

DECEMBER 2, 2019 FIRST MONTHLY MEETING

The first monthly meeting of the Honey Brook Council was held at Borough Hall and all members answered Roll Call except Councilmen Florio, Halvorsen, and Mimm. Also in attendance were Christopher Falencki, Borough Engineer; Tricia Swinty, Borough Clerk; and Zoe Curtis, Junior Council Member.

Ms. Curtis announced that Council met in Executive Session at 6:30 p.m. to go over personnel matters.

Approval of Previous Minutes

Ms. Whichard made a motion, seconded by Mr. Ott, to approve the minutes from the November 18, 2019, meeting. The motion passed unanimously.

Payment of Bills

Ms. Jenzano made a motion, seconded by Ms. Whichard, to approve the bills presented for payment. The motion passed unanimously.

Public Presentations

Randy Doutrich was present representing the property owner of 310 Maple Street regarding the stormwater management review. He was present to inquire how to obtain a waiver for installing a sidewalk for the proposed new home. Mr. Ott made a motion, seconded by Ms. Whichard, to defer the installation of sidewalks and curb for 310 Maple Street until such time as there would be sidewalks to connect to on adjacent properties and for the deferral to be noted on the plan. The motion passed unanimously.

Engineer's Report

The Engineer's report for November was distributed and is on file at the Borough office.

Honey Brook Township Act 537 – Mr. Falencki reported that DEP has reviewed the Honey Brook Township Act 537 Plan and had issued 10 pages of comments. Mr. Falencki stated that the DEP has requested of the Borough to respond to the Open Space on the plan to provide an estimate for how many gallons would be required should the land be developed. The consensus of Council was for Mr. Falencki to review and respond on behalf of the Borough to the DEP's request of the Borough.

Solicitor's Report

It was noted that Ms. Venzie will be in attendance at Council's second meeting of the month.

Communications/Secretary-Treasurer's Report

Secretary reported that a letter was received from Ken Werner that he relinquish his appointment as zoning hearing board solicitor as of December 31, 2019, noting that he would complete any related work on his desk as of that date as well as assist in a transition with the Borough's newly appointed Zoning Hearing Board Solicitor. Ms. Curtis noted that Kim Venzie's office had forwarded some potential firms and asked Mr. Falencki if he was familiar with any potential firms. The Personnel Committee will proceed to interview possible attorneys or firms.

President's Report – no report

Mayor's Report – Mayor Mulhall reminded everyone of the annual Tree Lighting on December 8 at 7:00 p.m.

At this time, Mr. Falencki departed the meeting.

Monthly Reports

Treasurer's Report – The Balance Sheet was distributed. It was noted that as approved, a new 13-month CD was established with a maturity date of December 25, 2020 with funds from the Capital Reserve Fund and the General Fund Money Market totaling \$450,000. It was also noted that the remaining funds in the Capital Reserve Fund were transferred to a money market account, closing the "business checking" account, to yield a slightly better interest rate. Secretary reviewed an allocation of the funds equaling approximately \$199,426.48 as: \$45,426.48 for police vehicle, \$148,000 for infrastructure capital improvements, and \$6,000 for the fire company capital.

Tax Collector's Report – The report from the County had not been received to date.

Police Chief's Report – The Chief was not present and will attend the next meeting.

Public Works Report – The monthly report was distributed.

Planning Commission – Mayor Mulhall reported that there was no meeting last month.

Code/Building/Officer – Written report was provided.

COG – It was noted that the next COG meeting would be in January.

322 *Task Force* – Ms. Curtis noted that the Committee would be meeting after the holidays.

Committee Reports

Park & Recreation – Ms. Jenzano noted that volunteers were needed for the tree lighting. She stated that the tree has been purchased and that someone has extended an offer to make a donation for this year's tree purchase in memory of her husband and father.

Code/Ordinance – no report

Finance – Preliminary budget to be presented later in the agenda.

Public Works – Mr. Ott noted that Mr. Ford was able to get bed liners for the trucks at a lower price than estimated.

Personnel – Will work on Zoning Hearing Board upcoming vacancy.

Police – Ms. Jenzano reported that the Committee met during the month. Focus will be on organization issues and procedures in the new year. She also noted that the toy bins as part of the annual toy drive were distributed and some bins are already full. The tentative date for distribution is December 20 of the toys and meals.

Banner – Ms. Jenzano reported on the meeting that was held with the representative of Haverford Township, Jim McCann, and briefly reviewed their process.

Old/Pending Business

Borough Signs – Ms. Jenzano reported that the cost of signs is in the proposed budget. Three companies have been contacted with quotes received from two.

New Business

None

Presentation of 2020 Preliminary Budget

The preliminary budget was presented. It was noted that the budget includes a real estate tax millage of 2.5 or a 0.5 mill increase. There is also funds being transferred from the Street Escrow Fund and Capital Reserve Money Market to balance the budget primarily for matching funds for the Chestnut Street Curb and Sidewalk Project and should a new police vehicle be approved in 2020 the funds would be from the Capital Reserve Money Market allocation.

After review, Mr. Ott made a motion, seconded by Ms. Whichard, to authorize the 2020 preliminary budget to be placed on public inspection and to authorize the public notice of the budget inspection and the tax increase ordinance as required. The motion passed unanimously.

Public Presentations

None

The meeting was adjourned at 7:57 p.m.

Janis A. Rambo, Borough Secretary