

**HONEY BROOK BOROUGH COUNCIL
SECOND MONTHLY MEETING
DECEMBER 15, 2025**

The Second Monthly Meeting of Honey Brook Borough Council was called to order by Council Vice President Jeanne Jenzano at 7:00 p.m. The meeting was held at Borough Hall and all members answered Roll Call except Bill Ford. Also in attendance were Kimberly Venzie, Borough Solicitor, who joined the meeting during monthly reports; Chief Calvin Wilson; and Caroline Ameisen, Borough Clerk.

Public Hearing

A public hearing was advertised to hear comment on a proposed ordinance levying real estate taxes, totaling 4.95 mills, collected for the 2026 fiscal year. Ms. Rambo advised that the proposed ordinance was properly advertised in the *Daily Local News* and submitted to the Chester County Law Library by the Borough Solicitor as well as being on file at Borough Hall. It was noted that the additional 0.75 mill increase is a restricted fire tax. There were no comment from the public or Borough Council.

Citizens Comments on Agenda Items

None

Public Presentations

None

Approval of Previous Minutes

Mr. Florio made a motion, seconded by Ms. Hill, to approve minutes from the December 1, 2025, meeting. The motion passed unanimously.

Payment of Bills

Ms. Leisey made a motion, seconded by Mr. Florio, to authorize payment of bills as presented. The motion passed unanimously.

Communications/Secretary's Report

Secretary noted that the Zoning Hearing Board denied the Lapp application for 4651 Horseshoe Pike for a variances to permit the proposed conversion of the existing single-family dwelling to a multi-family dwelling with five apartment units on the property and construction of a 16 foot by 21 foot addition to the rear of the building.

President's Report

No report

Mayor's Report

Mayor Halverson thanked Officer Hughes for shoveling snow off of the side entrance prior to the meeting.

Monthly Reports

Treasurer's & Tax Collector's Report – The Treasurer's Reports for the month ending November 28, 2025 was presented along with the corresponding Balance Sheet and the Balance Sheet dated December 15 reflecting the bills that were paid this evening.

Police Report – The monthly report was distributed to Council. Chief Wilson reviewed the recent snow event and thanked the fire company for use of their sign board that helped with a traffic issue.

Public Works Report – No report due to Mr. Ford's absence.

Codes/Building/Zoning Officer's Report – Monthly report was distributed to Council.

Planning Commission Report – There was no meeting in November or December.

Joint Comprehensive Plan Update – Mr. Halvorsen reviewed the meetings along with Township representatives. He noted that transferable development rights were reviewed.

Old/Pending Business

Ms. Jenzano reported that “wrappers” are needed for next week's Toy Drive.

Adoption of 2026 Budget

Consideration to adopt an Ordinance setting the 2026 real estate tax – Ms. Hill made a motion, seconded by Ms. Cooper, to adopt Ordinance #2025-266, an ordinance setting the 2026 real estate tax at 4.95 mills of which 4.20 mills is for general purposes and 0.75 mills is designated for Fire Tax. The motion passed unanimously.

Consideration to adopt the 2026 Budget – Ms. Hill made a motion, seconded by Ms. Cooper, to adopt the 2026 Budget as presented. The motion passed unanimously.

Consideration to adopt the 2026 salary/wage rates – Ms. Hill made a motion, seconded by Mr. Florio, to adopt the 2026 salary/wage rates as presented. The motion passed unanimously.

New Business

Discussion/consideration to transfer \$150,000 to PLFIR to be designated for Police Station renovation project – Treasurer reviewed the general fund balance and advised that the Borough is

ending the year with over \$650,000 in the general fund and recommended that funds be moved to PLGIT which is earning higher interest rates. It was noted that during the Finance Committee's budget meetings that it was recommended to look at the projected year-end balance and move funds to support the proposed Police Station/Annex capital improvement project. After review of PLGIT's current rate sheet, Ms. Cooper made a motion, seconded by Ms. Hill, to authorize the Borough Treasurer to transfer \$150,000 from the General Fund at S&T Bank to the Borough's PLGIT Prime account. The motion passed unanimously.

Discussion/consideration for Holiday Borough Office Hours for the weeks of December 22 and December 29 – Ms. Ameisen requested that she could be off from December 24 through January 2. Ms. Swinty is available to be in the office on December 26, 29, and January 2. The office would be closed on December 24 and December 29. Ms. Cooper made a motion, seconded by Mr. Florio, to approve the proposed holiday office schedule. The motion passed unanimously.

Public Presentations

Ms. Jenzano acknowledged and thanked outgoing Council members Richard Florio, Bill Ford, and Mary Beth Wadlinger for their service over the years.

There being no further business, the meeting was recessed to acknowledge outgoing Council members and Mayor Halvorsen noted that Council would be going into an Executive Session to discuss personnel and that the meeting would not be reopened.

At 8:00 p.m., the meeting was reopened to address a potential emergency issue. Ms. Jenzano made a motion, seconded by Ms. Hill, to appoint Matthew Halvorsen and Charles Zirkel as season, part-time snow removal drivers/laborers at a rate of \$23.00 per hour. The motion passed unanimously.

The meeting was adjourned at 8:02 p.m.

Janis A. Rambo, Borough Secretary