

Johnsonburg Borough
Regular Meeting
October 10, 2023
4:00 p.m.

Call to Order
Silent Prayer
Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

- Regular Meeting September 11, 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. 508 Second Ave. abatement
2. 210 Mill St. abatement

New Business

1. Johnsonburg Municipal Authority Board resignation
2. Johnsonburg Community Center camera system upgrade

Public Comment on Agenda Items

Adjournment

Johnsonburg Borough
Regular Meeting
September 11, 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		

A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to move into executive session to discuss personnel at 4:02 p.m. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman Cherry to return to regular session at 4:18 p.m. Motion carried unanimously.

President Maletto stated that, during executive session, personnel matters were discussed but no action was taken.

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

Minutes: A motion was made by Councilman DeAngelo and seconded by Councilman Warmbrodt to approve the minutes from the regular meeting on August 14, 2023. Motion carried unanimously.

A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to approve the minutes of the special meeting/public hearing on August 23, 2023. Motion carried. Solicitor Thomas asked for a correction to the draft special meeting minutes that he be changed from listed as excused to present.

Guests & Public Comment: None present.

Monthly Reports

Mayor: Mayor Paget had nothing to report.

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

- He attended a school safety meeting in August.

Chief Clopp was contacted by the CJD Foundation requesting the use of Market St. for their annual festival on October 7th. A motion was made by Councilman DePanfilis and seconded by Councilman Cherry to close Market St. from Bridge St. to Center St. on October 7th from 9:00 a.m. – 2:00 p.m. for the CJD Foundation’s annual event. Motion carried unanimously.

Fire Chief: Monthly report is on file.

Superintendent: Monthly report is on file.

Council Committees: The public works committee met to review the handicapped parking project at the Johnsonburg Community Center, and they also met with a representative of the McKean County landfill to discuss demolition disposal fees.

Finance & Bills for Payment: President Maletto read the borough’s account balances and the bills. This month’s bills include General Fund - \$8,367.98, Community Center Fund - \$3,346.76, Highway Aid Fund - \$134.76, Community Improvement Fund - \$1,510.00, and Borough Equipment Fund - \$1,112.99. A motion was made by Councilman Warmbrodt and seconded by Councilman DeAngelo to pay the bills as presented and to accept the finance report. Motion carried unanimously.

Solicitor: Solicitor Thomas reported that he has discussed the borough’s concerns about people living in repository homes with the county solicitor. He stated the county maintains a hands-off approach to these properties but suggested that the borough has the option to purchase these properties and remedy the situation themselves.

A discussion was held on nuisance letters sent to the property owners of 508 Second Ave. and 210 Mill St. and any plans to move forward with abatement.

President Maletto asked Solicitor Thomas to review the borough’s agreement with Zito Media.

Engineer & Code Enforcement Report: Monthly report is on file. Engineer Ryan Miller updated Council on the status of the Julia St. Stormwater Project and the Johnsonburg Hotel Site Cleanup Project. He also reported that our 2023 CDBG Slum & Blight project for the demolition of the five homes at the corner of Bergen St. and First Ave. has been approved.

Municipal Authority: Minutes are on file. Johnsonburg Municipal Authority Manager Brian Buesink gave an update on current operations and system upgrades.

Recreation Board: The recreation board moved their monthly meeting until later in the month.

Old Business: Nothing submitted.

New Business: 1. A motion was made by Councilman Poague and seconded by Councilman DePanfilis to approve the 2024 Minimum Municipal Obligation amounts for our 2024 Pennsylvania Municipal Retirement Services bills with the police pension MMO at \$127,922.00 and the non-uniform MMO at \$4,584.00. President Maletto called for a roll call which was unanimous in favor of the motion. Motion carried.

2. Bids for open for the 2023-2024 season anti-skid with the following results:

Name	Bid
Bucktail Excavators	\$32.07/ton
J.M. DeLullo Stone Sales	\$36.04/ton
Glenn O. Hawbaker Inc.	\$36.78/ton
Paper City Transfer	\$32.27/ton
PSM Enterprises LLC	\$30.55/ton

A motion was made by Councilman DePanfilis and seconded by Councilman Poague to approve the low bidder, PSM Enterprises. Motion carried unanimously.

3. Bids were opened for the Johnsonburg Community Center handicapped parking paving project with only one bid received from St. Marys Paving Company for \$24,900.00. A motion was made by Councilman Poague and seconded by Councilman Warmbrodt to award the bid. Motion carried unanimously.

After a brief discussion, a motion was made by Councilman Poague and seconded by Councilman Cherry to spend 2023 Act 13 funding on the Johnsonburg Community Center handicapped parking paving project. Motion carried unanimously.

4. A brief discussion was held on a request for a lease for the borough's property at 236 Main St. Secretary Kilhoffer will set up a meeting with all the interested parties.

A motion was made by Councilman DeAngelo and seconded by Councilman Cherry to move into executive session to discuss litigation at 5:19 p.m. Motion carried unanimously.

A motion was made by Councilman Imbrogno and seconded by Councilman Poague to return to regular session at 5:33 p.m. Motion carried unanimously.

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

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

Rachel Kilhoffer
Secretary

DRAFT

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 September 2023.

Calls for Service	230	Parking Violations	0
Signal Calls	49	House Watches	0
Telephone Calls	71	Vehicle Lockouts	1
Investigations	59	Light outage	0
Hearings	11	B.O.L.O	8
Traffic Accidents	3	Asst. Fire/Ambulance	5
Written Warnings	7	Asst. other Police Dept.	19

Receipts:

Fines	\$ 1,026.51
Reports	\$ 0.00
Tickets	\$ 0.00
Total	\$ 1,026.51

Special Information:

- Attended Domtar Community Days on 09/09.
- Assisted in homecoming parade on 09/29.

Offenses:	Number	Arrest	Handled Otherwise
Drugs	6	2	4
Assaults	1	1	0
Burglary	0	0	0
Thefts	2	0	2
Criminal Mischief	0	0	0
D.U.I.	1	1	0
Disorderly Conduct	2	1	1
Mental Health	1	0	1
Sex Offenses	1	0	1
Family and Children	7	0	7
All Other Offenses	14	4 (18 MV Arrests)	10
Totals	35	27	26

Respectfully

John C. Clapp



Johnsonburg Fire Department

Fire - Rescue

99 Clarion Road

Johnsonburg, PA 15845

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

September 2023 Johnsonburg Fire Department Report

Incident Type Count per Station for Date Range

Start Date: 09/01/2023 | End Date: 09/30/2023

INCIDENT TYPE	# INCIDENTS
Station: EC2 - ELK COMPANY 2	
322 - Motor vehicle accident with injuries	1
424 - Carbon monoxide incident	1
444 - Power line down	1
551 - Assist police or other governmental agency	1
600 - Good intent call, other	1
622 - No incident found on arrival at dispatch address	1
743 - Smoke detector activation, no fire - unintentional	2
# Incidents for EC2 - Elk Company 2:	8

Calls in Johnsonburg Borough - 6

Calls in North Ridgway Township – 2

Automatic / Mutual Aid Calls – 0

Total Man Hours for All Calls September 2023 – 21.19

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

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

Respectfully

Christopher G. Kreckel

Chief

Boro report

street crew

Took water pump off rear engine of 03 street sweeper.

Installed garbage can at community center.

Installed 2 more garbage cans on market street.

Put 140 ft of french drain on water street ext.

Installed 40 ft of french drain on vfw rd.

Cleaned ditch on top of bridge street.

Cut flood control.

Marked pa one calls.

Held dumpster day.

Flushed sewer line for water company.

Treasurer's Report
September 2023

Account	Beginning Monthly Balance	Income	Expenses	End of the Month Balance
General	\$468,758.97	\$97,983.34	\$134,686.29	\$432,056.02
Street Light	\$86,678.19	\$638.22	\$3,193.12	\$84,123.29
Library	\$2,503.53	\$322.43	\$15.81	\$2,810.15
Retirement	\$178,243.97	\$64,188.73	\$3.17	\$242,429.53
Highway Aid/Liquid Fuels	\$65,929.17	\$2.46	\$10,134.76	\$55,796.87
Borough Equipment	\$118,125.18	\$10,449.01	\$70,178.82	\$58,395.37
Fire Services	\$71,597.15	\$394.31	\$19.14	\$71,972.32
Community Center	\$52,938.20	\$7,136.24	\$10,018.33	\$50,056.11
Per Capita	\$5,292.91	\$77.00	\$3.83	\$5,366.08
Debt Service Fund	\$69,844.37	\$907.75	\$44.31	\$70,707.81
Community Improvement	\$107,696.50	\$799.89	\$8,616.77	\$99,879.62

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				

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday August 16, 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, Earl Park, Eric Poague, Paul Villella

Brian Buesink, Corey McCabe, Chris Everett, Tracey Mehalko, Peter Reith, Travis Long of JHA (ZOOM)

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

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

VISITOR COMMENTS (on agenda related items) – Brian Stockman said he was glad to see Brian back.

EXECUTIVE SESSION – A motion was made by TJ Weaver and seconded by Earl Park to enter into executive session at 4:03 (carried). A motion was made by Rick Zeigler and seconded by TJ Weaver to exit executive session and enter into the regular meeting at 4:56 (carried). Personnel and property were discussed with no decisions made.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – A motion was made by TJ Weaver and seconded by Rick Zeigler to approve the minutes from the July 12, 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 – None

COMMITTEE REPORTS

- A. Administrative – None
- B. Finance – None
- C. Fire Department – None
- D. Hiring – None
- E. Johnsonburg Borough – None
- F. Operations – None
- G. Grants – There will be a meeting Sept. 11th at 1:00 with PennVest and USDA

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

BILLS FOR PAYMENT – A motion was made by Eric Poague and seconded by Earl Park to pay the bills in the amount of \$ 84,088.66 (carried).

Bank Balances as of: July 31, 2023

Northwest

Sewer Money Market - \$ 64,283.63

Payroll - \$ 137,279.03

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 37,854.88

Operating Checking - \$ 69,604.49

Sewer Savings - \$ 52,539.19

Water Savings - \$ 704,429.64

,

CNB

CD - \$ 26,072.96

Savings Acct. - \$ 3,340.15

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

Sewer Checking - \$ 12,663.57

Waterline Extension - \$ 14.00

Debt Payments

CNB Mortgage - \$ 327.92

CNB Line of Credit Interest - \$ 1,389.06

CNB WWTP Upgrade - \$ 3,459.20

Pennvest - \$ 15,529.32

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

BOARD DISCUSSION –

-A motion was made by TJ Weaver and seconded by Earl Park to pass the resolution for the Jones Township rate increase (carried).

-A motion was made by Eric Poague and seconded by JR DePanfilis to promote Chris Everett to Chief Water Operator at an annual salary of \$48,000 plus benefits (carried).

BUSINESS AFFAIRS – The administrative committee will meet with each employee one on one for an evaluation.

COMMENTS FROM VISITORS – Aljoe Maletto asked when the bagged fire hydrants will be replaced.

EXECUTIVE SESSION – None.

ADJOURNMENT OF MEETING- A motion was made by Eric Poague and seconded by Rick Zeigler to adjourn the meeting at 5:30 p.m. (carried).

Jack Fowler, Chairperson
TLM

**Johnsonburg Community Center
Rec Board Meeting Minutes October 5, 2023**

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

Call to order 5:07 p.m

August 3, 2023 Minutes

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

Financial Report

See attached

Passed **Motion** to accept: Patty McDivitt **Second:** John O'Rourke **Vote:** Unanimous

Open Issues

- 1.) **Grey Knights** Tara Poague read the letter from the Grey Knights thanking us for the hospitality the past fourteen years, but our additional updates to the contract will not work for them. They removed all their equipment from the building, but we are still waiting on them to turn in their keys.
- 2.) **Cameras** Jon Updyke installed all four cameras on the third floor last week and administered all of the wires. Brandon Mitchell came in last minute on Saturday and had them hooked up and running before homecoming. However this was just temporary, because we don't have the storage space in our system to hold this many cameras.
- 3.) **Parking Lot** Hilltop Masonry has commenced the pouring of the concrete. The paving should be done by the end of the month.
- 4.) **Dumpster Door** Ryan Miller ordered the new door, but we must pay for it.
- 5.) **Dehumidifier in Weight Room** We need to wait on having this installed. If that ceiling is going to need removed from the water damage, this needs to be done first before the dehumidifier gets installed. We should temporarily put the portable dehumidifier from the women's locker room in there to help a little bit with controlling the humidity.
- 6.) **Weight Room Ceiling/Patio** Hilltop Masonry grounded out all the grout on the patio this week. They covered the entire patio with a tarp. Next week they are coming to mortar everything they grounded out. The following week they are going to seal it. Hopefully this is a solution to our leaking ceilings in the weight room. While he is here do we want him to fix the sidewalk out front to hopefully take care of ALL the leaks downstairs at one time. He can do this for \$2,300.

Motion to have Ricky Love fix the sidewalk when he is done with the patio: John O'Rourke

Second: Jim Lecker **Vote:** Unanimous

Director's Report

See attached

Jim Lecker's Report

See attached

New Business

- 1) **New Recorder Box for Camera System** Our current box cannot maintain the quantity of cameras we have in the building. We need a bigger box. In obtaining a bigger box we will also eliminate three other boxes that will not be needed. We got a quote from Brandon Mitchell for \$3,729.97. We still have this year's purse bingo money that we haven't spent. Quote attached for reference.
Motion to have Brandon Replace the box so we can run all of our cameras: John O'Rourke **Second:** Jim Lecker
Vote: Unanimous
- 2) **Volunteer Party** Bob Kemmerer and John Trambley donated a total of \$1,200 for us to spend on our volunteers, accordingly we are having an appreciation party for everyone who has taken time to help improve the building. The party is October 14th from 2:00-6ish. Chris Lenze is going to cater appetizers for us.
- 3) **Halloween Candy** Can everyone bring in a bag of Halloween candy so we can set up a table at the trunk or treat to represent the JCC?
- 4) **Haunted House** The haunted house will begin construction The week of October 22nd. The dates for the public are October 27th and 28th from 7-10pm. If anyone knows any kids who need community service have them contact Tara Poague.
- 5) **Soup Sale** Next soup sale is October 27th 10:30am until sold out if anyone can make a soup, sandwich, or dessert it would be greatly appreciated.
- 6) **Penn State Tickets** Kyle Morgan donated two endzone tickets to the Penn State vs Rutgers game in November. We are chancing them off \$10/piece to raise money for the public bathroom for the park users. If anyone could help sell them it would be greatly appreciated.

Meeting adjourned at 5:52 p.m. Next Meeting November 2, 2023 at 5pm.

X

Tara Poague

Tara Poague
JCC Rec Board Secretary

September 2023 Directors Report

- Thursday August 3rd Tara Poague made the decal for the JCC donation box and Dave Votano screwed it to the sign in table in the lobby.
- Thursday August 3rd Rachel Kilhoffer said that the spring for the cow on the playground was delivered. It cost us \$350. Rachel said that this is the second time that this was replaced and if it is broken again then we must be done with it. The Shaffer's originally donated \$1,000 for us to get this cow, but today it will cost \$2,800 to replace. It is meant for 50 pounds or less. Tara Poague ordered a sticker that says 50 pound maximum.
- Tuesday August 8th Julie Lang held her second Aqua Fit Class in a row without music because our speaker is not working. Tara Poague ordered a replacement.
- Tuesday August 15th Nick Cherry and Top of the Line Builders completely replaced the roof at the shed. They volunteered their time and supplies to have this done. Tara Poague sent the Johnsonburg Press a thank you article to publish.
- Wednesday August 16th Taylor glass gave us a quote to replace the broken glass on the lanterns. It came to \$135. Tara Poague emailed this quote to Chief Clopp.
- Wednesday August 16th we had a back to school scavenger hunt. We had 12 kids show up and they had a blast.
- Thursday August 17th Judd Zilcosky and Tommy Imbrogno put our backboards back up at the basketball court.
- Friday August 18th Tara Poague put new nets on the rims at the basketball court and Jeff Costanzo painted the red shooting box on the backboards.
- Friday August 18th Bill Kinkead stopped down to check out the situation at the shed restrooms.
- Friday August 18th Foxy Dunworth stopped in with his tools to help get our clocks hung in the fitness rooms.
- Friday August 18th Tara Poague ordered the signs for the playground and the AED.
- Sunday August 20th Nathan O'Dell came down and cleaned the pool drains and fixed them so that they were back in place. Either the vacuum or someone had slid them out of place that week.
- Monday August 21st Tara Poague went to test the chlorine levels in the pool and the reader was not working. She called white oak and they talked her through everything they could think to try and it did not work, so she drove it over to them. After looking at it, they determined it was full of condensation and it seemed as though it was submerged in water. Tara checked the pool logs and checked with the weekend lifeguard and everything was working properly on Saturday. Chris Bressler was in on Sunday to put water in the pool, but said she didn't even use the machine to test the chlorine. It is unsure what happened to it, but it is unfixable. White Oak tried to dry it out, but it nearly caught fire. It is going to cost \$650 to replace with the option of a 5 year warranty for an extra \$120.
- Tuesday August 22nd Tara Poague received an email from Bill Kinkead with a quote on the sewer for the park bathrooms. He will donate the labor and equipment, we just have to pay for the supplies which will cost \$2,759.
- Tuesday August 22nd TJ Weaver cleaned the pool filters.
- Tuesday August 22nd the Borough Council Public Works Committee met here to discuss a few things and one of them was the playground bathroom.
- Instead of opening up the bathrooms at the shed, it would be more feasible to put a bathroom back in the entrance to the fitness room. It only has to be a small area, and we can add a separate door to the top of the ramp entering the fitness room. The door that already exists can be put on a timer to be open from 9am-9pm daily. We wouldn't have to worry about winterizing it or digging and installing any new water, sewer, or electric lines.
- Friday August 25th Tara Poague turned on the A/C in the lobby and by mid morning it was leaking. The light on the box was still green so we got a hold of Tettis to come look at it.
- Friday August 25th Garrett Lehman started working the afternoon open swim. He is participating in the school to work program that we started two years ago and he is doing very well. Last year Tara Poague enrolled Hannah in a co-op grant program that paid us 75% of Hannah's wages from October to June. This year the criteria has changed and the student must make a minimum of \$12/hour to be enrolled in the program, so Tara emailed the co-op grant program to see if we could possibly keep him at \$10. Now they are saying that the minimum wage isn't the issue, but they don't consider a lifeguard a valid internship into the healthcare field. So Tara rephrased the entire application and

resubmitted it to stress that a lifeguard is more advanced than most when entering the healthcare field. She is still waiting to hear back.

- Tuesday August 29th Cly Horning, Ryan Miller, Tara Poague, and Jim Lecker had a three hour meeting with four members of the AJ Palumbo Grant Board of Trustees. The meeting/tour went very well. They were extremely impressed with the building and showed interest in helping us out in the future. Cly will be helping us work on this.
- Tuesday August 29th Joe Tettis came and looked at the A/C unit in the lobby. He didn't say what could have been causing it to leak, but he tripped the box and reset it so that hopefully it will turn red and notify us the next time there is a problem.
- Wednesday August 30th the Ridgway Record had published the Best of Elk County Winners and the JCC was voted best in Elk County for Gym/Fitness Facility! Huge honor and we all deserve to be proud of this accomplishment!
- Wednesday August 30th we replaced the AED pads on the defibrillator that is in the lobby. These were given to us by Aljo Maletto because the ones that were currently in there have been discontinued.
- Wednesday August 30th Kyle Morgan gave us two tickets to the PSU vs Rutgers game on November 18th to raffle off and help us with the Park/Playground restroom project. Tara Poague made up flyers and 200 tickets if anyone wants a pack to sell stop in the office and get one or two.
- Friday September 1st I took Garrett Lehman into the basement to show him how to adjust the pool heaters, adjust the chlorine pump, and blow water out of the boiler. As soon as we got to the bottom of the stairs a piece of ceiling fell and hit Garrett in the head. This ceiling is terrifying, do we have a plan for it?
- Friday September 1st We cleaned the battery for the chair lift at the pool. It has been beeping every now and then and the trouble shoot said to clean it with rubbing alcohol then apply dielectric grease, so that is what we did.
- Wednesday September 6th I spoke to Lauren from White Oak and asked her to order us the new chlorine reader with the 5 year warranty.
- Wednesday September 6th The Gray Knights held a meeting here and afterwards presented the Rec Board with a letter stating that they reviewed our proposal for them and it will not work out. They completely understand our situation and thank us for the past 14 years.
- Thursday September 7th Tara Poague ordered two new plaques for the park benches. She got ones that will screw in instead of stick on and they are made of acrylic plastic instead of cheap metal. These were for Mary Helen Fabiano and Lisa DeMay.
- Thursday September 7th The Gray Knights came and took all of their equipment out of the building. They still haven't turned in their keys.
- The JCC was voted Johnsonburg Chamber Member of the Month.
- Friday September 8th Tara Poague ordered soup containers. We have 480 to start us off. Our first Soup Sale will be Friday September 22nd 10:30am-sold out.
- Friday September 8th after a lot of rain, Tara Poague had to put buckets back in the fitness room because it was leaking pretty heavily.
- Tuesday September 12th Tara Poague had to order toner for the printer and paper for the credit card reader.
- Tuesday July 18th Tara Poague spoke to Chris Lenze about catering an appreciation party for our volunteers on October 14th. She is available and penciled us in.

October 2023 Directors Report

- Friday September 15th Tara Poague received an email stating that the Mee Foundation agreed to give us \$10,000 specifically allocated for the completion of the HVAC on the second floor.
- Friday September 15th Judd Zilcosky and Tommy Imbrogno checked the drains on the roof and there are no leaks other than the basement.
- Thursday September 14th Jim Grumley and Curt Breaky boxed in the air condition compressor in the weight room entrance way.
- Tim and Mindy Emery are asking to do a bible study here. I asked them to provide me with details on days, times, etc. but have not heard back.
- Friday September 15th volleyball net and balls came. Tara Poague sent flyers/registrations home with 4th, 5th, and 6th graders on Tuesday September 19th for a JCC Youth Volleyball Club that she is going to run from November 1st-February 28th. She is charging \$15/month for members and \$25/month for non members. We are hoping to get 25 kids from Johnsonburg signed up, but if we don't we will open it up to third grade and possibly other towns. As of now we have 15 kids signed up.
- We are still trying to sell chances on the Penn State tickets. If anyone is able to help with this Tara Poague has them in the office.
- The new plaques for the park benches are here and need installed.
- Monday September 18th Mike Pura stopped to check out the patio. He thinks everything should be grounded out and mortared.
- Monday September 18th Judy Galsick started her medium class back up for the fall/winter. She added a second class that will be held on Thursdays for newcomers.
- Tuesday September 19th Judd Zilcosky, Tommy Imbrogno, and Dalton Stahli installed the new garbage can at the pavilion.
- Wednesday September 20th Geno Polaski came down to look at the volleyball net. Foxy Dunworth brought down extra cable for Geno to use to make it long enough to work with our 100 year old wall system.
- Thursday September 21st we had our ELK-YAK try it day. We had 50 kids bussed here from ECC, St.Marys, Johnsonburg, and Ridgway. Tara Poague has been working with a small group of influential individuals from Elk County for the past year and half on getting this program started. The goal is to inform and teach kids about the importance of taking on leadership and volunteer roles in our community. As well as getting their opinions on what changes they would like to see. It will be a four month program where the kids will meet one day a month during the school day and get the opportunity to talk to the current leaders of our community. This try it day was very successful and we hope that this becomes a sustainable program.
- Friday September 22nd was our first soup sale. We made \$668. It went well. We had a lot of soup donated and we were left with 12 quarts. We didn't have a whole lot of baked goods donated, but we should have more for this month. Next soup sale is October 27th for anyone who is able to donate something.
- Friday September 22nd Jim Lecker and his crew waxed the gymnasium floor.
- Monday September 25th the Ramettes varsity volleyball team and boy Seniors held a volleyball game here for their science class fundraiser. The net worked great, the kids had fun, and the girls won 2-1!
- Monday September 25th Jeff Costanzo finished painting the coat check closet.
- Tuesday September 26th Tara Poague and Jeff Costanzo moved everything out of the craft room on the second floor into the coat check room on the third floor.
- Wednesday September 27th Jon Updyke came and ran all of the wires and mounted the four cameras on the third floor. We need a six port hub to connect the cameras to.
- Wednesday September 27th Jon Updyke checked the power where the sconces used to be in the craft room and on the balcony and both still have power.
- Wednesday September 27th a couple of ladies asked that we put some kind of yellow tape on the step between landings going to the pool because they have a hard time seeing it so Dave Votano painted it yellow for them.

- Thursday September 28th Guardian Protection came at 8am to test the fire system. Everything is working as it should. They did however mention OSHA when looking at the computer and camera cords so we need to get these fixed.
- Thursday September 28th Brandon Mitchell came in and looked at the camera set up and figured out everything he will need to get the system up and running. He is going to come back on Saturday to hopefully get two of them working. We are going to need to upgrade our system in order to get the remaining cameras working.
- Thursday September 28th Rachel Kilhoffer, Aljo Maletto, and Ryan Miller were here observing the patio and weight room ceiling issue. They will be looking into this. They are going to do a quick fix before the winter then hopefully in the spring get a long term fix for it.
- Friday September 29th Ricky Love came in and started to dig up the steps and back parking lot.
- Saturday September 30th Brandon Mitchell came in and hooked up all of the cameras on the third floor.
- Saturday September 30th the Homecoming dance was held in the ball room. Everything went really well and the kids had a lot of fun!
- Sunday October 1st Jonathan Johnson donated and delivered his giant pumpkin. He put it out front with hay and cornstalks. It looks really nice and a lot of kids are getting their pictures with it.
- Monday October 2nd Ricky Love came and framed for the concrete out back and started grinding the grout on the patio.
- Monday October 2nd Laura Lechien started her get fit classes. It will be every Monday and Wednesday from 6-7 for twelve weeks.
- Monday October 2nd the toilet on the first floor was leaking through the ceiling above the water bottle filling station downstairs. Kellie Imbrogno and Geno Polaski shut the toilet off and covered the water bottle station. It is being determined whether the leak is coming from the pipes in the floor under the toilet or from the toilet itself.
- Monday October 2nd Tara Poague talked to Chris Lenze to finalize our volunteer party arrangements.
- Tuesday October 3rd I had my first meeting with an Elk County Focus Group. This group was created by Stackpole Hall to try and determine the barriers we face when trying to start programs in our community. The end result of this group is for Stackpole hall to grant money to help us with these problems.
- Tuesday October 3rd Ricky Love poured the cement out back and continued working on the patio.
- Wednesday October 4th Ricky Love worked more on the steps out back and finished grinding out the grout on the patio.
- Wednesday October 4th Tara Poague submitted the final report from the ECCOTA grant that we received last year.
- Wednesday October 4th TJ Weaver cleaned the pool filters.
- Wednesday October 4th White Oak dropped off our new chlorine reader. Tara Poague recalibrated it and has it ready to go for the lifeguards.
- The CJD walk is this Saturday.
- Domtar has rented our Ball Room for October 12th 13th 19th 20th 30th 31st Nov 1st and 2nd
- There is no school for Johnsonburg and Ridgway on October 27th so we are having a no school day camp for 6th-8th graders in the gymnasium. They are going to program and design their own mini golf course.
- The haunted house will be October 27th and 28th from 7-10pm. \$5/person. If anyone wants to help or knows any kids who need community service, we will be decorating the entire week leading up to these dates.
- Halloween parade/trunk or treat is October 28th, if it rains trunk or treat will be in the gymnasium.



"JAMES THE BUTLER"
For all your cleaning needs:

September Report

- 56.5 Volunteer Hours in August
- We are working on getting a bathroom up and running for the patrons at the park/playground
- Roof piping needs looked at. Tommy Imbrogno knows about this.
- Jeff Costanzo and Jim Lecker put a plastic cover over the patio to see if the weight room leak is coming from the air conditioner or something else
- Ricky Love is going to fix the weight room windows.
- Dave Votano is working on the barn door for the weight room.



“JAMES THE BUTLER”
For all your cleaning needs:

October Report

- 120 Volunteer Hours in September
- We are working on getting a bathroom up and running for the patrons at the park/playground
- Patio is getting grounded out, mortared, and sealed to help the leaking. Hilltop Masonry is doing this.
- Jeff Costanzo and Jim Lecker took the plastic cover off the patio because it didn't do anything.
- Ricky Love is going to fix the weight room windows.
- Dave Votano is working on the barn door for the weight room.
- We patched up the holes in the coat check room and Jeff Costanzo painted it. This room is done.
- Jeff Costanzo is working on the craft room now. It is painted and almost done.
- Toilet and/or drain on first floor is leaking.
- 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?

September 5, 2023

Office of the Elk County Commissioners

Meeting Minutes

Elk County, Ridgway, PA

The Elk County Commissioners met on Tuesday, September 5, 2023 at 10:00 AM, Elk County Courthouse Annex Conference Room #2. The meeting was opened with the Pledge of Allegiance. Those physically present were Commissioners Joseph C. Dagher, M. Fritz Lecker and Matthew G. Quesenberry. Also physically present were Patrick Straub, Chief Clerk; Kary Schneider, Deputy Chief Clerk; Tom Wagner, Solicitor; Dan Rimer, IT; Becki Taylor, CDBG Coordinator; Kathy McClelland, Planning Department; Bob Shaffer, Manager DuBois Regional Airport; Marilyn Secco and Brian Stockman, Press.

APPROVAL OF AGENDA

A motion was made by Matthew G. Quesenberry to approve the Agenda, seconded by M. Fritz Lecker and carried unanimously.

APPROVAL OF MINUTES

A motion was made by M. Fritz Lecker to approve the August 15, 2023 minutes as presented, seconded by Joseph C. Dagher and carried unanimously.

PRESENTATIONS

1. Update from Bob Shaffer, Manager, DuBois Regional Airport

RESOLUTIONS-

1. 2023-20 – Acknowledge Hunger Action Month – September - **A motion was made by Matthew G. Quesenberry seconded by Joseph C. Dagher carried unanimously**

OLD BUSINESS – N/A

NEW BUSINESS

1. Retroactive Application for Use of the Courthouse Lawn by Messengers Supporting Recovery/Mecca-Mann on September 2, 2023 for a luminary service for Remembrance Day for Drug Overdose Awareness Day - **A motion was made by M. Fritz Lecker seconded by Matthew G. Quesenberry carried unanimously**
2. Recommendation from Alcohol & Drug Abuse Services, Inc. to appointment Mr. Brian Harmon as a Board Member of ADAS, Inc., if approved term would be effective immediately – **A motion made by Joseph C. Dagher seconded by M. Fritz Lecker carried unanimously**

3. Present the Elk County Planning Commission's project recommendations for the FY 2023 CDBG Application – **The total CDBG allotment for FY 2023 to the County of Elk is \$218,749.00, this item was tabled until such a time that the Planning Department can present the recommendations to the Board of Commissioners**

Total Elk County CDBG Allotment	\$218,749.00
18% Admin	- <u>\$39,374.00</u>
Available Project Dollars:	\$179,375.00

Project:	Funding Approved:
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Highland Twp. Municipal Authority Water Meter Replacement Project	\$56,222.00
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Jones Twp Grinder Pumps	\$26,865.00
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Helping Hands Food Pantry	\$10,000.00
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Highland Twp. Playground Accessible Upgrade	\$48,200.00
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Johnsonburg Borough Slum & Blight Control Bergen Street/First Ave.	\$38,088.00
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PROJECT TOTAL:	\$ 179,375.00
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4. Update the Cooperation Agreement between the County of Elk and the Borough of Ridgway for Community Development Block Grant (CDBG) Program – Planning Department - **A motion was made by M. Fritz Lecker seconded by Matthew G. Quesenberry carried unanimously**
5. Agreement with Aimee Gatton, LPN to provide nursing services at the Elk County Prison - **A motion was made by M. Fritz Lecker seconded by Joseph C. Dagher carried unanimously**
6. Grant Agreement for 2023 for \$100,000 with the Pennsylvania Housing Affordability & Rehabilitation Enhancement Fund (PHARE) – Planning Department - **A motion made by Joseph C. Dagher seconded by M. Fritz Lecker carried unanimously**
7. Elk County Human Service Development Fund (HSDF) Proposals for FY7/1/23 through 6/30/24
 - A. Community Nurses Home Support Services, Inc. d/b/a Penn Highlands Healthcare at Home Penn Highlands Adult Day Services for \$2,000
 - B. Life and Independence for Today for \$2,000

- C. Office of Human Services, Inc. Area Agency on Aging for \$9,935
- D. The Guidance Center for \$7,000
- E. Dickinson Center, Inc. for \$4,565
- F. Alcohol and Drug Abuse Services, Inc. for \$7,000
- G. CenClear Services for \$7,000

A motion was made by M. Fritz Lecker seconded by Matthew G. Quesenberry carried unanimously

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

1. Civil & Environmental Consultants, Inc. regarding intent of Keystone Powdered Metal Company Co., LLC to renew its PA DEP State-Only Operating Permit # 24-00016 for St. Mary’s facility located at 251 State St. PA Code Title 25 requires a 30-day public comment period.
2. 75th District State Representative Mike Armanini invitation to attend the Dr. Betty Hayes Memorial Highway dedication ceremony on Monday September 4th from 1:30-2:00pm at the former Bennetts Valley Elementary School in Weedville, PA.
3. Keller Engineers regarding intent of Benezette Township to apply for PA DEP - PA Chapter 105 Stream Encroach Permit for the implementation on a effluent pump station at the existing wastewater treatment facility. The permit is subject to Section 1905-A of the Commonwealth Administrative Code as amended by Act 14, as well as Acts 67, 68 and 127 of the Municipal Planning Code. Project location is in Benezette Township. PA Code Act 14 requires a 30-day written notice and comment period.

GOOD OF THE COUNTY

- Open House Event – Elk County Veterans Affairs Department – **Thursday, September 21, 2023**
- The second meeting for the month of September of the Elk County Board of Commissioners will be on Tuesday, September 19th at 10am at **Twin Lakes, Main Pavilion**. Please note the change of venue. **A representative from the Allegheny National Forest will be attending to recognize the 100-year anniversary of the ANF**
- **The deadline for applications for Act 13 was August 31 and the applications are currently being reviewed**
- 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.

QUESTIONS FROM THE PRESS

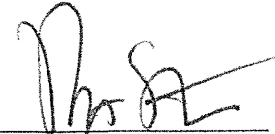
A member of the Press asked the total amount of the Elk County Human Service Development Fund proposals, New Business #7, with that total being \$50,000

QUESTIONS FROM TAXPAYERS – N/A

ADJOURN MEETING

The meeting was adjourned at 10:48AM on a motion by M. Fritz Lecker seconded by Joseph C. Dagher and carried unanimously

ATTEST: _____


Chief Clerk

**Next Meeting:
Tuesday, September 19, 2023
10:00 A.M. Conference Room #2 Annex**

September 19, 2023

Office of the Elk County Commissioners

Meeting Minutes

Location – Twin Lakes, Jones Township, Elk County

The Elk County Commissioners met on Tuesday, September 19, 2023 at 10:00 AM, Twin Lakes, Jones Township, Elk County. The meeting was opened with the Pledge of Allegiance. Those physically present were Commissioners Joseph C. Daghir, M. Fritz Lecker and Matthew G. Quesenberry. Also physically present were Patrick Straub, Chief Clerk; Kary Schneider, Deputy Chief Clerk; Tom Wagner, Solicitor; Dan Rimer, IT; Becki Taylor, CDBG Coordinator; Ryan Miller, ARS Engineering Services representing Office of Human Services; Ms. Jamie L. Davidson, Forest Supervisor, Allegheny National Forest; Rob Fallon, District Ranger, Allegheny National Forest; Ms. Laura Funaki, President, Friends of Twin Lakes; Laurie Storrar, Treasurer, Friends of Twin Lakes and Jones Township Secretary; Louise Avery, Board member, Friends of Twin Lakes; Marilyn Secco and Brian Stockman, Press.

APPROVAL OF AGENDA

A motion was made to add Resolution 2023-21, 100th Anniversary of the Establishment of the Allegheny National Forest to the Agenda by Matthew G. Quesenberry seconded by Joseph C. Daghir which carried unanimously.

APPROVAL OF MINUTES

A motion was made by M. Fritz Lecker to approve the September 5, 2023 minutes as presented, seconded by Joseph C. Daghir and carried unanimously.

PRESENTATIONS

1. Ms. Laura Funaki, Friends of Twin Lakes
2. Ms. Jamie L. Davidson, Forest Supervisor, Allegheny National Forest and/or Rob Fallon, District Ranger, Allegheny National Forest – ANF 100th Anniversary Celebration Sunday, September 24th

RESOLUTIONS

1. Resolution 2023-21, 100th Anniversary of the Establishment of the Allegheny National Forest - **A motion was made by M. Fritz Lecker seconded by Matthew G. Quesenberry carried unanimously**

OLD BUSINESS – N/A

NEW BUSINESS

1. Bid opening for FY 2022 Office of Aging – Accessible Entrance Project 108 and 118 Center Street, Ridgway, PA – **Two (2) bids were received; Bucktail Excavating Inc., St. Marys, PA \$37,250 and Stegar Masonry, Inc., Ridgway, PA \$44,000 – After being excused briefly to discuss, Becki Taylor and Ryan Miller returned asking the BOC to accept the bid from Bucktail Excavating, Inc. contingent upon approval of OHS - A motion made by Joseph C. Daghir seconded by M. Fritz Lecker carried unanimously**
2. Grant agreement with The County of Elk on behalf of CAPSEA with Pennsylvania Housing Finance Agency (PHFA) for \$175,000 for Everything Under One Roof Elevator Project - **A motion was made by Matthew G. Quesenberry seconded by Joseph C. Daghir carried unanimously with a tip of the hat to Kathy McClelland of Elk County Planning Department for spearheading this project**
3. Ratification of license renewal agreement with Permitium for the Elk County Sheriff's office. Contract effective dates 09-09-23 to 09-08-24, and shall be automatically renewed for successive one (1) year terms unless either Party provides sixty (60) days written notice. - **A motion made by Joseph C. Daghir seconded by M. Fritz Lecker carried unanimously**
4. Renewal contract on behalf of CYS with Peter VonKorff, PH. D. for FY 23/24 - **A motion made by Joseph C. Daghir seconded by Matthew G. Quesenberry carried unanimously**
5. Announcement of Act 13 Mini Grant Awards, per attached list - **A motion was made by M. Fritz Lecker seconded by Joseph C. Daghir carried unanimously (See attached list)**

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

1. Seneca Resources Company, LLC (received September 6th) regarding notice of intent for consumptive use of water for drilling and development of natural gas well(s) at Clermont Pad D located in Jones Twp, Elk County; Sergeant Twp, McKean County and Shippen Twp, McKean County.
2. Senator Robert P. Casey, Jr, United States Senate (received September 11th) regarding acknowledgement of Elk Board of Commissioners for contacting him concerning bills S. 1165, the 'Reentry Act', and S. 971, the 'Due Process Continuity Act'. This legislation concerns improving access to, and the coordination of health care for incarcerated individuals.
3. Civil & Environmental Consultants, Inc. (CEC) (received August 28th) regarding Keystone Powdered Metal Company's intent to renew its PA DEP operating permit 24-00016 at its St. Mary's facility (CEC Project 333-665). This notice is provided in accordance with PA Code Title 25 which requires a 30-day public comment period.

GOOD OF THE COUNTY

- Open House Event – Elk County Veterans Affairs Department on Thursday, September 21, 2023 during office hours, 8:30am – 4pm

- 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.

QUESTIONS FROM THE PRESS N/A

QUESTIONS FROM TAXPAYERS – N/A

ADJOURN MEETING

The meeting was adjourned at 11:06AM on a motion by Joseph C. Daghir seconded by M. Fritz Lecker and carried unanimously

ATTEST: _____



Chief Clerk

**Next Meeting:
Tuesday, October 3, 2023
10 A.M. Conference Room #2 Annex**

		MEDIA RELEASE		FALL 2023 MINI GRANT APPLICATIONS			
ACT 13		MINI GRANTS		SEPTEMBER 2023		9/12/2023	
Date Rec'd		PRIOR AWARD	Project	Funding Category	Description	Cost of project	\$75K to Grant Amount Requested
26-Jul	Elkland Search & Rescue	Y	Power Mast Antenna	Emergency Prep	Purch/install power mast on tower Command Unit-enhance communication capacity	4331.20	2165.60
11-Aug	St Marys Ambulance Service	Y	Dash Cameras, Mounts/Pagers	Emergency Prep	Dash Camera system/3-yr subscript'n @ \$5634; Pagers@\$3890/ipadMounts@\$660	10184.00	10000.00
22-Aug	Crystal Fire Dept of St Marys	Y	Carbon Fiber Air bottles	Emergency Prep	Update w/purch of (5) 45 minute air bottles	9500.00	9500.00
31-Aug	Horton Twp VFD	Y	Positive Pressure Fan	Emergency Prep	Replace PPFan used to remove smoke/gases	6500.00	5000.00
31-Aug	Jay Township VFD	Y	2023 Pierce Mini Pumper	Emergency Prep	New Pumper Truck	314147.00	10000.00
31-Aug	Ridgeway Ambulance	Y	Equip/Radio Upgrades	Emergency Prep	ALS Bags@\$2924/Radio/Pagers@\$5897.97	8821.72	8821.72
31-Jul	Millstone Township	Y	Millstone Road Repair	Roads, bridges, etc.	Dirt Road repair - 121 T DSA Stone	5626.00	5100.00
29-Aug	Fox Township Little League	N	Pavilion w Storage Shed	Environmental- parks	more per post payment estimate shed	40000.00	7000.00
31-Aug	Elk County Riders ATV	N	Electric Service Trail Dreams	Public Infrastructure	Provide Single phase electric to building site	3077.13	3077.13
28-Aug	Mt. Zion Cemetery Assoc	N	Pavilion Railing	Environmental- parks	Install railing to protect podium&enclose pavil	6800.00	5000.00
29-Aug	St. Marys Sportsmen	Y	Erosion Prevention	Water, Storm, Sewer	Purchase stone/gabian baskets to control eros	5000.00	2500.00
10-Aug	Elk County Historical Society	Y	Print Hardcopy/catalog obituaries	Records Management	Redesign Website(\$2872)/Supplies(2200.80)	5072.80	5000.00
31-Aug	TriCounty Church of God	N	Roof Replacement	Social Services	Replace Roof @ 315 Center St	44400.00	10000.00
29-Aug	Johnsonburg Knothole Assoc	Y	Park & Recreation Facilities	Environmental- parks	Construct a Building for Restroom Facilities	17800.00	10000.00
31-Aug	Shamrock Football	Y	Cooler	Public Infrastructure	Cooler @Memorial Field	5444.70	5444.70
31-Aug	Tri County Rail to Trails Assoc	Y	Storage Container	Environmental- parks	Storage Container for Tractor	6000.00	6000.00
30-Aug	Bennetts Valley Senior Ctr	Y	Heating AC Unit	Public Infrastructure	Replace Heat/AC Unit from 20118835.	8835.00	8835.00
					TOTALS	501,539.55	113,444.15
4-Aug	Elk County Fire Chief's Association		NOT A MINI-GRANT AWARD	Emergency Prep	Safety Class on Lithium Battery Emergencies fo	5950.00	\$5,950.00
							\$5,950