Johnsonburg Borough
Regular Meeting
March 14, 2022
4:00 p.m.

Approval of Minutes

- Regular Meeting February 14, 2022

Guests & Public Comment on Agenda Items

- Jodi Guisto, Northern PA Regional College

Reports

- Mayor
- Police Department
- Fire Department
- Street Department
- Council Committees
- Finance/Bills for Payment
- Borough Solicitor
    - Easements
- Engineer & Code Enforcement
- Municipal Authority
- Recreation Board
    - Resignation
    - Board items for approval

Old Business

1. Police body camera policy
2. Shade Tree Commission
3. Penfield garage on Glen Hazel Rd.

New Business

1. 2022 CDBG projects
2. Annual PSAB Conference
3. Town-wide surveillance cameras
4. American Rescue Plan Act (ARPA) funding

Executive Session

Public Comment on Agenda Items

Adjournment

Johnsonburg Borough
Regular Meeting
February 14, 2022
4:00 p.m.

Roll Call/Attendance	Title	Present	Absent	Excused
Cherry, Scott	Councilman	X		
Clopp, John	Police Chief	X		
DeAngelo, James	Councilman	X		
DePanfilis, James R.	Councilman	X		
Imbrogno, Louie	Councilman	X		
Imbrogno, Tom	Street Superintendent	X		
Johnsonburg Municipal Authority	Manager Dan Newell	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: Due to concerns raised by Councilman Poague over the election of officers during last month's reorganization meeting, a motion was made by Councilman DeAngelo and seconded by Councilman DePanfilis to have the secretary cast the ballot of officers. Motion carried with Councilman Poague opposed.

A motion was made by Councilman Cherry and seconded by Councilman Poague to adopt the corrected minutes from the January 3, 2022 reorganization meeting. Motion carried unanimously.

A motion was made by Councilman Poague and seconded by Councilman Imbrogno to approve the minutes from the regular meeting held January 3, 2022. Motion carried unanimously.

Guests: None present.

A motion was made by Councilman Imbrogno and seconded by Councilman Cherry to move into executive session at 4:05 p.m. to discuss litigation and real estate. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman Poague to return to regular session at 4:47 p.m. Motion carried unanimously.

President Maletto stated that, during executive session, the purchase of property and litigation were discussed, and no action was taken.

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Monthly Reports

Mayor: Mayor Paget thanked the fire department for their annual banquet. He was contacted by a resident about the damaged flag pole at Wardvale Cemetery. He was instructed to contact Holy Rosary Church.

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

- The new patrol vehicle is outfitted and in service.
- He is attempting to get quotes for the station remodel.
- The solicitor is reviewing the body camera policy.

Fire Chief: Monthly report is on file.

Superintendent: Monthly report is on file.

Council Committees: The public works committee met to review the Department of Community & Economic Development's Local Share Fund grant and develop a plan for application.

Finance & Bills for Payment: President Maletto read the borough's account balances and the bills. This month's bills include General Fund - $11,475.56, Community Center Fund - $8,107.32, Highway Aid Fund - $8,740.26, Community Improvement Fund - $18,100.50. A motion was made by Councilman Cherry and seconded Councilman Imbrogno to pay the bills as presented and to accept the finance report. Motion carried unanimously.

Solicitor: Solicitor Thomas thanked Council for his appointment and asked if they would like a monthly written report. Council told him that was not necessary if he was in attendance.

Engineer & Code Enforcement Report: Monthly report is on file.

Engineer Miller updated Council on the Harrison Ave. Realignment Project construction which has had weather delays.

The flood culvert study being conduct by the engineering firm, L.R. Kimball, will start soon with the firm conducting deed work on the affected properties along W. Center St. and Julia St.

The Community Development Block Grant (CDBG) stormwater projects on Grove St., Julia St., and W. Center St. will be bid this year.

Councilman Cherry brought up a few properties that were reviewed and discussed for code enforcement issues.

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Municipal Authority: Johnsonburg Municipal Authority Manager Dan Newell reported that the JMA will be purchasing a new fire hydrant for in front of the Johnsonburg Community Center through grant funding.

A discussion was held on repairs to street cuts made by the authority.

JMA Manger Newell reported that the water line coming off the Third Ave. tank is working well and that the Dill Hill water tank needs patched.

A brief discussion was held on replacement of the main water line at the Johnsonburg Community Center.

Recreation Board: Upon recommendation of the Johnsonburg Recreation Board, a motion was made by Councilman DePanfilis and seconded by Councilman Cherry to upgrade electric panels at the Johnsonburg Community Center for $3,500.00. Motion carried unanimously.

Old Business: 1. A motion was made by Councilman DeAngelo and seconded by Councilman Cherry to rescind last month's motion apointing Tracy Crowe to the Johnsonburg Recreation Board, per her request. Motion carried unanimously.

A motion was made by Councilman Cherry and seconded by Councilman Imbrogno to reappoint both Jim Lecker and Sarah Grunthaner to the Johnsonburg Recreation Board for five-year terms. Motion carried unanimously.

The public works committee and the Solicitor will research the pros and cons of the Shade Tree Commission ordinance.

New Business: 1. A motion was made by Councilman DeAngelo and seconded by Councilman DePanfilis to adopt Resolution 02-2022 which allows for the disposal of public records from 2014 and prior for the Johnsonburg Borough, the Johnsonburg Police Department, and the Johnsonburg Community Center. Motion carried unanimously.

2. A motion was made by Councilman DePanfilis and seconded by Councilman Poague to adopt Resolution 03-2022 which appoints delegates to the Elk County Tax Collection Committee. Motion carried unanimously. The appointed delegates will be Rachel Kilhoffer, James DeAngelo, and Richard Warmbrodt.

3. A motion was made by Councilman Imbrogno and seconded by Councilman Cherry to exonerate Tax Collector Trina DeStephano from collecting the per capita taxes for 2019. Motion carried unanimously. These taxes are turned over to Statewide Tax Recovery for collection.

4. A motion was made by Councilman Poague and seconded by Councilman DePanfilis to advertise for the budgeted part-time street crew position. Motion carried unanimously.

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5. A motion was made by Councilman DeAngelo and seconded by Councilman Imbrogno to survey the recently purchased properties on E. Center St. (former Johnsonburg Hotel properties) and to combine the parcels while always maintaining a right-of-way. Motion carried unanimously.

6. A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to continue with the Hemlock Street Stormwater Project. Motion carried unanimously.

7. A motion was made by Councilman Poague and seconded by Councilman Imbrogno to adopt Resolution 04-2022 which approves a Commonwealth Financing Authority grant for the Historic Armstrong Opera House Site Redevelopment and allows the signers for the grant documents to be Rachel Kilhoffer and Ryan Miller and, also, the purchase of 528 Market St. to move forward with the project. Motion carried unanimously.

Secretary Kilhoffer reported that 307 High St. was not purchased out of the Elk County Repository as previously approved and is once again back in the repository.

Councilman Poague suggested an economic development committee of council members. President Maletto made him chairman and asked for volunteers to sit on the committee. Councilmen Cherry and Imbrogno will also serve on the committee.

Adjournment: A motion was made by Councilman Cherry and seconded by Councilman DePanfilis to adjourn the meeting at 5:45 p.m. Motion carried unanimously.

Rachel Kilhoffer
Secretary

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BOROUGH OF JOHNSONBURG
Department of Police

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 February 2022.

Calls for Service	**227**	**Parking Violations**	**1**
Signal Calls	**68**	**House Watches**	**0**
Telephone Calls	**74**	**Vehicle Lockouts**	**1**
Investigations	**55**	**Light outage**	**0**
Hearings	**4**	**B.O.L.O**	**10**
Traffic Accidents	**4**	**Asst. Fire/Ambulance**	**8**
Written Warnings	**4**	**Asst. other Police Dept.**	**10**

Receipts:

Fines	**$1,175.54**
Reports	**$ 15.00**
Tickets	**$ 0.00**
Total	***$1,190.54***

Special Information:

- **Provided security for FD gun bash 02/19.**
- **Completed JNET audit 02/18**
- **Officers completed control tactics training on 02/25**

Offenses:	**Number**	**Arrest**	**Handled Otherwise**
Drugs	**3**	**1**	**2**
Assaults	**2**	**1**	**1**
Burglary	**3**	**0**	**3**
Thefts	**0**	**0**	**0**
Criminal Mischief	**2**	**0**	**2**
D.U.I.	**0**	**0**	**0**
Disorderly Conduct	**2**	**2**	**0**
Mental Health	**1**	**0**	**1**
Sex Offenses	**2**	**0**	**2**
Family and Children	**6**	**1**	**5**
All Other Offenses	**17**	**2 (4 MV Arrests)**	**15**
Totals	**38**	**11**	**31**

Respectfully

John Clopp

Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

February 2022 Johnsonburg Fire Department Report

Incident Type Count per Station for Date Range

Start Date: 02/01/2022 | End Date: 02/28/2022

INCIDENT TYPE	# INCIDENTS
Station: EC2 - ELK COMPANY 2	
311 - Medical assist, assist EMS crew	1
412 - Gas leak (natural gas or LPG)	1
424 - Carbon monoxide incident	1
520 - Water problem, other	1
551 - Assist police or another governmental agency	1
# Incidents for EC2 - Elk Company 2:	**5**

Calls in Johnsonburg Borough - 4

Calls in North Ridgway Township – 1

Automatic / Mutual Aid Calls – 0

Total Man Hours for All Calls February 2022 – 6:15

Total Monetary Fire Loss Johnsonburg Borough February 2022 - $0

Total Monetary Fire Loss North Ridgway Township February 2022 - $0

No Injuries were reported for members

Respectfully

Christopher G. Kreckel

Chief

Boro report

street crew

- *marked pa 1 calls*
- *pumped water*
- *cleaned drains*
- *plowed and salted streets*
- *plowed and stoned alleys*
- *cleaned trucks*
- *salted icy spots*
- *held dumpster day*
- *installed new hydralic motor on spreader*
- *swept some streets*
- *greased truck*

Treasurer's Report
February 2022

Account	Beginning Monthly Balance	Income	Expenses	End of the Month Balance
General	$242,016.04	$42,648.41	$44,058.77	$240,605.68
Street Light	$47,051.37	$4.17	$3,129.28	$43,926.26
Library	$1,239.39	$0.94	$0.05	$1,240.28
Retirement	$102,935.70	$9.64	$0.00	$102,945.34
Highway Aid/Liquid Fuels	$17,757.06	$0.63	$8,740.26	$9,017.43
Borough Equipment	$19,444.06	$0.75	$0.00	$19,444.81
Fire Services	$147,101.24	$15.40	$0.10	$147,116.54
Community Center	$58,623.22	$17,200.50	$12,249.56	$63,574.16
Payroll	$4,586.23			$4,569.34
Per Capita	$815.26	$22.00	$1.10	$836.16
Debt Service Fund	$55,751.23	$5.23	$0.16	$55,756.30
Community Improvement	$143,829.31	$5.54	$18,950.50	$124,884.35

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	$38,746.50	ARPA

Monthly Bills		
General		Highway Aid
Community Center		Community Improvement
Other		

ARS ENGINEERING SERVICES

Engineer's Report – March 14, 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

- Final adjustments to the guiderail and installation of the gate are still pending completion. The contractor has been in constant contact, monitoring existing conditions and waiting for cooperation from Mother Nature and thawing of frozen ground.
- A final walk-thru inspection will be coordinated with Dean Construction and scheduled with the Borough's Public Works Committee to develop a bullet list of final cleanup items once the weather breaks and the contractor can get back on site to complete the project. Minimal work remains before the project is complete.
- We've been in touch with the grant manager and indicated the project is expected to be completed and closed out prior to the deadline at the end of May.

Engineering Services

- Tettis Plumbing & Heating recently completed the remaining heating trunk extensions in the Men's and Women's Locker Rooms. The final trunk runs look clean and match the previous installations; JCC personnel and Rec Board members have expressed satisfaction as well. Our consultant will be assisting with the grant close out and we will begin to work with them to explore additional grants to complete the remaining JCC heating conversion.
- We have been in almost daily contact with L.R. Kimball's engineering manager as they've been reviewing existing flood program design information while waiting for snow and ice to melt in the pondage area. They will be surveying the area via drone with surveyors on ground to pick up specific points once grass is visible. Pipe Eye out of Bradford has been contracted by Kimball to flush the existing culvert and perform the camera inspection, that work is anticipated to be completed within the next couple of weeks.
- We've been notified by the Planning Department that PHARE funding has been approved by the County for the slum and blight demolitions of 306 & 308 High Street residential structures as one project. We will be completing the necessary paperwork and working with the Planning Department to develop specifications and anticipate the demo will be completed this Spring.
- We are still working with the solicitor to address the easements needed for the West End Stormwater Project. The project is anticipated to be advertised for bid in late Spring with construction anticipated to commence in late Summer into Fall. Due to funding allocations already received by the Commonwealth the Planning Department has indicated all 3 approved grants can be bid as one project.

P.O. BOX 202, JOHNSONBURG, PA 15845
phone: (814) 965-2211 • fax: (814) 965-4028
www.arsengineeringservices.com

ARS ENGINEERING SERVICES

Code Enforcement

- We are still working with the solicitor to address multiple delinquent property owners that have been a constant issue over the last few years. We anticipate moving forward with additional ticketing and/or filing charges against these owners and residents based on those recommendations.

- JMA personnel have begun the process of cleaning up the recently purchased Repository property at 510 Glen Hazel Road adjacent to the new water treatment plant. The existing garage has been knocked down and the house is scheduled to be demolished with the site cleaned up afterwards. This house has been a constant Code Enforcement issue for the last 7 years.

- We've been made aware of several incidents where sidewalks are being cleared of snow by plow trucks that are literally driving along sidewalks. Summary notifications and additional correspondence has been sent out to property owners when these events have been brought to our attention. Residents and business owners are reminded it is not only illegal to operate a motor vehicle on a sidewalk but is also dangerous as pedestrians may not be aware such activities are ongoing and may step out in front of a truck unknowingly.

- We continue to have issues with residents placing garbage curbside or letting it accumulate on porches or around their houses, this includes empty cardboard boxes and shipping containers. We will continue to monitor and send out notices when applicable.

- Residents are reminded indoor furniture and abandoned appliances are not permitted to be stored on porches, decks or in yards around houses and garages. Indoor furniture placed on decks and open porches are subject to weather and are not designed to be used in outdoor settings creating potential habitats for wildlife, insects and rodents.

Respectfully Submitted,

Ryan Miller, PE

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JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING
WEDNESDAY MARCH 9, 2022

An executive meeting was held at JMA at 3:00 pm on Wednesday, March 9, 2022, this was prior to the regular board meeting. Personnel and litigation were discussed with no action taken.

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, Dan Newell, Richard Brown, Ken Caldwell, Corey McCabe, Tracey Mehalko, Adrian Bevacqua, (Andy Johnson - GDF, Travis Long – JHA, and Lisa Hollingworth-Segedy – American Rivers participated by via ZOOM).

VISITORS –Joyce Maletto (Johnsonburg Press), Emil Zaunick, Brian Stockman (Ridgway Record), Eric Poague, Dave Leske, Rick and Julee Marzella (Continental Construction).

VISITOR COMMENTS – No comments from visitors at the beginning of the meeting.

APPROVAL OF MINUTES FROM THE FEBRUARY REGULAR MEETING – A motion was made by Earl Park and seconded by Richard Zeigler to approve meeting minutes from the 2/9/22 regular meeting. Motion carried unanimously by members present.

MANAGERS REPORT – Clean-up of house located near new water plant entrance has begun. JMA is applying for multiple grants for water line replacement. Customers are reminded to pay water/sewer bills on time to avoid shut off. New meter installations have begun. JMA will be reaching out to customers per scheduling. Demolition of 510 Clen Hazel has begun. JMA is working on grant opportunities to replace water lines. Additional USDA contingency funds – spending. There was dialogue about the generator at Silver Creek, grants, side by side at WWTP, employee training, and the direction of the organization at JMA.

ENGINEERS REPORT – CAPITAL IMPROVEMENTS PROJECT (WATER TREATMENT, STORAGE AND DISTRIBUTION) – USDA FUNDED: JHA continues to provide any assistance in the finalization/closeout process as applicable. JHA continues to work with JMA on decommissioning processing. Confirmation needed on ensuring DEP has Powers Run and Silver Creek WTP's listed as inactive to cease the generation of reporting requirements and that NPDES permit for the Silver Creek WTP has been terminated/inactivated to ensure no further monitoring is required. Lagoon and storage tank need pumped and hauled to WWTP for final disposal. Ensure coordination with Chief Wastewater Operator is had. JHA continues correspondence with chief water operator and GD&F on various items pertaining to distribution, intake, and overall operations. JHA provided an email summary of recent correspondence with Hendricks Screens on possible option for addressing Frazil Ice. Incorporation of a blower unit (est. of approximately $20,000) was identified as best practice for minimization of icing potential. Further discussions to be had by all on this option. JHA continues correspondence with all parties on the matter of the 12" line and Continental o Payments are recommended to Continental and GD&F for services completed. Payment in full to Continental is not recommended as completion of work was not performed to plans and directives issues. Amount to be paid shall be discussed. 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 and to be submitted by 1st quarter 2022 (on-track).
WATER: JHA continues routine correspondence with JMA, operations staff.
WASTEWATER: JHA continues to correspond with operation staff on optimization of facility, asset management and routine questions/comments and any general items of discussion as needed. JHA has maintained ongoing correspondence with chief wastewater operation and solicitor on evaluation of the Wilcox flow meter as directed by board. Flow meter has been calibrated and copy of certificate has been provided to JMA and JHA. Calibration company is the same used by JHA. Chapter 94 report completed and uploaded to DEP (ahead of March 31st

deadline). Electronic copies provided to JMA and Chief operator with hard copies in the mail. No hydraulic or organic overloads were noted, and as such no corrective actions required.

GRANTS AND FUNDING ASSISTANCE: JHA continues to monitor all grant funding sources and opportunities and will make available said findings to JMA for review and considerations as applicable. JHA has been working in concert with JMA Manager and grants consultant in pursuit of various open grant applications. I commend JMA Manager for the pursuit of said funds for the betterment of JMA and its customers.

MISCELLANEOUS: Powers Run Dam Permit issued – Awaiting grant funding opportunities through American Rivers. Continued Correspondence remains ongoing with American Rivers (i.e. Powers Run Dam Breach); information was submitted to Lisa Segedy as needed for funding pursuits. Correspondence remains ongoing and commend Lisa and American Rivers for their continued assistance and offerings to JMA. JHA has continued correspondences with JMA manager in addressing potential buyer questions for Silver Creek.

PROJECT ENGINEERS REPORT – WATER SYSTEM IMPROVEMENT PROJECT. Construction Status. Project Status Updates. Contract No. 1 – Water Treatment Plant, General Construction. Contractor working to address punch list items inside the water treatment building. Building signs were installed however one sign was incorrect and had to be resent. Valve tags have been ordered but still no delivery date yet, the colder weather is not allowing them to perform exterior painting, the trees for the water plant are not available, and the siding for the Silver Creek Vault Structure is still on backorder. Contract No. 2 – Water Treatment Plant, Electrical Construction. Substantially complete per contract with the DEP operating permit. Substantial as of 8/16. Still need to complete the booster station transfer switches and generator plugs. Contract No. 3 – Water Storage Tank Work. Work is substantially complete per USDA inspection on May 26, 2021. Final Completion documents have been signed and submitted to USDA for contract closeout. Contract No. 4 – Water Distribution System Improvements. USDA approved the second round of valves and hydrants. Initially approved by USDA however, Continental has withdrawn their pricing and stated that due to increased costs the amount will need to be adjusted. Miscellaneous: The engineer is requesting an amendment for modifications associated with labor hours and expense hours incurred for the: Additional Construction Administration of Change Orders for Valves, Waterlines, Hydrants and Outlet; Additional 12" Line from Tank to Town Construction Drawings, HOP Permits, and Hydraulic Analysis; and Additional Engineering for Transfer Switches and Generators for Pump Stations. Refer to Attachment A for labor and expense hours. Requested Modification of $15,758 the amount remaining in the Additional Engineering Fees from the USDA Funding. JMA Uses for Contingency Funds this month: Power Brooms - $ 2,249.70. Project Payment Applications and RUS Requisition Approvals: USDA-RD Requisition #78 documentation compiled for the month: Requisition #78 to USDA. JMA Draw #74 - $ 2,249.70

SOLICITORS REPORT– no report

COMMITTEE REPORTS

a. Administration – no report
b. Finance– Water/Sewer Licenses will be tabled until next meeting.
c. Fire Department– no report
d. Hiring – no report
e. Johnsonburg Borough– A report was provided by JMA Borough committee.
f. Operations– Restroom, replacing door and window at Powers Run Field Office will be tabled until next meeting.

AMERICAN RIVERS - Lisa Hollingworth-Segedy from American Rivers gave a presentation on breaching the Dam at Powers Run. Lisa will be attending the board meeting in April.

OPENING OF SEALED BIDS – Sealed bids for the purchase of 1845 Long Level Road were opened, bids are as follows:

- Lauren Sallack = $10,105.00
- Steven Smith = $121,000.00
- Dan Perri - $56,501.00
- Dave Leske provided 2 bids (1) $77,677.60 (2) $112,777.60

All bids will be reviewed by the JMA finance team.

AUTHORIZED OFFICIAL RESOLUTION – A motion was made by Richard Zeigler and seconded by Earl Park to approve JMA Board Secretary and JMA Manager as officials to execute all documents and agreements between JMA and the Commonwealth Financing Authority to facilitate and assist in obtaining grants. Motion carried unanimously by members present.

APPROVAL FOR DRAW DOWN LOAN FOR WWTP UPGRADE – A motion was made by Earl Park and seconded by Richard Zeigler to approve that the draw-down loan from CNB of $335,200.00 for the WWTP upgrade. Motion carried unanimously by members present.

APPROVAL FOR POWER BROOMS – Tabled until meeting in April.

APPROVAL TO PAY FOR 12 INCH LINE OFF 3RD AVENUE TANK – A motion was made by Thomas Weaver and seconded by Earl Park to pay Continental Construction for the installation of the 12-inch line off the 3rd Avenue tank in the amount of $238,795.15. Roll call vote: Richard Zeigler – yes, Kenneth Polaski – yes, Charles Destephano – yes, Thomas Weaver – yes, Earl Park – yes, Jack Fowler – yes, James Reinsburrow – yes. Motion was carried by 7-0 vote.

APPROVAL TO PAY AMENDMENT TO OWNER-ENGINEER AGREEMENT, AMENDMENT NO. 2 – It is recommended to approve to pay $15,758.00, AMENDMENT TO OWNER ENGINEER AGREEMENT, AMENDMENT NO. 2 under USDA contingency funds. A motion was made by Jack Fowler to approve as stated. There was not a second, so the motion was withdrawn. A motion was made by Jack Fowler and seconded by Chuck DeStephano to approve to pay $15,758.00, AMENDMENT TO OWNER ENGINEER AGREEMENT, AMENDMENT NO. 2 under USDA engineering funds. Roll call vote: Richard Zeigler – no, Kenneth Polaski – no, Charles Destephano – yes, Thomas Weaver – yes, Earl Park – no, Jack Fowler – yes, James Reinsburrow – no. Motion was carried by a 4-3 vote. Jim Reinsburrow wants to continue further discussion with GD & F to understand payment. This will be reviewed at meeting in April.

APPROVAL OF TREASURERS REPORT (financial snapshot): A motion was made by Earl Park and seconded by Thomas Weaver to approve the Treasurer's report for February 2022. Motion carried unanimously by members present.

Johnsonburg Municipal Authority
Bank Balances as of: 2/28/2022
Northwest
Sewer Money Market - $ 64,219.78
Payroll - $ 20,366.40
Water Pennvest - $ 2,658.98
Sewer Pennvest - $ 37,853.34
Operating Checking - $ 129,752.56
Sewer Savings - $ 76,674.02
Water Savings - $ 1,103,808.67
CNB
CD - $ 25,958.55
Savings Acct. - $ 17,873.10
Water Project Checking (COA) - $ 270,355.60
Sewer Checking - $ 9,953.84
Waterline Extension - $ 12.00
February Debt Payments
CNB Mortgage - $ 284.86
CNB Line of Credit Interest - $ 791.53
Pennvest - $ 2,148.32
Pennvest - $ 15,529.32
Pennvest - $ 8,580.54
Pennvest - $ 11,718.30

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APPROVAL OF BILLS - A motion was made by Thomas Weaver and seconded by Earl Park to approve bills as presented. Motion carried unanimously by members present.
WATER: $85,585.96
WASTEWATER: $37,339.18
WATER LINE EXTENSON PROJECT: $15,026.86 – ***this was pd out of general, adj. in March.

BUSINESS AFFAIRS – Alley between 1st and 2nd Avenue continues to be an issue. Andy from GD&F spoke on this issue and will be reaching gout to JMA to understand the correction. There was dialog about boring options/contractor quotes to extend the 12-inch line along RT219, this will be reviewed at meeting in April.

BOARD DISCUSSION – Jack Fowler elected to relinquish his request to speak on Jones Township sewer rate increase.

COMMENTS FROM VISITORS – Dave Leske thanked Dan Newell for helping him review the 1845 Long Level Road property. Brian Stockman commented on the 6 months that Dill Hill has been on a Boil Water Notice. JMA commented that the Boil Water Notice on Dill Hill should be lifted upon completion of required testing. Emil Zaunick had questions on water supply to Dill Hill, Ken Caldwell addressed. Eric Poague thanked Dan Newell for supplying him Right-to-Know information on wages that he requested. Eric Poague commented that previous JMA meeting minutes did not elaborate on customers concerns pertaining to the February JMA meeting. Dialog was had between JMA and Continental Construction pertaining to the installation of the 12-inch line and the concerns of where the line stopped, this will need to be further discussed between Continental and JMA. Public comment was given by Mrs. Marzella.

EXECUTIVE SESSION – A motion made by Thomas Weaver and seconded by Chuck DeStephano to enter executive session at 5:12pm. Motion carried unanimously by members present. Personnel was discussed with no action taken. A motion made by Earl Park and seconded by Kenneth Polaski to exit executive session at 6:15pm. Motion carried unanimously by members present. A motion made by Earl Park and seconded by Rick Zeigler to enter regular meeting at 6:16pm. Motion carried unanimously by members present.

ADJOURMENT OF MEETING- Motion made by Rick Zeigler and seconded by Charles Destephano to adjourn the meeting at 6:17pm. Motion carried unanimously by members present.

Kenneth Polaski,
Secretary
DJN

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Johnsonburg Recreation Activities Board Minutes – Thursday March 3
Meeting called to order at 5:05 pm

Present: , James Lecker, Tara Poague, Patty McDivitt, Sarah Grunthaner, John O'Rourke, Nikki Zimmerman, Tracy Crowe
Guest: None
Absent: Scott Cherry

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

FINANCIAL REPORT:
(See Attached)
12,741.00 total for February 2022

OPEN ISSUES:

- Approve Checklists: (attached). The members reviewed the lists that are attached and no changes were suggested. James Lecker motioned to approve the lists; John O'Rourke seconded. Motion carried

- Gymnastics Equipment: John O'Rourke motioned to sell the equipment; James Lecker seconded. Once the borough council approved the sale we can advertise.

- Dane Condino: Wants to start his own wrestling club. Cost is $13.00 per month during the off season, that money will come to the building as a membership. During the season cost will be $33.00. his portion will be put into more equipment.

John O'Rourke motioned to approve this club with borough approval and proper Insurances and clearances, James Lecker seconded. Motion carried. A

- Weight Room Incident: The bill has arrived from Apex to repair the treadmill that was broken. The cost is $597.50. John O'Rourke motioned that we send a letter with the bill to the parents. Jim Lecker seconded.

DIRECTOR'S REPORT:
(See Attached)

- The board discussed the RecDesk program to be used to keep the schedules and sign up and pay for programs. This system is used for credit cards and scheduling John O'Rourke motioned we approve this program and Jim Lecker seconded the motion. The motion carried. Now we wait on Borough approval.

NEW BUSINESS:

- Pool Problems: Starting over the weekend the pool began to cloud. We had to add acid to adjust PH. It went too low then we finally could stabilize it. We were down 1 day due to this issue. The Rec Board wants a letter sent to all involved with the incident making them aware that if this continues to happen, the individuals in charge may be dismissed of their duties. We now have a chlorine meter that was purchased to help keep chlorine

consistent. Laura priced some PH equipment to keep things stable. The cost is Approx. $250.00 to cover about 3 years. Jim Lecker motioned we approve this purchase and John O'Rourke seconded. Motion carried pending borough approval.

- Hire Fill-In Position: We need to hire someone to cover when Tara and Kellie are not available. The position would be as needed including nights and weekends. Jim Lecker Motioned we advertise and John O'Rourke seconded. Motion carried pending borough approval.

- Easter Egg Hunt: We will do this with the Rotary and a tentative date of April 9 is set for the filling of the eggs. We will all meet at Holy Rosary to do this.

- No Smoking Signs: People from parties and members are smoking on the porch. Most will stop when asked but some say that there are no signs. We will look into getting signs to post.

- Lifeguard Classes: We are holding lifeguard classes once we have 10 people signed up. Cost is $75 if you agree to work 2 days a month for the JCC and $100 if you don't. Includes CPR and AED training and a CPR mask.

MAINTENANCE AND RENOVATIONS UPDATE:
(See Attached)

Meeting Adjourned @ 5:52pm

February 1, 2022 **Office of the Elk County Commissioners Meeting Minutes**
Elk County, Ridgway, Pennsylvania

The Elk County Commissioners met on Tuesday, February 1, 2022 at 10:00am in Conference Room No. 2 of the Courthouse Annex. The meeting was opened with the Pledge of Allegiance. Those physically present were Commissioners Joseph C. Daghir and M. Fritz Lecker and Matthew G. Queensberry. Also physically present were Patrick E. Straub, Chief Clerk; Katie Lenze, Deputy Chief Clerk; Becki Taylor, CDBG Coordinator; Dan Rimer, I.T. and Marilyn Secco, Press. Thomas Wagner, Solicitor; Michael McAllister, Director of Emergency Services and Mrs. Crosby; member of the public attended via Zoom.

M. Fritz Lecker made a motion to approve the agenda as presented seconded by Mathew Quesenberry and carried unanimously.

M. Fritz Lecker made a motion to approve the January 18, 2022 minutes as presented seconded by Joseph C. Daghir and carried unanimously. Matthew Quesenberry abstained due to being excused from the January 18, 2022 meeting.

RESOLUTIONS

- 2022-01: County of Elk and On Behalf of (obo) Ridgway Borough Fair Housing Resolution.

  Becki Taylor, CDBG Coordinator, was present and explained that the County of Elk and the Ridgway Borough have a policy in place to ensure unlawful discrimination regardless of age, sex, race, color, religion, family situation and level of mobility for the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services. Each year, one fair housing activity is done to provide community outreach.

  Matthew Quesenberry made a motion to adopt resolution 2022-01 seconded by M. Fritz Lecker and carried unanimously.

- 2022-02: Proclamation of Development Disabilities Awareness Month March 2022
  M. Fritz made a motion to adopt resolution 2022-02 seconded by Matthew Quesenberry and carried unanimously.

OLD BUSINESS

1. M. Fritz Lecker made a motion to approve the contract renewal FY 21/22 George N. Daghir, Agency Solicitor of CYS. This was seconded by Matthew Quesenberry and carried unanimously. Joseph C. Daghir to abstain due to a conflict of interest.

NEW BUSINESS

1. Matthew Quesenberry made a motion to appoint Raymond J. Krise, Jr. to the Elk County Housing Authority for a five-year term retroactive from January 1, 2022- December 31, 2026. This was seconded by Joseph C. Daghir and carried unanimously.

2. M. Fritz Lecker made a motion to appoint Rachel Wolfel to the Elk County Solid Waste Authority for a five-year term retroactive from January 1, 2022- December 31, 2026. This was seconded by Matthew Quesenberry and carried unanimously.

   On behalf of the Board of Elk County Commissioners, Matthew Quesenberry would like to acknowledge the resignation of Mike Keller and thank him for his many years of service.

3. Patrick Straub, Chief Clerk, explained offices in the Elk County Courthouse Annex require new paint. Bid proposals were accepted with the stipulation that the County of Elk would supply the paint and roller covers. One (1) contractor was disqualified due to lack of liability insurance. Two (2) contractors submitted bids:
    - A-One Painting: $2,680.00
    - Penn Painting: $14,033.50

    A-One Painting was selected with a bid of $2,680.00.

    M. Fritz Lecker made a motion to approve the bid of $2,680.00 from A-One Painting for office painting in the Elk County Courthouse Annex seconded by Joseph C. Daghir and carried unanimously.

4. Joseph C. Daghir made a motion to approve the contract renewal FY 21/22 Community Specialists Corporation (residential placement for females) for CYS. This was seconded by Matthew Quesenberry and carried unanimously.

5. Michael McAllister, Director of Emergency Services, explained the NextGen 9-1-1 system the state will be funding is the ESInet. All 9-1-1 traffic will come across the new fiber network.

    M. Fritz Lecker made a motion to approve the Commonwealth of Pennsylvania and Pennsylvania Emergency Management Agency (PEMA) 9-1-1 Statewide Interconnectivity Funding Grant Agreement in the amount of $2,219,504.27. This was seconded by Matthew Quesenberry and carried unanimously.

APPROVAL OF THE BILLS: January 15, 2022 → January 28, 2022

GENERAL FUND	**$120,250.23**
CO OF ELK WORK RELEASE	**$166.16**
COVID ARP	**$96,941.72**
HAZARDOUS MATERIAL RESPONSE	**$260.92**
E-911 WIRELESS FUND	**$33,166.81**
LAW ENFORCEMENT DISPATCH	**$542.87**
NORTHERN TIER REGIONAL TELE PROJ	**$31,946.19**
CO OF ELK RECORD IMPROVEMENT	**$3,765.65**

→ Joseph C. Daghir made a motion to approve the payment of the bills listed above seconded by Matthew Quesenberry and carried unanimously.

CORRESPONDENCE

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

- The U.S. Forest Service is initiating an environmental analysis for the Jug Handle project on the Marienville Ranger District of the Allegheny National Forest. The United States Department of Agriculture is interested in hearing concerns, issues or suggestions regarding this project.

- Jay Township Water Authority and required ACTS 14, 67, 68, and 127 notification, intention to file an application with the Pennsylvania Department of Environmental Protection (PADEP) Application No. PA0263877.
- PennDOT Elk County Maintenance forces are in the process for applying for permits to replace deteriorated pipes at the Elk County- City of St. Marys S.R. 1001 Segment 0170/ Offset 1708; S.R. 1001 Segment 0180/ Offset 1619; Culvert Replacements over UNT to Elk Creek; PA DEP General Permit Registration; GP-7 Replacement of Water Obstructions Permit Application.

GOOD OF THE COUNTY

- The Elk County Commissioners are pleased to announce the opening of our Spring 2022 Act 13 Mini Grant Program. Applications will be received from Feb 1 thru the 28th, and awards will be announced in March 2022.

  Started in 2013, this twice-yearly grant program has awarded about $900,000 to countywide non-profits and municipalities, including social/mental health service providers, all ambulance, police, fire departments, and search and rescue groups, scouts, youth sports groups, outdoor sporting groups, veterans, cemetery associations, recreational groups, our local airport as well as many other Elk County groups. Elk County is on track to reach the $1Million distribution mark with our two grant rounds this year. This funding comes from Act 13 Impact Fees disbursed by the Pennsylvania Public Utility Commission to mitigate the impacts of unconventional gas well drilling and may be used for a variety of projects.

  Specific information and instructions, along with the application form are available both inside the Commissioner's office, and on the Elk County website.

  Matthew Quesenberry thanks previous Board of Commissioners that initiated the Act 13 Mini Grant Program.

- County of Elk Continuity of Operations Plan (COOP) 2022 Update

  Joseph C. Daghir explained the Elk County government offices are located in Elk County, and are comprise of five building: The County Courthouse, the County Jail, the Courthouse Annex, Elk County Emergency Management Center and the Elk County Conservation and Recycling Center. These buildings house 19 departments all tasked with performing differing functions of county government.

  A COOP is a plan that ensures that county government departments are able to continue operations of their essential functions under a range of circumstances. A COOP Plan ensures that county government departments are able to continue essential operations off-site in the event one (1) or all the county buildings would need to close. These circumstances could include all-hazard emergencies that may be natural or man-made and would limit the government's ability to carry on normal operations for a period of time.

  The County of Elk has three (3) off-site buildings in the event the employees would need to relocate. One (1) building located at the City of St. Marys. Two (2) buildings located at St. Boniface in Kersey.

A special thank you to Joe Fleming, St. Marys City Manager and Father Ross, St. Boniface Church for the use of buildings in the event of an emergency. Joseph C. Daghir thanked Jodi Foster, Tracy Gerber, Jim Abbey, The Board of Commissioners, Sheriff Caltagarone, Lee Neureiter, Michael McAllister, Mark Greenthaner and all County of Elk Department Heads for their input and cooperation during this update process.

M. Fritz Lecker thanked Joe Daghir for spearheading this project. She also thanked former Director of Planning, Jodi Foster.

- 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-

- Marilyn Secco asked Solicitor Wagner if there are any new developments on the Weapons in the Workplace Policy. Wagner explained he provided the Board of Commissioners with recommendations but he is not free to discuss outside of the Board of Commissioners. Chief Clerk, Patrick E. Straub explains that there were no current violations of policies and the Weapons in the Workplace Policy was tabled indefinitely.

QUESTIONS FROM TAXPAYERS – N/A

ADJOURN MEETING

The meeting was adjourned at 10:27 am on a motion by Joseph C. Daghir seconded by M. Fritz Lecker and carried unanimously.

ATTEST: _____
Chief Clerk

Next Meeting: Tuesday, February 15, 2022
10:00 A.M. Conference Room No. 2
Courthouse Annex Building

February 15, 2022
Meeting Minutes

Office of the Elk County Commissioners
Elk County, Ridgway, Pennsylvania

The Elk County Commissioners met on Tuesday, February 15, 2022 at 10:00 am in Conference Room No. 2 of the Courthouse Annex. The meeting was opened with the Pledge of Allegiance. Those physically present were Commissioners Joseph C. Daghir and M. Fritz Lecker and Matthew G. Queensberry. Also physically present were Patrick E. Straub, Chief Clerk; Katie Lenze, Deputy Chief Clerk; Jim Abbey, I.T.; Marilyn Secco, Press; Brian Stockman, Press and William Laird, St. Marys Airport Authority. Thomas Wagner, Solicitor; Joe Carrington and Jelly Bean, members of the public attended via Zoom.

Matthew Quesenberry made a motion to adjourn for an executive session at 10:03 AM for a personnel matter. This was seconded by M. Fritz Lecker and carried unanimously.

The executive session concluded at 10:09 AM.

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

M. Fritz Lecker made a motion to approve the February 1, 2022 minutes as presented seconded by Joseph C. Daghir and carried unanimously.

PRESENTATION

William Laird, St. Marys Airport Authority Chairman was present to give an update on the Airport Authority. William thanked the Elk County Board of Commissioners for their assistance with the new QTPod Fuel System. Upcoming approved projects for the St. Marys Airport include: replacement of the old 440 lights, LED lighting for the windsock and a smaller beacon light installation. These projects will be completed in Spring 2022. A front end snow blowing tractor was approved for purchase to assist with preservation the new lights. The Elk County Board of Commissioners Act 13 Mini Grant funds were utilized for the new doors at the Stackpole hanger (block hanger). Other improvements at the Stackpole hanger were heat, water, new paint and a master key system.

Fundraising Events for the St. Marys Airport Authority

Drag Races:

Sunday, June 19, 2022	Sunday, July 24, 2022	Sunday, September 11, 2022

Airport Awareness Day: Saturday, August 27, 2022

RESOLUTION

- **2022-03: PA RACE HORSE AND GAMING ACT (ACT 2004-71) PENNSYLVANIA LOCAL SHARE ACCOUNT**

  Matthew G. Quesenberry stated the PA Horse Development and Gaming Act provides for the distribution of gaming revenues through the Commonwealth Financing Authority to support projects in the public interest within the Commonwealth of Pennsylvania. The County of Elk is applying for funding for the replacement of the Elk County Courthouse roof in the amount of $250,000.00.

The Elk County Board of Commissioners and Tracy Gerber, Planning Director are working in collaboration with Ryan Miller, ARS engineering from Johnsonburg, Pennsylvania. The identification was made that the replacement synthetic shingles replaced 20 years ago are failing. Original slate shingles will replace the synthetic shingles.

M. Fritz Lecker made a motion to adopt resolution 2022-03 seconded by Matthew G. Quesenberry and carried unanimously.

NEW BUSINESS

1. Six (6) sealed bids were opened by Chief Clerk Patrick E. Straub for the 2011 Chevrolet Caprice- Police Patrol Vehicle.

Name:	Location:	Bid Amount:
1. Emergency Remarketing-Brett Patti	Willoughby, OH	$1,689.18
2. Ringwood Motors	Ringwood, IL	$1,350.00
3. Anthony Pistner	St. Marys, PA	$2,001.00
4. Alexander Plant- winning bid	**Canfield, OH**	**$3,268.50**
5. Steve's Auto Sales	Ridgway, PA	$1,275.00
6. Emergency Remarketing- Brett Patti (adjusted bid)	Willoughby, OH	$2,269.18

Joseph C. Daghir made a motion to approve the bid from Alexander Plant of $3,268.50 for the 2011 Chevrolet Caprice- Police Patrol Vehicle. This motion was seconded by M. Fritz Lecker and carried unanimously.

2. Joseph C. Daghir made a motion to approve the 2022 Prison housing renewal contract with The County of Cameron Prison for $60 per day. This was seconded by Matthew G. Quesenberry and carried unanimously.

3. Joseph C. Daghir made a motion to approve the 2022 Prison housing new contract with the Mifflin County Corrections Facility for $72 per day. This was seconded by M. Fritz Lecker and carried unanimously.

4. M. Fritz Lecker made a motion to approve the Elk County Prison Nursing Agreement and Addendum for Dontrusa Ginther at the rate of $23.62 per hour effective February 8, 2022. This was seconded by Joseph C. Daghir and carried unanimously.

APPROVAL OF THE BILLS: January 28, 2022 → February 11, 2022

GENERAL FUND	**$187,261.72**
ACT 13 HWY/ BRIDGE IMPROVEMENT	**$60,795.00**
ACT 13 MARCELLUS LEGACY FUND	**$12,400.00**
HUMAN DEVELOPMENT BLK	**$94,733.00**
COVID ARP	**$44,092.62**
HAZARDOUS MATERIAL RESPONSE	**$490.94**
E-911 WIRELESS FUND	**$16,103.30**
NORTHERN TIER REGIONAL TELE PROJ	**$13,123.91**

→ Joseph C. Daghir made a motion to approve the payment of the bills listed above seconded by Matthew G. Quesenberry and carried unanimously.

CORRESPONDENCE

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

- ACT 14,67, 68, 128 notification for Johnsonburg Borough, Jones and Ridgway Township, Elk County, PA for application to the Department of Environmental Protection (DEP) for the Johnsonburg Water Main Extension. The Johnsonburg Municipal Authority is proposing to install a linear water line from its current terminus, north, along Route 219, to Long Level Road where it will tie into an existing water main creating a loop. This proposed extension will bring Authority approximately 50 new residences and the Johnsonburg Elementary School as new customers and provide a second point of connection across the Clarion River.

GOOD OF THE COUNTY

- Applications for the 2022 Act 13 Mini Grant Program will be received from Feb 1 thru the 28th, and awards will be announced in March 2022.

  Specific information and instructions, along with the application form are available both inside the Commissioner's office, and on the Elk County website.

- M. Fritz Lecker recognized National School Resource Officer Appreciation Day

- 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-

Marilyn Secco asked if the County of Elk has any funding available for the Johnsonburg Municipal Authority current water system. Johnsonburg residents are experiencing low quality water, and the fact that there have been several times recently when they had no water at all, problems with pressure, boil water notices and dirty water.

M. Fritz Lecker stated the County of Elk does not have any mainstream funding resources for this project. PennVest and USDA Rural Development provide funding with municipalities.

Brian Stockman asked if the Johnsonburg Municipal Authority reached out to ask to attend a meeting or ask for your expertise.

Joseph C. Daghir explains he has been in contact with Dan Newell, Johnsonburg Municipal Authority Manager.

QUESTIONS FROM TAXPAYERS – N/A

ADJOURN MEETING

The meeting was adjourned at 10:53 am on a motion by M. Fritz Lecker seconded by Joseph C. Daghir and carried unanimously.

ATTEST: _____
Chief Clerk

Next Meeting: Tuesday, March 1, 2022
10:00 A.M. Conference Room No. 2
Courthouse Annex Building