

## **OCTOBER 7, 2019**

### **FIRST MONTHLY MEETING**

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

Ms. Curtis announced that Council met in Executive Session at 6:15 p.m. to go over personnel matters.

#### ***Public Hearing***

Ms. Venzie opened the public hearing for comment regarding proposed amendment to the Borough's Stormwater Management Ordinance which is codified in Chapter 23 of the Borough Code, at Section 23-202 to define a "High Tunnel" and Section 23-106 to exempt certain High Tunnel Facilities from the requirements of the ordinance. Ms. Venzie noted the requirements were mandated by the Commonwealth. She presented exhibits documenting that the proposed amendment met the notification requirements noting the *Proof of Publication from the Daily Local News*, an eMail confirmation that the proposed ordinance was forwarded to the Chester County Law Library and an eMail confirmation that the proposed ordinance was forwarded to the *Daily Local News*.

There being no comment, the hearing concluded at 7:04 p.m.

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

Mr. Halvorsen made a motion, seconded by Mr. Mimm, to approve the minutes from the September 16, 2019, meeting. The motion passed unanimously.

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

One additional bill was presented for payment: a mileage reimbursement payable to Richard Florio in the amount of \$69.60. Mr. Mimm made a motion, seconded by Ms. Jenzano, to approve the bills as presented for payment as well as the expense reimbursement to Richard Florio in the amount of \$69.60. The motion passed unanimously.

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

*Kurtis Miller, Representative Chrissy Houlahan's Office* – Mr. Miller provided an update from Representative Houlahan's office and efforts for the District.

Reuben Schonebaum and Verna Emery, Honey Brook Partnership – Ms. Emery reviewed what the Partnership does for the community. The review included the food drop off for the Food Pantry and scholarship program as well as grants to local non-profits. They requested consideration for a financial donation from the Borough.

Honey Brook Community Library – Representatives from the Library thanked the Borough for their annual donation. They reviewed the Library's expansion plans and requested additional funding consideration from the Borough.

Gary Ream, Assistant Honey Brook Fire Chief – Chief Ream presented the Fire Company's activity for September 2019. He noted that there were a total of 28 calls of which 3 were in the Borough, 11 were in the Township, and the remainder were mutual aid. He noted that October was Fire Prevention Month. The Fire Company will be at the Presbyterian Church Parking Lot on Halloween night to distribute candy.

Mr. Mimm also noted that the Lions Club's annual Halloween Parade will be held on October 28.

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

PennDOT Multimodal Program – Mr. Falencki requested authorization for the contract with PennDOT be signed following the review of the Engineer and Solicitor. Ms. Jenzano made a motion, seconded by Mr. Ott, to authorize the contract with PennDOT be signed after the Solicitor and Engineer review. The motion passed unanimously.

Nevin Drive Project – Mr. Falencki reported that the project is complete and he will be working on the PennDOT Completion Report.

Consideration to authorize a letter of support be issued for the Honey Brook Borough Authority's PA Small Water & Sewer Grant Application for assistance in the emergency electric power supply and safety improvement for the Maple Street Pumping Station and Well Field, Route 10 Booster Station, and the Suplee Road Pump Station and Well #8 – Mr. Ott made a motion, seconded by Mr. Mimm, for the Borough to issue a letter of support for the Honey Brook Borough Authority's PA Small Water & Sewer Grant Application for assistance in the emergency electric power supply and safety improvement for the Maple Street Pumping Station and Well Field, Route 10 Booster Station, and the Suplee Road Pump Station and Well #8. The motion passed unanimously.

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

Consideration to adopt an Ordinance amending the Borough's Stormwater Management Ordinance which is codified in Chapter 23 or the Borough Code, at Section 23-202 to define a

“High Tunnel” and Section 23-106 to exempt certain High Tunnel Facilities from the requirements of the ordinance – Mr. Halvorsen made a motion, seconded by Mr. Ott, to adopt Ordinance #250, an Ordinance amending the Borough’s Stormwater Management Ordinance which is codified in Chapter 23 of the Borough Code, at Section 23-202 to define a “High Tunnel” and Section 23-106 to exempt certain High Tunnel Facilities from the requirements of the ordinance. The motion passed unanimously.

Report on eMail Communication regarding Borough Treasurer – Ms. Venzie reported that between meetings she received an eMail from Ruth Shaeffer questioning if the Borough Treasurer’s bond was in place and sufficient. Ms. Venzie stated that she obtained a copy of the Treasurer’s Bond and her review and recommendation to Council was that it was sufficient for the Borough’s funds. She also noted that Ms. Shaeffer’s eMail implied concerns regarding the Borough Treasurer’s employment at another municipality. Ms. Venzie reported that she contacted Valley Township and that it was verified that Ms. Rambo was in good employment standing with them and that she was obviously in good standing with Honey Brook Borough.

Mr. Halvorsen noted that he did not think that inquiries from non-Borough residents should be entertained. Mr. Mimm noted his concerns of the Borough Solicitor’s time and cost to the Borough to address these types of inquiries.

At this time, Mr. Falencki departed the meeting.

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

Secretary reminded Council of the zoning hearing scheduled for October 8, 2019, at 7:30 p.m.

***President’s Report*** – no report

***Mayor’s Report*** – no report

### ***Monthly Reports***

Treasurer’s Report – The monthly P&L, actual vs. budget, was distributed. It was also noted that the Liquid Fuel’s audit had recently been completed. There were no findings.

Tax Collector’s Report – The County collected \$1,478.99 of real estate taxes in September 2019.

Police Chief’s Report - Chief Ely provided the written report for September. He noted that the “Rolling Game Trailer” was a success at Harmony Day. Chief Ely reviewed pricing from WatchGuard for police car camera systems. The equipment, which would download the video from a thumb drive, would cost \$10,640.00. To download through WIFI would cost \$13,270.00. It was also noted that a new server would also be required at a cost of \$5,000. Mr. Mimm made

a motion, seconded by Mr. Florio, to authorize the purchase of the police car cameras at a cost of \$10,640 and a new server at an approximate cost of \$5,000. The motion passed unanimously.

There was discussion regarding review of the *Police Manual* by the Borough Solicitor. Mr. Florio made a motion, seconded by Mr. Halvorsen, to authorize the Borough Solicitor to review the *Honey Brook Borough Police Manual*. The motion passed unanimously. Ms. Venzie stated that she estimated the review would be approximately ten hours.

Public Works Report – The monthly report was distributed. Mr. Ford noted that trees were trimmed back and that PennDOT had installed some new signage within the Borough. He noted that PennDOT would be doing some work on the east bound lane to the west of the 322/10 intersection during the week of October 21. He also noted that the former Horace Helm properties that recently sold were provided new addresses for 9-1-1. The private road for these three properties is “Honey Lane”.

Planning Commission – Mayor Mulhall reported that there was no meeting last month. They will be meeting in October to vote on a grant support letter for the Borough Authority.

Code/Building/Officer – Written report was provided.

COG – Mr. Florio reported that bylaw changes regarding quorum and attendance of non-elective officials are being considered.

322 Task Force – Ms. Curtis reviewed the Committee’s presentation to the Chester County Commissioner’s representatives. Mr. Florio thanked Ms. Curtis for her work on the Task Force.

### ***Committee Reports***

Park & Recreation – Ms. Jenzano said there is one more bocce tournament currently scheduled. She also reported that a big tree near the bocce and tennis courts is being evaluated. She noted that the representatives researching the options for the tennis court repairs did not meet last month.

Code/Ordinance – no report

Finance – next meeting is October 9. Budget numbers are now due.

Public Works – Mr. Ott suggested that the new pickup truck bed be sprayed at a cost of \$525 - \$650. The consensus of Council was to proceed.

Personnel – no report.

Police – no report

Banner – Mr. Mimm stated that he still needed to contact Haverford Township to obtain their policy and procedures. He also stated that he has talked with a representative of the banner provider in Florida. Mr. Ford suggested to get a sample of the hardware.

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

Frame Subdivision – It was reported that as of today, the wording in the deeds were satisfactory to the Borough Solicitor. The plans will be signed by the required Borough signers for the applicant to pick up on Wednesday for recording.

Operating & Maintenance Agreements - Ms. Venzie will record the O&M Agreement for the Frame Subdivision, along with the Liskey Stormwater Management Plan, and the Honey Brook Community Church which required modification and was resigned by Council President this evening.

### ***New Business***

Trick or Treat – Ms. Jenzano made a motion, seconded by Mr. Ott, to set “Trick or Treat” as October 31, 2019 from 6:00 p.m. to 8:00 p.m.

Office Coverage - A request for the Municipal Clerk to be off on October 18 was approved. Ms. Curtis stated that she could cover in the office that day.

### ***Public Presentations***

None

The meeting was adjourned at 8:37 p.m.

Janis A. Rambo, Borough Secretary