

Johnsonburg Borough
Regular Meeting
November 13, 2023
4:00 p.m.

Call to Order
Silent Prayer
Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

- Regular Meeting October 10, 2023
- Special Meeting November 1, 2023

Guests & Public Comment on Agenda Items

- St. Marys Area Ambulance

Reports

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

Old Business

1. Street Department Employee
2. Police Department Earned Benefits

New Business

1. Resolution 08-2023 Adopt Elk County Hazard Plan
2. Harrison Ave. Repository Bid
3. Police Department 2024 Vehicle
4. Crown Vic Bids

Public Comment on Agenda Items

Adjournment

Johnsonburg Borough
Regular Meeting
October 10, 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 Warmbrodt and seconded by Councilman DeAngelo to amend the agenda to include advertising for a part-time street department employee. Motion carried unanimously.

A motion was made by Councilman DeAngelo and seconded by Councilman DePanfilis to approve the agenda as presented. Motion carried unanimously.

A motion was made by Councilman Cherry and seconded by Councilman Warmbrodt to move into executive session to discuss litigation at 4:04 p.m. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman Warmbrodt to return to regular session at 4:17 p.m. Motion carried unanimously.

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

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

Guests & Public Comment: None present.

Monthly Reports

Mayor: Mayor Paget reported on neighborhood problems on Second Ave. and updated Council on Johnsonburg Community Trust projects.

Police: Monthly report is on file.

A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to advertise for a full-time police officer to replace the officer who resigned earlier this year. President Maletto called for a roll call vote which was unanimous in favor of the motion; therefore, motion carried.

Fire Chief: Monthly report is on file.

Superintendent: Monthly report is on file.

Council Committees: The finance committee met and recommended a budget workshop which was held.

The public works committee will meet to review the quote for street light pole replacement.

Finance & Bills for Payment: President Maletto read the borough's account balances and the bills. This month's bills include General Fund - \$9,785.17, Community Center Fund - \$9,081.80, Highway Aid Fund - \$2,526.98, Community Improvement Fund - \$2,236.72, and Borough Equipment Fund - \$2,238.30. A motion was made by Councilman DePanfilis and seconded by Councilman Cherry to pay the bills as presented and to accept the finance report. Motion carried unanimously.

Solicitor: Solicitor Thomas stated he had nothing to report beyond the executive session.

Engineer & Code Enforcement Report: Monthly report is on file. Engineer Ryan Miller updated Council on the status of the Julia St. Stormwater Project, the Johnsonburg Community Center handicap parking paving project, and the Johnsonburg Community Center heating/ac project.

Municipal Authority: Minutes are on file. A discussion was held on a recent water leak on Spring St. which caused major damage to the roadway.

Recreation Board: Minutes and reports are on file. A discussion was held on projects including the security cameras, sidewalk repairs, and the roof leaking in the fitness room. Personnel issues were also discussed.

A motion was made by Councilman Imbrogno and seconded by Councilman Cherry to approve the quote for \$3,720.97 from Carlson Technologies for the hardware to connect the new security cameras at the Johnsonburg Community Center. Motion carried unanimously.

Old Business: 1. A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to proceed with abatement of 508 Second Ave. Motion carried unanimously.

2. A motion was made by Councilman DeAngelo and seconded by Councilman Warmbrodt to proceed with abatement of 210 Mill St. Motion carried unanimously.

New Business: 1. A motion was made by Councilman Warmbrodt and seconded by Councilman Imbrogno to accept the resignation, with regret, of Richard Zeigler from the Johnsonburg Municipal Authority. Motion carried unanimously.

2. The Johnsonburg Community Center camera system quote was voted on under the recreation board report.

3. A motion was made by Councilman DeAngelo and seconded by Councilman DePanfilis to advertise for a part-time street department employee. President Maletto called for a roll call vote which was unanimous in favor of the motion; therefore, motion carried.

Adjournment: A motion was made by Councilman Cherry and seconded by Councilman Imbrogno to adjourn the meeting at 5:18 p.m. Motion carried unanimously.

Rachel Kilhoffer
Secretary

Johnsonburg Borough
Special Meeting
November 1, 2023
3:30 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 | | |

Agenda: A motion was made Councilman Warmbrodt and seconded by Councilman Poague to approve the agenda as presented. Motion carried unanimously.

Guest & Public Comment: None presented.

Business: 1. After a brief discussion on the project, a motion was made by Councilman DeAngelo and seconded by Councilman Poague to adopt Resolution 04-2023 which approves a grant application for a \$508,500.00 grant through the Pennsylvania Department of Community & Economic Development's Local Share Account for the removal and redevelopment of 528 Market St., the site of the former theater building. Motion carried unanimously.

2. A motion was made by Councilman Poague and seconded by Councilman DeAngelo to adopt Resolution 05-2023 which approves a grant application for a \$560,580.00 grant through the Pennsylvania Department of Community & Economic Development's Local Share Account for the installation of underground storage containers for the flood control culvert and pondage area behind Julia St. and W. Center St. Motion carried unanimously.

3. A motion was made by Councilman Poague and seconded by Councilman Cherry to adopt Resolution 06-2023 which approves a grant application for a \$401,310.00 grant through the Pennsylvania Department of Community & Economic Development's Local Share Account for the purchase of a new street sweeper. Motion carried unanimously.

4. A motion was made by Councilman Poague and seconded by Councilman Cherry to adopt Resolution 07-2023 which approves a \$508,500.00 grant through the Pennsylvania Department of Community & Economic Development's Pennsylvania Strategic Investments To Enhance Sites (PA Sites) grant program for the removal and redevelopment of 528 Market St., the site of the former theater building. Motion carried unanimously.

5. A discussion was held on other grant opportunities to conduct a traffic study at the intersection of Grant St. and SR 219. Engineer Miller will research the cost of a study.

A brief discussion was held on the Johnsonburg Municipal Authority's repairs to Spring St.

Adjournment: A motion was made by Councilman Poague and seconded by Councilman Imbrogno to adjourn the meeting at 4:25 p.m. Motion carried unanimously.

Rachel Kilhoffer
Secretary



Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

October 2023 Johnsonburg Fire Department Report

Incident Type Count per Station for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023

| INCIDENT TYPE | # INCIDENTS |
|--|-------------|
| Station: EC2 - ELK COMPANY 2 | |
| 111 - Building fire | 2 |
| 300 - Rescue, EMS incident, other | 1 |
| 324 - Motor vehicle accident with no injuries. | 1 |
| 500 - Service Call, other | 1 |
| 651 - Smoke scare, odor of smoke | 1 |
| # Incidents for EC2 - Elk Company 2: | 6 |

Calls in Johnsonburg Borough - 3

Calls in North Ridgway Township – 1

Automatic / Mutual Aid Calls – 2

Total Man Hours for All Calls October 2023 – 44.19

Total Monetary Fire Loss Johnsonburg Borough October 2023 - \$1,200

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

Respectfully

Christopher G. Kreckel

Chief

Boro report

street crew

Cut grass around borough and flood control.

Dug up drain on third avenue replaced 8 foot it.

Hauled white goods to recycle.

Hauled electronics to recycle.

Hauled brush away from tacks.

Swept roads.

Cleaned crown vic to sell.

Picked up leaves throughout town.

Treasurer's Report
October 2023

| Account | Beginning Monthly Balance | Income | Expenses | End of the Month Balance |
|--------------------------|---------------------------|-------------|--------------|--------------------------|
| General | \$432,056.13 | \$29,959.23 | \$77,934.78 | \$384,080.58 |
| Street Light | \$84,123.29 | \$1,773.76 | \$4,244.23 | \$81,652.82 |
| Library | \$2,810.15 | \$1,012.64 | \$0.00 | \$3,822.79 |
| Retirement | \$242,429.53 | \$476.12 | \$142,059.00 | \$100,846.65 |
| Highway Aid/Liquid Fuels | \$55,796.87 | \$2.32 | \$2,526.98 | \$53,272.21 |
| Borough Equipment | \$58,395.37 | \$1,686.33 | \$7,778.68 | \$52,303.02 |
| Fire Services | \$71,972.32 | \$4,344.69 | \$0.00 | \$76,317.01 |
| Community Center | \$50,056.11 | \$18,926.75 | \$20,999.59 | \$47,983.27 |
| Per Capita | \$5,366.08 | \$88.00 | \$0.00 | \$5,454.08 |
| Debt Service Fund | \$70,707.81 | \$2,651.35 | \$0.00 | \$73,359.16 |
| Community Improvement | \$99,879.62 | \$18,141.26 | \$10,406.63 | \$107,614.25 |

Outstanding Expenses & Liabilities

| Fund | Amount | Description |
|---------|-------------|--|
| General | \$3,370.00 | 2022 Johnsonburg Endowment Fund grant - Johnsonburg Hotel site cleanup |
| General | \$39,614.24 | 2023 Act 13 funding |
| General | \$4,254.62 | insurance payout for office carpet damage |

Monthly Bills

| | |
|------------------|-----------------------|
| General | Highway Aid |
| Community Center | Community Improvement |
| Other | |



Engineer's Report – November 13, 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 Julia Street Stormwater Project has been completed and the new system appeared to be functioning well during the last couple of rain events. We will be performing a final inspection and working on project closeout with the County Planning Office.
- Ellenberger Excavating/Demolition has begun the cleanup of the old Hotel site. All organic debris has been cleared and the basement area filled with concrete, brick and foundation stone. To date things have gone relatively smooth. Overgrown brush and trees have also been cleared in the rear yard and along the JMA service road behind the JCC. The site will be graded, compacted and stoned before the contractor de-mobilizes.
- St. Marys Paving and Hilltop Masonry have completed the JCC rear driveway project. A new concrete driveway entrance sidewalk slab and basement entry stairs were completed prior to paving. The large swale in the driveway has been taken out and paving set to drain surface water away from the building.
- We recently completed and submitted a PA Sites grant for the demolition and redevelopment of the Armstrong Theater building site. There is no indication how long the review process may take or when awards will be announced. Any updates will be passed along.
- We are currently working to complete the three (3) proposed Local Share Account (LSA) grant applications for the West End Flood Control, Theater Building and new street sweeper. We are currently updating construction estimates, finalizing the scope of work and gathering letters of support for each project. The submission deadline is November 30, 2023.
- Notice to Proceed has been sent out to Epic Heating & Cooling for the next phase of the JCC Heating Upgrade Project. Funding recently received from the Mee Foundation will be used to add heating & a/c units in the activity rooms on the 2nd floor. The work is anticipated to be completed before the end of the year.
- The building permit for Nittany Energy's expansion of the former Old Brickyard gas station was recently approved by Bureau Veritas and construction has already started. We are still working with them and their engineer on the required stormwater management plans and report.
- We continue to work with the Elk County Planning Office on additional PHARE funding for slum and blight demolitions. The remaining vacant/abandoned structures in the First Avenue/Bergen Street area have been identified based on the funding that may be available.



Code Enforcement

- The roof on the residential structure located at 508 Second Avenue has been completely removed. No additional demolition activities appear to have begun and tarping has been placed over the attic space and is currently being held down by garbage bags from the roof demo.
- Residents are reminded falling leaves are to be raked to the curb only and are not permitted to be piled up on the road along the curb for collection. Excessive amounts of leaves can alter road drainage and potentially clog catch basins which could cause localized flooding.
- Residents are also reminded indoor furniture is not to be placed outside whether on porches and/or decks or left in yards, driveways or open areas where rodents may find a new home. Old furniture intended to be thrown out that is not taken during regular trash collection can be dropped off at the Borough office dumpster the last Thursday of the month for a minimal fee unless otherwise notified.

Respectfully Submitted,

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

Ryan Miller, PE

JOHNSONBURG MUNICIPAL AUTHORITY
Regular Meeting Minutes
Wednesday, September 13, 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, TJ Weaver, Rick Zeigler, JR DePanfilis, Eric Poague, Paul Villella
Earl Park was excused
Brian Buesink, Chris Everett, Tracey Mehalko, Peter Reith, Travis Long of JHA (ZOOM)

VISITORS – Brian Stockman (Ridgway Record), Aljoe Maletto, Emil Zaunick, Linda Tillack

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

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – A motion was made by TJ Weaver and seconded by Rick Zeigler to enter into executive session at 4:06 (carried). A motion was made by Eric Poague and seconded by TJ Weaver to exit executive session and enter into the regular meeting at 4:23 (carried). Personnel was discussed with no decisions made.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – A motion was made by JR DePanfilis and seconded by TJ Weaver to approve the minutes from the August 16, 2023 Regular Meeting (carried).

MANAGER'S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER'S REPORT – Copy attached

SOLICITOR'S REPORT – Ken Caldwell submitted 2 Right-to-Know requests. We will respond as required.

COMMITTEE REPORTS

- A. Administrative – The committee met individually with a few of the guys on the crew and had good conversations.
A motion was made by JR DePanfilis and seconded by TJ Weaver to give Angel a \$1/hour pay increase for taking the distribution leader role (Carried 5-1).
Eric Poague commented that the board is aware of inequities in salaries and will make adjustments for 2024.
- B. Finance – Jack Fowler passed out a worksheet he prepared showing the net profit for August
- C. Fire Department – Jack Fowler requested we provide flow information to the fire department when we flush lines in the fall.
- D. Hiring – A motion was made by Eric Poague and seconded by TJ Weaver to hire Dalton Stahli as a Field Operator/Laborer at a rate of \$16/hour (carried). He will be given two weeks to make a decision.
- E. Johnsonburg Borough – None
- F. Operations – None
- G. Grants – The committee met with USDA and Pennvest regarding funding of projects.

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 TJ Weaver to pay the bills in the amount of \$ 76,791.20 (carried).

Bank Balances as of: August 31, 2023

Northwest

Sewer Money Market - \$ 64,287.45

Payroll - \$ 145,437.64

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 37,854.95

Operating Checking - \$ 62,550.33

Sewer Savings - \$ 52,541.42

Water Savings - \$ 224,399.31

CNB

CD - \$ 26,130.83

Savings Acct. - \$ 1,575.79

Water Project Checking (COA) - \$ 100,538.63

Sewer Checking - \$ 9,204.37

Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 501,426.72

Debt Payments

CNB Mortgage - \$ 327.92

CNB Line of Credit Interest - \$ 1,439.65

CNB WWTP Upgrade - \$ 3,459.20

Pennvest - \$ 15,529.32

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

BOARD DISCUSSION –

-We are waiting for information from Jan Cornelius on the back-up computer for the water plant.

-Travis Long explained the benefits of installing a mixer in Zeigler's Tank. A motion was made by JR DePanfilis and seconded by TJ Weaver to table the approval of purchasing a mixer to get more quotes (carried).

BUSINESS AFFAIRS –

-A motion was made by Eric Poague and seconded by TJ Weaver to approve the PMRS Minimum Municipal Obligation (MMO) for 2024 in the amount of \$ 20,519.00 (carried).

COMMENTS FROM VISITORS – Aljoe Maletto suggested that we use vacant houses owned by the borough to start determining where lead lines exist.

Aljoe also announced that Rick Zeigler gave him his resignation before the meeting to be effective Dec. 31, 2023.

A motion was made by JR DePanfilis and seconded by TJ Weaver to accept his resignation with regret (carried).

EXECUTIVE SESSION – None.

ADJOURNMENT OF MEETING- A motion was made by TJ Weaver and seconded by Rick Zeigler to adjourn the meeting at 5:13 p.m. (carried).

Jack Fowler, Chairperson
TLM

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, October 11, 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, TJ Weaver, JR DePanfilis, Eric Poague, Paul Villella Earl Park and Rick Zeigler were excused
Brian Buesink, Corey McCabe, Chris Everett, Tracey Brown, Peter Reith, Travis Long of JHA (ZOOM)

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

A motion was made by JR DePanfilis and seconded by Eric Poague to amend the agenda to advertise for bids for generators (carried).

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – A motion was made by Eric Poague and seconded by TJ Weaver to enter into executive session at 4:03 (carried). A motion was made by JR DePanfilis and seconded by Eric Poague to exit executive session and enter into the regular meeting at 4:28 (carried). Personnel and litigation were discussed with no decisions made.

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

MANAGER’S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER’S REPORT – Copy attached

A motion was made by Eric Poague and seconded by JR DePanfilis to apply for funding for the Rt. 219 waterline extension project (carried).

SOLICITOR’S REPORT – Solicitor Reith informed the board that a lot on Bergen St. has been gifted to the Municipal Authority, so long as we cover the cost of the deed transfer.

A motion was made by Eric Poague and seconded by JR DePanfilis to amend the agenda to include the transfer of the gifted Bergen St. property (carried). A motion was made by Eric Poague and seconded by TJ Weaver to approve the transfer of the Bergen St. property at the cost of the Authority (carried).

COMMITTEE REPORTS

- A. Administrative - none
- B. Operations - none
- C. Finance – Jack Fowler commented that the budget for next year needs to be done soon
- D. Fire Department - none
- E. Hiring - none
- F. Johnsonburg Borough - none
- G. Grants - none

TREASURER’S REPORT – A motion was made by Eric Poague and seconded by TJ Weaver to approve the Treasurer’s report (carried).

BILLS FOR PAYMENT – A motion was made by Eric Poague and seconded by TJ Weaver to pay the bills in the amount of \$ 90,555.93 (carried).

Bank Balances as of: September 30, 2023

Northwest

Sewer Money Market - \$ 64,291.15

Payroll - \$ 153,051.72

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 2,026.81

Operating Checking - \$ 104,219.05

Sewer Savings - \$ 52,543.58

Water Savings - \$ 224,358.53

CNB

CD - \$ 26,130.83

Savings Acct. - \$ 11,239.11

Water Project Checking (COA) - \$ 100,538.63

Sewer Checking - \$ 5,745.17

Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 503,694.06

Debt Payments

CNB Mortgage - \$ 327.92

CNB Line of Credit Interest - \$ 1,439.66

CNB WWTP Upgrade - \$ 3,459.20

Pennvest - \$ 15,529.32

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

BOARD DISCUSSION –

-A meeting with Tammy Cappo of Mutual Benefits Services to review the employee health insurance for 2024 was requested.

-A motion was made by Eric Poague and seconded by TJ Weaver to approve the purchase of \$35 Elk County Foods gift certificates for employees for Thanksgiving (carried).

-A motion was made by JR DePanfilis and seconded by Eric Poague to pay Kappe Associates, Inc. \$11,855.00 for the mixer at Zeigler's tank that Brian had a quote for at last month's meeting (carried).

-There was discussion on beginning to charge customers for sending past due notices. Solicitor Reith will look into this and provide an update at next month's meeting.

BUSINESS AFFAIRS –

-A motion was made by JR DePanfilis and seconded by Eric Poague to advertise for bids for generators (carried).

COMMENTS FROM VISITORS – Aljoe Maletto questioned why there is no discount for paying on time. He also asked why the meter readings sometimes are more than 30 days apart. He suggested that we check for lead lines when the water line is replaced on Spring Street.

EXECUTIVE SESSION – None.

ADJOURNMENT OF MEETING– A motion was made by Eric Poague and seconded by TJ Weaver to adjourn the meeting at 5:22 p.m. (carried).

Jack Fowler, Chairperson
TLB

Rec Board Meeting Minutes October 5, 2023

Scott Cherry-excused

October 5, 2023, Minutes

Vote: Unanimous

See attached

Vote: Unanimous

4.) **Penn State Tickets** Ticket was drawn, and the winner is Hank Capillo. Tara Poague called and notified him and gave his information to Kyle Morgan so they can exchange the game tickets.

See attached

See attached

2) **Memory Wall** Patty McDivitt and Tara Poague are working with Ricky Love on a new fundraiser. This would be a wall of memories in the corner of the playground by the Keister House. This has the potential to raise us anywhere from \$20,000 to \$40,000.

Vote: Unanimous

- 3) **Office Closet Wires** This has been an ongoing issue for two years, but we have been asking and asking Advanced Computer Solutions to fix this since January 2023. The borough said that Carlson Technologies is able to take over and get this issue taken care of. Jay Crowe came in to reconfigure the system for us. All the cameras had different passwords and we couldn't manage that.

Motion to continue with Carlson: Sarah Grunthaner

Second: Patty McDivitt

Vote: unanimous

- 4) **Purse Bingo** Tickets are being handed out to board members tonight. They are due back to Melinda by January 12th, 2024, no exceptions. Purse Bingo is scheduled for January 28, 2024, at the fire hall.
- 5) **Christmas Parade** Fliers are out and requests for cookies and gift certificates have been delivered to local businesses and supporters. There will also be an ad in the paper this week for the community to know how to enter the parade line up.
- 6) **EPIC** On Wednesday November 1st at 8:00am TJ Weaver, Tara Poague, and Jim Lecker all received phone calls from Domtare employees that the heat was not working in the ball room. They made an emergency call to EPIC. Matt came down and determined that the water had been drained from the boiler. He said either we have a big problem, or someone left the valve open too long, and being that it worked just fine on Tuesday and the floor was wet, his assumption was that the valve was open too long and all the water was drained out. He did not charge us for this visit.
- 7) **Black Friday Special** Tara Poague would like to run a black Friday special on memberships. She would like to start this special early (the holiday Market on the 18th).
- Motion to run the special:** Sarah Grunthaner **Second:** Jim Lecker **Vote:** Unanimous
- 8) **Sweetheart Lottery** Tara Poague will reach out to Carol Allegretto and see if she is still interested in handling the tickets for this fundraiser.
- 9) **The MEE Foundation** We were granted \$10,000 from the MEE Foundation to install ac/heat on the second floor. This needs completed by the end of the year.

Meeting adjourned at 5:58 p.m. Next Meeting December 7, 2023, at 5:00pm

X *Tara Poague*

Tara Poague
JCC Rec Board Secretary

November 2023 Directors Report

- Friday October 6th Tony Carnessali donated and delivered six bales of hay for us to have for decorations.
- Saturday October 7th was the third annual Strides for CJD Fall Festival. The Lamari family donated a beautiful wooden American flag carving from Colorado to us. Their way of thanking us for being so accommodating to their event. I think they would like to see it hung on the wall of honor somewhere.
- Sunday October 8th, Our internet has not been working everyday for hours over the past two weeks. When our internet is down we can't accept card payments, our phones don't work, and I can't submit usage for Silver Sneakers/Renew Active. I have tried calling zito media, but I am getting no where.
- We are participating in Project Gifts for Elk County again this year. We will have a drop box set up in the lobby for anyone who wants to donate a gift for the less fortunate children in Elk County. The box will be picked up November 21st.
- We are able to order a banner for Elk County's Best Gym/Fitness Center through the Ridgway Record, but they sell it as a package with a 3x3 thank you for the votes block in the Record. The cost is \$299. This is a little pricy, but I think a banner in the fitness room would be nice to have. I could sell 50/50 tickets and raffle off a basket with a membership and t shirt at the Holiday Market here on November 18th to cover the cost of this.
- Matt from EPIC said they can service our boiler for us before the winter. They will be in this week to make sure it is all working properly before we fire it up.
- Tuesday October 10th Tommy Imbrogno and Judd Zilcosky moved the dumpster so that it can get picked up while the parking lot is under construction.
- <https://polarengraving.com/brick-fundraiser-campaigns/> this is a memorial brick fundraiser company. We have the corner of the playground near the keister house that is unused and needs something done with it. What if we start a memorial wall for people to purchase a brick with someone who has passed away's name engraved on it? It would cost \$100 per brick for anyone to purchase. If we sell 300 bricks we profit \$24,150. If we sell 500 bricks we profit \$40,250. This isn't just for veterans so this opens up a window to a lot more people. We currently have 203 veterans on the wall of honor and that was at \$175 a piece so I think we should have no problem getting double that for a memorial wall. In order to save work for our brick layers I would have this open once a year. For example, Advertise in July, deadline to order is February, build the wall in May or June, then restart the advertising for the next round in July.
- Wednesday October 11th Jim Maletto, Tommy Imbrogno, and Judd Zilcosky were here looking at the toilet on the first floor bathroom. They are going to have to tear apart the ceiling downstairs to get a better look at the pipes and go from there.
- Thursday October 12th Jim Lecker and TJ Weaver got the dehumidifier from the women's locker room hooked up in the weight room to help with the humidity for now.
- Thursday October 12th Ricky Love started to mortar the patio and pour the concrete for the steps out back.
- Saturday October 14th we had our appreciation party for the volunteers. It turned out very nice and we had about 30 volunteers attend out of the 200 invited.
- Monday October 16th Tara Poague got the old book shelf from the newsstand put together and all of the art supplies organized on it for the new Art Studio. Jim Lecker and Jeff Costanzo have been patching, painting, and staining this room the past week and it is nearly complete.
- Thursday October 19th Hilltop Masonry sealed the patio.
- Monday October 23rd-Saturday October 28th we decorated and had the Haunted House. We had 217 people for a total of \$1,085. We made \$750 the past two years straight, so this was a good increase.
- Friday October 27th we had our soup sale. We sold out in an hour, but we didn't have three people who usually make soup show up so our supply was a tad short than normal. We made \$741 from this sale.
- Monday October 30th-Thursday November 2nd Domtar held corporate training sessions in the ball room/billiard room. Jim Lecker and Tara Poague took corporate on a tour of the building on Wednesday and they were very impressed with the building.

- Wednesday November 1st the building was freezing for Domtar, so we had to call in an emergency visit from EPIC to check the boiler. Matt said that the water was completely gone from the boiler and either we have a really big problem or someone opened the valve and let all of the water out. He did not charge us for this visit .
- Wednesday November 1st we held our first youth volleyball club practice. We had 26 girls sign up for this month and hopefully they all return for the following three months. They all had a blast and really enjoyed learning about volleyball.
- What do we think about running a black Friday special on memberships? I could start it on the 18th when we have the Holiday Market and run it til Christmas?
- Tara Poague included a list of 2022 events and 2023 events in your packet. This is just for your reference to see where we are compared to last year.



“JAMES THE BUTLER”
For all your cleaning needs:

November Report

- 374 Volunteer Hours in October
- We are working on getting a bathroom up and running for the patrons at the park/playground
- Patio was grounded out, mortared, and sealed to help the leaking. Hilltop Masonry did this. They also caulked/sealed the drains on the porch
- Ricky Love is going to fix the weight room windows.
- Dave Votano is working on the barn door for the weight room.
- Art Studio on second floor is almost complete. Walls are patched and painted, trim and floor boards are stained, light fixtures are hung, and it is almost fully decorated. We just have to turn the door into a barn door.
- M & M fixed the leaking pipe to toilet on first floor. They cut a hole in basement ceiling in order to fix it.
- Geno Polaski installed a new toilet, the old one was broken. He also fixed the hole in the ceiling.
- We are getting hooks for the handicap bathroom to hang towels and bags on.
- Back parking lot is being worked on.
- Brandon is working on the cameras.
- What is going on with the dumpster door?
- We fixed the Billiard Room Ceiling.

October 3, 2023

Office of the Elk County Commissioners

Meeting Minutes

Location – Elk County Courthouse Annex

The Elk County Commissioners met on Tuesday, October 3, 2023 at 10:00 AM, Conference Room #2 of the Courthouse Annex. The meeting was opened with the Pledge of Allegiance. Those physically present were Commissioners Joseph C. Daghir and M. Fritz Lecker. Also physically present were Patrick Straub, Chief Clerk; Kary Schneider, Deputy Chief Clerk; Tom Wagner, Solicitor; Jim Abbey, IT; Becki Taylor, CDBG Coordinator; Ryan Miller, ARS Engineering Services; Tracy Gerber, Planning Director; Ron Fannin, Maintenance Director; Todd Caltagarone, Sherriff; Michelle Pastore, Employment Support Specialist Dickinson Center; and Marilyn Secco, Press.

Excused: Commissioner Matthew G. Quesenberry

APPROVAL OF AGENDA

A motion was made by M. Fritz Lecker to approve the agenda, seconded by Joseph C. Daghir and carried unanimously.

APPROVAL OF MINUTES

A motion was made by M. Fritz Lecker to approve the September 19, 2023 minutes as presented, seconded by Joseph C. Daghir and carried unanimously.

PRESENTATIONS

1. County Safety and Preparedness, Sheriff Todd Caltagarone

RESOLUTIONS

1. 2023-22 - Approval of Community Block Grant Application for FY 2023 - **A motion was made by M. Fritz Lecker, seconded by Joseph C. Daghir and carried unanimously.**
2. 2023-23 – Recognizing and Commemorating the 78th Anniversary of National Disability Awareness Month - - **A motion was made by Joseph C. Daghir, seconded by M. Fritz Lecker and carried unanimously.**

OLD BUSINESS – N/A

NEW BUSINESS

1. Bid opening for the original Courthouse roof replacing the end-of-life faux slate with real slate – **Two (2) bids were received; Midstate Roofing & Coating Inc., Belleville, PA \$449,549 and Bryn Enterprises LLC, Export, PA \$649,000 – After being excused briefly to discuss, Tracy Gerber, Becki Taylor and Ryan Miller returned asking the BOC to accept the bid from Midstate Roofing & Coating Inc. - A motion was made by Joseph C. Daghir, seconded by M. Fritz Lecker and carried unanimously.**
2. Application for Use of the Courthouse Lawn from October 3, 2023 through October 9, 2023 to hang a banner welcoming RHS Alumni - **A motion was made by M. Fritz Lecker to retroactively approve, seconded by Joseph C. Daghir and carried unanimously.**
3. Application for Liquid Fuels Tax Funds for Horton Township for oil and chipping of various township roads in the amount of \$7,000 - **A motion was made by Joseph C. Daghir, seconded by M. Fritz Lecker and carried unanimously.**
4. Application for Liquid Fuels Tax Funds for Johnsonburg Borough for a new truck in the amount of \$7,000 - **A motion was made by Joseph C. Daghir, seconded by M. Fritz Lecker and carried unanimously.**
5. Application for Liquid Fuels Tax Funds for Spring Creek Township for purchase of anti-skid and salt for winter maintenance in the amount of \$7,000 - **A motion was made by Joseph C. Daghir, seconded by M. Fritz Lecker and carried unanimously.**
6. Renewal contract on behalf of CYS with Adelphoi Village for group home services for FY 23/24 - **A motion was made by M. Fritz Lecker seconded by Joseph C. Daghir carried unanimously, contingent upon Solicitor Wagner's approval.**
7. Renewal contract on behalf of CYS with Summit School for residential placement for FY 23/24 - **A motion was made by M. Fritz Lecker seconded by Joseph C. Daghir carried unanimously, contingent upon Solicitor Wagner's approval.**
8. Renewal contract on behalf of CYS with Community Specialists Corporation for residential placement for FY 23/24 - **A motion was made by M. Fritz Lecker seconded by Joseph C. Daghir carried unanimously, contingent upon Solicitor Wagner's approval.**
9. Exoneration request for the outstanding Per Capita taxes for the year 2022 for St. Marys by Charles Bloam III in the amount of \$2,640.00 - **A motion was made by Joseph C. Daghir, seconded by M. Fritz Lecker and carried unanimously.**

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

1. Dewberry Engineers, Inc. (09-18-23) regarding intent of PennDOT to make applications for a waterway obstruction permit with PA DEP. The project (Dewberry Project# 50149365) involves the replacement of the SR 1005-A01 bridge in the City of St. Mary's. Act 14 requires the permit applicant to give written notice to the affected municipalities and requires a 30-day comment period. The permit is also subject to Acts 67, 68 and 127 of the Municipal Planning Code.
2. The EADS Group (09-25-23) regarding intent of Jones Township to apply to the PA DEP for a BWM-GP-11 General Permit Registration for the replacement of an existing bridge crossing Oil Creek on Joy Gardens Rd.(T-481), Jones Twp. The permit

is subject to Section 1905-A of the Commonwealth Administrative Code as amended by Act 14, as well as Acts 67, 68 of the Municipal Planning Code. Act 14 requires the permit applicant to give written notice to the affected municipalities and requires a 30-day comment period.

3. USDA (09-21-23) regarding intent of the Forest Service to initiate an environmental analysis for the Penoke ATV Trail Stabilization project located about 7 miles Northeast of Marienville, in warrant 2021, Howe Twp, Forest County. The Forest Service is proposing to stabilize the stream bank along Gilfoyle Run by felling 6 uprooted trees to create a large wood structure to stabilize the bank and trail. The County of Elk is being notified as matter of courtesy only since it is not the affected County but for the purpose of seeking concerns, issues, or specific comments regarding the proposed work scheduled in a neighboring county.

GOOD OF THE COUNTY

- We welcome and encourage the public to attend our meetings.
- Please continue to pray for our military personnel, our families and our children, their teachers, all elected officials and peace in the world.
- On this date 50 years ago Solicitor Tom Wagner was sworn into the Pennsylvania Bar Association – Congratulations Tom!
- The County of Elk's employees held their annual fall litter pick up on Thursday, September 28 – 22 bags of trash were collected

QUESTIONS FROM THE PRESS:

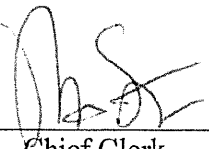
The press asked to clarify the address of the first bidder, Midstate Roofing & Coating, Inc., which is Belleville, PA.

QUESTIONS FROM TAXPAYERS – N/A

ADJOURN MEETING

The meeting was adjourned at 10:42AM on a motion by Joseph C. Daghir seconded by M. Fritz Lecker and carried unanimously

ATTEST: _____


Chief Clerk

**Next Meeting:
Tuesday, October 17, 2023
10 A.M. Conference Room #2 Annex**