

**HONEY BROOK BOROUGH COUNCIL
SECOND MONTHLY MEETING
JANUARY 19, 2026**

The Second Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica Florio at 7:00 p.m. The meeting was held at Borough Hall and all members answered Roll Call. Also in attendance were Kimberly Venzie, Borough Solicitor; Chief Calvin Wilson; and Caroline Ameisen, Borough Clerk. Ms. Florio noted that Council was in Executive Session beginning at 6:30 p.m. to discuss matters of personnel.

Citizens Comments on Agenda Items

None

Public Presentations

None

Approval of Previous Minutes

Ms. Hill made a motion, seconded by Ms. Kelly, to approve minutes from the January 5, 2026, reorganization and first monthly meetings. The motion passed unanimously.

Payment of Bills

Ms. Jenzano made a motion, seconded by Ms. Hill, to authorize payment of the bills as presented. The motion passed unanimously.

Communications/Secretary's Report

Secretary noted the Zoning Hearing Board will be hearing the application of 450 Pequea LLC relative to a variance for signage on January 27, 2026.

President's Report

Ms. Florio distributed the Committee assignments.

Mayor's Report

Mayor Halverson noted that our Chester County Regional Emergency Response Team (CCR ERT) membership is being renewed.

He noted that he has received call regarding an ICE Agreement that Constable Jones had made. He noted that the Borough had no knowledge of his application nor is there anything we can do. The Borough has no enforcement of immigration laws and Chief Wilson noted he cannot initiate an arrest, but just assist with ICE. Ms. Venzie noted that the Chester County website states what the constable duties are.

There were several Township and a few Borough residents in attendance. Marion Perez noted that according to information that she found on a website, Constable Jones' application has been approved. It was asked if he has to notify Chief Wilson of any ICE activity; Chief Wilson noted that is a gray area as we are not notified if ICE is serving warrants. It was noted that Constable Jones was appointed by the state as no one won the position on the ballot in the Borough. Additional concerns of Constable Jones also being affiliated with ICE was discussed. Ms. Florio stated that Borough will be setting up a meeting with Constable Jones but noted that there are some things that we do not have control over.

Solicitor's Report

No report

Monthly Reports

Treasurer's & Tax Collector's Report – The Treasurer's Report for the months ending December 31 was distributed to Council.

Police Report – The monthly report was distributed to Council. Chief Wilson noted that the annual Toy Drive went extremely well.

Mayor's Report – Mayor Halvorsen stated that he has been in contact with PennDOT regarding the non-treatment of roads on Routes 10 and 322 and that we should be reimbursed for some salt.

Public Works Report – The Public Works reports for December 15 and January 19 were distributed. Mr. Ford noted that keys need to be made for the Building for new personnel. He also noted that with regards to snow emergencies, we need to have enforcement.

Codes/Building/Zoning Officer's Report – Monthly report was distributed to Council.

Planning Commission Report – There was no meeting in December. It was noted that there was a vacancy on the Planning Commission and that perhaps a Council member would want to be a representative. Ms. Cooper advised that she would be willing to fill the vacancy. Ms. Hill made a motion, seconded by Ms. Jenzano, to appoint Sandy Cooper to the Planning Commission to fill the vacant seat. The motion passed unanimously.

Joint Comprehensive Plan Task Force – No updates.

Old/Pending Business

Discussion/consideration regarding LSA grant awards for radios and generators/propane – A letter issued by Jim McCarthy was distributed updating status. McCarthy is in the process of acquiring three proposals from propane tank installers to satisfy the bidding require. They are currently in receipt of two quotes. Generators will not require bidding as they will be purchased through CoStars. They are in the process of writing and finalizing technical specifications for radio equipment. Once complete, the project will be advertised on PennBid.

Consideration regarding Huntress Anti-Virus Software – It was noted that the Huntress Anti-Virus was installed on the police servers. The proposal before Council is the Admin server. It was again tabled and there was an inquiry regarding the Help Now quote. Chief Wilson advised that he feels it is not necessary as he has Custom Computer representatives cell phone numbers that he can call during non-business hours. Ms. Hill advised that Council has wanted to obtain a quote.

Consideration regarding Battery Backup for Admin Server – Ms. Rambo advised that she has heard the battery beeping while in the office and recommended that it should be replaced. She suggested perhaps the price could be less if purchased directly online. Mr. Burch advised that he found the exact battery on Amazon for \$100 less and that he did not believe we would need the IT folks to swap it out for an additional cost. Mr. Burch made a motion, seconded by Ms. Leisey, to purchase the battery backup direct. The motion passed with Ms. Jenzano voting nay as she stated she was nervous not having it done by the IT folks.

New Business

Discussion regarding Associate Membership with PSATS – It was noted during some course registration with PSATS that they suggested the Borough paying an associate membership. It was determined that it probably would not be necessary.

Discussion/ratification to approve training classes for Caroline Ameisen – There were two courses that were recommended for Ms. Ameisen to take: The role of a municipal secretary/administrative assistant through PSATS and a Boot Camp for new municipal officials or staff through PSAB. Mr. Burch made a motion, seconded by Dawn Hill, to ratify the registration and payment of both courses. The motion passed unanimously.

Public Presentations

Marion Perez advised Council that the Multi-municipal survey through the Borough for the joint Comprehensive Plan was very easy to do.

There being no further business, the meeting was properly adjourned at 7:56 p.m.

Janis A. Rambo, Borough Secretary