

**HONEY BROOK BOROUGH COUNCIL  
SECOND MONTHLY MEETING  
FEBRUARY 22, 2022**

The Second Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica Curtis at 7:15 p.m., following a brief recess after a Conditional Use Hearing. All members answered to Roll Call except Ms. Matlock. Also in attendance were Chief Calvin Wilson; Glenn Morgan, Public Works; Joe Boulanger, Building/Zoning/Code Officer; and Tricia Swinty, Borough Clerk.

Ms. Venzie who was still present following the Conditional Use Hearing asked to speak before she departed the meeting. She noted that she understood that there were concerns regarding her calling a meeting with the Council President and Vice President, Borough Engineer, Borough Zoning Officer, and Borough Secretary prior to the last meeting. She stated that this was to go over processing of conditional use applications and apologized if anyone was offended. She noted that this was an administrative meeting. Mr. Ford advised that the Zoning Ordinance is clear that applications are to be given to the Borough Secretary. It was reviewed that a “check sheet” had been developed and that the Borough Clerk and Borough Secretary would work together upon receipt of any future applications to see that it appears an application if complete and work with the Zoning Officer if needed. Mr. Ford stated that an applicant should be obtaining their own professionals, if needed, to help them prepare the application and submit to the Borough and not relying on the Borough staff and paid professionals. Mr. Falencki pointed out that some items on the “check sheet” may not be applicable, such as a site plan. Following the discussion, Ms. Venzie and Mr. Falencki left the meeting.

***Citizen Comments on Agent Items***

None

***Public Presentations***

Rob Felker, 870 Maple Street – Mr. Felker stated questioned if a stormwater management plan was needed for a driveway that he is putting in to allow off-street parking on a home that he recently purchased. He stated that the driveway is 10’x20’ and felt that the fee was excessive. Mr. Ford stated thought that we had an exemption for anything under 500 feet. According to our ordinance, there does not appear to be any exemption. It was noted that \$1,000 of the fee was for professional fee escrow and any remaining balance would be returned to him. Mr. Felker advised that he would pay the fee in order to proceed.

***Approval of Previous Minutes***

Mr. Florio made a motion, seconded by Mr. Ott, to approve the minutes of the February 7, 2022, meeting as presented. The motion passed unanimously.

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

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

### ***Communications/Secretary's Report***

None

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

No report.

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

Mayor Downey noted that Chief Wilson has been awarded a Patriot Award for his support of Patrolman Klinger during his recent deployment. Mayor Downey on behalf of herself and Council thanked both Chief Wilson as well as Officer Klinger for his service to our country.

### ***Monthly Reports***

Treasurer's Report – The Treasurer's Report for the month ending January 2022 was presented. Ms. Rambo advise that the inhouse portion of the DCED audit was held on February 16 and 17 by BBD, LLC and that a "virtual" workers compensation audit was concluded. She notes that she believes that the Borough should see a refund as a result of the workers comp audit.

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

Public Works – Mr. Morgan reviewed the monthly written report.

Code/Zoning/Building Official – The monthly report for Kraft Code Services was reviewed by Mr. Boulanger. Mr. Boulanger reviewed the "snow" clearing procedure that they have used and it was noted that the Honey Brook Police Department, as they are typically on duty, would begin enforcement of those that do not clear their sidewalks with the 24 hours after the conclusion of a snow fall. Mr. Boulanger also reviewed their billing system and noted that many calls are not billed to the Borough. Mr. Ott inquired if 630-640 Vine Street had been posted. Mr. Boulanger advised that he would confirm. At this time, Mr. Boulanger departed the meeting.

Planning Commission – The Planning Commission minutes from their February 16, 2022, meeting was provided.

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

Ambulance Update – Ms. Curtis distributed an ambulance update report showing municipalities served by the Elverson/Honey Brook Ambulance, population covered, number of calls, anticipated ARPA funding and possible allocation calculation of funding by municipality from their ARPA allocation. Mr. Ford stated that he felt that no funding should be provided until we receive an official audit, as required. Mr. Ott stated that he concurred with Mr. Ford.

Consideration to request Ordinance Committee to review property rental maintenance ordinance – Mr. Ford stated that he would like the committee review the property rental maintenance noting the absentee landlords and property management. He noted that there is no commercial property inspection. Council concurred for the Committee to review and provide recommendations.

Discussion regarding post office parking and report of meeting with the post office – It was noted that a virtual meeting was conducted last week with Ms. Curtis and Mr. Ford participating from Council, Solicitor Kim Venzie, and Borough Secretary/Treasurer Janis Rambo. The post office is looking at off-site parking for their employees; however, the post office vehicles will increase to 7 and they must be kept on lot when not out for deliveries. Mr. Ford stated that additional spots could be placed by the pavilion. Another meeting is scheduled with the post office for March 10.

Consideration to set Conditional Use Hearing for Alvin R. Zook application – Mr. Ford made a motion, seconded by Ms. Jenzano, to set the date of the Conditional Use Hearing for the application submitted by Alvin R. Zook for April 4, 2022 at 6:00 p.m. prior to the first monthly meeting of Council. The motion passed unanimously.

### ***New Business***

Consideration to close Borough Office on holidays – It was agreed that the office would be closed when no meeting would be held due to an observed holiday. For 2022, those dates would have been/would be Martin Luther King Day, President's Day, and Juneteenth. It would be the option of the Borough Clerk if she wanted to come to work, but the office would be posted on the website to be closed.

Consideration to appoint Alternate to Planning Commission – Ms. Curtis stated that as a follow up from the Planning Commission that one or two members may be moving from the Borough, it would be beneficial to have an alternate or two appointed to the Planning Commission. Mr. Ott made a motion, seconded by Ms. Jenzano, to adopt Resolution 2022-04, a Resolution appointing William Ford as an alternate to the Planning Commission for a four-year term to expire December 31, 2026. The motion passed unanimously.

Discussion/consideration regarding upgrade of Informant – It was noted that the Borough currently only has one *Informant* license which causes a problem as we have two computers as well as the program being needed in the car(s). Mr. Ford made a motion, seconded by Mr. Florio, to approve an upgrade for an unlimited license in the amount of \$1,200. The motion passed unanimously.

Discussion regarding update on 2015 Durango – Chief Wilson reviewed the condition of the 2015 Durango and it's use as a back up should the other two vehicles be down or out for maintenance. It was the consensus, based on the Chief's recommendation, to keep the 2015 Durango.

Consideration to waive Honey Brook Borough Property Tax for Post Office Building and Water Tower – Ms. Rambo noted that the Borough real estate tax bills recently were mailed from the Chester County Treasurer's Office and requested Council to consider waiving their tax for the two non-tax-exempt Borough properties. Mr. Ford made a motion, seconded by Mr. Ott, to

waive the Honey Brook Borough real estate tax for Tax Parcel 1201-00350100 (post office) and 1201-00350200 (water tower). The motion passed unanimously.

Other - Ms. Swinty advised that Kraft Code will be participating in a commercial audit for Honey Brook Community Church and Suburban Brewery.

**Public Presentations**

None

There being no further business the meeting was adjourned at 9:40 pm.

Janis A. Rambo  
Borough Secretary