

**Johnsonburg Borough**  
**Regular Meeting**  
**June 13, 2022**  
**4:00 p.m.**

Call to Order  
Silent Prayer  
Pledge of Allegiance

Approval of Minutes

- Regular Meeting May 9, 2022
- Special Meeting June 1, 2022

Guests & Public Comment on Agenda Items

- Scott & Terry Bauer (Johnsonburg Nutrition/Paper City Café)

Reports

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

Old Business

New Business

1. Quote to upgrade garage lights to LED
2. JFAM request – use of Market St. parking spaces
3. JFAM request – close Market St. on July 30<sup>th</sup>
4. Purchase of repository properties
  - a. Beech St. – land only
  - b. 141 Harrison Ave. – land only
  - c. Lynn Skip Lane – mineral rights
  - d. Fairview Ave. – mineral rights

Executive Session

Public Comment on Agenda Items

Adjournment

Johnsonburg Borough  
Regular Meeting  
May 9, 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
Warmbrodt, Richard	Councilman	X		

Minutes: A motion was made by Councilman DeAngelo and seconded by Councilman Cherry to approve the minutes from the April 11, 2022 regular meeting. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to approve the minutes from the April 25, 2022 special meeting. Motion carried unanimously.

Guests: None present.

### Monthly Reports

Mayor: Mayor Paget presented a proclamation to recognize the week of May 15 – 21, 2022 as National Police Week.

Police: Monthly report is on file. Chief Clopp's monthly report included the following:

- The department assisted with a K9 search of JAHS in April.
- The department held body camera training in April.
- He continues to work on the town-wide surveillance camera system and department remodel projects.

Fire Chief: Monthly report is on file.

Superintendent: Monthly report is on file.

Council Committees: President Maletto reported that the public works committee met to review the final work on the Harrison Ave. project. A discussion was held on the close out of this project.

The slum and blight committee will meet on June 1<sup>st</sup> to review the current repository list.

Finance & Bills for Payment: President Maletto read the borough's account balances and the bills. This month's bills include General Fund - \$7,789.18, Community Center Fund - \$7,044.68, Community Improvement Fund - \$55,824.13, and Street Light Fund - \$3,600.00. A motion was made by Councilman Cherry and seconded Councilman DeAngelo to pay the bills as presented and to accept the finance report. Motion carried with Councilman DePanfilis opposed.

Solicitor: Solicitor Thomas reported that the property easements for the Grove St. storm water project are ready. Engineer Miller asked him to provide a letter explaining the project to the residents along with the easements.

Engineer & Code Enforcement Report: Monthly report is on file. Engineer Miller reviewed his report including Harrison Ave. and stormwater projects.

A discussion was held on code enforcement issues.

Municipal Authority: Minutes are on file. Several issues were discussed involving the municipal authority including the following:

- Code enforcement issues at the municipal authority property at 510 Glen Hazel Rd.
- Stormwater management issues at the new water plant on First Ave. where 16 trees were to be planted this spring and have yet to be planted
- Cub box excavation at 109 Gove St. has been left open for several months
- Street patch repair from Continental Construction
- Plans for street patch resulting from water leaks
- Continued problems with water running on the roadway in the 500 block of Second Ave.
- Depth of curb box in front of the Johnsonburg Community Center

A discussion was held on stormwater in the downtown area and the roof drains at the Johnsonburg Community Center.

Recreation Board: No meeting held this month due to lack of a quorum.

Old Business: 1. A motion was made by Councilman DeAngelo and seconded by Councilman DePanfilis to go to bid for the Hemlock Street Stormwater Project as soon as the bid specs are ready. Motion carried unanimously.

2. A motion was made by Councilman DePanfilis and seconded by Councilman Cherry to approve the low bid from PA Construction for the police department remodel. Motion carried unanimously.

New Business: 1. A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to pay up to \$7,500.00 for a new small pick up truck for use by the part-time street employee. President Maletto called for a roll call. Motion carried unanimously.

2. The sale of the 2010 Ford Crown Vic was tabled.

3. A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to approve quote from Hilltop Masonry for \$9,800.00 for repairs to the Grant St bridge. Motion carried unanimously.

A special meeting was set up for June 1<sup>st</sup> at 4:00 p.m. to open bids for gymnastics equipment.

A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to close Market St. on Memorial Day for the parade and services. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman DePanfilis to move into executive session at 5:30 to discuss litigation. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman DePanfilis to return to regular session at 5:46 p.m. Motion carried unanimously.

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

Adjournment: A motion was made by Councilman Imbrogno and seconded by Councilman Cherry to adjourn the meeting at 5:48 p.m. Motion carried unanimously.

Rachel Kilhoffer  
Secretary

Johnsonburg Borough  
Special Meeting  
June 1, 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
Warmbrodt, Richard	Councilman	X		

Guests: None present.

Business: 1. Bids for the Johnsonburg Community Center's gymnastics equipment were opened with the following results:

Lot	Angie Miller	Colleen Lovell	Kristen Feronti
Lot 1-minimum bid \$500/mat	\$500		
Lot 2-minimum bid \$500	\$500		
Lot 3-minimum bid \$800			
Lot 4-minimum bid \$30/block			
Lot 5-minimum bid \$25/block		\$40	
Lot 6-minimum bid \$60			
Lot 7-minimum bid \$1,900			
Lot 8-minimum bid \$7/mat			\$20

A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to accept the bid of \$20 for lot 8 from Kristen Feronti. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to accept the bid of \$500 for lot 2 by Angie Miller. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman Cherry to accept the bid from Angie Miller for lot 1 at \$500 per mat. Motion carried unanimously.

2. The sale of the 2010 Ford Crown Vic was tabled.

3. A motion was made by Councilman DeAngelo and seconded by Councilman Imbrogno to adopt Resolution 05-2022 which approves the borough applying for the Strategic Management Planning Program through the PA Department of Community & Economic Development (DCED). Motion carried unanimously.

President Maletto stated that a letter has been received from the Johnsonburg Police Department to begin contract negotiations. Councilmen DePanfilis and Warmbrodt will join him in the negotiations.

A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to continue with the Stackpole Hall summer program under the new guidelines allowing for non-PHEAA applicants. Motion carried unanimously.

A motion was made by Councilman DeAngelo and seconded by Councilman Imbrogno to enter executive session at 4:26 p.m. to discuss litigation. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman Cherry to return to regular session at 4:36 p.m. Motion carried unanimously.

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

A discussion was held on the Slum & Blight Committee's review of the properties in the Elk County Repository.

Adjournment: A motion was made by Councilman Imbrogno and moved by Councilman DeAngelo to adjourn the meeting at 4:43 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 May 2022.

<b>Calls for Service</b>	<b>220</b>	<b>Parking Violations</b>	<b>0</b>
<b>Signal Calls</b>	<b>52</b>	<b>House Watches</b>	<b>0</b>
<b>Telephone Calls</b>	<b>60</b>	<b>Vehicle Lockouts</b>	<b>4</b>
<b>Investigations</b>	<b>49</b>	<b>Light outage</b>	<b>0</b>
<b>Hearings</b>	<b>6</b>	<b>B.O.L.O</b>	<b>13</b>
<b>Traffic Accidents</b>	<b>1</b>	<b>Asst. Fire/Ambulance</b>	<b>2</b>
<b>Written Warnings</b>	<b>6</b>	<b>Asst. other Police Dept.</b>	<b>11</b>

**Receipts:**

<b>Fines</b>	<b>\$ 1,835.11</b>
<b>Reports</b>	<b>\$ 0.00</b>
<b>Tickets</b>	<b>\$ 0.00</b>
<b>Total</b>	<b>\$ 1,835.11</b>

**Special Information:**

- Pre-K toured our station on 05/10.
- Attended LETI kickoff on 05/11.
- Ofc. Cuneo and I attended CLEAN training on 05/12.
- Police Memorial service was held on 05/16.

**Offenses:**

	<b>Number</b>	<b>Arrest</b>	<b>Handled Otherwise</b>
<b>Drugs</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Assaults</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Thefts</b>	<b>5</b>	<b>4</b>	<b>1</b>
<b>Criminal Mischief</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>D.U.I.</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disorderly Conduct</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Mental Health</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Sex Offenses</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Family and Children</b>	<b>13</b>	<b>1</b>	<b>12</b>
<b>All Other Offenses</b>	<b>12</b>	<b>2 (9 MV Arrests)</b>	<b>10</b>
<b>Totals</b>	<b>37</b>	<b>20</b>	<b>26</b>

Respectfully



# Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

May 2022 Johnsonburg Fire Department Report

## Incident Type Count per Station for Date Range

Start Date: 05/01/2022 | End Date: 05/31/2022

INCIDENT TYPE	# INCIDENTS
<b>Station: EC2 - ELK COMPANY 2</b>	
341 - Search for person on land	1
412 - Gas leak (natural gas or LPG)	2
814 - Lightning strike (no fire)	1
<b># Incidents for EC2 - Elk Company 2:</b>	<b>4</b>

Calls in Johnsonburg Borough - 3

Calls in North Ridgway Township – 1

Automatic / Mutual Aid Calls – 0

Total Man Hours for All Calls May 2022 10:51

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

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

No Injuries were reported for members

Respectfully

**Christopher G. Kreckel**

**Chief**

# ***Boro report***

## ***street crew***

- cleaded catch basin and pipe on second avenue
- flushed pipe on bridge street
- fixed pipe on second avenue
- dug up pipe on bridge street replaced 20 foot of pipe
- installed wheel bearing on 12 f350
- graded a couple alleys
- put up veterans banners
- held dumpster day
- swept some streets
- chipped limbs along tracks
- cleaded up decker memorial
- cleaded ditch across from dnd auto

## Treasurer's Report

May 2022

Account	Beginning Monthly Balance	Income	Expenses	End of the Month Balance
General	\$236,312.12	\$343,216.98	\$100,917.85	\$478,611.25
Street Light	\$50,221.71	\$33,851.26	\$7,228.35	\$76,844.62
Library	\$7,732.56	\$18,557.48	\$464.03	\$25,826.01
Retirement	\$104,523.31	\$3,456.23	\$85.86	\$107,893.68
Highway Aid/Liquid Fuels	\$81,920.97	\$3.48	\$0.00	\$81,924.45
Borough Equipment	\$73,639.19	\$25,868.85	\$646.63	\$98,861.41
Fire Services	\$154,607.81	\$20,769.91	\$518.94	\$174,858.78
Community Center	\$61,133.34	\$34,288.14	\$15,511.50	\$79,909.98
Payroll	\$3,683.82			\$6,378.79
Per Capita	\$2,727.71	\$2,156.50	\$55.13	\$4,829.08
Debt Service Fund	\$74,054.67	\$52,006.99	\$1,300.31	\$124,761.35
Community Improvement	\$141,104.35	\$46,193.45	\$56,978.81	\$130,318.99

### Outstanding Expenses & Liabilities

Fund	Amount	Description
General	\$18,375.48	2018 Act 13 funding/DCED strategic plan
General	\$7,703.84	2019 Act 13 funding/flood control management
General	\$8,069.59	2022 Selective Insurance Welcome sign traffic accident

### Monthly Bills

General	10,113.01	Highway Aid	4,352.74
Community Center	11,929.14	Community Improvement	4392.00
Other			



## **Engineer's Report – June 13, 2022 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***

- We've been working with the grant manager to get all final project closeout documentation filed so the final reimbursement can be processed. To date all information requested by CFA has been forwarded for review.

### ***Engineering Services***

- We continue to consult with L.R. Kimball's engineers on the Flood Mitigation Report and provided additional information and responses upon request. The project manager has indicated the hydraulic analysis of the existing pipe culvert has been completed and a draft report should be submitted in the near future. Upon receipt we will provide copies for Council to review. A public meeting will be scheduled at some point to discuss findings and review recommendations prior to the submittal of the final report.
- We are still working to finalize the necessary paperwork to advance the slum and blight demolitions of the 306 & 308 High Street residential structures later this summer. The Planning Department will be advertising the demolitions once they receive all the documentation.
- We are in the process of finalizing the easement agreements for the West End Stormwater Project. Those agreements have been provided to the six (6) property owners and will be filed with the County once all the appropriate signatures have been collected. We continue to work to have the project specifications, plans and bid documents finalized so the project can be advertised the project by the end of June. The County Planning Office will be the ones overseeing the project.
- We participated in an Open House tour of the JCC by the Elk County Commissioners on May 4, 2022. We were finally able to show off the rehabilitation of the pool area as well as the ongoing heating/cooling upgrades.
- We assisted with the close out documentation for the latest JCC Heating project. We've also begun discussions on submitting another Mee Foundation grant request for their Fall funding round for remaining areas within the building.
- We hope to begin to finalize the Hemlock Street Stormwater Project later this month. We will be working with the Road Crew to figure out the best location for the new storm drain, as well as the proper tie in to the existing drains.
- No additional updates are currently available for the status of the Local Share Account grant application for the Armstrong Theater site. We have had conversations with the DCED reviewer but have only been told our application had been passed along to the next review stage.



- We will be finalizing the Borough's 2022 CDBG application throughout the month. We will be working with the Road Crew to address additional stormwater issues and a final determination of request will be made once all current issues have been addressed. Income surveys will be required; however, the identified project area is relatively small so only a few properties will require surveys be completed.

#### *Code Enforcement*

- We continue to work with the solicitor to address property owners who've been a constant issue over the years. Several new notices have been issued with varying results from both the Health Officer and Code Enforcement. Tickets will be issued and then consultation with the solicitor on how best to proceed if these owners continue to be problematic.
- Summary notices for garbage and junk accumulation and grass cutting have been forwarded to the JMA for their property at 510 Glen Hazel Road after several attempts to handle the issues cordially. Clean up of the property did eventually begin on June 9<sup>th</sup>, we will continue to monitor progress. We have also received notification the JMA intends to begin demolition of the structure the week of June 13<sup>th</sup>.
- We recently spoke to the new owner of the property at 305 Spruce Street and were informed they've begun legal proceedings to evict the previous owner who has taken up residence again in the house despite no longer owning it. They informed us once all legal have been cleared they will be cleaning up the property as well as the interior of the house in hopes of rehabilitating the house for future habitation.
- A significant number of properties have grass that has yet to be cut or maintenance is has been very lax so far this Spring. The Office has begun to send out notices to those properties which are not compliant. It does appear some properties have been addressed upon receipt of notice.
- Residents are reminded the Borough's Code Enforcement process is a complaint driven system. Complaints should be filed with the Office and then follow-up inspections will be performed by the Code Enforcement Officer and/or Health Officer. It is the discretion of the Officer if those complaints warrant notification to the subject property owner.
- Residents continue to blow cut grass into the streets and alleyways. This is not an acceptable practice and those found doing so may receive a notice. This includes any resident who hires a service to maintain their yards, if those contractors are blowing grass onto roadways and not cleaning up afterwards residents should ask they not continue to do so.

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**  
**WEDNESDAY, MAY 11, 2022**

The meeting was called to order at 4:00 pm by Chairman James Reinsburrow followed by Pledge of Allegiance and moment of silence.

**ROLL CALL** – In attendance were James Reinsburrow, Earl Park, Charles DeStephano, Richard Zeigler, Jack Fowler, Thomas J. Weaver, Dan Newell, Richard Brown, Ken Caldwell, Corey McCabe, Tracey Mehalko, (Travis Long - JHA and Andy Johnson - GDF – participated by via ZOOM), Kenneth Polaski – excused.

**VISITORS** – Rick Marzella – Continental Construction, Joyce Maletto – Johnsonburg Press, Al Maletto, Emil Zaunick, Brian Stockman – Ridgway Record, Kerry Roslinski – Pipe Eye.

**EXECUTIVE SESSION** – None

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING** – A motion was made by Thomas Weaver and seconded by Earl Park to approve meeting minutes from April 13, 2022. Motion carried unanimously by members present.

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING** – A motion was made by Earl Park and seconded by Rick Zeigler to approve meeting minutes from April 21, 2022. Motion carried unanimously by members present.

**VISITOR COMMENTS** – Quinn Cunningham from Geci Accounting gave a presentation on cash flow at JMA

**MANAGERS REPORT** – Corey McCabe to discuss manhole rehab work at Powers Run and Erie Avenue Kerry from Pipe Eye and Corey will provide information on corrections to the sewer system moving forward. Per JMA Rules and Regulations -Section 2 – Conditions of Service: No persons shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water, or unpolluted water to any sanitary sewer. JMA is informing you that this is illegal and if you have an illegal connection this needs to be corrected immediately. This is being closely monitored. Ken Caldwell to discuss intake for new water plant. Tracey Mehalko will provide update on past due accounts. System wide flushing is being performed in the month of May 2022. Flushing is a DEP requirement; Field staff is verifying hydrant conditions and concerns. JMA was audited in the week of May 1, 2022. Report will follow when complete. Solving for “B” has begun at JMA. This is a program to get staff and board members on the same page. Initial meeting was positive. PENNVEST – loan attached to Silver-Creek water plant (back wash tank). JMA will need to pay off approximately \$36K. JMA will utilize funds from the sale of Silver-Creek. 2022 operator exam schedule is out, JMA field staff is being scheduled for tests. PA One Call responses for May = 100%. Paving work is being done to the following roads (week of 5-8-22): Spruce/Penn, Spruce/High, First, Bridge/Bergen, Bridge/First, Bridge/High, Chestnut, Chestnut/First, Bergen. Corey McCabe expressed concerns with infiltration in the sewer system. Kerry From Pipe Eye gave a presentation on the process of how infiltration works and corrections he can make. Ken Caldwell spoke about the intake at the new water plant and corrections needed, his discussion also included an AirBurst/IceBreak System for the intake. Andy Johnson from GD&F and Travis Long from JHA provided supporting data on the intake issue at the new water plant. Jim Reinsburrow asked Andy Johnson if the AirBurst/IceBreak System for the intake will guarantee a fix. Andy responded that nothing is guaranteed, although this is the best possible solution – this was supported by Travis Long. Ken Caldwell also expressed concerns about the possibility of a dam removal located near DOMTAR and how this may affect the water level which in turn will affect the intake for the new water plant, this will need further investigation. Due to Travis Long’s history with JMA Jim Reinsburrow asked for Travis to be involved in discussion on a possible dam removal associated with DOMTAR. Chuck DeStephano asked for Ken Caldwell and Corey McCabe to provide a report for board meetings. Chuck DeStephano thanked Ken Caldwell for training field staff. Chuck DeStephano recommends all field staff wear safety vests when working on repairs, this is good safety practice, JMA will provide vests to all field employees.

**ENGINEERS REPORT** – CAPITAL IMPROVEMENTS PROJECT (WATER TREATMENT, STORAGE AND DISTRIBUTION) – USDA FUNDED: JHA continues to monitor the punch list finalization/project closeout process. Punch list developed with Chief Operator and GDF, contractors given to 5/28/2022 to be finalized. Decommissioning: o Silver Creek Lagoon and storage tank dewatering/sediment removal is completed. Request for termination of NPDES-IW permit has been made to DEP and acknowledged. Final termination will be 30-days from May 3, 2022, or specifically June 2, 2022. JHA continues correspondence with chief water operator and GD&F on various items pertaining to distribution, intake, and overall operations. JHA/JMA/GDF have been communicating with vendor's, contractors, and team to determine a corrective action approach. Options to be presented to the board for discussion. CAPITAL IMPROVEMENTS PROJECTS (WATER DISTRIBUTION SYSTEM EXTENSIONS AND REPLACEMENTS) – PLANNED PENNVEST FUNDED: Rights-of-Way easements in processing with Solicitor Brown remain ongoing. o JHA and Solicitor Brown continue to address easements for the water line extension and will be having ongoing meetings to review and discuss. Permitting packages being finalized (on-track). WATER: JHA continues routine correspondence with JMA, operations staff. WASTEWATER: JHA continues routine correspondence with JMA, operation staff. JHA recent reviewed ELCO's SCADA drawings and program logics and found all items to be in accordance with discussed process and needs of the WWTP. Process upgrades remain ongoing. GRANTS AND FUNDING ASSISTANCE: JHA continues to monitor all grant funding sources and opportunities, in concert with those identified by JMA for review and considerations as applicable. MISCELLANEOUS: Powers Run Dam Permit issued – Awaiting grant funding opportunities through American Rivers. Status Pending

**PROJECT ENGINEERS REPORT** – WATER System improvement project, Construction Status, Project Status Updates: Contract No. 1 – Water Treatment Plant, General Construction. Contractor has outstanding punch list items to complete. Continue to work towards long term solution to intake screen icing issues. Water Treatment Plant, Electrical Construction: Booster station transfer switches work completed. Contractor has submitted all Contract Closeout Documents for Final Completion with USDA. Water Distribution System Improvements: Contractor has restoration work to be completed. Project Payment Applications and RUS Requisition Approvals. USDA-RD Requisition #79 documentation compiled for the month. Requisition #79 to USDA - Kronenwetter Pay App #16: \$ 16,040.47, GDF Invoice #75: \$ 15,758.00 – Total=\$ 31,798.47

**SOLICITORS REPORT**- None

**COMMITTEE REPORTS** –

- a. Administration – no report
- b. Finance– no report
- c. Fire Department– no report
- d. Hiring – no report
- e. Johnsonburg Borough – Chuck DeStephano reported on the following: 510 Glenn Avenue house clean up, planting trees at the new water plant, 109 Grove Street (sidewalk), left over 12-inch pipe along old 219, water line depth at JCC.
- f. Operations– no report

**APPROVAL TO PAY CONTINENTAL CONSTRUCTION FOR RESTORATION WORK:** A motion was made by Earl Park and seconded by Rick Zeigler to approve payment of \$6,000 to Continental Construction for restoration work for water line extension work along old Route 219. There was 4 Ayes: James Reinsburrow, Charles DeStephano, Richard Zeigler, Jack Fowler, and 1 No Earl Park. Thomas J. Weaver- excused, Ken Polaski - excused

**APPROVAL OF TREASURERS REPORT:** A motion was made by Earl Park and seconded by Chuck DeStephano to approve the Treasures Report for April 2022. Motion carried unanimously by members present.

Bank Balances as of April 30, 2022 (Financial Snapshot)

**Johnsonburg Municipal Authority**

Bank Balances as of April 30, 2022

**Northwest**

Sewer Money Market - \$64,227.30

Payroll - \$ 31,726.34  
 Water Pennvest - \$ 2,658.99  
 Sewer Pennvest - \$ 37,853.33  
 Operating Checking - \$ 261,397.26  
 Sewer Savings - \$ 76,680.43  
 Water Savings - \$ 864,988.70

**CNB**

CD - \$ 25,958.55  
 Savings Acct. - \$ 15,737.61  
 Water Project Checking (COA) - \$ 231,915.54  
 Sewer Checking - \$ 9,953.84  
 Waterline Extension - \$ 14.00

**Debt Payments Due**

CNB Mortgage - \$ 284.86  
 CNB Line of Credit Interest - \$ 847.20  
 Pennvest - \$ 2,148.32  
 Pennvest - \$ 15,529.32  
 Pennvest - \$ 8,580.54  
 Pennvest - \$ 11,718.30

**APPROVAL OF BILLS** - A motion was made by Earl Park and seconded by Rick Zeigler to approve bills as presented. Motion carried unanimously by members present.

WATER: \$65,244.30

WASTEWATER: \$62,021.50

Kronenwetter Pay App #16: \$16,040.47 – this is contingent upon receiving telemetry data on 5-12-22

GD&F INVOICE #75: \$15,758.00

**BUSINESS AFFAIRS** – A motion was made by Earl Park and seconded by Rick Zeigler to amend the agenda to contract with Pipe Eye to work with Corey McCabe on 6 man-hole repairs and to contract with Global Heavy (ELGIN) on a correction for the intake at the new water plant. Motion carried unanimously by members present. A motion was made by Earl Park and seconded by Chuck DeStephano to approve to contract with Pipe Eye to work with Corey McCabe on 6 man-hole repairs, estimated \$8000.00 for repairs. Motion carried unanimously by members present. A motion was made by Chuck Destephano and seconded by Earl Park to contract with Global Heavy (ELGIN) on a correction for the intake at the new water plant to be paid with USDA contingency money at a cost of \$161,720.25. Motion carried unanimously by members present.

**BOARD DISCUSSION** –

- Licenses for field staff – Follow current employee handbook until further notice
- Restroom at Powers Run Garage
  - A motion was made by Rick Zeigler and seconded by Jack Fowler to have Earl Park and Jim Reinsburrow install a restroom at the Powers Run Garage at an estimated cost of \$7000.00. Roll Call vote: Jim Reinsburrow – abstain, Earl Park – abstain, Rick Zeigler – yes, Chuck DeStephano – yes, Jack Fowler – yes, Thomas Weaver – excused, Ken Polaski – excused. Motion was approved by majority vote: 3 Yes, 2 abstain, and 2 excused.
- Placement of hydrant on Long Level Road – this is still under review
- Jones Township Sewer rates – This will continue to be monitored closely.
- Request for bids to sell: Kubota UTV and pressure/sucker truck and trailer. JMA will keep the Kubota UTV for the time being and the pressure/sucker truck and trailer will go up for bid.
- Demo of house at 510 Glenn Hazel Road. Per borough this needs completed in 90 days (May 30, 2022). We will need an extension.
  - JMA will be requesting a demo extension with the Borough on this property. Ken Caldwell expects to continue clean-up of the property in the week of 5-15-22

**COMMENTS FROM VISITORS** – None

**EXECUTIVE SESSION** – A motion was made by Rick Zeigler and seconded by Earl Park to enter executive session at 6:53 pm. Motion carried unanimously by members present. A motion was made by Rick Zeigler and seconded by Chuck Destephano to exit executive session at 7:13 PM. Motion carried unanimously by members present. Personnel was discussed with authorization to advertise for a potential field worker position with JMA. A motion was made by Rick Zeigler and seconded by Chuck Destephano to enter regular meeting at 7:14 PM. Motion carried unanimously by members present.

**ADJOURNMENT OF MEETING**- Motion made by Earl Park and seconded by Rick Zeigler to adjourn the meeting at 7:15 PM. Motion carried unanimously by members present.

Kenneth Polaski,  
Secretary  
DJN

DRAFT

**JOHNSONBURG MUNICIPAL AUTHORITY**  
**REGULAR MEETING**  
**WEDNESDAY, JUNE 8, 2022**

The meeting was called to order at 4:00 pm by Chairman James Reinsburrow followed by Pledge of Allegiance and moment of silence.

**ROLL CALL** – In attendance were James Reinsburrow, Charles DeStephano, Richard Zeigler, Jack Fowler, Kenneth Polaski, Earl Park, Thomas J. Weaver-participated via ZOOM.  
Dan Newell, Brad Kraus-for Rick Brown, Ken Caldwell, Corey McCabe, Tracey Mehalko, (Travis Long - JHA and Andy Johnson - GDF – participated by via ZOOM).

**VISITORS** – Joyce Maletto (Johnsonburg Press), Al Maletto, Brian Stockman (Ridgway Record), Emil Zaunick, Adrian Bevacqua, Bart O’Leary.

**VISITOR COMMENTS** – NONE

**EXECUTIVE SESSION** – NONE

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING** – A motion was made by Earl Park and seconded by Rick Zeigler to approve regular meeting minutes from May 11, 2022. Motion carried unanimously by members present.

**MANAGERS REPORT** – Week of 5-22-22 – restroom for Powers Ave Garage has begun installation. WWTP upgrade with ELCON – Engineering phase is complete. Part availability is becoming a concern ELCON is working on a solution. JMA has a new logo. The logo displays BLUE for water and GREEN for sewer. This is to reference the PA-one call system. The logo also displays JMA in the center for Johnsonburg Municipal Authority. All prints (approximately 130) per JMA water/sewer system are being reviewed/cataloged/stored. Reminder to customers on condition of service. Per JMA Rules and Regulations -Section 2 – Conditions of Service: No persons shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water, or unpolluted water to any sanitary sewer. JMA is informing you that this is illegal and if you have an illegal connection this needs to be corrected immediately. This is being closely monitored. Reminder to JMA customers to please pay your water/sewer bill on time to avoid services being discontinued. Trees at 109 1<sup>st</sup> Avenue and the payoff of a PENNVEST loan was discussed.

**WATER REPORT** - Guys are marking all Pa 1 calls. Guys are doing water shut offs/turn on’s. Work orders being completed as scheduled. Water and sewer plant daily checks completed. Guys are mowing all grass for the various sites. Water flushing program for 2022 Spring complete. Working with contractors on completing plant punch lists. Leaks in system being repaired as needed. Plant tours given to Board members and Bradford Water Authority. Working on final numbers for USDA remaining monies to be spent on the system. Valves, hydrants, 2 air releases. Dep reports. VOC and SOC sampling in the new water plant. Weekly distribution compliance sampling. Chuck DeStephano inquired about the demo of 510 Glen. Hazel Road and the equipment needed to demo the house. A motion was made Chuck DeStephano to rent an excavator at an estimated cost of \$2000.00 for 3 days of rental to demo 510 Glenn Hazel Road. There were 3 calls for a second motion with no response. Motion was dismissed. Earl Park inquired about the intake for the water plant at 109 1<sup>st</sup> Avenue. Jack Fowler inquired about new meter installs, economic impacts are affecting MXU readers for the meters and shipments are being delayed.

**WASTE-WATER REPORT** - The meter guy calibrated #2 chlorination channel meter. WAS pump #2 was elevated by Jeff Schatz, needs rebuilt. Dave Jones is putting in safety ladder in CL2 channels. Matt Vaughn replaced surge protector @ building 80. Camera, Erie Ave. main sewer line was clear. Yearly WET testing done, waiting results. Finished sewer tap @ Powers Run bathroom facility. Community building pool drained 75,000 gallons of water to sewer system. RAS pump #2 blew up. Jeff Schatz believes lightening hit it. Insurance claim was filed. Camera manholes from Cushing Ave and Church. Sump pump 2 117 Church is hooked in. This residence was notified by

letter to correct. Johnson Run pump station needed a relay. Matt Vaughn ordered and replaced. Grass at all pump stations was cut and straightened up.

Earl Park inquired about the replacement of manholes and per Cory McCabe, there are 5 manholes that are of high concern and are expected to be corrected starting week on June 12, 2022.

Chuck DeStefano inquired about the following:

- Infiltration into the sewer from the Community Building, Johnsonburg Nutrition (formally known as KJ's), Elks Club and 117 Church Street. There is infiltration into the JMA sewer system from these establishments and per JMA Rules and Regulations this is not legal and needs to be corrected. This is also being closely monitored.
- UTV (Kabota) at the WWTP, since corrections were made to the machine. Corey McCabe indicated that the UTV is working okay at this time
- Licensing for the UTV to be able to use the unit around the tow, this is being investigated.

**ENGINEERS REPORT** – CAPITAL IMPROVEMENTS PROJECT (WATER TREATMENT, STORAGE AND DISTRIBUTION) – USDA FUNDED: JHA continues to monitor the punch list finalization/project closeout process.

Punch list being finalized and communicated with GD&F. Decommissioning: Silver Creek Lagoon and storage tank dewatering/sediment removal is completed. Request for termination of NPDES-IW permit has been made to DEP and acknowledge. Final termination will be 30-days from May 3, 2022, or specifically June 2, 2022. JHA continues correspondence with chief water operator and GD&F on various items pertaining to distribution, intake, and overall operations. JHA/JMA/GDF have been communicating with vendor's, contractors, and team to determine a corrective action approach. CAPITAL IMPROVEMENTS PROJECTS (WATER DISTRIBUTION SYSTEM EXTENSIONS AND REPLACEMENTS) – PLANNED PENNVEST FUNDED: Rights-of-Way easements in processing with Solicitor Brown remain ongoing. JHA and Solicitor Brown continue to address easements for the water line extension and will be having ongoing meetings to review and discuss. Permitting packages being finalized (on-track). WATER: JHA continues routine correspondence with JMA, operations staff. JHA conducting the stream survey for validation of elevation information to refute other parties desire to remove the dam at Domtar. WASTEWATER: JHA continues routine correspondence with JMA, operation staff. JHA continues to provide NPDES reporting oversight and guidance. GRANTS AND FUNDING ASSISTANCE: JHA continues to monitor all grant funding sources and opportunities, in concert with those identified by JMA for review and considerations as applicable. MISCELLANEOUS: Powers Run Dam Permit issued – Awaiting grant funding opportunities through American Rivers. Status Pending. Rick Zeigler commented that to his understanding there will NOT be any known dam removal near DOMATAR along the Clarion River.

**PROJECT ENGINEERS REPORT** – Project Status Updates, Contract No. 1 – Water Treatment Plant, General Construction. Contractor working on finishing punch list. Change order approved for intake screen modifications and currently reviewing drawings. Contract No. 2 – Water Treatment Plant, Electrical Construction. Contractor has submitted all Contract Closeout Documents for Final Completion with USDA. Contract No. 4 – Water Distribution System Improvements. We have requested all required documents for Contract Closeout. Project Payment Applications and RUS Requisition Approvals: USDA-RD Requisition #80 documentation compiled for the month. Requisition #80 to USDA: JMA Draw #75 \$ 420.00.

Jim Reinsburrow inquired about the following:

- Asked Andy Johnson if a permit is needed to make corrections to the intake for the new water plant and per Andy Johnson and Travis Long, this is not needed.
- Transfer switches at pump stations. Per Ken Caldwell this is complete.

Earl Park inquired about intake correction for the new water plant and its completion, Andy Johnson indicated this should be completed by winter of 2022.

Jack Fowler inquired about generators for pump stations, these are expected to in the 3<sup>rd</sup> quarter of 2022, but due to economic impacts this could be delayed longer.

**SOLICITORS REPORT**- NONE

**COMMITTEE REPORTS** –

- a. Administration – NONE
- b. Finance – NONE
- c. Fire Department – NONE
- d. Hiring – NONE

- e. Johnsonburg Borough– NONE
- f. Operations– NONE

**BIDS FOR FLUSHER TRUCK-(MUNICIPAL)**- A motion was made by Earl Park and seconded by Rick Zeigler to sell the JMA flusher truck per highest bid. High bid was by Dick Cherry for \$1501.00. Motion carried unanimously by members present.

**APPROVAL TO CHANGE RATE STRUCTURE FOR JTMA** – This will be tabled for further discussion with JMA operations team.

**APPROVAL OF USDA CONTINGENCY PURCHASES** - A motion was made by Earl Park and seconded by Rick Zeigler to use remaining USDA contingency funds to purchase valves and hydrants for JMA system at an estimated amount of \$137,921.12, \$420.00 for security upgrades at Willman Pontiac pump station and 109 1<sup>st</sup> Avenue, and Geci Accounting – services for January, February, and March of 2022 in the amount of \$5,250.00. Motion carried unanimously by members present.

**APPROVAL OF TREASURERS REPORT (financial snapshot)** - A motion was made by Earl Park and seconded Ken Polaski to approve the May 2022 as presented. Motion carried unanimously by members present.

Bank Balances as of: May 31, 2022

Northwest

Sewer Money Market - \$ 64,231.12

Payroll - \$ 48,432.57

Water Pennvest - \$510.67

Sewer Pennvest - \$ 37,853.65

Operating Checking - \$ 213,929.72

Sewer Savings - \$ 76,683.69

Water Savings - \$ 884,975.46

CNB

CD - \$ 25,958.55

Savings Acct. - \$ 14,626.83

Water Project Checking (COA) - \$ 231,915.54

Sewer Checking - \$ 9,953.84

Waterline Extension - \$ 14.00

Debt Payments Due

CNB Mortgage - \$ 284.86

CNB Line of Credit Interest - \$ 927.75

Pennvest - \$ 15,529.32

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

Jack Fowler inquired about cash flow at JMA.

**APPROVAL OF BILLS** A motion was made by Earl Park and seconded by Rick Zeigler to approve bills as presented. Motion carried unanimously by members present.

WATER:\$62,620.53

WASTEWATER: \$59,836.41

WATER LINE EXTENSION PROJECT: \$927.75

REQUISITION #80 to USDA, JMA DRAW #75: \$420.00

**BUSINESS AFFAIRS** – Jim Reinsburrow brought to the attention of the board about a Senate Bill about public utilities and possible new obligations.

**BOARD DISCUSSION** – Chuck DeStephano inquired about repurposing a building for storage at Powers Run, this will be discussed in more detail with operations team before a decision is made.

Property restoration of 510 Glenn Hazel Road was discussed and JMA will continue the clean-up of this property; operational needs are slowing progress, but this is being addressed.

6-8-22

**COMMENTS FROM VISITORS** – Al Maletto commented on the 1845 Long Level Road and the new owner has posted the property for sale. Mr. Maletto also inquired about the generator and air compressor that was at 1845 Long Level Road.

**EXECUTIVE SESSION** – None

**ADJOURNMENT OF MEETING**- Motion made by Rick Zeigler and seconded by Ken Polaski, to adjourn the meeting at 5:12 PM. Motion carried unanimously by members present.

Kenneth Polaski,  
Secretary  
DJN

DRAFT

Johnsonburg Recreation Activities Board Minutes – Thursday June 2,2022

Meeting called to order at 5:07 pm

Present: James Lecker, Tara Poague, Patty McDivitt, Tracy Crowe, TJ Weaver

Guest: None

Absent: Sarah Grunthaner, Nikki Zimmerman, John O'Rourke, Scott Cherry

April minutes were reviewed and Jim Lecker motioned to accept followed by a second from Patty McDivitt minutes were approved.

**Financial Report:**

(See Attached)

**OPEN ISSUES:**

**A.) Gymnastics Equipment:** All reasonable offers previously submitted will now be contacted and equipment will be sold. Money goes into a special fund to be used for Ballroom Renovations. Sold – 2 blue mats \$500, Balance beam \$500, 3 small mats \$80 each.

**B.) Vote on Letting Jay Crowe have complete access to our internet.** Jim Lecker motioned we allow this and Patty McDivitt seconded. Motion carried at this meeting.

**C.) Ballroom Progress:** \$11,600 is needed for floor completion. Patty McDivitt motioned, and Jim Lecker seconded to get bids (included from May report)

**DIRECTOR'S REPORT:**

(See Attached)

**NEW BUSINESS:**

**A.) Pool Closure-** 75,000 gallons emptied from the pool and no one has any idea where it went. Situation is being looked into for answers and solution for the future.

**B.) Wine Festival -** \$4,000 profit was made the 1<sup>st</sup> year, so we will agree it's a good profit for a little amount of work. Jim Lecker motioned we do it again and Patty McDivitt seconded. Motion carried at this meeting.

**C.)Parade Committee –** we are looking for help with parades (Halloween, Christmas, Team Celebrations, etc). We want to form a committee of community members that can focus on this task and alleviate the board to focus on other happenings.

**D) Commissioners:** Came for an open house and they loved the building and all that has been done. They want to work on looking for monies that may be available to help continue these efforts.

Senator Chris Dush also made a separate visit and also was impressed and felt the efforts made at the building need to continue. He is trying to secure money for building.

**VII. Adjournment:** Patty McDivitt made a motion we adjourn and Jim Lecker seconded the motion. Meeting Adjourned.

# May 2022 Directors Report

- We had our Easter Egg Hunt on April 10<sup>th</sup>. We had roughly 50-60 kids and an overall 120 people here. I don't think I would change anything for next year, I think it went well and appreciate everyone who showed up to help with it!
- Tuesday April 12<sup>th</sup> pool was shut down in the morning due to no chlorine.
- April 14<sup>th</sup> Corey McCabe came into the office and told me that our drains coming from the roof are illegally draining into the sewer and it is our responsibility to fix it. Also, it is illegal to drain the pool into the sewer. Ryan Miller came in and investigated but could not find any answers.
- April 20<sup>th</sup> O'Dells lock and key came in and fixed the front door and the office door. The pool door got a new crash bar. He is going to come back and change all of the pool door locks and the padlock for the gate so that they will all use the same key. That way our lifeguards only need one key. He is charging us nothing to do this.
- Lifeguard classes finished up last night. We started the class with 10, ended with 6. Only 2 of the 6 have agreed to work for us.
- We held an open house for the Commissioners yesterday morning. It went very well, and hopefully we will get more money from them for more renovations.
- Elections will be May 17<sup>th</sup>.
- We are still taking donations for the Memorial Day Flag Display. Tracy's son is going to make the signs for us. I want to get this set up the 26<sup>th</sup> or 27<sup>th</sup> and leave it up until June 1<sup>st</sup>.
- Tameryn is going to have the building open Friday and Monday for people to come in and view the wall of Honor. Patty also volunteered to take appointments by phone call to come in on Sunday. We currently have 159 photos on the wall and I believe we have 7 still being made.
- 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders are having a field trip here on Tuesday May 31<sup>st</sup>.
- Pre-Kindergarten is having a field trip here on May 10<sup>th</sup>
- McKenzie Taylor is going to start working here on May 9<sup>th</sup>. She will work 9-3 Monday-Thursday every other week. She was hired through a work experience program at Career Link. They will pay her to work here for 240 hours. She will be here until the end of September, beginning of October.
- Tameryn Distler qualified for Stackpole to come back and work for us this summer. She will be starting May 16<sup>th</sup>.

# June 2022 Directors Report

- The Memorial Day Flag Display went well. We profited \$385. May 26<sup>th</sup> at noon, Geno, Dave, Tameryn, McKenzie, and myself set the flags and information boards up and we were done by 2:00. Tameryn took them all down in an hour in the morning on June 1<sup>st</sup>. So, it really was very easy to do this event.
- May 23<sup>rd</sup> Chris walked into the pool and there was no water in it. We were shut down until May 31<sup>st</sup>. The pool is filled back up. The water is still green, but the chlorine and PH are good and safe for swimming.
- May 31<sup>st</sup> Elementary School Field Trip went very well. We had 96 kids here from the 3 grades. They swam and played at the playground and in the gymnasium.
- Both McKenzie and Tameryn have started working here. Both are doing fantastic. Tyra will also be starting here again on Tuesday. She was hired through PHEAA. I also have an interview with another Career Link work experience participant. He is only 14 but will be good for landscaping and such work.
- Alcohol and Drug Abuse Services are hosting a Daddy Daughter Dance here on Sunday. They currently have 60 people signed up for it. We are hoping the weather is nice enough that we can have it out on the basketball court.
- We are having an after school party tomorrow from noon-3 since the kids only have school for 2 hours.
- We are hosting a 3 on 3 basketball tournament on June 8<sup>th</sup> for 5<sup>th</sup>-12<sup>th</sup> graders.
- Alexa is starting swim lessons June 6<sup>th</sup>-10<sup>th</sup>. We have 15 kids registered so we broke them up into two classes. Beginners from 10:30-11:30 and Advanced from 11:30-12:30.
- Day Camp starts June 14<sup>th</sup> and will run for 5 weeks. I think we are pretty well prepared for this event this year.
- We are going to do a summer paint and snacks on June 17<sup>th</sup> in the afternoon.
- Anthony Santiso has 2 projectors that he is donating to us.
- Rick Zeigler has a 7 foot pool table that he is donating to us. I just have to round up a few guys and a trailer to help move it here.



**“JAMES THE BUTLER”**  
**For all your cleaning needs:**

## **May Report**

- 305 Volunteer Hours in April
- Pool ceiling is fixed
- Weight room ceiling needs fixed
- Ricky Love is coming to fix basement ceiling

### **Ball Room Progress:**

- Coming along good
- Presenting bids for ball room floor.



**“JAMES THE BUTLER”**  
**For all your cleaning needs:**

## **June Report**

- 168.5 Volunteer Hours in May
- Pool is on the mend.
- Kyle came in on Friday May 27<sup>th</sup> and put something on the floor in the ladies locker room to make it less slippery.