

MARCH 7, 2016 FIRST REGULAR MONTHLY MEETING

The March 7, 2016, first monthly meeting of the month of Honey Brook Borough Council was called to order by Vice President Jeanne Jenzano and was held at Borough Hall. All members answered Roll Call except Ms. Curtis who was ill. Also in attendance were Christopher Falencki, Borough Engineer; Kim Venzie, Borough Solicitor; Bill Ford, Public Works Superintendent; Denise Zatrutz, Borough Clerk; and Anthony Campbell, Building/Zoning and Codes Officer.

Public Hearing

Ms. Venzie opened a public hearing to hear comments on a proposed ordinance that would amended, Chapter 7, Fire Prevention and Fire Protection Part 1, Open Burning to add definitions and terms regulating portable outdoor fireplaces within the Borough.

Mr. Ford requested that the Fire Company be forwarded a copy of the ordinance, if and when adopted, for their files.

There was no other public comment and the hearing was closed.

Approval of Previous Minutes

Mr. Ott made a motion, seconded by Mr. Florio, to approve the minutes of the February 23, 2016, meeting. The motion passed unanimously.

Payment of Bills

There was a request to add one bill to the list being presented in the amount of \$10 payable to the Brandywine Conservancy for Planning Commission member Reuben Schonebaum to attend a primer on planning, zoning, subdivision and land development being hosted by the Brandywine Conservancy on April 2. Mr. Halvorsen made a motion, seconded by Mr. Mimm, to approve bills for payment as presented as well as the \$10 payment to the Brandywine Conservancy as requested. The motion passed unanimously.

Public Presentations

None

Engineer's Report

Honey Brook Community Church – They have been unsuccessful setting up a meeting with PennDOT.

CC DCD Revitalization Grant/White Birch Street – Mr. Falencki reported that he has been holding off as long as possible proceeding with the project awaiting word on the Borough's

Multimodal Grant application to coincide the project with the proposed James Street project, but the County does need to approve the bid specifications prior to going to bid and therefore he will soon need to move the White Birch Street project forward. Mr. Falencki noted that the state may meet before the end of the month regarding awarding the Multimodal grants. Mr. Florio made a motion, seconded by Mr. Halvorsen, to authorize the Borough Engineer to proceed as appropriate with the bid documents pending the Multimodal grant review meeting and the timeframe requirements with the White Birch Street project. The motion passed unanimously.

Next Round of Revitalization Grants/CC DCD – It was reported that the next round of applications will be taken, but the final schedule has not been issued. After discussion, Council concurred to be ready to submit a grant application for a Streetscape Extension Project.

Streetscapes – Mr. Falencki stated that he has been in contact with the contractor. He noted that his report to Council would require an Executive Session due to possible litigation issues.

Solicitor's Report

Ms. Venzie reported that she had nothing additional at this time.

Secretary's Report/Communications

It was noted that the CCSWA will be hosting a shredding event at their facility on March 12 from 8:30 am – 11:30 am.

President's Report

None

Mayor's Report

None

Monthly Reports

Treasurer's Report – Treasurer distributed the monthly bank balances as of the end of February.

Tax Collector's Report - The monthly report from the County Treasurer's Office was distributed. Total real estate taxes collected for February was \$22,300.

Police Chief's Report – Monthly report was distributed to Council

Public Works Report – Monthly report was distributed. Mr. Ford reported both trucks have been repaired. He also noted that the County is waiting to see if the President signs the Emergency Declaration which could reimburse municipalities 70% of costs related to Storm Jonas. If passed, the Borough could receive approximately \$3,400.

Planning Commission – Mayor Mulhall reported that the Planning Commission did not meet in February.

Code/Building/Zoning Report – Mr. Campbell advised that two building permits were issued in February.

Committee Reports

Park & Recreation – Ms. Jenzano reported that three concerts have been lined up 2016 and four bocce tournaments. She also reported that a meeting is being scheduled with Public Works to assess what may be needed in the park this summer, but it is estimated to be minimal.

She also reported that an event is being planned as a fundraiser for the veteran’s memorial proposed for the park. She reminded Council that a \$500 was donated a few years ago from the American Legion for this project. The concept for the event is a chicken bar-be-que and music festival. The committee can obtain a band for free, tickets and advertising poster costs are being donated. All proceeds will benefit the memorial. The committee is looking to hold the festival in September. The next meeting is scheduled for March 15 at 7:00 p.m.

Code/Ordinance – Mr. Florio reported that the proposed feral cat ordinance had previously been distributed and asked for any comments. Hearing none, Mr. Florio made a motion to authorize the Solicitor to review. Mr. Halvorsen seconded the motion. The motion passed unanimously.

Mr. Florio advised that the committee will be review the yard sale ordinance.

Finance – The actual to budget year to date comparison was distributed.

Personnel – Template for a new Personnel Manual is being reviewed.

Police - No report.

Old/Pending Business

Air Conditioning for Borough Hall – Mr. Ford advised that he had received three quotes to replace the existing air conditioning unit at Borough Hall:

John Lamb	\$14,100.00
Keystone Sheet Metal Fabrication	\$16,150.00
Capitol Heating & Air	\$13,360.00

Mr. Ford further reported that Capitol Heating Air Conditioning also submitted alternatives to replace the until to include two or one condensers similar to how they installed the air conditioning units at the Annex Building last year:

2 Condensers	\$12,524.00
1 Condensor	\$12,332.00

Mr. Mimm made a motion, seconded by Mr. Halvorsen, to award the project to Capitol Heating & Air Conditioning for two condensers in the amount of \$12,524.00. The motion passed unanimously.

Portable Outdoor Fire Places – Mr. Florio made a motion, seconded by Mr. Ott, to adopt Ordinance #238, an ordinance amending the Code of the Borough of Honey Brook, as amended, Chapter 7, Fire Prevention and Fire Protection Part 1, Open Burning to add definitions and terms regulating portable outdoor fireplaces within the Borough. The motion passed unanimously.

New Businesses

Borough Clerk Resignation – Council noted the resignation of Denise Zatrutz as Borough Clerk effective March 11, 2016. Ms. Jenzano reported that she and Ms. Curtis re-interviewed two candidates who had previously been considered for the position and were still interested. They recommended the hiring of Marion Perez as Borough Clerk. Mr. Ott made a motion to accept the resignation of Denise Zatrutz and to hire Marion Perez as Borough Clerk at a rate of \$15.00 per hour pending satisfactory background check. Mr. Florio seconded the motion. The motion passed unanimously.

Master Planner Course – Reuben Schonebaum of the Planning Commission has expressed an interest in attending the upcoming Master Planner Course. Mr. Halvorsen made a motion, seconded by Mr. Florio, to authorize Dr. Schonebaum to enroll in the Master Planner Course and to approve the course fee of \$159.00.

Public Presentations

None

Executive Session & Adjournment

At 7:55 p.m., Borough Council announced that they would enter into an Executive Session for the purpose of discussing a litigation matter regarding the Streetscape Project and that they would not reopen the Public Meeting following the Executive Session.

Janis A. Rambo
Borough Secretary