

Johnsonburg Borough
Regular Meeting
February 12, 2024

Approval of Agenda

Approval of Minutes

- Reorganization & Regular Meeting January 2, 2024

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

Old Business

1. Board Appointments

New Business

1. Resolution 05 & 06-2024 Statewide Recovery Tax Collections
2. PSAB Conference & PA One Call Safety Days expenses
3. 2021 Per Capita Tax exoneration

Executive Session

Public Comment on Agenda Items

Adjournment

Johnsonburg Borough
Re-organizational Meeting
January 2, 2024
4:00 p.m.

Mayor Paget called the meeting to order.

Silent Prayer and Pledge of Allegiance

Oath of Office: Mayor Paget administered the oath of office to Councilmen Louie Imbrogno, James R. DePanfilis and James DeAngelo.

A motion was made by Councilman Cherry and seconded by Councilman DeAngelo to nominate Councilman Maletto as President. No other nominations were presented. Motion carried unanimously.

A motion was made by Councilman Maletto and seconded by Councilman Warmbrodt to nominate Councilman DePanfilis as Vice-President. No other nominations were presented. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman Warmbrodt to nominate Councilman Cherry as President Pro Tempore. No other nominations were presented. Motion carried unanimously.

President Maletto then presided over the meeting.

Appointments: A motion was made by Councilman DePanfilis and seconded by Councilman Imbrogno to reappoint Rachel Kilhoffer as Secretary for 2024 & 2025. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to reappoint Rachel Kilhoffer as Treasurer for 2024 & 2025. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to reappoint Joan Davison as Assistant Treasurer for 2024 & 2025. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to reappoint Northwest and Pennsylvania Local Government Investment Trust (PLGIT) as the borough depositories. Motion carried unanimously.

A motion was made by Councilman Cherry and seconded by Councilman DePanfilis to reappoint John Thomas as the borough solicitor for 2024 & 2025. Motion carried unanimously.

A motion was made by Councilman Cherry and seconded by Councilman Imbrogno to reappoint Joseph Lazore, CPA as the borough auditor for 2024 & 2025. Motion carried unanimously.

A motion was made by Councilman Cherry and seconded by Councilman Imbrogno to reappoint David Zilkofski as the Emergency Management Agency Coordinator for 2024 & 2025. Motion carried unanimously.

A motion was made by Councilman Cherry and seconded by Councilman Warmbrodt to reappoint Tom Costanzo as the Deputy Emergency Management Agency Coordinator for 2024 & 2025. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman DeAngelo to hold the monthly meetings on the second Monday of the month at 4:00 p.m. unless the date is a legal holiday in which the meeting will be moved to the next day (Tuesday). Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to pass Resolution 01-2024 which states that the Council will conduct their meetings by Robert's Rules of Order unless there is a conflict with the Sunshine Law which will take precedent. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to pass Resolution 02-2024 which will set the current borough fee schedule. Motion carried unanimously.

Board Appointments: The submissions for the two positions open on the Johnsonburg Municipal Authority were reviewed. A motion was made by Councilman DePanfilis and seconded by Councilman Maletto to appoint George Tony King to the two-year position and to appoint Duane Duffy to the five-year position on the municipal authority board. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman Imbrogno to pass Resolution 03-2024 which will reappoint Ray Mattson to the Zoning Hearing Board for five years. Motion carried unanimously.

A motion was made by Councilman Warmbrodt and seconded by Councilman Maletto to reappoint Jim DeAngelo and Scott Cherry to the Johnsonburg Planning Commission for four-year terms. Motion carried unanimously.

The appointments to the Civil Service Commission and the Construction Appeals Board were tabled due to a lack of submissions.

Adjournment: A motion was made by Councilman Imbrogno and seconded by Councilman Cherry to adjourn to the regular monthly meeting at 4:20 p.m. Motion carried unanimously.

Rachel Kilhoffer
Secretary

Johnsonburg Borough
Regular Meeting
January 2, 2024
4:20 p.m.

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 DePanfilis to approve the agenda. Motion carried unanimously.

Minutes: A motion was made by Councilman Cherry and seconded by Councilman Warmbrodt to approve the minutes from the regular meeting on December 11, 2023. Motion carried unanimously.

Guests & Public Comment: None present.

Monthly Reports

Mayor: Mayor Paget reported on community events. He also reported that he has been receiving complaints about the garbage rate increase that began this year.

Police: Monthly and 2023 annual reports are on file. Chief Clopp reviewed his report and informed Council that Owen Schreiber has graduated and will begin the employment process as per our contract with him.

Fire Chief: Monthly and 2023 annual reports are on file.

Superintendent: Monthly report is on file.

Council Committees: None.

Finance & Bills for Payment: President Maletto read the borough's account balances and the bills. This month's bills include General Fund - \$3,912.09, Community Center Fund - \$11,030.53, Highway Aid Fund - \$2,023.55, and Community Improvement Fund - \$5,186.72. A motion was made by Councilman DePanfilis and seconded by Councilman Cherry to pay the bills as presented and to accept the finance report. Motion carried unanimously.

Solicitor: Solicitor Thomas advised to hold on advertising the ordinances for the shared services positions until Ridgway Borough is satisfied with the ordinance so that we do not have to readvertise if they decide to make changes.

He will inform Smith Motors, 621 E. Center St., that the Johnsonburg Hotel debris removal project was conducted by the Elk County Planning Department if they have concerns in the future.

Engineer & Code Enforcement Report: Monthly report is on file. Engineer Ryan Miller updated Council on the status of the Hemlock St stormwater grant, the Johnsonburg Community Center heating and a/c project on the second floor, and Nittany Mart stormwater plans.

Municipal Authority: Minutes are on file.

Recreation Board: Minutes and reports are on file. Topics pertaining to the Johnsonburg Community Center were briefly discussed including the fitness center equipment maintenance quote, membership discount, painting quotes, and the status of the replacement dumpster door.

Old Business: 1. A motion was made by Councilman DeAngelo and seconded by Councilman DePanfilis to have Solicitor Thomas draft a resolution for Council to place a referendum on the November ballot asking the voters to decide on an EMS tax of up to two mills. Motion carried unanimously.

New Business: 1. A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to pass Resolution 04-2024 which allows the borough office, police department, and community center to shred documents from 2016 and prior. Motion carried unanimously.

A motion was made by Councilman Warmbrodt and seconded by Councilman Cherry to move into executive session to discuss litigation at 5:05 p.m. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman Warmbrodt to return to regular session at 5:16 p.m. Motion carried unanimously.

President Maletto stated that, during executive session, litigation was discussed but no decisions were made.

Adjournment: A motion was made by Councilman DePanfilis and seconded by Councilman Cherry to adjourn the meeting at 5:17 p.m. Motion carried unanimously.

Rachel Kilhoffer
Secretary

DRAFT



I have the honor to report to the Johnsonburg Borough Council the duties performed by the Johnsonburg Police Department for the month of January 2024.

Calls for Service	231	Parking Violations	0
Signal Calls	62	House Watches	2
Telephone Calls	71	Vehicle Lockouts	1
Investigations	48	Light outage	0
Hearings	3	B.O.L.O	2
Traffic Accidents	2	Asst. Fire/Ambulance	13
Written Warnings	11	Asst. other Police Dept.	9

Receipts:

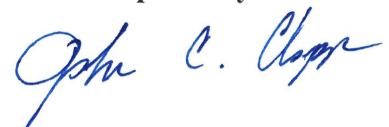
Fines \$ 1,326.33
Reports \$ 30.00
Tickets \$ 10.00
Total \$ 1,366.33

Special Information:

- Zooks completed recall work on 2017 & 2021 Fords
- Two applications received for full-time patrolman position

Offenses:	Number	Arrest	Handled Otherwise
Drugs	3	2	1
Assaults	1	1	0
Burglary	0	0	0
Thefts	8	8	0
Criminal Mischief	1	0	1
D.U.I.	0	0	0
Disorderly Conduct	1	1	0
Mental Health	3	0	3
Sex Offenses	0	0	0
Family and Children	15	0	15
All Other Offenses	12	4 (6 MV Arrests)	8
Totals	44	22	28

Respectfully





Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

January 2024 Johnsonburg Fire Department Report

Incident Type Count per Station for Date Range

Start Date: 01/01/2024 | End Date: 01/31/2024

INCIDENT TYPE	# INCIDENTS
Station: EC2 - ELK COMPANY 2	
111 - Building fire	1
311 - Medical assist, assist EMS crew	2
351 - Extrication of victim(s) from building/structure	1
352 - Extrication of victim(s) from vehicle	1
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	1
424 - Carbon monoxide incident	1
444 - Power line down	2
520 - Water problem, other	2
551 - Assist police or other governmental agency	5
571 - Cover assignment, standby, moveup	2
743 - Smoke detector activation, no fire - unintentional	2
# Incidents for EC2 - Elk Company 2:	21

Calls in Johnsonburg Borough - 16

Calls in North Ridgway Township – 3

Automatic / Mutual Aid Calls – 2

Total Man Hours for All Calls January 2024 – 65.42

Total Monetary Fire Loss Johnsonburg Borough January 2024 - \$0

Total Monetary Fire Loss North Ridgway Township January 2024 - \$0

Respectfully

Christopher G. Kreckel

Chief

Boro report

street crew

Took down christmas decorations.

Marked pa one calls.

Installed spreader in 2012 pickup.

Installed new rubber cutting edge on new pickup.

Plowed and salted all roads.

Flipped cutting edge on 22 f 550.

Cleaned snow off market and center street.

Cleaned up a few downed trees.

Changed police car oil.

Pumped water at pump station.

Held dumpster day.

Washed all trucks.

Installed new battery in pump .

Treasurer's Report

January 2024

Account	Beginning Monthly Balance	Income	Expenses	End of the Month Balance
General	\$355,705.51	\$40,427.90	\$118,710.42	\$277,422.99
Street Light	\$75,403.07	\$1,626.92	\$3,665.25	\$73,364.74
Library	\$500.00	\$817.69	\$40.89	\$1,276.80
Retirement	\$100,925.38	\$172.78	\$8.14	\$101,090.02
Highway Aid/Liquid Fuels	\$7,554.85	\$0.31	\$2,023.55	\$5,531.61
Borough Equipment	\$55,249.51	\$1,102.89	\$55.03	\$56,297.37
Fire Services	\$73,332.08	\$1,010.25	\$50.33	\$74,292.00
Community Center	\$35,769.88	\$25,620.96	\$24,889.38	\$36,501.46
Per Capita	\$826.05	\$528.00	\$26.40	\$1,327.65
Debt Service Fund	\$74,200.02	\$2,306.36	\$45,928.80	\$30,577.58
Community Improvement	\$121,133.29	\$1,970.22	\$8,284.99	\$114,818.52

Outstanding Expenses & Liabilities

Fund	Amount	Description		
General	\$14,714.24	2023 Act 13 funding		
General	\$4,254.62	insurance payout for office carpet damage		
Monthly Bills				
General		Highway Aid		
Community Center		Community Improvement		
Other				



Engineer's Report – February 12, 2024 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

- We will recently met with PennDOT officials to begin coordinating the final details for the West Center Street Stormwater Project in preparation for the project being completed later this Spring/Summer. PennDOT indicated that work is expected after July 1st. The Borough will be responsible for purchasing the pipe and replacement of the curb adjacent to the existing sewer line. Two (2) additional inlets will also be installed along Mary Street at the intersection and tied into the existing sewer to help with ponding water in this area, the Borough will be responsible for providing the catch basins. The County will administer all purchases and any bidding that may be required.
- We have finalized the scope of work, plans and specifications for the Second Avenue Parking Lot and Harrison Ave Stormwater projects. Both projects are being advertised together but bids will be received individually. Pre-bid meetings will be held at 9:00 am on February 21st (Second Ave) and February 23rd (Harrison Ave) for interested contractors. Both of these projects will be administered by the County and funded by previously approved CDBG grants.
- We have begun to review and finalize the scope of work for the Hemlock Street Stormwater Project. We will need to collaborate with the solicitor to get several easement agreements in place as a result of the proposed alignment. We anticipate this project being advertised in next several weeks. This project is being funded by an ARPA PA Small Water & Sewer Grant previously awarded by the Commonwealth Finance Authority.
- We continue to review the Stormwater Management Plans and Report submitted for the Nittany Energy/Old Brickyard addition project. We have provided approval to excavate for the installation as it will be completed at the same time as other utility installations. The building inspector has been reviewing construction to date.
- We continue to look for additional available funding options to complete the demolition of the old Theater building on Market Street. Several funding programs have been brought to our attention as possible alternatives to the previous LSA grant application which was submitted in November. No timetable has been provided by the Commonwealth Finance Authority for when those grant awards may be announced.
- We continue to work to finalize the Flood Study Report with TranSystems. They had provided pre-final plans and updated cost estimates in November which were used to complete the LSA grant application for the West End Flood Control Project. Once completed the Flood Study and plans will make the Project "shovel ready" and can be used to pursue additional funding opportunities.



Code Enforcement

- As snow has melted over the last couple of weeks there has been an increase in properties with random furniture, bedding and general rubbish on porches and in yards. These items are not being stored or disposed of properly and are in violation of the Borough Code. These properties continue to be monitored and Summary Violation letters will be sent out if these items are not addressed.
- Residents are reminded that vehicles are not permitted to be parked on public sidewalks and in yards. If discovered the owners can be cited by the Police Department and if necessary these vehicles can be towed at the owners' expense.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Ryan J. Miller", is written over a light blue horizontal line.

Ryan Miller, PE

JOHNSONBURG MUNICIPAL AUTHORITY

Special Meeting Minutes

Wednesday, December 27, 2023

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

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

VISITORS – Mike DaCanal

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

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – A motion was made by JR DePanfilis and seconded by Rick Zeigler to enter into executive session at 4:02. A motion was made by Eric Poague and seconded by Rick Zeigler to exit executive session and enter into the regular meeting at 4:43 (carried). Personnel and the 2024 budget were discussed.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – A motion was made by Eric Poague and seconded by Earl Park to approve the minutes from the December 13, 2023 Regular Meeting (carried).

2024 BUDGET – A motion was made by Earl Park and seconded by Eric Poague to approve the 2024 budget as presented (carried).

UPDATED EMPLOYEE HANDBOOK – A motion was made by Earl Park and seconded by Rick Zeigler to approved the new handbook as presented (carried).

EMPLOYEE WAGE INCREASES – A motion was made by Earl Park and seconded by TJ Weaver to approve the following wage increases: Brian Buesink, \$0.75; Corey McCabe, \$0.50; Tracey Brown, \$0.50; Chris Everett, \$0.50; Mike DaCanal, \$1.00; Angel Perez, \$1.50; Bryon Gregori, \$3.50; Dalton Stahli, \$0.50; Kristin Green, \$0.50. Roll call vote: TJ Weaver – yes, Rick Zeigler – yes, JR DePanfilis – no, Earl Park – yes, Eric Poague – yes, Paul Villella – yes, Jack Fowler – yes (carried 6-1).

COMMENTS FROM VISITORS – Mike DaCanal asked some questions regarding the wage increases.

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Earl Park and seconded by Eric Poague to adjourn the meeting at 4:55 p.m. (carried).

Jack Fowler, Chairperson
TLB

**Johnsonburg Community Center
Rec Board Meeting Minutes January 4, 2024**

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

Call to order 5:00 p.m.

December 7, 2023, Minutes

Passed **Motion to accept:** John O'Rourke **Second:** Sarah Grunthaner **Vote:** Unanimous

Financial Report

See attached

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

Open Issues

- 1.) **Dehumidifier in Weight Room** John Updyke had to postpone his time on Saturday for an emergency. He will call TJ Weaver to reschedule.
- 2.) **Memory Wall** Ricky Love met with Tara Poague and Jim Lecker and discussed the layout and specifications of this fundraiser. Tara Poague attached a copy of the email between her and the brick engraving company with their questions and answers. Tameryn Distler is working on a rough sketch of the wall so that we can begin advertising. Tara Poague is working on an order form for people to order the bricks. If we start advertising January 11th and keep the applications open until June 16th, this will allow people 21 weeks to order bricks and we will have the bricks in our hand by July 26th for Ricky to build the wall in August.
- 3.) **Purse Bingo** January 28th is the date for anyone who can come help. We will have a meeting next Thursday at 5:30 to turn in our tickets and finalize plans. Sarah Grunthaner is collecting baskets for the raffle.

Director's Report

See attached

Jim Lecker's Report

See attached

New Business

- 1) **Chairs for Ballroom** Rachel Kilhoffer ordered 80 padded chairs for the ballroom. We had donations from Bob Kemmerer and John Trambley for \$1,000 each towards chairs and Domtar is donating the remaining \$1,200.
- 2) **Weight Room PM'S** We need to have some steady reoccurring maintenance in the weight room to prevent damage that could be more costly. A quarterly fee is approximately \$720 per quarter/\$240 per month. We are interested in getting this quarterly PM scheduled and approve the cost. We also need to replace some broken equipment that totals approximately \$311. Tara has a list with prices and will order it tomorrow.

Motion to replace broken equipment and schedule quarterly PM: John O'Rourke **Second:** Jim Lecker **Vote:** Unanimous

- 3) **Weight Room Ceiling** Tommy Imbrogno cameraed a drain that runs from the roof, through the wall in the weight room, to the basement. The drain has a crack in it which is more than likely causing the ceiling to leak. M&M Contracting has agreed to look at the issue and help us fix it.
- 4) **Camera's/Antivirus** Tara Poague ran into some complications with the scanner that was connected to antivirus software that was installed on the computer by Aaron. Carlson's deactivated the antivirus and installed a temporary fix.

Motion to order antivirus software from Carlsons: Jim Lecker

Second: John O'Rourke

Vote: Unanimous

Meeting adjourned at 5:51 p.m. Next Meeting February 1, 2024 at 5:00pm

X

Sarah Grunthaner
JCC Rec Board Secretary

January 2024 Directors Report

- Friday December 8th we had our last soup sale of the year. We sold out again and made \$655.
- Monday December 11th, Tara Poague, Geno Polaski, and Jim Lecker ordered a new urinal for the men's restroom. They ordered it from D & D for \$190.
- Monday December 11th, Jon Updyke added an outlet to the women's restroom on the third floor so that we don't have to run extension cords across the room for the cameras. He also fixed the outlet in the Billiard room that wasn't working.
- Swim lessons began December 11th-15th. Hannah and Hallie Williams are teaching the lessons. We have eight kids ages 5-8. Hannah would like to try and do another week of them in January.
- Tara Poague has been continuously updating the video in the lobby and it hasn't been going unnoticed. We have been receiving donations for specific future projects and goals that Tara has been listing on the video.
- Tuesday December 12th Dave Votano and Tara Poague went around and put decorative wood rings under all of the radiators to try and prevent the leaking. EPIC said that the radiators should be tilted to prevent water from coming out.
- Tuesday December 12th Tommy unplugged the drain in basement behind the boiler to see if that will help the water situation in agnus's room.
- Wednesday December 13th, Jill Forquer and her family went swimming during kids swim 5-6pm and kept their stuff in a locker while they swam. When they went to leave her husband realized his black pocketknife and \$30 were missing from his pants pockets. We do not have the camera on the pool door working, but Jim Lecker and Tara Poague watched all other footage from the lobby and weight room and there wasn't any evidence to pinpoint one person over another, but Logan Walker was one of the possible suspects.
- Tuesday December 21st Jon Updyke came and hardwired the exhaust in the women's locker room, so we don't need to keep the lights on to run it.
- December 14th, 15th, 21st, and 22nd Domtar was here during the day. They are donating \$1,200 towards padded chairs. With John Trambley's \$1,000 and Bob Kemerer's \$1,000 for chairs this gives us enough to buy 80 padded chairs for the ball room! We currently have seating for 50, so eventually it would be ideal to order four more 60" round tables to give us seating for 80. It will cost \$650 for four more tables.
- Wednesday December 20th Robin Bonny came to give us a quote on painting the exterior window sills and frames. He quoted us at \$28,000.
- Wednesday December 20th Jim Lecker brought us a new stove that was donated by Brockway Appliances.
- Wednesday December 20th Dave Votano hung the AED arrow at the pool to let everyone know there is an AED in the hallway.
- Wednesday December 20th Tommy Imbrogno ran a camera up the pipe by the boiler into Agnus's room. There is a crack in the pipe.
- Friday December 22nd EPIC was here from 8:30am-6:00pm installing the A/C units on the second floor.
- Wednesday December 27th EPIC came back to finish covering the cords and hoses on the A/C units.
- Wednesday December 27th we had cookie decorating and watched the movie ELF in the billiard room. We had 19 kids and they had a blast!
- Thursday December 28th Jim Lecker took down all of the Christmas decorations except for the Christmas village in the Billiard room. We are going to get a couple of strong totes to store them in before we tear it down.
- Thursday December 28th Shana Polaski started painting a mural in the art studio on the second floor.
- Friday December 29th Jan from Ridgway Road stopped in and asked if we wanted a brand new Nordictrack. I told her I wasn't sure if we could because APEX only services certain equipment and I told her I would call her and let her know for sure. 814-772-1328
- Tuesday January 2nd Shana Polaski came in to work on the mural again. She is painting the wings that kids like to get their pictures in front of and it is turning out great!
- January 9th-11th Hannah and Hallie Williams will be doing another round of swim lessons.
- Special Olympics will be using the pool again Monday evenings in January and February. They gave us a donation last year and put a nice article in the newspaper about us.



“JAMES THE BUTLER”
For all your cleaning needs:

January Report

- 103.5 Volunteer Hours in December
- Dave Votano is working on the barn door for the weight room.
- Shana Polaski started painting the mural in the Art Studio on second floor. Once she is done, we have to turn the door around so it opens out and that room will be finished.
- What is going on with the dumpster door?
- Dave Votano fixed the toilet in the men's locker room and a new urinal was ordered from D & D.
- The old sandbox seats are being sanded down to put in the weight room as a boarder on the wall.
- Dave Votano is almost finished sanding the bathroom door in the ladies lounge.
- EPIC installed the A/C units on the second floor, we will need to paint all of the plastic hiding the pipes and cables so that they blend in with the walls.

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

Passed **Motion to accept:** John O'Rourke **Second:** Sarah Grunthaner **Vote:** Unanimous

Financial Report

See attached

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

Open Issues

1.) **Dehumidifier in Weight Room** John O'Rourke contacted Jon Updyke and he will be here in two weeks to install it.

2.) **Weight Room PM's** John O'Rourke said to fix all the weight room equipment it will cost \$1,200.

Motion to fix all of the equipment for \$1,200: Jim Lecker Second: Patty McDivitt Vote: Unanimous

3.) **Weight Room Ceiling** We need to have Ricky Love check the drains, but we will have Tommy Imbrogno and Judd Zilcosky check them in the meantime.

Director's Report

See attached

Jim Lecker's Report

See attached

New Business

1) **Candy for Easter Eggs** Can everyone donate a bag of candy for the Easter Egg Hunt? You can drop it off in the office. Patty McDivitt volunteered to fill as many eggs as she can, whatever is leftover we will meet with the Rotary on March 5th, 5:00 at Holy Rosary Cafeteria.

2) **Rental Agreements** Starting in March we are no longer going to offer ½ hour before parties for setting up and ½ hour after for clean-up. Renters will pay for however long they will use the building; this includes setting up and cleaning up.

3) **Employee Hours** We are going to cut back on employee hours to save money for the building.

Motion to cut back on hours: John O'Rourke **Second:** Patty McDivitt **Vote:** Unanimous

Meeting adjourned at 5:51 p.m. Next Meeting March 7, 2024 at 5:00pm

X

Tara Pague

Tara Poague
JCC Director

February 2024 Directors Report

- Friday January 5th AC from Carlson's installed the new antivirus software on the desktop. They will bill us \$45.37 annually for this.
- Friday January 5th Tara Poague ordered equipment for the weight room. Three of the things on her list were out of stock (30 lb. medicine ball, 20 lb. medicine ball, and 15 lb. medicine ball). Things ordered were: 45-50 lb. resistance band, 35-40 lb. resistance band, 30-35 lb. resistance band, 25-30 lb. resistance band, 20-25 lb. resistance band, 15-20 lb. resistance band, 10-15 lb. resistance band, 40 lb. medicine ball, 25 lb. medicine ball, and ab straps for a total of \$230.22
- Friday January 5th Jim Lecker picked up the urinal from D & D. Geno Polaski went to install it and it wasn't the right design, so he had to return it and order a new one.
- Friday January 5th Shana Polaski finished painting the mural in the art studio.
- Monday January 8th Rick Zeigler donated a ping pong table for the billiard room.
- Wednesday January 10th Justin Vinner got in touch with me to see about him starting a project to get a couple of benches in memory of Casey Jordan to put on the basketball court outside. I am working with him to help him get this going.
- Wednesday January 10th Michelle Skrzypeck reached out to me to ask about starting a yoga class here once a week. She is going to try Wednesdays from 5-6 starting February 7th. We are not putting her on payroll so she will charge per class. \$7 non members and \$5 members. She will then give us a percent at the end of the month. We are still working on these details.
- Wednesday January 10th we lost all power in the fitness center and had to close it.
- Thursday January 11th Jon Updyke came in around 9 am to check the power in the weight room. The first problem was a short circuit in the barn light when you first come in the weight room. He tore it apart, put in new wiring and hooked it back up. The second problem was the breaker box. He said when he installed that panel it was the boards decision to only go with a size big enough for what we needed at the time. Since then Tettis/Epic have added all of the a/c units plus the office a/c unit and the tax office a/c unit. That panel box cannot hold that much. Jon ordered a bigger box that will cost around \$600, and he temporarily shut off the a/c units in the office and tax office until the box gets upgraded.
- Sunday January 21st The friends of Casey Jordan held a spaghetti dinner benefit here. Paper City Café made the spaghetti and they ended up making \$1,000. They are now working on getting a bench for the basketball court. They said they working with a lady that is trying to get them a granite one.
- Sunday January 28th was purse bingo. Despite of the weather, we still had a good turn out. We are guessing that we brought in the same revenue as last year.
- Monday January 29th the PA State Health Inspector showed up at 10:30am to do our pool inspection. Our PH was too high again, and she isn't going to be happy until we have an acid pump to regulate the PH. Tara Poague has to send her pictures of the daily pool log before tomorrow showing her that this issue was addressed and corrected.
- Thursday February 1st TJ Weaver and Jim Lecker cleaned the pool filters.
- Little League registrations will be taking place here this month.



“JAMES THE BUTLER”
For all your cleaning needs:

February Report

- 185.5 Volunteer Hours in January
- Dave Votano is working on the barn door for the weight room.
- Shana Polaski finished the mural in the art studio. The only thing left to do in this room is turn the door around.
- **What is going on with the dumpster door?**
- The old sandbox seats are finished being sanded. We now have to get them stained put on the wall in the weight room.
- Dave Votano finished sanding and staining the bathroom door in the ladies lounge.
- Jim Lecker touched up all of the spots in the building that needed paint.
- Dave Votano fixed the big meeting table that we moved into the Ball Room. He put wheels on it so it doesn't need four people to move now.
- Jim Lecker put grab bars in the handicap bathroom.
- Jacob DeStephano and Jim Lecker finished screwing the top portion of the windows up, so the top doesn't fall when the bottom is opened. That completes all of the windows in the building that needed it.
- Dave Votano is working on installing handles on the doors on the third floor. There are 9 of them all together.
- Dave Votano is sanding down the door in the men's restroom on the third floor now.
- Plastered the walls in the kitchenette on the first floor. Tore all of the lights and wiring out. It is being painted.
- Terry Gabor painted the heat vents in the hallway outside of the pool.
- New urinal is on order.
- Dori Thorwart is finished painting all of the black baseboards in the fire escape. The only thing left is painting the steps in the spring.

January 2, 2024

Office of the County of Elk Commissioners

Meeting Minutes

Elk County, Ridgway, PA

The County of Elk Commissioners met on Tuesday, January 2, 2024 at 10:20 AM, County of Elk Courthouse Thomas G. Wagner Conference Room. The meeting was opened with the Pledge of Allegiance. Those present were Commissioners M. Fritz Lecker, Matthew G. Quesenberry and Gregory J. Gebauer. Also present were Rick Brown, Solicitor; Patrick Straub, Chief Clerk; Kary Schneider, Deputy Chief Clerk; Emily Anders, Office Administrator; Calvin Moore, IT; Matthew Frey, Treasurer; Lee Neureiter, Register and Recorder; Kimberly Frey, Elections Director; Jack Cleaver, Ridgway Bicentennial Committee; Roberta Buehler, Executive Director Ridgway-Elk County Chamber of Commerce; Rich Warmbrodt, Guest and Marilyn Secco, Press.

APPROVAL OF AGENDA

A motion was made by M. Fritz Lecker to approve the agenda, seconded by Gregory J. Gebauer and carried unanimously.

APPROVAL OF MINUTES

1. December 19, 2023 Commissioners Meeting - **A motion was made by Matthew G. Quesenberry to approve the December 19, 2023 minutes as presented, seconded by M. Fritz Lecker. Gregory J. Gebauer abstained. The motion was carried.**
2. December 28, 2023 Budget Meeting - **A motion was made by Matthew G. Quesenberry to approve the December 28, 2023 minutes as presented, seconded by M. Fritz Lecker. Gregory J. Gebauer abstained. The motion was carried.**

PRESENTATIONS - N/A.

RESOLUTIONS

1. 2024-01 – 200th Anniversary of Ridgway – Celebration Year. **Information was provided by Jack Cleaver and Roberta Buehler on proposed celebratory activities for the year. A motion was made by M. Fritz Lecker, seconded by Gregory J. Gebauer and carried unanimously.**

OLD BUSINESS – N/A

NEW BUSINESS

1. Requested by St. Marys City Tax Board, Appointment of Commissioner Gregory J. Gebauer as the County's representative for the term January 1, 2024 to December 31, 2027. - **A motion made by Matthew G. Quesenberry, seconded by M. Fritz Lecker, carried unanimously**

2. Renewal contract requested by District Attorney Groves, between PA District Attorney's Institute (PDAI) and Elk County to provide for victim notification services for the term January 1 to December 31, 2024. PDAI receives grant funding to provide this service statewide. - **A motion made by Gregory J. Gebauer, seconded by Matthew G. Quesenberry carried unanimously**
3. Requested by Children & Youth, renewal contract for Solicitor services with George N. Daghir for the one year term January 1 to December 31, 2024 with salary increase to \$40,778.34/year. **A motion made by Matthew G. Quesenberry, seconded by Gregory J. Gebauer carried unanimously for the renewal contract. A motion made by Matthew G. Quesenberry, seconded by M. Fritz Lecker, carried unanimously for the salary increase.**
4. Request by Ridgway Bicentennial Committee to partner in patriotic décor for Courthouse and Annex Buildings in conjunction with Ridgway 200th birthday. **A motion made by M. Fritz Lecker, seconded by Gregory J. Gebauer, carried unanimously, with condition they work in partnership with Commissioners' office and Ron Fannin, Maintenance Department Chair.**

CORRESPONDENCE – (The following correspondence, if any, is available in the Commissioner's office for further review.)

1. Herbert, Rowland & Grubic, Inc. (HRG) (received December 21st) regarding Fox Township Sewer Authority's intent to renew PA DEP for a General NPDES Permit. This notice is provided in accordance with PA Act 14 which requires a 30 day public comment period.

GOOD OF THE COUNTY

- We welcome and encourage the public to attend our meetings.
- Please continue to pray for our military personnel, our families and our children, their teachers, all elected officials and peace in the world.

QUESTIONS FROM THE PRESS – N/A

QUESTIONS FROM TAXPAYERS

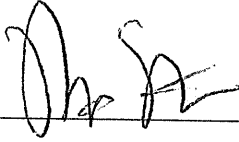
- Rich Warmbrodt raised questions about the registration fee, transfer of deed fee, and the reassessment of the County.

ADJOURN MEETING

The meeting was adjourned at 10:52AM on a motion by Matthew G. Quesenberry seconded by M. Fritz Lecker and carried unanimously

Next Meeting:
Thursday, January 18, 2024
10:00 A.M. Thomas G. Wagner Conference Room, Courthouse Annex

Attest: _____

A handwritten signature in black ink, appearing to be "D. S. A.", written over a horizontal line.

January 18, 2024

Office of the County of Elk Commissioners

Meeting Minutes

Elk County, Ridgway, PA

The County of Elk Commissioners met on Tuesday, January 18, 2024 at 10:00 AM, County of Elk Courthouse, Thomas G. Wagner Conference Room. The meeting was opened with the Pledge of Allegiance. Those present were Commissioners M. Fritz Lecker, Matthew G. Quesenberry and Gregory J. Gebauer. Also present were Rick Brown, Solicitor; Patrick Straub, Chief Clerk; Emily Anders, Office Administrator; Dan Rimer, IT; Matthew Frey, Treasurer; Nancy Baker, Director of Children and Youth Services; Gerald Copella, Director of Veteran Affairs; Chad Kahnell, Assistant Director of Domestic Relations; Mike McAllister, Director of Emergency Services; Becki Taylor, CDBG Coordinator; Dr. Clythera Horning, Guest; and Marilyn Secco, Press.

APPROVAL OF AGENDA-

A motion was made by Matthew G. Quesenberry to approve the agenda, seconded by Gregory J. Gebauer and carried unanimously.

APPROVAL OF MINUTES

1. January 2, 2024 Commissioners Meeting - **A motion was made by Gregory J. Gebauer to approve the January 2, 2024 minutes as presented, seconded by Matthew G. Quesenberry and carried unanimously.**
2. January 2, 2024 Reorganizational Meeting - **A motion was made by Matthew G. Quesenberry to approve the December 28, 2023 minutes as presented with notation of the error from the meeting, seconded by Gregory J. Gebauer and carried unanimously.**

PRESENTATIONS - N/A

RESOLUTIONS

1. 2024-02 -- Requested by the Planning Department, Community Block Grant Competitive Application for the Horton Township Whetstone Waterline Project. **Information was provided by Becki Taylor. A motion was made by Gregory J. Gebauer, seconded by Matthew G. Quesenberry and carried unanimously.**

OLD BUSINESS

1. Rescind appointment of the Mental Health Hearing Officer-Attorney George N. Daghir (Jim) from Reorganizational Meeting on January 2, 2024. **A motion was made by Gregory J. Gebauer, seconded by Matthew G. Quesenberry and carried unanimously.**

NEW BUSINESS

1. Appoint Mental Health Public Defender as Gary Knaresboro- **A motion made by M. Fritz Lecker, seconded by Gregory J. Gebauer, carried unanimously.**
2. Requested by Court of Common Pleas of the 59th Judicial District, Hearing Officer Contract between the County of Elk, Rebekka Dean, and the Court of Common Pleas of the 59th District. This term is from January 1, 2024 through September 30, 2025.- **A motion made by Gregory J. Gebauer, seconded by Matthew G. Quesenberry carried unanimously.**
3. Requested by Children & Youth Services, renewal contract with Alcohol & Drug Abuse services from July 1, 2023 to June 30, 2024. **A motion made by Matthew G. Quesenberry, seconded by Gregory J. Gebauer carried unanimously.**
4. Requested by the Planning Department, reappointment of Carl Gamarino, Horton Township, and Jim McClain, Highland Township to the Planning Board from January 1, 2024 to December 31, 2027. **A motion made by M. Fritz Lecker, seconded by Gregory J. Gebauer, carried unanimously.**
5. Requested by Veterans Affairs, approval of benefits for 32 Widow burials and 1 Veteran burial. **A motion made by Gregory J. Gebauer, seconded by Matthew G. Quesenberry carried unanimously.**
6. For ratification, 911 Statewide Interconnectivity Grant Agreement between Commonwealth of Pennsylvania (through PEMA) and Elk County Emergency Services. **A motion made by Matthew G. Quesenberry, seconded by M. Fritz Lecker carried unanimously.**
7. For ratification, Mission Critical Partners as a temporary maintenance provider for 911 network maintenance until a permanent provider is acquired. **A motion made by Gregory J. Gebauer, seconded by Matthew G. Quesenberry carried unanimously for the 3-month contract.**

CORRESPONDENCE – (The following correspondence, if any, is available in the Commissioner's office for further review.)

1. Potter County Pennsylvania (received January 8, 2024) regarding availability for review of the newly completed draft 2024 Potter County Hazard Mitigation Plan ("Plan"). It is important that counties surrounding Potter have the ability to review and comment on the draft Plan which will be available for public comment from January 5th through February 3rd, 2024 at <https://pottercountypa.net/post.php?pid=24>

GOOD OF THE COUNTY

- We welcome and encourage the public to attend our meetings. **Matthew G. Quesenberry approached the subject of moving the meetings to Thursdays. At this point, the Commissioners are looking to alert the public and asking for input.**
- Please continue to pray for our military personnel, our families and our children, their teachers, all elected officials and peace in the world.

- M. Fritz Lecker announced the passing of Brian Stockman, a press reporter from the Ridgway Record who attended many Commissioner meetings. A moment of silence was held in his honor.

QUESTIONS FROM THE PRESS

1. Marilyn Secco asked about the term of Mission Critical Partners as the temporary provider for 911 network maintenance. She also asked what RFP means. Mike McAllister explained this is a 3-month contract and RFP means Request for Proposal.

QUESTIONS FROM TAXPAYERS – N/A

ADJOURN MEETING

The meeting was adjourned at 10:28AM on a motion by Matthew G. Quesenberry seconded by Gregory J. Gebauer and carried unanimously

Next Meeting:
Tuesday, February 6, 2024
10:00 A.M. Thomas G. Wagner Conference Room, Courthouse Annex

Attest: _____

