

WEB COPY MONROE BOROUGH COUNCIL MEETING MINUTES – December 2, 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 Eric West, Tim Kerrick, Leo Wills, and Mayor Seth Wills. Council members Bill Shaw and Brenda Munkittrick were absent. Also present were Secretary/Treasurer Laura Hewitt, Ordinance Enforcement Officer Kurt Lafy, Borough Maintenance and Roadmaster Al Pronti, Fire Chief Matt Walker, plus members of the public (listed on sign-in sheet.)

Dan announced a change in order of agenda items, to address those needing motions first, so he could leave the meeting early.

Minutes from the November 4th and 18th, 2024 meetings were passed unanimously by a West/Kerrick motion.

The treasurer's report for November was approved, with a Wills/Grenell motion to pay bills as presented. November timesheets, bank statements and reconciliations were taken by Joan for review; budget vs actual reports were delivered to Dan and Joan.

Finance & Insurance: The proposed budgets were advertised last month. A Wills/Grenell motion passed unanimously to cover the budgeted deficit in the general fund with a transfer from the PLGIT trust account. A West/Grenell motion was approved unanimously to adopt the 2025 General and State Budgets as proposed. A West/Grenell motion passed unanimously to engage Guthrie & Co for the 2024 Audit at a cost NTE \$6,500. A West/Kerrick motion passed unanimously to renew the Borough's engineering agreement with Stiffler/McGraw.

At this point, Dan left and Joan chaired the remainder of the meeting.

Correspondence received in November was reviewed and assigned to committees or as noted:

11/1 email, PA Emerg Mgmt Agency: **Flood Mitigation** Assistance w/3 attachments re: Funding Opportunity & Application (to Floodplain folder)

11/6 email, Progress Authority requested a copy of our **broad band** ordinance; Laura sent again.

10/31 email, PennDOT FALL NEWSLETTER, **Drainage Responsibility** (to streets committee)

11/6 email, PennDOT **WINTER SERVICES** GUIDE (to streets committee)

11/8 email, David Henry Vision Planning: **Hazard Mitigation Plan** Update Power Point (34 pg attachment avail) (Mayor will review, and Laura will file for new EMC)

11/8 email, Keith Stackhouse (BC Emerg Mgmt Agency): 2025 **Hazard Mitigation Plan** Presentation (same as above)

11/8 email, Office of **Open Records (OOR)**: RTKL Payment Issues Webinar (for Laura's followup when schedule allows)

11/6 PennDOT Fall 2024 **LTAP** newsletter & tech sheet (left on table)

11/13 email, PA State Police **Overdose Spike Notification Program** (reviewed, no action)

11/13 phone, Jeanette from PEMA, needs name & info of our **Floodplain Administrator** (until one is designated, duties fall to the Council President.)

11/21 email, PA **Emerg Mgmt Agency**" Direct-to-Consumer Flood Insurance/monthly payments (to Floodplain folder)

11/22 emails: **OOR**, RTK & Sunshine Act annual training 12/17; Basics of Sunshine Act Webinar
11/27, Basics of RTK 12/11 (for Laura's followup when schedule allows)
11/22 email, Rovendale: **State contract pricing** (reviewed, no action needed)
11/25 email, NTRPDC: upcoming **LTAP trainings** (to Streets committee)
11/26 email, Sen Yaw: **Broadband Development** Authority update (to Public Utilities committee)

Public Participation: Merle Bair notified Council of an upcoming "Santa Claus ride" and requested a donation to help purchase toys to distribute. Council noted that, although it was a worthy venture, they do not make contributions to organizations. Merle was invited to leave flyers at the library to be posted to the bulletin board.

Borough Reports:

Library: No report this month.

Fire: report was received and presented by Chief Matt Walter.

Ordinance Enforcement: Kurt noted progress on the Commercial Solar Ordinance, and gave an update on the Garcia property.

Levee Project: Laura provided the KMZ files (right of way overlays on google earth) to Tim Kerrick via email, who confirmed no difficulty with the large file size. Concerns and issues raised at the prior meeting about the sponsor adjustments were not resolved, and tabled for later discussion

Streets: the **speed radar sign** is up and working!

Buildings/Grounds: Gorski Engineering notified all bidders of Council's selection of Johnson Quarries for the **brick pointing** project. After Gorski Engineering also verified qualification and references, the contract was drafted and is now under review by our solicitor David Brann.

The backboard to replace the one damaged in the **July storm** has been ordered.

Vandalism: No incidents were reported.

Public Utility: Several lights appear to be out on the bridge. Laura will get pole information to report to Penelec.

Water/Sewer (TMA): Eric will contact Matt Akey to determine if meeting attendance is required of a borough representative, or if a 'contact as needed' would be sufficient.

Finance & Insurance: actions noted at the beginning of the meeting.

EMC: Tim was unable to find someone willing to fill the vacancy; Laura was directed to contact Franklin Township to see who filled the vacancy left by the Delps.

Mayor Seth Wills: noted the completion of the speed sign, and some complaints about 4wheelers and unregistered motorcycles, which the State Police investigated.

New/Other Business:

A Grenell/Kerrick motion passed unanimously to schedule 2025 meetings on the first Monday of each month, switching to the following Monday in the case of holidays, and adding a meeting on the 3rd Monday of October and November for budget planning and any other business as needed.

The meeting was adjourned at 7:17pm by a Wills/Kerrick motion.

NOT OFFICIAL WITHOUT SECRETARY SIGNATURE AND BOROUGH SEAL

Respectfully submitted by Laura H Hewitt, Borough Secretary