

## **MONROE BOROUGH COUNCIL MEETING MINUTES – 10/02/2023**

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

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

Present were Council President Dan Troup, Vice President Joan Grenell, members Bill Shaw, Brenda Munkittrick, Leo Wills and Eric West. Amy Calaman and Mayor Seth Wills were absent. Also present were Secretary/Treasurer Laura Hewitt, Ordinance Enforcement Officer Kurt Lafy, Borough Maintenance and Roadmaster Al Pronti, Eric Casanave (Stiffler/McGraw Engineers), PA State Trooper Santiago, plus members of the public (listed on sign-in sheet.)

Minutes from the September 6, 2023 meeting were passed unanimously by a Shaw/Munkittrick motion.

An **Executive Session was held via phone on September 7, 2023**, at 5pm. Bill, Joan, Leo, Brenda, and Dan to agree upon bid offer for the Hose Company property. A Wills/West motion was approved tonite to affirm the \$13,025 bid presented and awarded for purchase of parcels 24-99.03-109 and -110 from the Monroeton Hose Company.

The treasurer's report for September was approved, with a Munkittrick/Shaw motion to pay bills as presented. As Amy was absent, the reconciliations and time sheets were taken by Brenda for later review. Budget vs Actual reports through September were distributed to all Council Members.

**Correspondence** received in September was reviewed; it was noted that Penelec is planning an outage for Saturday, Oct 14<sup>th</sup>, from 8am to noon.

**Guests: Trooper Santiago** gave an update past activities and the status of investigations. As he is the lead investigator on the case in question, he invited anyone with remaining questions to contact him.

**Eric Casanave** reported on the findings of the recent tour of Monroeton Streets (see borough reports below.)

**Public Participation:** The recurring question about the levee status is addressed in the borough reports below.

### **Borough Reports:**

**Library:** report submitted, on file. A thank you note for the borough's annual contribution was received. The 2024 request also noted the additional building maintenance, custodial services, and utilities provided by the Borough.

**Fire:** report submitted, on file. A Volunteer Fire Relief Association Audit was also received and is on file.

**Ordinance Enforcement:** report submitted, on file. Kurt will send a 'chicken section' which will be incorporated into the 'animal section' to council members for preview. He also asked for specific comments on the 'landlords' responsibility' as he is finalizing that draft. He provided an update on pending issues, and noted the state is responsible for the tree stuck under the bridge.

**Levee Project:** Laura prepared a chronology for discussion before calling Rep Owlett's office. Kim, his scheduler, will get back to us in response to our request that he attend a meeting.

**Streets:** Eric Casanave presented a spreadsheet of costs for "heavy duty" and "conventional" repairs for various streets to consider in the LSA grant proposal for **street**

**paving.** He noted the exacerbated damage to Shaw Blvd and Canton due to the recent water line replacement, with the costs of just those two reaching the million dollar grant ceiling. He suggested some "mill and fill" might leave funds for other roads. Emails between now and the next meeting will explore possible street combinations. He will attend the October 16 meeting to continue planning.

Concerns about cars pulling onto the grass at the corner of Spencer and Canton were discussed. A West/Munkittrick motion was passed unanimously to have AI check with the property owner, and with permission, lay down modified gravel.

Chesapeake contacted us to report the **sound barrier** at their water takeout location will be installed this week.

**Buildings/Grounds:** The **brick pointing** grant application is being finalized by Katie at NTRPDC, to be submitted next week. A Munkittrick/Wills motion to sign a letter to commit the required matching funds for the Keystone Public Library grant application was passed unanimously; A Wills/West motion also passed unanimously to approve Resolution 2023-04, designating Laura Hewitt to "execute all documents and agreements" for the grant.

There was discussion regarding the size of a **building** that might be placed on the new property purchased from the Hose Company, and whether steel or stick built would be better; Eric and Leo will begin looking for estimates. Natural gas, water / sewer, and electric hookups are all onsite. It is hoped concrete could be done as early as this year, and a 'wish list' of ideas was begun.

**Vandalism:** As noted above, PA State Trooper Santiago invited anyone with further questions regarding the recent unresolved complaints to contact him directly. It was also noted the cameras seem to be helping reduce the playground vandalism.

**Fall Cleanup** – is scheduled for October 6 & 7, and was advertised in the Daily Review last Saturday, in addition to the flyers posted on bulletin boards and in the Library.

**Fire Escape:** remains on AI's long term 'to-do' list.

**Public Utility:** Stiffler/McGraw submitted their sealed report noting the **Bridge Light Poles** are in "satisfactory condition" and recommended future inspections to be done on the same schedule as each routine NBIS bridge inspection. Laura submitted their report to PennDOT.

**Water/Sewer (TMA):** TMA is in the process of **updating both the Water and Sewer Rules and regulations**; Laura was directed to post their DRAFT on our website. Bill noted regular meetings of the committee will be cancelled when there is no new business to discuss.

**Finance & Insurance:** Act 13 funds were moved to **PLGIT**, and yielded over \$200 interest in just 2 weeks. Laura notified Kilmer to begin **insurance shopping**. Per Caleb, the earliest they can request bids is 120 days in advance of renewal, so cannot begin until January. Laura is meeting w/Caleb tomorrow to sort out Selective billing. **Budget planning** began this evening.

**Mayor:** Seth Wills noted trick or treat will be on October 31st, from 6 to 8 pm.

**EMC:** no report

**New/Other Business:** Dustin Wells fixed a network connection problem with the printer, and showed Laura how to resolve it in the future. His bill will be on the October list. Laura is also scheduling a visit in November for several other computer issues.

Laura and Kurt will be gone from Oct 25 thru Nov 2 or 3, so the office will be closed.

The meeting was adjourned at 8:35 pm by a unanimous Wills/Munkittrick motion.

(NOT OFFICIAL WITHOUT SIGNATURE AND SEAL)

Respectfully submitted by Laura H Hewitt, Borough Secretary

## **MONROE BOROUGH COUNCIL MEETING MINUTES – 10/16/2023**

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

A second October meeting of Monroe Borough Council was called to order by Council President Dan Troup at 6:15pm, opening with the pledge of allegiance.

Present were Council President Dan Troup, Vice President Joan Grenell, members Bill Shaw, Brenda Munkittrick, and Leo Wills. Amy Calaman, Eric West, and Mayor Seth Wills were absent. Also present were Secretary/Treasurer Laura Hewitt and Eric Casanave (Stiffler/McGraw Engineers)

**Minutes** from the October 2, 2023 meeting will be approved in November.

No interim **treasurer's report** was presented; Laura passed along the PLGIT bank statements and reconciliations to Brenda, since they were not available at the last meeting.

**Correspondence** received from BC Borough's association was noted, as the Oct 25 dinner meeting needs an RSVP by Oct 20.

**Public Participation:** none

### **Borough Reports:**

**Levee Project:** Rep. Clint Owlett has agreed to attend the December 4<sup>th</sup> meeting.

**Streets:** Eric Casanave presented revised spreadsheets of costs for various combinations of streets to be included in the LSA grant proposal for **street paving**. A Wills/Grenell motion passed unanimously to approve Resolution 2023-05 requesting Statewide Local Share Assessment (LSA) grant of \$996,000 to be used for the Borough's Paving Project, designating Daniel Troup, President, and Laura Hewitt, Secretary/Treasurer as officials to execute documents, and authorizing Stiffler McGraw, as Borough Engineer, to prepare and submit the grant application on the Borough's behalf.

**Buildings/Grounds:** Laura was directed to check with the Hose Company and their solicitor to find out the status of the property purchase.

**Finance & Insurance:** Budget planning continued; the proposed drafts will be distributed to council members in advance of the November meeting.

**All other reports** were tabled until the November meeting.

**New/Other Business:** A car that was disabled and left blocking handicap spaces for several days was towed from the Hose Company parking lot by the State Police.

The meeting was adjourned at 7:10 pm by a unanimous Wills/Munkittrick motion.

(NOT OFFICIAL WITHOUT SIGNATURE AND SEAL)

Respectfully submitted by Laura H Hewitt, Borough Secretary