

**HONEY BROOK BOROUGH COUNCIL
SECOND MONTHLY MEETING
DECEMBER 19, 2022**

The Second Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica Florio at 7:00 p.m. The meeting was held at Borough Hall. All members answered Roll Call. Also in attendance were Tricia Swinty, Borough Clerk; Joe Boulanger, Zoning, Code, and Building Official; and Chief Wilson. Ms. Florio noted that Council was in Executive Session starting at 6:45 p.m. regarding personnel.

Public Hearing

A public hearing was advertised for the purpose of hearing comment on the proposed ordinance setting the real estate tax rate for 2023. Ms. Florio noted that there was no one from the public in attendance and continued with the agenda.

Citizen's Comments on Agenda Items

None

Public Presentations

None

Approval of Previous Minutes

Mr. Ford made a motion, seconded by Ms. Matlock, to approve the minutes of the December 5, 2022, meeting. The motion passed unanimously.

Payment of Bills

Mr. Ford made a motion, seconded by Mr. Florio, to approve the payment of the bills as presented. Mayor Downey questioned that it appeared that police payroll higher. It was noted that Chief Wilson's two-week submission of time was for 72 regular hours, 16 hours of holiday, and 24 hours of vacation which was 112 hours during a typical 80 hour pay period. Chief noted that he was called in for investigations on days scheduled off. There being no further questions, the motion passed unanimously.

Communications/Secretary/Treasurer's Report

Secretary/Treasurer noted that when processing deposits, it was noted that the Honey Brook Borough Authority had submitted a building permit application for the shed. She noted that technically this is on Borough Property and that it is usually the property owner that submits the application and pays the fee. She asked if Borough wanted to consider waiving any permit fees

for this project. Mr. Boulanger stated that typically Kraft Code does not invoice for a municipal project. Ms. Matlock made a motion, seconded by Ms. Ott, to waive the fee for the Honey Brook Borough Authority's shed project. The motion passed unanimously.

President's Report

No report

Mayor's Report

No report

Monthly Reports

Treasurer & Tax Collector Report – The Treasurer's Report for the month ending November 30, 2022, was distributed.

Police Report – The monthly police report was distributed and reviewed.

Code & Ordinance – Mr. Boulanger reviewed the monthly activity report and noted that 5 permits were issued during the month. Property maintenance issues are being addressed and there has been discussions with Carlino relative to their ownership status with Red Oak Court.

Public Works – Public Works report was distributed. Mr. Ford asked that the Borough send a letter to the Northwestern Chester County Municipal Authority thanking them for the work on the swale at the end of James Street.

Planning Commission – No report.

Old Business

Consideration to adopt a Resolution adopting the Police Policy Manual – Mr. Ott made a motion, seconded by Ms. Matlock, to adopt Resolution 2022-08, a Resolution adopting the Police Policy Manual. The motion passed unanimously.

Consideration to approve Police Chief Amended Contract for 2023/24 – Mr. Florio made a motion, seconded by Ms. Matlock, to approve an amended employment agreement with Chief Calvin Wilson for the years 2023 and 2024. The motion passed unanimously.

Consideration regarding Personnel Manual/Policy – It was the consensus of Council to table the consideration of a revised Personnel Manual/Policy until the first meeting in January.

Update on street light near Presbyterian Church – Mr. Ford noted that paperwork for the light has been signed.

New Business

Ms. Florio noted although not on the agenda, she would like to add for Council to consider a conditional offer of employment as a full-time police officer to Robert Klinger, Jr. Mr. Florio made a motion, seconded by Ms. Matlock, to add the item to the agenda. There was no public comment on the item added to the agenda.

Ms. Jenzano made a motion, seconded by Mr. Florio, to move to tender a conditional offer of employment pursuant to Act 57 to Robert Klinger to serve the Borough to a full-time police officer at an annual salary of \$75,000 and other benefits set forth in the conditional offer, which employment shall be probationary for the first year as defined by the Police Tenure Act. The motion passed unanimously.

Adoption of 2023 Budget

Consideration to adopt an ordinance setting the 2023 tax rate at 3.9 mills – Mr. Florio made a motion, seconded by Ms. Jenzano, to adopt an ordinance setting the 2023 tax rate at 3.9 mills. The motion passed unanimously.

Consideration to adopt a resolution adopting the 2023 budget – Ms. Jenzano made a motion, seconded by Mr. Florio, to adopt Resolution 2022-08, a Resolution adopting the 2023 budget. The motion passed unanimously.

Consideration to adopt 2023 wages – Mr. Ott made a motion, seconded by Ms. Matlock, to adopt the 2023 wages as presented. The motion passed with Mr. Ford abstaining due to his employment with the Borough.

Public Presentations/Comments

Glen Morgan, as a follow up to a request from a few meetings ago to consider a donation to the White Horse Ambulance, provided Council with an EMS report from Chester County Department of Emergency Services detailing calls and providers for calls within the Borough. The data showed that White Horse had responded to three calls within the Borough.

There being no further business, Ms. Florio asked for an executive session following adjournment. No purpose was provided.

The meeting was properly adjourned at 8:08 p.m.

Janis A. Rambo, Borough Secretary