

## **NOVEMBER 7, 2016 FIRST MONTHLY MEETING**

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

### ***Approval of Minutes***

Mr. Florio made a motion, seconded by Mr. Ott, to approve the minutes of the October 17, 2016, meeting as presented. The motion passed unanimously.

### ***Payment of Bills***

Mr. Ott made a motion, seconded by Mr. Halvorsen, to authorize payment of bills as presented. The motion passed unanimously.

### ***Public Presentations***

None

### ***Engineer's Report***

Honey Brook Community Church – Final plan approved; awaiting revised improvement cost estimate.

White Birch Street Project (CC DCD) – Mr. Falencki reported that the final completion report has been signed. Payment #2 was presented in the amount of \$99,427.50. Mr. Halvorsen made a motion, seconded by Mr. Ott, based upon the Engineer's recommendation to approve payment to Fidelity Contracting, LLC in the amount of \$99,427.50 contingent upon payroll certifications being submitted and approved by the Borough Engineer. The motion passed unanimously. Mr. Falencki presented Payment #3 which represents the final retainage amount to be paid to the contractor. Mr. Florio made a motion, seconded by Mr. Mimm, based on the Engineer's recommendation to approve Payment #3 in the amount of \$23,684.30 contingent upon payroll certifications being submitted and approved by the Borough Engineer. The motion passed unanimously.

MS-4 – Mr. Falencki stated that he attended the October 26, 2016 Christina Watershed Partnership meeting. He stated that he has begun to develop the plan which Bill Ford has reviewed. He noted that on Route 10, the farm across from the former Kern Hardware location has farm waste going into the Borough system. Mr. Campbell stated that he would look into seeing if this is a violation of a Borough ordinance. Mr. Falencki stated that he has begun documenting and researching options in the interim.

Multimodal Grant/James Street – Mr. Falencki continues to work on the design phase.

Chester County Vision Partnership Grant/Zoning Rewrite – In progress.

Chester County 2016 Revitalization Grant Submission – The Borough’s grant application was not accepted.

Chester County UCII Project List – After review of the list and discussion, Mr. Halvorsen made a motion, seconded by Ms. Jenzano, to add the Pequea Water Tank Rehabilitation project to the list. The motion passed unanimously.

At this time, Mr. Falencki departed the meeting.

### ***Solicitor’s Report***

Question Regarding Council Access to Files/Office – Ms. Venzie stated that a question was forwarded to her about a request for Council to have access to the Borough office and files such as personnel files. She stated that a policy was developed about a year ago due to some issues that arose. She noted that the responsibility of municipal files is typically with a municipal manager or municipal secretary. Requests to see files should be done either through a Right to Know request or through Council’s recommendation.

### ***Communications/Secretary’s Report***

A letter was distributed from Tom Richards noting his desire to not be reappointed to the Planning Commission when his seat expires on December 31, 2016. His letter noted that he is willing to continue as a member of the Honey Brook Multi-Municipal Task Force for the zoning rewrite until the project is completed if Council so desires.

The Brandywine Conservancy’s monthly update on the Zoning Rewrite was distributed.

### ***President’s Report***

President Curtis reminded everyone that tomorrow is election day.

### ***Mayor’s Report***

Mayor Mulhall reiterated the importance of voting in tomorrow’s election.

### ***Department Reports***

Finance – Monthly budget year to date comparison was distributed.

Tax Collector’s Report – Monthly report from the County Treasurer’s Office was distributed noting \$261.39 was collected in October.

Police Chief’s Report – Written report was distributed to Council.

Public Works – Written report for the month was distributed to Council.

Codes/Zoning/Building – Mr. Campbell submitted a monthly report to Council. He stated he just received the Honey Brook Community Church building permit application. Total cost of the project is \$1.3 million. He also reminded Council that although the fees were waived for the building permit for the handicap ramp work at Borough Hall, the \$4 L&I fee will still need to be paid.

Planning Commission – Mayor Mulhall reported that work continues on the zoning rewrite.

### ***Committee Reports***

Park & Recreation – Ms. Jenzano reported that the last bocce tournament was held. The next event will be the annual Tree Lighting ceremony. She noted that quotes are currently being obtained for the PECO grant application.

Code & Ordinance – Mr. Florio reported due to Election Day, the Committee will meet on November 15.

Public Works – Mr. Ford reported that both trucks were inspected.

Finance – Ms. Curtis reported that the Committee met as scheduled to work on the proposed budget for 2017.

Police – Ms. Jenzano reported that the toy drive containers will be set out starting this week through December 19 as well as donations for Christmas dinners.

### ***Old/Pending Business***

Maintenance Request from Post Office – Mr. Ford stated that the left phone messages for the representative of the Post Office who notified the Borough of the stained ceiling tiles. To date, he has not received a phone call back. Mr. Ford stated that he talked to the local postmaster who did not know that a requested had been sent to the Borough. Mr. Ford stated that the also advised the postmaster that this issue will be addressed when the roof repairs are done to the building in 2017.

### ***New Business***

125<sup>th</sup> Anniversary Celebration – Mr. Ford inquired if the Borough would have an interest in working with the fire company. The Borough's 125<sup>th</sup> anniversary was in 2016 and the fire company's is in 2017. Ms. Curtis advised that anyone interested should let her know as she will appoint a special committee to work with the fire company. Mr. Mimm expressed his concerns that we need to document and preserve the Borough's history.

New Backhoe – Mr. Ford reported that the backhoe was recently in for service. He was advised that two cylinders and one seal should be replaced which was estimated at \$10,000. The trade in

value is \$17,000. Mr. Ford stated that additional repairs could possibly be needed in the near future and recommended Council consider purchasing a new backhoe and could possibly get more for the current backhoe by putting it on MuniBid. Mr. Halvorsen commented on the importance of this piece of equipment, especially during winter snowstorms. It was noted that the backhoe is about 20 years old and maintenance and repairs could continue to be an issue. Mr. Rosciolo asked if Mr. Ford had written proposals for the repairs. After a search through his paperwork, Mr. Ford advised it did not appear that he had it with him. Council concurred to table the discussion to the next meeting.

Consideration to reimburse Honey Brook Lions Club for Parade Permit – Mr. Ott made a motion, seconded by Ms. Jenzano, to reimburse the Honey Brook Lions Club \$100 for their Halloween Parade permit fee. The motion passed unanimously.

Holiday Decorations - Mr. Mimm suggested that the Borough put garland and/or bows around the decorative street light posts. He noted years ago the poles had lighted wreaths as a joint effort with the Lions Club. Council advised they should look into the cost.

Office Coverage – It was noted that the Borough Clerk would be out of the office on November 16. Mr. Ott made a motion, seconded by Mr. Florio, to authorize Bill Ford to cover for the Borough Clerk on October 16. The motion passed unanimously.

Ambulance Meeting – Mr. Florio reported that he attended the recent meeting with the Elverson and Honey Brook EMS. He noted the hardships that the ambulance division is faced financially primarily due to the insurance reimbursement and vehicle expense. Ms. Curtis noted that the draft 2017 budget shows an increase in annual donation from \$2,000 to \$6,000 next year. Mr. Florio also added that the federal government is dictating what we have to do.

### ***2017 Budget***

Draft 2017 budget was distributed. It was noted that the budget includes a real estate increase from 1.5 mills to 1.8 mills. It also includes one extra police shift, bringing the total part-time shifts to 40. Budget includes the public works superintendent hourly rate increase to \$20.00 an hour and part-time laborers to \$16.00 an hour. Part-time police wages increase to \$21.00 an hour in the proposed budget.

### ***Public Presentations***

Reuben Schonebaum – 910 Maple Street – Dr. Schonebaum inquired if the Borough has reviewed the Ambulance Association audits to ensure they are handling money correctly.

Ms. Jenzano said that the Borough also needs to begin looking ahead to when the landfill closes. Currently the Borough receives approximately \$145,000 of revenue from them.

Maggie Prichard, 909 Maple Street – Ms. Prichard inquired if Council is looking at long-term goals and how to be able to get to that goal. She offered to assist if there was a need.

There being no further business to discuss, the meeting was properly adjourned at 8:25 p.m.

Janis A. Rambo, Borough Secretary