

**HONEY BROOK BOROUGH COUNCIL  
SECOND MONTHLY MEETING  
APRIL 19, 2021**

The Second Monthly Meeting of Honey Brook Borough Council was held at Borough Hall and called to order by Council President Jessica Curtis at 7:10 p.m. All members answered to Roll Call. Also in attendance were Kim Venzie, Esquire, Borough Solicitor; Chief Calvin Wilson; Bill Ford, Public Works Superintendent; and Tricia Swinty, Borough Clerk. Junior Councilperson Matthew Boswell also attended.

President Curtis advised that Council was in Executive Session prior to the meeting starting at 6:30 p.m. to discuss personnel.

***Public Presentations***

None

***Approval of Previous Minutes***

It was noted that the reference that the April 5, 2021, meeting was held via Zoom would be corrected noting location of meeting was held at Borough Hall. Mr. Halvorsen made a motion, seconded by Mr. Florio, to approve the minutes with the change noted. The motion passed unanimously.

***Payment of Bills***

Ms. Matlock made a motion, seconded by Mr. Ott, to approve payment of bills as presented and to authorize a check in the amount of \$35,373.00 for the new police vehicle payable to New Holland Auto Group. The motion passed unanimously.

***Communications/Secretary's Report***

None

***Solicitor's Report***

The draft Comcast franchise agreement was reviewed. Ms. Wunsch made a motion, seconded by Ms. Matlock, to authorize the Solicitor to advertise the ordinance that will authorize execution of the cable franchise agreement between the Borough and Comcast of Southeast Pennsylvania, LLC. The motion passed unanimously.

***President's Report***

No report

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

No report

### ***Monthly Reports***

Treasurer's Report – It was noted that the annual audit will be conducted inhouse on May 21. At the recent finance committee meeting, the bank balances were reviewed and budget year to date. It was the recommendation to rollover the capital reserve CD at the end of the six month term. Council concurred to rollover the CD for another six-month term.

Police – Chief Wilson reported that the new police vehicle has arrived. The monthly report was distributed.

Public Works –Mr. Ford submitted the written report for the month of March. Mr. Ford reminded Council that street sweeping will be done this Friday, April 23, 2021. He also noted that an inlet box need to be repaired.

Code/Zoning/Building Official – The monthly report for Kraft Code Services was reviewed. Glen Bertoletz was present to go over the report. Kraft provided correspondence regarding rental and transfer of property requirements. The correspondence noted that Ordinance 246, Section 11-204 listed nine items for inspection. Kraft inquired if the Borough wants them to inspect all nine items and, if so, should all items be inspected during the rental inspection. If all nine items are not to be included, should the ordinance be amended? They also noted in addition to the nine items, the Borough had provided them with a “Change of Use and/or Occupancy” form that had been in use. The form had a separate list of inspection items for transfer of property inspections. Does the Borough still want these items included and should be Ordinance be updated? Finally, per Ordinance 246, Section 11-207, Rental License Certificate, there are seven items listed that should be included on the Certificate of Inspection. Does the Borough want these items included? It was noted that a statement of variances and use permits, if any, and statement as to whether there appears to be any nonconformity of illegality in the structures may be difficult to be obtained/performed administratively. Council advised that they would review the list to see if any amendments or updates need to be made.

Planning Commission – Mr. Mulhall reported that a sketch plan was received and will be reviewed at the next Planning Commission meeting.

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

Video/Audio Equipment – Mr. Halvorsen made a motion, seconded by Ms. Wunsch, to proceed to purchase the audio and video equipment as presented at the last meeting for the public meeting room. The motion passed unanimously. Ms. Matlock further moved to approve the application for an Amazon account and Prime enrollment. Mr. Ott seconded the motion and was unanimously passed.

***New Business***

Social Media – Ms. Curtis recommended that a Borough Facebook page be created in order to push out messages to residents. There was discussion regarding legal issues with a Facebook page. It was agreed that the Borough Facebook page would be set up with no feedback or public comment,

Name the Brook Contest - Ms. Jenzano noted that the contest boxes have been distributed throughout the community.

Updates – Mr. Ford noted that TelHai will soon be changing out the banners, pending the availability of their truck. Ms. Swinty advised that Newsletters should be delivered this week and that the website calendar will be updated.

***Public Presentations***

None

There being no further business to discuss, the meeting was properly adjourned.

Janis A. Rambo  
Borough Secretary