

SEPTEMBER 3, 2019
FIRST MONTHLY MEETING

Jessica Curtis announced that an Executive Session was held prior to the meeting regarding a personnel matter.

The first monthly meeting of the 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; Patrick Ely, Police Chief; Christopher Falencki, Borough Engineer; Kim Venzie, Borough Solicitor; Zoe Curtis, Junior Council Member.

Zoe Curtis was sworn in by Mayor Mulhall as the Junior Council Member.

Approval of Previous Minutes

Mr. Halvorsen made a motion, seconded by Mr. Mimm, to approve the minutes from the August 19, 2019, meeting. The motion passed unanimously.

Payment of Bills

Mr. Halvorsen made a motion, seconded by Mr. Mimm, to approve the bills as presented for payment. The motion passed unanimously.

Public Presentations

Assistant Honey Brook Fire Chief, Gary Ream, presented the activity for the Firehouse from June through August. He also informed Council that the first week in October is National Fire Prevention Week and many activities are being planned at the firehouse. More information will be distributed at a later date.

Engineer's Report

Edge of Brook Subdivision – Mr. Falencki said that all requirements by Council have been met but new plans have not yet been received. Ms. Venzie said she will follow up with their engineer as to when to expect the updated plans.

Chestnut Street Grant – Mr. Falencki stated that PennDOT has contacted him that the 30% match is for construction only and that professional services will need to be bid out -- this will cost approximately \$15K more for design for the Borough. Mr. Halvorsen made a motion to amend the previous motion made at the August 5th meeting to utilize the entire grant award of \$100,000 to pay for construction noting that professional service cannot be used towards the

30% match and to extend the scope to include Chestnut Street from Horseshoe Pike to Water Street. Ms. Jenzano seconded. The motion passed unanimously.

Nevin Drive Project – Mr. Falencki said that this project is being closed out upon approval of Change Order #2. Mr. Ott made a motion to approve Change Order #2 to remove line item Z-4, Z-5 and Z-6 from the scope of work since these line items are no longer required for a decrease of \$28,325.00, seconded by Mr. Mimm. The motion passed unanimously. Payment of \$83,678.63 was recommended by Mr. Falencki to be authorized for payment. Mr. Ott made a motion, based on the Borough Engineer's recommendation to authorize payment to Berg Construction Company in the amount of \$83,678.63 contingent upon verification of payroll certifications. The motion was seconded by Mr. Mimm. The motion passed unanimously. Mr. Halvorsen made a motion, seconded by Ms. Jenzano, to hold a retainage in the amount of \$9,297.62 until verification of bonds and insurance of liens. The motion passed unanimously.

934 Chestnut Street – Mr. Falencki said the new plans have been received and include all waivers for stormwater as approved by Council. Ms. Venzie will prepare the O&M Agreement for Ms. Curtis to sign and recording of the plans.

Solicitor's Report – no report

Communications/Secretary's Report

The VPP Round 2 Grant application was provided for all members to review.

A zoning hearing application was received from Haulit Equipment Sales LLC for 106 Supplee Road seeking special exception to operate used vehicle dealership. Application is being reviewed and processed to schedule a hearing.

President's Report – no report

Mayor's Report – no report

Monthly Reports

Treasurer's Report – The monthly P&L, actual vs. budget was distributed. A written report was provided.

Tax Collector's Report – Report not available yet from the County.

Police Chief's Report - Chief Ely said they are gearing up for Harmony Day. He rented a "Rolling Game Trailer" which is fully monitored by its own staff. A Police table will be set up and volunteers are needed to help out. Chief asked if he could use donation funds to purchase 2 bikes and 2 helmets to raffle off. Council agreed this was a good idea.

Public Works Report – Mr. Ford informed Council that PP&L has approved 24 of the 25 requested light poles for Military Banners. Mr. Mimm suggested a committee be formed to see how to roll this out to the community and criteria required. The information will be put on the Borough’s website and be ready for inclusion in the spring newsletter.

Mr. Ford also said he received an email from a Nevin Drive resident about how impressed and pleased they were with the street work. He said the contractors were very accommodating and they had no problem getting in or out of their driveway in the evenings.

Planning Commission – no meeting last month, waiting for new Edge of Brook plans.

Code/Building/Officer – no report

COG – Mr. Florio said COG meetings will resume on 9/25/2019 in East Brandywine.

322 Task Force – No report; next meeting is 9/25/2019.

Committee Reports

Park & Recreation – Ms. Jenzano said there is one more park concert schedule and a couple of Bocce Tournaments. The Tennis Court committee is still working on the repair project.

Code/Ordinance – no report

Finance – Next meeting is Oct 9. Mr. Halvorsen reminded everyone to submit their “want list”.

Public Works – no report

Personnel – Mr. Florio said he attended the Pennsylvania Legal Update for Personnel in early August and found it very informative. He said that there is a portion dedicated to Police personnel and Chief Ely said he would like to attend next year.

Police – no report

Old/Pending Business

A discussion was held regarding a sign-in sheet for public attendance at council meetings. The Mayor said a Meeting Minutes Decorum would possibly need to be update. Ms. Venzie said you cannot ask everyone to sign-in to just sit in the audience. If a person is asking to make a public presentation then they can be asked to sign in to verify we have the correct spelling and address for them on record.

New Business

A request for the Municipal Clerk to be off on October 2 and 4, 2019 was approved. Bill Ford will cover the office on those days.

Ms. Jenzano informed Council that she was notified that Honey Brook Township will be completing the sidewalk on Suplee Road that goes up to the Park.

Public Presentations

None

There being no further business, the meeting was adjourned at 8:03 p.m.

Janis A. Rambo, Borough Secretary

Transcribed from notes taken by Patricia Swinty, Borough Clerk