

**Johnsonburg Borough**  
**Regular Meeting**  
**April 8, 2024**

Call to Order  
Silent Prayer  
Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

- Regular Meeting March 11, 2024

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. EMS Voter Referendum
2. 2021 CDBG Second Ave Parking Lot Project

New Business

1. Johnsonburg Community Trust Request
2. Borough & Domtar Annual Fireworks Sponsorship

Executive Session

Public Comment on Agenda Items

Adjournment

Johnsonburg Borough  
Regular Meeting  
March 11, 2024  
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 approve the agenda. Motion carried unanimously.

Minutes: A motion was made by Councilman Poague and seconded by Councilman DePanfilis to approve the minutes from the regular meeting on February 12, 2024. Motion carried unanimously.

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 and informed Council that the department has received the \$9,421.55 tuition reimbursement for Owen Schreiber and that the full-time patrolman testing process is underway.

Fire Chief: Monthly report is on file.

Superintendent: Monthly report is on file. Superintendent Imbrogno reported that the borough's recycling trailers have been received but need to be registered before being put into service.

Council Committees: None.

Finance & Bills for Payment: President Maletto read the borough's account balances and the bills. This month's bills include General Fund - \$6,910.84, Community Center Fund - \$15,840.86, and Community Improvement Fund - \$2,972.54. A motion was made by Councilman Cherry and seconded by Councilman DePanfilis to pay the bills as presented and to accept the finance report. Motion carried unanimously.

Solicitor: Solicitor Thomas asked for the EMS voter referendum to be placed under old business in April.

Engineer & Code Enforcement Report: Monthly report is on file. Engineer Ryan Miller informed Council that the theater building (528 Market St) demolition with Bucktail Excavators should begin at the end of the month. The property and items left on the property were discussed. A motion was made by Councilman DeAngelo and seconded by Councilman Maletto to sell the times left behind on the property. Upon further discussion, this motion was rescinded by Councilman DeAngelo.

Municipal Authority: Minutes are on file.

Recreation Board: Nothing submitted.

Old Business: 1. A motion was made by Councilman Poague and seconded by Councilman DePanfilis to adopt Ordinance 01-2024 which pertains to the Shared Service Code Enforcement position with Ridgway Borough. President Maletto called for a roll call vote which was unanimous in favor of the motion. Motion carried.

2. A motion was made by Councilman Poague and seconded by Councilman Cherry to adopt Ordinance 02-2024 which pertains to the Shared Service Community & Economic Development position with Ridgway Borough. President Maletto called for a roll call vote which was unanimous in favor of the motion. Motion carried.

3. Engineer Ryan Miller informed Council that the 2021 CDBG Second Ave Parking Lot Project needs to be rebid due to rescoping of the project. After further discussion, a motion was made by Councilman Poague and seconded by Councilman DePanfilis to reject the current bids, rescope the project, and then rebid the project. Motion carried unanimously.

4. A motion was made by Councilman Poague and seconded by Councilman DePanfilis to accept the low bid on the 2022 CDBG Harrison Ave Stormwater Project. Motion carried unanimously. The contractor may change depending upon the pending withdrawal of the current low bidder.

New Business: 1. A motion was made by Councilman DePanfilis and seconded by Councilman Poague to appoint Secretary Rachel Kilhoffer as the borough's voting delegate at the Pennsylvania State Borough Association's annual convention. Motion carried unanimously.

2. A motion was made by Councilman DePanfilis and seconded by Councilman Poague to purchase an accessory for the street department's storm sewer camera. Motion carried unanimously.

Adjournment: A motion was made by Councilman DePanfilis and seconded by Councilman Cherry to adjourn the meeting at 5:10 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 March 2024.

Calls for Service	244	Parking Violations	0
Signal Calls	53	House Watches	1
Telephone Calls	57	Vehicle Lockouts	4
Investigations	37	Light outage	0
Hearings	5	B.O.L.O	9
Traffic Accidents	1	Asst. Fire/Ambulance	8
Written Warnings	25	Asst. other Police Dept.	15

**Receipts:**

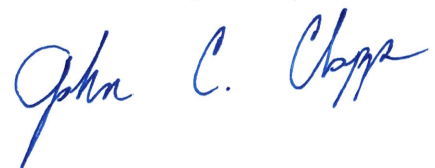
Fines	\$ 1,481.00
Reports	\$ 45.00
Tickets	\$ 0.00
<b>Total</b>	<b>\$ 1,526.00</b>

**Special Information:**

- Annual control tactics training completed on 03/11<sup>th</sup>&14<sup>th</sup>.
- ECHA support letter for safety and security grant.
- Approved \$7,500.00 Act 13 Grant for body armor.
- Full-time patrolman written/physical test held on 04/06.

Offenses:	Number	Arrest	Handled Otherwise
Drugs	4	3	1
Assaults	2	1	1
Burglary	2	0	2
Thefts	4	1	3
Criminal Mischief	2	2	0
D.U.I.	1	1	0
Disorderly Conduct	1	1	0
Mental Health	2	0	2
Sex Offenses	0	0	0
Family and Children	14	1	13
All Other Offenses	14	1 (11 MV Arrests)	13
<b>Totals</b>	<b>46</b>	<b>22</b>	<b>35</b>

Respectfully



# ***Boro report***

## ***street crew***

Fixed storm drain on bergen street.

Fixed a couple alleys.

Clean ditch on bergen street.

Put wheel bearing on 2017 police cruiser.

Marked pa one calls.

Took spreader out of 2012 f350.

Hauled white goods to recycle.

Installed new curtains on 2003 street sweeper.

Got both sweepers ready to start sweeping.

Swept sidewalks down town.

Washed all vehicles.

Held dumpster day.

Started sweeping.

Got police car ready for code enforcement.p

**Treasurer's Report**  
**March 2024**

Account	Beginning Monthly Balance	Income	Expenses	End of the Month Balance	PLGIT Balance
General	\$264,603.30	\$6,704.86	\$56,247.11	\$215,061.05	\$21,124.61
Street Light	\$70,575.57	\$6.18	\$3,396.87	\$67,184.88	
Library	\$1,718.66	\$1.26	\$0.08	\$1,719.84	
Retirement	\$101,329.44	\$8.85	\$100,000.02	\$1,338.27	\$100,074.55
Highway Aid/Liquid Fuels	\$5,531.83	\$79,919.76	\$0.00	\$85,451.59	
Borough Equipment	\$57,012.33	\$2.41	\$0.00	\$57,014.74	
Fire Services	\$74,678.80	\$3.24	\$70,000.14	\$4,681.90	\$70,270.69
Community Center	\$28,506.91	\$7,807.47	\$24,707.48	\$11,606.90	
Per Capita	\$1,348.55	\$22.00	\$1.10	\$1,369.45	
Debt Service Fund	\$31,683.87	\$5.48	\$0.21	\$31,689.14	
Community Improvement	\$114,950.85	\$4.04	\$45,564.54	\$69,390.35	
<b>Outstanding Expenses &amp; Liabilities</b>					
<b>Fund</b>	<b>Amount</b>	<b>Description</b>			
General	\$14,714.24	2023 Act 13 funding			
General	\$4,254.62	insurance payout for office carpet damage			
<b>Monthly Bills</b>					
General		Highway Aid			
Community Center		Community Improvement			
Other					



## Engineer's Report – April 8, 2024 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 Second Avenue Parking Lot Project was recently re-advertised with a condensed scope of work; bids were due on April 3, 2024. Three (3) bids were opened at the Commissioners Meeting on April 4<sup>th</sup> and were tabled to provide time for review and evaluation by Borough Council at the April meeting. The Borough was previously approved for a CDBG grant in the amount of \$17,594.00 for the project, any overage would be the responsibility of the Borough to pay. Results of the bidding was:
  1. S.E. Rodich Excavating, Inc. \$20,825.00
  2. St. Marys Paving Company, Inc, \$24,950.00
  3. RJ Vollmer Excavating \$31,100.00
- The low bid for the Harrison Ave Storm Sewer Replacement Project from St. Marys Paving Company, Inc. in the amount of \$105,994.00 was at the Commissioners Meeting on March 21<sup>st</sup>. The apparent low bid from the initial bid opening was withdrawn after the contractor acknowledged a clerical error in the original bid. The County is currently working with the Contractor to get all the contract documentation finalized and notice to proceed will be issued shortly. The Contractor is currently working on material procurement.
- We have been in constant contact with Bucktail Excavators, Inc. concerning the demolition of the old Theater building on Market Street. The Contractor anticipates starting the demolition and cleanup this month.
- The roadcrew has been working to get estimates from Costars-approved material suppliers for the required pipe and catch basins for the Center Street storm sewer project. The County will use the recommended estimate to purchase the materials so they are available when PennDOT notifies the Borough they are ready to complete the replacement work. We are also working with the County to bid out the curb replacement portion of this project with the understanding the contractor will be “on-call” once PennDOT confirms the construction date(s). Bidding is anticipated to be completed by the early portion of May.
- Work to finalize the Hemlock Street Stormwater Project design, plans and project specifications will be ramping up now that other construction projects are getting ready to begin. We will be coordinating easement agreements with the solicitor as a result of the proposed alignment. We continue to anticipate this project being advertised later this Spring. This project is being funded by an ARPA PA Small Water & Sewer Grant previously awarded by the Commonwealth Finance Authority.





- The Stormwater Management controls for the Nittany Energy/Johnsonburg Mini-Mart addition project have been installed and no issues have been noted during the most recent rain events.
- The Borough was recently notified they have received a \$50,000 grant from the Palumbo Foundation for a Restoration Project at the Community Building. This work will include the initial portion of repointing the entire brick portion of the exterior on all sides. Cly Hornung had spearheaded the application process and has been acting as a liaison with the Foundation on behalf of the Borough. According to correspondence provided by the Foundation this work is to be completed by the end of the calendar year. We have already met to discuss the scope of work and anticipate advertising the project this month with bids due shortly thereafter. We had received estimates for this work from multiple contractors for use with the application so there is interest in this project.
- We continue to work to finalize the Flood Study Report with TranSystems. They had provided pre-final plans and updated cost estimates in November which were used to complete the LSA grant application for the West End Flood Control Project. Once completed the Flood Study and plans will make the Project “shovel ready” and can be used to pursue additional funding opportunities.
- A reminder that the County Planning Office has sent out an announcement requesting applications for this year’s CDBG grant funding round. Suggestions for potential projects are welcome so we can begin planning to get scope(s) of work started and estimates generated.

#### *Code Enforcement*

- Residents are once again reminded indoor furniture is not permitted to be discarded, stored and/or set in yards and on open porches and decks subjected to weather. The material on these items is not intended to be weathered and may result in mold infestation and nuisance odors which may impact public health. This has become increasingly common throughout the Borough and can become a habitat for wildlife, bugs and vermin. Property owners will receive violation notices if these practice continues and is identified.

Respectfully Submitted,

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

Ryan Miller, PE

**JOHNSONBURG MUNICIPAL AUTHORITY**  
**Regular Meeting Minutes**  
**Wednesday, February 14, 2024**

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** – Jack Fowler, TJ Weaver, Earl Park, Duane Duffy via ZOOM, Paul Villella, Eric Poague, Tony King  
Also present: Corey McCabe, Chris Everett, Tracey Brown, Solicitor Reith, Travis Long of JHA via ZOOM

**VISITORS** – Aljoe Maletto, Joyce Maletto (The Johnsonburg Press), JR DePanfilis, Representative Mike Armanini

**APPROVAL OF AGENDA** - A motion was made by Eric Poague and seconded by Earl Park to approve the agenda (carried).

**VISITOR COMMENTS (on agenda related items)** – Representative Armanini spoke on his support of the Waterline Ext. project

**EXECUTIVE SESSION** – None

**APPROVAL OF MINUTES FROM PREVIOUS MEETING** – A motion was made by Earl Park and seconded by Eric Poague to approve the minutes from the January 10, 2024 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 Tony King and seconded by TJ Weaver to send a letter to the school requesting a letter from them in support of the Waterline Ext. project. Tony and Brian will deliver the letter to the school in person (carried).

**SOLICITOR’S REPORT** – Solicitor Reith suggested that the Administrative Committee meet with Brian and Tracey to work on updating our Rules & Regulations. He also said our Bylaws need updated. He is willing to do a re-write draft. He said that non-board members can be voted secretary or treasurer of the board, but our bylaws say differently.

**COMMITTEE REPORTS** – Chairman Fowler assigned the new committees for 2024. There was an error, so they will be announced at the March meeting.

- A. Administrative – none
- B. Operations - none
- C. Finance – none
- 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 Earl Park to approve the Treasurer’s report with a corrected date of January 31, 2024 for the bank balances listed (carried, Duane Duffy abstained).

**BILLS FOR PAYMENT** – A motion was made by Eric Poague and seconded by Earl Park to approve the bills for payment in the amount of \$ 80,233.34 (carried).

**Bank Balances as of: January 31, 2024**

**Northwest**

Sewer Money Market - \$ 64,411.07  
Payroll - \$ 145,374.32  
Water Pennvest - \$ 510.67  
Sewer Pennvest - \$ 37,856.04  
Operating Checking - \$ 107,202.62  
Sewer Savings - \$ 52,552.43  
Water Savings - \$ 194,909.80

**CNB**

CD - \$ 26,159.50  
Savings Acct. - \$ 4,284.79  
Water Project Checking (COA) - \$ 96,286.63  
Sewer Checking - \$ 7,408.37  
Waterline Extension - \$ 14.00

**PLGIT**

General Fund - \$ 513,145.53

**Debt Payments**

CNB Mortgage - \$ 327.92  
CNB Waterline Ext. LOC (interest only) - \$ 1,463.06  
CNB WWTP Upgrade LOC - \$ 3,459.20  
Pennvest - \$ 8,580.54  
Pennvest - \$ 11,718.30

**BOARD DISCUSSION** – Earl Park asked about the fire hydrants that need replaced. Brian and Angel should get together and make a plan to get these done.

**BUSINESS AFFAIRS** – A motion was made by Eric Poague and seconded by TJ Weaver to name Jack Fowler, TJ Weaver, Earl Park and Duane Duffy as signers on all bank accounts at Northwest and CNB Bank (carried).

The 2022 Audit is complete and was passed out to the board members. They will review it and discuss next month.

A motion was made by Eric Poague and seconded by Earl Park to move the money from a maturing CD into our PLGIT account to receive a higher interest rate (carried).

**COMMENTS FROM VISITORS** – JR DePanfilis commented that he thinks the agenda should contain a section for old business. Aljoe Maletto said that a copy of the audit needs to be on file at the borough office.

**EXECUTIVE SESSION** – A motion was made by Earl Park and seconded by Eric Poague to enter into Executive Session at 5:19 (carried). A motion was made by Eric Poague and seconded by Earl Park to exit Executive Session and enter into Regular Meeting at 5:55 (carried). Personnel & litigation were discussed with no action taken.

**ADJOURNMENT OF MEETING**- A motion was made by Eric Poague and seconded by TJ Weaver to adjourn the meeting at 5:56 p.m. (carried).

Jack Fowler, Chairperson  
TLB

**Johnsonburg Community Center  
Rec Board Meeting Minutes April 4, 2024**

**Present:** John O'Rourke-excused

Jim Lecker

Patty McDivitt

TJ Weaver

Tara Poague

Tracy Crowe

Sarah Grunthaner-excused

Nikki Zimmerman-excused

Scott Cherry

**Call to order 4:03 p.m.**

**February 1, 2024 Minutes**

Passed **Motion to accept:** Patty McDivitt

**Second:** Jim Lecker

**Vote:** Unanimous

**Financial Report**

See attached

Passed **Motion to accept:** Patty McDivitt

**Second:** Jim Lecker

**Vote:** Unanimous

**Open Issues**

- 1.) **Dehumidifier in Weight Room** The borough paid Jon Updyke's bill before the job was done and we aren't happy with the way he did things. We want him to extend the duct work in the weight room and extend the exhaust in the guard room and connect it with the current venting system.
- 2.) **Weight Room PM's** APEX did more damage than good the last time they were here. He fixed the broken treadmill and the next day it was broke. He came back and fixed it then two days later the other treadmill broke, and it still is out of order. We are wondering how much if any of our equipment is still under warranty; if none should we or could we outsource the servicing of this equipment and find someone else to do it.
- 3.) **Weight Room Ceiling** The leaking slowed down but is still an issue.
- 4.) **Camera's** We have twenty five camera's up and running in and around the building. Thursday Carlson's will be installing a twenty sixth one by the outside entrance to the pool. This will leave us with the one on the ramp in the weight room and the entire building will be completely done.

**Director's Report**

See attached

**Jim Lecker's Report**

See attached

**New Business**

- 1) **Earth Day** We partnered with Domtar to have an Earth Day clean up at the playground on May 4, 2024 from 8am-4pm or until finish. Domtar is paying for all the supplies that we ordered from Challenger Transport and will help us get volunteers to replace all of the mulch at the playground and on the Bridge Street side of the building, put stone around the basketball court, add decorative stone to the left side of the steps to the patio. We need as many volunteers as we can get this day (rain or shine). The more help the faster we will get done.
- 2) **Pool** The new pool heater broke, but luckily, we bought an extended warranty and were able to get it fixed for free.
- 3) **Carlson's** They have been doing really great work for us. It hasn't been easy for them, but they got all our camera's up and running along with new ones installed. They are currently transferring the old desk top computer to the new one that Domtar gave us.

- 4) **814 Archives** The website is up and running so people can order and pay online. We have five bricks sold thus far. We have only advertised on Facebook and Instagram as of now, but we will get it sent to the Ridgway Record, Kane Republican, and St. Marys Daily Press. Tara Poague put together a flyer and letter to hand out to any local businesses. We should extend the deadline so that we can give people a chance to hear about and purchase bricks alumni weekend which is July 12<sup>th</sup> and 13<sup>th</sup>.
- 5) **JCT** We decided that after building rental, cleaning fees, and salary that it is in our best interest to charge a \$600 non refundable fee to the JCT for alumni weekend. They also must provide their own tables and chairs because we do not have enough for them to use. We decided that this \$600 will go towards buying as many round foldable tables that we can get to keep for events like this.
- 6) **Hot Water Tank** The bottom blew out on our hot water tank. We called EPIC and they drove to Maryland the next day to pick up a new one for us. It cost \$10,000. They also donated about \$2,000 worth of labor and new piping.
- 7) **Weight Room Door** We have been having issues with the door closing all of the way to the weight room. We had a couple of people come and look at it and they both said that the door is old and needs replaced. We got one quote so far for \$5,000. Jim Lecker is going to get us another quote next week.
- 8) **Palumbo's Grant** Cly Hornung informed us that Palumbo's is granting us a portion of what we asked for to do the repointing of the building. We need \$200,000 and Cly asked for \$100,000. The borough is going to put bids out on this and ask for portions of the building be quoted separately and we will go from there.

**Meeting adjourned at 5:19 p.m. Next Meeting May 2, 2024 at 5:00pm**

X

*Tara Poague*

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Tara Poague  
JCC Director      Fill in Secretary

### March/April 2024 Directors Report

- Monday February 5<sup>th</sup> our 80 padded chairs were delivered for the Ball Room. We set 50 of them up at the tables and put the extra 30 in the balcony for when we need them.
- Monday February 5<sup>th</sup> the water bottle filling station started beeping and quit working. We replaced the filter and Tara Poague cleaned off the sensors and moved them so that it would stop beeping.
- Wednesday February 7<sup>th</sup> Michelle started yoga classes. She had 17 show up to the first one. Everyone seemed to really enjoy it, she has had a steady 10-17 people every week.
- Friday February 8<sup>th</sup> Tara Poague showed a guy from Gary and Sons around the building to get a quote on servicing our heat and air conditioning units including the boiler. Service twice a year, 15% discount on material, no overtime or emergency call fees for \$1,350/year. This is to compare to Tettis Plumbing and Heating that quoted us at \$1,080 to clean and service everything except the boiler. Is this something we need to do?
- Friday February 9<sup>th</sup> Larry Wilhelm and Scott Tomaski hung the tv in the billiard room.
- Monday February 12<sup>th</sup> Jim Maletto stopped in to check out the leak in the wall in Agnus's room. He said that it isn't going to be an easy fix, but he will see what he can do.
- Monday February 12<sup>th</sup> Garrett Lehman noticed that we completely ran out of chlorine. He turned the pump off and Jim Lecker ordered some to be picked up on Wednesday for us.
- Wednesday February 14<sup>th</sup> Jesse Poague went to Kersey and picked up our chlorine from Jim Lecker and we got it hooked up right away and had the chlorine back up before it got low enough the pool had to be closed.
- Thursday February 15<sup>th</sup> we hosted the ELK YAC (Youth Advisory Council). The kids got to meet with a few important leaders in our community and take a tour of the downtown.
- Friday February 16<sup>th</sup> Jim Lecker replaced the door handle on the basement door.
- Tuesday February 20<sup>th</sup> our sample brick came from Polar Engraving. It looks great. We are just waiting on them to finish up our website and pamphlet so we can begin advertising.
- Tuesday February 20<sup>th</sup> APEX cam and fixed the treadmill and replaced the cushions on some of the benches.
- Thursday February 22<sup>nd</sup> Jon Updyke installed a new breaker to run the mini splits in on the second floor without being overloaded.
- Thursday February 22<sup>nd</sup> TJ Weaver and Jim Lecker cleaned the pool filters.
- Thursday February 22<sup>nd</sup> Jon Updyke installed the dehumidifier in the weight room. This isn't running as often as it should be. Tara Poague and TJ Weaver tried to program it using the manual, but it still doesn't seem to be working right. Need to get Updyke in to look at it.
- Thursday February 22<sup>nd</sup> Jim Lecker and Tara Poague cleaned all of the filters in the mini splits.
- Wednesday February 28<sup>th</sup> was our last day for Volleyball Club. It was a successful 18 weeks. We started with 27 girls and finished with 24.
- Wednesday February 28<sup>th</sup> we had a major water problem in the weight room. Water was seeping through the mats on the floor.
- Wednesday February 28<sup>th</sup> the fire extinguisher inspector was here. He said we need a fire extinguisher in the weight room and one in the basement. He installed them for us and gave us a bill for \$300.
- Tuesday March 5<sup>th</sup> the bottom of the hot water tank blew out. We called EPIC and they ordered a new one that they said they would install. Total cost \$9,898.
- Tuesday March 5<sup>th</sup> Carlson Technologies was here working on the cameras.
- Wednesday March 6<sup>th</sup> we had to close the pool until 4pm because it was a complete mess. The pool deck was dirty, the water was dirty and cold, and we of course didn't have hot water for showers.
- Thursday March 7<sup>th</sup> EPIC came and installed the new hot water tank. They ran new gas lines and new water lines.

- Friday March 8<sup>th</sup> Brandon Mitchell from Carlson Technologies came and finished the cameras. We now have 25 working camera's.
- Friday March 15<sup>th</sup> one of the morning swim ladies complained about the bathroom door not locking in the locker room so Jim Lecker drilled a bigger hole for the lock and fixed it.
- Friday March 15<sup>th</sup> David Sallack and Justin Haupright installed a brick wall in the main room of the weight room. This was volunteer work.
- Friday March 15<sup>th</sup> Judy Galsick found a needle at the playground around 1:30pm. Tara Poague checked the cameras and can only speculate that it fell from a guys pockets because Preschool was there around 10:30 that morning and only one other guy had been there between then and it being found. No actual proof it came from him though.
- Monday March 18<sup>th</sup> TJ Weaver, Jim Lecker, Dave Votano, and Tara Poague ran three wires from the office to the weight room. One was for the camera, one for the internet, and one for the key fab door system.
- Monday March 18<sup>th</sup> Matt from EPIC came and fixed the leaking radiator in the Billiard Room this cost us \$133 He also brought us 10 new bell caps for the radiators that cost us \$497.
- Thursday March 21<sup>st</sup> Carlson came and hooked up the rest of the cameras. We now have 25 working cameras in and around the building/playground.
- Thursday March 21<sup>st</sup> David Sallack came back and put a brick wall around the sign in room at the weight room.
- Monday March 25<sup>th</sup> Tara Poague spoke with Keith Smalley (Johnsonburg native) about doing a free, one hour presentation in the ball room called "A Reference for wood". He has a collection of all different types of woods and a history lesson on them, this including a piece of the last liberty tree out of Maryland. We are thinking alumni weekend will draw the biggest crowd. Thoughts on a good time to do this?
- Monday March 25<sup>th</sup> Stephanie Distler called Tara Poague and asked her if they could use the gymnasium Saturday night alumni weekend to have dinner for the elderly people who don't want to stray away from the tradition of years past. They will have a special event liquor license, people will use tickets to get drinks, dinner will be served, and they will have a DJ. They are thinking from 5-10pm Saturday. They do not need to set up the night before. Apparently they did not want to wait for our response on this before advertising that they were doing it, so what are your thoughts on prices and terms?
- Tuesday March 26<sup>th</sup> Cly Horning, Ryan Miller, Aljo Malleto, Rachel Kilhoffer, Jim Lecker, and Tara Poague had a meeting discussing the Palumbo Grant. Cly said Palumbo's is sending us a check, but it won't be for the whole amount. We are going to have the borough put bids out to have the contractors break the building down into sections since we know we aren't getting the whole amount. We will then have to decide what we are able to do with the money we are given.
- Someone broke one of the swings in half over the weekend. We do not have a replacement swing so Tommy Imbrogno and Judd Zilcosky took the broken one down on Wednesday March 27<sup>th</sup> and Tara Poague ordered a new one and it came in already.
- Wednesday March 27<sup>th</sup> Carlson hooked up the new ethernet cable to the door in the weight room and Tommy Imbrogno and Judd Zilcosky fixed the door, but it didn't change much for the performance of the computer program.
- Thursday March 28<sup>th</sup> we had our 3<sup>rd</sup> annual celebration for intellectual disabilities awareness month. We played chair hockey and it was a great time and there were 12 participants and 8 in the cheering section.
- Thursday March 28<sup>th</sup> we held a water color class in the ball room. We had 12 kids come and they had a great time.
- Thursday March 28<sup>th</sup> TJ Weaver cleaned the pool filters.
- Friday March 29<sup>th</sup> Brandon Mitchell from Carlson came and figured out the problem with the software for the weight room door. It is working

- Monday April 1<sup>st</sup>, Tara Poague came into work and there was a sign on the front door saying the water is freezing cold. She went to the basement and checked out the situation and found that the new pool heater had an Error SFS code. She tried turning the heater off and turning it back on and nothing happened. TJ Weaver went to Seven Seas and reported this. We had this heater installed March 29, 2023 so we just passed our one year warranty, however we got the extended warranty and have one year left. They are going to send someone to service the heater and figure out what went wrong. Our old heater is working, but does not heat the water nearly as good as the new one.
- Monday April 1<sup>st</sup> Rich Warmbrodt stopped in to check out if we could tap into the power in the bathroom to get an outlet in the lobby for the tv, but he said it can't be done without a whole lot of work.
- Wednesday April 3<sup>rd</sup> Carlsons came and started to hook up our new desktop computer and get our advertisement tv running with a free software that they downloaded. He was having a hard time because our current computer is so old and again we don't have any of the information that we need from Aaron to make the process smoother. We also need the tv installed in the lobby and someone to install an outlet.
- Wednesday April 3<sup>rd</sup> Seven Seas came and fixed the pool heater and also put a new thermocouple in the old heater.
- Wednesday April 3<sup>rd</sup> we had Life Screenings in the gymnasium. They had 44 people registered.
- Wednesday April 3<sup>rd</sup> Brian Thorwart stopped in and gave us a quote for \$300 to install an outlet in the lobby for the advertisement tv.
- Wednesday April 3<sup>rd</sup> Dicky Cherry and Ben Cummings stopped by to check out the leak in Agnus's room. Ben said he remembers chiseling out that doorway way back when. They are going to let us know their thoughts on fixing it.
- Saturday May 4<sup>th</sup> we are partnering with Domtar to have an Earth Day Clean up at the playground. Tara Poague had Challenger Transport give us a quote back in February to get all new mulch for the playground and bridge street side of the building, stone for around the basketball court, and decorative stone for the other side of the porch steps to match the side that already has stone. We presented Domtar with this quote and they said they will pay for all of it, it came to \$5,946.50. Tara Poague called Challenger and placed the order to have it May 4<sup>th</sup>. Challenger is going to donate the delivery fee and some man power to help us install it. We will need as many volunteers as we can get this day (and lots of prayers for good weather). It will probably run from 8am-4pm or until finished so the more hands we have the quicker we can get done.
- Our 814 Archives website is up and running. We have it set up so people can pay online. Tara Poague made a flyer that we will hand deliver to all of the businesses in town and surrounding areas. It is advertised on Facebook and Instagram, we just have to get it to all of the local newspapers. If this is a fee is it okay if Tara still submits it?





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

## **March/April Report**

- 166 Volunteer Hours in February
- 152 Volunteer Hours in March
- Dave Votano is working on the barn door for the weight room.
- What is going on with the dumpster door? Maybe we should just take the other door off and leave it open all of the time.
- The old sandbox seats are finished being sanded. We now have to get them stained and put on the wall in the weight room.
- Dave Votano is working on installing handles on the doors on the third floor. There are 9 of them all together.
- Dave Votano is finished sanding and staining the door for the men’s restroom on the third floor.
- Kitchenette is done.
- New urinal was installed in men’s locker room.
- Terry Gabor knocked the fake wall out in the basement.
- Put a new handle and lock on the outside basement door.
- Updyke installed dehumidifier in weight room.
- Updyke installed a new breaker for the mini splits that were installed on the second floor.
- Cleaned the mini split filters.
- Swept and hosed down the whole basement.
- TJ Weaver cleaned the pool filters once at the beginning of the month and once at the end of the month in February then again at the end of the month in March.
- Jacob DeStephano put latches on all of the broken lockers in the men’s locker room.
- Put a brick wall in the weight room along outside wall and in front room where they sign in.

**March 7, 2024**  
**Office of the County of Elk Commissioners**  
**Meeting Minutes**

**Elk County, Ridgway, PA**

The County of Elk Commissioners met on Thursday, March 7, 2024 at 10:00 AM, County of Elk Courthouse, Thomas G. Wagner Conference Room. The meeting was opened with the Pledge of Allegiance. Those present were Commissioners M. Fritz Lecker, Matthew G. Quesenberry and Gregory J. Gebauer. Also present were Rick Brown, Solicitor; Patrick Straub, Chief Clerk; Emily Anders, Office Administrator; Dan Rimer, IT; Matthew Frey, Treasurer; Becki Taylor, CDBG Coordinator; Kimberly Frey, Elections Director; Scott Atwell, Warden; Tracy Gerber, Planning Director; Derick Morey, Deputy Chief of Probation; Mark Quagliani, Dinsmore Welding and Fabricating; Ryan Miller, ARS Services; a representative from Industrial Welding and Fabricating; Tiff Winkler and Pam Fingado, Cameron Elk IDD; Al Maletto, Johnsonburg Borough Manager; and Marilyn Secco, Press.

**APPROVAL OF AGENDA**

**Motion made by Gregory J. Gebauer, second by Matthew G. Quesenberry and carried unanimously.**

**APPROVAL OF MINUTES**

**Motion made by Matthew G. Quesenberry, second by Gregory J. Gebauer and carried unanimously.**

**PRESENTATIONS - N/A**

**RESOLUTIONS –**

1. 2024-07- Developmental Disabilities Awareness Month – **Information provided by Pam Fingado and Tiff Winkler from Cameron Elk IDD. Motion made by Gregory J. Gebauer, second by Matthew G. Quesenberry and carried unanimously.**

**OLD BUSINESS -N/A**

**NEW BUSINESS**

1. Bid Opening for Elk County Jail Yard Screening Project. **After review by Ryan Miller, he stated the lowest bid, held by Swanson’s Excavating and Fabricating was acceptable, as long as prevailing wages were being used. A motion made to accept this bid if the wages are correct by M. Fritz Lecker, second by Gregory J. Gebauer carried unanimously.**

2. Bid Opening for CDGB FY 2021 Johnsonburg Borough 2<sup>nd</sup> Ave. Parking Lot Project. **After bid opening, Ryan Miller requested the acceptance of the bid be tabled until the next meeting. Ryan request to take the bids to the Johnsonburg Borough to review. A motion by M. Fritz Lecker to table item, second by Matthew G. Quesenberry, carried unanimously.**
3. Bid Opening for CDBG FY 2022 Johnsonburg Borough Harrison Ave. Storm Sewer Project. **After bid opening, Ryan Miller requested the acceptance of the bid be tabled until the next meeting. Ryan request to take the bids to the Johnsonburg Borough to review. A motion by Matthew G. Quesenberry to table item, second by M. Fritz Lecker, carried unanimously.**
4. Request by Ridgway Community VBS, Application for use of the Courthouse Lawn for July 28, 2024 until August 1, 2024. **A motion made by Matthew G. Quesenberry, second by Gregory J. Gebauer, carried unanimously.**
5. Request by Ridgway Fire Department, Application for use of the Courthouse Lawn to hang a banner from May 1, 2024 through June 24, 2024. **Motion made by Gregory J. Gebauer, second by Matthew G. Quesenberry and carried unanimously.**
6. Request by Probation, new contract with LexisNexis Risk Solutions for “Accurint for Law Enforcement”. This contract will be funded by the supervision fee account. **Derick Morey provided information. This will be a 1 year contract with a cost of \$155 per month. After the first year, they would evaluate to see if this was effective. Motion made by Gregory J. Gebauer, second by Matthew G. Quesenberry, carried unanimously.**
7. Request by Veterans Affairs, 4 veteran burial requisitions and 4 veteran headstone forms. **Motion made by Gregory J. Gebauer, second by Matthew G. Quesenberry, carried unanimously.**

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

### **GOOD OF THE COUNTY**

- **M. Fritz Lecker announced 30 applications for Act 13. These would be reviewed and the winners announced at next meeting.**
- **Kim Frey, Elections Director, provided dates and information on mail in ballots and the Primary Election.**
- We welcome and encourage the public to attend our meetings.
- Introduction of the Courthouse Facility Dog, Miss Praline, will occur at the March 21<sup>st</sup> Commissioners’ meeting.
- Kim Frey will discuss the excess inventory auction to be held the week of February 24<sup>th</sup>, 2024. Auction items are located in the Annex Gymnasium for public inspection during regular business hours.
- 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**

1. Marilyn Secco, Courier Express asked Ryan Miller the expected start of the Prison Screening Project and the estimated completion time. Ryan stated the contractor has 60 days to start, unless material is not available and completion time should be 1-2 weeks.

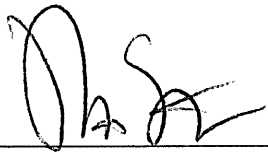
**QUESTIONS FROM TAXPAYERS – N/A**

**ADJOURN MEETING**

The meeting was adjourned at 10:35AM on a motion by Gregory J. Gebauer.

**Next Meeting:  
Thursday, March 21, 2024  
10:00 A.M. Thomas G. Wagner Conference Room, Courthouse Annex**

Attest: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'D. S.', written over a horizontal line.

**Matthew G. Quesenberry to follow Ryan Miller's advice, second by Gregory J. Gebauer and carried unanimously.**

2. Bids for CDBG FY 2022 Johnsonburg Borough Harrison Ave. Storm Sewer Project. **Ryan Miller, ARS Services stated the lowest bid was significantly lower due to a clerical error on the contractor's part. The contractor withdrew their bid in writing. Recommended St. Marys Paving at Johnsonburg Borough's recommendation with a bid of \$105,994, be awarded the contract. Motion made by Matthew G. Quesenberry to follow Ryan Miller's advice, second by Gregory J. Gebauer and carried unanimously.**

### **NEW BUSINESS**

1. Request for County of Elk Amazon Business Account with a credit line of \$10,000. Yearly cost is \$179.00 for Business Account. **A motion made by M. Fritz Lecker, second by Matthew G. Quesenberry carried unanimously.**
2. Request by Emergency Management, MOU agreement between County of Elk and Pennsylvania State Police. This is a 20 year agreement. **A motion by Gregory J. Gebauer, second by Matthew G. Quesenberry, carried unanimously.**
3. Independent Contractor Agreement between Commissioners and Diana Wolfe for cleaning MDJ 59-02-2. Rate will be \$150 per month, 2 times per month, \$1,800 per year. **A motion by M. Fritz Lecker, second by Matthew G. Quesenberry, carried unanimously. It was stated that an Independent Contractor is still needed for the St. Marys Office.**
4. Request by Veterans Affairs, 4 veteran burial requisitions and 3 veteran headstone forms. **A motion made by Matthew G. Quesenberry, second by Gregory J. Gebauer, carried unanimously.**
5. Bid Opening on behalf of Northern Tier 911 Consortium for maintenance for Northern Tier 911 Consortium's current Vesta call handle equipment. This will be for 24 months. **Two bids were received. A request was made to table a decision until the next meeting, giving MCM Consulting time to review and make recommendations. Motion made by M. Fritz Lecker to table until the next meeting, second by Matthew G. Quesenberry and carried unanimously.**
6. Spring 2024 Act 13 Grant Award announcement. **A complete list can be found after these minutes. Motion made by Matthew G. Quesenberry, second by Gregory J. Gebauer, carried unanimously.**
7. Request by Ridgway Downtown Display Committee, application for the courthouse lawn from 3/22/24 to 4/7/24 for Easter decorations. **Motion made by Gregory J. Gebauer, second by Matthew G. Quesenberry, carried unanimously.**

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

1. PA DEP [addressed to Greentree Landfill, LLC with copy to County of Elk] (received February 14th) regarding enclosure of a permit modification to Solid Waste Permit No.

- 101397 for the operation of Greentree Landfill, LLC issued in accordance with Article V of the Solid Waste Management Act, 35 P.S. Sections 6018.101 et seq.
2. SGL Carbon (received February 21st) regarding intent to apply to the PA DEP, Bureau of Air Quality, for approval to install three (3) additional coating reactors with wet scrubbers. This notice is provided in accordance with 25 PA Code Section 127.43a, as amended by Act 14 which requires a 30-day public comment period.
  3. Mersen USA GS-Corp. (Received February 27<sup>th</sup>) regarding intent to apply to the PA DEP, Bureau of Air Quality, for approval to install pulverizing equipment with dust collection. This notice is provided in accordance with 25 PA Code Section 127.43a, Section 127.413 and by Section 1905-A, as amended by Act 14 which requires a 30-day public comment period.
  4. Civil & Environmental Consultants, Inc. (CEC) (received February 28th) regarding National Fuel Gas Distribution Corporations' intent to apply to the PA DEP for a General NPDES Permit for maintenance /Replacement of Water Obstructions and Encroachments (GP-11) and a Chapter 102 Erosion and Sediment Control application for earth disturbance. Project scope includes installation and replacement of 5,689 ft of underground pipe. (CEC project #333-504). This notice is provided in accordance with Section 1905, as amended PA Act 14, which requires a 30-day public comment period.
  5. U.S. Dept of Agriculture (received March 8<sup>th</sup>) regarding initiation of an environmental analysis for the North Kane project on the Marienville Ranger Station of the ANF. This process is subject to a pre-decisional objection process pursuant to subparts A and B of 36 Code of Federal Regulations 218. The comment period end April 8<sup>th</sup>.
  6. The Borough of Ridgway (Received March 8<sup>th</sup>) regarding the application for special exception by the Peace Foundation-CAPSEA. The Zoning Hearing Board to make a determination whether and/ or whether not off-premises parking is permitted for the mixed-use Residential/ Commercial building. The hearing will be held March 27<sup>th</sup> at 5:00pm.

### 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.
- Bids are being accepted for the 1998 Chevrolet Express Van until March 28, 2024.
- Election update by Kim Frey. **Reminder of key dates.**
- Introduction of Calvin Moore as IT/GIS Director for the County of Elk, effective 3/2/24.

### QUESTIONS FROM THE PRESS N/A

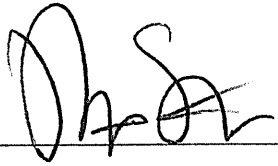
### QUESTIONS FROM TAXPAYERS – N/A

**ADJOURN MEETING**

The meeting was adjourned at 11:13AM on a motion by M. Fritz Lecker, second by Gregory J. Gebauer.

**Next Meeting:  
Thursday, April 4, 2024  
10:00 A.M. Thomas G. Wagner Conference Room, Courthouse Annex**

Attest: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "D. S. E.", written over a horizontal line.

3/18/2024		MEDIA RELEASE			SPRING 2024 MINI GRANT AWARDS			\$75K to Grant	
ACT 13	Applicant	Project	Description	FEBRUARY 2024	Amount Requested	3/18/2024 Match?	AWARD		
	Jay Twp Water	Colorimeter, BYOD Billing Tab	Colorimeter to Analyze water; BYOD billing remd	4,939.43	4,939.43	0.00	4,939.00		
	Jay Twp (Road) Supervisors	Road Grader Repair/Mtce	Repairs/tires/mtce on 1995 years old grader	8,419.72	8,419.72	0.00	7,896.00		
	Ridgway Twp Municipal Auth	Bt Jack Pump Station Generator	Installation of 22KW Generator and 100A Switch	15,450.00	10,000.00	5,450.00	5,000.00		
	Benezette Twp	Reed Bed Replacement Sewage	Replace 2 of 3 reed beds, remove walls, sludge, s	16,055.00	9,975.00	6,080.00	5,000.00		
	Ridgway VFD	Hose Replacement	Replace worn hoses - 5" and 1.75" diameters	46,398.00	10,000.00	36,398.00	5,000.00		
	Johnsonburg VFD	Radio for New truck	New radio set for truck coming in late '25	10,540.44	10,000.00	540.44	5,000.00		
	Johnsonburg Borough Police	Department Body Armor	Current armor at end of life in 2024; 7 sets +shirt	10,882.00	8,582.00	2,300.00	7,500.00		
	Ridgway Borough	Bball Hoops/Pickleball	Purchase/Install	8,360.00	10,000.00	3,360.00	2,500.00		
	Post 511 Am Legion - Fox	Paving	Phase 1 of Paving Project	17,613.00	10,000.00	7,613.00	10,000.00		
	Ridgway Elks Lodge 872	Entrance Remodel	Renovate hcap entrance/ramp and carpeting	5,095.32	4,395.32	700.00	2,500.00		
	Toby Creek Watershed Assoc	Oxygen for treatment plant	Purchase oxygen for stream and fish tanks	3,200.00	3,100.00	100.00	2,500.00		
	St. Marys Snowmobile Assoc	Access Road/Parking Lot	Stone/sprad access road and parking lot	14728	9,000.00	5728	5,000.00		
	St. Marys Rotary	City Event Park Restroom Const	New permanent restroom @ Park	80,000.00	10,000.00	70,000.00	5,000.00		
	Senior Junction of Ridgway	AED for Senior Center	Purchase new AED for Borough Owned Building	3,000.00	2,500.00	500.00	2,500.00		
	Ridgway YMCA	Outdoor space upgrade	Update landscaping/garbage can/2alimestone	5,392.00	4,665.00	727.00	4,665.00		
				405,673.64	110,576.47		\$75,000.00		
<b>ADDITIONAL AWARDS:</b>									
	JAY TOWNSHIP School Building	Emergency Repairs caused by flood	Pay out of Acct #; stipulate reimbursement if insurance w/cover it				8,500.00		
	Spring Creek Twp	Purchase Hildinger Bridge	Purchase of TEMPORARY bridge				46,096.25	Not eligible out of 135 Highway/Bridge Account	
	Ridgway Heritage Council	2024 Bicentennial Decorations	Decorations, Parade entertainment, Advertising	10,000.00	1,000.00		750.00	1,165 ACCOUNT	
	Elk County Historical Society	Preservation of Elk Co History	(3) New Computers	1,827.00	1,500.00			Gave 3 refurbished computers	