

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
FEBRUARY 6, 2023**

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council President William Ford at 7:00 p.m. The meeting was held at Borough Hall and all members answered Roll Call Jessica Florio. Also in attendance were Kim Venzie, Borough Solicitor; Christopher Falencki of McCarthy Engineering, Borough Engineer; Chief Calvin Wilson; and Tricia Swinty, Borough Clerk.

Mr. Ford noted that Council was in executive session prior to the meeting going over a matter of real estate.

Citizens Comments on Agenda Items

None

Approval of Previous Minutes

Ms. Jenzano noted that under "Public Presentations" the word "repore" was misspelled and should be corrected (rapport). Ms. Matlock made a motion, seconded by Mr. Florio to approve the minutes of January 17, 2023, with the correction noted. The motion passed unanimously.

Payment of Bills

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

Public Presentations

None

Engineer's Report

The monthly Engineer's Report was distributed to Council.

MS4 – Mr. Falencki reported that he reviewed the revised plan and resubmitted to DEP.

934 Chestnut Street -- It was noted that the property owners are still under a temporary U&O. After discussion regarding how to move forward, Ms. Jenzano made a motion, seconded by Ms. Matlock, to authorize the Borough Solicitor to write a letter to the property owner that the property could not be transferred until a permanent Use & Occupancy permit is obtained. The motion passed unanimously. A copy of the letter will be placed in the property file.

Act 167 Stormwater Management Ordinance – Mr. Falencki presented copies of the draft Stormwater Management Ordinance as required to be updated with the suggested revisions. Ms. Jenzano made a motion, seconded by Mr. Ott, to proceed to advertise for adoption.

310 Maple Street – The property owners were in attendance and Mr. Falencki departed the meeting to meet with them.

Solicitor's Report

No report

Old Business

Consideration to appoint an elector to serve as Mayor – It was noted that two letters of interest were received to fill the vacancy of Mayor. Ms. Matlock made a motion to appoint Richard Florio. There was no second to the motion; motion failed. Ms. Jenzano made a motion to appoint Matthew Halvorsen as Mayor of Honey Brook Borough as per Resolution 2023-04. Ms. Wadlinger seconded the motion. The motion passed unanimously. Janis Rambo, Notary Public, administered the Oath of Office to Mr. Halvorsen. Mayor Halvorsen took his seat at the Council table.

Discussion and consideration regarding Personnel Manual – Mr. Florio noted that a draft had been forwarded to Council prior to the meeting. He also distributed information regarding if there was a requirement to offer FMLA. The consensus of Council was not to include federal requirements but would draft a modified leave of absence provision. Mr. Ford inquired if following some additional revisions to be made, should the proposed revised Personnel Manual be reviewed by legal counsel. Ms. Jenzano made a motion, seconded by Ms. Matlock, that the Personnel Manual following revisions should be forwarded to the Borough Solicitor for review. The motion passed unanimously.

Discussion/consideration regarding bank account signers – Mrs. Rambo stated that the motion in the minutes from the last meeting were not clear regarding any change to bank signers. The minutes suggested that Mr. Ford could take a set of minutes where he was appointed as Council President to be added to the account. She noted that signers must be designated by name. Mr. Florio made a motion, seconded by Mr. Ott, to authorize William Ford, Jeanne Jenzano, and Janis Rambo. The motion passed unanimously.

Communications/Secretary/Treasurer's Report

It was noted that the in-house audit is scheduled for this Thursday and Friday. Mrs. Rambo reported that the real estate transfer deposit for February was over \$7,600 as the result of a commercial property transfer.

President's Report

No report

Mayor's Report

Mayor Halvorsen said it is a honor to serve and he has missed being on Council. He did request if he could be provided a copy of the Police Manual.

Committee Reports

Finance Committee – Finance Committee will be meeting with S&T Bank next Monday.

Parks & Recreation – Ms. Jenzano reported that she has three concerts confirmed. Ms. Matlock stated that a group of moms are interested in a park clean up. There was a decision regarding the weeds that continue to come back, especially in the mulch. Ms. Matlock said she would ask at the next COG meeting if any municipality has a certified pesticide sprayer who they could share. Mr. Ott stated that Public Works could also look into the issue.

Public Works – No report

Code & Ordinance – Committee is looking into the chicken issue.

MS4 – No report.

Personnel – Mr. Florio stated he continues to work on the manual revision.

Police – No report.

Trash – Committee will be meeting to look at the specifications and preparing bid documents for this year.

COG – Ms. Matlock reported that she attended the meeting virtually. The focus was on security and banking. The COG continues to work on their website.

New Business

- Ms. Swinty advised that she is working on the Spring/Summer newsletter.
- With Matthew Halvorsen being appointed Mayor this evening, Ms. Jenzano made a motion, seconded by Mr. Ott, to remove him as a Borough employee for public works. The motion passed unanimously. It was noted that Mr. Halvorsen had been hired for snow plowing if needed. No hours after his hiring had been worked.

Public Presentations

None

There being no further business, the meeting was properly adjourned at 7:58 p.m.

Janis A. Rambo, Borough Secretary