

## **OCTOBER 3, 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. Ott who joined the meeting at 7:06 p.m. during the Engineer's Report. Also in attendance were Christopher Falencki, Borough Engineer; Kimberly Venzie, Borough Solicitor; Anthony Campbell, Building/Zoning/Code Officer; Chief Patrick Ely; and Marion Perez, Borough Clerk.

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

Mr. Mimm made a motion, seconded by Mr. Halvorsen, to approve the minutes of the September 19, 2016, meeting as presented. The motion passed unanimously.

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

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

### ***Public Presentations***

Mr. Frank Fredella, representing the Honey Brook American Legion, thanked Borough Council and the Committee for the Veterans' Memorial and the Dedication Ceremony. He presented Councilwoman Jeanne Jenzano with a Certification of Appreciation for her efforts as Chair of the committee.

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

Honey Brook Community Church – Due to a lack of quorum, the Planning Commission was unable to meet to review the Final Land Development Plan. The Planning Commission will hold a special meeting on October 17 at 6:30 p.m. to review the plan.

White Birch Street Project (CC DCD) – Work began on September 7. The job is 50% complete. Payment Application #1 was submitted for consideration. Upon recommendation of the Borough Engineer, Mr. Florio made a motion to pay Fidelity Contracting, LLC \$113,731.20 contingent upon proper payroll certifications are received and approved and authorized proper signatures and submission to the Chester County Department of Community Development for release of funds and payment to the contractor. Mr. Ott seconded the motion. The motion passed unanimously.

Multimodal Grant/James Street – Mr. Falencki has begun the design phase.

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

Chester County 2016 Revitalization Grant Submission – Still awaiting grant award announcement from County. An announcement is expected in October.

MS4 – Mr. Falencki reported that he has inquired about the Borough’s requirement to fall under the MS4 requirements. It appears that the Borough will definitely need to conform. He reviewed requirements in the upcoming year.

***Solicitor’s Report***

Floodplain Ordinance – Ms. Venzie stated that she is currently working on the Floodplain Ordinance. She noted that the sample that was provided to her is not the same as the she is seeing being proposed by other municipalities that her firm represents. She also reported that it is reported that the deadline is probably being pushed back for about two months. She said she would compare the information provided by the Borough Engineer with the other model ordinance that she is seeing other municipalities proposing and what would be best for the Borough.

Christina Watershed Pilot Collaboration Project – Ms. Venzie reviewed the proposed Resolution for Council’s consideration to participate in a Christina Watershed pilot project and presented the Resolution to Council for consideration. Ms. Jenzano made a motion to adopt Resolution 2016-07, a resolution to authorize participation in the Christina Watersheds pilot collaboration project. Mr. Halvorsen seconded the motion. The motion passed unanimously.

Ms. Venzie also congratulation Council for the Veterans Memorial Dedication Ceremony. She noted that she attended and commented on how wonderful the ceremony was.

Mr. Falencki departed the meeting at this time.

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

An update was distributed to Council from the Brandywine Conservancy regarding the zoning rewrite.

***President’s Report***

President Curtis reiterated her appreciation to the Veterans Memorial Dedication Committee for their efforts and a great day.

***Mayor’s Report***

Mayor Mulhall wished a “happy new year” to the Jewish Community celebrating Rosh Hashanah. He also congratulated the Veterans’ Memorial Committee for their efforts.

***Department Reports***

Finance – Monthly budget year to date comparison was distributed.

Tax Collector’s Report – Monthly report was not available from the County.

Police Chief's Report – Written report was distributed to Council. He inquired if Council had set the times for Trick or Treat. Mr. Ott made a motion to set Trick or Treat from 6:00 to 8:00 pm on October 31. Mr. Mimm seconded the motion. The motion passed unanimously.

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

Codes/Zoning/Building – Mr. Campbell submitted a monthly report to Council. He stated that resale U&O inspections have dropped.

Planning Commission – Mayor Mulhall advised that there was no quorum. A special meeting is being advertised for October 17, 2016, prior to the Council meeting to review the Honey Brook Community Church plan.

### ***Committee Reports***

Park & Recreation – Ms. Jenzano reported that the memorial tree for Robert Plank has been purchased by the family and will be planted. She advised that the Committee was looking to apply for a PECO Green Region Grant. Grants are awarded up to \$10,000. The application is due by the end of the year and the thought is to apply to construct bocce shelter areas for the players. She noted that all events are completed for the year.

Code & Ordinance – Mr. Florio reported that the Garage/Yard Sale Ordinance has been prepared which makes revisions to the current ordinance increasing the number of yard sales to 4 as well as giving authority for who can issue the permits such as the Borough Clerk. Mr. Florio made a motion, seconded by Mr. Ott, to give authorization to the Borough Solicitor to advertise the proposed ordinance. The motion passed unanimously.

Mr. Florio reported that the committee has been working on amendments to the Feral Cat Ordinance. He requested that the Yard Sale Ordinance be held off until the Feral Cat Ordinance is also ready to advertise.

There was discussion regarding the Tree City Ordinance and program. Ms. Jenzano inquired what the Tree Commission's role would be. Mr. Rosciolo had concerns about possible trespassing on property. Ms. Jenzano stated that she thought it was more of an "information" committee. After further discussion, it was agreed to table the subject and the proposed ordinance would be revised.

Finance – Budget forms from Committees and Departments are now due. Committee will meet on October 10 to review year to date status.

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

Close Out of Non-Uniform Pension Plan – Secretary reported that the funds in the former Non-Uniform Pension Plan was returned to the Borough with a Release Form. Ms. Jenzano made a motion, seconded by Mr. Halvorsen, authorizing the Council President to sign the Release form

to accept the returned funds from the former Non-Uniform Pension Plan which was abolished in December 2015. The motion passed unanimously.

Honey Brook Township Act 537 Plan – Mr. Florio recommended that the Borough follow up to the Township regarding their options as part of their Act 537 regarding the improvements that need to be made at the pump station. Mr. Florio made a motion, seconded by Mr. Ott, to send a letter to the Honey Brook Board of Supervisors supporting making improvements to the lagoon versus the building of a new pump station. The motion passed unanimously.

Newsletter – Ms. Jenzano reported that the newsletter is currently at the publisher and upon Council's receipt of the draft if comments could be provided as soon as possible as it will be close getting it in the mail for the Halloween information.

### ***New Business***

Elverson/Honey Brook Emergency Medical Services Meeting – Meeting announcement information was distributed for a meeting to be held on October 27 at 7:00 pm. Ms. Curtis stated that she would attend.

Filing Cabinets – Mr. Ford stated that there are filing cabinets available at Kemper at a cost of \$25.00 per cabinets. He recommended purchasing for the file storage in the basement. It was also noted that the front office needs additional file storage for the property files. Mr. Ott made a motion, seconded by Ms. Jenzano, for the purchase of used filing cabinets up to \$250. The motion passed unanimously.

Carbonite On Line Back Up Renewal – Mr. Ott made a motion, seconded by Ms. Jenzano, to authorize the carbonite on line back up renewal at a cost of \$270 by Quarter Note Systems. The motion passed unanimously.

Western Chester County Council of Governments – Mr. Florio stated that he attended a meeting of the COG with Township Supervisor McHugh. Consideration for membership to join was discussed. The membership cost per year is \$250.

### ***Public Presentations***

None

There being no further business to discuss, the meeting was properly adjourned at 8:51 p.m.

Janis A. Rambo, Borough Secretary