

JUNE 6, 2016

FIRST MONTHLY MEETING

The first monthly meeting of Honey Brook Borough Council was held at Borough Hall and all members answered Roll Call except Mr. Mimm. Also in attendance were Christopher Falencki, Borough Engineer; Kimberly Venzie, Borough Solicitor; Anthony Campbell, Building/Zoning/Code Officer; and Marion Perez, Borough Clerk.

Approval of Minutes

Ms. Jenzano made a motion, seconded by Mr. Florio, to approve the minutes of the May 16, 2016, meeting as presented. The motion passed unanimously.

Payment of Bills

It was noted that the check for the band, Mason Porter, payable to Joe D'Amico would be held until the date of the rescheduled concert on July 10. Mr. Ford also noted that two signs which would be included in the H.A. Weigand invoice were not received but were being shipped and recommended that Council approve the invoice but the check be held until the signs are received. Mr. Halvorsen made a motion, seconded by Mr. Ott to authorize payment of bills as presented. The motion passed unanimously.

Public Presentations

Paul McFalls, 41 Vintage Lane – Mr. McFalls encouraged Council to consider placing banners on the poles in recognition of veterans. He noted that several communities, such as Ephrata, have started doing this. He also noted that the placement of green bulbs is a sign of tribute to a veteran.

Jim Bree, 156 Waynebrook Drive – Mr. Bree reported that there are 6 homes in Waynebrook Village that were built without the clean out pipes and inquired how that happened and how to remedy. It was how this was missed by the building inspector at the time if it was on the plans. Mr. Campbell noted that this was around the time that the UCC was being adopted and that several codes could have been in place. Mr. Campbell stated that he would pull the property files within the next week to check the inspection reports and/or what is in the files.

Engineer's Report

Streetscapes – Mr. Falencki reported that the warranty expiration is June 12. The contractor has been working but has a small amount of work to do. After discussion regarding the expiration of the maintenance bond, Mr. Halvorsen made a motion, seconded by Mr. Ott, to request Flyway Excavating to provide a \$500 cash escrow for the remaining work to be done after the June 12 deadline. The motion passed unanimously.

Mr. Falencki also stated that work was done to correct issues with a small section of side walk (St. 98 +50 to 98 + 75) and to date there has not been any additional issues with that section.

The contractor is willing to provide the Borough with a one-year warranty letter for that section of work. Mr. Florio made a motion, seconded by Ms. Jenzano, to accept a one-year warranty with photographs of the sidewalks that have been repaired. The motion passed unanimously. Solicitor Venzie will review the final warranty letter.

DCD Bids – Mr. Falencki noted that Landis Deck’s bid had a math error and that his corrected bid was \$284,357.25. Ms. Jenzano made a motion, seconded by Mr. Halvorsen, that based on the Engineer’s recommendation to award the White Birch Street Project to Fidelity Contracting in the amount of \$237,302.00. The motion passed unanimously.

Multimodal Grant – Mr. Falencki reported that a meeting has been scheduled for June 13, 2016, to award the 2015 grant applications.

Floodplain – Mr. Falencki advised that he has received the sample ordinance as discussed at the last meeting. Mr. Florio made a motion, seconded by Ms. Jenzano, to authorize the Borough Solicitor to review the sample ordinance and to draft for Borough’s review for advertisement consideration. The motion passed unanimously.

Jany Maintenance Security – Russell Jany has requested release of his maintenance financial security for 118 – 122 Dorsheimer Lane in the amount of \$1,262.40. Mr. Halvorsen made a motion, seconded by Mr. Ott, that based on the Engineer’s recommendation to release Russell Jany’s two-year maintenance escrow for 118 – 122 Dorsheimer Lane in the amount of \$1,262.40 after July 7, 2016. The motion passed unanimously.

White Birch Street Project – Mr. Falencki requested Council’s consider to permit Bill Ford to do many of the inspections that will be required on the White Birch Street project. He noted with the size of the project, that it may be more financially beneficial to have Mr. Ford do some of the inspections. Council concurred to have Mr. Falencki and Mr. Ford work out the inspection schedule when the project begins.

Solicitor’s Report

None

Communications/Secretary’s Report

Zoning Hearing Notice for Aden and Wilma Stoltzfus was distributed advising that the hearing would be held on June 21 at 7:30 p.m. It was noted that Mr. Campbell would be attending.

The first progress report from the Brandywine Conservancy was distributed regarding the Zoning Rewrite.

Two Right to Knows were received and answered during the month of May.

President’s Report

No Report

Mayor's Report

Mayor Mulhall thanked everyone who participated in the annual Memorial Day parade.

Department Reports

Finance – Monthly budget year to date comparison was distributed. Treasurer reported that the annual audit was conducted on May 19 and that the field auditor had issued the draft DCED report by the following morning. Kimmel Lorah was waiting for the Management Letter which was signed by the Council President and forwarded prior to the meeting as well as the Solicitor's Letter which was recently received. The final report will now go to the senior partner, Bob Stevenson, for sign off and submission to the state.

Tax Collector's Report – The County collected \$3,704.55 in real estate taxes during the month of May.

Police Chief's Report – The monthly report was distributed. It was noted that the increase in “self-initiated” calls is the result of the extra part-time shifts.

Public Works – Monthly report was distributed. Mr. Ford reported that the handicap parking spot issue has been addressed with the Post Office and the spot will remain where it currently is as it will be compliant after the Borough Hall ramp is fixed.

Planning Commission – Mayor Mulhall reported that the planning commission attended the third meeting of the zoning task force. The next meeting will be held on July 20.

Building/Zoning/Codes – Monthly report was distributed. Mr. Campbell reported about an issue with high grass at 411 James Street which is currently a bank owned property. If a contractor is required to cut the grass, it was noted that the Borough would need to file a lien against the property,

Committee Reports

Park & Recreation – Ms. Jenzano reported that the June 12 concert, which was canceled due to rain, has been rescheduled for July 10. She also thanked the Public Works department for the great job “sprucing up” the park and staining the pavilion.

Code & Ordinance – Mr. Florio stated that only two members attended the May meeting and hope to have a quorum at the meeting scheduled for June 7.

Public Works – Mr. Ott reported that the Public Works department will begin work on the ramp leading into Borough Hall on the north side of the building. Mr. Ford stated that the department is working with Honey Brook Township for the purchase of material to oil and chip two or three streets this summer at an estimated cost of \$10,000. Council also concurred to allow Meredith Dombach to assist on some projects this summer for the public works department.

Personnel – Mr. Florio referred to the *Personnel Manual* item under old business regarding the draft that was issued at the last meeting.

Police – Ms. Jenzano reported that the Committee received inquiries from Honey Brook Township regarding the feasibility of the Borough Police Department providing limited police services to the Township.

Old/Pending Business

Fee Schedule – A revised fee schedule was distributed to Council for consideration. Mr. Campbell noted that the zoning hearing fee for residential should be noted as \$600 as discussed at the last meeting. Mr. Florio made a motion, seconded by Mr. Halvorsen, to adopt Resolution 2016-05 adopting a revised Borough Fee Schedule as presented. The motion passed unanimously.

Old Business – Mr. Florio requested comments on the draft personnel manual. Ms. Rambo commented that the pay period noted states that a pay period begins on a Sunday at 12:01 a.m. and ends on Saturday at midnight. She noted that currently payroll is being reported ending with the shifts on Sunday night at midnight, therefore any officer working a weekend or the public works staff working a weekend has their hours included. Mr. Florio stated he would make that change.

New Business

Consideration to donate \$100 back to Wawassan Post Home for Parade Fee – Mr. Ott made a motion, seconded by Ms. Jenzano, to authorize a donation back to the Wawassan Post Home in the amount of \$100 for their Memorial Day parade fee. The motion passed unanimously.

Consideration to donate \$500 to the Wawassan Post Home for Veterans' Memorial – Ms. Jenzano noted that several years ago the Wawassan Post Home donated \$500 to the Borough earmarked for a veterans' memorial. She noted that all expenses for the new memorial are being funneled through the Legion and requested that Council consider donating back their donation of \$500 to pay for the plaque for the memorial. Mr. Ott made a motion, seconded by Mr. Halvorsen, to donate \$500 to the Wawassan Post Home for the veterans' memorial plaque cost. The motion passed unanimously.

Public Presentations

Jim Ford, Ford's Service Station – Mr. Ford inquired about the proposed new zoning. Mayor Mulhall recommended that any comments should be made at one of the joint zoning task force meetings.

Bill Ford inquired if Borough Council is NIMS compliant. Ms. Venzie stated that she would look into if all of Council must pass the certification or if the key members are only required to be certified.

Mr. Ford also had additional questions regarding the draft Personnel Manual which were reviewed. Ms. Venzie was asked to look at sections of the proposed Manual for legal compliance.

There being no further business to discuss, the meeting was properly adjourned at 8:35 p.m.

Janis A. Rambo, Borough Secretary