

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
December 1, 2025**

The first monthly meeting of Honey Brook Borough Council was called to order by Council Vice President Jeanne Jenzano at 7:00 p.m. at Borough Hall. All members were present except Bill Ford and Sandy Cooper. Also in attendance were Christopher Falencki of McCarthy Engineering (Borough Engineer), Chief Calvin Wilson, and Borough Clerk Caroline Ameisen. It was noted that Solicitor Kim Venzie was running late and the agenda was taken out of order for an advertised Public Hearing for an ordinance adoption until she arrived.

Citizens Comments on Agenda Items

None.

Approval of Previous Minutes

Mr. Florio made a motion, seconded by Ms. Leisey, to approve the minutes from the November 17, 2025 meeting. The motion passed unanimously.

Payment of Bills

Treasurer asked that an additional bill be added to the list being presented for payment: Invoice from Anderson & Catina in the amount of \$350 for the annual Treasurer's Bond. Ms. Hill made a motion, seconded by Ms. Wadlinger, to pay the bills as presented as well as the invoice to Anderson & Catina.

Public Presentations

Engineer's Report

Mr. Falencki introduced Jim McCarthy who will be taking over the Borough's account due to his retirement.

310 Maple Street – Mr. Falencki reported that everything is complete except for the As Built plans. At this time, Mr. Keller Hopkins, the builder, approached Council and distributed a letter regarding the requirement for a certified as-built. Mr. Hopkins reviewed an inspection from June. He noted that it was originally reported by Mr. Falencki that stormwater work was done at the property without notifying an inspector from McCarthy and the subsequent communication and scheduling for inspections. He asked that the certified as built requirement be satisfied using the June 3 through October 6, 2025, inspection data already collected by McCarthy Engineering and confirm that no further field survey or excavation is required to re-document buried stormwater facilities.

During the discussion Solicitor Venzie arrived the meeting.

Following discussion, it was the consensus of Council was that an as-built by a certified survey is required as per the Borough's ordinance.

Honey Brook Hardware – It was reported that they are working on as built. Trees were moved on site. It was noted that the drive thru lane is not installed as per plan and that there is more impervious than estimated which could be an issue.

LSA Grant – Mr. Falencki reported that he received confirmation for the Fire Apparatus grant that it was complete and accepted for consideration.

At this time, Mr. Falencki and Mr. McCarthy departed the meeting.

Communications/Secretary-Treasurer's Report

Secretary reported that the Zoning Hearing decision for Amos Lapp for 4651 Horseshoe Pike would be held on Thursday, December 11.

Public Hearing

At this time, the public meeting was recessed and a Public Hearing was opened, as advertised, to consider to adopt an Ordinance adding a new chapter 16 titled "Parks and Recreation" to regulate activities in the Borough parks including prohibitions on dogs, alcohol and disorderly conduct, establishing park hours and other use regulations and providing penalties for violations, severability provisions, and an effective date. She provided exhibits that the propped ordinance was published in the Daily Local News and a copy sent to the Chester County Law Library and the proof of publication. There was no comment from the public or from Council.

At this time, the public hearing was closed.

Solicitor's Report

Consideration to adopt an ordinance adding a new chapter, Chapter 16 titled "Parks and Recreation" to regulate activities in the Borough Parks – Ms. Hill made a motion, seconded by Ms. Leisey, to adopt Ordinance 265, an ordinance adding a new chapter, Chapter 16 titled "Parks and Recreation" to regulate activities in the Borough Parks. The motion passed unanimously.

Jim Ford, property owner in the Borough, advised that he received a letter from Kraft Municipal Group regarding the former "Ziffy's" store building. He noted that he is working with someone to rebuild the building and it is believed, following a structural inspection, that the current standing walls could be reused. It did advise Council that he would remove the toilet and paint over the graffiti within the next two weeks.

President's Report

None

Mayor's Report

It was reported that PennDOT may do a traffic study at 322/10 relative the traffic light sequencing.

Old Business

Mayor Halvorsen and Ms. Rambo reviewed discussions with Help Now regarding IT services. Some additional information is required by Help Now to determine how much data is on the servers.

Committee Reports

- **Finance** – No report
- **Park & Recreation** – Ms. Jenzano reminded everyone that the annual Tree Lighting is Sunday at 7:00 p.m. She also believes she has found someone to do the gardening in the park in the Spring.
- **Public Works** – No report
- **Code/Ordinance** – No report.
- **Planning Commission** – No meeting held in November.
- **Personnel** – Mr. Florio and Ms. Leisey did a preliminary performance evaluation with the Borough Clerk as she approaches her 90-day probationary period. A formal review will be forthcoming.
- **COG** – Mr. Florio reported that the meeting was canceled in November. There is no meeting scheduled for December.
- **Police** – It was noted that evaluations are being done.

Presentation of the 2026 Budget

The 2026 Budget was presented. It was noted that the budget reflects a 0.75 mill Fire Tax to increase annual donation to \$40,000 and all other fire department expenditures, by Code, would come from that fund. Ms. Hill made a motion, seconded by Mr. Florio, to place the proposed Budget on public inspection for consideration at the December 15, 2025, public meeting. The motion passed unanimously. Further, Ms. Hill made a motion, seconded by Ms. Wadlinger, to authorize the Borough Solicitor to advertise the required real estate tax ordinance per Borough Code. The motion passed unanimously.

New Business

None

Public Presentations

None

Adjournment

There being no further business, the meeting was adjourned at 8:16 p.m.

Janis A. Rambo
Borough Secretary