

AUGUST 2, 2021
FIRST MONTHLY MEETING
HONEY BROOK BOROUGH COUNCIL

The first monthly meeting of Honey Brook Council was held at Borough Hall and all members answered Roll Call. Also participating in the meeting were Christopher Falencki, Borough Engineer; Kim Venzie, Borough Solicitor; Bill Ford Public Works Superintendent; Joe Boulanger, Building/Code/Zoning Officer; and Tricia Swinty, Borough Clerk. Junior Councilperson Matthew Boswell was also present and Chief Calvin Wilson joined the meeting during the Engineer's Report.

President Curtis announced that the agenda noted an Executive Session which was canceled.

Approval of Previous Minutes

Mr. Halvorsen made a motion, seconded by Mr. Florio, to approve the minutes from the July 19, 2021, meeting. The motion passed unanimously.

Payment of Bills

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

Public Presentations

Keith Dombach, 181 Pequea Avenue – Mr. Dombach stated that he is on the Steeple to People Board of Directors and had questions regarding the parking on Railroad Avenue and asked if the diagonal parking spaces could be put back instead of the current parallel parking spaces. Ms. Curtis advised that research is ongoing between the Borough Engineer and Borough Solicitor. She noted that there needs to be access to the buildings from Railroad Avenue by fire vehicles, to include a ladder truck, should there be a call. Ms. Venzie stated that there has been a reduction of one parking space.

Kurtis Miller, Constituent Advocate from Rep. Chrissy Houlahan's office – Mr. Miller provided a legislative update of work to do date by Rep. Houlahan and advised if the Borough or its residents needed any assistance to reach out to their office.

Matthew Garman, 748 Maple Street – Mr. Garman distributed a revised sketch/drawing of proposed parking at 748 Maple Street to include 620 additional square feet of what is there today of impervious surface for parking. Mr. Falencki confirmed that a simplified stormwater management plan would be required. Mr. Boulanger inquired about dumpster placement. There was also discussion of curb entrance change. Mr. Falencki stated that construction of the Maple Street Project is scheduled to begin on the west side of the street tomorrow. Previously, it was agreed to reduce the current apron by 748 Maple Street from 30 feet to 20 feet. The area confirmed for the reduced apron would start and go 20 feet north of the mailbox.

Engineer's Report

The Engineer's Report was distributed to Council and is on file at Borough Hall.

Maple & Chestnut Street DCD CRP Project – Mr. Falencki reported that the project is scheduled to start on August 3 and conclude in October.

DCD CRP Utility Grant – Mr. Falencki reported that this project is scheduled to begin next week.

Borough Authority Shed – Mr. Falencki reported that the proposed shed would be 26 x 16, with the Borough's designated area being 8 x 16. The Borough's access will be on one side of the fence and the Authority's on the other.

Conditional Use Hearing – 4031 Horseshoe Pike – Nothing additional has been received as of today to review for the upcoming Planning Commission meeting.

914 Spruce Street – Mr. Falencki reported that we are still holding escrow. Kraft Code Services will be sending a letter regarding the placement of the curb without a permit. There was also discussion that 855 Spruce Street has no grass from the runoff being caused due to the curb being installed. A Notice of Violation is being drafted.

At this time, Mr. Falencki departed the meeting.

Solicitor's Report

Ms. Venzie reviewed the upcoming implementation of the requirement to post the Borough's agenda at a minimum of 24 hours prior to the meeting.

It was also noted that Ms. Venzie, Mr. Ford, and Mr. Halvorsen, representing the Northwestern Chester County Municipal Authority, will be meeting regarding the Honey Brook Township's Act 537 Plan.

Ms. Venzie and Mr. Boulanger confirmed that the appeal deadline for the two Grenda properties was on July 28, 2021. Citations are being worked on and are to be filed.

Old Business

Honey Brook Historic Preservation – Ms. Jenzano reported that 18 boxes of *Honey Brook Herald* newspapers that were converted to microfilm needs to be digitized. There are grants available for this work. She also reported that there is a bank account with approximately \$2,500 that was set up by the former "Honey Brook Society" that Barbara White is a signer on that will be made available to the Borough.

Equipment Recommendation for Meeting Room – Three options were reviewed for the purchase of a television, wall mount, cables, protection plans from Amazon, BJs and WalMart. Ms. Jenzano made a motion, seconded by Mr. Florio, to authorize the equipment purchase from WalMart at an approximate cost of \$535.82. The motion passed unanimously. Ms. Wunsch also reviewed Zoom subscriptions. Ms. Matlock made a motion, second by Mr. Florio, to authorize the subscription of *Zoom Pro* at a cost of \$150.00 a year.

Snow Emergency Parking – Mr. Ford asked to confirm to ensure wording is correct for the next Newsletter. Ms. Curtis stated that Council had concurred to place wording from the ordinance and “How to be a Good Neighbor” in the newsletter. Mr. Ford noted that an amendment to the wording of the Ordinance had not been authorized; only discussed. Secretary inquired as social media platforms seem to continually change, could wording in the ordinance be amended to state how Emergency Declarations shall be posted be designated annually by Resolution. Mayor Mulhall reviewed by Code that are certain requirements in addition to optional mediums. Mr. Ford also inquired about posting of signage was Council concurred to proceed to post.

Trash Bag Update – It was noted that an order of “orange” bags that were in surplus with WasteZero were purchased to help with the on-hand supply.

Communications/Secretary’s Report

The Balance Sheet was distributed. Ms. Rambo also advised that all signers must go to the bank to establish the ARPA Fund account. She asked that the Council President and Vice President provide her with three dates/times for her to forward to the Bank to confirm a time to go in to sign the paperwork.

President’s Report

No report

Mayor’s Report

No report

Committee Reports

Finance – No report.

Park & Recreation – No report.

Public Works – No report.

Code/Ordinance – Ms. Wunsch distributed a written report from the Committee’s meeting of July 7. She noted suggested wording to amend the Dumpster Ordinance that if the Borough finds the size of the dumpster being used by the property owner to be insufficient, that a larger size can be required.

MS4 – No report

Personnel – No report.

Police – No report.

Banner – Mr. Florio reported there have been four new applications and that the cards have been updated. Rodney Kern was chosen for the banner that is being donated by September Farm. Ms. Swinty stated that she is waiting for the banner information and a picture.

COG –Ms. Matlock noted that the Animal Control Task Force is preparing a letter to go out to member municipalities and non-member municipalities seeking interest in moving this concept along.

New Business

Clerk Request for Time Off – Ms. Swinty requested to be off on August 11. Council concurred.

Resignation – Matthew Halvorsen submitted his resignation from Borough Council effective August 3, 2021. Mt. Ott made a motion, seconded by Mr. Florio, to table acceptance of Mr. Halvorsen's resignation. The motion passed unanimously.

Public Presentations

None

There being no further business, the meeting was properly adjourned at 9:06 p.m.

Janis A. Rambo, Borough Secretary