

**HONEY BROOK BOROUGH COUNCIL  
SECOND MONTHLY MEETING  
DECEMBER 20, 2021**

The Second Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica Curtis at 7:00 p.m. All members answered to Roll Call, except Mr. Ott who joined the meeting during the public hearings. Ms. Matlock participated via teleconference. Also in attendance were Kim Venzie, Borough Solicitor; Chief Calvin Wilson; Bill Ford, Public Works Superintendent; and Tricia Swinty, Borough Clerk.

***Public Hearings***

Solicitor Venzie advised that three public hearings were advertised for this evening for three ordinance adoption considerations.

The first hearing was opened to review and take public comment on an ordinance amending Chapter 27 of the Honey Brook Borough Code, entitled “Zoning” at Part 11, Wireless Communications Facilities, Satellite Dishes, and Similar Technologies in order to provide for provisions to clarify that small wireless facilities are governed by a separate ordinance and design guidelines, clarify allowable permit fees, and update provisions to comply with federal law with respect to wireless communications facilities in Honey Brook Borough. Ms. Venzie reviewed the exhibits and proposed ordinance. There as no public comment. Ms. Matlock inquired if, under this ordinance, could the Borough require any existing wireless communication equipment conform with the guidelines enacted by this ordinance. Ms. Venzie stated that we could not go back on any devices installed as of date of adoption. There being no further comments, the hearing was closed.

Ms. Venzie opened the second hearing to review and take public comment on an ordinance amending the Honey Brook Borough Code to provide for a new chapter entitled “Chapter 17 – Small Wireless Facilities to provide for new ordinance provisions to allow for, and regulate, small wireless facilities within the public rights-of-way in the Borough. After review of the hearing exhibits and purpose of the ordinance, there were no public comment or comments from Borough Council. The hearing was closed.

Ms. Venzie opened the third hearing to review an ordinance to set the 2022 real estate tax rate at 2.70 mills. Ms. Venzie reviewed the exhibits for the hearing and asked for comments. Ms. Curtis advised that the increase in real estate tax was necessary to budget for a full-time police officer. There being no further comments, the hearing was closed.

***Public Presentations***

Chief Steven Kern, representing the Honey Brook Fire Company, was present to discuss the impact of the announced closing of the Brandywine and Jennersville hospitals and the impact on the community. Ms. Curtis stated that she had talked with County Commissioner Kichline today and that there was an interested party touring Brandywine Hospital today. There was discussion that perhaps a meeting should be set up with the fire company and Honey Brook

Township. Mr. Ford inquired if ARPA funds could be used to assist for ambulance service. After continued discussion, it was noted that further discussions with all vested parties should continue.

Angela and Allen Dove were present and reported to Council that they are submitting a Conditional Use Application for 2536 Conestoga Avenue (former Suburban Brewing location) for a dog grooming and boarding facility.

Troy DiSimone, property owner of 420 and 408 Water Street, was present to follow up on emergency declaration parking on Water Street. Ms. Curtis reported that as a result of the latest committee meeting that authorization is being obtained from the Methodist Church Cemetery to allow parking and that the Borough will take responsibility to plow the cemetery driveways. Mr. Ott commented that there are similar issues at Cahill Circle with the number of cars and off-street parking. Ms. Curtis stated that this is the plan for the 2022 winter season.

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

Mr. Florio made a motion, seconded by Mr. Ott, to approve the minutes of the December 6, 2021 minutes. The motion passed unanimously.

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

Mr. Florio made a motion, seconded by Mr. Ott, to approve payment of bills as presented. The motion passed unanimously.

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

Ms. Venzie presented the following, as a result of the public hearings, for Council's consideration:

An ordinance amending Chapter 27 of the Honey Brook Borough Code, entitled "Zoning" at Part 11, Wireless Communications Facilities, Satellite Dishes, and Similar Technologies in order to provide for provisions to clarify that small wireless facilities are governed by a separate ordinance and design guidelines, clarify allowable permit fees, and update provisions to comply with federal law with respect to wireless communications facilities in Honey Brook Borough –

Ms. Wunsch made a motion, seconded by Mr. Florio, to adopt Ordinance #256, an ordinance amending Chapter 27 of the Honey Brook Borough Code, entitled "Zoning" at Part 11, Wireless Communications Facilities, Satellite Dishes, and Similar Technologies in order to provide for provisions to clarify that small wireless facilities are governed by a separate ordinance and design guidelines, clarify allowable permit fees, and update provisions to comply with federal law with respect to wireless communications facilities in Honey Brook Borough. The motion passed unanimously.

An ordinance amending the Honey Brook Borough Code to provide for a new chapter entitled “Chapter 17 – Small Wireless Facilities to provide for new ordinance provisions to allow for, and regulate, small wireless facilities within the public rights-of-way in the Borough – Ms. Matlock made a motion, seconded by Mr. Florio, to adopt Ordinance #257, an ordinance amending the Honey Brook Borough Code to provide for a new chapter entitled “Chapter 17 – Small Wireless Facilities to provide for new ordinance provisions to allow for, and regulate, small wireless facilities within the public rights-of-way in the Borough. The motion passed unanimously.

Consideration to adopt a Resolution to adopt the Small Wireless Facility Design Guidelines – Ms. Jenzano made a motion, seconded by Mr. Ott, to adopt Resolution 2021-12, a resolution adopting the small wireless facility design guidelines. The motion passed unanimously.

### ***2022 Budget Adoption***

Consideration to adopt an ordinance levying a general purpose real estate tax for the 2022 fiscal year – Mr. Ott made a motion, seconded by Ms. Matlock, to adopt Ordinance #258, an ordinance levying general purpose real estate tax for 2022 fiscal year in the amount of 2.7 mills. The motion passed unanimously.

Consideration to adopt a Resolution adopting the 2022 Budget – Mr. Florio made a motion, seconded by Mr. Ott, to adopt Resolution 2021-13, a resolution adopting the 2022 Budget as presented and previously advertised for public inspection. The motion passed unanimously.

Consideration to adopt a Resolution noting the 2022 tax rates – Ms. Jenzano made a motion, seconded by Mr. Ott, to adopt Resolution 2021-14, Resolution setting the tax rates for 2022 as 2.7 mills for real estate tax; 1% for earned income tax; and 1% for real estate transfer. The motion passed unanimously.

### ***Consideration to adopt the 2022 Wage Rates***

Mr. Florio made a motion, seconded by Ms. Jenzano, to adopt the 2022 wage rates as presented. The motion passed unanimously.

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

Treasurer’s Report - The Treasurer’s report for the month end November 2021 was distributed along with the November 30, 2021 Balance Sheet.

Consideration regarding appointed auditor – Ms. Rambo reviewed that quotes were obtained for the Audit. Kimmel, Lorah & Associates quoted \$7,500 to perform the 2021 audit by the April 30 deadline which would include taking our files to their office and \$6,720 to perform the audit after May 1 on an extension with them coming onsite. BBD, LLP quoted \$5,300 to perform the audit to meet the filing deadline of April 30, 2022. Mr. Ott made a motion, seconded by Mr.

Florio, to officially appoint BBD, LLP to perform the 2021 audit at the 2022 reorganization meeting. The motion passed unanimously.

Zoning Hearing Board Engagement Agreement – An engagement agreement was received and presented from Gawthrop Greenwood PC for 2022 services. The agreement noted no increase in hourly rates for 2022. Mr. Ott made a motion, seconded by Mr. Florio, to authorize the Township Secretary to sign the Engagement Agreement with Gawthrop Greenwood PC for 2022. The motion passed unanimously.

Review of Balance Sheet Projection for 2021 Year End - Ms. Rambo also distributed the Balance Sheet dated December 20, 2021, Balance Sheet which included bills approved for payment earlier in the evening. She noted that the general fund cash balance was at \$340,202.80. She noted that the reimbursement from PennDOT is still pending as final paperwork is in the process of being submitted by Mr. Falencki as well as additional grant reimbursement submissions to the County for the Chestnut and Maple Street projects. She noted that no transfer of funds, as budgeted for 2021, was made to pay the Borough portion as well as transfer of capital reserve funds for the new police vehicle earlier in the year. The Treasurer recommended, and Council concurred, that no transfer of funds for the capital projects and police car are needed for 2021 and that those budgeted funds will remain in the reserve fund accounts. It was also the consensus of Council that the Capital Reserve CD should continue to be rolled over.

### ***Consideration to Add Item to the Agenda***

Ms. Rambo noted that at 5:30 p.m. this evening she received a 2022 insurance quote from Villanova Insurance Partners for 2022 coverage and asked Council to consider adding to the agenda for discussion and consideration.

Mr. Ott made a motion, seconded by Ms. Wunsch, to add to the agenda “discussion and consideration regarding 2022 insurance proposal from Villanova Insurance Partners”. The motion passed unanimously.

Ms. Curtis asked if there was any public comment with regards to adding to the agenda “discussion and consideration regarding 2022 insurance proposal from Villanova Insurance Partners”. There was no comment from the public. It was noted that the agenda will be amended and posted on the Borough’s website and Borough Hall posting.

### ***2022 Insurance Proposal from Villanova Insurance Partners***

Ms. Rambo noted that information was provided to Villanova Insurance Partners to provide a quote for the 2022 liability and workers compensation insurance policies as well as renewal through Assured Partners, previously Francis Hall, who is the current insurance agent. To date, no quote has been received from Assured Partners and throughout the year there has been delays in communication since Francis Hall merged with Assured Partners. The quote for workers

compensation through Villanova Insurance Partners is through AmTrust, the Borough's current provider. The liability package, through Liberty Mutual, was reviewed but noted, again, that the quote was just received about an hour before tonight's meeting. After discussion, Ms. Wunsch made a motion, seconded by Mr. Ott, that if after further review to ensure previous act coverage and cyber coverage, to authorize coverage being bound with Liberty Mutual Insurance and AmTrust for 2022 through Villanova Insurance Partners. The motion passed unanimously.

### ***President's Report***

Ms. Curtis recognized and thanked Mayor Mulhall and Council member Jessica Wunsch for their service to Council over the years.

### ***Mayor's Report***

Mayor Mulhall stated that it has been an honor and pleasure to serve as the Mayor of Honey Brook Borough.

### ***Monthly Reports***

Treasurer's Report – All items were covered earlier in the evening.

Police – Chief Wilson provided the monthly report for November and reported that the 2021 Durango has been placed in service.

Public Works – The monthly report for the month of November was distributed. Mr. Ford reported that there was damage to the guiderail land Route 10 and Water Street.

Code/Zoning/Building Official – The monthly report from Kraft Code Services was distributed to Council.

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

Consideration to provide plowing services to Honey Brook Community Library for 2022 winter season – Ms. Wunsch made a motion, seconded by Ms. Wadlinger, to approve the continuation of plowing the library property during the 2022 winter season as an in-kind donation. The motion passed unanimously.

Update on Herald newspapers – Ms. Jenzano reported that Penn State has a platform to take the *Honey Brook Herald* microfilm and convert it to a digital medium. Confirmation is needed to ensure that no one still has any legal rights to the publication.

***New Business***

Consideration for Borough Clerk time off on January 3, 2022 – Ms. Swinty advised that she would not be able to be in the office on January 3, 2022, but that coverage is available through Glenn Morgan.

COG Event – Ms. Matlock reminded Council of the COG’s event scheduled for January 27 to be held at G.A. Vietri Electrical at 210 Waverly Boulevard, Coatesville.

***Public Presentations***

None

There being no further business the meeting was properly adjourned at 8:53 p.m.

Janis A. Rambo  
Borough Secretary