

## **April 2, 2018**

### **FIRST REGULAR MONTHLY MEETING**

The April 3, 2018, first 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; Tricia Swinty, Borough Clerk; and Anthony Campbell, Building/Zoning and Codes Officer.

#### ***Public Hearing***

As advertised, a public hearing was held to hear comment on a proposed ordinance amending the Borough of Honey Brook Code of Ordinances, Chapter 1 entitled "Administration and Government" to establish a Part 8 entitled "Intergovernmental Agreement for Implementation of Multi-Municipal Comprehensive Plan", authorizing the Borough to enter into an intergovernmental agreement with Honey Brook Township to adopt and administer the multi-municipal comprehensive plan.

Being no comments, the hearing was closed at 7:02 p.m.

#### ***Public Hearing***

As advertised, a public hearing was held to hear comment on a proposed ordinance, adopted pursuant to the Authority of the Fire Insurance Escrow Act, Act 93 of 1994, 40 P.S. §638. Summary: Section 1 adopts a new chapter 29 of the Honey Brook Borough Code entitled "Fire Insurance Claims" requiring insurance companies, and similar type entities to participate in a fire loss certification process within the Borough including the establishment and disposition of a municipal fire insurance escrow if certain thresholds are met and Section 2, 3 and 4 provide for severability, repealer and effective date provisions.

Being no comments, the hearing was closed at 7:05 p.m.

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

Mr. Halvorsen noted that he received an eMail from Terre Hill regarding the superfund site status, not a phone call as noted in the March 19, 2018 minutes. Mr. Halvorsen, noting that correction, made a motion, seconded by Ms. Jenzano, to approve the minutes of the March 19, 2018, meeting. The motion passed unanimously.

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

It was noted that the payment to Honey Brook Hardware is in the amount of \$122.93. Mr. Halvorsen made a motion, seconded by Mr. Mimm, to approve bills for payment as presented noting the correct amount for the Honey Brook Hardware check. The motion passed unanimously.

## ***Public Presentations***

Matthew Amburg, 1006 Maple Street – Mr. Amburg reported that his parking problem has been resolved.

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

Shenberger Subdivision – Mr. Falencki reported that the plans are in order and can be signed by Borough Council and the Planning Commission.

VPP Grant – The draft Zoning Ordinance has been forwarded for Council's review. He reviewed the non-conforming uses noting that they would need to register as a non-conforming use and if the use discontinues for 12 consecutive months, they would lose their "grandfather status". Mr. Falencki also noted that the Borough no longer has an industrial zone and reviewed the 150' buffer environmental section as it relates to building on either side of a stream. Mr. Falencki encouraged everyone to review and especially read the MUC section. Ms. Venzie reported that she is reviewing the draft and has completed the definition terms and ensuring alignment with SLDO. She noted that Honey Brook Township is having a special meeting to review the proposed ordinance inviting those who may have a zoning change. She noted that this is not a requirement, but provided Council to hold a similar meeting.

At this time, Mr. Falencki left the meeting.

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

Consideration to adopt an ordinance amending the Borough of Honey Brook Code of Ordinances, Chapter 1 entitled "Administration and Government" to establish a Part 8 entitled "Intergovernmental Agreement for Implementation of Multi-Municipal Comprehensive Plan", authorizing the Borough to enter into an intergovernmental agreement with Honey Brook Township to adopt and administer the multi-municipal comprehensive plan – Mr. Mimm made a motion to adopt Ordinance 244, an ordinance amending the Borough of Honey Brook Code of Ordinances, Chapter 1 entitled "Administration and Government" to establish a Part 8 entitled "Intergovernmental Agreement for Implementation of Multi-Municipal Comprehensive Plan", authorizing the Borough to enter into an intergovernmental agreement with Honey Brook Township to adopt and administer the multi-municipal comprehensive plan. Ms. Whichard seconded the motion. The motion passed unanimously.

Consideration to adopt an ordinance, adopted pursuant to the Authority of the Fire Insurance Escrow Act, Act 93 of 1994, 40 P.S. §638. Summary: Section 1 adopts a new chapter 29 of the Honey Brook Borough Code entitled "Fire Insurance Claims" requiring insurance companies, and similar type entities to participate in a fire loss certification process within the Borough including the establishment and disposition of a municipal fire insurance escrow if certain thresholds are met and Section 2, 3 and 4 provide for severability, repealer and effective date provisions – Ms. Whichard made a motion to adopt Ordinance 245, an ordinance, adopted pursuant to the Authority of the Fire Insurance Escrow Act, Act 93 of 1994, 40 P.S. §638. Summary: Section 1 adopts a new chapter 29 of the Honey Brook Borough Code entitled "Fire

Insurance Claims” requiring insurance companies, and similar type entities to participate in a fire loss certification process within the Borough including the establishment and disposition of a municipal fire insurance escrow if certain thresholds are met and Section 2, 3 and 4 provide for severability, repealer and effective date provisions. Mr. Mimm seconded the motion. The motion passed unanimously. The Code/Zoning/Building Officer was designed to administer the ordinance.

Intergovernmental Agreement – The Intergovernmental Agreement was Honey Brook Township was signed by the Borough and will be forwarded to the Township.

Cozen O’Connor Invoices – Ms. Venzie reported that she contacted Cozen O’Connor. A credit is to be processed for \$420 as noted months ago and she reviewed the two current invoices with them. She noted that there has been some miscommunication between the municipalities and suggested that Mr. Halvorsen been included in some conversation with them.

Rental Inspection Ordinance – Ms. Venzie stated that she will be drafting an amendment to our rental inspection ordinance based on conversations with Mr. Campbell.

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

An eMail from John McHugh was distributed suggesting a joint Veterans Day ceremony with the Township in 2018.

### ***President’s Report***

Nothing to report.

### ***Mayor’s Report***

Nothing to report.

### ***Monthly Reports***

Treasurer’s Report – Treasurer distributed the year-to-date P&L comparison. It was noted that the Finance Committee would be meeting on April 11 at 6:30 p.m.

Tax Collector’s Report - The County collected \$93,362.42 for the month of March.

Police Chief’s Report – It was noted that the Chief had a family emergency and was not present.

Public Works Report – Monthly report was distributed. It was noted that street sweeping is scheduled for April 27.

Planning Commission – The Planning Commission met to recommend the adoption of the zoning ordinance. A letter dated March 23, 2018 from the Planning Commission recommending the adoption of the Zoning Ordinance was distributed.

Code/Building/Zoning Report – The monthly report was distributed. Mr. Campbell reported that Honey Brook Community Church has resumed construction. Mr. Campbell requested that the Fee Schedule be updated with the new L&I fee amount of \$4.50.

### ***Committee Reports***

Park & Recreation – Ms. Jenzano reported that the Committee met with Mr. Ford to review the annual maintenance at the park.

Code/Ordinance – Ms. Whichard reported that the March 7 meeting was canceled.

Finance – First Quarter meeting is scheduled for April 11.

Public Works – No report.

Personnel – Mr. Florio noted that there is one more evaluation to do.

Police – Nothing to report.

WCC COG – Mr. Florio reported distributed a report from the March COG meeting.

Long-Term Planning – Mr. Halvorsen reminded Council that Bob Watts will be at Council's next meeting.

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

WCCREM Membership – Mr. Florio noted membership is \$250. Mr. Florio made a motion to move forward with the membership process to have the Borough Solicitor to review the paperwork. Ms. Jenzano second the motion. The motion passed unanimously. Mr. Ford stated that he believes our EMC should be consulted about the membership.

Graham Copeland Services – Mr. Florio stated that he will forward his list of proposed duties to Mr. Copeland to request a proposal.

### ***New Business***

Consideration to authorize the Borough Clerk to attend a Basic Training for Municipal Secretaries and Administrators training – Mr. Florio made a motion, seconded by Mr. Halvorsen, to authorize the registration of the Borough Clerk to attend the Basic Training for Municipal Secretaries and Administrators training class on April 10 in Reading at the cost of \$80. The motion passed unanimously.

PennDOT Connects – Mr. Ford noted that PennDOT's "Connects" initiative is resulting in notifications of work being done in the area. To date, two notifications of pot hole maintenance have been received; unfortunately, none in the Honey Brook area.

Traffic Light – Mr. Ford reported that Ken Cavanaugh of PennDOT advised that he would look into the mat replacement at the traffic light.

Mr. Campbell noted that he would not be able to attend the first meeting in May.

***Public Presentations***

None

There being no further business, the meeting was properly adjourned at 7:56 p.m.

Janis A. Rambo  
Borough Secretary