

## **FEBRUARY 4, 2019**

### **FIRST MONTHLY MEETING**

The first monthly meeting of Honey Brook Council was held at Borough Hall and all members answered Roll Call. Also in attendance were Christopher Falencki, Borough Engineer; Kim Venzie, Borough Solicitor; Bill Ford, Public Works Superintendent; Chief Patrick Ely; and Tricia Swinty, Borough Clerk.

Meeting was called to order at 7:00 p.m. by President Curtis. Ms. Curtis noted that Borough Council met in Executive Session at 6:30 p.m. to discuss real estate issues.

#### ***Approval of Previous Minutes***

Mr. Halvorsen made a motion to approve the minutes from the January 21, 2019 meeting. Mr. Mimm seconded the motion. The motion passed unanimously.

#### ***Payment of Bills***

Treasurer requested two additional bills be added to the list being presented for payment: Francis Hall Insurance for the 2019 liability insurance policy in the amount of \$10,260.00 and Verizon for the police office phone bill in the amount of \$313.39. Mr. Halvorsen made a motion, seconded by Mr. Ott, to authorize payment of bills to include the two additional bills as noted by the Treasurer. The motion passed unanimously.

#### ***Public Presentations***

Claudia & Chris Beiler, 4171 Horseshoe Pike – Mr. Beiler noted that they have purchased the property and are proposing to convert it into a Coffee Shop/Restaurant. He is applying for a grant through the Redevelopment Assistance Capital Program (RACP). The program is where the state legislature jointly passes a list of projects with a maximum funding level and the Governor picks from that list and the amount. He asked Council as a body or as individuals to forward letters of support for their project. Announcement of recipients could be any time up to possibly October or later. Mr. Falencki suggested that if Council prepared a letter to mention the various grants and projects the Borough has focused on with regards to revitalization, streetscapes, sidewalk enhancements, etc., to attract this type of development within the Borough. Mr. Beiler noted if they are not successful in obtaining this type of funding that he would probably need to sell the property.

Jake Bailey & Gary Ream – Chief Bailey introduced himself to Council and reviewed his position as the new fire chief and his staff. He noted that there were 21 emergencies in January. He noted that he would be out of town for work in the upcoming weeks, but a contact list will be distributed and he has confidence in his staff to respond to all matters.

### ***Appointment of Borough Engineer***

It was noted that Weiser Engineering Consultants has merged with McCarthy Engineering, 555 Van Reed Road, Wyomissing, PA. Mr. Falencki is a Senior Project Manager with McCarthy Engineering. Mr. Ott made a motion, seconded by Ms. Jenzano, to appoint McCarthy Engineering as the Borough's Engineer.

### ***Engineer's Report***

Mr. Falencki reported that the Shenberger Subdivision is 99% complete; grading remains outstanding.

Mr. Falencki reported that DEP has tentatively approved the revised MS4 mapping.

Mr. Falencki reported that he saw that the Borough had been approved for their grant application for Chestnut Street; however, he believes the award is for \$100,000 – less than the application request. Mr. Falencki suggested coordinating this bid and work with the Maple Street project with a Fall 2019 bid and Spring 2020 construction. Council concurred. Mr. Falencki stated that he would contact the County with regards to that timeframe for the Maple Street Project. Mr. Falencki noted that we are still waiting to hear back on the grant application that was submitted to PennDOT's multimodal program.

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

Ms. Venzie state that she has been reviewing the 1369 Walnut Street Subdivision application, the Edge of the Brook Subdivision application, and the Shenberger Subdivision project.

At this time, Mr. Falencki departed the meeting.

***Communications/Secretary's Report*** -- No Report.

***President's Report*** -- No Report.

***Mayor's Report*** -- No Report

### ***Monthly Reports***

***Treasurer's Report*** – The monthly P&L, actual vs budget, comparison was distributed. It was noted that annual cable tv franchise fees were received for 2018 in the amount of \$7,742.51, down more than \$600 from last year.

***Tax Collector's Report*** - no receipts reported for January. The 2019 Borough real estate tax bills were mailed by the County prior to February 1, 2019.

***Police Chief's Report*** - Chief Ely gave his January report. He requested authorization to promote Officer Calvin Wilson to Sergeant with a \$1.00 per hour raise. Council concurred and will make

the promotion effective at the Council meeting of February 18. Chief also requested permission to begin a search for another part-time officer to add to the roster. Mr. Mimm made a motion, seconded by Ms. Jenzano, to begin to look for another part-time officer to be considered for hire. The motion passed with Mr. Florio voting nay.

At this time, Chief Ely departed the meeting.

*Public Works Report* - Mr. Ford provided a written report.

*Planning Commission* – Mayor Mulhall reported that the Edge of the Brook plan was reviewed at the last Planning Commission meeting.

*Code/Zoning/Building Officer's Report* – One temporary sign permit was issued during the month.

### ***Committee Reports***

*Park & Recreation* - no report

*Code/Ordinance* – No report

*Finance* - no report

*Public Works* – Mr. Ford reported that salt will be needed. He also reported that the Ford 250 pickup is in and delivery could be made this week. It was noted that there was no mention of the approval to purchase in the January 7, 2019, minutes. Mr. Florio made a motion, second by Mr. Halvorsen, to ratify the decision to purchase a Ford 250 pickup with plow in the amount of \$33,938.00 and a Ford 550 Chassis and dump body with plow and spreader in the amount of \$76,392, noting that both will be purchased from New Holland Auto Group through CoStars contract. The motion passed unanimously.

Mr. Mimm made a motion, seconded by Mr. Ott, to authorize a check be issued to New Holland Auto Group in the amount of \$33,938.00 and to authorize the transfer of these funds from the Capital Reserve Fund to the General Fund. The motion passed unanimously.

Mr. Halvorsen made a motion, seconded by Mr. Mimm, authorizing Mr. Ford to put the two unused timeclocks that were purchased a few years ago and the lime striper on MunicibiBid. The motion passed unanimously.

*Personnel* – Mr. Florio stated that a schedule for employee reviews will be developed. It was also noted that a Purchasing Policy will be drafted.

*Police* - No report

*WCC COG* – No report.

## ***Old/Pending Business***

Lodging for PSATS – The consensus of Council was to authorize a hotel room for the three attendees to this year's conference for Sunday and Monday nights. Secretary will check availability of hotels for the conference through the PSATS Conference website.

Newsletter – Ms. Jenzano reported that Ms. Swinty will take over coordination of the Newsletter. Ms. Jenzano noted that they would work together on the Spring Newsletter.

## ***New Business***

Endorsement of Landscapes3 - Mr. Halvorsen made a motion to adopt Resolution 2019-03, a resolution endorsing *Landscapes3*, Chester County's Comprehensive Plan. Mr. Ott seconded the motion. The motion passed unanimously.

Acceptance/Authorization to accept delivery of F250 pickup – Mr. Ott made a motion, seconded by Mr. Mimm, to authorize Bill Ford to accept delivery of the F250 pickup truck from New Holland Auto Group and authorized him to sign any documents on behalf of the Borough for registration and acceptance. The motion passed unanimously.

Street Light Contract – Ms. Swinty presented a proposal from Integrity for the street lights at a rate of 0.06990 per kw, versus the current rate of 0.0739, effective July 20, 2019. Mr. Ott made a motion, seconded by Mr. Halvorsen, to accept Integrity's proposal. The motion passed unanimously.

Sympathy Recognition – It was noted that Codes/Zoning/Building Officer Anthony Campbell's father had passed away. Mr. Florio made a motion, seconded by Mr. Halvorsen, to send flowers to the funeral home and a fruit arrangement to Mr. Campbell's home from the Borough at a total cost of \$150.00. The motion passed unanimously.

Borough Clerk Coverage – Ms. Swinty advised that she will not be able to be in the office on February 13, 25, 27 and March 1. Mr. Mimm made a motion, seconded by Mr. Halvorsen, to authorize Mr. Ford to cover the dates that the Borough Clerk will be out of the office. The motion passed unanimously.

Upcoming TVACDA Meeting – Council discussed the upcoming TVACDA meeting which Council was invited to attend. Some members expressed interest in attending if they are available.

***Public Presentations*** - None

There being no further business to discuss, the meeting was properly adjourned at 8:09 p.m.

Janis A. Rambo, Borough Secretary