

HONEY BROOK BOROUGH COUNCIL AGENDA

AUGUST 19, 2024

Roberts Rules Simplified to be followed

- Call to Order/Roll Call
- Citizens Comment on Agenda Items
- Public Presentations
- Approval of Previous Minutes – August 5, 2024
- Payment of Bills
- Communications/Secretary-Treasurer's Report
- President's Report
- Mayor's Report
 - VPP grant application / pre-application meeting
- Monthly Reports
 - Treasurer's & Tax Collector's Report
 - Police Report
 - Public Works Report
 - Code/Building/Zoning Officer's Report
 - Planning Commission Report
- Old/Pending Business
 - Discussion/consideration of A J Blosenski invoice
 - Consideration to approve Payment 1 from Construction Masters Services, LLC for Post Office Parking Lot Paving in the amount of \$31,561.00, subject to signing of Certificate of Completion and the contractor providing the original maintenance bond
 - Consideration to hire Lisa Romig as temporary, part-time office clerk retroactive to August 12, 2024
 - Military Banner Discussion
- New Business
 - Consideration regarding Lucky Sign Shop quote for reflective lettering/graphics, etc. for two police vehicles at a total cost of \$2,990
 - Consideration regarding purchase of equipment racks for Police Durango at a cost of \$800
 - Discussion regarding crosswalk maintenance
- Public Presentations
- Adjournment

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
AUGUST 5, 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. Also in attendance were Christopher Falencki of McCarthy Engineering, Borough Engineer; Kim Venzie, Borough Solicitor; Officer Robert Herzog; and Tricia Swinty, Borough Clerk/Assistant Secretary.

Mr. Ford announced that Council was in Executive Session starting at 6:30 p.m. to discuss personnel.

Citizens Comments on Agenda Items

None

Approval of Previous Minutes

Ms. Jenzano made a motion, seconded by Ms. Leisey, to approve the minutes from the July 15, 2024 meeting. The motion unanimously.

Payment of Bills

An additional bill was requested to be added to the list of bills being presented for payment: \$108.65 payable to A.J. Blosenski for the monthly dumpster rental. Mr. Florio made a motion, seconded by Ms. Jenzano, to pay bills as presented. The motion passed unanimously.

Public Presentations

Don Brown, 935 Chestnut Street – Mr. Brown showed a subdivision plan dating back to 1991 of his property that was approved but never signed or recorded. Secretary provided copies of minutes noting zoning relief had been obtained and the subdivision approved. The plans were not signed and the period to record has expired. Mr. Falencki and Ms. Venzie advised that he would need to start the subdivision process again as time has lapsed for this plan to still be valid for signatures and recording.

David Jones – Mr. Jones introduced himself to Council and advised that he is the constable for Honey Brook Borough.

Actions from Executive Session

Consideration of Appointment of Acting Chief – Ms. Leisey made a motion, seconded by Ms. Hill, to appoint Robert Herzog as Acting Chief at an hourly rate of \$42.50 per hour. The motion passed unanimously. Mayor Halvorsen administered the Oath of Office to Acting Chief Herzog.

Consideration to hire a part-time cleaner/park gardener – Ms. Leisey made a motion, seconded by Mr. Florio, to hire Carol Hefner as a part-time cleaner and park gardener at an hourly rate of \$17.00 per hour. The motion passed unanimously.

Engineer's Report

Mr. Falencki advised that agreements for the Honey Brook Hardware store relative to the land development plan conditional approval have been received and are under review. There was discussion of posting of professional fees relative to stormwater to cover inspections.

310 Maple Street Stormwater Review – Mr. Falencki noted that construction has begun but his office has not been notified of any inspections for stormwater. He noted that he would follow up and review the O&M Agreement.

DCD CRP South Chestnut Street Project – A precon meeting was held. It is anticipated that the work will begin in two to three weeks.

Firehouse Paving – Paving will be coordinated and completed when the South Chestnut Street work is done.

Post Office Parking Lot Paving – The paving was completed.

At this time, Mr. Falencki departed the meeting.

Solicitor's Report

Consideration to authorize Borough Council President to execute Quit Claim Deed for NCCMA – Solicitor Venzie reviewed that the NCMMA has a solar project on the property on Dampman Road. The property was conveyed in 1977 for purposes for the parcel to be used for a sewage disposal facility; unfortunately, the deed was never recorded. A *Quit Claim Deed* is being requested to be executed by the Borough Council President in order for NCCMA to proceed. Ms. Jenzano made a motion, seconded by Ms. Wadlinger, to authorize the Council President to sign the Quit Claim Deed for NCCMA. The motion passed unanimously.

Old Business

Discussion/consideration regarding Community Partnership's request for Borough contribution to Harmony Day musical entertainment – Mr. Florio made a motion, seconded by Ms. Wadlinger, to authorize the expenditure of \$250 towards the musical entertainment for Harmony Day. The motion passed unanimously.

Consideration to accept Custom Computer's quote dated July 18, 2024, for two desktop computers in the amount of \$3,039.38 - Ms. Cooper made a motion, seconded by Ms. Hill, to approve the quote from Custom Computer for two desktop computers for administration offices in the amount of \$3,039.38. The motion passed unanimously.

Banners – Honey Brook Township is in favor with the banner program. It was reviewed that Township staff would accept applications and ensure the information is complete, similar to what Ms. Swinty does for the Borough applications, and then forward to the Borough to order. Mr. Ford stated that the current vendor's banners are not durable. He is obtaining a quote from the same company that does the seasonal banners. The fee for Township residents was discussed as \$300. Mr. Ford reminded Council that we have 25 poles available for banners.

Communications/Secretary-Treasurer's Report

Secretary/Treasurer requested that a joint workshop meeting of the Finance and Trash Committees be set to discuss possible bid for trash or options noting it is now August and the Budget cycle begins in September. There was concurrence to set the meeting for August 21 at 6:30 p.m.

It was also reported that the County DCD written audit report noted no findings or recommendations. The Liquid Fuel Audit took place on July 23 for the years 2021, 2022, and 2023. During the exit interview, no findings were noted.

Ms. Rambo noted that she is not available to attend the first meeting in September, which is Tuesday, September 3, and typically Ms. Swinty takes the minutes. As Ms. Swinty will be on medical leave, it was asked if Council would want to reschedule the meeting. Consensus was that a Council member would take notes for minute preparation.

President's Report

Mr. Ford noted that he continues to monitor the trash contract compliance or non-compliance.

Mayor's Report

Mayor Halverson reported that Acting Chief Herzog is already implementing and updating policies such as the spike strip use and use of emergency vehicles.

Mayor Halvorsen presented three purchase requests to Council:

- Stack-On 10 Gun Safe from Tractor Supply for \$170.99 – Ms. Cooper made a motion, seconded by Ms. Hill, to authorize the purchase of a gun safe in the amount of \$170.00. The motion passed unanimously.
- Canon EOS T100/400D DSLR camera with EF-S 18-55 mm lens, SanDisk memory card, tripod, flash, backpack and accessory bundle from Amazon for \$450.00 – Ms. Cooper made a motion, seconded by Mr. Florio, to authorize the purchase of the camera and accessories from Amazon in the amount of \$450.00. The motion passed unanimously.
- Crime scene response kit from Evident in the amount of \$229.00 – Ms. Cooper made a motion, seconded by Ms. Hill, to purchase two crime scene response kits from Evident in the amount of \$229.00 each. The motion passed unanimously.

It was noted that the purchases approved would come out of the police donation account.

Committee Reports

Finance – No report.

Park & Recreation – The concert scheduled for August 4 was canceled due to weather forecast and has been rescheduled for September 29. The Pickle Ball Open House was well attended with over 50 people many who took advantage of the free lessons.

Public Works – No report

Code & Ordinance - No report

MS4 – no report

Personnel – no report

Police – No meeting in June; there will be a meeting in July

Trash – no report

COG – Mr. Florio reported on the recent COG meeting.

New Business

Post Office Parking – It was noted that the lease with the post office was reviewed and that they cannot park their vehicles on the spots reserved for patrons.

Consideration regarding hiring a temporary, part-time clerk – tabled

Discussion regarding green trash bag purchase from Waste Zero – When an order was submitted to Waste Zero, we were notified that they are sold out of the bags that we purchase. They do have other bags that were made for other municipalities that were never purchased left over but they would be an assortment of colors, etc. It was noted that we have enough to probably get us through September.

Public Presentations

Sam Fisher, Arch Street – Mr. Fisher asked if the rumor was true that the former owner of Eagle Disposal was coming back in business. Council had no comment to rumors.

There being no further business, the meeting was properly adjourned at 8:15 p.m.

Janis A. Rambo, Borough Secretary

**GENERAL FUND - BILLS TO BE PAID
AUGUST 19, 2024**

<i>Vendor</i>	<i>Description</i>	
AutoZone	heavy duty razors; mirroweld	\$27.39
Buckley Brion McGuire& Morris LLP	solicitor fees - July 2024	\$1,688.00
Buckley Brion McGuire& Morris LLP	solicitor fees - 450 Pequea land dev application	\$1,980.00
Chester County Solid Waste Authority	tipping fees - week of 7/22/2024	\$271.20
Chester County Solid Waste Authority	tipping fees -- week of 7/31/2024	\$296.80
Chester County Solid Waste Authority	tipping fees - week of 8/15/2024	\$374.30
Extreme Performance and Off Road LLC	weathertech rainguard mats	\$127.19
Honey Brook Hardware	single key; car was cleaner paste	\$22.95
Honey Brook Hardware	downspout supplies	\$48.97
Honey Brook Hardware	lumber crayon and paint marker	\$5.38
Honey Brook Hardware	single cut key	\$1.99
Honey Brook Hardware	single cut key; misc hardware	\$2.53
Independence Blue Cross	medical premium - September	\$2,454.70
Kraft Municipal Group	professional services - July 2024	\$4,598.63
Littles of Downingtown	JDC plug; turf gard oil	\$23.04
Metropolitan Communications Inc.	2015 Durgango - diagnosis fee (April 2024)	\$242.00
McCarthy Engineering	balance due/general engineering	\$70.00
McDonald Uniform Co.	trousers/boots/pepper spray holder - R. Klinger	\$229.97
PenTeleData	monthly eMail	\$128.73
Siana Law, LLP	labor counsel/police	\$663.00
Rhoads Energy	fuel - police	\$744.58
Rhoads Energy	fuel - public works	\$62.07
Service Electric	police cable	\$113.92
Trinity Pest Management, LLC	bimonthly service	\$106.00
Verizon	borough hall phone	\$318.75
Witmer Public Safety Group	ammo; sling; carrier	\$317.13

S&T DEBIT CARD TRANSACTIONS

Amazon	shredder - Boro Clerk office	\$142.49
Crystal Springs	water service - police office	\$48.37
Sheraton Hotel	lodging/training - A. Leisey	\$134.31
Staples	office supplies	\$49.42

Payroll 2024-17	pay ending 8/11/2024	\$10,400.40
Payroll Service Fee		\$130.35
Payroll Taxes (Fica, Medicare) Contribution		\$525.94
		\$26,323.11

**STATE FUND - BILLS TO BE PAID
AUGUST 19, 2024**

<i>Vendor</i>	<i>Description</i>	
PPL	street lights	\$2,499.87
	TOTAL STATE FUND	\$2,499.87

Payroll Form 2024-17						
PAY ENDING - 8/11/2024						
		PAYROLL				
405.1400	645.75			ADMIN		
409.1400	80.75			BLDG CLEANING		
410.1100	3525.38			POLICE CHIEF		
410.1200	3000			FULL-TIME POLICE		
410.3150				OT POLICE		
410.3110	704			PT POLICE		
413.3000				ZONING/CODE		
430.1400	1447.75			STREETS		
454.1400	76			PARK		
430.2200				SNOW REMOVAL		
402.1200	435.87			TREASURER SALARY		
405.1200	484.90			SECRETARY SALARY		
400.1130	0			ELECTED OFFICIALS		
487.1980				VISION/DENTAL ALLOWANCE		
487.1980	0.00					
TOTAL PAYROLL	10,400.40					
2230.0000				0 HEALTH CARE CONTRIBUTION		
100.0000				10,400.40 PAYROLL DEDUCTION AMOUNT		
				PAYROLL SERVICES/TAX LIABILITY		
402.3100	0	130.35				
487.0010	Fica	426.26				
487.0010	Medicare	99.68	525.94			
		656.29				
Calvin Wilson	\$3,525.38	heart & lung				
Brian Hughes	\$194.00					
Robert Klinger, Jr.	\$3,000.00					
Robert Herzog	\$510.00					
Gary Frey						
Patricia Swinty	\$645.75	clerk				
Carole Hepfer	\$80.75	bldg cleaning				
Carole Hepfer	\$0.00	park				
Bill Ford	\$1,001.25					
Ethan Ameisen	\$161.50					
John Robb	\$361.00					
Dennis Patterson	\$0.00					
Meredith Dombach	\$0.00	streets				
Janis Rambo	484.90	Secretary				
Janis Rambo	435.87	Treasurer				
Alyson Leisey	\$0.00					
Richard Florio	\$0.00					
Mary Beth Wadlinger	\$0.00					
Jeanne Jenzano	\$0.00					
Matt Halvorsen	\$0.00					
Sandra Cooper	\$0.00					
N. Dawn Hill	\$0.00					
Bill Ford	\$0.00					
	\$0.00					
Vision/Dental	\$0.00					
	\$10,400.40					

Subject Fwd: ROUND 2 VPP Pre-application meeting request: Honey Brook Township and Borough Multi-Municipal CPU

From hbbhalvorsen <hbbhalvorsen@ptd.net>

To hbbrambo <hbbrambo@ptd.net>

Date Thursday August 15, 2024 4:58:34 PM

Janis,
 please see below emails. Looks like the meeting is Wednesday August 28. Please have on the agenda for Monday nights meeting to see if someone from Council can attend as I cannot.
 Matt Halvorsen

From: Sarah <ssharp@brandywine.org>
To: Griffin <bgriffinrivera@chesco.org>; Warren <manager@honeybrooktwp.org>
Cc: Grant <gdecosta@brandywine.org>; mhalvorsen <mhalvorsen@hbboro.net>
Date: Thursday, 15 August 2024 2:21 PM EDT
Subject: Re: ROUND 2 VPP Pre-application meeting request: Honey Brook Township and Borough Multi-Municipal CPU

I can do either.

Matt and Warren, since you both might be a little farther, do you have a preference on whether we meet virtually or at the Chester County Government Services Building?

Sarah Sharp
 Lead Planner

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BRANDYWINE
CONSERVANCY
 P.O. Box 141
 Chadds Ford, PA 19317
 610.388.8352
brandywine.org

From: Griffin Rivera, Bambi L. <bgriffinrivera@chesco.org>
Sent: Thursday, August 15, 2024 2:11 PM
To: Warren Obenski <manager@honeybrooktwp.org>; Sarah Sharp <ssharp@brandywine.org>
Cc: Grant DeCosta <gdecosta@brandywine.org>; mhalvorsen@hbboro.net <mhalvorsen@hbboro.net>
Subject: RE: ROUND 2 VPP Pre-application meeting request: Honey Brook Township and Borough Multi-Municipal CPU

Would you like to set it up to meet in person at the office or virtually?

It was great to meet you as well. Thanks for reaching out to arrange a pre-application meeting for the VPP grant. I have listed some days and times below that include both in-person or virtual options. Please let me know which date and time would work for you and we can set something up to discuss the application from there.

Tuesday, August 27th, 1-2PM, or 2-3PM (In-person or Virtual)

Wednesday, August 28th, 11-12PM or 1-2PM (In-person or Virtual)

Thursday, August 29th, 11-12PM, 1-2PM, or 2-3PM (Virtual)

Friday, August 30th, 11-12PM, 1-2PM, or 2-3PM (Virtual)

Thank you,

Bambi

From: Sarah Sharp <ssharp@brandywine.org>

Sent: Monday, August 12, 2024 1:56 PM

To: Griffin Rivera, Bambi L. <bgriffinrivera@chesco.org>

Cc: Grant DeCosta <gdecosta@brandywine.org>; manager@honeybrooktwp.org; mhalvorsen@hbboro.net

Subject: [EXTERNAL] - ROUND 2 VPP Pre-application meeting request: Honey Brook Township and Borough Multi-Municipal CPU

EXTERNAL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Bambi,

It was nice meeting you at the last Environmental and Energy Advisory Board.

I am reaching out because Brandywine Conservancy is assisting Honey Brook Township and Borough on a VPP application for the update of their Multi-Municipal Comprehensive Plan, so I wanted to request a pre-application meeting to discuss the project. I've included on this email Warren Obenski, Honey Brook Township Manager, and Matt Halvorsen, Honey Brook Borough Mayor who would also like to participate in this meeting if schedules allow. Also included on the email is Grant DeCosta, Director of Community Services with the Brandywine Conservancy.

So far the only week that will not work for all is the 3rd week of August, which is next week, but hopefully we will all be able to find a time to meet and discuss before the September 13th deadline.

Looking forward to discussing this project and let me know if I can assist further with coordinating schedules.

Thanks,

Sarah Sharp
Lead Planner

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BRANDYWINE

CONSERVANCY

P.O. Box 141

Chadds Ford, PA 19317

610.388.8352

brandywine.org

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**TREASURER'S REPORT
JUNE 30, 2024**

GENERAL FUND - S&T

Opening Balance	\$1,637,821.46
Deposits	\$ 111,506.40
Deposits in Transit	\$ -
Interest	\$ 4,382.93
Expenses/Credits	\$ (71,708.73)
Outstanding Checks	\$ (6,491.62)
Reconciliation Total	\$ 1,675,510.44

GEN FUND MONEY MARKET

Opening Balance	\$ 12,702.96
Deposits	
Interest	\$ 34.36
Withdrawal/Transfer	
Closing Balance	\$ 12,737.32

STATE FUND

Opening Balance	\$ 104,172.28
Deposits	\$ -
Interest	\$ 281.74
Expenses/Credits	\$ (65.50)
Outstanding Checks	\$ -
Reconciliation Total	\$ 104,388.52

OPEN SPACE FUND

Opening Balance	\$ 5,272.81
Deposits	
Withdrawals	\$ -
Interest	\$ 14.26
Closing Balance	\$ 5,287.07

POLICE ACTIVITY FUND

Opening Balance	\$ 6,896.86
Deposits	\$ 500.00
Withdrawal/Transfer	
Closing Balance	\$ 7,396.86

CAPITAL RESERVE FUND MM

Opening Balance	\$ 332,734.76
Deposits	\$ -
Withdrawal/Transfer	
Interest	\$ 900.02
Closing Balance	\$ 333,634.78
2020 TRANSFER NOT DESIGNATED	\$ 100,000.00
POLICE VEHICLE-CHARGER	\$ 45,426.48
INFRASTRUCTURE CAPITAL	\$ 148,000.00
FIRE COMPANY CAPITAL	\$ 24,000.00
Interest 2019	\$ 201.24
Interest 2020	\$ 1,433.06
Interest 2021	\$ 395.74
Interest 2022	\$ 1,474.83
Interest 2023	\$ 6,882.38
Interest 2024 YTD	\$ 5,821.05
	\$ 333,634.78

CAPITAL RESERVE CD, est. 11/25/19

	\$ -
closed - proceeds to checking acct	\$ 462,528.68
BACKHOE RESERVE	\$ 59,892.20
PUBLIC WORKS VEHICLES	\$ 41,762.17
POLICE VEHICLE-CHARGER	\$ 527.27
POLICE VEHICLE-DURANGO	\$ 32,500.00
OFFICE CAPITAL EQUIPMENT	\$ 10,000.00
PARK CAPITAL/IMPROVEMENTS	\$ 15,000.00
BLDG CAPITAL IMPROVEMENTS	\$ 35,000.00
INFRASTRUCTURE CAPITAL	\$ -
MOWER REPLACEMENT	\$ 5,000.00
FIRE COMPANY CAPITAL	\$ -
General Reserve Fund MM Transfer	\$ 250,000.00

**Borough of Honey Brook
Profit & Loss Budget vs. Actual
January through December 2024**

	Jan - Dec 24	Budget
Income		
300.100 · CASH FORWARD FROM PREVIOUS YEAR	0.00	232,730.00
301.000 · REAL ESTATE TAXES		
301.100 · Real Estate - Current	254,968.21	274,050.00
301.200 · Real Estate - Prior	4,946.63	1,000.00
301.400 · Real Estate - Delinquent	3,425.70	1,500.00
Total 301.000 · REAL ESTATE TAXES	263,340.54	276,550.00
310.000 · LOCAL TAX ENABLING ACT		
310.100 · Real Estate - Transfer	18,933.60	28,000.00
310.210 · E.I.T. - Current	90,628.28	187,000.00
310.220 · E.I.T. - Prior Years	83,965.85	60,000.00
Total 310.000 · LOCAL TAX ENABLING ACT	193,527.73	275,000.00
321.000 · BUSINESS LICENSES & PERMITS		
321.360 · CABLE TELEVISION FRANCHISE	7,259.04	15,000.00
Total 321.000 · BUSINESS LICENSES & PERMITS	7,259.04	15,000.00
331.000 · FINES		
331.110 · Vehicle Code/DISTRICT COURT	7,257.64	22,000.00
331.120 · Violations of Ordinances, Statu	785.76	750.00
331.14 · PARKING VIOLATIONS	365.00	500.00
331.210 · State Police Fines	339.22	500.00
Total 331.000 · FINES	8,747.62	23,750.00
341.000 · INTEREST EARNINGS		
341.010 · CHECKING INTEREST	29,818.20	7,200.00
341.020 · SAVINGS INTEREST	6,135.53	25,000.00
341.030 · CD INTEREST - GEN FUND	0.00	10,000.00
341.040 · CD INTEREST - CAP RESERVE	0.00	0.00
Total 341.000 · INTEREST EARNINGS	35,953.73	42,200.00
342.000 · RENT & ROYALTIES		
342.100 · SODA MACHINE	50.00	100.00
342.201 · Rent of Annex	0.00	8,000.00
342.202 · Rent of Post Office	16,566.69	24,400.00
342.203 · Pavilion Rental	50.00	100.00
342.204 · park activities	0.00	0.00
342.205 · POST OFFICE RE TAX REIMB	0.00	5,247.00
342.300 · Annex Electric Reim	760.79	1,000.00
342.301 · WATER TOWER TAX REIMBURSEMENT	2,572.67	2,863.00
Total 342.000 · RENT & ROYALTIES	20,000.15	41,710.00
351.000 · DONATIONS		
351.040 · CCSWA	159,620.26	205,000.00
351.050 · Borough Donations	500.00	500.00
364.500 · TIP FEE REIMBURSEMENT	35,400.00	44,000.00
Total 351.000 · DONATIONS	195,520.26	249,500.00
354.000 · STATE & LOCAL GRANTS		
354.020 · PUBLIC SAFETY DONATIONS	1,963.30	
354.030 · CCDCD REVITALIZATION GRANT	0.00	204,370.00
Total 354.000 · STATE & LOCAL GRANTS	1,963.30	204,370.00

Borough of Honey Brook Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget
355.000 · STATE SHARED REV & ENTITLE		
355.010 · Propert Taxes/PURTA	0.00	464.00
355.030 · STATE TURNBACK	1,680.00	1,680.00
355.040 · Alcoholic Beverages Taxes	200.00	400.00
355.050 · Liquid Fuels Tax	48,019.18	47,538.00
355.060 · pension	0.00	18,000.00
355.070 · FIREMANS RELIEF.	0.00	10,500.00
355.090 · FUEL TAX REFUND	0.00	1,000.00
Total 355.000 · STATE SHARED REV & ENTITLE	49,899.18	79,582.00
361.000 · GENERAL GOVERNMENT		
361.300 · Preliminary & Final Subdivision	2,000.00	500.00
361.340 · Hearing Fees	0.00	600.00
361.600 · WC REIM FROM HONEY BROOK TWP	0.00	15,800.00
Total 361.000 · GENERAL GOVERNMENT	2,000.00	16,900.00
362.000 · PUBLIC SAFETY & PERMITS		
362.160 · POLICE DONATION - ACTIVITY FUND	500.00	200.00
362.310 · Police reports	135.00	200.00
362.410 · Zoning & Building Permits	3,182.50	10,000.00
362.450 · U&O Permits	8,140.00	6,000.00
362.455 · STORMWATER/GRADING PERMITS	50.00	250.00
362.470 · Yard Sale	0.00	50.00
362.480 · Solicitors License	0.00	50.00
362.490 · PARADE/GATHERING PERMITS	450.00	300.00
Total 362.000 · PUBLIC SAFETY & PERMITS	12,457.50	17,050.00
363.000 · HIGHWAY & STREETS		
363.510 · Contracted Snow Removal	0.00	100.00
363.511 · PUBLIC WORKS REIMBURSEMENT	0.00	75.00
Total 363.000 · HIGHWAY & STREETS	0.00	175.00
364.000 · SANITATION		
364.300 · Trash Bags	37,808.00	104,250.00
364.400 · RECYCLING PERFORMANCE	358.24	1,000.00
Total 364.000 · SANITATION	38,166.24	105,250.00
380.000 · MISCELLANEOUS INCOME	0.50	25.00
386.000 · SALE OF PROPERTY	32,300.00	5,000.00
389 · WORKERS COMP RECEIPTS/REIMBURSE	37,606.60	
392.000 · TRANSFERS REC		
392.020 · Transfer From General Fund	67,329.52	
Total 392.000 · TRANSFERS REC	67,329.52	
395.000 · REFUNDS - INSURANCE PREMIUMS	412.00	
Total Income	966,483.91	1,584,792.00
Gross Profit	966,483.91	1,584,792.00
Expense		
400.000 · LEGISLATIVE BODY		
400.113 · Council & Mayor Attendance	4,100.00	9,600.00
400.240 · Other Operating Supplies	72.11	1,000.00
400.300 · Computer Services & Electronics	3,069.55	4,500.00
400.325 · postage	652.56	1,200.00
400.340 · Advertising, Printing & Binding	1,377.31	3,500.00
400.420 · Dues & Publicatios	689.00	2,000.00
400.450 · mileage	0.00	50.00
400.470 · Education	768.00	1,500.00
400.700 · CAPITAL EQUIPMENT	0.00	3,500.00
Total 400.000 · LEGISLATIVE BODY	10,728.53	26,850.00

**Borough of Honey Brook
Profit & Loss Budget vs. Actual
January through December 2024**

	Jan - Dec 24	Budget
402.000 · FINANCIAL ADMINISTRATION		
402.120 · Treasurer's Salary	7,409.79	11,360.00
402.200 · Office Supplies	242.28	250.00
402.300 · Outside Auditors	6,000.00	6,000.00
402.310 · PAYROLL SERVICES	2,450.85	3,500.00
402.350 · Treasurer's Bond	0.00	350.00
402.390 · BANK FEES	1,250.00	
Total 402.000 · FINANCIAL ADMINISTRATION	17,352.92	21,460.00
403.000 · TAX COLLECTION		
403.400 · Borough Tax Payments	8,502.22	8,500.00
Total 403.000 · TAX COLLECTION	8,502.22	8,500.00
404.000 · LEGAL		
404.310 · BOROUGH ATTORNEY	13,982.72	25,000.00
404.311 · LEGAL FEES - LITIGATION	0.00	5,000.00
404.312 · SPECIAL COUNSEL/POLICE	11,175.02	10,000.00
Total 404.000 · LEGAL	25,157.74	40,000.00
405.000 · CLERK/SECRETARY/RECEPTIONIST		
405.120 · Salary of Secretary	8,106.90	12,580.00
405.140 · Salary of Clerk	9,776.53	16,974.00
405.200 · Supplies	517.89	1,500.00
405.500 · EDUCATION.	0.00	135.00
Total 405.000 · CLERK/SECRETARY/RECEPTIONIST	18,401.32	31,189.00
408.000 · ENGINEER		
408.110 · MS4-DEP	448.00	5,000.00
408.210 · CCCD CRP GRANT PROJECT	20,338.62	5,000.00
408.310 · General Engineering	9,421.47	25,000.00
408.410 · FUTURE GRANT WRITING	0.00	3,000.00
408.720 · ENGINEERING - STREET WORK	11,259.72	
Total 408.000 · ENGINEER	41,467.81	38,000.00
409.000 · GEN GOVERNMENT BLDG & PLANT		
409.140 · Wages - Bldg. Maintenance	327.25	
409.200 · Maintenance & Repair Supplies	3,411.29	
409.320 · Telephone	2,236.44	3,400.00
409.360 · Utilities	5,330.58	12,500.00
409.370 · Major Bldg Repairs (BH/Annex)	0.00	20,500.00
Total 409.000 · GEN GOVERNMENT BLDG & PLANT	11,305.56	36,400.00
410.000 · POLICE		
410.110 · Police Wage - Chief	59,931.46	91,660.52
410.120 · Police Wage - FT Officer	48,000.00	78,000.00
410.160 · Police Pension	0.00	45,354.64
410.200 · Police Supplies	705.70	3,000.00
410.216 · MINOR EQUIPMENT	1,657.75	2,000.00
410.217 · AMMO/FIREARMS	1,234.33	3,000.00
410.220 · POLICE COMPUTER	2,870.52	4,000.00
410.221 · POLICE PROGRAM CONTRACTS	3,344.00	14,500.00
410.238 · UNIFORMS	5,148.78	2,500.00
410.245 · MISC EXPENSE	365.68	2,000.00
410.305 · Medical Stipend (vision)	0.00	1,200.00
410.310 · PRE-EMPLOYMENT TESTING/RECRUIT	0.00	500.00
410.311 · Part time police wage	16,595.25	30,000.00
410.315 · overtime	6,158.88	12,000.00
410.321 · Telephone Charges	797.43	1,500.00
410.330 · FUEL & GAS	5,365.02	9,500.00
410.347 · DRUG/ALCOHOL/MEDICAL TREATMENT	0.00	1,000.00
410.350 · Insurance - Life	1,298.76	2,500.00
410.365 · AUTOMOBILE	4,083.34	4,000.00

Borough of Honey Brook Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget
410.368 · CABLE	793.20	2,000.00
410.373 · POLICE OFFICE REPAIR/MAINTENANC	0.00	1,000.00
410.420 · DUES & PUBLICATIONS	265.00	1,500.00
410.460 · TRAINING	700.00	3,000.00
410.510 · ACTIVITY FUND - TRANSFERS	0.00	1,000.00
410.740 · POLICE CAPITAL/MACHINERY & EQUI	63,301.36	65,749.00
Total 410.000 · POLICE	222,616.46	382,464.16
411.000 · FIRE		
411.363 · Hydrant Service	5,625.00	5,625.00
411.530 · Firemans Relief	0.00	10,500.00
411.540 · Contributions to Vol. Fire Co.	0.00	16,000.00
411.550 · FIRE SAVINGS FUND ALLOCATION	0.00	2,000.00
Total 411.000 · FIRE	5,625.00	34,125.00
412.000 · AMBULANCE/RESCUE		
412.010 · Fire Police Donation	0.00	4,000.00
412.015 · AMBULANCE DONATION	0.00	10,850.00
Total 412.000 · AMBULANCE/RESCUE	0.00	14,850.00
413.000 · Bldg/Zoning/Code		
413.200 · STATE PERMIT FEE	27.00	100.00
413.310 · THIRD PARTY INSPECTIONS	23,014.67	42,000.00
Total 413.000 · Bldg/Zoning/Code	23,041.67	42,100.00
414.000 · PLANNING & ZONING		
414.300 · Zoning Hearing Board	0.00	150.00
414.310 · Zoning Hearing Costs	0.00	3,500.00
414.340 · CODIFICATION FEES	695.00	3,000.00
Total 414.000 · PLANNING & ZONING	695.00	6,650.00
427.000 · SOLID WASTE & DISPOSAL		
427.200 · Trash Bags	0.00	10,000.00
427.210 · H.H.H.W. Collection	353.66	700.00
427.250 · TIPPING FEES	9,722.58	25,000.00
427.450 · Collection Fees	75,373.30	127,537.00
427.500 · Dumpster	899.20	1,404.00
Total 427.000 · SOLID WASTE & DISPOSAL	86,348.74	164,641.00
428.310 · WEED CONTROL	0.00	500.00
430.000 · HIGHWAY MAINT-GENERAL SERVICES		
430.140 · PT Wages (Streets)	16,386.50	35,000.00
430.200 · SALT & CYNDER SUPPLIES	3,725.41	7,500.00
430.210 · Street Cleaning	1,955.00	2,200.00
430.220 · Snow & Ice Removal	1,508.00	5,000.00
430.221 · Computer	0.00	200.00
430.250 · Highway Repairs	73.24	85,000.00
430.260 · Supplies-Small Tools Minor Equi	182.29	2,500.00
430.300 · Equipment Repairs	2,978.74	5,000.00
430.321 · PUBLIC WORKS PHONE	358.80	600.00
430.330 · Fuel & Gas	1,669.35	4,000.00
430.370 · Equipment Rentals	0.00	2,000.00
430.440 · Uniforms/Safety	0.00	875.00
430.46 · TRAINING/CONFERENCES	281.94	500.00
430.500 · HWY CONSTRUCTION - CCCD CRP	0.00	240,441.00
430.750 · CAPITOL PURCHASE (EQUIP)	0.00	12,000.00
Total 430.000 · HIGHWAY MAINT-GENERAL SERVICES	29,119.27	402,816.00

1:59 PM

08/17/24

Cash Basis

Borough of Honey Brook Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget
433.000 · HIGHWAY MAINT-SIGNALS & SIGNS		
433.001 · Maint-Traffic Signal	818.17	2,500.00
433.002 · MALSAINTAINANCE OF SIG	0.00	2,500.00
433.200 · Traffic Signs	52.50	2,000.00
Total 433.000 · HIGHWAY MAINT-SIGNALS & SIGNS	870.67	7,000.00
434.000 · HIGHWAY MAINT-STREET LIGHTING		
434.001 · Highway maint-Street Lighting	20,763.10	32,000.00
Total 434.000 · HIGHWAY MAINT-STREET LIGHTING	20,763.10	32,000.00
446.360 · MS4/TMDL	450.00	10,000.00
454.000 · PARKS N RECREATION		
454.140 · Park Wages	2,959.50	5,500.00
454.200 · Supplies	570.82	500.00
454.247 · Event Supplies	0.00	200.00
454.300 · Minor Equipment	1,111.59	500.00
454.370 · Port a Pot Rental	1,952.00	2,500.00
454.372 · MAINTAINANCE	714.57	1,000.00
454.400 · Entertainment	2,950.00	4,000.00
454.700 · Capital Project	84,544.47	84,545.47
Total 454.000 · PARKS N RECREATION	94,802.95	98,745.47
456.000 · LIBRARIES		
456.001 · Libraries	0.00	2,000.00
Total 456.000 · LIBRARIES	0.00	2,000.00
480.000 · MISCELLANEOUS EXPENDITURES		
480.001 · Miscellaneous	77,961.15	
Total 480.000 · MISCELLANEOUS EXPENDITURES	77,961.15	
486.000 · INSURANCE.		
486.001 · LIABILITY INSURANCE	49,827.50	50,000.00
486.153 · WORKERS COMP	33,156.00	35,000.00
Total 486.000 · INSURANCE.	82,983.50	85,000.00
487.000 · EMPLOYEE BENEFITS		
487.001 · FICA & Medicare Boro Share	9,373.54	17,000.00
487.196 · HEALTH INSURANCE	22,092.30	35,000.00
487.198 · VISION/DENTAL INSURANCE	1,200.00	1,200.00
Total 487.000 · EMPLOYEE BENEFITS	32,665.84	53,200.00
Total Expense	810,859.45	1,538,490.63
Net Income	155,624.46	46,301.37

HONEY BROOK BOROUGH

PUBLIC WORKS DEPARTMENT

AUGUST 19, 2024

CHECK ON TRASH PICK UP

PUT UP PICKLEBALL RACK

MOW AND EMPTY TRASH IN THE PARK

FIX HOLES IN BOCCE COURTS

CHECKED ELECTRIC AND CABLES IN BANDSTAND

PUT AWAY LOAD OF SALT

CHECKED STREETS AFTER STORMS

HAD FIRE EXTINGUISHERS INSPECTED

FIXED STOP SIGN RUN OVER AT MAPLE AND WATER ST.

MILLED POST OFFICE LOT

BLACKTOP POST OFFICE LOT

EQUIPMENT MAINTENANCE

BILL FORD

PUBLIC WORKS

Honey Brook Borough - Permit Activity Report

For Dates: 06/30/2024 – 07/27/2024

Permit #	Owner	Improvement Value	Permit Fee	Address	Contractor	Phone Number	Type of Project
HB24-04-01B	Jason & Dana Prekup	\$2,912.00 <i>Application Fee:</i> \$100.00 Ck# 276	\$214.50	3931 Horseshoe Pike <i>Balance of Fee:</i>	JLT Electrical Contractors LLC \$114.50 Payment type not indicated	610-587-4031	Electrical Permit
HB24-05-02Z	Edward J & Kelley L Dailey	\$15,000.00 <i>Application Fee:</i>	\$95.00	524 Wawassan Dr <i>Balance of Fee:</i>	Longacre Repair \$95.00 Payment type not indicated	610-513-8466	Deck
HB24-05-06Z	Humberto D Martinez	\$2,500.00 <i>Application Fee:</i>	\$95.00	521 James St <i>Balance of Fee:</i>	Owner \$45.00 Payment type not indicated	610-607-7031	Fence
HB24-06-01B	James E Jensen & Georganna T Lenssen	\$29,180.00 <i>Application Fee:</i>	\$454.50	138 Red Oak Ct <i>Balance of Fee:</i>	Solar Energy World \$404.50 Payment type not indicated	484-988-1678	Solar Panel Installation
HB24-06-02Z	James E & Dawna Michelle Leahy	\$11,400.00 <i>Application Fee:</i>	\$95.00	340 Park St <i>Balance of Fee:</i>	John Smucker Fencing \$95.00 Ck# 3301	717-940-4496	Fence
HB24-06-03B	Harrison W & Taylor L Burch	\$15,828.00 <i>Application Fee:</i>	\$454.50	1084 Walnut St <i>Balance of Fee:</i>	Fusion Solar Services \$454.50 Ck# 2782	443-745-8627	Solar Panel Installation
Total for the period		\$76,820.00	\$1,408.50		Total Permits: 6		
PA UCC Fees			\$13.50				
Subtotal of Fees			\$1,395.00				
Net Municipality Income			\$139.50				

Permit # Owner Improvement Value Permit Fee Address Contractor Phone Number Type of Project

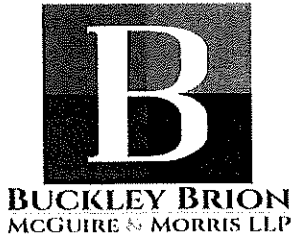
\$1,255.50

Code Officer Permit Income

HONEY BROOK BOROUGH

Code Enforcement Summary | 6/30/2024 – 7/27/2024

Number of Building Permits Issued: 6
Total Construction Value: \$76,820.00
Residential Permits: 6
Non-Residential Permits: 0
New Home Permits: 0
Certificates of Occupancy Issued: 2
Building Inspections Performed: 3
Rental Inspections Performed: 11
Rental Certificates of Inspection Issued: 2 properties (4 units)
Property Maintenance Issues: 20
Zoning/Ordinance Enforcement Issues: 10
Compliance Achieved PM & Zoning: 5



KIMBERLY P. VENZIE, ESQUIRE

p: 610.436.4400 Ext# 1650

f: 610.436.8305

e: kvenzie@buckleyllp.com

118 W. Market Street, Suite 300
West Chester, PA 19382-2928

August 9, 2024

VIA EMAIL ONLY (AndrewCasey@ajblosenski.com)

Andrew Casey
AJ Blosenski, Inc.
1600 Chestnut Tree Rd
Honey Brook, PA 19344

RE: Notice of Default and Demand for Payment
A.J. Blosenski, Inc.– Honey Brook Borough Waste Contractor

Dear Mr. Casey:

As you are now aware, this firm serves as Solicitor to the Borough and, in such capacity, seeks to provide A.J. Blosenski, Inc. with official notice of its default and penalties imposed under the Honey Brook Borough Municipal Solid Waste and Recycling Collection Specifications (the "Contract"). This is the second notice of default we have issued.

This default occurred on Monday, July 8, 2024, when the recycling at numerous addresses in the Borough was not picked up. Recycling at **206 dwellings** was not picked up until late Wednesday morning, July 10, 2024. Public Works Director Bill Ford carefully documented these missed collections and has communicated regularly with Becky Malcom, A.J. Blosenski Municipal Account Manager. During this time period, Ms. Malcom advised that their truck broke down and the recycling would be picked up on Tuesday, and then it was not picked up until Wednesday (two days late).

Section 9.A.1 of the Contract, titled "Missed Collections," provides that "for each missed collection by the contractor, the municipality may impose a penalty of \$10 for each dwelling unit per day." **Accordingly, the penalty fee that A.J. Blosenski, Inc. owes the Borough for the above missed collections totals \$4,120.** As provided for in Section 9.A.1, the Borough will deduct said penalties from the next monthly invoice.

The Borough demands that A.J. Blosenski, Inc. address all factors contributing to the ongoing missed collections. A.J. Blosenski, Inc. is hereby put on notice of default by the Borough due to the continual missed collections.

The Borough hereby reserves the right to pursue collection of legal fees incurred in this matter, and future penalties and fines for other instances of missed collections. Please feel free to contact me if you have any questions regarding this notice.

Sincerely,



Kimberly P. Venzie

KPV/alg
Enclosures

cc: Honey Brook Borough Council
Janis Rambo, Honey Brook Borough Secretary & Treasurer



MEMORANDUM

TO: HONEY BROOK BOROUGH
FROM: CHRISTOPHER FALENCKI, PE
SUBJECT: POST OFFICE PARKING LOT PAVING
PAYMENT APPLICATION NO. 1 FINAL
RECOMMENDATION TO PAY

MCCARTHY FILE 240011-4

DATE: AUGUST 14, 2024

CC: FILE

Original Contract Amount: \$36,599.00

Final Contract Amount: \$31,561.00

Please be advised that we have received Contractor's Application of Payment No. 1 from Construction Masters Services, LLC for the above-referenced project. The Payment Application for **\$31,561.00** is dated 8/8/2024, received 8/8/2024 and includes work completed from 7/10/2024 to 7/31/2024.

Based on our review and field observations of the completed work, we have determined that everything is in order for this application; therefore, we recommend payment to Construction Masters Services, LLC in the amount of **\$31,561.00** as indicated on the Contractor's "Payment Application."

The contractual retainage for this project to date is \$0.00.

Also, This payment is subject to your signing the attached Certificate of Completion and the contractor providing the original Maintenance Bond.

Please sign, date and return the Application for Payment #1 to me.

Attachment(s)

MCCARTHY ENGINEERING ASSOCIATES, INC.

1011 N. Park Road, Suite 100, Wyomissing, PA 19610 | P: 610.373.8001 | MCCARTHY-ENGINEERING.COM

A		B		C		D		E		F		G	
Bid Item		Bid Value		Quantity Included This Period		Value (This Period)		Quantity Previously Included		Total Completed and Shown to Date (D - E)		Balance to Finish (G - F)	
Item No.	Description	Unit	Unit Price	Quantity Included This Period	Value (This Period)	Quantity Previously Included	Value (This Period)	Quantity Previously Included	Value (This Period)	% (F/G)	% (F/G)	Balance to Finish (G - F)	% (F/G)
1	#1-3 MOBILIZATION, DEMOBILIZATION & SITE PREPARATION; EXCAVATION, SAWCUT & LED ADJUSTMENTS	LS	\$1,350.00	1.00	\$1,350.00		\$1,350.00		\$1,350.00	100.0%	100.0%	\$0.00	50.00
2	#1-3.1 MOBILIZATION & DEMOBILIZATION	LS	\$450.00	1.00	\$450.00		\$450.00		\$450.00	100.0%	100.0%	\$0.00	50.00
3	#1-3.1.1 5" MILLING	SY	\$0.00	1,412.00	\$0.00		\$0.00		\$0.00	100.0%	100.0%	\$0.00	50.00
4	#1-4.1.5' OVERLAY 12.5MM SUPERPAVE WMA, PG64S-22, 40.3 MILLION ESALS SRL-H	SY	\$17,208.00	1,412.00	\$24,240.96		\$24,240.96		\$24,240.96	100.0%	100.0%	\$0.00	50.00
5	#1-5 TRAFFIC CONTROL, EROSION CONTROL & MAINTENANCE	LS	\$13.45	1.00	\$13.45		\$13.45		\$13.45	100.0%	100.0%	\$0.00	50.00
6	#2-1.4" 2A STONE	SY	\$17.00	0.00	\$0.00		\$0.00		\$0.00	0.0%	0.0%	\$0.00	50.00
7	#2-2. ROADWAY BINDER COURSE 3" 19MM SUPERPAVE WMA, PG64S-22, 40.3 MILLION ESALS SRL-H	SY	\$22.00	0.00	\$0.00		\$0.00		\$0.00	0.0%	0.0%	\$0.00	50.00
Totals					\$25,699.96		\$25,699.96		\$25,699.96	100.0%	100.0%	\$0.00	50.00

HONEY BROOK POST OFFICE PAUID

THM

Application Number

1

CERTIFICATE OF FINAL COMPLETION

Owner:	Honey Brook Borough	Owner's Contract No.:	
Contractor:	Construction Masters Services	Contractor's Project No.:	CM24209
Engineer:	McCarthy Engineering Associates	Engineer's Project No.:	240011-4
Project:	Honey Brook Post Office Repaving Project	Contract Name:	

This final Certificate of Final Completion applies to:

- All Work The following specified portions of the Work:

August 5, 2024
Date of Final Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract.

Amendments to Owner's responsibilities: None As follows

Amendments to Contractor's responsibilities: None As follows:

The following documents are attached to and made a part of this Certificate: **NONE**

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY ENGINEER:		RECEIVED:		RECEIVED:	
By:	<u>[Signature]</u> (Authorized signature)	By:	_____	By:	<u>[Signature]</u>
Title:	<u>Engineer</u>	Title:	_____	Title:	<u>Project Manager</u>
Date:	<u>August 13, 2024</u>	Date:	_____	Date:	<u>8/14/24</u>

MAINTENANCE BOND

KNOW ALL PERSONS BY THESE PRESENT; THAT WE Construction Masters Services, LLC,
150 Grings Hill Road, Sinking Spring, PA 19608

(Contractor Name and Address)

(or if a corporation with address and state in which incorporated) hereinafter called the Principal and
The Cincinnati Insurance Company, 6200 S. Gilmore Road, Fairfield, OH 45014-5141

(Surety Name and Address)

a corporation of the State of Ohio and licensed to do business in the
Commonwealth of Pennsylvania hereinafter called Surety, as Surety are held and firmly bound unto
Honey Brook Borough in said Commonwealth (hereinafter called "Owner"), in the full and just sum of
(10% of maximum Bid price):

Three Thousand One Hundred Fifty Six and 10/100-----Dollars
(\$3,156.10-----) lawful money of the United States of America, to be paid to the said Principal
and Surety bind themselves and their respective heirs, administrators, executors, successors and assigns,
jointly and severally firmly by these presents.

Signed, sealed and dated this 14th day of August, 2024.

WHEREAS, the Principal has entered into a certain contract with the Owner dated 10th day of
July, 2024 to furnish:

Honey Brook Post Office Repaving Project, Honey Brook Borough, Chester County, Pennsylvania
Engineer's Project No.: 240011-4; Contractor's Project No.: CM24209

in said County and Commonwealth, in strict conformance with the Specifications, a copy of which is or
may be hereto attached.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall remedy,
without cost to the said Owner, any defect which may develop during the period of eighteen (18) months
from the date of completion, and acceptance of the work performed under said Contract, provided such
defects, in the judgement of said Owner, are caused by defective or inferior materials or workmanship,
then this obligation shall be null and void, otherwise remain in full force and virtue. AND FURTHER, we
do in the event of default, hereby authorize and empower any attorney of the Court of Common Pleas of

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

James R. Loomis; Edwin A. Yoder; Lyle A. Green; Sheri L. Fisher and/or Eric L. Henry

of Wyomissing, Pennsylvania their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

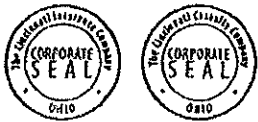
Any such obligations in the United States, up to Twenty Five Million and No/100 Dollars (\$25,000,000.00).

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Senior Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or any Senior Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Vice-President and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or any Senior Vice President this 16th day of March, 2021.



STATE OF OHIO)SS:
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Stephen A. Ventre

On this 16th day of March, 2021 before me came the above-named President or Senior Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



Keith Collett

Keith Collett, Attorney at Law
Notary Public - State of Ohio
My commission has no expiration date.
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Vice-President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this 14th day of August, 2024.



Ed H

**FINAL WAIVER OF LIEN, CONTRACTOR'S
AFFIDAVIT AND RELEASE OF CLAIMS**

The undersigned Contractor is the contractor for the performance of certain work and/or the furnishing of certain materials or supplies ("Work") for Honey Brook Post Office Repaving ("Project") pursuant to a contract ("Contract") between Contractor and Honey Brook Borough ("Owner"). Upon Contractor's receipt of a check from Owner in the sum of \$ 31,561.00 payable to Contractor, and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, (i) this document shall become effective to release any mechanic's lien, stop notice, bond right, claim for payment and any rights under any similar ordinance, rule or statute related to claim or payment rights for persons in the Contractor's position that the Contractor has on the Project whatsoever, and (ii) Contractor unconditionally waives and releases any and all liens, claims, and rights to lien for any and all work, labor and materials performed and furnished in or about the Project.

The undersigned certifies that he or she is authorized to execute and deliver this document on behalf of Contractor, and that notwithstanding anything herein to the contrary the final payment referenced herein covers all labor, service, equipment and material charges incurred and owed for the Work.

The undersigned, for the Contractor, warrants and represents that (i) title to all work, materials and equipment passed to the Owner, free and clear of all liens, claims, security or encumbrances; (ii) all taxes applicable to the materials furnished for use in or on the Project and all taxes for the work performed under the Contract have been fully paid; and (iii) all laborers, mechanics, subcontractors, materialmen and suppliers have been paid in full (or will be paid in full from this final payment) for all work, materials, equipment and services provided for or to the Project whatsoever.

Dated: 8/13/24

Construction Masters Services, LLC

Contractor

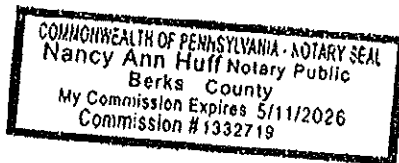
By: [Signature]

Title: Project Manager

SUBSCRIBED AND SWORN TO before me this 13th day of August, 2024.

My commission expires: 5/11/26

[Signature]
Notary Public



MEMO

Date: August 16, 2024

To: Honey Brook Borough Council

From: Tricia Swinty

Subject: Recommendation for Part-Time Hire

.....

Council Members,

I have been training Lisa Romig this week on the duties of the Borough Clerk. I recommend that Lisa be hired as a part-time employee while I am out on leave.

Tricia Swinty
Assistant Secretary

LUCKY SIGN SHOP

610.459.5825

luckysignshop@verizon.net

Prepared For:

8/12/2024

Honey Brook Borough Police Department
c/o
Robert Herzog

91 Pequea Avenue
PO Box 249
Honey Brook, PA 19344
rherzog@hbbpolice.com

2	Cut / Prep / Install 3M Black Reflective Graphics , Includes Full Color Printed Reflective Borough Seal on both sides and rear , unit numbers. Dial 911 & rear chevrons	\$1495	TOTAL \$2990

Lucky Sign Shop Inc. for an additional cost, may obtain permits by our Permit Specialist. Sealed engineered drawings may also be supplied at an additional cost. Based on approved credit, typical terms to begin production entail a 50% deposit and 50% due upon completion of installation. All late payments are subject to a 2% interest charge which will accrue on a monthly basis until balance is paid in full. Lucky Sign Shop Inc. accepts cash, check, mastercard or visa. Other credit options are available upon approval on a case by case basis.

Sealed drawings will be provided for your approval upon receipt of this signed proposal, permit agreement, credit application and deposit. Product delivery is typically 3 weeks upon receipt of deposit, resolution of all applicable permit issues and customer approval of Lucky Sign Shop Inc. shop drawings.

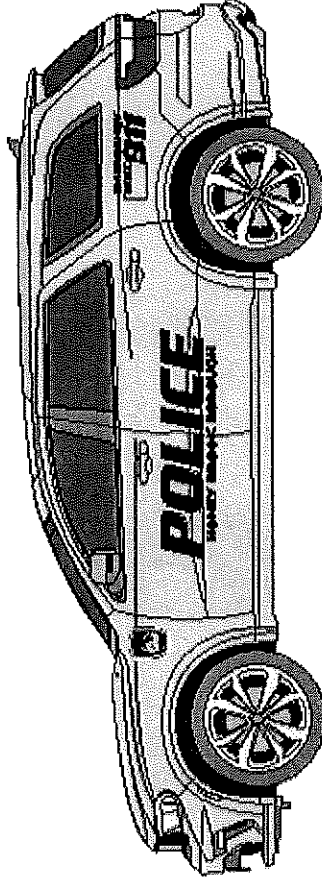
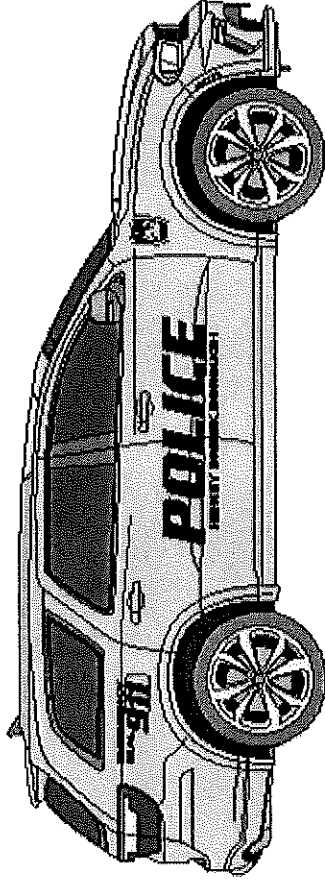
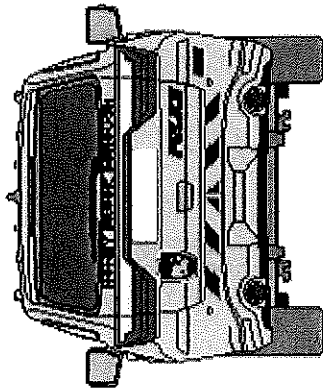
Customer Approval & Date

X _____

Don't Gamble with Your Company's Identity

1248 Middletown Road Glen Mills, PA 19342

800 Downingtown Pike West Chester, PA 19380



LUCKY'S SIGN SHOP

1248 Middletown Road
Chen Mills, PA 19342

610-459-5825

luckyssignshop@verizon.net

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100 Downingtown Pike
West Chester, PA 19380

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