

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
APRIL 6, 2026**

The first monthly meeting of Honey Brook Borough Council was called to order by Council President Jessica Florio at 7:00 p.m. at Borough Hall. All members answered Roll Call except Ms. Cooper. Also in attendance were Jim McCarthy of McCarthy Engineering (Borough Engineer); Joe Boulanger of Kraft Municipal Group (Zoning/Code/Building Official); Chief Calvin Wilson; Bill Ford, Public Works Director; and Borough Clerk Caroline Ameisen.

At the start of the meeting, there was a moment of silence for Corporal Timothy O'Connor, Jr. It was also noted that the March 17, 2026, meeting was canceled due to a weather advisory.

Citizens Comments on Agenda Items

Sam Fisher, Arch Street, questioned why his comments at the ending of the meeting during Public Presentations, were not captured in the minutes. Ms. Florio advised that he spoke at the beginning of the meeting and had exceeded his time. Mr. Fisher how time is kept; Ms. Florio noted she sets the timer on her phone.

Public Presentations

None

Approval of Previous Minutes

Ms. Hill made a motion, seconded by Ms. Kelly, to approve the minutes from the March 2, 2026, meeting. The motion passed unanimously.

Payment of Bills

It was clarified on the bills list for this evening that the Staples invoice for envelopes should be \$56.80, not \$5,680.

Ms. Hill made a motion, seconded by Ms. Kelly, to ratify the bills list of March 16, 2026 and to ratify and approve the bills list of April 6, 2026. The motion passed unanimously.

Engineer's Report

Mr. McCarthy advised that As Builts were received and reviewed for 310 Maple Street. They are still waiting for As Builts from Honey Brook Hardware. The proposal for radios from L3Harris was reviewed. Ms. Hill made a motion, seconded by Mr. Burch, to accept the proposal from L3Harris in the amount of \$65,737.80. The motion passed unanimously. Mr. Ford advised that he would notify L3Harris.

Solicitor's Report

Not in attendance.

Communications/Secretary-Treasurer's Report

It was noted that a letter of resignation was received from Ethan Ameisen. Ms. Hill made a motion, seconded by Ms. Jenzano, to accept Mr. Ameisen's resignation as laborer. The motion passed unanimously.

Ms. Rambo reported that a payment to IBX was not received and due to the payment date of the subsequent invoice, our medical insurance was terminated. She advised that she never received any type of termination notice and invoices continued to be received and paid. At present, we have a credit balance of \$10,600. Reinstatement could only be through our agent, who could not be contacted. Ms. Rambo said that she reached out to our liability insurance agent to see if he handled medical which they do not but recommended Bluestone Insurance Partners who was contacted and they were able to get our coverage reinstated. Ms. Jenzano made a motion to ratify the appoint of Bluestone Insurance Partners as the Borough's medical insurance agent. Ms. Hill seconded the motion and the motion passed unanimously.

Ms. Rambo reported that the liquid fuel audit was completed for 2024 and 2025 and CLA was in house today for that portion of the DCED audit which is ongoing for 2025.

President's Report

No report

Mayor's Report

Mayor Halvorsen requested Council's consideration to authorize a donation from the Police Donation Account (non-tax dollars; donation from CCSWA) to the Corporal Timothy O'Conner, Jr. Fund. Mr. Burch made a motion, seconded by Ms. Jenzano, to donate \$1,000 to the Corporal Timothy O'Conner Jr. Fund. The motion passed unanimously. Chief Wilson will provide the the donation details to the Treasurer.

Committee Reports

- **Finance** – The February Treasurer's report, which would have been distributed at the March 17 meeting, was in the meeting packet as well as a ytd actual versus budget report..
- **Police** – Chief Wilson advised that March was a very busy month. The new patrol car was delivered and is currently being outfitted.
- **Public Works** – Mr. Ford reported that a detection camera is not operational at the traffic light. Two proposals from Signal Service were reviewed: a quote to supply a Traficam video detection system of four cameras at an install price of \$13,322.00 and a quote to supply a Miovision omniview detection system of one camera at a install price of \$22,098.00. After discussion, Ms. Hill made a motion, seconded by Ms. Kelly, to accept the quote from Signal Service to install the Miovision omniview detection system for \$22,098.00 under CoStars contract #0000482340. The motion passed unanimously. It was noted that funding will be taken from the State Fund and there may be an upcoming ARLE grant round that we could apply for reimbursement.

- **Code/Ordinance** – KMG’s report was distributed in the meeting packet. Mr. Boulanger reported that two permits were issued. An outstanding complaint was reviewed and it was noted that there would be follow up with the Solicitor.
- **Planning Commission** – No meeting held in March.
- **COG** – No report. It was noted that as we do not have a representative attending, that former Councilman Richard Florio stated that he would attend the meetings and report back to Council; however, as he is not a current elected official, he could not vote. Mr. Burch made a motion, seconded by Ms. Jenzano, to appoint Mr. Florio as a non-voting member as the Borough’s representative to COG. The motion passed unanimously.

Old Business

New Business

Discussion/consideration regarding authorizing McCarthy Engineering to proceed with submission of an application for park playground equipment upgrade through DCNR – Grant applications were discussed through DCNR and/or DCED. Additional information for both grant applications will be researched and the item will be back on a future agenda for consideration.

Consideration to authorize Council Present to sign Operations and Maintenance Agreement for 311 Maple Street – Ms. Hill made a motion, seconded by Ms. Jenzano, to authorize the Council President to sign the Operations and Maintenance Agreement for 311 Maple Street. The motion passed unanimously.

Discussion/consideration regarding Elverson/Honey Brook Area EMS Regional EMS Advisory Committee participation – Information was distribute to Council inquiring if the Borough would like to appoint a member to the Regional EMS Advisory Committee. The item was tabled to allow Council to read through the information.

Discussion/consideration regarding purchasing “Welcome to Honey Brook Banners” – Ms. Ameisen advised that the Honey Brook Partnership’s “250th Committee” is looking to get 10 banners. Honey Brook Township has committed to a minimum of four banners at \$111.00 each. There is two other organizations that are looking to sponsor a banner each. Ms. Hill made a motion, seconded by Mr. Burch, to commit to sponsoring four banners at a cost of \$444.00. The motion passed unanimously.

Consideration to designate a voting delegate at the Annual PSAB Conference – As we have an attendee at the PSAB Conference, they requested certification of the Borough’s voting delegate. There was discussion to not have a voting delegate. Ms. Florio noted the breakout sessions and that they may not be applicable to a staff member. The sessions were reviewed and after discussion, Ms. Hill made a motion, seconded by Ms. Jenzano, to cancel the registration for the conference and look for more applicable training sessions. The motion passed unanimously.

Other: It was noted that nothing has been turned in from the American Legion for the Memorial Day Parade. Mr. Ford also noted that street sweeping is scheduled for April 22.

Public Comment

Sam Fisher inquired what type of camera is being replaced at the traffic signal. It was noted is was for sequencing the light.

Adjournment

There being no further business, the meeting was adjourned at 8:03 p.m.

Janis A. Rambo
Borough Secretary