

## **MONROE BOROUGH COUNCIL MEETING MINUTES – January 8, 2024**

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

**The reorganization meeting** of Monroe Borough Council was called to order by Mayor Seth Wills at 6:20pm.

Present were Mayor Seth Wills, Dan Troup, Joan Grenell, Leo Wills; Brenda Munkittrick joined via phone (due to illness) Bill Shaw and Eric West were absent.

Also present were Secretary/Treasurer Laura Hewitt, Ordinance Enforcement Officer Kurt Lafy, Borough Maintenance and Roadmaster Al Pronti , outgoing Fire Chief Howard Fowler, incoming Fire Chief Matt Walter, plus several members of the public (listed on sign-in sheet.)

Joan Grenell's nomination of Dan Troup as Council President passed unanimously. Dan Troup's nomination of Joan Grenell as Vice President also passed unanimously.

At this point, President Dan Troup assumed the chair and continued the meeting.

Joan Grenell's nomination of Brenda Munkittrick as Pro Tem passed unanimously; Dan Troup's motion of Leo Wills as Vacancy Board Chair passed unanimously.

A Munkittrick/Wills motion passed unanimously to keep Scott Pelling (of Neimeic, Smith and Pelling) as our Borough Solicitor, Stiffler/McGraw as our Engineer; and naming Bill Tilley of Bradford County Sanitation as our designated Sewage Enforcement Official.

A Troup/Wills motion passed unanimously naming Citizens & Northern Bank, and Pennsylvania Local Government Investment Trust (PLGIT) as the depositories for borough funds.

Committee assignments remained unchanged from last year, except for removing Amy since she is no longer on council. The committee and members follow.  
Finance/Insurance: Joan, Brenda; Building/Grounds: Brenda, Leo, Eric; Streets: Leo, Eric; Utilities: Bill, Leo, Eric; and Water: Bill, Joan. As Council President, Dan is also a member on each committee.

The reorganization portion of the meeting adjourned at 6:30pm.

**The regular meeting** of Monroe Borough Council was called to order by Council President Dan Troup at 6:30pm, opening with the pledge of allegiance.

Minutes from December 4, 2023 meeting were passed unanimously by a Grenell/Munkittrick motion.

The treasurer's report for December was approved, with a Wills/Grenell motion to pay bills as presented. Laura noted that the bills included State Fund checks drafted on 12/31/23 to cover allowable state expenses previously paid through the general fund in 2023. A Grenell/Wills motion passed unanimously to close the "Playground Funds" (acct

107, a sub account) by transferring the remaining funds into the PLGIT Trust Account (acct 106). Budget vs Actual reports for December were delivered to Joan and Dan. Joan took the timesheets for review; Laura is still working on bank statement reconciliations.

**Correspondence** received was reviewed. Based on Jeff Rosenheck's advice, Laura will join council members attending the NIMS Overview Session on January 9. PennDOT sent notice of the revised Bid Thresholds; Scott Pellingier provided advance notice of his impending retirement, effective in November, to give Council time to find a replacement.

**Public Participation:** Judy Kerrick asked Council to contact PennDOT regarding pipes they installed that are increasing flooding in her yard. Kurt will contact Jared McMicken at the PennDOT County Maintenance Office. Tammy Howard inquired about the timeline on zoning ordinance revisions; Kurt is working on them but cannot provide a definitive end date. She also expressed concerns about the cemetery fence; Kurt will follow up. Ron Ferguson asked, if the property owner was willing and had the equipment, could that owner rebuild the retention mound that has been washing away.

#### **Borough Reports:**

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

**Fire:** Howard Fowler presented his annual report, noting great pride in his volunteers, "a good bunch, taking care of you". Council unanimously and appreciatively echoed his sentiment. After highlighting several accomplishments, Howard introduced Matt Walker as the incoming Fire Chief. Howard will remain involved, as 1<sup>st</sup> Assistant Fire Chief. Dan thanked Howard for the annual reports and all the behind the scenes work.

**Ordinance Enforcement:** report submitted, on file. Kurt has cancelled Ms. Decker's violation notices and notified the new owner. There are still complaints about a **calf being garaged** in the borough, Kurt will follow up. Joan questioned whether backyard solar installations are, or can be, addressed in our ordinances. Kurt will look into it.

**Levee Project:** Ron Ferguson and Judy Kerrick asked to be notified in advance of Rep. Owlett's anticipated walking tour of the creek bed when it is scheduled.

**Streets:** DCED Zack Smith completed initial review of **Borough Paving Project** LSA Grant application; will contact if he has any questions.(12/12/23 email)

Tyrel Madigan, no longer available for **plowing**, returned his garage key on 12/7. Tim Kerrick agreed to plow as needed, and has been added to our insurance.

Regarding our **speed radar sign**, email clarification was received from Joseph Lyons of PennDOT regarding prohibitive staffing requirements noted in the 26 page Traffic Signal Maintenance Agreement: "*The department understands that the borough will use municipal personnel to maintain this device **and is not requiring the borough to hire a traffic engineer or a signal specialist/technician.***" Laura will now prepare the required pages for Dan's signature.

**Buildings/Grounds:** The title search on the **new borough property** was done by or before 12/7, but no further work appears to have been done, auto response email indicated 'on vacation until Jan 2.'" Planning for the new building cannot be delayed further. Leo, Eric, Dan and Kurt will work out specs to be advertised after review at the February meeting, with a target of opening bids at the March meeting. Ideally, after summer construction, an open house could be held in early fall.

In response to inquiries about the **playground**, Al noted he will be getting mulch in the spring.

**Vandalism** – Two cameras are not working; Seth and Leo inspected and believe they need to be replaced. It was noted how vandalism has decreased since folks are now aware of the effectiveness of the cameras.

**Public Utility** – Laura reported lights out in Hose Co parking lot, library parking lot, and Wilcox St; Wilcox was replaced the day after reporting. Lights are also out on Hemlock and on Shaw Blvd, but Laura needs specific addresses to submit outage reports. She noted that anyone can report outages on Penelec's website, with NO login or account numbers required.

**Water/Sewer (TMA)** no report

**Finance & Insurance:** Laura was asked to contact Caleb Sheldon to begin the process of obtaining insurance quotes earlier this year.

**Mayor Seth** no report

**New/Other Business:** Laura noted a change in her daily routines, necessitating a change to the **scheduled office hours**. The office will now be open on Tuesdays instead of Thursdays, with the same listed hours of 10am to 1pm. She will also continue to be available "as needed", as she works flexible hours during the rest of the week and does check email from home daily.

The meeting was adjourned at 7:54 pm by unanimous Wills/Munkittrick motion.

(WEB COPY: NOT OFFICIAL WITHOUT SIGNATURE AND SEAL)

Respectfully submitted by Laura H Hewitt, Borough Secretary