

DECEMBER 17, 2018
SECOND REGULAR MONTHLY MEETING

The December 17, 2018, second monthly meeting of Honey Brook Borough Council was held at Borough Hall and all members answered Roll Call. Also in attendance were Kim Venzie, Borough Solicitor; Christopher Falencki, Borough Engineer; Bill Ford, Public Works Superintendent; and Tricia Swinty, Borough Clerk.

President Curtis noted that Borough Council met in Executive Session at 6:30 p.m. for the purpose of discussing a trash issue regarding Red Oak Court.

Public Hearing

As advertised, a public hearing was held to hear comments regarding a proposed ordinance to set the real estate tax rate for 2019. The proposed ordinance sets the real estate tax in the amount of 2.0 mills for the 2019 fiscal year for general purposes on the assessed value of all taxable real estate in the Borough.

It was noted that there was no one in the audience to comment.

The hearing closed at 7:04 p.m.

Approval of Previous Minutes

Mr. Florio made a motion, seconded by Ms. Jenzano, to approve the minutes of the December 3, 2018, meeting. The motion passed with Mr. Whichard abstaining.

Payment of Bills

Treasurer requested that two additional invoices be added to the list of bills being presented for payment: invoice from Eagle Disposal in the amount of \$60 for the monthly dumpster rental and an invoice for AmTrust in the amount of \$4,126.00 for the January workers compensation premium. Mr. Mimm made a motion, seconded by Ms. Jenzano, to approve bills for payment as presented and to include payment for the two additional invoices presented from the Treasurer. The motion passed unanimously.

Bill Ford noted that an invoice may come before the end of the year for the initial propane tank fill. He noted that they offer a discount if the invoice is paid within 5 days of receipt. Mr. Ott made a motion, seconded by Mr. Mimm, to authorize payment to Martindale Propane when received if we can take advantage of the discount period. The motion passed unanimously.

Public Presentations

None

Engineer's Report

Suplee Road Project – Mr. Falencki reported that Flyway Excavating has submitted their notice of substantial completion. Mr. Ott made a motion, seconded by Mr. Halvorsen, to accept the substantial completion and authorized the Council President to sign the Final Completion Form. The motion passed unanimously.

Mr. Falencki also presented Payment Application #2/Final in the amount of \$195,459.70. Based on the Borough Engineer's recommendation, Mr. Ott made a motion, seconded by Mr. Halvorsen, to authorize payment to Flyway Excavating in the amount of \$195,459.70 contingent upon receipt of the proper payroll certifications and all documents listed in Weiser Engineering's December 17, 2018 close out letter and the authorization to sign and submit the require payment request application and payroll certifications to the Chester County Department of Community Development for release of funds and payment to the contractor. The motion passed unanimously.

At this time, Mr. Falencki departed the meeting.

Solicitor's Report

Edge of the Brook – Ms. Venzie stated that she sent the denial letter regarding the Edge of the Brook subdivision/land development and a subsequent phone call from Chuck Dobson of Inland Design on behalf of his client. Ms. Venzie stated that she believes they will be resubmitting.

Post Office Lease – Ms. Venzie stated that she contacted her US Post Office contact regarding the notice that the Borough received regarding early negotiations of the renewal from a third-party. She did not hear anything back and believes that the Borough does not need to take any action until closer to the renewal deadline.

Honey Brook Borough Authority – Ms. Venzie reviewed the request from HBBA's solicitor regarding transfer of two properties on Maple Street to the Authority's name. Council concurred to allow the process to begin.

Secretary's Report/Communications

Secretary distributed a letter from Honey Brook Township's solicitor advising that the Board of Supervisors are considering a zoning ordinance amendment that includes several use regulation changes as well as a variety of clean-up items resulting from the comprehensive rewrite of the Township's zoning ordinance that was enacted in September 2018.

The Treasurer's Report for the month ended November 2018 was distributed.

President's Report

Nothing to report.

Mayor's Report

Mayor reported that the annual review with Chief Ely was completed.

2019 Budget

Consideration to adopt an ordinance levying a general purpose real estate tax for the 2019 fiscal year – Ms. Whichard made a motion, seconded by Mr. Florio, to adopt Ordinance #247, an ordinance levying a general purpose real estate tax for the 2019 fiscal year in the amount of 2.0 mills. The motion passed unanimously.

Adoption of the 2019 Budget – Mr. Halvorsen made a motion, seconded by Mr. Ott, to adopt the 2019 budget as presented. The motion passed unanimously.

Old/Pending Business

Consideration to remove John Robb from probationary status – Mr. Ott made a motion, seconded by Mr. Mimm, to remove John Robb from probationary status to regular, part-time status. The motion passed unanimously.

Information Maps – Ms. Jenzano reported that the Borough will determine their number of maps to order following receipt of the Township's mailing list.

Red Oak Court Trash – Council reviewed the current status noting that it was recently discovered that as of January 2012, the Borough's trash hauler started to pick up Red Oak Court's trash via the Borough's "pay as you throw" bag program. Legal counsel was notified upon learning of the situation and the HOA was immediately notified. No other private development participates in the Borough's program. Mr. Halvorsen made a motion, seconded by Mr. Mimm, to permit Red Oak Court to continue to have trash picked up by the Borough's hauler until the last collection in December 2018. The motion passed unanimously. Ms. Curtis advised that notification will be sent out via eMail, Certified and Regular First Class to the Homeowner's Association.

New Business

None

Public Presentations

None

There being no further business, the meeting was properly adjourned at 7:43 p.m.

Janis A. Rambo
Borough Secretary

**GENERAL FUND - BILLS TO BE PAID
DECEMBER 31, 2018 - year-end bills to be paid**

<i>Vendor</i>	<i>Description</i>	
Martindale Propane, Inc.	initial propane delivery	\$1,388.25
WCC Regional UC Appeals Board	2018 dues	\$25.00
We R Technology	CJIS Compliance	\$800.00 *
TOTAL GENERAL FUND		\$2,213.25

**approved at 9/4 mtg; check never cashed; stop payment issued & reissued*

GENERAL FUND - BILLS TO BE PAID - JANUARY 7, 2019

<i>Vendor</i>	<i>Description</i>	
21st Century Media	public notice - budget inspection & ordinance	\$248.35
Association of Mayors	2019 dues	\$60.00
Chester County Solid Waste Authority	tipping fees	\$671.77
Eagle Disposal	dumpster - monthly fee	\$60.00
Eagle Disposal	trash collection contract	\$4,563.00
Eby's Store of Honey Brook	supplies	\$121.20
Honey Brook Hardware	misc. - hardware, ethanol	\$45.97
Martindale Propane, Inc.	tank and installation - maintenance garage	\$3,278.80
NCCMA	quarterly sewer - Annex Building & Boro Hall	\$250.00
PA State Assoc of Boroughs	2019 dues	\$284.00
PA State Assoc of Boroughs	Borough News Subscription / directory listing	\$150.00
PenTeleData	monthly eMail fee	\$24.80
PP&L Electric	monthly electric	\$719.78
PA State Mayor's Association	2019 membership dues	\$60.00
Treasurer of Chester county	household hazardous waste collection fee - 2H 2018	\$274.00
Val DiLuigi	4Q 2018 website updates	\$135.00
Verizon	610 273-9262 (police/Annex)	\$281.17
Verizon Wireless	Chief Ely cell phone	\$66.99
Weiser Engineering Consultants, LLC	consulting engineering services	\$720.00
Weiser Engineering Consultants, LLC	MS-4	\$270.00
Weiser Engineering Consultants, LLC	engineering - Suplee Road Project	\$1,710.00
Weiser Engineering Consultants, LLC	HBCC - professional fees	\$90.00
Weiser Engineering Consultants, LLC	Shenberger Subdivision - professional fees	\$225.00
Weiser Engineering Consultants, LLC	1369 Walnut Street Land D'ment - professional fees	\$90.00
Weiser Engineering Consultants, LLC	CRP Grant Application (Maple St)	\$270.00
Western CC Regional UCC Appeals Board	2019 dues	\$25.00
Zook Molasses	fuel/gas	\$384.88
Payroll 2018-26	pay ending 12/24/18	\$8,170.90
Payroll Service Fee		\$113.00
Payroll Taxes (Fica, Medicare) Contribution		\$625.09
	TOTAL GENERAL FUND	\$23,988.70

STATE FUND - BILLS TO BE PAID
JANUARY 7, 2019

<i>Vendor</i>	<i>Description</i>	
PP&L Electric	traffic light	\$33.68
TOTAL STATE FUND		\$33.68

