

***Johnsonburg Borough
Regular Meeting
January 9, 2023
4:00 p.m.***

Call to Order
Silent Prayer
Pledge of Allegiance

Approval of Minutes

- Regular Meeting December 12, 2022

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

Correspondence

Old Business

New Business

1. Tax Collector Exoneration (2020 Per Capita Taxes)
2. Board Appointments
3. 512 Market St (purchase & demolition)
4. North Central Call for Project (reconnecting communities grant opportunity)

Executive Session

Public Comment on Agenda Items

Adjournment

Johnsonburg Borough
Regular Meeting
December 12, 2022
4:00 p.m.

Call to Order
Silent Prayer
Pledge of Allegiance

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

Minutes: A motion was made by Councilman Poague and seconded by Councilman DePanfilis to approve the minutes from the November 14, 2022 regular meeting. Motion carried unanimously.

Guests: Marilyn Secco, a new reporter for The Ridgway Record and The Daily Press, introduced herself.

Monthly Reports

Mayor: Mayor Paget reported that he recently attended a Rails To Trails meeting where they discussed their wish to expand into Johnsonburg. A brief discussion was held on this project.

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

- The department participate in events at JAHS in November including the Veterans Day project and a K9 search.
- Annual TASER training was completed in November.
- The department will be hosting Elk County Project Gifts for Kids on December 17th.

Chief Clopp reviewed a Cadet Sponsor Agreement with Council which is a program where the borough can be reimbursed for sending a candidate to the police academy.

Due to being short-staffed again in 2022, Chief Clopp requested Council's approval to pay unused vacation days of the full-time officers. A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to pay the unused vacation time with ARPA funding. Motion carried unanimously.

Fire Chief: Monthly report is on file.

Superintendent: Monthly report is on file. Superintendent Imbrogno informed Council that our Ford account manager has informed him that our truck order was cancelled for 2023 as we did not receive an allocation from Ford. We will still hold the budgeted funds in case something becomes available or to hold over to 2024.

Council Committees: Nothing presented.

Finance & Bills for Payment: President Maletto read the borough's account balances and the bills. This month's bills include General Fund - \$4,573.01, Community Center Fund - \$2,620.34, Community Improvement Fund - \$5,875.00, and Highway Aid Fund - \$5,361.44. A motion was made by Councilman Poague and seconded by Councilman DePanfilis to pay the bills as presented and to accept the finance report. Motion carried unanimously.

Solicitor: Solicitor Thomas had information for executive session only.

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

- The Flood Mitigation Plan culvert study is being finalized and we will begin looking for funding options.
- The 704 Bridge Street demolition bids will be opened by the Elk County Commissioners on December 20th.
- The demolition of both 306 & 308 High Street properties is set to begin on December 19th.
- He has begun checking structure roofs for holes to post as dangerous and asked Council to inform him of any.

A brief discussion was held on the abandoned vehicle procedure.

Municipal Authority: Municipal Authority Board representative Chuck DeStephano informed Council that the authority has applied for the permits to complete the service loop extending through Ridgway and Jones Townships to include the Johnsonburg Elementary School. He also reported that the authority is interested in purchasing a utility truck and has passed their 2023 budget.

Other issues discussed in relation to the municipal authority were the continuing sewer problem from behind the Johnsonburg Community Center and ice problems on Mary St. due to paving after a recent authority project.

Recreation Board: Minutes and reports are on file. Recreation Board President TJ Weaver informed Council that the ballroom floor refinishing will be done this month and the board approved the purchase of a new chlorine pump and fitness bike.

President Maletto requested that the recreation board minutes be signed by the recording secretary.

A motion was made by Councilman Imbrogno and seconded by Councilman DePanfilis to purchase the fitness bike at the 2022 model price. President Maletto called for a roll call vote which was unanimous in favor of the purchase. Motion carried.

Correspondence: Secretary Kilhoffer presented the following correspondence available for further review:

- Domtar application for DEP permit
- Johnsonburg Municipal Authority for DEP permit
- Johnsonburg Borough audit
- Johnsonburg Municipal Authority audit
- Army Corp of Engineer 2022 flood inspection report
- PMRS MMO changes
- Waste Management fuel service charge at \$.07 per month

Old Business: 1. A motion was made by Councilman DeAngelo and seconded by Councilman Poague to adopt Resolution 06-2022(A) which approves our application to the Commonwealth Financing Authority for a \$75,000 PA Small Water and Sewer grant for the Hemlock Street Stormwater Project. Motion carried unanimously.

New Business: 1. A motion was made by Councilman Warmbrodt and seconded by Councilman DePanfilis to adopt the 2023 budget. Motion carried unanimously. The 2023 budget includes a 1.25 mill increase for the general fund and a 2.5% wage increase for part-time and full-time borough employees.

2. A motion was made by Councilman Cherry and seconded by Councilman Warmbrodt to adopt the 2023 tax schedule. Motion carried unanimously.

3. A motion was made by Councilman Warmbrodt and seconded by Councilman DeAngelo to adopt the 2023 tax ordinance. Motion carried unanimously.

4. A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to adopt Resolution 06-2022(B) which implements PA Act 57 Property Tax Penalty Waiver. Motion carried unanimously.

5. A motion was made by Councilman Poague and seconded by Councilman DeAngelo to adopt Resolution 07-2022 which sets the 2023 Johnsonburg Borough Fee Schedule. Motion carried unanimously.

A motion was made by Councilman Warmbrodt and seconded by Councilman DePanfilis to go into executive session to discuss litigation at 5:06 p.m. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman DePanfilis to return to regular session at 5:34 p.m. Motion carried unanimously.

President Maletto stated that, during executive session, litigation was discussed and no action was taken.

Adjournment: A motion was made by Councilman Poague and seconded by Councilman DeAngelo to adjourn the meeting at 5:35 p.m. Motion carried unanimously.

Rachel Kilhoffer
Secretary

JOHN CLOPP
Chief of Police



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

I have the honor to report to the Johnsonburg Borough Council the duties performed by the Johnsonburg Police Department for the month of December 2022.

Calls for Service	207	Parking Violations	0
Signal Calls	47	House Watches	1
Telephone Calls	70	Vehicle Lockouts	3
Investigations	42	Light outage	0
Hearings	5	B.O.L.O	9
Traffic Accidents	2	Asst. Fire/Ambulance	3
Written Warnings	2	Asst. other Police Dept.	13

Receipts:

Fines \$ 1,316.12
Reports \$ 30.00
Tickets \$ 30.00
Total \$ 1,376.12

Special Information:

- Participated in Shop with a Cop on 12/7.
- CPR/AED/ First Aid training on 12/13.
- Project Gift for Kids on 12/17.
- Abandoned vehicles on public roadways.

Offenses:	Number	Arrest	Handled Otherwise
Drugs	2	1	1
Assaults	1	1	0
Burglary	3	2	1
Thefts	3	2	1
Criminal Mischief	0	0	0
D.U.I.	2	2	0
Disorderly Conduct	0	0	0
Mental Health	3	0	3
Sex Offenses	0	0	0
Family and Children	10	1	9
All Other Offenses	9	1 (5 MV Arrests)	8
Totals	33	15	23

Respectfully

John C. Clopp



Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

December 2022 Johnsonburg Fire Department Report

Incident Type Count per Station for Date Range

Start Date: 12/01/2022 | End Date: 12/31/2022

INCIDENT TYPE	# INCIDENTS
Station: EC2 - ELK COMPANY 2	
111 - Building fire	3
151 - Outside rubbish, trash or waste fire	1
311 - Medical assist, assist EMS crew	2
520 - Water problem, other	1
551 - Assist police or other governmental agency	2
671 - HazMat release investigation w/no HazMat	1
# Incidents for EC2 - Elk Company 2:	10

Calls in Johnsonburg Borough - 6

Calls in North Ridgway Township – 0

Automatic / Mutual Aid Calls – 4

Total Man Hours for All Calls December 2022 – 50.09

Total Monetary Fire Loss Johnsonburg Borough December 2022 - \$0

Total Monetary Fire Loss North Ridgway Township December 2022 - \$0

No injuries to members this month

Respectfully

Christopher G. Kreckel

Chief



Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

2022 Johnsonburg Fire Department Report

Start Date: 01/01/2022 | End Date: 12/31/2022

INCIDENT TYPE	# INCIDENTS
Station: EC2 - ELK COMPANY 2	
111 - Building fire	12
114 - Chimney or flue fire, confined to chimney or flue	1
131 - Passenger vehicle fire	1
132 - Road freight or transport vehicle fire	1
141 - Forest, woods or wildland fire	2
142 - Brush or brush-and-grass mixture fire	1
151 - Outside rubbish, trash or waste fire	1
300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	12
322 - Motor vehicle accident with injuries	6
324 - Motor vehicle accident with no injuries.	3
341 - Search for person on land	1
352 - Extrication of victim(s) from vehicle	2
412 - Gas leak (natural gas or LPG)	6
424 - Carbon monoxide incident	3
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	3
520 - Water problem, other	3
551 - Assist police or other governmental agency	9
571 - Cover assignment, standby, moveup	2
622 - No incident found on arrival at dispatch address	1
652 - Steam, vapor, fog or dust thought to be smoke	1
671 - HazMat release investigation w/no HazMat	1
733 - Smoke detector activation due to malfunction	2
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	6
744 - Detector activation, no fire - unintentional	2

746 - Carbon monoxide detector activation, no CO	1
814 - Lightning strike (no fire)	1
# Incidents for EC2 - Elk Company 2:	87

Total Fire Losses for Johnsonburg Borough 2022 - \$458,400

Total Fire Losses for North Ridgway Township 2022 - \$0

Calls In Johnsonburg Borough 2022 – 63 Calls

Calls in North Ridgway Township 2022- 13 Calls

Mutual/Automatic Aid Given 2022 – 11 calls

Mutual/Automatic Aid Received 2022 - 5 calls

Total man hours spent on calls 2022 – 869.46

Respectfully

Christopher G. Kreckel

Chief

Boro report

street crew

plowed and salted all streets and stoned alleys

mixed material for storms

cleaned trucks

cleaned backhoe

fixed hose on 18 f550 spreader

marked pa one calls

flushed drain on third avenue

worked on drain on harrison avenue

Treasurer's Report					
December 2022					
Account	Beginning Monthly Balance	Income	Expenses	End of the Month Balance	
General	\$385,953.93	\$40,859.54	\$66,435.01	\$360,378.46	
Street Light	\$63,039.45	\$343.96	\$2,734.48	\$60,648.93	
Library	\$3,325.06	\$172.95	\$3,308.64	\$189.37	
Retirement	\$101,443.29	\$44.81	\$1.73	\$101,486.37	
Highway Aid/Liquid Fuels	\$13,691.74	\$0.57	\$5,361.44	\$8,330.87	
Borough Equipment	\$83,221.64	\$240.55	\$2,775.22	\$80,686.97	
Fire Services	\$163,061.04	\$226.86	\$3,721.42	\$159,566.48	
Community Center	\$49,031.35	\$9,774.73	\$27,547.14	\$31,258.94	
Payroll	\$12,554.00			\$10,621.29	
Per Capita	\$521.49	\$49.50	\$2.48	\$568.51	
Debt Service Fund	\$88,019.83	\$489.78	\$24.31	\$88,485.30	
Community Improvement	\$89,950.17	\$24,509.97	\$7,310.91	\$107,149.23	
Outstanding Expenses & Liabilities					
Fund	Amount	Description			
General	\$17,779.48	2018 Act 13 funding/DCED strategic plan			
General	\$3,392.67	2022 Selective Insurance Welcome sign traffic accident			
General	\$20,572.30	2022 Act 13 funding			
General	\$3,370.00	2022 Johnsonburg Endowment Fund grant - Johnsonburg Hotel site cleanup			
Monthly Bills					
General			Highway Aid		
Community Center			Community Improvement		
Other					



Engineer's Report – January 9, 2023 Johnsonburg Borough Council Meeting

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

Engineering Services

- We continue to work with TranSystems on the completion of the final Flood Study report. The Report is anticipated to be finalized and submitted over the next couple of months. We continue to look to identify additional funding sources and have been in contact with Rep. Armanini about programs that may be available through the Commonwealth to provide assistance.
- We are working to finalize the plans, specifications and bid documents for the remaining West End Stormwater Project. We anticipate advertising by the end of January with work to begin in the Spring. We are currently working on the Highway Occupancy Permit which is required for the portion of work along West Center Street.
- Bids for the slum & blight demolition of 704 Bridge Street were received by the County in December with Bucktail Excavators being the low bidder. Project documentation is being processed and Notice to Proceed is anticipated shortly. A PA One Call has already been made and the Contractor has indicated they will commence the demolition as soon as NTP has been received. Seeding will be completed in the Spring.
- The slum and blight demolitions of the 306 & 308 High Street have been completed, debris has been removed and both sites are currently being backfilled and graded. Seeding will be completed in the Spring.
- We completed and submitted a COVID19 ARPA PA Small Water & Sewer Grant application for the Hemlock Street Stormwater Project. Based on past experience it will likely be a few months before DCED makes a final decision on approvals. Our understanding is this grant program received a significant number of applications.
- There are no updates on the Local Share Account grant application for the demolition and redevelopment of the historic Armstrong Theater site. It is our understanding the applications are to be reviewed at the next CFA meeting.

Code Enforcement

- The demolition of the residential structure at 311 Church Street was completed in December. The contractor has removed all debris, including the dilapidated stone retaining wall along the sidewalk, and re-graded the property. Seeding is anticipated to be completed in the Spring.
- A "Dangerous Structure" notice has been posted on the residential house at 615 High Street. The secondary structure on the property has been in the process of being hand demolished over the last several months.



- Several rental properties have been observed to have interior contents left curbside after tenants have left and/or been evicted by the property owner. These typically occur at random times and the contents remain for several days. We will be reaching out to those property owners to request their cooperation in not doing this until the day of garbage collection. When this occurs it can draw wildlife to the pile and during Winter months it can become an issue with snow plowing operations and trash collection.
- Residents are reminded that sidewalks are to be cleared within 24 hours after the conclusion of a snow event. Shoveled and/or plowed snow is not permitted to block sidewalks or driveway entrances.

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

Regular Meeting

Thursday /29th/2022

Minutes

The meeting was called to order at 9am by Chairman Earl Park followed by Pledge of Allegiance and moment of silence.

ROLL CALL – In attendance were Charles DeStephano, Jack Fowler, Kenneth Polaski, Earl Park. Thomas Weaver, Richard Zeigler. Corey McCabe, Ken Caldwell, Peter Reith, Tracey Brown excused Jim Reinsburrow

VISITORS – Al Maletto, JR Depanfilis, Mike DaCanal, Chris Everett, Angel Perez

VISITOR COMMENTS – None

EXECUTIVE SESSION- Discussion of Personnel was called by Jack Fowler and seconded by TJ Weaver Earl Park left meeting with no return. Time 9:25am in executive meeting. Time out of Ecutive meeting 10.26 am time into regular meeting 10:27am

Business Affairs: Approval needed to pay Corey McCabe for his license earned in 2022. Motion was made TJ Weaver seconded by Rick Zeigler, motion passed unanimously by all board members.

Johnsonburg Municipal Board of Directors:

Motion made by Rick Ziegler and seconded by Ken Polaski to reduce the existing board of directors from Seven to Five, Chuck DeStephano Yes, Ken Polaski Yes, Rick Zeigler Yes, Jack Fowler Yes, TJ Weaver NO Motion Carried. (Jim Reinsburrow excused) Earl Park left meeting in executive session no return.

Johnsonburg Municipal Employees

Recommended to give all full-time employees with over 30 days seniority a 75 cent raise starting January 1st, 2023

Motion made by Rick Zeigler Seconded by TJ Weaver. present. Motion passed unanimously by all board members

New Business:

Wilcox Billing was discussed along with meter readings and difficulty in readings from meters also issues out in the field with solutions being talked about

Adjournment of Meeting:

Recommendation made by Rick Zeigler and seconded by Ken Polaski to adjourn meeting at 11am. All Motion passed unanimously by all board members present

Kenneth Polaski,
Secretary

Johnsonburg Community Center

Rec Board Meeting Minutes January 5, 2023

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

Call to order 5:04p.m

December 1, 2022 Minutes

Passed **Motion** to accept: Sarah Grunthaner **Second:** Jim Lecker **Vote:** Unanimous

Nomination of Officers

Tabled until February meeting due to having three absences.

Motion to table this: Jim Lecker **Second:** Patty McDivitt **Vote:** Unanimous

Financial Report

See attached

Open Issues

1.) Camera's on Third Floor

We need to install cameras on the third floor. One in the hallway, one in the billiard room, and one in the ball room.

Motion to purchase cameras: Jim Lecker **Second:** Sarah Grunthaner **Vote:** Unanimous

2.) Ticket Sales

Sweetheart lottery ticket sales are slow. We still have a large number left that need to be sold. Purse Bingo tickets need turned in before January 12, 2023.

3.) Fundraising

We need to better organize the soup sales. Every volunteer willing to donate soup and baked goods needs to be on a call list so that they are aware of the upcoming soup sales. Any other ideas on how to profit more are welcome.

4.) Pool Celiling

We need to get the pool ceiling fixed from the air conditioner leak back in May 2022. Ryan Miller was looking into insurance on this matter.

Motion to get the ceiling fixed: Jim Lecker **Second:** Patty McDivitt **Vote:** Unanimous

Director's Report

See attached

JimLecker's Report

See attached

New Business

1) Pool Chemicals/Person in Charged

Tara Poague and the lifeguards have taken control of the pool maintenance. This includes running the vacuum, cleaning the sides, mopping the deck, dusting the windows, adding water, and filling out health department charts. Everything is charted and on a schedule.

2) **Office Ceiling**

We had two bids on fixing the office ceiling. One bid at \$2,500 and one bid at \$5,800. We are not accepting either bid as this is not feasible with our budget.

Motion not to accept bids at this time: Jim Lecker

Second: Sarah Grunthaner

Vote: Unanimous

3) **Sewer Issues**

The municipal authority had to clean out the back sewer which resulted in eight bags of grease. The JMA is recommending we install a flap gate during the paving project out back while everything is already tore up. No action is needed on this as it was just to inform everyone of the issue.

4) **Weight Room**

We need the two cameras that were by back door replaced. One was broken during installation and the other one was relocated to a different area in the weight room. Also, an additional one is needed at the door by the locker rooms.

Motion to replace and install all three cameras: Sarah Grunthaner

Second: Patty McDivitt

Vote: Unanimous

5) **Women's locker room exhaust system**

We have a bid for \$1,500 to install an exhaust system in the women's locker room. This was highly recommended by numerous contractors. We requested three bids and only received one back. We received a donation from Stifel in St. Marys for \$1,000 to use towards this project so it will only cost us \$500.

Motion to hire Jon Updyke to install the system at \$1,500: Jim Lecker

Second: Sarah Grunthaner

Vote: Unanimous

Meeting adjourned at 5:56p.m Next Meeting February 2,2023 at 5pm.

X

Tara Poague

Tara Poague
JCC Director

January 2023 Directors Report

- Our December soup sale we made \$641. We had 5 quarts of soup left.
- Next soup sale is January 13th.
- We had a flood in the women's locker room Tuesday December 6th. The municipal authority spent most of the morning/afternoon fixing the problem. Jim Lecker and I talked to Corey McCabe, and he told us that our roof drains are illegally dumping into the sewer and causing our backups, but they won't report us because they want to stick together as a town. However, it would be best for everyone if we fixed this problem before we pave the back parking lot.
- Geno Polaski cleaned both pool filters on December 13th.
- The Grey Knights are okay with the new arrangement of keeping all of their stuff in the coat check room. They came in the week before Christmas and cleaned it out. They just want a lock on it.
- Christmas parade went extremely well. Thank you to Tracy Crowe and Tracy Robinson for organizing everything.
- If anyone still has purse bingo or sweetheart lottery tickets in their possession, please get them turned in immediately.
- Swim lessons went well. We ended up having six 3- & 4-year-olds. I ended up helping Hannah Williams teach these classes because Raegan Weaver was sick all week. It turned out well, this was our first time doing that age group. It was definitely a challenge, but we learned as much as they did, and we are prepared to do them again!
- Open Sesame in Kane is going to call and set up a date to come change all of the locks on the third floor.
- Tameryn Distler and I got all of our department of health papers up to date. Chris Bressler stopped filling them out in March, so it was very time consuming to go through all of our pool logs and get nine months of paperwork filled out. Chris was notified that this can't happen, and she needs to continue to fill out the paperwork for the health inspector.
- Our total for fundraisers and events for 2022 was \$19,173.98. This does not include the Wall of Honor due to that having its own separate account.
- Jim Lecker took down all of the Christmas decorations and we got it all hauled down to the shed.
- TJ Weaver will text everyone and let you know what time to show up for purse bingo once he finds out from Melinda Lewis at the Purse Bingo meeting on Thursday January 12th at 5:45p.m
- We are working on making the switch from Silver Sneakers to Renew Active. The insurance companies made this change January 1, 2023 so we are in the process of figuring out what we need to do to make this change easy for everyone.
- I am going to reach out to the Johnsonburg Rotary to let them know the Easter Egg hunt is scheduled for April 2, 2023. We will all need to donate a bag of candy and I will also have the Family Dollar take up a collection of candy for us. I have the Ridgway Animal Haven scheduled to bring an Easter Bunny in for pictures that day.
- Career Link has another person interested in the work experience program. She will be on career links payroll, we just provide her a place to work. This is the same thing Mackenzie Taylor did for us over the summer. It will only be for 200 hours and then she is done.



“JAMES THE BUTLER”
For all your cleaning needs:

January Report

- 140 Volunteer Hours in December
- 1214.5 Hours have been put into the ball room so far.
- Ball room floor is complete.
- Josh Meyer is making the medallions for the ball room.
- We got a \$1,000 donation from Stifel to install an exhaust system in the women's locker room. Jon Updyke is the only one who submitted a bid for \$1500.
- Jon Updyke is going to take the fans out of the Ball Room and install them into the Billiard Room.
- Fixed the timer on the porch lights.
- Nick Cherry placed a bid on the office ceiling for \$2,500. Carl Marnatti placed a bid for \$5,800.

December 6, 2022
Office of the Elk County Commissioners
Meeting Minutes

Elk County, Ridgway, PA

The Elk County Commissioners met on Tuesday, December 6, 2022 at 10:00 AM, Conference Room #2 of the Courthouse Annex. The meeting was opened with the Pledge of Allegiance. Those physically present were Commissioners Joseph C. Daghir, M. Fritz Lecker and Matthew G. Quesenberry. Also physically present were Patrick Straub, Chief Clerk; Kary Schneider, Deputy Chief Clerk; Tom Wagner, Solicitor; Dan Rimer, IT; LeeAnn Covac, Court Administrator; Scott Atwell, Warden; Doug Gaffey, St. Mary's Area United Way; Marilyn Secco, Press and Jake Mercer, Press.

Those attending via Zoom were iPhone and Professor Terry Brawand, Ernestine, Darryl Smith and Mr. Bizzak.

M. Fritz Lecker made a motion to approve the agenda as presented and seconded by Matthew G. Quesenberry, carrying unanimously.

M. Fritz Lecker made a motion to approve the November 15, 2022 minutes as presented, seconded by Joseph C. Daghir and carried unanimously.

PRESENTATIONS - N/A

RESOLUTIONS –

- Local Match for State Operating Financial Assistance for Area Transportation Authority (ATA) for FY 23/24 – **Resolution 2022-17 for the Local Match for State Operating Financial Assistance for Area Transportation Authority (ATA) for FY 23/24 in the amount of \$77,512.00 had a motion presented by M. Fritz Lecker, seconded by Matthew G. Quesenberry, carrying unanimously.**
- Consolidation of the Domestic Relations offices within the 59th Judicial District - **Joseph C. Daghir made a motion to accept Resolution 2022-18, Consolidation of the Domestic Relations offices within the 59th Judicial District effective January 1, 2023, seconded by Matthew G. Quesenberry and carrying unanimously.**

OLD BUSINESS –N/A

NEW BUSINESS-

1. The terms of Board members Charles L. Veronesi and Carl R. Johnson to the Elk County Industrial Development Authority will expire on December 31, 2022. A request has been made to extend the terms of office for both board members, Mr. Veronesi's term through December 31, 2026 and Mr. Johnson's term through December 31, 2027. – **A motion was made by Joseph C. Daghir, seconded by Matthew G. Quesenberry to extend the terms of Board members Charles L. Veronesi and Carl R. Johnson to the Elk**

County Industrial Development Authority with Mr. Veronesi's term through December 31, 2026 and Mr. Johnson's term through December 31, 2027. Solicitor Wagner questioned the difference in the expiration dates of the terms stating customarily the term would be for five (5) years and this matter should be investigated. Matthew G. Quesenberry suggested the motion be tabled until the December 20, 2022 Commissioner meeting. Joseph C. Daghir made a motion to withdraw the motion, seconded by Matthew G. Quesenberry, carrying unanimously. M. Fritz Lecker made a motion to table the matter until the terms expiration dates could be investigated. Joseph C. Daghir seconded the motion, and it carried unanimously.

2. The terms of Board members Thomas Buck and Sandy Lawrie to the Elk County Solid Waste Authority will expire December 31, 2022. A request has been submitted to approve a new five-year term for both Mr. Buck and Ms. Lawrie effective January 1, 2023. – **A motion by M. Fritz Lecker, seconded by Matthew G. Quesenberry to approve a five-year term for Thomas Buck and Sandy Lawrie to the Elk County Solid Waste Authority carried unanimously.**
3. A new three (3) year contract with Westlaw to provide legal research services for The County of Elk prisoners requested by the Court Administrator. - **Tom Wagner explained that Pennsylvania law requires legal research services be available to inmates and that the print style books are no longer being kept but moving to the online services. LeeAnn Covac stated that the proposal before the board currently is a locked down version restricting the ability to view other links while on the internet. Joseph C. Daghir made a motion to approve the new three (3) year contract with Westlaw to provide legal research services for The County of Elk prisoners, seconded by Matthew G. Quesenberry and carried unanimously.**
4. Renewal contract for CYS with Justice Works Youth Care, who provides three (3) programs, Nurturing Parenting, Just Care and Truancy. Nurturing Parenting teaches parent's skills and works on parent/child relationships. Just Care is a program that assists the Agency with visitation, transportation, assists with home conditions, etc. This is for FY 22/23. - **A motion by M. Fritz Lecker, seconded by Matthew G. Quesenberry to approve the renewal contract for CYS with Justice Works Youth Care, who provides three (3) programs, Nurturing Parenting, Just Care and Truancy for FY 22/23 with the motion carrying unanimously.**
5. Renewal contract for CYS for FY 22/23 with Edmund L. Thomas Adolescent Center, a detention center in Erie, PA that is used for JPO youth in the initial two (2) weeks of placement prior to the youth going to a group home/alternate placement. - **A motion by M. Fritz Lecker, seconded by Joseph C. Daghir to approve the renewal contract for CYS for FY 22/23 with Edmund L. Thomas Adolescent Center, a detention center in Erie, PA with the motion carrying unanimously.**
6. Request by Warden Atwell for a renewal Inmate Housing Agreement with Clinton County. - **M. Fritz Lecker asked Warden Atwell if there was an increase in the per day fee to which the Warden replied, no it remains at \$70 per day. A motion by Joseph C. Daghir to approve the renewal Inmate Housing Agreement with Clinton County was seconded by Matthew G. Quesenberry and carried unanimously.**

APPROVAL OF THE BILLS: November 11, 2022 through December 2, 2022

• General Fund	\$350,616.20
• Act 13 Marcellus Legacy Fund	\$1,415.10
• County of Elk/Drug & Alcohol	\$523.45
• Co of Elk Work Release	\$35.17
• Co of Elk Substance Abuse	\$100.00
• COVID ARP	\$16,193.41
• Fiscal Recovery Funds	\$7,625.00
• Gas Well Impact Fee	\$47,764.65
• PHFA (Phare Grant)	\$3,799.00
• 2020 CDBG	\$14,733.15
• Hazardous Material Response	\$397.89
• E-911 Wireless Fund	\$140,111.52
• Law Enforcement Dispatch	\$23,200.00
• Northern Tier Regional Tele Project	\$366,257.84
• Co of Elk Record Improvement	\$1,260.00
• Debt Fund	\$190,670.71

➔ M. Fritz Lecker made a motion to approve the payment of the bills listed above seconded by Joseph C. Dagher and carried unanimously.

CORRESPONDENCE -

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

1. Pennsylvania Game Commission, Bureau of Habitat Management notified the County of Elk of the intent to submit an application to the Pennsylvania Department of Environmental Protection (DEP) for several projects.

GOOD OF THE COUNTY

- United Way update – Doug Gaffey, St. Mary's Area United Way thanked the Board of Commissioners for their support and explained that this year's goal was an increase of \$10,000 over last year's goal of \$160,000 and it's looking to be on track to reach that new goal for 2022. There are 12-15 organizations that the United Way supports and that future fund raiser plans include a Steelers basketball game.
- The 2023 Elk County Budget will be on display in the Commissioner's Office for public inspection until 9:00am, December 27th, 2022.
- UPCOMING COMMISSIONER MEETINGS*
 - December 20, 2022 Commissioner meeting scheduled for 10am is cancelled and rescheduled for 6:00pm.
 - December 20, 2022 **6:00pm** – Regular Commissioner meeting, including a Resolution to approve salaries for all Elected Officials for terms 2024-2027.
 - December 27, 2022 10:00am – Special Commissioner Meeting to approve 2023 Elk County Budget
 - January 3, 2023 10:00AM – Commissioner Reorganizational meeting, Commissioner meeting, , followed by a Salary Board meeting, and Annual Retirement Board meeting
 - *All meetings held in the Courthouse Annex building Conference Room#2.
- 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 N/A

ADJOURN MEETING –

The meeting was adjourned at 10:30 AM on a motion by M. Fritz Lecker, seconded by Matthew G. Quesenberry and carrying unanimously.

ATTEST: _____


Chief Clerk

**Next Meeting:
Tuesday, December 20, 2022
6:00 P.M. Courthouse Annex
Conference Room #2**