

## **OCTOBER 21, 2019**

### **FIRST MONTHLY MEETING**

The second monthly meeting of Honey Brook Council was held at Borough Hall and all members answered Roll Call. Also in attendance were Bill Ford, Public Works Superintendent; Tricia Swinty, Borough Clerk; and Zoe Curtis, Junior Councilperson. Sergeant Wilson joined the meeting during the Secretary/Treasurer's Report. Meeting was called to order at 7:00 p.m. by President Curtis.

President Curtis advised that Council met at in Executive Session to discuss personnel relative to the Police Chief's Contract.

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

Mr. Halvorsen made a motion to approve the minutes from the October 7, 2019, meeting. Mr. Ott seconded the motion. The motion passed with Ms. Whichard abstaining as she did not attend the October 7 meeting..

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

Request was made to consider payment to AmTrust for the April workers comp premium in the amount of \$2,591 in addition to the list of bills being presented for payment. It was also noted that included in the bills being presented was a check to transfer the 2019 Park Capital Allocation that is not being used this year to the Capital Reserve Fund in the amount of \$3,000. Mr. Mimm made a motion, seconded by Mr. Ott, to authorize payment of bills as presented and to include the payment to AmTrust in the amount of \$2,591. The motion passed unanimously.

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

None

#### ***Communications/Secretary-Treasurer's Report***

Zoning Hearing Communication - Letter from Ken Werner was distributed advising that the Special Exception was granted to Haulit Equipment Sales LLC to operate a used vehicle dealership and repair shop at 106 Suplee Road.

Treasurer's Report - Treasurer's report for the month ending September 2019 was distributed.

Consideration to close "Escrow Distribution Account" – Secretary/Treasurer reported that there is an account at DNB First, "Escrow Distribution Account" that has been inactive for several years that has a balance of \$0.31. Request was made to close account and transfer the balance to the General Fund Checking Account. Mr. Mimm made a motion, seconded by Mr. Ott, to close the "Escrow Distribution Account" at DNB First and transfer the balance of \$0.31 to the DNB First General Fund Checking Account. The motion passed unanimously. It was noted that the Secretary/Treasurer and Council President will close the account.

Consideration to transfer \$23,608 from General Fund to Capital Reserve Fund –

Secretary/Treasurer reviewed that when the F550 was purchased during 2019, funds were not transferred to the General Fund from Capital Reserve as the General Fund had significant funds to cover the expense. Consideration was requested to redistribute the funds that should have been used for the truck purchase in the amount of \$76,392 and to transfer \$23,608 from the General Fund Checking to the Capital Reserve for a distribution of \$100,000 to various capital line reserve items as follows:

- \$10,000 – public works trucks
- \$10,000 – police Charger
- \$10,000 – police Durango
- \$5,000 – Park Improvements
- \$5,000 – Buildings Improvements
- \$60,000 – Infrastructure

Mrs. Rambo noted that a minimum of \$67,708, along with the \$70,000 plus in the Grant Escrow Account, will be needed for project match funds in 2020 which is why her recommendation is \$60,000 towards the Infrastructure reserve. She also noted that proceeds from the old F550 in the amount of \$25,500 was deposited into the Capital Reserve Fund.

Mr. Mimm made a motion, seconded by Mr. Florio, to authorize the transfer of \$23,803 from the General Fund Checking Account to the Capital Reserve Fund and the allocation distribution as presented. The motion passed unanimously.

Mrs. Rambo also reported that the quarterly donation from the Solid Waste Authority was received and tip fee reimbursement. She noted with the transfer approved tonight, the bills authorized for payment, and the CCSWA deposit, the General Fund bank balance is \$344,399.53.

***President's Report*** – No Report

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

***Old/Pending Business***

Authorization to sign West James Street Loop contract – Mr. Halvorsen made a motion, seconded by Mr. Ott, to authorize the Council President to sign the West James Street Loop contract between Honey Brook Borough and Chester County Department of Community Development. The motion passed unanimously. It was noted that the expenses for thus grant will be paid by the Honey Brook Borough Authority.

Honey Lane – Ms. Swinty reported that the “Honey Lane” signs are up.

***New Business***

Veteran's Day Program – Ms. Jenzano reported that there will be a Veteran's Day Program at Tel Hai on November 10 at 2:00 p.m. Four veterans will be honored – 1 Borough resident; 1 Township

resident; and 2 Tel Hai residents. The Borough's honoree is Rodney Kern. The Borough will again share the cost to host the Emerald Society at the event.

Medical Insurance – Mr. Florio made a motion, seconded by Mr. Halvorsen, to offer health insurance benefits to the full-time police chief effective December 1, 2019, to include medical, dental and vision with an employee contribution of 15% of the medical premium of \$809.57 per month. The motion passed with Ms. Jenzano voting nay.

Grants – Council discussed various grant opportunities which were recently announced. One grant was through DCNR but it was unclear if the Borough would qualify without having an Open Space/Recreation Comp Plan. Another grant notification that was received was through USDA which would fund generators.

COG Update – Mr. Florio gave an update to the State COG Conference that he recently attended with John McHugh. He stated that the PSAB Conference was also going on at the same location and time as the COG conference.

New Signage for Borough Complex – Ms. Jenzano reported that she is obtaining quotes to replace the Borough signage at the Borough Complex. KC Sign has been out and Denron is scheduled to come out. She noted that this expense is being budgeted in 2020.

Community Growth – Mr. Ott reported that Downingtown School District is looking to building a sixth grade center in East Brandywine Township off of Route 322, east of Blue Moon Florist. It was also discussed that the 130 acre property utilized for years for the midget racetrack has been sold and it is planned for a residential community (doublewides).

**Public Presentations** - None

There being no further business to discuss, the meeting was properly adjourned at 7:37 p.m.

Janis A. Rambo, Borough Secretary