

JULY 6, 2020
FIRST MONTHLY MEETING
HONEY BROOK BOROUGH COUNCIL

The first monthly meeting of Honey Brook Council was held via *Zoom* and all members answered Roll Call. Also, participating in the meeting were Kim Venzie, Borough Solicitor; Christopher Falencki, Borough Engineer; Bill Ford Public Works Superintendent; Chief Calvin Wilson; and Tricia Swinty, Borough Clerk. It was noted that the meeting was being conducted through *Zoom* to comply with Governor Wolf's order that all individuals in Chester County stay home in an effort to slow the spread and minimize public exposure to COVID-19 and maintain social distancing. The Notice for instructions to participate in the meeting was posted at Borough Hall and on the Borough website. The Notice advised that anyone unable to participate in the meeting through *Zoom* could eMail comments on the agenda, which was posted on the website as of April 3, 2020, by eMailing the Borough Secretary by 3:00 p.m. on today's date. One letter was received from Mark Erickson of 19 Nevin Drive.

Approval of Previous Minutes

Mr. Halvorsen made a motion, seconded by Mr. Florio, to approve the minutes from the June 15, 2020, meeting. The motion passed unanimously.

Payment of Bills

Mr. Halvorsen made a motion, seconded by Mr. Ott, to approve the bills presented for payment. The motion passed unanimously.

Public Presentations

Mr. Erikson reviewed his letter dated and submitted on July 6, 2020. With the events since the May 25, 2020, murder of George Floyd, he stated that demands are being made of governments and the police about the issue of violence suffered by Black people. He stated that he has asked that an official process be stated to explore them thoroughly and determine what actions should be taken to make a proactive and positive response, He summarized some actions – which range from surface-level to more far reaching – to be among the actions that Borough Council and the police department consider: making a statement of acknowledgement and solidarity; opposing White supremacy; reforming law enforcement; defunding and dismantling the police; and abolishing police and prison systems. He asked that the July Police Committee be the date to start the process and asked to confirm the date of that meeting. He also inquired if Harmony Day and if it was not able to happen this year to consider possible remote events to promote the spirit of Harmony.

President Curtis advised that July 22 is the next Police Committee Meeting. She stated that the Borough began to take proactive steps with our Police Department in the Fall of 2019 and is continuing to take to ensure that our police officers continue to be well trained and our police department is well run. She asked Chief Wilson to provide of current overview:

Chief Wilson spoke to ongoing efforts of the Police Department since he was promoted to Chief in February:

- The dash cam for the police Charger is currently being installed.
- Body Cam proposal is being presented to Council this evening for approval at an approximate cost of \$7,000.
- Unfortunately, some training earlier in the Spring was canceled due to COVID19; additional upcoming training has been scheduled. The Department in 2021, in addition to the mandated two-day training, will be expanded to up to 5 days for additional training.
- Policy Manual was requested to be reviewed and if needed updated by Council at the end of 2019.
- Two classes through PSAB are being registered

Solicitor Venzie noted that many changes have or are being implemented by Chief Wilson as part of his vision when interviewed for the Chief position.

It was also noted that part of the 2021 state training will also include sensitivity training.

Engineering Report

Mr. Falencki provided the monthly Engineering Report that is on file at the Borough Office. Mr. Falencki reviewed the following from the report:

MS4 – Mr. Falencki reported that DEP approved the map “as is”. Waiting for Township and County meeting to revise the permit calculations.

James Street Loop Project (Borough Authority) – Mr. Falencki reported that the water loop is being designed. A property owner wants the 36” storm pipe extended.

DCD CRP Maple Street Grant – Mr. Falencki advised that the project could still be put out to bid this year or could be delayed to next year if Council preferred.

914 Spruce Street/Stormwater Review – Mr. Falencki stated that he reviewed a stormwater plan for 914 Spruce Street. This is another property which is requiring review similar to land development, but because it is a single lot, does not need to go through the land development process and there are issues/comments that come up that typically are addressed in SLDO. It was also noted that processes of ensuring the review fees are in place need to be confirmed. The Secretary/Treasurer noted that the current initial review for stormwater reviews are coming in between \$700 and \$1,000 and a second review is typically required. For the 914 Spruce Street review, the applicant now owes over \$900. The fee schedule will be reviewed. Mr. Falencki stated that he would contact the applicant that no more review would be until the first review fees are reimbursed to the Borough.

At this time, Mr. Falencki departed the meeting.

Solicitor's Report

Ms. Venzie stated that she continues the Police Manual review. She also noted that she is trying to confirm with the Post Office real estate department that the Borough can negotiate the new lease directly with USPS, not a third party. She also noted that she is working on some ordinance amendments.

Bill Ford stated that parking spots for the post office is a concern noting the Post Office's plans for long-life vehicles being proposed to be kept at the Honey Brook Post Office.

Communications/Secretary's Report

None

President's Report

No report

Mayor's Report

Mayor Mulhall reported on the projected loss of revenues across the Commonwealth noting that ¼ of the Pennsylvania municipalities will be broke by the end of 2020.

Department Reports

Treasurer's Report – Treasurer distributed the P&L year to date and the Balance Sheet as of this evening. She noted that unlike the issues that the Mayor reported state-wide, the Borough's revenues at this time remain strong with almost 98% of total real estate tax revenue being collected. At mid-year, earned income tax is at 50%. The second and third quarter returns, normally seen by the Borough in August and November, will be key to meet the 2020 budget.

Treasurer also reported that the County DCD compliance audit was held virtually and the audit for the annual DCD audit was conducted in-house near the end of June. Report is being finalized as the auditors are waiting for the Solicitor letter and confirmations from S&T Bank.

Real estate taxes collected in June 2020 by the County was \$2,634.04.

Police Chief's Report – Chief Wilson reported that during the month of June there were 53 traffic citations issued; six non-traffic citations; and 4 criminal arrests. Chief Wilson provided an estimate for the body cams in the amount \$6,825.00. He noted that there is a huge wait list for body cams but recommend that Council consider approving to get our order in. Ms. Jenzano made a motion, seconded by Mr. Florio, to authorize approving the purchase of body cams for the police officers at a cost of \$6,825. The motion passed unanimously.

Public Works' Director Report – Mr. Ford reported that he sanitized the park and the hedge was cut at the Grenda property.

Code/Zoning/Building Official's Report – The building permits issued year to date report was distributed. Ms. Swinty stated that rental inspections have not started yet due to COVID19,

PC Meeting – There was no meeting in June.

COG – The first “in person” meeting will be held on July 22.

322 Task Force – no activity

Committee Reports

Finance – Committee will be meeting this Wednesday for their quarterly review.

Park & Recreation – Ms. Jenzano noted that the July concert will be canceled.

Code & Ordinance – Ms. Whichard noted that the Committee met on July 1. They recommended moving forward on the solid waste ordinance changes previously presented and looked at the parking ordinance with regards to weight and wheel limits. They are also requesting amendment changes to increase the parking ticket fine and to remove the sledding declaration by the Mayor from the Code of Ordinances.

Public Works – The shed delivery is expected in the next few weeks.

Personnel – No report.

Police – Committee meeting is scheduled for July 22 at 6:30 p.m. at the Annex.

Banner – Hardware and seven banners have been received. Four more banner applications have been received and will be forwarded for printing.

MS4 – No other updates.

Old/Pending Business

Consideration to Extend Provisions of Resolution 2020-05/06/08 – It was noted that Resolution 2020-08 that adopted procedures and policies for conducting of public meetings during State of Emergency expires as of tomorrow.

Mr. Florio questioned the need for the second meeting in July and further made a motion to cancel the July 21, 2020, meeting. The motion failed due to lack of a second to bring it to a vote.

After discussion, Ms. Whichard made a motion, seconded by Mr. Ott, to adopt Resolution 2020-11, a Resolution to extend the State of Emergency and the provisions to August 4, 2020. The motion passed unanimously.

Consideration to appoint Junior Council Person for 2020/21 School Year – Ms. Jenzano made a motion, seconded by Ms. Whichard, to appoint Matthew Boswell as Junior Council Person for the 2020/21 school year. The motion passed unanimously.

Harmony Day – Ms. Curtis advised that the Honey Brook Partnership has canceled Harmony Day for 2020 and the consensus of the Board was to not waive any yard sale permit fees.

Trash Collection Time – Ms. Curtis advised that trash collection along Horseshoe Pike creates traffic issues and it was suggested that trash needed to be collected along Horseshoe Pike earlier. It was noted that the contract provisions specify that trash and recycling is collected between the hours of 5:00 a.m. and 12:00 p.m. Ms. Curtis stated that she would contact Eagle Disposal to see if they could accommodate a change to get the Route 322 collection done earlier.

Trash Bags – Bill Ford reported that Eby's still has a skid and a half of bags. He suggested that the Borough take possession of the full skid and leave the half skid for Eby's to sell. Council concurred.

Mr. Ford further recommended that Council consider the two, one-year extensions with Eagle for trash collection due to the economy outlook. Mr. Halvorsen made a motion, seconded by Mr. Florio, to notify Eagle Disposal that the Borough will evoke the two, one-year extensions for 2022 and 2023. The motion passed unanimously.

Website – A quote from CivicPlus was reviewed in the amount of \$8,000 for design and \$2,000 for hosting and maintenance per year. Ms. Jenzano stated that she would look into a few other options.

Consideration to refund park reservation fee to the Honey Brook Food Pantry – Mr. Halvorsen made a motion, seconded by Mr. Ott, to refund the \$35.00 park reservation fee back to the Honey Brook Food Pantry as a donation. The motion passed unanimously.

Office Coverage – Mr. Ford stated that Meredith Dombach was going to fill in for the Borough Clerk during the weeks of July 13 and 20. He noted that she can only do July 13 and 15. Mr. Ford stated that he could sit in the office on July 17. Council concurred to post the office being closed the week of July 20 and that Mr. Ford would pick up phone messages throughout the days that the office is closed.

New Business

Meredith Dombach's status – Mr. Ford stated that he believes Ms. Dombach will be resigning as the cleaner. Ms. Swinty stated that she is willing to continue in that role as she has been filling in for Ms. Dombach.

Public Presentations

None

There being no further business, the meeting was properly adjourned at 9:05 p.m.

Janis A. Rambo
Borough Secretary