

**Johnsonburg Borough  
Regular Meeting  
December 10, 2018  
4:00 p.m.**

Call to Order

Silent Prayer & Pledge of Allegiance

Roll Call

Approval of Minutes

- Regular Meeting November 13, 2018

Guests & Public Comment on Agenda Items

Reports

- Mayor
- Police Department
- Fire Department
- Street Department
- Council Committees
- Finance/Bills for Payment
- Borough Solicitor
  - Zoning Ordinance
- Engineer & Code Enforcement
- Municipal Authority
- Recreation Board
- Junior Council Person

Old Business

New Business

1. Adopt budget
2. Adopt tax schedule
3. Truck bids
4. Tax Sale – 417 Second Ave
5. Feral Cat Program
6. Resolution 07-2018 (Participation by Device)
7. Resolution 08-2018 (DCED Program)

Executive Session – personnel & legal issues

Public Comment on Agenda Items

Adjourn

BOROUGH OF **f** JOHNSONBURG  
 Department of Police



**JOHN CLOPP**  
 Chief of Police

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

**JACK FOWLER**  
 Mayor

I have the honor to report to the Johnsonburg Borough Council the duties performed by the Johnsonburg Police Department for the month of November, 2018.

Calls for Service	230	Parking Violations	16
Signal Calls	84	House Watches	4
Telephone Calls	47	Vehicle Lockouts	5
Investigations	59	Light outage	0
Hearings	7	B.O.L.O	9
Traffic Accidents	3	Asst. Fire/Ambulance	10
Written Warnings	3	Asst. other Police Dept.	14

Receipts:

Fines	\$ 961.11
Reports	\$ 30.00
Tickets	\$ 0.00

Special Information: *pract. ce*

- Assisted with active shooter planning/drills at JAHS.
- Attended Veteran's Day program at JAHS.
- Assisted with Santa Parade on 11/18/2018.

Total \$ 991.11

Offenses:	Number	Arrest	Handled Otherwise
Drugs	3	3	0
Assaults	1	1	0
Burglary	1	0	1
Thefts	3	0	3
Criminal Mischief	0	0	0
D.U.I.	2	2	0
Disorderly Conduct	3	2	1
Mental Health	3	0	3
Sex Offenses	1	0	1
Family and Children	4	0	4
All Other Offenses	15	1(3 MV Arrests)	14
<b>Totals</b>	<b>36</b>	<b>12</b>	<b>27</b>

Respectfully submitted

*John Clopp*



# Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

## FIRE REPORT FOR NOVEMBER 2018

11/02/18	319 SHAWMUT AVE ACTIVATED CO ALARM	17 MINS
11/06/18	MUTUAL AID ELK 4 STRUCTURE FIRE	1HR 40 MINS
11/15/18	255/219 TRAFFIC CONTROL FIRE POLICE	35 MINS
11/18/18	503 ELK AVE ASSIST ST.MARYS EMS	13 MINS
11/20/18	MUTUAL AID ELK 4 FIRE ALARM	07 MINS
11/22/18	MUTUAL AID ELK 1 FIRE ALARM	03 MINS
11/22/18	426 WATER ST APT A5 FIRE ALARM	08 MINS
11/23/18	426 WATER ST APT B4 FIRE ALARM	15 MINS
11/26/18	424 WATER ST APT 301 ASSIST ST. MARYS EMS	23 MINS
11/29/18	MUTUAL AID ELK 4 STRUCTURE FIRE	1HR 25 MINS

CALLS JBG BORO 4  
 CALLS RIDG TWP 0  
 CALLS MUTUAL AID 4  
 CALLS ASSIST ST. MARYS EMS 2  
 CALLS ASSIST RIDGWAY EMS 0

TOTAL CALLS FOR NOVEMBER 2018 10

NO INJURIES REPORTED FOR NOVEMBER 2018

RESPECTIVELY SUBMITTED

ROBERT DICKEY

JOHNSONBURG FIRE DEPT  
FIRE CHIEF

**Treasurer's Report  
Cash Balances  
November 30, 2018**

General Fund	\$197,173.66
Street Lighting Fund	\$ 18,490.16
Library Fund	\$ 3,514.16
Retirement Fund	\$104,611.14
Highway Aid Fund	\$ 24,829.15
Borough Equipment Fund	\$ 53,212.61
Fire Services Fund	\$109,207.90
Community Center Fund	\$ 51,841.93
Payroll Fund	\$ 19,357.04
Per Capita	\$ 6,997.11
2001 Debt Service	\$ 84,458.93
Community Improvement Fund	\$148,728.71

**Bills:**

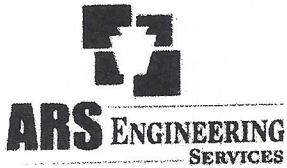
General Fund

Borough Equipment Fund

Community Center Fund

Community Improvement Fund

Highway Aid Fund



## **Engineer's Report – December 10, 2018 Johnsonburg Borough Council Meeting**

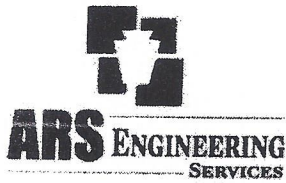
The following summary of work performed over the last month, as well as an update on current project status is provided herein for your review:

### ***Harrison Avenue Realignment Project***

- The Commonwealth Financing Authority review meeting was canceled in November and is to be re-scheduled for a later date; however, we are currently unaware of when that meeting will take place. Those involved with advocating on behalf of the Borough's application in Harrisburg have been in contact to request additional information to further solidify their efforts.

### ***Engineering Services***

- The JCC Playground Project has not begun to date. The Contractor is still hopeful to get things started in December; however, those efforts will be dependent on weather.
- We have had discussions with the JMA engineer as to what needs to be completed and resubmitted to the Borough for final review of the requested stormwater management approval. It is our understanding the engineers are working towards completing those requirements and we anticipate receiving revised submissions in the near future.
- As a follow-up to the JMA engineer's formal request to the Borough for an exemption to be granted for the Third Ave Tank Project stormwater management requirements, we have been made aware that agreement has been finalized but to date we have not received a copy of the signed agreement. Once a copy of this signed agreement has been received we feel the criteria required for their request will be satisfied.
- We recently attended the Elk County Conservation District's 2019 DGLVR Update workshop wherein updates to their grant program were discussed. Attendance by representatives of a municipality will count as "bonus points" for applications submitted for next year's program. We had previously submitted an application for the Harrison Avenue Realignment Project which was not approved but will be rolled into next year's application round. An updated traffic count study will need to be completed in the Spring as the previous one will be too old for next year's application. The ECCD has purchased a counter which can be used for this study.
- We recently reviewed the damages caused by the partial collapse of the ceiling in the Community Building pool room. Unfortunately it appears the combination of a constantly moist environment coupled with old building materials and methods contributed to the failure. Previous leaks from the roof and an old steam line in that corner of the building may have accelerated the deterioration of that portion of the ceiling. We are currently working to come up with a feasible repair, a copy of our evaluation of the collapse and repair recommendations will be forthcoming.
- We are currently working on a feasibility study required for a DCNR grant for improvements to the pool and locker room areas in the Community Building. These efforts had already begun prior to the partial ceiling collapse.



- We recently met with officials from Bureau Veritas to discuss modifications to the Borough's building permit process. Currently anyone wishing to acquire a building permit is directed to contact Bureau Veritas, the Borough's 3<sup>rd</sup> party inspector, and work with them to obtain the proper permits. It has come to the Borough's attention some members of the community may not be following through with this process. In addition, once residents pay the Borough fee all correspondence is between the property owner and inspector and the Borough has no knowledge of what's going on. Our recommendation is to revise the building permit process effective January 1, 2019 requiring all permit applications and approvals to be processed by the Borough. Applications would be submitted at the Borough Office and forwarded to Bureau Veritas by the secretary, all correspondence would be forwarded through the office and all approved building permits would be picked up by the applicant at the Borough Office. Switching to this process will allow the Borough to monitor building within the municipality; this is the process several local municipalities use with Bureau Veritas. Officials from Bureau Veritas are eager to work with the Borough if this transition is implemented.

#### *Code Enforcement*

- The hearing for the property located at 179 Terra Cotta Road (Donald Thornton) has been continued to January. We have been in contact with the property owner on several occasions and he has indicated wanting to work with the Borough to resolve these issues. We continue to maintain the hearing schedule but will also continue to work with the property owner as well.
- A local resident recently reached out to discuss a property which we are currently in the process of trying to prosecute through Code Enforcement. The resident was inquiring about the current charges and how they may affect him if he were to purchase the property. We indicated the Borough would be more than willing to work with any individual who purchases or inherits a property already in violation of the Code. This same resident also inquired about adjacent properties which were purchased through the County repository which have not been brought to the standards required by the program. We are in the process of gathering additional information from the County to see how the Borough may be able to proceed.

Respectfully Submitted,

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

Ryan Miller, PE

**JOHNSONBURG MUNICIPAL AUTHORITY**  
**REGULAR MEETING**  
**TUESDAY, SEPTEMBER 18, 2018**

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

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

**VISITORS**- Cindy Haight, Edwin Gapinski, Charles Fedus, Virginia Neilson, Al Maletto, Joyce Maletto (Johnsonburg Press Reporter), and Brian Stockman (Daily Press).

**VISITORS COMMENTS**- None

**MANAGER'S REPORT**- The Minimum Municipal Obligation (MMO) for the Johnsonburg Municipal Authority Pension Plan for 2019 is \$28,970.00. PADEP's new Sanitarian for Johnsonburg would like to do an inspection based on the July 2016 Inspection and is currently scheduling a visit. The Authority is struggling to locate a water leak in town and will be isolating sections of waterline to try and find it. PennDot wants to schedule a utility meeting October 4<sup>th</sup> at 10am. The meeting will be in front of the Powers Run Water Treatment Plant but will not block the driveway. Health Advocate is coordinating the Wellness Program and performing the on-site health screening for the MBS members covered by one of our medical programs. The Authority received the reimbursement from the PHEAA/Stackpole Hall Student Workers Program. Training is scheduled for September 27, 2018 for Method 334. James Reinsburrow asked for the information on the battery system for the Wastewater Treatment Plant that needs replaced and the status of the Blaine Avenue hydrant. Reinsburrow asked about the meter replacement project and wanted to know if the Authority will be able to meet the deadline for the grant. He also asked what the penalty would be if it's not met. Charles DeStephano questioned what is causing Water Street Extension to lose water.

**ENGINEER'S REPORT**- Travis Long was excused. JHA Companies will meet with PennVest in October to talk about funding for the Mary Street Project. Chairman Eric Poague had Travis get an estimate to replace all the lines in Johnsonburg. An Estimate of \$37,000,000.00 to replace the lines was given.

**PROJECT ENGINEER'S REPORT**- GD& F is still waiting for the NPDES Permit and the Chapter 105 Permit New comments have been addressed for DEP. Earl Park questioned Josh how long the Authority should wait until they tell PADEP The Authority will not proceed with the project. The Authority also still needs the Land Development Permit from the Borough to move forward with the new water plant. The Board has requested the Borough Engineer attend the next Authority meeting. The Board wants to contact Local, State, and Federal Representatives. Requisition # 35 to USDA for \$13,219.45.

**SOLICITOR'S REPORT**- None

**FOREMAN'S REPORT** –None

**COMMITTEE REPORTS**-

Administration Committee- None

Finance Committee- None

Johnsonburg Borough Committee-None

Operations Committee- None

Hiring Committee- Getting the Committee together to go over the resumes for next meeting.

Union Committee-Next meeting will be September 21, 2018 at 1:00

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING-** The minutes of the August 21, 2018, regular meeting was approved as presented. Motion made by Richard Zeigler and seconded by Charles DeStephano, motion carried unanimously.

**APPROVAL OF TREASURER'S REPORT-**

Revenue Fund- Water & Sewer	\$ 261,935.54
Municipal Savings Account- Water	\$ 571,557.87
Municipal Savings Account- Sewer	\$ 21,243.52
Insured Money Funds	\$ 63,210.45
Payroll Fund	\$ 11,305.14
Certificate of Deposit-Sewer- CNB	\$ 25,588.02
Hunt Water Sales-CNB-Savings	\$ 23,004.21
Line of Credit- Checking	\$ 26,595.01

Motion made by Dennis Asti and seconded by Earl Park to accept the Treasurer's report for August 31, 2018, as presented and placed on file for audit, motion carried unanimously.

**EXECUTIVE SESSION-** Motion made by Earl Park and seconded by Richard Zeigler to enter an executive session at 6:33 PM. Motion made by Earl Park and seconded by Richard Zeigler to enter regular session at 7:57 PM, personnel and litigation was discussed with no decisions made.

**APPROVAL OF BILLS-**

Revenue Fund- Water \$27,197.98

A motion was made by Earl Park and seconded by Richard Zeigler to approve the water bills. Motion carried unanimously.

Revenue Fund- Sewer \$7,203.12

A motion was made by James Reinsburrow and seconded by Richard Zeigler to approve the sewer bills. Motion carried unanimously.

Water Project- CO & A \$13,219.45

A motion was made by Earl Park and seconded by Charles Destephano to approve the water project-CO&A bills. Motion carried unanimously.

**BUSINESS AFFAIRS-**

It is recommended to approve new hires. Motion made by Richard Zeigler and seconded by Dennis Asti to approve hiring one new employee, full time with benefits and wage based on qualifications (no less than \$14.00 per hour). Motion carried unanimously.

It is recommended to approve the 2019 MMO. Motion made by Earl Park and seconded by James Reinsburrow to approve the 2019 MMO. Motion carried unanimously.

It is recommended to approve moving forward with the installation of the pump station on Mill Street. Motion made by Earl Park and seconded by James Reinsburrow to table moving forward with the installation of the pump station on Mill Street. Motion carried unanimously.

It is recommended to approve moving forward with purchasing a new utility truck. Motion made by James Reinsburrow and seconded by Richard Zeigler to table the purchase of a new utility truck. Motion carried unanimously.

**BOARD DISCUSSION-** Earl Park and Richard Zeigler thanked the guys and Doug Haupright for all their help.



**NEW BUSINESS-** Motion made by Charles DeStephano and seconded Earl Park to purchase a cell phone for the manager. Motion carried unanimously.

Motion Made by Charles Destephano and seconded by Earl Park to advertise for quotes for an emergency on-call contractor. Motion carried unanimously.

**COMMENTS FROM VISITORS-** Edwin Gapinski has concerns about the water saturating his lawn. Earl Park asked Doug Haupright if he had any ideas on how to find the leak the Authority is trying to find.

**EXECUTIVE SESSION-** None

**ADJOURNMENT OF MEETING-** A motion was made by Earl Park and seconded by Charles DeStephano to adjourn at 8:11 P.M. Motion carried unanimously.

Kenneth Polaski,  
Secretary

**JOHNSONBURG MUNICIPAL AUTHORITY**  
**REGULAR MEETING**  
**TUESDAY, OCTOBER 16, 2018**

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

**ROLL CALL** – In attendance were Eric Poague, Richard Zeigler, James Reinsburrow, Dennis Asti, Kenneth Polaski, Earl Park, Richard Brown, Lisa Sorg, Kerri Shaffer, Travis Long, Josh Gunnett, and Doug Haupright. Charles DeStephano was excused.

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

**VISITORS COMMENTS**- Brian Stockman informed the Board that the Commissioners granted the Community Building \$46,000.00.

**MANAGER'S REPORT**- The PMAA Region Seven 2018 meeting will be held October 17, 2018. Act 205 of 1984, the Municipal Pension Reporting Program is required to make a biennial distress determination for all municipalities. JMA's total distress score is 0. MBS 2019 Annual Renewal Meeting was held September 26, 2018. This was an update on the Consent Decrees between Highmark and UPMC Health System that expires June 30, 2019. Copies of the Renewal Packet were distributed to the Authority Board Members. The Board members want to make sure the employees have all the information they need to choose their insurance carrier. The 2018 Excess interest Award from the PMRS for the Johnsonburg Municipal Authority is \$17,435. A 2" service line leak, in the Domtar Paper Mill, was discovered and turned off so operations are back to normal. There will be on-site health screening at the JMA office for employees and dependents on October 26, 2018 with the alternate date being October 29, 2018. Elco was able to find the batteries needed to replace the battery system at the Sewage Treatment Plant, the cost is around \$10,380.00. Method 334 training will take place in December 2018. A special meeting was held October 1, 2018 at the Borough Building to discuss the zoning and subdivision concerns for the new Water Plant. The 2017 Audit has been completed and handed out to the Board Members. The Board members would like a camera company to be contacted so that the plugged line for the New Water Plant Project can be videoed. The Board members also recommended getting in a company with either a back-hoe or excavator to unplug the outlet, at the bottom of First Avenue and Glen Avenue.

**ENGINEER'S REPORT**- JHA has maintained correspondence with GD&F over the course of the month regarding project scheduling and response to outstanding items. JHA met with JMA, PADEP, and PennVest on October 10, 2018 to discuss possible projects in Johnsonburg, specific to upgrade to the aged water distribution system. PennVest remains optimistic about the funding supply over the course of the next several application rounds. Various projection options were presented to PennVest as full system replacement. PennVest recommended staying with projects in the 5-6 million range. The current project proposed was estimated at \$3.6 million. The Wastewater Treatment Plant NPDES Permit renewal is pending. First Energy has a new incentive program for Commercial and Industrial customers. The Board would like Lisa and Doug to look at things that can be changed to be more energy efficient.

**PROJECT ENGINEER'S REPORT**- The NPDES and Chapter 105 Permits are still Pending. The Borough Council approved the subdivision for the Water Treatment Plant Project, pending the Borough Planning Commission recommendation. A Zoning Request was tabled until the Borough solicitor reviews the Borough Ordinances. The Authority is still waiting on the Borough Consistency Letter. Eric Poague stated every set back we have from the Borough delays the project and cost the Authority time and money. The Borough also has further comments regarding the piping of the bioretention area to the stormwater inlet. JMA televised the line and found the pipe was blocked. The borough still has concerns with using the inlet on First Avenue. There are two options to address the situation. The first option would be to replace the inlet and slip line pipe if the pipe is found in poor conditions after the Borough cleans the line and the second option would

be to add a new Stormwater Outfall pipe just for the Bioretention area across Glen Hazel and to the East Branch of the Clarion River. Requisition #36 to USDA \$6,899.27.

**SOLICITOR'S REPORT-** None

**FOREMAN'S REPORT** – In Packet

**COMMITTEE REPORTS-**

**Administration Committee-** None

**Finance Committee-** In the process of hiring a new person for monthly billing.

**Johnsonburg Borough Committee-** James Reinsburrow asked about the curb stops for the fire hall and wanted to know if the Authority had extensions for the curb stops.

**Operations Committee-** None

**Hiring Committee-** Talk about in executive session.

**Union Committee-** Next meeting will be held October 26, 2018. Eric Poague, chairman of the Union Committee stated that the Union feels we are close to reaching a final agreement, but he feels we are far from reaching a final agreement.

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING-** The minutes of the September 18, 2018, regular meeting was approved as presented. Motion made by Earl Park and seconded by Richard Zeigler, motion carried unanimously. Charles Destephano excused.

**APPROVAL OF MINUTES FROM SPECIAL MEETING-** The minutes of the October 1, 2018, special meeting was approved as presented. Motion made by Earl Park and seconded by James Reinsburrow, motion carried unanimously. Charles Destephano excused.

**APPROVAL OF TREASURER'S REPORT-**

Revenue Fund- Water & Sewer	\$ 274,078.47
Municipal Savings Account- Water	\$ 592,260.28
Municipal Savings Account- Sewer	\$ 21,252.25
Insured Money Funds	\$ 63,244.22
Payroll Fund	\$ 11,632.54
Certificate of Deposit-Sewer- CNB	\$ 25,588.02
Hunt Water Sales-CNB-Savings	\$ 23,013.92
Line of Credit- Checking	\$ 26,595.01

Motion made by Dennis Asti and seconded by Kenneth Polaski to accept the Treasurer's report for September 30, 2018, as presented and placed on file for audit, motion carried unanimously. Charles Destephano excused.

**EXECUTIVE SESSION-** Motion made by Dennis Asti and seconded by Richard Zeigler to enter an executive session at 7:01 PM. Motion made by James Reinsburrow and seconded by Rick Zeigler to enter regular session at 7:57 PM, personnel and litigation was discussed with no decisions made.

**APPROVAL OF BILLS-**

Revenue Fund- Water \$37,892.20

A motion was made by Richard Zeigler and seconded by Dennis Asti to approve the water bills. Motion carried unanimously. Charles Destephano excused.

Revenue Fund- Sewer \$12,540.07

A motion was made by James Reinsburrow and seconded by Earl Park to approve the sewer bills. Motion carried unanimously. Charles Destephano excused.

Water Project- CO & A \$6,899.27

A motion was made by Richard Zeigler and seconded by Earl Park to approve the water project-CO&A bills. Motion carried unanimously. Charles Destephano excused.

**BUSINESS AFFAIRS-**

It is recommended to offer a part-time job to Renee Taylor. Motion made by Dennis Asti and seconded by Richard Zeigler to offer a part-time job to Renee Taylor with no benefits and \$12.00/hr. Motion carried unanimously. Charles Destephano excused.

It is recommended to offer a full-time job to Todd Walters. Motion made by Dennis Asti and seconded by Richard Zeigler to offer a full-time job to Todd Walters with benefits and starting wage at \$14.00/hr. Motion carried unanimously. Charles Destephano excused.

It is recommended to approve moving forward with the planning of Distribution Project. Motion made by Earl Park and seconded by Dennis Asti to approve moving forward with the planning of a Distribution Project. Motion carried unanimously. Charles Destephano excused.

It is recommended to approve advertising RFQ for Labs, Chemicals, Restoration, Emergency On Call Contracts. Motion made by Earl Park and seconded by James Reinsburrow to approve advertising RFQ for Labs, Chemicals, Restoration, and Emergency On Call Contracts. Motion carried unanimously. Charles Destephano excused.

It is recommended to approve purchasing the backup battery equipment from Elco. Motion made by James Reinsburrow and seconded by Dennis Asti to approve purchasing the backup battery equipment from Elco. Motion carried unanimously. Charles Destephano excused.

It is recommended to approve the 2017 Audit. Motion made by Richard Zeigler and seconded by James Reinsburrow to approve the 2017 Audit. Motion carried unanimously. Charles Destephano excused.

**BOARD DISCUSSION-** Dennis questioned when Todd Walters start date would be.

**NEW BUSINESS-** None

**COMMENTS FROM VISITORS-** None

**EXECUTIVE SESSION-** None

**ADJOURNMENT OF MEETING-** A motion was made by Richard Zeigler and seconded by Kenneth Polaski to adjourn at 8:09 P.M. Motion carried unanimously. Charles Destephano excused.

Kenneth Polaski,  
Secretary

Johnsonburg Recreation Activities Board Minutes – Wed. December 5th, 2018

Meeting called to order at 5:03 pm

Present: John O., Dolly B., Deana B., Mary F., Sarah G., Chris B., James L., Rachel K.

Guest:

Absent:

November minutes were reviewed and motioned to accept by John O. – second by Sarah G.

Financial Report:

Building/Pool Use	\$49.00
Fitness Center Use (incls. Keys)	\$165.00
Memberships	\$1,994.00
Rentals (Programs/Events)	\$1,018.00
Gymnastics	\$260.00
Memorials	\$0.00
Donation	\$1,610.00

Total: \$5,096.00

Directors Report:

- 1) Furnace & Faucets - We need to contact Allied and have them look at the Boiler. Rachel said we can have them come. We need to replace faucets on the third floor in the kitchen and bathroom. Jim will look into possible donations from Lowe's or other businesses. We will look in purchasing them if he can't get a donation.
- 2) Purse Bingo – Need to Push Tickets, Put up Flyers in Other Towns. Sarah took 10, Jim took 20, John took 20, and Chris took 10. Sarah, John, and Mary took Fliers to distribute
- 3) Commissioner – invite to look at situation with pool
- 4) Membership Suggestion (Pool) – freeze pool memberships until repaired
- 5) Pool Condition and Updates - \*See New Business\*
- 6) Updates to Forms – \*See Old Business\*
- 7) Automated Calling System. John O. motioned to approve an automated phone system and Dolly Seconded it. Motion was carried unanimously.

## Old Business

Light Up Night was a success

Kitchenette is finished

Updates to Forms – 2019 Membership, Fitness Waiver & Agreement, Rental Agreement. Forms were reviewed and will be approved at January meeting. Some Membership rates will be increasing effective the New Year.

## New Business

Pool Ceiling - Ryan Miller and John Updyke came to look at the Ceiling. Drop ceiling has to come down and old ceiling needs to come down and perhaps a greenboard type ceiling to replace it. The info has not been submitted to the insurance company. We have a quote and a still need a narrative to submit for claim. We can consider speaking to Commissioners for Emergency Act 13 dollars if we have our claim denied. We are dealing with memberships that are affected by the pool closing.

Light fixtures on second and third floor. McDermott is taking care of this with LED lighting

Next week Jim will start wall patching to prep for painting. Nancy from Paint My World will donate time and supplies for the “half-moon” walls on the track. Nancy also gave recommendations for color pallets for other rooms including bathrooms. Colors will coordinate with existing wall paper in some places.

Lights in Conference room will be priced for LED lighting. John will take care of this.

Jim will donate a new conference room table he obtained from GKN. We can put old table up for auction as a possibility.

John received a \$ 3,000.00 check to start windows in the weight room.

John has a quote for \$1,397.00 for plates for the equipment to cover it all. John asked for approval for this quote. Dolly motioned that we approve the quote and Sarah seconded it. Motion was carried unanimously.

Jim is considering buffing the gym floor too.

Motioned to adjourn meeting by John, Sarah seconds.

Meeting adjourned: 6:25 pm

## **Johnsonburg Borough**

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**From:** "towersinn" <towersinn@yahoo.com>  
**Date:** Thursday, December 06, 2018 10:12 AM  
**To:** "Johnsonburg Borough" <jbgboro@ncentral.com>  
**Subject:** Annual Report

Hello,

During the past year of 2018, 15 retail food stores were inspected. All 15 were issued borough Health licenses. One establishment had a second inspection and all corrective action was taken and it was acceptable and passed. Throughout all the health inspections In the Johnsonburg borough, all Managers Or owners were able to take corrective measures and all were deemed compliant.

Throughout 2018, 22 health complaints occurred within the borough. Action and inspections were taken on all 22 accounts. The borough manager was given the results, photos and the outcomes of each of these complaint inspections. All summary or violation letters were sent to all.

3 Individuals were cited and fined through Elizabeth Ferronti and our District Magistrate James Martin.

**Financial report:**

14 retail food stores paid \$50 each.

1 Establishment was waived the \$50 fee as it was the Johnsonburg Fire Department.

Respectfully submitted,  
Jennifer Challingsworth Johnsonburg Health Officer.

Sent from my Verizon, Samsung Galaxy smartphone

12/6/2018