

**REORGANIZATION MEETING  
HONEY BROOK BOROUGH COUNCIL  
January 3, 2022**

Prior to the Organization Meeting being called to order, the Oath of Office was administered to re-elected council members Christopher Ott, Richard Florio, Jessica Florio-Curtis as well as newly elected Councilman William (Bill) Ford and Mayor Maria Downey.

Reorganization meeting was called to order by Mayor Downey. Following opening the meeting, Mayor Downey left the meeting at Borough Hall and participated in the meeting by teleconference.

**Election of Council President** – Chandler Matlock nominated Jessica Curtis as Council President; nomination was seconded by Jeanne Jenzano. The motion passed unanimously.

**Election of Council Vice President** – Richard Florio nominated Jeanne Jenzano as Council Vice President; nomination was seconded by Mr. Ford. The motion passed unanimously.

**Election of Chairman Pro Tem** – Mr. Ford was nominated to be President Pro Tem by Mrs. Matlock and seconded by Ms. Jenzano. The motion passed unanimously.

**Appointment of Borough Officials** – Ms. Jenzano made a motion to appoint the current appointees, seconded by Mr. Florio as listed below:

- Secretary - Janis Rambo
- Treasurer - Janis Rambo
- Police Chief – Calvin Wilson
- Public Works Superintendent - Bill Ford
- Borough Solicitor - Buckley, Brion, McGuire & Morris LLP
- Zoning, Building and Code Enforcement Officer – Kraft Code Services
- Fire Marshal – Glen Morgan
- Vacancy Board Chair – Matt Halverson

**Board and Commission Appointments**

*Planning Commission* – Mr. Ford made a motion, seconded by Mr. Florio, to reappoint Steven Kern and Christopher Mulhall to four-year terms on the Planning Commission. The motion passed unanimously.

*Honey Brook Borough Authority* – Mr. Florio made a motion, seconded by Mr. Ott, to reappoint Thomas Richard and Ted D. Ford to four-year terms on the Honey Brook Borough Authority. The motion passed unanimously.

*Appointed Auditor* - Mr. Ford made a motion, seconded by Mr. Ott, to appoint BBD, Ltd., as auditor. The motion passed unanimously

### **Elected Tax Collector**

Mr. Ott made a motion, seconded by Ms. Jenzano, to declare the seat of elected tax collector as vacant as no one was certified in General Election and to appoint the Chester County Treasurer as the Borough's real estate tax collector. The motion passed unanimously.

### **Board Appointment by Resolution**

*Zoning Hearing Board Member* - Mr. Ford made a motion, seconded by Ms. Matlock, to adopt Resolution 2022-01, a resolution appointing Jeff Simmons to a three-year term on the zoning hearing board. The motion passed unanimously.

**Establish Monthly Meeting Dates and Times** – Mr. Ford made a motion to set the 2022 meeting schedule as follows at 7:00 p.m. at Borough Hall with the exception of the two meetings prior to election when the meetings will be held at the Borough Annex:

Tuesday, January 18	Monday, July 18 (if needed)
Monday, February 7	Monday, August 1
Tuesday, February 22	Monday, August 15
Monday, March 7	Tuesday, September 6
Monday, March 21	Monday, September 19
Monday, April 4	Monday, October 3
Monday, April 18	Monday, October 17
Monday, May 2	Monday, November 7 (in Annex)
Monday, May 16 (in Annex)	Monday, November 21
Monday, June 6	Monday, December 5
Tuesday, June 21	Monday, December 19
Monday, July 11	

The motion was seconded by Mr. Florio and unanimously passed.

**Ratification of Taxes** – Mr. Ott made a motion, seconded by Mr. Florio, to ratify the following taxes:

Real Estate – 2.70 mills  
Earned Income – 1%  
Real Estate Transfer – 1%

The motion passed unanimously.

**Ratification of 2020 Budget** - Mr. Ford made a motion, seconded by Ms. Jenzano, to ratify the 2020 Budget adopted on December 6, 2019. The motion passed unanimously.

**Designation of Bank Depository** – Ms. Jenzano made a motion, seconded by Mr. Ott, to designate S&T Bank as the Borough’s depository. The motion passed unanimously.

**Emergency Services Resolution** – Mr. Ford made a motion, seconded by Mr. Ott, to adopt Resolution 2022-02, a resolution designating emergency service responders. The motion passed unanimously.

**Western Chester County Regional Appeals Board** – Ms. Matlock made a motion, seconded by Mr. Jenzano, to appoint Chris Ott and Christopher Falencki as Borough representatives to the WCCRAB. The motion passed unanimously.

**West Chester County Council of Government Representatives** – Ms. Jenzano made a motion, seconded by Mr. Florio, to appoint Chandler Matlock as the Borough’s representative and Richard Florio as the alternate to the WCCCOG. The motion passed unanimously.

**Committee Appointments** – Ms. Curtis asked all members to email her within 2 weeks as to which committee they would like to volunteer on. Appointments will be made at the next Council meeting.

The Reorganization Meeting was adjourned at 7:16 pm.

Janis A. Rambo  
Borough Secretary

*Transcribed from notes taken by Chandler Matlock, Borough Council Member*