

## **NOVEMBER 5, 2018 FIRST REGULAR MONTHLY MEETING**

The November 5, 2018 first monthly meeting of Honey Brook Borough Council was held at Borough Hall and all members answered Roll Call except Mr. Halvorsen. Also, in attendance were Christopher Falencki, Borough Engineer; Kim Venzie, Borough Solicitor; Bill Ford, Public Works Superintendent; Anthony Campbell, Zoning/Code/Building Officer; and Tricia Swinty, Borough Clerk. Chief Ely joined the meeting during the Engineer's Report.

President Curtis advised that Council met in Executive Session at 6:30 p.m. regarding the Barkman Lawsuit.

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

Ms. Jenzano made a motion, seconded by Mr. Florio, to approve the minutes of the October 15, 2018, meeting. The motion passed with Ms. Whichard abstaining due to not being in attendance at that meeting.

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

Ms. Whichard made a motion, seconded by Mr. Ott, to approve bills for payment as presented. The motion passed unanimously.

### ***Public Presentations***

None

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

*Edge of the Brook Farm* – Awaiting plan resubmission. It was noted that the present plan expiration date is November 29, 2018.

*Shenberger Subdivision* - Mr. Falencki presented and recommended construction escrow release #4. Mr. Mimm made a motion, seconded by Mr. Florio, to approve Escrow Release #4 from the Charles M. Shenberger Minor Subdivision Final Plan escrow in the amount of \$7,574.62. The motion passed unanimously.

*DCD CRP Suplee Road Grant* - Mr. Falencki presented and recommended payment application #1 for the Suplee Road Curb and Sidewalk project. Mr. Florio made a motion, seconded by Mr. Mimm, to approve Payment Application #1 to Flyway Excavating in the amount of \$86,375.52 contingent upon receipt of proper payroll certifications and the authorization to sign and submit the required payment application and payroll certifications to the CCDCD for release of funds and payment to the contractor. The motion passed unanimously.

Mr. Falencki asked if the contractor could pave after October 31 as long as they meet PennDOT criteria. Mr. Ott made a motion, seconded by Mr. Florio, approving paving past October 31 as

long as they meet PennDOT's temperature regulations. The motion passed unanimously. It was noted that additional blacktop will needed on the project.

*Shenenberger U&O Request* – It was noted that Mr. Shenberger had requested a temporary U&O for one of his units. Mr. Campbell noted that it would be contingent on a small punch list of items. Mr. Falencki advised that all land development items would not hold up a temporary U&O being issued. Mr. Ott made a motion, seconded by Ms. Whichard, to authorize the Building Code Officer to issue a temporary U&O as recommended. The motion passed unanimously.

*Honey Brook Township Act 537 Plan* – Mr. Falencki advised that the Borough has been provided copies of the Township's proposed Act 537 Plan. It was noted that Buckley Brion would be reviewing the Plan on behalf of the Municipal Authority.

### ***Solicitor's Report***

Ms. Venzie stated that she has been talking to General Code to reduce the fee to include the new Zoning Ordinance in the codification.

### ***Secretary's Report/Communications***

Letter was distributed regarding the post office lease renewal. Correspondence was from Jones Lan LaSalle (JLL). The current lease does not expire until July 15, 2020. Ms. Venzie will contact Paul Frye of the United States Postal Service, who was the Borough's contact in the past, to see if JLL is their leasing agent.

Letter was received and distributed from the Chester County Planning Commission requesting the annual updates to the Urban Center Improvements Inventory. Response is requested by December 31, 2018.

At this time, Mr. Falencki departed the meeting.

### ***President's Report***

No report

### ***Mayor's Report***

Mayor Mulhall reminded everyone that tomorrow was election day.

### ***Department Reports***

*Treasurer's Report* – Monthly P&L of actual to budget year-to-date was distributed.

*Tax Collector's Report* – October real estate taxes collected were \$3,489.55. It was noted that there was approximately \$1,900 in tax lien payments received in October.

*Police Chief's Report* – Chief Ely reported that there were approximately 450-500 “trick or treaters” out on Halloween. The vending machine has been received. The Department report for October was distributed.

At this time, Chief Ely departed the meeting.

*Public Works* – The monthly report was distributed.

*Planning Commission* – The Planning Commission did not meet in October.

*Building/Zoning/Codes* – Mr. Campbell reported that there were two permits issued in October. The rental letters are ready to be mailed out on December 5.

### ***Committee Reports***

*Park & Recreation* – Ms. Jenzano reported that the last bocce tournament was held. The boards were replaced. The tree lighting ceremony will be held on December 2.

*Codes & Ordinance* – Ms. Whichard reported that there was no meeting in October.

*Finance* – The next budget meeting will be held on November 14.

*Public Works* – Mr. Ott and Mr. Ford reported on heat for the garage. Mr. Ford noted that the project is being budgeted in the 2019 budget. Research has begun on supplying propane and there is a question if we want to buy or rent a tank and if we want above or below ground. The consensus was to buy an underground tank. Mr. Ford was asked to obtain quotes.

*Police* – No report

*Personnel* – No report

*Council of Governments* – Mr. Florio reported on the October COG meeting. Mr. Florio and Mr. Ott reviewed the new proposed traffic lights on Route 322 in East Brandywine. Information was provided from Frank Lacy, an electric consultant who offers his services for electric rate contracts. Mr. Florio noted that the last meeting of the COG for the year will be held on November 28. The COG presents service awards at this meeting. Mr. Florio noted that the Borough will be presenting their Borough Secretary with a service award at this meeting.

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

*Consideration of 2018 transfer to Capital Reserve Fund* – Mr. Ott made a motion, seconded by Mr. Mimm, to transfer \$100,000 from the General Fund to the Capital Reserve Fund designating distribution of funds as:

Backhoe Reserve	\$5,000
“2020” Truck	\$10,000
“2025” Truck	\$10,000
Police Vehicle (charger)	\$2,500

Police Vehicle (Durango)	\$7,500
Office Capital Equipment	\$5,000
Park Capital/Improvements	\$5,000
Building Capital/Improvements	\$10,000
Infrastructure Capital/Improvements	\$38,000
Mower Replacement	\$5,000
Fire Company Capital Equipment	\$2,000

The motion passed unanimously.

*Junior Councilperson Program* - Mr. Florio reviewed a tentative schedule to accept applications and appoint a Junior Council person.

*Veteran's Day Program* – Program will be held at Tel Hai on November 11, 2018, at 2:00 p.m.

***New Business***

*Consideration to donate/refund \$100 to Lion's Club for Halloween Parade permit fee* – Mr. Ott made a motion, seconded by Ms. Whichard, to donate \$100 to the Lion's Club or their Halloween Parade permit fee. The motion passed unanimously.

*Block Bins in Park* – It was noted that block bins that were located in the park at one time had been moved by Zook Molasses. The Borough Authority would like them to be moved back. Council concurred with the blocks bins being moved back.

*Upcoming Events* – It was noted that *Breakfast with Santa* will be hosted by the Lion's Club on December 15. The Police Department *Toy Drive* will kick off on November 12. Santa will be riding through town, sponsored by the Fire Company, on December 16 around 12:30 p.m.

***Public Presentations***

None

There being no further business, the meeting was properly adjourned at 8:17 p.m.

Janis A. Rambo  
Borough Secretary