

## **WEBCOPY MONROE BOROUGH COUNCIL MEETING MINUTES – November 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, Council members Tim Kerrick and Leo Wills. Council members Bill Shaw, Brenda Munkittrick, Eric West and Mayor Seth Wills were absent. Also present were Secretary/Treasurer Laura Hewitt, Ordinance Enforcement Officer Kurt Lafy, Borough Maintenance and Roadmaster Al Pronti, plus members of the public (listed on sign-in sheet.)

Minutes from the October 7th and 21st, 2024 meetings were passed unanimously by a Wills/Kerrick motion.

The treasurer's report for October was approved, with a Grenell/Kerrick motion to pay bills as presented. An additional Grenell/Wills motion was approved to transfer \$3,034.88 from the State Checking to the General Checking to reimburse for some of the prior year's allowable state expenses. The County is increasing the rent paid for election space and required an updated lessor signature. Rather than delay processing by correcting "Library" to "Borough" as building owners, Joan signed the form. There have been no problems in the past depositing the rental checks which the library endorses to the Borough upon receipt. Laura noted she replaced the current debit card, re-set the Amazon Account password, and inquired about a credit card option at the bank; Dan will investigate further. PAUC issued a statement (requiring another online password change) for a balance not yet due; there has been no response from Penelec regarding their billing errors; multiple scam invoices and "ACH" payment notices were received. PLGIT provided an "updated information statement" available online. October timesheets, bank statements and reconciliations were taken by Joan for review; budget vs actual reports were delivered to Dan and Joan.

### **Correspondence:**

- **County Hazard Mitigation Update** meeting options were offered, but on too short notice to attend, participation is mandatory. Laura should forward to our EMC.
- **Lucy WP Temp Waterline notification**, reviewed by Dan, does not affect the Borough, so no response needed.
- Chesapeake Energy is now "**EXPAND ENERGY**" (merged w/Southwestern Energy.)
- **Office of Open Records** (OOR) updated their Right To Know (RTK) form & policies; Laura should participate in one of the free online trainings when her schedule allows.
- **PennDOT Fall newsletter re: Drainage Responsibility**, Laura was directed to forward information to committees instead of trying to review all of it.

**Public Participation:** No non-agenda items were addressed.

### **Borough Reports:**

**Library:** The monthly report was provided.

**Fire:** report was received from Chief Matt Walter, Tim Kerrick presented the report. Dan noted that there were MANY compliments about the coverage the hose company provided for trick or treating.

**Ordinance Enforcement:** Kurt learned the state imposes a \$5,000 administrative fee for grants on blighted properties. Because the application was already submitted based on the estimated cost of the demolition and cannot be revised, another \$5,000 should be added to the borough budget to cover the state fee.

**Levee Project:** John T forwarded Rep Owlett's notice of **new bills introduced** to increase emergency permits which would allow clearing 250 ft of bridge vs the current 50 ft; Laura will post to the levee page on the website. Cole Hilsher (DEP) requested an update on Council progress reviewing the **Right of Way drawings**; Laura will bring materials to November 18 meeting.

**Streets:** The outriggers for the **speed radar sign** were ordered and received, Al expects to have them welded on by tomorrow. Our **LSA Paving grant** application was denied. Al noted work being done on streets and cleaning branches, notably around a pole on Canton Street to improve visibility.

**Buildings/Grounds:** Re: the **brick pointing** project, Laura submitted the Keystone Grant Quarterly Progress Report on 10/10; Ed Lupico sent a notice that our UEI number expired. Our records show it is good through March 2025, so Ed is checking with the contract coordinator.

Four bids were received. Gorski Engineering provided a bid analysis spreadsheet and recommendation. A Wills/Kerrick motion passed unanimously to approve a contract award to Johnson Quarries, Inc. in the amount of \$105,000.00 pending the verification of references of similar repointing projects successfully completed by November 15, 2024.

A purchase order has been placed with Playground Outfitters for a swing set. Pricing for a basketball backboard and hoop at all online vendors were too high, so was not ordered, further shopping options need to be explored.

**New borough property, aka 234 Shaw Boulevard:** No report.

**Vandalism:** The camera subscription has been updated and re-set to auto renew in the future. No incidents were reported.

**Clean-up** was held on October 4<sup>th</sup>& 5<sup>th</sup>, no invoice has been received yet.

**Public Utility:** Tim will double check on the middle light on the bridge.

**Water/Sewer (TMA):** Bill Shaw had previously asked for someone to attend the water board meetings; Eric had agreed but the new meeting schedule might conflict with his work hours. Tim agreed he would be willing to go if Eric cannot.

**Finance & Insurance:** Budget planning will resume on November 18 at 6:15 pm.

**EMC:** The G-402 training certificates have been located and we now have our copies in our Borough files. The Delps submitted a letter of resignation effective December 31<sup>st</sup>. A Wills/Grenell motion passed unanimously to accept the resignation of Lyle and Jennifer Delp as the Borough's Emergency Management Coordinator and Assistant Coordinator with regret. Tim will try to find someone willing to fill the vacancy.

**Mayor Seth Wills:** no report

The meeting was adjourned at 7:23pm by a Wills/Kerrick motion.

**NOT OFFICIAL WITHOUT SECRETARY SIGNATURE AND BOROUGH SEAL**

Respectfully submitted by Laura H Hewitt, Borough Secretary

**WEBCOPY MONROE BOROUGH COUNCIL MEETING MINUTES – November 18, 2024**

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

A second November meeting of Monroe Borough Council was called to order by Council President Dan Troup at 6:15pm.

Present were Council President Dan Troup, Vice President Joan Grenell, Council members Leo Wills and Tim Kerrick. Council members Eric West, Bill Shaw, Brenda Munkittrick, and Mayor Seth Wills were absent. Also present was Secretary/Treasurer Laura Hewitt. No members of the public were in attendance.

**Minutes** from the November 4, 2024 meeting will be approved in November.

**Public Participation:** Prior to the meeting, Judy Cole came to the office requesting that the fire siren be repaired. Tim Kerrick noted that the Hose Company will not take on the cost of the repair.

**Borough Reports:**

Only the budget and the levee were addressed this evening.

**Finance:** After review and minor adjustments, a Wills/Kerrick motion passed unanimously to approve the 2024 General Budget to be advertised in time for a vote at the December meeting. A Wills/Grenell motion passed, with 3 years and Tim Kerrick abstaining, to approve the 2025 State Proposed Budget, to be advertised.

**Levee:** The April 9, 2024 Right-of-Way Acquisition Drawing Revisions letter and RW maps were reviewed and discussed. The letter lists some adjustments, revisions and additions to the prior Sponsor Agreement agreed to in 2014. There are issues of concern with these revisions, so the letter accepting them was not signed.

The meeting was adjourned at 8:00 pm.

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Respectfully submitted by Laura H Hewitt, Borough Secretary