

**AUGUST 17, 2020**  
**SECOND MONTHLY MEETING**  
**HONEY BROOK BOROUGH COUNCIL**

The second monthly meeting of Honey Brook Council was held via *Zoom* and all members answered Roll Call except Mr. Ott who joined the meeting during the Solicitor's report. Also, participating in the meeting were Kim Venzie, Solicitor; Trisha Swinty, Borough Clerk; Bill Ford Public Works Superintendent and Chief Calvin Wilson.. 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 by eMailing the Borough Secretary by 3:00 p.m. on today's date.

Chief Wilson introduced Officer Lori King, who was recently hired as a part-time police officer.

***Public Presentations***

None

***Approval of Previous Minutes***

Mr. Florio noted under the COG report that there was a request to eMail the COG with equipment that we have and are willing to share. He believes it was reported that this had previously been done, but that list had gone to the Western Chester County Regional Emergency Management group (WCCREM) that he believes is no longer active.

Mr. Halvorsen made a motion, seconded by Mr. Florio, to approve the minutes from the August 3, 2020, meeting. The motion passed unanimously.

***Payment of Bills***

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

***Communications/Secretary-Treasurer's Report***

The Treasurer's Report for the month ending July 31, 2020 was distributed as well as the Budget to Actual report and the Balance Sheet as of this evening. It was reported that the annual 2019 DCED Audit report was received and a copy had been placed in each Council member and Mayor's internal mailbox. The real estate and earned income tax revenue was reviewed year to date; both are trending at budget forecast.

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

Ms. Venzie review thoughts on how to hold in person meetings. After discussion, it was noted that Council could proceed to hold the meetings with social distancing and masks, limiting Borough personnel in attendance or rotating them in to give their reports. A conference line would be set up for those who will not be present in person or for the public to participate. Notice will be placed to call the Borough Office by noon on the day of the meeting to obtain the conference number.

Ms. Venzie also reported on her efforts to negotiate a new lease with the Post Office. It appears that they will not negotiate directly, as in the past, with the Borough but rather with a third party. Mr. Ford expressed concerns regarding the amount of postal vehicles utilizing the shared parking lot to the North side of Borough Hall. He noted that there is now one postal vehicle that will be kept at the lot and that there will be two additional ones added in the near future. In the mornings, the post office will be using 14 of the 15 spaces available. There was also concerns noted by Council and Mr. Ford regarding the condition of the building due to apparent lack of cleaning and maintenance by the post office.

### ***President's Report***

Ms. Curtis noted that starting with the September 8 meeting, Council will go back to in person meetings with dial in option. She requested that Public Works use the sanitizer sprayer the day of and the day after the meeting in Borough Hall. Mr. Ford was also asked to measure the room for a seating plan to ensure distancing. A health survey will also be required for participants at Borough Hall.

### ***Mayor's Report***

Mayor Mulhall inquired about appointment of a Pandemic Safety Officer as per information shared with Council. Mr. Ott made a motion, seconded by Mr. Halvorsen, to appoint Christopher Mulhall as the Borough's Pandemic Safety Officer. The motion passed unanimously.

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

September Concert – Ms. Jenzano reported that the concert scheduled for September has been canceled.

Events – Mr. Halvorsen reported that he had an inquiry regarding the annual Lion's Club Halloween parade. It was noted that a parade application had not yet been received. Council discussed how the parade brings people into the Borough. Mr. Ott made a motion following discussion of a parade being held to not approve the Halloween Parade application if received. Mr. Halvorsen seconded the motion. The motion passed unanimously. Discussion was held regarding establishing hours for Trick or Treat. Mr. Ott made a motion to cancel trick or treat. Chief Wilson noted that Halloween falls on a Saturday this year and difficulties to enforce. Mr. Ott rescinded his motion to allow further discussion. Members of Council noted that if people did not wish to participate – either taking their children out or answering their door to trick or treaters – they would use their judgement. Ms. Matlock made a motion, seconded by Mr. Halvorsen to set trick or treat from 6:00 p.m. to 8:00 p.m. on October 31, 2020. The motion passed with Ms. Whichard voting nay. Ms. Venzie was asked to research how we present the information and guidelines for trick or treating.

Military Banners – It was noted that banners are up and there is still activity for new applications.

*New Business*

*Public Presentations*

Chief Wilson displayed the new police patch which is now on the uniforms.

There being no further business, the meeting was properly adjourned at 8:05 p.m.

Janis A. Rambo  
Borough Secretary