

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
FEBRUARY 7, 2022**

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica Curtis at 7:00 p.m. The meeting was held, Borough Hall. All members answered Roll Call. Also in attendance were Kim Venzie, Borough Solicitor; Christopher Falencki, Borough Engineer; Joe Boulanger, Building/Code/Zoning Officer; Chief Calvin Wilson; and Tricia Swinty, Borough Clerk.

Approval of Previous Minutes

Mr. Florio made a motion, seconded by Ms. Matlock, to approve the minutes of the January 18, 2022, meeting. The motion passed unanimously.

Payment of Bills

Mr. Ford made a motion, seconded by Ms. Jenzano, to approve the payment of the bills. The motion passed unanimously.

Citizen's Comments on Agenda Items

None

Public Presentations

Pat Zwiebel, Waynebrook Village – Ms. Zwiebel noted her concerns regarding pulling out of White Drive onto Firehouse Lane, especially making a left-hand turn. She noted the site distance was challenging and inquired if a mirror on Firehouse Lane across from White Drive could be installed. Mr. Ford stated that mirrors are not approved for site distance and could be a liability as well. He did recommend that the Borough could paint line to eliminate additional parking close to the intersection. The additional curb painting would eliminate two cars from the on-street parking. He noted if weather permitted, the painting could be done in the next three days.

Ivan King, 40 Railroad Avenue – Mr. King addressed Council regarding a building at 40 Railroad Avenue. Mr. King states that it was originally a three-unit building but for the last several years had only been utilized as a two-unit rental building. Mr. Boulanger stated that he had been notified by the Borough Clerk that an additional water meter had been installed in the building. He reviewed the file and saw it was a multi-unit, not by right, but by use and had rental registrations for two units. Mr. King provided some history he had on the property noting that it was once three units but that in the early 2000's that it appeared that it was only being rented out as two units. Records will try to be located to see if he can be determined that this was approved as a three-unit building.

Engineer's Report

Mr. Falencki's monthly Engineer's Report was distributed to Council and reviewed.

MS4 – Mr. Falencki stated that he reviewed revised calculations and mapping. DEP agreed to extend the resubmission date. He noted that the sediment amount was increased and advised Council that we will need to decide where do we make the improvements. He stated that one option would be in the stormwater basins in the Borough, of which there are three. He stated that option has never been on the “to do” list as the basins are HOA owned.

Mr. Falencki confirmed that he would attend the Conditional Use Hearing scheduled for February 22, 2022.

It was noted that the MS4 Committee would meet at 6:30 p.m. prior to the first meeting of the month. At this time, Mr. Falencki departed the meeting.

Solicitor's Report

No report.

Old Business

Consideration to adopt the 2022 Fee Schedule – Ms. Matlock made a motion, seconded by Mr. Florio, to adopt Resolution 2022-03, a resolution adopting the 2022 Fee Schedule. The motion passed unanimously.

Communications/Secretary/Treasurer's Report

Ms. Rambo advised that the final determination for the ARPA funds was released a few weeks ago and that she has sat in on several webinars that review how the funds can be spent. Her recommendation following the final ruling, as permitted, is for the Borough to take the one time allowance that the funds can all be utilized for Borough operating costs. This allowance is permissible up to \$10 million which the Borough's allocation falls well under. The only uses not permitted is to pay off debt, which the Borough does not have, and towards pension.

Ms. Rambo also advised that BBD, LLD would be in house next week for the DCED audit.

Also included in the packet was the Treasurer's report for the month ended December 31, 2021, and the corresponding balance sheet.

President's Report

President Curtis stated “I wanted to let everyone know that we did take the Honey Brook Facebook page down on January 31, 2022, because certain residents were suggesting illegal

activity towards the Mayor. We had some public safety concerns and Chief Wilson communicated his concerns with the Facebook page in light of recent comments placed there. A local municipality's Facebook page is not the proper venue for those types of comments. I am recommending to Borough Council that they reassess our social media outlets and determine our best course of action moving forward".

It was noted that Mayor Downey was scheduled for training with the County for "readychesco.org" and that the Borough Clerk would also receive training and that notifications to residents would be made through *readychesco* and the Borough's website.

Mayor's Report – Mayor Downey confirmed her upcoming training with the County in order to be able to push out emergency declarations and announcements.

Committee Reports

Finance Committee – Committee schedule for 2022 will be the same as previous years with quarterly reviews in April, July, and October followed by weekly budget meetings in mid-October through mid-November, as needed.

Parks & Recreation – Committee will meet the second Monday of each month.

Public Works – Public Works Committee will meet at 6:30 p.m. before the second monthly meeting. Mr. Ford noted that salt was received.

Code & Ordinance – Committee will meet at 6:00 p.m. on the third Monday of each month.

MS4 – No Report

Personnel – No Report

Police – No Report

COG – No report

New Business

Consideration to authorize special counsel to review the *Police Policy Manual* – Chief Wilson recommended to Council that Christopher Gerber of Sianna Law review the *Police Policy Manual*. Mr. Ott made a motion, seconded by Ms. Jenzano, that the Borough retain Christopher Gerber of Sianna Law to review the *Police Policy Manual* at a cost up to \$7,500. The motion passed unanimously.

Discussion/consideration regarding Honey Brook Partnership participation/involvement – Ms. Matlock stated that at the recent COG event, Cory Ross inquired about the Borough having an active participation with the Honey Brook Partnership. It was noted that the Borough has sent representatives over the years, but their meeting times are sometimes difficult to attend. Mr. Ford was designated as the Borough's delegate and Ms. Wadlinger would be the alternate for this year.

Discussion regarding sidewalk snow removal – The removal requirement of snow from a sidewalk was reviewed noting the ordinance requires a sidewalk to be cleared within 24 hours following the end of a snowfall. Depending when there is a snow event, it is hard for the Code Officer to be in town. After discussion, Mr. Ford made a motion, seconded by Ms. Matlock, to authorize the Honey Brook Borough Police Department to issue a violation of a \$25 fine for those that do not comply with removal of snow from a sidewalk within 24 hours after a snow fall. The motion passed unanimously.

Public Presentations

None

There being no further business, meeting was adjourned at 8:36 p.m. noting that Council would be going into Executive Session for the purpose of discussing matters of real estate and litigation.

Janis A. Rambo, Borough Secretary