

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
FEBRUARY 3, 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. The meeting was held at Borough Hall and all members answered Roll Call except William Ford III. Also in attendance were Christopher Falencki of McCarthy Engineering, Borough Engineer; Kim Venzie, Borough Solicitor; Police Chief Calvin Wilson; and Tricia Swinty, Borough Clerk/Assistant Secretary.

Citizens Comments on Agenda Items

None

Approval of Previous Minutes

Mr. Florio made a motion, seconded by Ms. Cooper to approve the minutes from the January 21, 2025, meeting. The motion passed unanimously.

Payment of Bills

Ms. Leisey made a motion, seconded by Mr. Florio, to authorize payment of bills as presented. The motion passed unanimously.

Public Presentations

At this time, Council took the agenda out of order to review the subdivision plan for Donald Brown for 935 Chestnut Street.

Mr. Falencki reviewed the Minor Subdivision Plan for Donald G. Brown, prepared by Witman Engineers & Consultants, dated October 3, 2024, and last revised on January 30, 2025 which consisted of 4 sheets.

The request for waivers from SALDO Section 22-302.2.B and 304 to allow preliminary/final review and approval process was presented. Mr. Falencki advised that the Planning Commission nor he had any objection to accept the waiver request. Ms. Hill made a motion, seconded by Ms. Cooper, to grant waivers from SALDO Section 22-302.2.B and 304 to allow preliminary/final review and approval process. The motion passed unanimously.

After review of the plan and noting the Planning Commission's recommendation contingent upon outstanding items in McCarthy Engineering's review letter be addressed, the following motion was presented for Council's consideration:

To grant preliminary/final subdivision approval for the Minor Subdivision Plan for Donald G. Brown, prepared by Witman Engineers & Consultants, dated October 3, 2024, and last revised on January 30, 2025, conditioned upon:

- Satisfaction of any outstanding comments as set forth in the Borough Engineer's review letter dated January 28, 2025 (Attachment "A")
- Applicant shall obtain the necessary state and local approvals including any PA DEP Sewer Planning Approval/Chester County Health Department approvals, and all municipal approvals related to public water and sewer being provided to the property;
- Prior to release of the Plan for recording, the Applicant shall reimburse the Borough for all outstanding fees and charges incurred by the Borough in processing and consideration the application, including but not limited to legal, engineering and consultant review fees;
- Applicant acknowledges that the stormwater management waiver request was not granted and stormwater management shall be fully addressed if and when the property is developed in the future;
- Applicant shall comply with Borough's permitting and development requirements, including but not limited to, execution of required agreements where necessary, and permit applications, and the proper required recording of the Plans with the Chester County Recorder of Deeds; and
- The proposed subdivision shall be consistent with the information and materials presented during the public meeting.

Ms. Hill made a motion, seconded by Ms. Cooper, to approve the motion for the Donald G. Brown subdivision for 935 West Chestnut Street as noted. The motion passed unanimously.

Engineer's Report

MS4 – Mr. Falencki reported that he sent a follow up eMail to Honey Brook Township this morning regarding status and, within ten minutes, DEP also inquired as to the status. Honey Brook Township responded and confirmed that the data would be sent by February 4, 2025.

LSA Grants – Mr. Falencki requested that authorization be given to the Council President to complete paperwork for the LSA grant for the radios. Ms. Hill made a motion, seconded by Ms. Wadlinger, to authorize the Council President to complete the paperwork for the LSA grant for the purchase of radios. The motion passed unanimously.

UCII Update – Mr. Falencki reported that he submitted the update report to the County for the UCII prior to the deadline.

VPP Grant – Mr. Falencki reported that he understands from the County that the Borough will also receive a contract for the VPP grant for the multi-municipal grant with the Township for the Comprehensive Plan Update.

At this time, Mr. Falencki departed the meeting.

Communications/Secretary-Treasurer's Report

No report.

Solicitor's Report

No report.

President's Report

Not in attendance.

Mayor's Report

Mayor Halvorsen reported that he pickleball courts were broken into. Council discussed if they wanted to keep the courts locked and it was the consensus of Council to keep the courts locked until the first day of Spring and to take down the nets.

Old Business

Discussion/consideration regarding Annex attic steps quote – Proposal was reviewed from Ted Ford Quality Carpentry to remove and dispose of exiting broken attic stairs; supply and install new, Marwin brand heavy-duty attic steps noting that the proposal also includes all needed installation hardware and accessories in the amount of \$1,790.65. Ms. Cooper made a motion, seconded by Ms. Leisey, to approve Ted Ford Quality Carpentry's quote dated January 21, 2025 in the amount of \$1,790.65, as well as to authorize the deposit of \$895.00. The motion passed unanimously.

Discussion/consideration regarding Annex door and window replacement – Council concurred to table action again as an updated quote, as requested, as not been received.

Consideration to authorize signing of VPP contract for multi-municipal Comprehensive Plan Update and designating signers – Ms. Cooper made a motion, seconded by Ms. Hill, to authorize the Council President so sign the VPP contract for the multi-municipal Comprehensive Plan Update with Honey Brook Township when received. The motion passed unanimously.

Mr. Florio noted that the *Rules and Regulations* for the Military Banner Program needs to updated reflecting the change to accept requests for veterans from Honey Brook Township.

Committee Reports

Finance – No report.

Parks & Recreation – Ms. Jenzano reported that although there is \$4,000 budgeted for the annual concerts in the park, she is going to reach out for potential sponsors for additional funding.

Public Works – No report.

Codes – As a follow up to the last meeting, it was noted that the Borough ordinance originally listed fee amounts. Ms. Venzie stated this could be corrected with an amendment to state that fees shall set by Resolution by Council as applicable. She stated she would draft an amendment.

Police – Mayor Halvorsen stated that the Police Committee met during the month and the paperwork for SWOT membership was sent in. The police are getting new hats that have the current police logo on them to match the shirts. The new tasers are in and the flooring in the police office has been done. Chief Wilson suggested that Council consider a retainer for Fling’s Towing who is on standby when the Borough declares an Emergency Declaration. After discussion, Ms. Cooper suggested, since this was not budgeted for 2025, to be considered for next year.

COG - Mr. Florio provided updates from the last meeting.

New Business

Consideration regarding Custom Computer quotes:

- Server – It was noted that a proposal was received last year to update the administration server and was part of the 2025 budget at a total price for server and install in the amount of \$6,589.95. Ms. Hill made a motion, seconded by Ms. Wadlinger, to approve the quote by Custom Computer for a server upgrade in the amount of \$6,589.95. The motion passed unanimously.
- eMail – It was noted that the monthly cost for eMail through PeneTeleData tripled after removing the web hosting last year. Other issues regarding the eMail to include duplicate eMails being sent and quota status warnings, even after deleting hundreds of eMails. It was noted that the proposal amount is for \$3,150 to migrate to Microsoft 365 but there would be ongoing monthly charges similar to the police department eMail which was set up to run Microsoft 365 several years back. There was a question where in the budget the funding would come from and it was asked to confirm if the current eMail addresses with the “hbboro.net” address could be retained. Item was tabled to answer questions noted during discussion.

KMG (Kraft Municipal Group) inquiry to receive electronic plans – Ms. Swinty stated that she was contacted by KMG and asked if we wanted to start receiving plans electronically but there would be a fee to send. After discussion, Council concurred to table until more information was available regarding what the fees would be and why we would be assessed to have the files sent to us.

Public Presentations

Greg Knies – Mr. Knies, who owns property along Horseshoe Pike for his insurance business, asked for any assistance to have Horseshoe Pike/Route 322 addressed by PennDOT. Mayor Halvorsen said that the Borough is always notifying PennDOT of the condition of Route 322. Another suggestion was when Senator Muth is back holding meetings at the Library, which is currently closed for the expansion project, to meet with her.

There being no further business, the meeting was properly adjourned at 8:12 p.m. noting that Council would be entering an Executive Session relative to personnel.

Janis A. Rambo, Borough Secretary
