

**HONEY BROOK BOROUGH COUNCIL
SECOND MONTHLY MEETING
FEBRUARY 15, 2021**

The Second Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica Curtis at 7:00 PM. All members answered to Roll Call. Also in attendance were Chief Calvin Wilson; Matthew Boswell, Junior Council Member; Bill Ford, Public Works Superintendent; Joe Boulanger, Building/Zoning/Code Officer; and Tricia Swinty, Borough Clerk.

Approval of Previous Minutes

It was noted that Felix Coloe's address is 404 Water Street; not 440 Water Street as noted in the February 1, 2021 minutes. Ms. Jenzano also noted that she felt that there should be some parking on some sections of the streets during an emergency declaration.

Ms. Whichard made a motion, seconded by Ms. Matlock, to approve the minutes noting the changes mentioned. The motion passed unanimously.

President Curtis noted that Borough Council met in Executive Session prior to the meeting at 6:30 p.m. to discuss police personnel and litigation.

Payment of Bills

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

Public Presentations

No public presentations.

Communications/Secretary's Report

None

President's Report

No report.

Mayor's Report

No report

Monthly Reports

Treasurer's Report – The Treasurer's Report for the month ending January 2021 was presented.

- Engagement Letter for 2020 DCED Audit – Mr. Ott made a motion, seconded by Mr.

Florio, to authorize the Borough Secretary/Treasurer to sign the Engagement Letter with Kimmel, Lorah & Associates LLP for the 2020 DCED Audit. The motion passed unanimously.

- Borough Real Estate Tax for Borough-owned Properties – Ms. Whichard made a motion, seconded by Ms. Jenzano, to waive the Borough's real estate tax for the post office property and the water tower antenna. The motion passed unanimously.

Police – Chief Wilson submitted the written Police Report for the month of January.

Public Works – Mr. Ford submitted the written report for the month of January. Ms. Jenzano inquired about the picnic tables currently in the little pavilion; Mr. Ford stated that had not been moved back following the painting.

Code/Zoning/Building Official – The monthly report for Kraft Code Services was reviewed. Ms. Jenzano inquired about time frame for compliance after a Notice of Violation is issued; Mr. Boulanger stated it was 20 days to appeal and 30 days to comply. There was a discussion regarding snow removal from sidewalks. Mr. Boulanger reviewed the use of a card notice that they use in other municipalities that is left at the residence; the property address would then be sent to the Borough Clerk who could also send out a letter. Mr. Boulanger stated that he would need to talk to the Solicitor to see if non-compliance would be a civil or non-traffic citation.

Planning Commission – The Planning Commission met in January to reorganize. There will be no meeting in February.

Old/Pending Business

Parking During Snow Emergency Declaration for those with no off-street parking – As a follow up to the last meeting, Mayor Mulhall stated that in reviewing with Borough staff and others, many streets are too narrow to allow parking during an emergency. There is possibly an area on Maple Street, between 322 and Park Street on the south side where parking could be designated. Borough resident Matt White questioned the no parking on Borough Streets during an Emergency Declaration and stated that ticketing of cards needs to be air. Chief Wilson stated that there were approximately 20 tickets issued in the December storm and about the same number during the recent storm. The question again came up about those that do not have off-street parking. Ms. Ford stated that a lot of cards that were left on the west side of Maple Street are not registered to Borough residents. Mr. Florio made a motion that a committee be formed to do a study and a recommendation to Council. The motion was seconded by Mr. Ott and passed unanimously.

Meeting Format – Mr. Ott made a motion, seconded by Mr. Florio, to go back to in person meetings. The motion passed unanimously. There was further discussion about a better audio system for those that will participate in the meetings online. Mr. Florio made a motion, seconded by Ms. Matlock, to purchase proper audio equipment for the public meeting room. The

motion passed unanimously. It was noted that Ms. Matlock and Ms. Wunch will research and bring options to Council.

New Business

Consideration to authorize unused 2020 vacation and personal time payout to Chief Wilson – It was noted that due to Chief Wilson’s appointment to Chief in mid to late February, the work required administratively in the police office upon his appointment, and the impact of COVID, Chief Wilson was not able to get in all of his allocated personal and vacation time. Mr. Ott made a motion, seconded by Mr. Florio, to authorize the payout of Chief Wilson’s unused 32 hours of personal time and 72 hours of vacation time at his 2020 pay rate. The motion passed unanimously.

Fire Company’s New Truck – Mr. Ott stated that the fire company is looking at putting the Township Seal, the Fire Company Logo, and the Borough Seal on the side of their new tanker. The consensus of Council was to put the “new” Borough seal/logo on the truck.

Public Presentations

None

There being no further business the meeting was adjourned at 8:06 pm.

Janis A. Rambo
Borough Secretary