

**APRIL 3, 2023**  
**FIRST MONTHLY MEETING**  
**HONEY BROOK BOROUGH COUNCIL**

The first monthly meeting of Honey Brook Council was held at Honey Brook Borough Hall and all members answered Roll Call. Also participating in the meeting were Christopher Falencki, Borough Engineer; Chief Calvin Wilson; and Tricia Swinty, Borough Clerk.

President Ford called the meeting to order and announced that Borough Council met in Executive Session at 6:30 p.m. to discuss engineering issues.

***Citizens Comments on Agenda Items***

None

***Approval of Previous Minutes***

Ms. Jenzano made a motion, seconded by Mr. Florio, to approve the minutes from the March 21, 2023, meeting. The motion passed with Ms. Matlock abstaining as she was not present at the March 21, 2023 meeting.

***Payment of Bills***

Mr. Florio made a motion, seconded by Ms. Matlock, to approve the bills presented for payment. The motion passed unanimously.

***Public Presentations***

None

***Engineer's Report***

Mr. Falencki reviewed his monthly report that had been distributed to Council. He advised that he has not heard anything back from DEP following submission of the revised plan.

Chester County DCD Grant Application – Mr. Falencki stated that the County is accepting grant applications for its current round by April 20. Various projects were discussed. Mr. Ott made a motion, seconded by Ms. Florio, to authorize the Borough Engineer to prepare and submit a grant application for sidewalk and curb and road reconstruction road on Chestnut Street, from Route 322/Chestnut Street intersection to Park Street within the Borough of Honey Brook, as well as stormwater improvements. The motion passed unanimously.

Joanne Hopkins had questions regarding 310 Maple Street relative to what is now needed to move forward. Mr. Falencki noted that the most recent plan was different than the two prior revisions and would need to be updated noting the waiver granted at Council's last meeting and resubmitted. In addition, the O&M Agreement would need to be prepared by the Solicitor and signed and escrow posted for the project.

At this time, Mr. Falencki departed the meeting.

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

Ms. Venzie was not in attendance at this evening's meeting.

### ***Old Business***

Discussion/consideration regarding adoption of Personnel Manual – Council reviewed the latest revisions and noted one change regarding full-time employees providing request for vacation would be 30 days a section where a sentence was repeated twice. With those two minor changes, Mr. Florio made a motion, seconded by Ms. Matlock, to adopt the Honey Brook Borough Employee Handbook. The motion passed unanimously.

### ***Communications & Secretary/Treasurer's Report***

Ms. Rambo noted that the transfer checks were being mailed to S&T's Wilkes Barre office.

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

Mr. Ford stated that annual spring work is ongoing in the park. He also noted that he will be contacting the new PennDOT representative relative to the condition of 322.

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

Mayor Halvorsen noted that the police department has been very busy.

### ***Committee Reports***

Finance – Quarterly review meeting is scheduled for April 12.

Park & Recreation – Ms. Jenzano reported that she is working on the tennis court proposals/estimates. She noted that the old shed was torn down and the electrical panel and conduit was run. They will start work on the new shed later this week. Ms. Rambo noted that currently the Borough pays for the electric to the shed and asked if that would continue. The opinion of Council was that starting in 2024 that the Authority should be billed half of the shed electric bill.

Public Works – It was noted that grass season is now amongst us!

Code/Ordinance – No report; however, it was noted that the electric for the new shed will need inspected.

MS4 – No report

Personnel – No report.

Police – No report.

COG –No report.

## ***New Business***

Discussion/consideration regarding Comcast concert sponsorship – Ms. Jenzano reported that Comcast is interested in sponsoring concerts at approximately \$250 per concert. They would then like to be able to set up a table, etc., at the concert for advertising and promotion. She noted that she currently has three concerts booked for 2023.

Consideration regarding mass gathering and road closure for fire company mud sale on May 13 – Mr. Ott made a motion, seconded by Ms. Florio, to approve the mass gathering and road closure on May 13 for the Honey Brook Fire Company's annual "mud" sale. The motion passed unanimously. There was a question of there was enough Fire Police for the event. Mr. Ford stated there was.

Discussion regarding banner change out – Mr. Ford stated that there is no "welcome" banner other than the winter season one and he was looking into other seasonal banners as well as adding fire company members, similar to the veteran banners, to the program.

## ***Public Presentations***

Barbara Mountz of 4521 Horseshoe Pike inquired about the real estate tax increase, noting a large percentage jump in taxes. She noted reading the minutes that it appeared it was for an additional full-time officer. Ms. Jenzano stated that the Borough, as well as other departments, just cannot retain part-time officers as most end up getting full-time employment due to the shortage of officers.

There was discussion regarding yard waste pick up ... she stated she has lots of bags but inevitably on the collection date, a storm comes and she has to hold the bags until the next time.

Sam Massey introduced himself as the new pastor of the Presbyterian Church and thanked the Borough for their services.

## ***Adjournment***

There being no further business, the meeting was properly adjourned at 8:12 p.m.

Janis A. Rambo, Borough Secretary