

DECEMBER 7, 2020
FIRST MONTHLY MEETING
HONEY BROOK BOROUGH COUNCIL

The first monthly meeting of Honey Brook Council was held via *Zoom* and all members answered Roll Call. Also, participating in the meeting were Kim Venzie, Borough Solicitor; Christopher Falencki, Borough Engineer; Bill Ford Public Works Superintendent; Chief Calvin Wilson; Tricia Swinty, Borough Clerk; Joe Boulanger of Kraft Code Services, Borough Zoning, Code & Building Official; and Matthew Boswell, Junior Council Member. It was noted that the meeting was being conducted through *Zoom* to comply with Governor Wolf's order that all individuals in Chester County stay home in an effort to slow the spread and minimize public exposure to COVID-19 and maintain social distancing. The Notice for instructions to participate in the meeting was posted at Borough Hall and on the Borough website. The Notice advised that anyone unable to participate in the meeting through *Zoom* could eMail comments on the agenda, which was posted on the website, by eMailing the Borough Secretary by 3:00 p.m. on today's date. No comments were received.

Public Presentations

None

Approval of Previous Minutes

Mr. Florio made a motion, seconded by Mr. Ott, to approve the minutes from the November 16, 2020, meeting as presented. The motion carried unanimously.

Payment of Bills

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

Engineering Report

Mr. Falencki provided the monthly Engineering Report that is on file at the Borough Office. Mr. Falencki reviewed the following from the report:

310 Maple Street – Mr. Falencki reported that that property owner has requested an additional six-month extension.

934 Chestnut Street – Mr. Falencki advised that the property owner has advised that they are hiring another engineer to provide that the calculations for the work done are okay.

Honey Brook Community Church – The Church as requested their maintenance release. An inspection will need to be done.

Council reviewed the extension request for 310 Maple Street. After discussion noting the ongoing issues relating to COVID to include difficulty obtaining building products, Mr. Halvorsen made a

motion, seconded by Mr. Ott to approve one additional six-month extension with respect that the following would need to be complete prior to the extension expiration: payment of any and all additional required fees; building permit being issued; the Stormwater Operations & Maintenance Agreement being executed and recorded; the letter of credit being posted as financial security; and any and all remaining permitting requirements. The motion passed unanimously.

MS4 – It was noted that Mr. Falencki had met with the Honey Brook Township Engineer; however, there has been no response to date from DEP.

Consideration to Renew Partnership in Christina Watersheds Municipal Partnership in 2021 – Request to renew in the Christina Watersheds Municipal Partnership in 2021 was received. Membership will increase from \$205 to \$450. Mr. Halvorsen made a motion, seconded by Mr. Ott, to renew the Christina Watersheds Municipal Partnership for 2021. The motion passed unanimously.

Solicitor's Report

Ms. Venzie reported that she continues working on the *Police Manual*. She also wanted to note that she believes there may be some misunderstanding about what can be discussed at a meeting. She noted that items can come after the agenda is issued – for instance, on the same day as the meeting. She stated that these items could be brought up during the meeting with recommendation that action would occur at the next meeting

At this time, Mr. Falencki departed the meeting

Communications/Secretary-Treasurer's Report

Ms. Rambo advised that the Borough received formal notification of the 13-month Capital Reserve CD's mature date of December 25, 2020. She stated that she was at the S&T branch today and that advised that notification can be given to the bank 10 days *after* the maturity date of roll over. She noted that Council had authorized at a prior meeting to roll the CD over for another 6 months.

President's Report

No report

Mayor's Report

No report

Old/Pending Business

Website – Policy for Posting – Ms. Swinty inquired if there was going to be a policy for posting items on the website. It was the consensus that no policy would be required and if there was anything questionable that Ms. Swinty would bring it to Council's attention.

Website – Recognition – Ms. Jenzano recognized Ms. Swinty's work over the last several weeks to get the new website designed and updated.

2021 Rental Inspections – Ms. Swinty inquired if we will be moving forward in 2021 with rental inspections. She reminded Council that, due to COVID, no inspections were done in 2020. Mr.

Boulanger noted that his firm is doing rental inspections in their other municipalities that they serve. Ms. Jenzano stated that she feels we need to stay on top of these inspections with the landlords. Ms. Whichard noted that consideration could be considered if the occupant of the rental has concerns with someone coming in due to a COVID issue. Ms. Swinty reviewed the process in the past whereby the Borough sends out the inspection letters and that the property owner pays the rental inspection fee after the inspection is done. Mr. Boulanger stated that in all of his other communities the fee is paid annually with the rental registration before the fee is done. Mr. Ott made a motion, seconded by Ms. Matlock, to move forward with the 2021 rental inspections and that the fee will be paid with the registration prior to the inspection being scheduled. The motion passed unanimously.

Zoning/Code Issues - There were discussion regarding the rescheduling of the Grenda property. It was unknown if former Code Officer Campbell received a copy and there were questions of how to proceed if Mr. Campbell is required to attend. Mr. Boulanger also inquired about a property maintenance concern he received on Horseshoe Pike. He inquired what was the Borough's protocol and if there was a complaint form used in the Borough. Chief Wilson recommended that the Zoning Officer would send him an eMail, if possible, 24 hours ahead of time in case there is a known issue that may require police presence when investigating the complaint.

The monthly Building/Code/Zoning report was distributed and is on file at the Borough Office.

Railroad Avenue Parking Ordinance Amendment – a draft ordinance amending the Borough's Code of Ordinances at Chapter 15, Section 15-304 to prohibit parking in certain additional locations along Pine Street and Railroad Avenue in the Borough was discussed. Mr. Halvorsen made a motion, seconded by M. Ott, to proceed to advertise for adoption consideration at Council's December 21, 2020, meeting. The motion passed unanimously.

Holiday Decorations – It was noted that Lowe's was sold out of the outdoor red and green garland as approved to purchase. It was recommended to purchase garland when the items go on sale after the holiday for next year.

New Business

Trash Bags – It was noted that the price of trash bags was originally noted on the website as \$3.00 per bag and was corrected that the price will be effective in January 2021.

Adoption of 2021 Budget

Budget - Mr. Halvorsen made a motion, seconded by Mr. Ott, to adopt Resolution 2020-18, a resolution to adopt the 2021 Budget as advertised and presented. The motion passed unanimously.

2021 Wages – Mr. Florio made a motion, seconded by Mr. Ott, to approve the 2021 Wages as presented. The motion passed unanimously.

Tax Rates – Ms. Whichard made a motion, seconded by Ms. Matlock, to adopt Resolution 2020-19, a resolution adopting the 2021 tax rates as: real estate tax rate of 2.50 mills; earned income tax rate of 1%; and a real estate transfer tax of 1%. The motion passed unanimously.

Trash Bag Cost – Ms. Matlock made a motion, seconded by Mr. Halvorsen, to increase the price of trash bags to the public to \$3.00 per bag effective January 1, 2020. The motion passed unanimously.

Mr. Ford stated that the office should send letters to the vendors who sell the bags of the price increase effective January 1, 2021.

Post Office – It was reviewed that a letter was received from a representative of the post office regarding the bollards need repair. Ms. Venzie stated that her office responded that it was their responsibility for the repair as well as clarifying other maintenance issues.

Public Presentations

None

There being no further business, the meeting was properly adjourned at 7:55 p.m.

Janis A. Rambo
Borough Secretary