

WEB COPY: MONROE BOROUGH COUNCIL MEETING MINUTES – March 4, 2024

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, Brenda Munkittrick, Leo Wills, and Eric West. Councilman Bill Shaw, and Mayor Seth Wills were absent. Also present were Secretary/Treasurer Laura Hewitt, Ordinance Enforcement Officer Kurt Lafy, Borough Maintenance and Roadmaster Al Pronti, Fire Chief Matt Walter, Assistant Chief Tim Kerrick, Caleb Sheldon (Kilmer Insurance), Eric Casanave (Stiffler/McGraw Engineers) plus members of the public (listed on sign-in sheet.)

Minutes from the February 5, 2024 meeting were passed unanimously by a Munkittrick/West motion.

The treasurer's report for February was approved, with a Grenell/West motion to pay bills as presented and to add the Guthrie CPA bill. Timesheets and reconciliations were taken by Brenda for review. Budget vs Actual reports through February were delivered to Joan and Dan.

Correspondence included a request from Valley Energy for advance notice of planned excavations, and a notice from PennDOT regarding proposed milling and resurfacing of a section of 220, which was relayed to Valley Energy. PennDOT will hold their County Maintenance Municipal Outreach Program on April 4, 2024.

Public Participation: Ron Ferguson inquired about the Levee (see Levee report below)

Insurance: Caleb distributed copies of insurance options, with quotes from Selective and EMC. After comparing coverages and pricing, a Wills/West motion passed unanimously to accept the insurance bid from Selective.

Borough Reports:

Library: the monthly statistics report was submitted and is on file. Laura reported that the borough was awarded the Keystone grant for \$62K based on an estimated cost of approximately \$132,000, with our required \$70K match.

Fire: Matt Walter presented the Incidents Report for February, with a copy on file. He noted the first Chicken BBQ will be Saturday, 3/31, with pre-orders recommended.

Ordinance Enforcement: Kurt reported on a number of violations he is currently following up on, his submitted report is on file. He was unable to contact anyone about the cemetery, and was given two names to try.

Levee Project: – Representative Owlett has contacted DEP on Monroe Borough's behalf, and is trying to set up a meeting with DEP staff and anyone interested from the borough and council to review where things stand and to be available to answer questions.

Spring Cleanup: With appreciation again to Karl Cook, he scheduled the cleanup for April 12th & 13th, and provided the contract for Dan's signature. Laura will submit after scanning.

Streets: The required agreement (#TMSA- 08406) for the **speed radar sign** is fully executed, Dan signed an "Application for Signal Approval" this evening; Laura will scan to submit this week. Al noted pothole repairs he is working on; and will try to resolve a visibility issue at the corner of Ames and Canton.

Buildings/Grounds: Eric Casanave met with Leo and Dan to discuss specs for a proposed 40 x 40 insulated building on the **new borough property**. He confirmed with the county that a "minor development plan" is required. Eric provided a cost proposal, noting an approximate 3 month timeline for Stiffler/McGraw to have the bid package ready for advertising. No action was taken. By email, our solicitor is seeking documentation that provides the legal authority for the Fire Company to sell,

Vandalism – The camera model we use is no longer available; however, the two "broken" cameras have inexplicably begun working again.

Public Utility – Laura's request to Penelec on 2/6 generated only an auto response; Laura will need to follow-up again. Dan noted several lights out, and will get addresses or pole numbers to Laura.

Water/Sewer (TMA) no report

Finance & Insurance: Laura distributed "Management Inquiries About Fraud" to Joan, Brenda, and Seth (via Leo). They need to be completed and returned to Guthrie & Co P.C. as part of the **2023 Audit**. The draft financial statements were also made available for review, both "Draft Approval" and "Management Representation" letters were signed for returning to our CPA (Guthrie & Co) tonight.

Several council members completed and returned their Ethics Reports tonite.

EMC: A Grenell/Munkittrick motion passed unanimously to approve Resolution 2024-02 adopting the February 8, 2024 update for the Bradford County Emergency Operations Plan.

Mayor Seth no report

New/Other Business:

Timothy Kerrick is interested in filling the **vacant seat on Council**, Laura will begin the process to petition the courts to have him appointed.

The meeting was adjourned at 7:25 pm by a West/Wills motion.

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Respectfully submitted by Laura H Hewitt, Borough Secretary