

NOVEMBER 18, 2019

SECOND MONTHLY MEETING

The second monthly meeting of Honey Brook Council was held at Borough Hall and all members answered Roll Call. Also in attendance were Bill Ford, Public Works Superintendent and Tricia Swinty, Borough Clerk. Junior Councilperson Zoe Curtis was absent. Sergeant Wilson joined the meeting after the meeting was opened. Meeting was called to order at 7:00 p.m. by President Curtis.

President Curtis advised that Council met at in Executive Session to discuss personnel relative to the Police Chief's Contract and benefits.

Approval of Previous Minutes

Mr. Halvorsen made a motion to approve the minutes from the November 4, 2019, meeting. Mr. Mimm seconded the motion. The motion passed unanimously.

Payment of Bills

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

Public Presentations

Mr. Ott gave the Fire Company report for the month of October. He advised that the Chief and Assistant Chief were in training. He noted that there were 26 calls during the month of October; 4 of the calls were in the Borough.

Communications/Secretary-Treasurer's Report

Zoning Hearing Communication – Mrs. Rambo reported that a zoning hearing application for a variance for 4650 Horseshoe Pike was received and forwarded to the zoning hearing board members and solicitor. Date of hearing has not been scheduled.

Treasurer's Report - Treasurer's report for the month ending October 2019 was distributed.

Consideration to transfer \$50,000 from General Fund Checking to Capital Reserve Fund and CD investment – Secretary/Treasurer reported that the current balance after paying bills approved at tonight's meeting is \$359,688.90. She recommended to move at least \$50,000 to the Capital Reserve Fund where the funds could be getting interest. Based on last year's expenditures, excluding capital purchases, between December and April, the Borough would need approximately \$206,000 to pay bills before the real estate tax revenue begins to be deposited in April and May. It was also noted that during the budget meetings, capital reserve funds may be needed to balance the budget. Mrs. Rambo also noted that the current Capital Reserve Fund is setup as a "business checking" account that only earns 0.05% per month. The current money market rate at DNB First is 0.5% and that a 13-month CD rate is 2.35%.

Mr. Halvorsen talked to the proposed 2020 budget obstacles. He said at the present time, the preliminary budget has a \$19,000 deficit which includes over \$111,000 being transferred to the general fund for matching funds on two grants and for a capital purchase for a new police vehicle. Mr. Halvorsen said that key factors include providing health insurance benefits for the police chief, a projected \$20,000 loss in host municipality fees from the CCSWA, assessment reductions, increase in hourly professional fees (solicitor and engineering), inflation, and proposed increases for employees. He stated that the Borough is currently at 2 mills, one of the lowest Borough's in Chester County. He noted that 0.1 mill brings in approximately \$7,000 in revenue. Mr. Halvorsen stated that he would recommend consideration of a 0.5 mill increase for 2020. After discussion by Council, there was a consensus to proceed with the preliminary 2020 budget with a 2.5 mill real estate tax.

Mr. Ott questioned the need for a new police vehicle. It was noted that the \$42,000 in the proposed budget to replace the Durango would be purchased with funds now available in the Capital Reserve Fund which would be transferred to the General Fund for the purchase. If a new vehicle is not purchased, the funds would not be transferred, which would still leave a deficit of \$19,000.

With regards to transfer of funds, Council made the following authorizations:

Mr. Florio made a motion, seconded by Mr. Ott, to transfer \$50,000 from the General Fund Checking Account to the Capital Reserve Fund. The motion passed unanimously. It was noted that the new Capital Reserve Fund balance after transfer would be approximately \$399,426 (excluding November interest).

Mr. Ott made a motion, seconded by Mr. Florio, to transfer the current Capital Reserve Fund to a money market account at DNB First. The motion passed unanimously.

Mr. Halvorsen made a motion, seconded by Mr. Ott, to open a 13-month CD at DNB First in the amount of \$450,000 to include \$250,000 being transferred from the General Fund Money Market and \$200,000 being transferred from the Capital Reserve Fund Money Market. The motion passed unanimously.

President's Report – No Report

Mayor's Report -- No Report

Old/Pending Business

UCII Project List Update – Council was provided an updated UCII list from Mr. Falencki. Council is asked to provide any updates to the County before the end of the year. This will be an agenda item at the December 2 meeting.

Financial Report Update from Elverson-Honey Brook Ambulance/EMS – Financial statements for the years ending 2018 and 2017 and the most recent audit report was forwarded to Council as requested. Ms. Jenzano made a motion, seconded by Mr. Halvorsen, to release the 2019

Ambulance/EMS donation to the Elverson-Honey Brook Ambulance/EMS as budgeted in the amount of \$10,850.00. The motion passed unanimously.

Honey Brook Historical Determination – As a follow up to last meeting, Council discussed if the Borough wanted to designate/create a Commission or if the group would be a “society”. Mr. Halvorsen made a motion, seconded by Mr. Mimm, to proceed to authorize the Borough Solicitor to formalize the creation of a Honey Brook Historical Commission. The motion passed unanimously.

Council discussed the request for space for historical records, etc. Due to the Borough Hall basement only being accessible by steps, the consensus of Council was to clear out the back of the Annex building to create space for the Historical Commission.

Local Municipal Phone Number Hacking - Mrs. Swinty reported that West Brandywine Police Department’s phone number had been hacked.

Police Chief’s Employment Agreement Amendment Authorization – Mr. Ott made a motion, seconded by Ms. Jenzano, to authorize the Council President and Mayor to sign the Employment Agreement Amendment reflecting that the Borough will provide health insurance with a 15% contribution through payroll deduction by the Chief, a \$50 per month vision and dental insurance allowance to be paid to the Chief in the first payroll of each month, and the elimination of the \$350 per year vision reimbursement effective December 1, 2019. The motion passed unanimously.

New Business

2020 Budget Update – Mr. Halvorsen noted that this item was covered during the Secretary/Treasurer’s Report.

Removal of Trailer – Mr. Ford and Mrs. Swinty inquired about the requirements to remove a mobile home would be as it could affect water and sewer billing and connections. It was discussed that the Code Book should be reviewed as well as direction from the Code Officer.

Intersection of Firehouse Lane/Pequea Avenue – Sergeant Wilson inquired about consideration to restrict right-hand turns from Railroad Avenue onto Firehouse Lane as a deterrent to those who turn off of Horseshoe Pike to avoid the traffic light. He noted that this intersection can become bottlenecked for emergency equipment coming out of the Firehouse to Pequea Avenue. Council said they would look into the request.

Public Presentations

Mr. Mimm advised that the Veterans’ Day program held on November 10, 2019, was very good and expressed his gratitude to those that helped with the event.

There being no further business to discuss, the meeting was properly adjourned at 8:13 p.m.

Janis A. Rambo, Borough Secretary