

**Johnsonburg Borough  
Regular Meeting  
February 8, 2021  
4:00 p.m.**

Call to Order

Roll Call

Approval of Minutes

- Regular Meeting January 11, 2021

Guests & Public Comment on Agenda Items

Reports

- Mayor
- Police Department
- Fire Department
- Street Department
- Council Committees
- Finance/Bills for Payment
- Borough Solicitor
- Engineer & Code Enforcement
- Municipal Authority
- Recreation Board
- Health Inspector's Annual Report

Old Business

1. Johnsonburg Community Center Heating System Grant

New Business

1. 2018 Per Capita Tax Exoneration
2. Tax Collector Fees Ordinance
3. Fee Schedule Resolution (Resolution 03-2021)

Public Comment on Agenda Items

Reconvened Meeting – February 16<sup>th</sup> at 3:30 p.m.



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 January 2021.

Calls for Service	259	Parking Violations	2
Signal Calls	55	House Watches	2
Telephone Calls	74	Vehicle Lockouts	2
Investigations	49	Light outage	0
Hearings	4	B.O.L.O	14
Traffic Accidents	0	Asst. Fire/Ambulance	4
Written Warnings	11	Asst. other Police Dept.	14

**Receipts:**

Fines	\$	603.47
Reports	\$	15.00
Tickets	\$	0.00

*Total* \$ 618.47

**Special Information:**

- First Aid, CPR, and AED recertification 01/04.

Offenses:	Number	Arrest	Handled Otherwise
Drugs	4	2	2
Assaults	3	1	2
Burglary	1	0	1
Thefts	4	2	2
Criminal Mischief	1	0	1
D.U.I.	1	1	0
Disorderly Conduct	2	1	1
Mental Health	2	0	2
Sex Offenses	0	0	0
Family and Children	9	1	8
All Other Offenses	4	1 (18 MV Arrests)	3
<b>Totals</b>	<b>31</b>	<b>27</b>	<b>22</b>

Respectfully submitted



# Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

## January 2021 Johnsonburg Fire Department Report

Date	Alarm Type	Location	Time on Scene
1/1/21	Automatic Aid Structure Fire	Bear Creek Rd. Spring Creek Twp.	2 hr. 38 min
1/2/21	Power Lines Down	307 Spruce St. Johnsonburg	27 min
1/14/21	Automatic Aid Structure Fire	147 Trout Dr. Spring Creek Twp.	1 hr. 44 min.
1/15/21	Traffic Control	219/255 Johnsonburg	5 hr. 45 min.
1/25/21	Odor Investigation	230 Beech St. Johnsonburg	29 min.
1/25/21	Chimney Fire	1887 Bendigo Rd. Johnsonburg	47 min.
1/31/21	Traffic Control	Rt. 255 Johnsonburg	1 hr. 26 min.

In addition to calls the station was manned for approximately 11 hours on 1/15/21 due to no telephone service in the Johnsonburg area.

Calls in Johnsonburg Borough -4

Calls in North Ridgway Township -1

Automatic / Mutual Aid Calls - 2

Total Calls - 7

Total Man Hours for All Calls January 2021 - 104 hr. 01 min.

Total Monetary Fire Loss Johnsonburg Borough January 2021 - \$0

Total Monetary Fire Loss North Ridgway Township January 2021 - \$0

No Injuries were reported for members

Respectfully



Christopher G. Kreckel

Chief

Borough Street Crew Report  
January 2021

The borough crew reports working on the following projects:

- Marked PA One calls
- Held dumpster day
- Cleaned police car
- Took down Christmas decorations
- Put hoses on spreader
- Patched streets throughout borough
- Painted pickup plow
- Made winter mix
- Painted skid steer wheels
- Cleaned trucks
- Hung dehumidifier at community center pool
- Put new spreader on 2015 F550
- PLOWED AND SALTED A LOT!

**Treasurer's Report**

**January 2021**

<b>Account</b>	<b>Beginning Monthly Balance</b>	<b>Income</b>	<b>Expenses</b>	<b>End of the Month Balance</b>
General	\$204,393.71	\$28,832.29	\$82,521.67	\$150,704.33
Street Light	\$40,241.95	\$1,416.13	\$3,440.78	\$38,217.30
Library	\$335.27	\$707.75	\$41.87	\$1,001.15
Retirement	\$113,996.70	\$162.06	\$8.35	\$114,150.41
Highway Aid/Liquid Fuels	\$41,922.60	\$1.90	\$7,203.92	\$34,720.58
Borough Equipment	\$57,904.71	\$1,549.25	\$4,307.55	\$55,146.41
Fire Services	\$130,674.51	\$877.48	\$51.29	\$131,500.70
Community Center	\$26,945.56	\$8,164.57	\$9,599.67	\$25,510.46
Payroll	\$9,862.35			\$12,478.06
Per Capita	\$294.38	\$423.50	\$25.84	\$692.04
2001 Bond Fund	\$39,435.92	\$2,056.53	\$117.90	\$41,374.55
Community Improvement	\$91,149.51	\$104,997.19	\$11,008.14	\$185,138.56

**Outstanding Expenses & Liabilities**

<b>Fund</b>	<b>Amount</b>	<b>Description</b>
General	\$38,161.00	Fire Insurance Escrow/Bauer
General	\$18,375.48	2018 Act 13 funding/DCED strategic plan
General	\$10,253.84	2019 Act 13 funding/flood control management
General	\$6,205.00	2019 police department donations for equipment

**Monthly Bills**

General	Highway Aid
Community Center	Community Improvement
Borough Equipmnet	Other



## **Engineer's Report – February 8, 2021 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***

- The Contractor was back in upon request to fix areas at both ends of the new roadway where material had become dislodged from previous excavations, they utilized millings instead of gravel in hopes it will bind better and so far the repairs appear to be holding. Overall the new roadway subbase appears to be holding up well with some minor rippling but no major blowouts. We continue to ask the public to proceed with caution through the area as it remains an active construction zone.
- Construction activities for the remaining project items are currently still on hold until more suitable weather makes those activities more feasible to perform. We are still anticipating the Contractor will have the job completed by the end of May.
- The Contractor has ordered materials for the Grant Street stormwater replacement and is waiting for them to be delivered prior to beginning work. They anticipate starting some time in February.

### ***Market Street Sidewalk Replacement Project***

- The new sidewalk entry door in front of the 521 Market Street property has been installed. We have inspected the construction and informed the owner we are more than satisfied with the end result. The entire Market Street sidewalk is now open with the exception of the portion immediately in front of the Theater Building.

### ***Engineering Services***

- Notice to Proceed was issued to Epic Heating and Cooling for the JCC Phase 1 Heating Upgrade Project. We also met with the Contractor to discuss potential add-on items to account for the balance of the grant. Estimates have been provided to extend heating into both the Men's and Women's Locker Rooms from the previously approved new unit being installed to heat the lobby area between the Pool Room and Weight Room as well as the lower staircase. Additionally, an estimate to install a mini-split unit to cover heating/cooling in the Weight Room has also been provided for consideration.
- We have reached out to the grant manager from the Mee Foundation to discuss options with the balance of the grant after the bid opening at the January Council Meeting. Due to the amount the grant manager indicated they would need to discuss with the Board but requested estimates for the additional work proposed. Those estimates from Epic have been forwarded and we are awaiting a response.
- We were requested to provide additional information to DCED for the Flood Mitigation Grant we applied for last summer. The review of applications had been delayed due to CARES ACT grants which superseded all other DCED grant reviews. DCED is hoping to have these applications formally reviewed during their first quarter meeting.



- We have been working with the Municipal Authority's engineers on their plan to replace the existing water line along Mary Street as part of an add-on to their ongoing Water Improvement Project. We have identified 5 catch basins and 2 cross drains that are proposed to be replaced during the Grove Street & West End Storm Sewer Replacement Projects (approved with County CDBG funds) that would impact repaving operations at the conclusion of the JMA waterline project. Because our projects will not be bid out prior to the JMA project we're discussing having those identified units replaced along with the waterline by the JMA's contractor so the roadway does not need to be ripped up a year from now.
- We will continue to work towards getting the Grove Street Storm Sewer Replacement Project ready for bidding later this Spring. Right-of-way agreements and project specifications will be the immediate focus.

#### *Code Enforcement*

- We continue to work with the Municipal Authority with water shutoffs.
- We did a follow-up inspection at 510 Glen Hazel Road (Jennifer Dush) after reports of excessive pumping and icing over the roadway. The tenants indicated their basement gets water from thawing snow and runoff from the hillside behind the house and Ms. Dush noted a past issue with basement drain and connection in the roadway. There was a question if the pumped water contained sewage so the Health Officer was contacted but the tenants indicated it was just the sump pump in the basement. We will continue to monitor.
- We met with Christopher Wright who is currently working on the house at 214 Clarion Road which he purchased out of the County Repository last year. He recently had a fire which caused some damage to the back of the house but nothing of immediate concern to structural integrity. He was close to having a final inspection to remove his "uninhabitable" posting; he plans to regroup and make repairs to the damages and get the house to a point he can move in.
- Residents are reminded snow should be removed from public sidewalks within a reasonable amount of time after the conclusion of a weather event. Piled snow is not permitted to block access to public sidewalks, driveways or intersections.

Respectfully Submitted,

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

Ryan Miller, PE

**JOHNSONBURG MUNICIPAL AUTHORITY**  
**REGULAR MEETING**  
**TUESDAY December 8, 2020**

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

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

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING**- The minutes of the November 17, 2020 Regular Meeting was approved as presented. Motion made by Thomas J. Weaver and seconded by Richard Zeigler; motion carried unanimously.

**ATTORNEY WAYNE GERHOLD**- Presentation discussing the reduced interest rate on RUS Loan.

Motion made by Richard Zeigler and seconded by Kenneth Polaski to approve Bond Resolution # 12082020; motion carried unanimously.

**EXECUTIVE SESSION**- Motion made by Richard Zeigler and seconded by Kenneth Polaski to enter executive session at 6:11 PM; motion carried unanimously. Motion made by Richard Zeigler and seconded by Dennis Asti to exit executive session and enter regular session at 6:40 PM; motion carried unanimously.

**VISITORS**- Al Maletto and Joyce Maletto (Johnsonburg Press Reporter).

**VISITORS COMMENTS**- None

**MANAGER'S REPORT**- JMA met with Ridgway Township to discuss the potential purchase of the Silver Creek Plant. Chief Wastewater Plant Operator has started to input PADEP Wastewater reports. JHA Companies continues to work on the PADEP Water Reporting. JHA Companies has reviewed the bids for restoration, chemicals, and labs and have distributed the reviews to the Board Members.

**ENGINEER'S REPORT** -Easements for the Waterline Extension Project are in process with Solicitor Brown for the Domtar Site, Maine Street, and Long Level Road to enable geotechnical exploration where horizontal directional drilling methods will be utilized. Filter 2 media sample needs collected, staff assistance to Bryan is necessary complete task and get samples to Roberts Filter for Analysis. Continued monitoring of stream levels are paramount, and manager, staff and JHA have been reviewing and updating the drought contingency plan. Manway gaskets have been received, and scheduling of clarifier cleanings should be addressed before water quality conditions change. All reports will be submitted in accordance and on time for November 2002. JHA is working with manager to get staff involved and proficient in recording to reduce cost to the Authority. Training is being provide to Troy to enable JMA staff to complete eDMR reporting.

**PROJECT ENGINEER'S REPORT**- The USDA stated the grant funds cannot be used for well source development. USDA has requested that an amendment be made to the Engineering Agreement to cover the additional inspector at this time. The Amendment would cover having a second inspector as requested for approximately 780 hours for an additional \$60,000. Contract No.1- Intake Building-Roofing complete on the intake building, continued installing mechanical equipment, and raw waterline installed. Flocculation Tank-continued installing mechanical equipment. Control Building- Continued installing mechanical equipment. Site Work- finished the bioretention pond, the site has been cut and rough graded, waiting on spring for topsoil and seeding. Change Order No.2 for 3<sup>rd</sup> Avenue Tank Rehabilitation work \$183,813.68(\$172,595 for the tank and 6.5%in contractor fees and bonds and insurances). This is \$1,813.68 more than their May estimate, but \$62,789 less than the nest lowest estimate received in May. Contract No. 2-Connecting equipment as they are installed. Contract No. 3- 3rd Avenue- Coordinating the disinfections, filling, and testing of the tank. Silver Creek- Final shipment from CST has been delivered, work



to begin week of 12/7. Will be submitting a contract time extension with no cost for the COVID shipping delays on the tank roof. Contract No. 4- Contractor has paved on West Center Street. There are deficiencies that will be corrected in the spring, waterline work between 3<sup>rd</sup> and 4<sup>th</sup> Avenue, working on booster stations, and traffic loop work for Grant Street complete. Requisition to USDA in the amount of \$614,465.94.

Motion made Thomas J. Weaver and seconded by Richard Zeigler to approve the Amendment of \$60,000.00 for the second project inspector for the Engineering Agreement. Motion carried unanimously.

Motion made by Richard Zeigler and seconded by Thomas J. Weaver to approve the Change Order #2 for the 3<sup>rd</sup> Avenue Tank in the amount of \$183,813.68 for Contract #1. Motion carried unanimously.

Motion made by Dennis Asti and seconded by Thomas J. Weaver to allow Dan Newell to sign off on paperwork for the Construction Project. Motion carried unanimously.

Motion made by Kenneth Polaski and seconded by Richard Zeigler to give a 110-day extension at no cost to the Authority for Contract No. 3. Motion carried unanimously.

**SOLICITOR'S REPORT-** None

**FOREMAN'S REPORT –** None

**COMMITTEE REPORTS –**

- a. Administration- None
- b. Finance- Met to work on the Budget
- c. Fire Department- None
- d. Hiring- None
- e. Johnsonburg Borough-
- f. Operations- None
- g. Union- Solicitor Brown received a letter form the Union Representative dissolving the Union.

**APPROVAL OF 2021 JMA WATER AND SEWER BUDGET-** Motion made by Thomas J. Weaver and seconded by Richard Zeigler to approve the 2021 JMA Water/Sewer budgets per JMA finance committee.; motion carried unanimously.

**APPROVAL OF TREASURER'S REPORT-**

Revenue Fund- Water & Sewer	\$ 261,818.61
Municipal Savings Account- Water	\$ 1,060,436.62
Municipal Savings Account- Sewer	\$ 76,586.46
Insured Money Funds	\$ 64,163.77
Payroll Fund- Northwest	\$11,149.85
Payroll Fund- CNB	\$ 11,257.62
Certificate of Deposit-Sewer- CNB	\$ 25,739.73
Hunt Water Sales-CNB-Savings	\$ 23,246.95
Line of Credit- Checking	\$ 28,123.95
Line of Credit- Waterline Extension	\$12.00

Motion made by Dennis Asti and seconded by Kenneth Polaski, to accept the Treasurer's report for November 30, 2020, as presented and placed on file for audit; motion carried unanimously.

**APPROVAL OF BILLS-**

Revenue Fund- Water \$29,392.86

A motion was made by Thomas J. Weaver and seconded by Richard Zeigler to approve the water bills. Motion carried unanimously.

Revenue Fund- Sewer \$25,349.52

A motion was made by Kenneth Polaski and seconded by Richard Zeigler, to approve the sewer bills. Motion carried. Thomas J. Weaver abstained.

COA \$22,998.80

A motion was made by Richard Zeigler and seconded by Dennis Asti to approve the COA bills. Motion carried unanimously.

Project Engineer \$29,737.00

A motion was made by Richard Zeigler and seconded by Dennis Asti to approve the Project Engineer bill. Motion carried unanimously.

Contact No. 1 Pay Application \$270,116.78

A motion was made by Richard Zeigler and seconded by Dennis Asti to approve the Contract No. 1 Pay Application bills. Motion carried unanimously.

Contact No. 2 Pay Application \$31,649.51

A motion was made by Richard Zeigler and seconded by Dennis Asti to approve the Contract No. 2 Pay Application bills. Motion carried unanimously.

Contact No. 4 Pay Application \$259,963.85

A motion was made by Richard Zeigler and seconded by Dennis Asti to approve the Contract No. 4 Pay Application bills. Motion carried unanimously.

Waterline Extension Project \$6,470.38

A motion was made by Thomas J. Weaver and seconded by Kenneth Polaski to approve the Waterline Extension Project bills. Motion carried unanimously.

**BUSINESS AFFAIRS** – Dan Newell mentioned the past due amounts have gone down since August 2020.

**BOARD DISCUSSION-** None

**COMMENTS FROM VISITORS-** None

**EXECUTIVE SESSION-** None

**ADJOURNMENT OF MEETING-** Motion made by Richard Zeigler and seconded by Kenneth Polaski to adjourn the meeting at 7:25 PM. Motion carried unanimously.

Kenneth Polaski,  
Secretary  
KLS

**JOHNSONBURG MUNICIPAL AUTHORITY**  
**SPECIAL MEETING**  
**FRIDAY, January 15, 2021**

The meeting was called to order at 11:00 A.M. by Vice Chairman Earl Park, followed by Pledge of Allegiance and moment of silence.

**ROLL CALL** – In attendance were Kenneth Polaski, Earl Park, Thomas J. Weaver, Charles DeStephano, James Reinsburrow, Dennis Asti, Dan Newell, Richard Brown, Travis Long, and Kerri Shaffer. Richard Zeigler via Zoom.

**EXECUTIVE SESSION-** Motion made by Charles DeStephano and seconded by Kenneth Polaski to enter executive session at 11:02 A.M.; motion carried unanimously. Motion made by Earl Park and seconded by Kenneth Polaski to exit executive session at 12:02 P.M. Motion made by Earl Park and seconded by Dennis Asti enter regular session at 12:03 P.M.; motion carried unanimously.

**VISITORS-** Al Maletto

**VISITORS COMMENTS-** Al Maletto asked The Board why the Chief Water Plant Operator position was not advertised.

**BUSINESS AFFAIRS** – Motion made by Earl Park and seconded by Charles DeStephano to hire Ken Caldwell as the Chief Water Plant Operator starting January 18, 2021. Roll Call Vote: Mr. Zeigler-yes, Mr. Polaski- yes, Mr. DeStephano-yes, Mr. Weaver-no, Mr. Park-yes, Mr. Asti-no, and Mr. Reinsburrow-yes.

**BOARD DISCUSSION-** None

**ADJOURNMENT OF MEETING-** Motion made by Earl Park and seconded by Kenneth Polaski to adjourn the meeting at 12:05 P.M. Motion carried unanimously.

Kenneth Polaski,  
Secretary  
KLS

## Rachel Kilhoffer

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**From:** [jchallingsworth@yale.com](mailto:jchallingsworth@yale.com)  
**Sent:** Wednesday, January 27, 2021 10:05 AM  
**To:** Rachel Kilhoffer; [jchallingsworth@yale.com](mailto:jchallingsworth@yale.com)  
**Subject:** Local Health Annual Report

Good morning,

During the past year of 2020 and 14 retail food establishments were inspected. All were passed and approved and issued a retail food establishment licence from the Commonwealth of Pennsylvania for the 2020 - 2021 year.

Throughout the inspections only one establishment needed a second inspection followup. With corrective measures and actions that were taken by the business owner, all were deemed compliant on the 2nd inspection.

One establishment updated their Serve Safe certification to operate their food licence and that was completed and passed.

Throughout 2020 Health and Sanitary complaints occurred within our borough. The issues have ranged from unsightly conditions, stacked garbage, old tires, rubbish, or dog dirt etc. Actions, Corrective actions, and summary violations letters were issued out.

Properties were reinspected 30 days from the letters that received and legal action was taken once during 2020 with our Elizabeth Ferronti and our District Magistrates office.

13 Retail food establishment paid \$50 each, \$650 total.

1 food establishment wasn't charged /Johnsonburg Fire Department.

Submitted respectfully,  
Jennifer Challingsworth

Sent from my Verizon, Samsung Galaxy smartphone