

**HONEY BROOK BOROUGH COUNCIL  
SECOND MONTHLY MEETING  
August 19, 2024**

The first Monthly Meeting of Honey Brook Borough Council was called to order by Council President Bill Ford at 7:00 p.m. The meeting was held at Borough Hall and all members answered Roll Call except Alyson Leisey and Mayor Matthew Halvorsen. Also in attendance was Acting Chief Robert Herzog.

***Citizens Comments on Agenda Items***

None

***Public Presentations***

None

***Approval of Previous Minutes***

Ms. Jenzano noted under Police Committee that it should be corrected that the Committee did not meet in July. Ms. Hill made a motion, seconded by Ms. Cooper, to approve the minutes with the correction noted. The motion passed unanimously.

***Payment of Bills***

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

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

Nothing to report

***President's Report***

President Ford noted that he saw notice of the next round of LSA grant applications will open with applications due at the end of November.

***Mayor's Report***

Mayor Halvorsen was not in attendance; however, he provided information to the Borough Secretary of a pre-meeting with the County, Honey Brook Township, Brandywine Conservancy; and the Borough for the VPP grant application submission. Ms. Hill and Ms. Rambo will participate in the virtual meeting.

***Monthly Reports***

Treasurer's Report – The Treasurer's Report for the month ending July 31, 2024 was distributed along with the budget vs. actual report.

Police Report – Chief Herzog noted that he had eMailed out the report prior to the meeting to Borough Council.

Public Works – The monthly report was distributed to Council. Mr. Ford stated that he believes the foxes are gone from the park.

Code/Building/Zoning – The monthly report was distributed to Council.

Planning Commission – There was no meeting in July; there will be a meeting in September to review the Howe Family Property Sketch Plan submission.

### ***Old Business***

Discussion/consideration regarding AJ Blosenski invoice – Mr. Ford reviewed an incident that occurred on July 8, 2024 that led to the Solicitor's letter of August 9, 2024, to AJ Blosenski to put them on Notice of Default and Demand for Payment. Recycling at 206 dwellings was not picked up until late Wednesday morning on July 10. According to the contract, the contract fee would amount to \$4,120. Mr. Ford stated that trash was collected throughout the Borough on July 8, but only recycling at 206 dwellings were not because the recycling portion of the truck had a mechanical failure. Mr. Ford recommended Council lowering the penalty to half due to the circumstance to \$2060. Ms. Cooper said that a letter should be issued noting the Borough's reduction of the fine but that any future contract violation, such as picking up items not in the Borough-issued bag, missed collections, etc., we will enforce. Secretary/Treasurer advised that we recently received the August contract invoice which was not on the bills list approved earlier and noted that there was a previous fine deduction of \$480 that needs to be deducted as well. Ms. Hill made a motion, seconded by Ms. Cooper, to lower the July 8, 2024 contract fine in half to \$2,060 and to authorize payment of the August invoice deducting the \$2,060 fine and the \$480 fine for a payment amount of \$8,227.50. The motion passed unanimously.

Consideration to approve Payment 1 from Construction Masters Services, LLC for Post Office Parking Lot Paving in the amount of \$31,561, subject to signing of Certificate of Completion and contractor providing the original maintenance bond – Mr. Falencki's recommendation for payment memo was reviewed. Ms. Cooper made a motion based on the Borough Engineer's recommendation, seconded by Ms. Hill, to authorize payment in the amount of \$31,561 to Construction Masters Services, LLC for the Post Office Parking Lot Paving project subject to signing of the Certificate of Completion by Council President Ford and the contractor providing the original maintenance bond. The motion passed unanimously.

Consideration to hire Lisa Romig as temporary, part-time office clerk retroactive to August 12, 2024 – Ms. Cooper made a motion, seconded by Ms. Jenzano, to hire Lisa Romig as a temporary, part-time office clerk to fill in for Ms. Swinty while she is on leave retroactive to August 12, 2024, at an hourly rate of \$17 per hour. The motion passed unanimously.

Military Banner Discussion – The current supplier of the seasonal banners, which Mr. Ford noted is a better quality than the military banners, charges \$111.00 per banner. It was also noted that Township resident banners would all be processed through Honey Brook Borough’s administrative office, not through the Township. Mr. Ford stated that he needs to see if there would be separate set up charges for the banners to read “Borough” and “Township”. The fee for the banners was discussed taking into account the cost of the banner, hardware, and the administrative time. After all costs are obtained from the banner manufacturer, the fee amount will be reviewed.

***New Business***

Consideration regarding Lucky Sign Shop quote for reflective lettering/graphics for two police vehicles at a total cost of \$2,900 – There was discussion regarding the vehicles to be marked. Chief Herzog recommends the two newest Durangos (2021 and 2024). Mr. Ford noted that the 2016 Durango was to go on MuniBid when the 2024 Durango was put in service. It was the consensus of Council to keep the 2016 in service through the end of 2024. Ms. Cooper made a motion, seconded by Ms. Jenzano, to approve Lucky Sign Shop’s quote for reflective lettering and graphics for two police vehicles – the 2021 and 2024 Durangos – at a total cost of \$2,900. The motion passed unanimously.

Consideration to purchase equipment racks for the Police Durangos at a cost of \$800 – Mr. Herzog explain the use of the equipment racks in the vehicles. Ms. Cooper made a motion, seconded by Ms. Jenzano, to purchase two equipment racks at a cost of \$400 each or a total of \$800. The motion passed unanimously.

Discussion regarding crosswalk maintenance – Mr. Ford reviewed a quote he obtained for crosswalk painting and there was a discussion regarding the cost and benefit of thermoplastic. The quote to paint the lines, which may require the Borough providing traffic control with either Borough employees or seeing if the Fire Police could provide assistance, was \$13,500. Another quote will be looked into.

***Public Presentations - None***

There being no further business, the meeting was properly adjourned at 8:16 p.m.

Janis A. Rambo, Borough Secretary