January 5, 2026
7:25 PM

The regular meeting of the Monroe Township Board of Supervisors was called to order by Chairman Thompson. The Pledge of Allegiance was said by all.

ATTENDANCE

Tim Thompson, Chairman
Wilbur Wolf, Vice Chairman
Doug Anderson, Supervisor
Bill Rudy, Engineer
Michael Pykosh, Solicitor
Karen Lowery, Secretary

In the Reorganization meeting Mr. Thompson announced that public speakers no longer need to provide their address, just if they are township resident or not. Mr. Wolf questioned why they no longer needed to provide their address. Mr. Thompon said he recently attended a PSATS training that said requiring addresses is an infringement of the first amendment, they just need to verify if they are a township resident or not.

PUBLIC COMMENT

Denise Sobolewski, resident, asked the Board to upgrade the sound system for the live steam feed, as the quality is not good. She also asked for the meeting recordings to be archived for a period of time. The live stream videos would be a good record to have.

Deb Sunday, resident, asked if the process to hire a Business Manager would be resuming. The job description was done and resumes were collected, but it never went anywhere. The Business Manager would be a resource for the Supervisors and employees. Mr. Wolf asked what a Business Manger would do that is not being done currently. Ms. Sunday said the Business Manager would be someone residents could call to handle problems and be a resource for the board and residents. She is not saying things aren't being done, but it's in the budget. Mr. Anderson asked if something is missing or is this an add. Ms. Sunday said that she had an issue and was given inaccurate information. She then had to do the research herself and having a Business Manager could alleviate situations like that. Mr. Thompson added that he was expecting Ms. Sunday to ask about the Business Manager and he is ready to move on this. He has a draft Manager job description and qualifications. He would like to provide this to the other Supervisors for their review and comments to be submitted to the Secretary by January 21st. The Board would then review the comments and discuss in an executive session and be ready to act at the next meeting. Mr. Pykosh stated that this could not be discussed in an executive session, it would need to be a public meeting or workshop. This items was not on the agenda, so the agenda would need to be amended.

**On the motion of Mr. Thompson, and seconded by Mr. Wolf, and by unanimous vote of the Supervisors, it was duly RESOLVED to amend the January 5, 2026 Regular meeting agenda to add Township Manager under new business.**

Cora Pinhak, resident, agreed with Ms. Sobolewski's comment about upgrading the sound system. She can't always attend the meetings and the recordings are hard to hear. She

would also like to see the meeting videos archived for at least 2 years. Mr. Thompson added that recordings are currently only kept until the next meeting. Mr. Pykosh stated that the official record of the township is the minutes, there is no requirement to live stream the meetings or archive the videos, that is at the discretion of the Board. Mr. Wolf said to some 30-days is not enough, but what is too much, what is right/reasonable and that the video is just a backup. Ms. Pinhak feels 2 years is best and would allow time to research what happened if needed. Mr. Thompson said there was a disagreement about where funds raised for the fire company where to go and if we could review the video, we would know exactly what was said. Mr. Wolf said the motion was approved and the minutes were approved by the Board. It may not be what Mr. Thompson thought had happened, but it was agreed upon in the official record.

Eric Long, resident, mentioned that a detailed check register is provided, but what about the deposits and money that is received. Mr. Pykosh said that information can be provided through a right-to-know request.

CONSENT AGENDA

1. Approval of Minutes – December 11, 2025 – Regular Meeting
   - December 15, 2025 – Special Meeting
   - December 29, 2025 – Workshop Reorg. Review
2. Roadmaster's Report – December 2025
3. Engineer and Zoning Report - December 2025
4. Zoning Report – December 2025
5. Fire Marshal Report – December 2025
6. Stormwater Account Lien Update
7. Approval of Bills (as prepared)

**On the motion of Mr. Wolf, and seconded by Mr. Anderson, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the Consent Agenda with minor edits.**

OLD BUSINESS

FIREHOUSE FEASIBILITY UPDATE – no update

PARK PLAN UPDATE

Mr. Thompson announced that we have been awarded a $300,000 grant for the Monroe Acres park project.

NEW BUSINESS

EVAN WEITZEL – EAGLE SCOUT PROJECT

Evan explained that he would like to build bulletin board kiosks for the Joe Carr Park and Leidigh Park. The bulletin board part is manufactured, so it will be weather resistant and he plans to build the frame offsite. He will also do fundraising to cover the cost of the project, which will be about $2,500. If approved, he has work groups ready to help on the next two

Saturdays. Mr. Wolf asked what the township could assist with. Evan mentioned the township has a tractor mounted auger that could be used to prep the holes.

**On the motion of Mr. Anderson, and seconded by Mr. Wolf, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve Evan Weitzel's Eagle Scout Project idea to install bulletin boards at Joe Carr and Leidigh parks.**

SETTLEMENT AGREEMENT WITH BORTEK

Mr. Thompson explained that the sweeper purchased in 2025 for $76,000 was a lemon and we have worked out an agreement with Bortek to return the sweeper and they would return $60,000 to the township.

**On the motion of Mr. Anderson, and seconded by Mr. Wolf, and by unanimous vote of the Supervisors, it was duly RESOLVED to accept the Settlement Agreement and Mutual Release with Bortek regarding the 2016 Elgin Street Sweeper.**

TRAILER MOUNTED SPARE PUMP

The Municipal Authority has recommended a trailer mounted pump be purchased as a spare pump in the event one of the regular pumps stop working. The cost is $69,575 and would be split between the Northern and Southern districts. Mr. Anderson asked if this was budgeted for. Ms. Lowery said yes.

**On the motion of Mr. Wolf, and seconded by Mr. Anderson, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the purchase of a trailer mounted pump from Envirep for $69,575.**

RESOLUTION 2026-04 AUDITOR APPOINTMENT

**On the motion of Mr. Wolf, and seconded by Mr. Anderson, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2026-04 appointing Smith, Elliot, Kearns & Company as the auditor for 2025.**

RESOLUTION 2026-05 DISPOSITION OF RECORDS

**On the motion of Mr. Wolf, and seconded by Mr. Anderson, and by unanimous vote of the Supervisors, it was duly RESOVLED to adopted Resolution 2026-05 approving the Disposition of Records.**

PHONE/INTERNET UPGRADE

Mr. Thompson shared there has been a request to upgrade the township's phone and internet service. This would save the township approximately $300 per month.

**On the motion of Mr. Anderson, and seconded by Mr. Wolf, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the phone and internet services to be upgraded.**

EMPLOYEE MANUAL ADDENDUM

Mr. Thompson explained there is a request to change the time frame that vacation entitlements are issued to employees from the anniversary date to January 1 of each year. This would make tracking easier for the office staff.

**On the motion of Mr. Wolf, and seconded by Mr. Anderson, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the Addendum to Section IV of the Personnel Manual changing when vacation time is given.**

TOWNSHIP MANAGER

Mr. Thompson restated that he has a draft manager job description and qualifications. He would like to provide this to the other Supervisors for their review and comments to be submitted to the Secretary by January 21st. The Board would need to hold a workshop to discuss comments and also have legal review with the goal to have this on the February agenda. Mr. Anderson is neutral on this and would like more time to review the information. Mr. Wolf suggested the draft be provided and this be discussed at the next meeting. He also asked if this was for a Township Manager or a Business Manager.

**On the motion of Mr. Thompson, and seconded by Mr. Anderson, and by unanimous vote of the Supervisors, it was duly RESOLVED to provide the draft Township Manager job description and qualifications to the Board for review and to add this items to the February agenda.**

Mr. Thompson stated that the video archiving should be on the next agenda. He added that we have residents with expertise who could help with the design. Mr. Wolf said to tread carefully due to financial obligation. Mr. Pykosh added that using a volunteer would be okay, it just needs to be clear that it is a volunteer item.

PUBLIC COMMENT

Eric Long, resident, asked for the name of the auditor and the new phone service. The auditor is Smith, Elliot, Kearns & Company (SEK) and the phones are through Panterra.

Denise Sobolewski, resident, would like the DPW to know she appreciates their work and being out there taking care of the roads during the ice storm on December 26th.

Deb Sunday, resident, added that the audio seems to be an issue on the right side of the room. Even sitting here in the room, it is hard to hear.

STAFF COMMENTS

Mr. Wolf welcomed Mr. Anderson to the Board. He also seconded the job the DPW does. He was out and about and it was obvious when he was on state road or not Monroe roads. This is not unusual, as the DPW is out every time there is a weather event whether it be snow or down trees. He then wished everyone a Happy New Year.

Mr. Anderson thanked everyone for coming out to the meeting and appreciates the support he has received.

Mr. Thompson added that he talks to a lot of people and there is never a bad comment about the DPW. He is thankful for the job they do.

Mr. Thompson also said that a few months ago he encouraged residents to support their local fire company. They are volunteer and put their lives on the line to protect the community. He recently received a note from Rex Carmichael, a township resident, who made a donation to the fire company and would like the funds to be used toward a banquet. Mr. Thompson again asked the residents to support the fire company, they deserve it.

ADJOURN

**On the motion of Mr. Wolf, and seconded by Mr. Anderson, and by unanimous vote of the Supervisors, it was duly RESOLVED to adjourn the meeting at 8:24 PM.**

Respectfully submitted,

Karen M. Lowery, Secretary