

DECEMBER 16, 2019

SECOND MONTHLY MEETING

The second monthly meeting of Honey Brook Council was held at Borough Hall and all members answered Roll Call except Mayor Mulhall. Also in attendance was Bill Ford, Public Works Superintendent.

President Curtis advised that Council met at in Executive Session to discuss personnel issues.

Public Hearing

As advertised, a public hearing was held to hear comment regarding a proposed ordinance to enact an ordinance levying real estate taxes totaling 2.5 mills for 2020 fiscal year. Solicitor Venzie review the proposed ordinance and reviewed the advertising for the hearing and proposed adoption of the ordinance. There being no comment, the hearing was closed.

Consideration to adopt an Ordinance levying real estate taxes for 2020 fiscal year

Mr. Halvorsen made a motion, seconded by Mr. Ott, to adopt Ordinance #251, an ordinance levying real estate taxes totaling 2.5 mills for the 2020 fiscal year on the assessed value of all taxable real estate in the Borough. The motion passed unanimously.

Approval of Previous Minutes

Mr. Ott made a motion to approve the minutes from the December 2, 2019, meeting. Ms. Jenzano seconded the motion. The motion passed by a vote of 4-0 with Councilmen Florio, Mimm, and Halvorsen abstaining from the vote as they did not attend the December 2, 2019, meeting.

Payment of Bills

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

Public Presentations

Mr. Ream gave the Fire Company report for the month of November. He noted that there were 28 calls during the month of November; 5 of the calls were in the Borough. He reported that the Fire Company would be escorting Santa throughout the Borough and Township on December 22, invited Council to the annual installation dinner on January 3, and noted the annual "Traditional Amish Dinner" would be held on January 18.

Communications/Secretary-Treasurer's Report

Consideration to authorize and ratify purchase of two Dell OptiPlex 5060 SFF desktop computers for Clerk and Secretary/Treasurer's Office as per Custom Computer's quote #002966 in the amount of \$1,969.90 – Ms. Rambo reviewed that both she and the Borough Clerk had been experiencing

issues with the computer system and eMail over the last few weeks. Ms. Swinty had worked with PenTelData monitoring the internet and router and a call had been made to Custom Computer who advised that Windows 10 would not be compatible with the Borough's two desktops. On the same day, December 13, upon receiving the quote for two new computers, the Secretary's machine got an alert to possible "ransomware" virus. Custom Computer immediately did a scan of the server and the Secretary's computer was taken to their office. The Finance Committee had been contacted who gave authorization to purchase the new computer for the Secretary to avoid having the old computer cleared and programs reinstalled to possibly replace the machine within a few days. It also was cleared by the Finance Committee to have Custom Computer, when delivering the Secretary's new machine on December 16, bring a new computer for the Clerk as well to avoid another onsite call. Ms. Rambo also noted that an updated version of QuickBooks was required (the last upgrade was in 2010) and the purchase was listed on the bills approved earlier in the meeting. Mr. Florio made a motion, seconded by Ms. Whichard, to ratify the purchase of the two Dell OptiPlex 5060 SFF desktop computers for the Borough Clerk and Borough Secretary/Treasurer as per Custom Computer's quote #002966 in the amount of \$1,969.90. The motion passed unanimously.

Consideration to authorize Trend Micro antivirus at a cost of \$3 per computer/server per month through Custom Computer - Mr. Ott made a motion, seconded by Ms. Whichard, to authorize Trend Micro antivirus at a cost of \$3 per computer/server per month through Custom Computer. The motion passed unanimously.

Treasurer's Report - The Treasurer's Report for the month ending November 2019 was distributed.

Discussion/consideration regarding proposed finance policy – Ms. Rambo reviewed information that has recently made the local news with regards to possible embezzlement of over \$3 million in another Chester County municipality. She noted that the Borough had previously instituted some safeguards/policies that apparently were not in place in Kennett Township such as payroll being processed by a third-party firm; no electronic transfer ability; no ACH ability; all withdraw/transfer of funds require two signatures; and adding the Borough Clerk as part of the process to disburse checks approved. Ms. Rambo requested that Council have two people, one at a minimum not be a signer on the account, review and sign off on the monthly bank statements. Council concurred to begin this process. Ms. Rambo also inquired if checks over a designated amount should require all 3 signers – such as over \$25,000 or \$50,000. After discussion, it was noted that all transactions are currently being brought before Council and approved. Ms. Venzie stated that perhaps larger transactions could be highlighted or a separate motion.

Zoning Hearing Communication – Mrs. Rambo reported that she noted that the Zoning Hearing Notice for Matthew Garman was in today's *Daily Local News* and was scheduled for Monday, December 30, 2019. She asked if Council would like to authorize someone to attend to enter into the hearing. Question arose regarding the date and Mr. Werner's notice that he does not request reappointment as Zoning Hearing Board Solicitor in 2020. Following discussion, it was the consensus of Council to see if the applicant would agree to a continuance of the hearing to a date certain in January. Ms. Venzie stated that she would contact Mr. Werner.

President's Report – No Report

Old/Pending Business

Zoning Hearing Board Solicitor Vacancy – It was reported that the Personnel Committee interviewed three firms and their recommendation to Council would be to appoint Gawthrop Greenwood. Mr. Halvorsen made a motion, seconded by Ms. Jenzano, to appoint Gawthrop, Greenwood as Zoning Hearing Board Solicitor effective January 1, 2020. The motion passed unanimously.

New Business

Borough Clerk request to be off – Ms. Swinty requested to be off on December 18 to attend a funeral. Council concurred to grant Ms. Swinty’s request to be off on December 18 and confirmed that Mr. Ford would cover the office that day.

Executive Session Notice – Ms. Whichard requested that Council approve a policy that two business days’ notice is given for Executive Sessions. It was the consensus that Notice for Executive Sessions should be sent out no later than by noon of the Thursday prior to the meeting.

Miscellaneous Announcements – Ms. Jenzano acknowledged those that helped with the annual Tree Lighting and thanked the Fire Company for bringing “Santa”. Mr. Ott recognized Jim Mimm for his service on Borough Council and thanked him for his time and dedication to the Borough. Mr. Mimm acknowledged the work done to begin the “Banner” program and hoped that in the future garland and lights could be added the poles during the holiday season.

Adoption of 2020 Budget

Adoption of 2020 Budget – Mr. Ott made a motion, seconded by Mr. Halvorsen, to adopt the 2020 Budget as presented. The motion passed unanimously.

Approval of 2020 Borough Salary Rates – Ms. Jenzano made a motion, seconded by Mr. Ott, to approve the 2020 Borough salary/wage rates as presented. The motion passed unanimously.

Public Presentations

None

There being no further business to discuss, the meeting was properly adjourned at 7:47 p.m.

Janis A. Rambo, Borough Secretary