

MONROE BOROUGH COUNCIL MEETING MINUTES – October 6, 2025

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

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

Present were Council President Dan Troup, Vice President Joan Grenell, Council members Tim Kerrick and Leo Wills and Mayor Seth Wills. Members Bill Shaw, Brenda Munkittrick and Eric West were absent. Also present were Ordinance Enforcement Officer Kurt Lafy, Borough Maintenance and Roadmaster Al Pronti, Fire Chief Matt Walter, Janelle Howe and members of the public (listed on the sign-in sheet).

Council President Dan Troup introduced Janelle Howe as the candidate to fill the open Secretary/Treasurer position. A Grenell/Wills motion passed to hire Janelle Howe as the Borough Secretary/Treasurer at \$22 per hour, with bonding approval required and a 90-day review period.

Minutes of the September 8 meeting were approved as presented by a Kerrick/Wills motion.

The **treasurer's report** for September was reviewed with approval to pay bills as presented by a Kerrick/Wills motion.

Correspondence: September postal and emails were distributed to committee members as received and are listed on the agenda.

Public Participation: none

Borough Reports:

Library: A written report was distributed.

Fire: Chief Matt Walter presented his report (a copy was included in each packet).

Ordinance Enforcement: Kurt presented his report and provided a written copy for the file. A special meeting for the review of ordinances will be held on Thursday, October 28 at 6:00 p.m. Dan suggested that Council consider the adoption of a formal complaint policy. Leo and Seth will do research to find policies for Council to review as models.

Levee: A Kerrick/Grenell motion was approved to advertise the open position on Indeed.

Streets: Al said they continue to fill potholes and clean drains.

Buildings/Grounds: The cleanup went well. The brick pointing and windows are done. There was some discussion with agreement about putting gravel in the area between the back of the building and the tot lot where it gets muddy.

Public Utility: There was a brief discussion about the 220S bridge lighting improvement project. A Kerrick/Wills motion passed to approve a resolution to accept PennDot Conditions. There are no lights out to be reported.

Water/Sewer (TMA): An email from TMA President Mike Walsh expressed his concern about our lack of representation at the monthly TMA meetings; Dan will discuss this with Eric.

Finance & Insurance: There will be a budget meeting on October 20 at 6:15 p.m. We need to select a new payroll processor for 2026. Dan offered to ask Terry Schoonover in Wysox about

accepting us as a new client and the costs. Janelle needs to be bonded and then added to the financial accounts. Janelle or Dan needs to contact PennDot to schedule a new date for the 2024 Liquid Fuels Tax Fund monitoring review that was originally scheduled for October 14.

Mayor Seth Wills: Trick or Treat will be Thursday, October 30, from 6 to 8 p.m.

EMC: no report

Floodplain Management: no report

Old (unfinished)/Other Business: A Kerrick/Wills motion passed to have Dustin install the newest QuickBooks version on the new computer. Leo has discussed the possibility of Towanda police coverage in Monroeton with Towanda Mayor Garrett Miller. He will attend the next Police Committee meeting when it is scheduled. Leo presented the Borough Secretary/Treasurer job description that had been developed earlier in the year. A Kerrick/Grenell motion passed to accept the job description.

The meeting adjourned at 7:25 p.m. on a Kerrick/West motion.

NOT OFFICIAL WITHOUT SECRETARY SIGNATURE AND BOROUGH SEAL

Respectfully submitted by Joan Grenell, Council Vice President