary	X		
Maletto, Alfred J.	President	X		
Miller, Ryan (ARS Engineering)	Engineer/ Code Enforcement	X		
Paget, Kyle	Mayor			X
Poague, Eric	Councilman	X		
Thomas, John R.	Solicitor			X
Warmbrodt, Richard	Councilman	X		

**Guests:** Jeff Maletto from M&M Contractors and GT Belsole from Bucktail Excavating were present at the borough's request.

**Business:** The borough council called an emergency meeting due to the structure collapse of the former Armstrong theater building at 528 Market St. and the immediate public safety issues caused by the damage.

Engineer Ryan Miller explained his safety recommendations to remove the steel roof trusses and to demolish the side walls inward towards the remains of the building. A motion was made by Councilman Imbrogno and seconded by Councilman DeAngelo to have the roof beams, the wood, and the brick walls removed as soon as possible. Motion carried unanimously.

Council gave Engineer Miller permission to confer with both contractors as to when they were available, who would be available, and at what costs to the borough with the focus being on making the street safe for the public as soon as possible.

**Adjournment:** A motion was made by Councilman Warmbrodt and seconded by Councilman Cherry to adjourn the meeting at 3:15 p.m. Motion carried unanimously.

Rachel Kilhoffer  
Secretary

**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 July 2023.

Calls for Service	283	Parking Violations	0
Signal Calls	74	House Watches	0
Telephone Calls	76	Vehicle Lockouts	3
Investigations	66	Light outage	0
Hearings	6	B.O.L.O	13
Traffic Accidents	4	Asst. Fire/Ambulance	8
Written Warnings	5	Asst. other Police Dept.	16

**Receipts:**

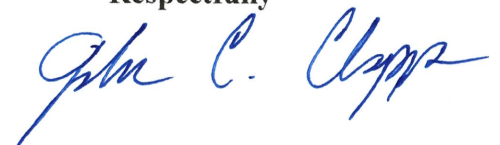
Fines \$ 1,114.81  
Reports \$ 0.00  
Tickets \$ 0.00  
Total \$ 1,114.81

**Special Information:**

- Act 13 Grant closed / reimbursement check received.
- Completed our PCCD audit on 07/20/23.
- All patrol vehicles were inspected on 07/26/23.
- Assisted with Alumni and rock the block events.
- Officer Heberling's resignation.
- Several incidents involving tractor trailers on West End.

Offenses:	Number	Arrest	Handled Otherwise
Drugs	2	1	1
Assaults	5	4	1
Burglary	0	0	0
Thefts	3	1	2
Criminal Mischief	1	1	0
D.U.I.	0	0	0
Disorderly Conduct	2	2	0
Mental Health	2	0	2
Sex Offenses	1	1	0
Family and Children	16	0	16
All Other Offenses	16	5 (10 MV Arrests)	11
<b>Totals</b>	<b>48</b>	<b>25</b>	<b>33</b>

Respectfully







# Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

July 2023 Johnsonburg Fire Department Report

## Incident Type Count per Station for Date Range

Start Date: 07/01/2023 | End Date: 07/31/2023

INCIDENT TYPE	# INCIDENTS
<b>Station: EC2 - ELK COMPANY 2</b>	
311 - Medical assist, assist EMS crew	1
352 - Extrication of victim(s) from vehicle	1
444 - Power line down	1
500 - Service Call, other	1
622 - No incident found on arrival at dispatch address	1
743 - Smoke detector activation, no fire - unintentional	1
813 - Wind storm, tornado/hurricane assessment	6
<b># Incidents for EC2 - Elk Company 2:</b>	<b>12</b>

Calls in Johnsonburg Borough - 7

Calls in North Ridgway Township – 5

Automatic / Mutual Aid Calls – 0

Total Man Hours for All Calls July 2023 – 19.23

Total Monetary Fire Loss Johnsonburg Borough July 2023 - \$0

Total Monetary Fire Loss North Ridgway Township July 2023 - \$0

Respectfully

*Christopher G. Kreckel*

Chief

# ***Boro report***

## ***street crew***

Painted handicap spots in front of senior center.

Cleaned drains throughout town .

Cleaned out catch basins on grove street.

Swept up streets after storm.

Fixed drain in borough garage.

Chipped brush along tracks.

Held dumpster day.

Fixed light on market street.

Cut and chipped trees on west center street ditch .

Installed new catch basin on chestnut.

Cut up fallen trees after storm.

Got barriers for theater building.

Treasurer's Report					
July 2023					
Account	Beginning Monthly Balance	Income	Expenses	End of the Month Balance	
General	\$495,010.17	\$74,596.69	\$86,306.82	\$483,300.04	
Street Light	\$88,967.24	\$4,661.13	\$3,235.38	\$90,392.99	
Library	\$406.65	\$2,464.59	\$540.68	\$2,330.56	
Retirement	\$177,201.55	\$997.88	\$8.13	\$178,191.30	
Highway Aid/Liquid Fuels	\$75,213.26	\$3.18	\$660.19	\$74,556.25	
Borough Equipment	\$114,377.92	\$3,759.59	\$56.37	\$118,081.14	
Fire Services	\$168,431.93	\$8,968.65	\$9,524.13	\$167,876.45	
Community Center	\$60,087.20	\$8,835.94	\$10,291.79	\$58,631.35	
Payroll	\$1,796.78			\$2,897.87	
Per Capita	\$4,971.82	\$276.00	\$7.16	\$5,240.66	
Debt Service Fund	\$108,790.70	\$4,561.24	\$46,304.85	\$67,047.09	
Community Improvement	\$151,687.89	\$25,483.30	\$27,610.64	\$149,560.55	
Outstanding Expenses & Liabilities					
Fund	Amount	Description			
General	\$3,370.00	2022 Johnsonburg Endowment Fund grant - Johnsonburg Hotel site cleanup			
Monthly Bills					
General	4783.88	Highway Aid	630		
Community Center	3251.17	Community Improvement	43591.96		
Other <i>St Light</i>	920				



## **Engineer's Report – August 14, 2023 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:

### ***Engineering Services***

- The County received two (2) bids for the West End Storm Sewer Replacement Project at their July 17<sup>th</sup> Commissioner's Meeting and approved the low bid from RJ Vollmer Excavating, Inc. in the amount of \$95,490. Notice to proceed has been issued by the County Planning Department and the contractor anticipates work starting around mid-September. We are currently working with the contractor on some minor modifications to the scope of work and will be scheduling a pre-construction meeting with them for later in August.
- The County received four (4) bids for the Former Johnsonburg Hotel Demolition Cleanup Project at their July 17<sup>th</sup> Commissioner's Meeting; a fifth bid was disqualified due to improper submittal. The bids were tabled for additional review; however, the low bid from Ellenberger Excavating/Demolition in the amount of \$86,400 was approved by the Commissioners at their August 1<sup>st</sup> Meeting. The County is currently working with the contractor to get all the paperwork filed and will issue notice to proceed once that is complete. We have discussed the project with the contractor who anticipates starting later this Fall; a pre-construction meeting will be scheduled in the near future once the contractor has a better idea when they will be ready to start.
- As a result of the July 20<sup>th</sup> partial collapse of the old Armstrong Theater building we spent significant time working with the contractor to clear the front portion of the building to make Market Street safe and passable. In addition, we continue to evaluate steps moving forward with the demolition of the remaining structure and potential funding sources to aid in this process. Approximately three quarters of the building remains. Grants and funding from all sources are being pursued in an attempt to remove the remaining structure as quickly as it can be.
- DCED has announced a new round of the Local Share Account (LSA) grant for 2023; this is the grant we submitted for the Theater Demo/Redevelopment in 2022. The submittal window runs from September 1<sup>st</sup> thru November 30<sup>th</sup> with requests between \$25,000-\$1 million. We are in the process of determining if the Theater Redevelopment is still an applicable project. The West End Flood Control Project would be eligible, as well as a larger sidewalk project. Multiple applications can be submitted by one entity under the program guidelines.
- We been in contact with TranSystems concerning the final design plans and specifications. They've begun to work with the Corps of Engineers for an "official" review of the project and have indicated the final plans and specifications could be completed this Fall and included in a LSA grant application if the Borough chooses to go that route.



- We are working to finalize the design, scope of work and project specifications for the JCC rear driveway resurfacing project and anticipate having those ready for the Public Works Committee the August Council meeting. We anticipate soliciting bids in August with work to be completed in the Fall.
- The demolition specs for 512 Market Street (Allegretto Building) were put on hold following the Theater building collapse.
- We are still finalizing the design plans and specifications for the CDBG funded parking lot at the corner of Second Avenue and Spruce Street. The County Planning Department will be responsible for advertising this project and are waiting for the Borough to have the design finalized before proceeding.
- We submitted the Borough's 2023 CDBG grant application and presented it to the Elk County Planning Commission on July 26, 2023. The project included the slum and blight removal of five (5) abandoned residential structures located at the corner of Bergen Street and First Avenue. The Commission has ranked the five (5) applications received and the Commissioners will make the final approval at an upcoming meeting.
- We are currently working with the Elk County Planning Office on potential PHARE funding for additional slum and blight demolitions. There is a possibility two (2) structures could be removed with this funding. This funding has been used in recent years to remove other blighted properties.
- There are currently no updates on the recent Mee Foundation grant request for the remaining JCC Heating Upgrade Project. Cly has indicated those applications are still being reviewed.

#### ***Code Enforcement***

- We were recently notified that the sewer backup issues at 424 Second Avenue have been addressed by the property owner and are no longer a problem.
- The July 20<sup>th</sup> storm that collapsed the Theater also partially collapsed the railing along the vacant lot on Market Street between the Allegretto Building and Post Office. The property owner has reconstructed the collapsed portion with a masonry block wall. Additional unstable rail sections remain; however, there are still block on site so the contractor may have additional wall sections he intends to construct. We continue to monitor and are still working with the solicitor on this issue which has been ongoing for several months.
- The realty company that assisted with the recent purchase of 314 High Street property which has been an issue for years just provided the new owners mailing address so all previous correspondence has been forwarded to her directly.





- Residents are reminded grass is not permitted to be blown out onto public roadways and left unattended. The recent storms have shown that the grass clippings easily clog storm drains which could potentially cause flooding. Residents are also requested to assist in the cleanup of debris from fallen tree limbs and other debris after storms. These items, if left unattended, can cause issues along roadways and can be a public safety issue for pedestrians as well.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Ryan J. Miller", is written over the typed name.

Ryan Miller, PE



**ARS ENGINEERING**  
SERVICES

**ARS Engineering Services**

PO Box 202

Johnsonburg, PA 15845

[miller@arsengineering.com](mailto:miller@arsengineering.com)

p (814) 965-2211, f (814) 965-4028

File Name: Borough of Johnsonburg  
Code Enforcement Summary

Date: **June 12, 2023**

**2022 CODE ENFORCEMENT SUMMARY**

ADDRESS	PROPERTY OWNER	NOTICE DATE	VIOLATION	COMP.	TICKET			COMP.
					1st	2nd	3rd	
136 Grove Street	Domingos Pena	01/11/22	Refuse, permanent scaffold & tarp on roof				X	
508 Second Avenue	Domingos Pena	01/11/22	Dangerous structure & abandoned vehicles				X	
1057 East Center Street	Domingos Pena	01/11/22	Refuse & abandoned vehicles				X	
327 First Avenue	Graham Horner & Amber Hostler	01/11/22	Demolition of garage				X	
109 Main Street	Robin Engl-Taylor	01/20/22	Garbage & refuse	X				
207 Clarion Road	Jamie Condon	01/20/22	Garbage & refuse					
105 Mary Street	Robert & Carol Anderson	01/24/22	Garbage bags & refuse	X				
Brick Block	Johnsonburg Community Trust	02/08/22	Snow Removal	X				
411 Market Street	Johnsonburg American Legion	02/08/22	Snow Removal	X				
623 First Avenue	Jeremy-Alan Thaxter	02/23/22	Stormwater Runoff	Pending				
207 Clarion Road	Renee Briar (Resident)	02/28/22	Garbage & refuse					
339 Shawmut Road	Taylor Nero	02/28/22	Garbage bags & dog feces	X				
333 Shawmut Road	Resident	02/28/22	Garbage & refuse	X				
524 Glen Hazel Road	Patrick Penfield	03/07/22	Garage demolition	X				
300 Shawmut Avenue	Troy Ehrensberger	03/10/22	Garbage stored curbside	X				
147 East Avenue	Ashley Urman & Resident	03/18/22	Sanitary waste drain onto yard & roadway					
325 High Street	Ashley Smith	03/24/22	Rubbish, shelving & interior furniture along alleyway	X				
203 Clarion Road	Brigitt Markert	03/24/22	Appliance and refuse	X				
320 Elk Avenue	Lynell Rusciolleli & Resident	03/24/22	Sofa curbside for multiple weeks	X				
207 Clarion Road	Jamie Condon & Renee Briar	03/24/22	Garbage & refuse	X				
314 High Street	Richard Heindel	03/28/22	Garbage & refuse					
147 East Avenue	Ashley Urman & Resident	04/01/22	Sanitary waste drain onto yard & roadway					
147 East Avenue	Ashley Urman & Sebastain Dilly	04/08/22	Sanitary waste drain onto yard & roadway		X			X
303 Bergen Street	Ragina Britton & Resident	04/18/22	Sanitary waste drain onto alleyway	X				

**ARS Engineering Services**

PO Box 202

Johnsontown, PA 15845

[miller@arsengineering.com](mailto:miller@arsengineering.com)

p (814) 965-2211, f (814) 965-4028

File Name: Borough of Johnsonburg  
Code Enforcement SummaryDate: **June 12, 2023****ARS ENGINEERING**  
SERVICES

ADDRESS	PROPERTY OWNER	NOTICE DATE	VIOLATION	COMP.	TICKET			COMP.
					1st	2nd	3rd	
287 Rose Street	Elizabeth Olszewski	04/22/22	Garbage & refuse	x				
147 East Avenue	Ashley Urman & Sebastain Dilly	04/26/22	Sanitary waste drain onto yard & roadway			x		x
1057 East Center Street	Domingos Pena	04/29/22	Dangerous Structure Posting	N/A				
409 High Street	Trevor Sandberg	04/29/22	Uninhabitable Notification	N/A				
327 High Street	Graham Horner & Amber Hostler	04/29/22	Garbage, refuse & garage demolition					
179 Terra Cotta Road	Donald Thornton	04/29/22	Refuse & abandoned vehicles					
417 Legion Avenue	Kevin & Emilie Nissel	05/10/22	Yard & illegal driveway	Pending				
305 Spruce Street	Zerfoss Property	05/10/22	Garbage & refuse	x				
510 Glen Hazel Road	Johnsonburg Municipal Authority	06/08/22	Garbage, refuse, garage demolition & grass	Partial				
203 Clarion Road	Brigitt Markert	08/02/22	Uninhabitable Notification					
506 High Street	Jody Bowley IV	08/30/22	Dangerous Structure Posting	N/A				x
508 High Street	Jeff & Christine Royer	08/30/22	Dangerous Structure Posting	N/A				x
314 High Street	Richard Heindel	08/30/22	Garbage & refuse	Pending				
636 Penn Street	Shawn & Michele Shipe	09/01/22	Uninhabitable Notification					x
311 Church Street	Donald Bowley	09/13/22	Structure Demolition	x				
314 High Street	Richard Heindel	10/31/22	Garbage & refuse - Property has been sold		x	x		
203 Clarion Road	Brigitt Markert	10/31/22	Uninhabitable Notification		x	x		
636 Penn Street	Shawn & Michele Shipe	10/31/22	Uninhabitable Notification		x	x		x
153 Terra Cotta Road	Kris & Melissa Drummond/Res	10/07/22	Uninhabitable Notification	x				
307 High Street	Lorelle Jane Cousins	10/19/22	Uninhabitable Notification - Repository Approval					
424 Third Avenue	Victoria DeMarco	11/16/22	Uninhabitable Notification - Repository Approval					
426 Third Avenue	Victoria DeMarco	11/16/22	Uninhabitable Notification - Repository Approval					
424 Second Avenue	Saujaida Allen	11/30/22	Uninhabitable Notification - Water Shutoff	x				
615 High Street	Ruth Smith	12/15/22	Dangerous Structure Posting	N/A				





p (814) 965-2211, f (814) 965-4028

Date: **June 12, 2023**[illegible]

**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday June 14, 2023**

The meeting was called to order at 4:00 p.m. by Chairman Jack Fowler, followed by The Pledge of Allegiance and a moment of silence.

**ROLL CALL** – In attendance were Jack Fowler, TJ Weaver, Rick Zeigler, JR DePanfilis, Earl Park, Eric Poague, Paul Villella

Brian Buesink, Ken Caldwell, Corey McCabe, Tracey Mehalko, Peter Reith, Travis Long of JHA (ZOOM)

**VISITORS** – Joyce Maletto (Johnsonburg Press), Brian Stockman (Ridgway Record), Aljoe Maletto, Chris Wright

A motion was made by Rick Zeigler and seconded by JR DePanfilis to approve the agenda (carried).

**VISITOR COMMENTS (on agenda related items)** – None

**APPROVAL OF MINUTES FROM PREVIOUS MEETINGS** – A motion was made by Eric Poague and seconded by TJ Weaver to approve the minutes from the May 10, 2023 Regular Meeting (carried).

**MANAGER'S REPORT** – Copy attached

A motion was made by Earl Park and seconded by Rick Zeigler to pass a resolution to invest \$500,00 with PLGIT.

Rollcall vote: TJ weaver – yes, Rick Zeigler – yes, JR DePanfilis – yes, Earl Park – yes, Eric Poague – yes, Paul Villella – yes, Jack Fowler – yes (carried 7-0).

A motion was made by Earl Park and seconded by TJ Weaver to allow employees to donate at the Johnsonburg blood drives and go home when done with pay (carried).

**WATER REPORT** – Copy attached

**SEWER REPORT** – Copy attached

A motion was made by Eric Poague and seconded by Earl Park to have Travis from JHA move forward with permitting and pricing for a project to replace the Oak St. line (carried).

**ENGINEER'S REPORT** – Copy attached

**SOLICITOR'S REPORT** – The deed for the Bergen Street property will be drafted and conveyed shortly. He has been working with Travis on the Route 219 Extension project.

**COMMITTEE REPORTS**

- A. Administrative – None
- B. Finance – None
- C. Fire Department – None
- D. Hiring – None
- E. Johnsonburg Borough – There was discussion about a Second Ave. property having a sewer issue
- F. Operations – None
- G. Grants – None

**TREASURER'S REPORT** – A motion was made by Eric Poague and seconded by TJ Weaver to approve the Treasurer's reports from the May and June meetings (carried).

**BILLS FOR PAYMENT** – A motion was made by Eric Poague and seconded by Rick Zeigler to pay the bills in the amount of \$ 69,792.61 (carried, Earl Park abstained).

**Bank Balances as of: May 31, 2023**

**Northwest**

Sewer Money Market - \$ 64,276.11

Payroll - \$ 134,692.37

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 37,854.64

Operating Checking - \$ 69,698.82

Sewer Savings - \$ 52,534.80

Water Savings - \$ 793,756.85

**CNB**

CD - \$ 26,072.96

Savings Acct. - \$ 6,799.03

Water Project Checking (COA) - \$ 124,028.63

Sewer Checking - \$ 19,581.97

Waterline Extension - \$ 14.00

**Debt Payments**

CNB Mortgage - \$ 327.92

CNB Line of Credit Interest - \$ 1,382.03

CNB WWTP Upgrade - \$ 3,459.20

Pennvest - \$ 15,529.32

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

**BOARD DISCUSSION –**

- a. Additional federal holidays and other time off to match the borough employees will be reviewed by the Administrative Committee.
- b. A motion was made by Eric Poague and seconded by Earl Park to pay our Erie Insurance business policy on an annual basis (carried).
- c. A motion was made by Earl Park and seconded by Eric Poague to have our manager get shirts for the employees as he feels appropriate (carried). A motion was made by Eric Poague and seconded by TJ Weaver to have the Operations Committee meet and review safety-wear for our employees (carried).
- d. A motion was made by Earl Park and seconded by JR DePanfilis to credit customer Becky Richards for her sewer overage charges and late fees associated with her sewer charges (carried). A motion was made by TJ Weaver and seconded by Earl Park to not allow customer Christopher Wright a credit for his overage (carried).
- e. Security camera access was discussed. The General Manager should have access to all cameras at all locations.
- f. The fire hydrant at the Community Center and other hydrants around town were discussed.
- g. A rate increase was discussed, and will be discussed in more detail at the next meeting.

**BUSINESS AFFAIRS – None**

**COMMENTS FROM VISITORS** – Joyce Maletto voiced her concerns with a rate increase.

**EXECUTIVE SESSION** – A motion was made by TJ Weaver and seconded by Rick Zeigler to enter into executive session at 6:00 (carried). A motion was made by JR DePanfilis and seconded by Earl Park to exit executive session and enter into the regular meeting at 7:40 (carried). Personnel and litigation were discussed with no action taken.

A motion was made by Rick Zeigler and seconded by TJ Weaver to have Knox Law provide legal representation for JMA for ongoing litigation (carried).

**ADJOURNMENT OF MEETING**– A motion was made by Rick Zeigler and seconded by TJ Weaver to adjourn the meeting at 7:45 p.m. (carried).

Jack Fowler, Chairperson

TLM

**Johnsonburg Community Center**  
**Rec Board Meeting Minutes August 3, 2023**

**Present:** John O'Rourke      Jim Lecker      Patty McDivitt      TJ Weaver      Tara Poague  
Sarah Grunthaner      Nikki Zimmerman      Scott Cherry-excused      Tracy Crowe      Rich Fiscus  
Don Meyer

**Call to order 5:06 p.m**

**June 1, 2023 Minutes**

Passed      **Motion** to accept: Jim Lecker      **Second:** Patty McDivitt      **Vote:** Unanimous

**Financial Report**

See attached

Passed      **Motion** to accept: Patty McDivitt      **Second:** John O'Rourke      **Vote:** Unanimous

**Open Issues**

- 1.) **Grey Knights** Don Meyer spoke about the history the Grey Knights have with the building. Don stated that they were blind sided with the letter from the borough. Tara stated she spoke to Rich Fiscus several times about time changes and his response always being "that won't work for us". She explained she did not appreciate Rich telling the borough they never spoke. Rich did not argue this point. TJ went over the options that we can use moving forward. Don received a copy for his review. The Grey Knights are not sure the time slots will work for them. They have people that come from far away and feel the earlier time may not work. They have a board meeting coming up to see if they can continue.
- 2.) **Cameras** are here and John Updyke will come to install them.
- 3.) **Pool** The pool was not checked over the weekend. The Chlorine was empty, the hose was laying on the steps.
- 4.) **Parking Lot** The parking lot is a hazard. We understand that there was an emergency situation with the theater, but that has been cleaned up. We fear there will be an injury that will cost the borough a lawsuit.
- 5.) **Dumpster Door** the door has been off for 6 months. (Since Feb 3). The board would like to know where we are with this repair. We need to ask Ryan Miller this question.
- 6.) **Dehumidifier in Weight Room** John Updyke will install this when he comes to do the Cameras.
- 7.) **Weight Room Ceiling** The ceiling in the weight room has been leaking for quite some time due to the caulking on the porch. Cavalier roofing has caulked the porch for us in the past, they said they will come redo it again this month.

## **Director's Report**

See attached

## **JimLecker's Report**

See attached

## **New Business**

- 1) **Light Damage** The light at the top of the steps to the playground was broken after Rock the Block on Saturday July 29<sup>th</sup>. The police know who did the damage they just need a price to repair it so that they can charge the person. Jim Lecker called Taylor glass to ask for an estimate. We are still waiting for a response.
- 2) **Park Bathrooms** We are looking into a Women Who Care Grant to fix up park bathrooms.
- 3) **Handicap Sign Out Front** the board feels there is a need for a sign in the front of the building stating there is a second entrance to the park.
- 4) **Benefits** We have held various benefits in the past. The rental agreement is signed and we feel it is not up to us to pick and choose who can and can't rent the building to support their cause.
- 5) **Age For Drop Off** Tara will post a policy regarding unattended children (4th grade and older). It is not the responsibility of the community center or it's staff to "babysit" for parents. The staff is here to enforce the building rules. It is not their responsibility to ensure children don't leave while attending open gym or open swim.

**Meeting adjourned at 5:52 p.m. Next Meeting September 7,2023 at 5pm.**

**X**

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Sarah Grunthaner  
JCC Rec Board Secretary

# June 2023 Directors Report

- Saturday May 6<sup>th</sup> the Johnsonburg Rotary held their multiphasics in the gymnasium. They had 150 people registered and 138 showed up.
- It has been brought to Tara's attention that our garbage picks up every other week. The past two months it has been a little out of control, if that doesn't subside maybe we should switch to once a week.
- Jay Crowe responded about the cameras. He said to go with the LTS, LTCMIP3382NW-M, Platinum Turret Network IP camera, 4K/8MP, 4mm, True WDR, Matrix IR 2.0, SD Card slot.
- Saturday May 6<sup>th</sup> Johnsonburg held their prom in the ball room. They sold 120 tickets, but due to other proms being the same night only 70 kids came. Kelin Linnan said she has been junior class advisor for many years, and this was the most fun that they have had during her time. However, if there is ever a way for us to get an elevator or even a dumbwaiter to the third floor would be HUGE. I helped the DJ, photographer, photo booth, and caterer carry some super heavy equipment up and down 43 stairs and it was consuming.
- Wednesday May 10<sup>th</sup> the St.Marys boy scout troop used our pool to test for their swim badges. We gained a few members from this because a couple of families joined a month ago to practice for this test and they love coming here so they are going to keep up with their membership.
- Thursday May 11<sup>th</sup> the Johnsonburg Pre-K class stopped by, took a tour of the building, and played at the playground while they were on their school field trip.
- Friday May 12<sup>th</sup> I ordered a 25 foot pool safety divider rope so that we can help the kids who cannot swim stay out of the deep end. I also drew up a list of pool rules and got it posted at the pool.
- Sunday May 14<sup>th</sup> our lifeguard class finished up. We now have three more lifeguards to add to the payroll. We also completed a recertification class for lifeguards, this included myself and Shana Polaski.
- Monday May 15<sup>th</sup>, TJ Weaver replaced the tube on the chlorine pump and it is working again!
- Monday May 15<sup>th</sup>, Judd Zilkoski dropped off a sign for our dumpster.
- Tuesday May 16<sup>th</sup> elections were held in the gymnasium and we also had a STEM try it day on the third floor. This entailed 5<sup>th</sup>-8<sup>th</sup> graders in Johnsonburg getting bussed down here to try a few different STEM kits so they can give us an idea of what kind of critical thinking they are into. We are searching for this information because we are still working on starting a STEM program in Elk County for grades 6-8 and we want the JCC to be a hub for this program.
- May 16<sup>th</sup> through the 18<sup>th</sup> Sandy Charney brought a student here that isn't in the school district to take his Keystone tests.
- Wednesday May 17<sup>th</sup>, I emailed Aaron and asked him if he would hook up a cordless phone in our guard room at the pool. I haven't heard back yet. I also haven't been told when he is coming to move the wires in the office yet.
- Tuesday May 23<sup>rd</sup> TJ Weaver drilled the hole in the office for the HDMI cable for the cameras.
- Wednesday May 24<sup>th</sup>, we got the flag display set up for Memorial Day weekend. We had half the number of veterans that we had last year.
- Thursday May 25<sup>th</sup> we had a movie at the park night down on the basketball court. We only had a few kids show up, but it was a little chilly so we are going to do another one this month.
- Wednesday May 31<sup>st</sup>, the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders came here for a Stand Tall field trip. They swam, played, and had lunch.
- Wednesday May 31<sup>st</sup>, Judd Zilkoski came in and fixed the crash bar on the weight room door.
- Thursday June 1<sup>st</sup>, Dalton Stahli and Caden Smiley took down the flag display and I took down the display boards. It looked great, we just didn't have the response that we have the past 2 years.

# July 2023 Directors Report

- June 5<sup>th</sup>-9<sup>th</sup> we held our first swim lessons of the summer. It went really well, parents are satisfied with the progress their children made. Some even reregistered them for the second session of swim lessons.
- June 5<sup>th</sup>-7<sup>th</sup> we held a baby sitters class for 6<sup>th</sup>-8<sup>th</sup> graders. It went very well and the kids feel more confident in baby sitting this summer.
- Friday June 9<sup>th</sup> TJ Weaver, Tara Poague, Corey McCabe, Mike Dacanal, Mike Votano, and Dave Votano spent three hours in the morning, measuring and chalking lines for four pickleball courts on the empty pavement at the playground. Then Dave Votano and Jeff Costanzo spent many hours Friday and Saturday painting the lines that were mapped out. Mary Dacanal donated \$1,000 for us to have this done and since we were able to gather volunteers to do it, Tara used her donation to order nets, paddles, and balls to keep in the shed to be used on these outdoor courts. We also bought \$250 worth of Yellow and Blue paint and Jeff painted the kitchens on all four courts. Jeff Costanzo also put pads down for the benches using bricks from the hotel and painted the benches green. Tara created a sign out sheet for the pickleball courts/shed key. She's going to try this for a while until a better solution arises.
- Friday June 9<sup>th</sup> Kyle Bennett painted the pool ceiling. The company did not give us the correct color so it doesn't match the rest of the ceiling, but the stain mark is gone.
- Sunday June 11<sup>th</sup> TJ Weaver cleaned both pool filters.
- Sunday June 11<sup>th</sup> we held a daddy daughter dance on the outdoor basketball court. It turned out nice, small crowd, but they all had a good time.
- Monday June 11<sup>th</sup> Geno Polaski hung our new AED outside of the pool on the weight room side.
- Thursday June 15<sup>th</sup> the Chamber held their 2<sup>nd</sup> annual business expo in the gymnasium. They had 20 businesses participate and a good turnout from the community.
- A few people asked when we are going to update the outside basketball hoops. We have a couple of nets that can be put up but do we need new rims and backboard, or just paint to freshen them up? Jeff Costanzo said he will paint the court on, however Slade Horner has our stencil because he was supposed to do it 2 years ago when he seal coated the courts. TJ Weaver called Slade and he said he couldn't find the stencil so Tara had to order another one.
- June 19<sup>th</sup>-23<sup>rd</sup> we held our second swim lessons of the summer. It also went very well and parents were very pleased with the results.
- Monday June 19<sup>th</sup> we had our very first STEM camp. It went very well. We had 7 kids show up and they loved it and plan on coming every Wednesday.
- Monday June 19<sup>th</sup> we had a tie dye and cookie decorating party at the pavilion. The kids had a great time!
- Tuesday June 20<sup>th</sup> Kellie Imbrogno called Waterproofing and asked them to come look at the dehumidifier in the weight room. It sounds like something is hitting off of the fan blade inside. They came and looked at it on Friday June 23<sup>rd</sup>. Craig Pura said that dehumidifier was installed in 2007. Craig said that the bearing is broke on the fan, but the dehumidifier isn't working like it should be due to its age. It will cost \$1,000 to fix, but he recommends that we replace the whole unit for \$1,800 and it will be under warranty for five years.
- Tuesday June 20<sup>th</sup> we had movie at the park night. We only had 5 kids show up being that it was carnival week and Allstars had started playing. we are going to plan another one this summer once things settle down.
- What is going on with the dumpster door? Is it getting replaced?
- Thursday June 22<sup>nd</sup>, TJ Weaver, Jim Lecker and Tara Poague pulled all of the filters out of the AC's and cleaned them.
- Friday June 23<sup>rd</sup>, Tara was notified by a member that they witnessed a lady struggling to push their infants in a stroller down the steps to they playground. Yes, this is common sense, but people are scary stupid these days. Should we have a sign of some sort on the front of the playground indicating a handicap/stroller entrance at the back of the building?
- Wednesday June 28<sup>th</sup> Jim Lecker and Tara Poague power scrubbed the entire pool deck.



**"JAMES THE BUTLER"**  
**For all your cleaning needs:**

## **July/August Report**

- 106 Volunteer Hours in June
  - 153 Volunteer Hours in July
  - Kyle Bennett painted the pool ceiling. The company told us the wrong color, but if we have Kyle come back and do the correct color it will cost us another \$500 plus another \$200 for the paint.
  - Outdoor pickleball courts are finished.
  - Jeff Costanzo made pads for the benches at the courts and painted the benches green.
- SW 6748
- Power scrubbed the whole pool deck.
  - All of the filters and fans got cleaned and dusted in the A/C units.
  - Air conditioners installed in Ballroom and Lounge
  - All top windows on third floor screwed up so they don't fall
  - All screens removed from windows on the third and second floor
  - Typed up an inventory list of all the paint colors used throughout the building.
  - Need the dumpster door fixed.
  - Where are we at on the back parking lot for bids?
  - The backboards are done and the poles are painted on the outdoor basketball court. Jeff Costanzo and Dave Votano got the lines painted on the basketball court and added some color. Just waiting on the backboards to get picked up.
  - Shed roof is leaking. Nick Cherry said he will tear all shingles off and put new shingles on, we just might have to pay for a dumpster.
  - Patty McDivitt got the chair rail in the office stained and polyurethane.
  - Dave Votano got the windowsills in the office sanded, still needs stained and polyurethane.
  - Floor under pool door is sanded down and door opens and closes easier now.
  - Jacob DeStephano and Devin Mann removed more screens from the windows on the second floor.
  - Un-boarded the bathrooms at the shed. Municipal authority came to check for water line and couldn't find one. We will have to rent a ditch digger and dig a ditch from the coal shoot to the bathrooms. If we dig a shallow one, it will be easy to disconnect the pipe and shop vac all of the water out before winter.
  - Patched and painted the closet in the office. Needs one more coat of paint.
  - Doris Thorwart is still painting the steps in the fire escape