

## **MONROE BOROUGH MEETING MINUTES – 2/06/2023**

Location: Monroeton Library Meeting Room, 149 Dalpiaz Drive, Monroeton PA.

The regular meeting of Monroe Borough Council was called to order by Council Vice President Joan Grenell at 6:15pm, opening with the pledge of allegiance.

Present were Council Vice President Joan Grenell, members Bill Shaw, Brenda Munkittrick, Amy Calaman and Mayor Seth Wills. President Dan Troup, Councilmen Eric West and Leo Wills were absent. Also present were Secretary/Treasurer Laura Hewitt, Ordinance Enforcement Officer Kurt Lafy, Fire Chief Howard Fowler, Asst. Chief Tim Kerrick, plus members of the public (listed on sign-in sheet.)

Minutes from the December 5, 2022 meeting were passed unanimously by a Munkittrick/Shaw. As there was not a quorum for the January 3, 2023 meeting, there were no minutes.

The treasurer's reports for December and January were previewed, with one additional check to be signed tonite for the audit. A Shaw/Munkittrick motion to approve payment of all bills was approved. The December timesheets and bank reconciliations are currently with the auditor; Amy Calaman reviewed/confirmed the January timesheets and bank reconciliations. Budget vs Actual reports for December and January were delivered to Joan and Dan.

**Correspondence** received in December and January was reviewed, none needed action.

**Public Participation:** none

### **Borough Reports:**

**Library:** report submitted, on file.

**Fire:** report submitted, on file. Howard Fowler gave the annual report, sharing the impressive number of volunteer hours the members spend on training, toward becoming nationally certified in Hazmat Awareness, Hazmat Operations, Firefighter 1 and First Aid and CPR. He also commended the response of his crew, with 11 members making over 20% of calls, 8 members make over 25%, and Assistant Chief Tim Kerrick making 73 out of 104 calls in 2022.

**Ordinance Enforcement:** report submitted, on file. Kurt responded to an inquiry about the next judicial sale, and will check again on availability of grants to demolish blighted buildings. He also presented information from RadarSign company. There was some discussion, but no decisions made.

**Levee Project:** DEPs consultant is planning for the work at Monroe Hose Company, and would like to do a walkover inspection of project alignment where there are no easements. Due to past resistance, council agreed that without further specifics, it would be wise to avoid the no-easement properties.

**Streets:** One street was missed in the last plowing; fortunately, it was a minimal snow and quick warmup. The new plow driver is now aware so the street will not be overlooked next time.

**Buildings/Grounds:** Karen and Jeff King donated **basketball nets for the playground.** Karl Cook will get the necessary paperwork to confirm the Borough **Spring Clean Up**

dates. Laura met w/Gary Martell, providing pictures and measurements to NTCC for the **bulletin board**. Students are currently working on high school play sets, but he expects this project can be scheduled soon. Laura will refer remaining questions to Al

**Vandalism:** Still no response from Penelec to our December inquiry to apply for "joint use attachment" on their poles.

**Fire Escape:** remains on Al's 'to-do' list.

**Public Utility:** Lights are out by 340 James Monroe, and on the corner of Main and Burlington Drive by Shaw's Furniture. Laura will submit a report.

**Water/Sewer (TMA):** Bill noted the Authority is pursuing delinquent bills, some with quite high balances. He commended the work of the new manager.

**Finance & Insurance:** Because there was not a quorum at the January meeting, approval of a required tax resolution was delayed until tonight. A Munkittrick/Shaw motion passed unanimously to pass **Resolution 2023-01**, directing the tax collector to waive addl charges for RE taxes in certain situations as required by Act 57.

A short review of the **23-24 Insurance** items list was made, with questions/corrections to be sent to Selective insurance.

**2022 Audit:** Management inquiry letters were distributed and completed this evening, the DRAFT DCED Audit and Finance Report was presented/ready for review, Joan signed the Draft Approval and Management letters. Laura will confirm 2<sup>nd</sup> signature before returning to the auditors.

**PLGIT** investment acct info is still needed for Joan to review.

**EMC:** Jenn phoned before the meeting to report that she is unable to assist with the training as she had previously offered, due to state limitations. The training must be completed online or in person, in either case with the state selected trainer and on the state scheduled date.

**Mayor:** nothing to report.

### **New/Other Business:**

An inquiry from Jan Astore was relayed, wondering if we might notify the public in newspaper about **tax increase**. Because it was already advertised multiple times (via budget inspection and ordinance notices) with no inquires, the consensus of Council was it was not necessary at this late juncture. If complaints arise, calls should be directed to Joan or Dan.

**State Ethics forms** were distributed tonite, and must be completed/returned by the April meeting.

**Official Notice for Municipal Primary Election** was provided, 3 council seats are to be filled; incumbents to renew are Brenda, Joan, and Amy.

We should have a new **bond from Chesapeake**; Laura needs to double check the date the prior agreement runs out, if not already.

The meeting was adjourned at 7:30 pm by a unanimous Shaw/Munkittrick motion.

**(not OFFICIAL without signature and seal)**

Respectfully submitted by Laura H Hewitt, Borough Secretary