

WEB COPY - MONROE BOROUGH SPECIAL COUNCIL MEETING MINUTES – 22 January 2026

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

The special meeting of Monroe Borough Council was called to order at 5:00pm by President Eric West, opening with the pledge of allegiance.

Present were Council **President Eric West, Vice President Jerry Howard, council members: Timothy Kerrick, Joan Grenell, and Ashley West. Members Brenda Munkittrick, and Mayor Seth Wills** were absent. Leo Willis was not present, but has not turned in his resignation as of 1/22/2026. Also present were **Secretary Consultant-Laura Hewitt. Ordinance Enforcement Officer Kurt Lafy, Borough Maintenance and Roadmaster Al Pronti.**

Minutes from the October 6th, 2025 thru January 5th, 2026 meetings were approved by a Howard/Kerrick motion.

A Kerrick/Howard motion was approved to accept the following staff changes: a January 15, 2026 resignation from Toni Fowler; a resignation today of Ashley West as a council member, appointment of Ashley West as the new Borough Secretary, and the appointment of Laura Hewitt as an Admin Consultant.

A Kerrick/Howard motion was approved to sign a new banking resolution with C&N Bank, requiring 2 signatures of 4 listed officers to make any future account changes. The four officers are: Eric West, President; Jerry Howard, Vice President, Joan Grenell, President Pro Tem, and Ashley West, Secretary/Treasurer.

A Grenell/Kerrick motion was approved to retain Joan Grenell as a check signer, and to add Eric West, Jerry Howard, and Ashley West, requiring two signers on checks.

The **treasurer's report** was reviewed, which included bills through January 22; A Grenell/Howard motion was approval to pay all bills.

A reminder was noted that E. Helbing would like to schedule 2024 State Funds Audit.

It was also noted that Jane Dietz has agreed to continue her payroll services for another year.

Correspondence:

Toni Fowler requested we pay for her Bond; she was contacted and was told to apply for a refund. We are also waiting on initial employment documents and timesheets before we can pay her.

Public Participation: none

Borough Reports:

Library: Eric West shared the report from Jan 5th,

Fire: Tim Kerrick presented Fire Packet at last regular meeting.

Ordinance Enforcement: Kurt did hand out a packet for last month.

Levee Project: no report, the coordinator position remains vacant.

Streets: A Kerrick/Grenell motion was approved to add Jerry Howard as a driver to help Timmy Kerrick with snowplowing as needed. Ashley will contact Kilmer insurance to have him added. The updated bidding thresholds were received from Greg Dibble (PennDOT).

Buildings/Grounds: Nothing new to report.

Vandalism: Nothing new to report.

Public Utility: No reported outages.

Water/Sewer (TMA): Jerry Howard will be replacing Eric as the representative on the water board; Ashley will notify Stacy at Towanda Borough.

Finance & Insurance: The engagement letter from Guthrie & Co. was signed tonite for the 2024 audit

EMC: Jerry Dickerson has agreed to return as EMC, with an agreed upon rate of \$200/quarter. We need to get him his application.

Floodplain Management: no report.

Mayor Seth Wills: absent, no report.

New/Other Business:**Re-assignment of committee:**

Utilities-Eric West & Timothy Kerrick

Streets-Jerry Howard & Timothy Kerrick

Buildings & Grounds-Eric West, Timmy Kerrick & Jerry Howard

Finance & Insurance-Eric West & Joan Grenell

With no further actions to report, the meeting was adjourned at 6:00PM, by a Kerrick/Howard motion.

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Submitted by Ashley West, Borough Secretary