

**Johnsonburg Borough**  
**Regular Meeting**  
**June 12, 2023**  
**4:00 p.m.**

Call to Order  
Silent Prayer  
Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

- Regular Meeting May 8, 2023

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. Conference Room Chairs
2. Garbage Contract
3. Stormwater – Julia St. & W. Center St.

New Business

1. Johnsonburg Community Trust request
2. Johnsonburg Farmers & Artisans Market request
3. Market Street trash cans
4. Code enforcement – 210 Mill St. & 508 Second Ave.
5. CDBG demolition bids
  - a. 200 & ~~205~~ Bergen St.
  - b. ~~201~~, 205, & 207 First Ave.

Executive Session

Public Comment on Agenda Items

Adjournment

Johnsonburg Borough  
Regular Meeting  
May 8, 2023  
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		

Approval of Agenda: A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to approve the agenda. Motion carried unanimously.

Minutes: A motion was made by Councilman Imbrogno and seconded by Councilman DeAngelo to approve the minutes from the April 10, 2023. Motion carried unanimously.

Guests & Public Comment: Randy Mason, 143 Grove St., addressed Council on problems in his neighborhood involving semi-trucks causing property damage, speeding on W. Center St., and stray cats. Chief Clopp addressed the traffic concerns and stated that signage prohibiting large trucks has been attempted in other neighbors but has shown to be unsuccessful. He suggested meeting with Domtar to possibly create truck route signage coming into town. Secretary Kilhoffer stated that she will speak to the Ridgway Animal Haven to request their assistance with the stray cat problem as they had previously been in this area.

### Monthly Reports

Mayor: Mayor Paget had nothing to report.

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

- A K9 search was performed at the high school on April 13<sup>th</sup>.
- The 2017 patrol vehicle was repaired from a minor accident earlier this year.
- The townwide surveillance camera project is finished with the last camera being installed at the knothole fields this month.
- The annual police memorial service will be held on May 15<sup>th</sup>.
- Owen Schreiber has accepted our Cadet Sponsorship Agreement and is filling out the paperwork to begin the academy in July.
- A saturation patrol organized by the Attorney General's office was held on May 4<sup>th</sup>. Chief Clopp explained the process of these patrols and all the departments and agencies involved.

Fire Chief: Monthly report is on file.

Superintendent: Monthly report is on file.

Council Committees: The public works committee met to discuss borough projects but did not have any recommendations for council.

Finance & Bills for Payment: President Maletto read the borough's account balances and the bills. This month's bills include General Fund - \$9,554.45, Community Center Fund - \$7,385.12, Highway Aid Fund - \$237.55 and Community Improvement Fund - \$5,278.68. A motion was made by Councilman Warmbrodt and seconded by Councilman Imbrogno to pay the bills as presented and to accept the finance report. Motion carried unanimously.

Secretary Kilhoffer will explore financing options for the demolition of 528 Market St. and the fire services fund.

Solicitor: Solicitor Thomas reported that he drafted a letter to Mr. Tassone explaining our discussion during April's meeting about code enforcement of his property and the borough's properties.

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

- The Flood Mitigation Project involving the culvert study off W. Center St. and Julia St. is in the final design phase. The Army Corp will be consulted for their approval.
- The W. Center St. and Julia St. stormwater project will be rebid.
- The 2023 CDBG project with the Johnsonburg Municipal Authority for the sewer line behind the Johnsonburg Community Center is being reviewed by the state grant manager.

Engineer Miller reported on potential excess CDBG funding that may become available to the borough. A discussion was held on the slum and blight potential with the repository houses on First Ave. and Bergen St.

Municipal Authority: Minutes are on file.

Recreation Board: Minutes and reports are on file.

Old Business: A discussion was held on the crack sealing completed by HRI as a follow-up for our 2021 paving project.

New Business: 1. Secretary Kilhoffer made Council aware of the Johnsonburg Community Trust's garden project at the intersection of Market St. and Center St. at the former Girl Scout garden.

A motion was made by Councilman DePanfilis and seconded by Councilman Imbrogno to approve the Johnsonburg Community Trust's request to close Market St. from 1:00 p.m. until midnight on July 7<sup>th</sup> for their annual alumni event and to waive the open container ordinance for the same time and place. Motion carried unanimously.

2. A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to order AEDs and corresponding wall hanging cabinets for the Johnsonburg Community Center and the Johnsonburg Borough building. Motion carried unanimously.

3. A motion was made by Councilman Imbrogno and seconded by Councilman DeAngelo to rescind the 2018 Domtar and Elk County RDA Agreement. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman Warmbrodt to sign the 2023 Domtar and Elk County RDA Agreement. Motion carried unanimously.

A motion was made by Councilman Warmbrodt and seconded by Councilman Imbrogno to go into executive session to discuss litigation at 5:14 p.m. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman DeAngelo to return to regular session at 5:31 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 DeAngelo and seconded by Councilman Imbrogno to adjourn the meeting at 5:33 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 2023.

Calls for Service	283	Parking Violations	0
Signal Calls	74	House Watches	0
Telephone Calls	76	Vehicle Lockouts	3
Investigations	66	Light outage	0
Hearings	6	B.O.L.O	13
Traffic Accidents	4	Asst. Fire/Ambulance	8
Written Warnings	5	Asst. other Police Dept.	16

**Receipts:**

Fines \$ 1,558.74  
Reports \$ 0.00  
Tickets \$ 0.00  
Total \$ 1,558.74

**Special Information:**

- Use of Force/Control Tactics annual training complete.  
- Johnsonburg Pre-K class toured station on 05/11.  
- Attended Police Memorial Service on 05/15.  
- Taser project update.

Offenses:	Number	Arrest	Handled Otherwise
Drugs	3	1	2
Assaults	1	1	0
Burglary	1	0	1
Thefts	1	1	0
Criminal Mischief	1	0	1
D.U.I.	1	1	0
Disorderly Conduct	1	0	1
Mental Health	2	0	2
Sex Offenses	0	0	0
Family and Children	10	2	8
All Other Offenses	14	2 (6 MV Arrests)	12
Totals	35	14	27

Respectfully

*John C. Clapp*



# Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

May 2023 Johnsonburg Fire Department Report

## Incident Type Count per Station for Date Range

Start Date: 05/01/2023 | End Date: 05/31/2023

INCIDENT TYPE	# INCIDENTS
<b>Station: EC2 - ELK COMPANY 2</b>	
111 - Building fire	1
141 - Forest, woods or wildland fire	1
151 - Outside rubbish, trash or waste fire	1
162 - Outside equipment fire	1
311 - Medical assist, assist EMS crew	4
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
671 - HazMat release investigation w/no HazMat	1
743 - Smoke detector activation, no fire - unintentional	2
<b># Incidents for EC2 - Elk Company 2:</b>	<b>13</b>

Calls in Johnsonburg Borough - 12

Calls in North Ridgway Township – 0

Automatic / Mutual Aid Calls – 1

Total Man Hours for All Calls May 2023 – 84.56

Total Monetary Fire Loss Johnsonburg Borough May 2023 - \$0

Total Monetary Fire Loss North Ridgway Township May 2023 - \$0

Respectfully

*Christopher G. Kreckel*

**Chief**

# ***Boro report***

## ***street crew***

CUT FLOOD CONTROL DYKES

MARKED PA ONE CALLS

WASHED TRUCKS

PUT SIGN BACK UP ON MAIN AND CLARION ROAD

HUNG ALL VETEREN BANNERS

MEASURED ROAD CUTS FOR PERMITS

SWEPT MARKET AND CENTER STREET

CHANGED POLICE CAR OIL

HELD DUMPSTER DAY

PAINTED MARKET AND CENTER STREETS PARKING STALLS AND CROSS WALKS

Treasurer's Report				
May 2023				
Account	Beginning Monthly Balance	Income	Expenses	End of the Month Balance
General	\$264,826.70	\$368,265.97	\$70,898.03	\$562,194.64
Street Light	\$62,999.04	\$33,112.31	\$4,070.90	\$92,040.45
Library	\$7,665.09	\$16,868.52	\$421.72	\$24,111.89
Retirement	\$104,330.56	\$3,382.35	\$84.29	\$107,628.62
Highway Aid/Liquid Fuels	\$76,810.63	\$3.25	\$237.55	\$76,576.33
Borough Equipment	\$91,542.05	\$23,526.52	\$588.00	\$114,480.57
Fire Services	\$168,945.72	\$20,313.05	\$507.37	\$188,751.40
Community Center	\$48,035.77	\$36,457.31	\$19,478.03	\$65,015.05
Payroll	\$3,244.36			\$4,436.42
Per Capita	\$2,914.67	\$1,862.00	\$46.55	\$4,730.12
Debt Service Fund	\$62,865.94	\$47,269.54	\$1,181.64	\$108,953.84
Community Improvement	\$112,923.98	\$42,009.38	\$6,328.77	\$148,604.59
Outstanding Expenses & Liabilities				
Fund	Amount	Description		
General	\$3,392.67	2022 Selective Insurance Welcome sign traffic accident		
General	\$9,552.30	2022 Act 13 funding		
General	\$3,370.00	2022 Johnsonburg Endowment Fund grant - Johnsonburg Hotel site cleanup		
Monthly Bills				
General	22,566.30	Highway Aid	1366.20	
Community Center	5633.34	Community Improvement	3123.94	
Other				



- We are still working to complete the demolition specs for the 512 Market Street (Allegretto Building) and anticipate having those ready for distribution before the end of June. These will be sent out to the usual demolition Contractors and we anticipate any estimates received will be available for review and approval at the July Council Meeting. At this time prevailing wage rates are not anticipated.
- We are in the process of finalizing the project specifications for CDBG funded parking lot at the corner of Second Avenue and Spruce Street. We recently discussed the schedule with the County Planning Department and anticipate advertising this project in July. The scope will include a new sidewalk entrance off Spruce Street, embankment stabilization at the end of the existing stoned lot and possibly additional spaces off the alleyway above.
- We are finalizing the design, scope of work and project specifications for the JCC rear driveway resurfacing project. Copies of the specs will be provided to the Public Works Committee for review prior to solicitation of bids.
- We recently received responses to the Request for Proposals that was sent out to complete the remaining JCC Heating upgrades and will be using those estimates to evaluate future funding opportunities. We've also been in contact with Cly Hornung who has assisted the Borough in the past in securing grant funding for this project and she has already been in contact with some potential funding program representatives about completing this project. The JCC Recreational Board is also actively campaigning for funds to complete additional phases of this project and we've provided them with similar information of what remains to be upgraded and the intended equipment sizes.
- We recently sent out a Request for Proposals for the proposed demolition of five (5) abandoned residential structures located at the corner of Bergen Street and First Avenue, all are currently listed in the County Repository of Unsold Properties. Estimates were requested for each property and the information received will be used to evaluate future and potential funding opportunities available for slum and blight control through the County. We anticipate additional information will be available at the July Council Meeting.
- We recently had several conversations with the Elk County Planning Department personnel concerning the JCC joint sewer replacement project with the JMA as a potential 2023 CDBG project. The initial discussions indicated the project is not likely eligible for the CDBG program as the primary beneficiary is the Community Building and not necessarily low to moderate income residents directly connected to the mainline sewer. We have discussed this with the JMA's engineer and have crafted a response for further review by the State for eligibility but we recommend additional options be explored at this time. Previous JCC qualification is no longer applicable as the Commonwealth has modified eligibility criteria in recent years. Additional slum & blight demolition(s) is a possibility as well as any other eligible projects Council may want to explore.

### **Engineer's Report – June 12, 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***

- The County received one bid for the re-advertised West End Storm Sewer Replacement Project from Continental Construction which was opened at the June 6<sup>th</sup> Commissioner's Meeting. Unfortunately, the bid was more than 3½ times the remaining grant amount. At the Borough's request the Commissioner's tabled the bid to their June 20<sup>th</sup> meeting for additional review and evaluation. We are in the process of reviewing the bid and intend to make follow-up inquiries with the contractor as part of that review. A decision is needed for how the Borough intends to move forward with this project; the Julia Street portion needs to be completed by the end of the year or funding will be lost per the program's requirements.
- We attended a virtual meeting with representatives of the Army Corps of Engineers and TranSystems to discuss the proposed changes to the existing Flood Protection Program in the area behind Julia and West Center Street. The Corps will need to complete a formal review but no preliminary red flags were raised by any of the Corps attendees for the proposed upgrades. TranSystems will be filing the necessary documents for this review and continues to work towards the final design plans and project construction specifications.
- The County has notified the Borough that 2022 CDBG funds have been received for approved grant projects including the Hotel site cleanup. We are working to complete the specifications and working with the County to get the project advertised by the end of the month with bids projected to be opened sometime in July. Prevailing wages are anticipated for this project. The work is anticipated to be completed later this Summer/Fall. The notice also includes funds for the approved Harrison Avenue stormwater upgrades but that project is not anticipated to be completed until next year.
- We recently met with State Senator Chris Dush and State Representative Mike Armanini, along with several Borough officials, to discuss the Theater demolition/redevelopment project. Both officials were able to view the building and see the impact of it on the Market Street corridor first hand. Both indicated it was beneficial to view the site and they would work to see what funding opportunities may be available and/or programs the Borough may be eligible to utilize. We will continue to maintain contact with both officials in hopes funding can be identified in the near future.





### *Code Enforcement*

- We continue to have issues with a property on the 400 block of Second Avenue where an issue with leaking sewer water is now impacting the adjacent alleyway and storm sewer network. At this time it appears there may be an issue with the lateral as sewer water is coming out of the cleanout in the back yard and flowing thru the yard and into the alley; however, to our knowledge none of this has been confirmed. The property owner has been notified by letter, we've discussed this with them over the phone and they have received several tickets as a result but the problem remains unresolved. The next step from Code Enforcement is to declare and post the house as "uninhabitable" if the owner remains unresponsive. The JMA is also aware of the problem and initial discussions have been made about the possibility of further action being taken by them as well. Because the waste flow is now entering the catch basin in the alleyway this could also become a DEP issue as the storm sewer eventually outlets into the
- We continue to follow a number of properties which have received summary notices and/or violation tickets over the last couple months. We have had some moderate success of late with those properties being cleaned up and those property owners paying their respective tickets. Additional property reviews are also forthcoming for complaints received by the Borough Office.
- As a follow-up to the note in last month's Report concerning grass maintenance, the Borough has started to send out grass cutting notices to property owners and it is their responsibility to maintain those properties, including having residents or professionals cut the grass and control weed growth. In addition, there have been a number of properties where grass is being "thrown" out into the street as part of cutting. When this occurs the clippings should be removed as the dead grass clumps together and can cause issues with roadway drainage which could lead to localized flooding. Clippings are also not permitted to be placed in alleyways or other public way to fill holes. Properties that are not compliant will receive violation notices and fines/liens are possible.

Respectfully Submitted,

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

Ryan Miller, PE



**ARS ENGINEERING  
SERVICES**

**ARS Engineering Services**

PO Box 202

Johnsonburg, PA 15845

[miller@arsengineering.com](mailto:miller@arsengineering.com)

p (814) 965-2211, f (814) 965-4028

File Name: Borough of Johnsonburg  
Code Enforcement Summary

Date: **June 12, 2023**

**2022 CODE ENFORCEMENT SUMMARY**

ADDRESS	PROPERTY OWNER	NOTICE DATE	VIOLATION	COMP.	TICKET			COMP.
					1st	2nd	3rd	
136 Grove Street	Domingos Pena	01/11/22	Refuse, permanent scaffold & tarp on roof				x	
508 Second Avenue	Domingos Pena	01/11/22	Dangerous structure & abandoned vehicles				x	
1057 East Center Street	Domingos Pena	01/11/22	Refuse & abandoned vehicles				x	
327 First Avenue	Graham Horner & Amber Hostler	01/11/22	Demolition of garage				x	
109 Main Street	Robin Engl-Taylor	01/20/22	Garbage & refuse	x				
207 Clarion Road	Jamie Condon	01/20/22	Garbage & refuse					
105 Mary Street	Robert & Carol Anderson	01/24/22	Garbage bags & refuse	x				
Brick Block	Johnsonburg Community Trust	02/08/22	Snow Removal	x				
411 Market Street	Johnsonburg American Legion	02/08/22	Snow Removal	x				
623 First Avenue	Jeremy-Alan Thaxter	02/23/22	Stormwater Runoff	Pending				
207 Clarion Road	Renee Briar (Resident)	02/28/22	Garbage & refuse					
339 Shawmut Road	Taylor Nero	02/28/22	Garbage bags & dog feces	x				
333 Shawmut Road	Resident	02/28/22	Garbage & refuse	x				
524 Glen Hazel Road	Patrick Penfield	03/07/22	Garage demolition	x				
300 Shawmut Avenue	Troy Ehrensberger	03/10/22	Garbage stored curbside	x				
147 East Avenue	Ashley Urman & Resident	03/18/22	Sanitary waste drain onto yard & roadway					
325 High Street	Ashley Smith	03/24/22	Rubbish, shelving & interior furniture along alleyway	x				
203 Clarion Road	Brigitt Markert	03/24/22	Appliance and refuse	x				
320 Elk Avenue	Lynell Rusciollati & Resident	03/24/22	Sofa curbside for multiple weeks	x				
207 Clarion Road	Jamie Condon & Renee Briar	03/24/22	Garbage & refuse	x				
314 High Street	Richard Heindel	03/28/22	Garbage & refuse					
147 East Avenue	Ashley Urman & Resident	04/01/22	Sanitary waste drain onto yard & roadway					
147 East Avenue	Ashley Urman & Sebastain Dilly	04/08/22	Sanitary waste drain onto yard & roadway		x			x
303 Bergen Street	Ragina Britton & Resident	04/18/22	Sanitary waste drain onto alleyway	x				



**ARS Engineering Services**

PO Box 202  
Johnsontown, PA 17045  
[info@arsengineering.com](mailto:info@arsengineering.com)  
p (717) 965-2211, f (717) 965-4028

**ARS ENGINEERING  
SERVICES**

File Name: Borough of Johnsonburg  
Code Enforcement Summary

Date: June 12, 2023

ADDRESS	PROPERTY OWNER	NOTICE DATE	VIOLATION	COMP.	TICKET			COMP.
					1st	2nd	3rd	
287 Rose Street	Elizabeth Olszewski	04/22/22	Garbage & refuse	x				
147 East Avenue	Ashley Urman & Sebastain Dilly	04/26/22	Sanitary waste drain onto yard & roadway			x		x
1057 East Center Street	Domingos Pena	04/29/22	Dangerous Structure Posting	N/A				
409 High Street	Trevor Sandberg	04/29/22	Uninhabitable Notification	N/A				
327 High Street	Graham Horner & Amber Hostler	04/29/22	Garbage, refuse & garage demolition					
179 Terra Cotta Road	Donald Thornton	04/29/22	Refuse & abandoned vehicles					
417 Legion Avenue	Kevin & Emilie Nissel	05/10/22	Yard & illegal driveway	Pending				
305 Spruce Street	Zerfoss Property	05/10/22	Garbage & refuse	x				
510 Glen Hazel Road	Johnsonburg Municipal Authority	06/08/22	Garbage, refuse, garage demolition & grass	Partial				
203 Clarion Road	Bright Markert	08/02/22	Uninhabitable Notification					
506 High Street	Jody Bowley IV	08/30/22	Dangerous Structure Posting	N/A				x
508 High Street	Jeff & Christine Royer	08/30/22	Dangerous Structure Posting	N/A				x
314 High Street	Richard Heindel	08/30/22	Garbage & refuse	Pending				
636 Penn Street	Shawn & Michele Shipe	09/01/22	Uninhabitable Notification					x
311 Church Street	Donald Bowley	09/13/22	Structure Demolition	x				
314 High Street	Richard Heindel	10/31/22	Garbage & refuse - Property has been sold		x	x		
203 Clarion Road	Bright Markert	10/31/22	Uninhabitable Notification		x	x		
636 Penn Street	Shawn & Michele Shipe	10/31/22	Uninhabitable Notification		x	x		x
153 Terra Cotta Road	Kris & Melissa Drummond/Res	10/07/22	Uninhabitable Notification	x				
307 High Street	Lorelle Jane Cousins	10/19/22	Uninhabitable Notification - Repository Approval					
424 Third Avenue	Victoria DeMarco	11/16/22	Uninhabitable Notification - Repository Approval					
426 Third Avenue	Victoria DeMarco	11/16/22	Uninhabitable Notification - Repository Approval					
424 Second Avenue	Saujaida Allen	11/30/22	Uninhabitable Notification - Water Shutoff	x				
615 High Street	Ruth Smith	12/15/22	Dangerous Structure Posting	N/A				



p (814) 965-2211, f (814) 965-4028

Date: **June 12, 2023**[illegible]

**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday April 12, 2023**

The meeting was called to order at 4:00 p.m. by Chairman Jack Fowler followed by The Pledge of Allegiance and a moment of silence.

**ROLL CALL** – In attendance were Jack Fowler, Thomas Weaver, Rick Ziegler, JR DePanfilis, Paul Villella  
Earl Park – excused, Erie Poague – excused  
Brian Buesink, Ken Caldwell, Tracey Mehalko, Peter Reith, Travis Long (Phone)

**VISITORS** – Joyce Maletto (Johnsonburg Press), Brian Stockman (Ridgway Record)

A motion was made by Rick Zeigler and seconded by TJ Weaver to amend the agenda to add Jones Township Municipal Authority's meeting request to the board discussion (carried).

**VISITOR COMMENTS** – None

**EXECUTIVE SESSION** – A motion was made by Rick Zeigler and seconded by JR DePanfilis to enter into executive session at 4:25 (carried). A motion was made by Rick Zeigler and seconded by TJ Weaver to exit executive session and enter into the regular meeting at 4:55 (carried). Personnel was discussed with no action taken.

**APPROVAL OF MINUTES FROM PREVIOUS MARCH MEETINGS** – A motion was made by TJ Weaver and seconded by Rick Zeigler to approve the minutes from the March 8, 2023 regular meeting; the March 16, 2023 special meeting; and the March 30, 2023 special meeting (carried).

**MANAGER'S REPORT** – Copy attached

**WATER REPORT** – Copy attached

A motion was made by JR DePanfilis and seconded by TJ Weaver to pay employee mileage at the same time as payroll (carried).

**SEWER REPORT** – Copy attached

**ENGINEER'S REPORT** – Copy attached

A motion was made by JR DePanfilis and seconded by TJ Weaver to reject all bids received on the Route 219 South Watermain Replacement and ask Travis to reach out to other bidders to find out why they didn't bid (carried). A motion was made by JR DePanfilis and seconded by TJ Weaver to put the project out for rebid and list it as an excavation only project (carried).

**SOLICITOR'S REPORT** – Peter Reith reported that his work on the line of credit extensions is done. He is conducting a title search on the property on Bergen Street that was offered to the Authority.

**COMMITTEE REPORTS**

- A. Administration – None
- B. Finance – None
- C. Fire Department – None
- D. Hiring – interviewed 6 candidates for the open position, would like to hire Bryon Gregori

A motion was made by Paul Vilella and seconded by Rick Zeigler to hire Bryon Gregori (carried).

- E. Johnsonburg Borough – None
- F. Operations – met with Ken & Brian, encouraged Ken to communicate with Brian
- G. Grants – None



**TREASURER'S REPORT** – A motion was made by Rick Zeigler and seconded by JR DePanfilis to approve the Treasurer's report (carried).

**BILLS FOR PAYMENT** – A motion was made by JR DePanfilis and seconded by Rick Zeigler to pay the bills in the amount of \$117,163.69 (carried).

Bank Balances as of: March 31, 2023

**Northwest**

Sewer Money Market - \$ 64,268.59

Payroll - \$ 114,067.48

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 37,854.45

Operating Checking - \$ 143,570.34

Sewer Savings - \$ 76,715.64

Water Savings - \$ 777,978.21

**CNB**

CD - \$ 26,072.96

Savings Acct. - \$ 2,411.38

Water Project Checking (COA) - \$ 147,850.63

Sewer Checking - \$ 5,880.37

Waterline Extension - \$ 14.00

**Debt Payments**

CNB Mortgage - \$ 327.92

CNB Line of Credit Interest - \$ 840.21

CNB WWTP Upgrade - \$ 3,435.05

Pennvest - \$ 15,529.32

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

**BOARD DISCUSSION** - A motion was made by TJ Weaver and seconded by Rick Zeigler to purchase the new truck that has been discussed. Roll call vote: TJ Weaver – yes, Rick Zeigler – yes, JR DePanfilis – yes, Paul Vilella – no, Jack Fowler – yes. (Motion carried 4-1). There will be a special meeting to discuss payment for the truck after some research is done about payment options.

The Jones Township Municipal Authority has requested that our Authority attend a meeting at the Wilcox Community Building on April 21<sup>st</sup> at 6 pm regarding the Route 219 North Waterline Extension.

**BUSINESS AFFAIRS** – Everything went well with the recent USDA onsite visit. The DEP conducted an onsite visit on April 4<sup>th</sup>.

**COMMENTS FROM VISITORS** - None

**EXECUTIVE SESSION** – None

**ADJOURNMENT OF MEETING**- At 5:55 p.m. a motion to adjourn was made by Rick Zeigler and seconded by TJ Weaver (carried).

Jack Fowler,  
Chairperson  
TLM



**JOHNSONBURG MUNICIPAL AUTHORITY**

**Special Meeting Minutes**

**Wednesday April 26, 2023**

The meeting was called to order at 4:45 p.m. by Chairman Jack Fowler followed by The Pledge of Allegiance and a moment of silence.

**ROLL CALL** – In attendance were Jack Fowler, Thomas Weaver (ZOOM), Rick Ziegler, JR DePanfilis. Earl Park, Paul Villella

Erie Poague - excused

Brian Buesink, Ken Caldwell, Tracey Mehalko

**VISITORS** – None

**APPROVAL OF AGENDA** - A motion was made by JR DePanfilis and seconded by Rick Zeigler to approve the agenda (carried).

**VISITOR COMMENTS** – None

**EXECUTIVE SESSION** – None

**BOARD DISCUSSION** - A motion was made by JR DePanfilis and seconded by Rick Zeigler to purchase the new truck with JMA funds and over a period of three years reimburse ourselves (Carried).

There was discussion on selling the old trucks. This issue was tabled.

**BUSINESS AFFAIRS** – A motion was made by Earl Park and seconded by Paul Vilella to raise consumption overage rates. The current rate of \$9/thousand over 5,000 gallons for sewer will be raised to \$10. The current rate of \$9/thousand over 5,000 gallons for water will be raised to \$11 effective the date meters are read in May. Roll call vote: Rick Zeigler – yes, TJ Weaver – yes, Paul Vilella – yes, JR DePanfilis – no, Earl Park – yes, Jack Fowler – no. (Motion carried 4-2).

**COMMENTS FROM VISITORS** - None

**EXECUTIVE SESSION** – None

**ADJOURNMENT OF MEETING**- At 5:50 p.m. a motion to adjourn was made by JR DePanfilis and seconded by Rick Zeigler (carried).

Jack Fowler,  
Chairperson  
TLM

**Johnsonburg Community Center  
Rec Board Meeting Minutes June 1, 2023**

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

**Call to order 5:11p.m**

**May 4, 2023 Minutes**

Passed    **Motion to accept:** Jim Lecker      **Second:** John O'Rourke      **Vote:** Unanimous

**Financial Report**

See attached

Passed    **Motion to accept:** Jim Lecker      **Second:** Patty McDivitt      **Vote:** Unanimous

**Open Issues**

**1.) Camera's on Third Floor and Weight Room**

Rachel Kilhoffer ordered the three cameras for the third floor and the one camera for the weight room. They were delivered on Wednesday May 31<sup>st</sup>. Jay Crowe will schedule a day and time to come in and install them all for us.

**2.) Lifeguards**

We have four returning lifeguards and three new ones. Tara Poague and Hannah Williams met with the new lifeguards on Friday May 26<sup>th</sup> to train them on our pool rules and procedures. They will be on the schedule to work starting this month.

**3.) Pool Ceiling**

The paint was already purchased for the pool ceiling. Kyle Bennett gave us a quote of \$900 to paint it for us.

**Motion to hire Kyle Bennett to paint the ceiling by:** Sarah Grunthaner      **Second:** Jim Lecker

**Vote:** Unanimous

**Director's Report**

See attached

**Jim Lecker's Report**

See attached

**New Business**

**1) I.T work**

We have not heard back from Aaron Simbeck at Advanced Computer Solutions about moving the wires in the office, fixing the camera out front, and getting a cordless phone for the pool. Tara Poague sent Aaron a text with pictures regarding the wires in the office on April 28<sup>th</sup> and she emailed him about the camera and phone on May 17<sup>th</sup>. Since there has been no reply yet, Tara Poague is going to send the borough an email requesting that we have someone else do the work.

**2) July Meeting**

There will not be a formal Rec Board meeting in the month of July, however the Alumni committee will meet to plan the events for Friday and Saturday's alumni festivities.

**3) Weight Room**

We are going to buy different handles for the cable machines in the weight room. John O'Rourke has a verbal quote from APEX of less than \$250, but as soon as he receives the quote in writing he will send it out to all the rec board members.

**Meeting adjourned at 5:28 p.m. Next Meeting August 3 ,2023 at 5pm.**

**X**

*Tara Poague*

Tara Poague  
JCC Director

# June 2023 Directors Report

- Saturday May 6<sup>th</sup> the Johnsonburg Rotary held their multiphasics in the gymnasium. They had 150 people registered and 138 showed up.
- It has been brought to my attention that our garbage picks up every other week. The past two months it has been a little out of control, if that doesn't subside maybe we should switch to once a week.
- Jay Crowe responded about the cameras. He said to go with the LTS, LTCMIP3382NW-M, Platinum Turret Network IP camera, 4K/8MP, 4mm, True WDR, Matrix IR 2.0, SD Card slot.
- Saturday May 6<sup>th</sup> Johnsonburg held their prom in the ball room. They sold 120 tickets, but due to other proms being the same night only 70 kids came. Kelin Linnan said she has been junior class advisor for many years, and this was the most fun that they have had during her time. However, if there is ever a way for us to get an elevator or even a dumbwaiter to the third floor would be HUGE. I helped the DJ, photographer, photo booth, and caterer carry some super heavy equipment up and down 43 stairs and it was consuming.
- Wednesday May 10<sup>th</sup> the St. Marys boy scout troop used our pool to test for their swim badges. We gained a few members from this because a couple of families joined a month ago to practice for this test and they love coming here so they are going to keep up with their membership.
- Thursday May 11<sup>th</sup> the Johnsonburg Pre-K class stopped by, took a tour of the building, and played at the playground while they were on their school field trip.
- Friday May 12<sup>th</sup> I ordered a 25 foot pool safety divider rope so that we can help the kids who cannot swim stay out of the deep end. I also drew up a list of pool rules and got it posted at the pool.
- Sunday May 14<sup>th</sup> our lifeguard class finished up. We now have three more lifeguards to add to the payroll. We also completed a recertification class for lifeguards, this included myself and Shana Polaski.
- Monday May 15<sup>th</sup>, TJ Weaver replaced the tube on the chlorine pump and it is working again!
- Monday May 15<sup>th</sup>, Judd Zilkoski dropped off a sign for our dumpster.
- Tuesday May 16<sup>th</sup> elections were held in the gymnasium and we also had a STEM try it day on the third floor. This entailed 5<sup>th</sup>-8<sup>th</sup> graders in Johnsonburg getting bussed down here to try a few different STEM kits so they can give us an idea of what kind of critical thinking they are into. We are searching for this information because we are still working on starting a STEM program in Elk County for grades 6-8 and we want the JCC to be a hub for this program.
- May 16<sup>th</sup> through the 18<sup>th</sup> Sandy Charney brought a student here that isn't in the school district to take his Keystone tests.
- Wednesday May 17<sup>th</sup>, I emailed Aaron and asked him if he would hook up a cordless phone in our guard room at the pool. I haven't heard back yet. I also haven't been told when he is coming to move the wires in the office yet.
- Tuesday May 23<sup>rd</sup> TJ Weaver drilled the hole in the office for the HDMI cable for the cameras.
- Wednesday May 24<sup>th</sup>, we got the flag display set up for Memorial Day weekend. We had half the number of veterans that we had last year.
- Thursday May 25<sup>th</sup> we had a movie at the park night down on the basketball court. We only had a few kids show up, but it was a little chilly so we are going to do another one this month.
- Wednesday May 31<sup>st</sup>, the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders came here for a Stand Tall field trip. They swam, played, and had lunch.
- Wednesday May 31<sup>st</sup>, Judd Zilkoski came in and fixed the crash bar on the weight room door.
- Thursday June 1<sup>st</sup>, Dalton Stahli and Caden Smiley took down the flag display and I took down the display boards. It looked great, we just didn't have the response that we have the past 2 years.



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

## **June Report**

- 69 Volunteer Hours in May
- Office ceiling is completed. Kellie Imbrogno painted all of the walls in the main office area and the cubby.
- Next is the closet.
- Tara Poague ordered the paint for the pool ceiling. Jesse Poague picked it up and Kyle Bennett stopped in to give us a quote on painting it. The quote was \$900.