

**HONEY BROOK BOROUGH COUNCIL  
FIRST MONTHLY MEETING  
JANUARY 3, 2023**

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council President Bill Ford at 7:00 PM. The meeting was held at Borough Hall and all members answered Roll Call. Also in attendance were Christopher Falencki; Borough Engineer, Chief Calvin Wilson; and Tricia Swinty, Assistant Secretary.

***Citizens Comments on Agenda Items***

None

***Approval of Previous Minutes***

Ms. Florio asked that the minutes for December 19, 2022 be amended to include that during New Business it was stated by Ms. Florio that the reason for the 2023 Borough Real Estate tax increase was to cover the cost of hiring another full-time Police Officer for the Borough. Mr. Ott made a motion, seconded by Ms. Matlock to approve the amended statement. The motion passed unanimously. Mr. Florio made a motion, seconded by Ms. Jenzano to approve the minutes of December 19, 2022, meeting with the change. The motion passed unanimously.

***Payment of Bills***

Mr. Ford stated that the invoice for Turkey Hill was for kerosene, not propane. Ms. Jenzano made a motion, seconded by Mr. Florio, to ratify the payment of 2022 year-end bills as presented and approval of bills presented for payment dated January 3, 2023. The motion passed unanimously.

***Public Presentations***

None

***Engineer's Report***

Mr. Falencki reported that a second review was completed on 310 Maple Street Stormwater plans and issued to the homeowner. He requested that the letter sent to Ms. Hopkins on December 30, 2022 be resent with the correction "Please remit \$1,010.00 payable to Honey Brook Borough".

MS4 – waiting for update from Honey Brook Township.

934 Chestnut Street – a letter was sent to the homeowners by the Solicitor on September 25, 2022, regarding the Temporary U&O dated 12/20/2019. Mr. Falencki has not heard from the homeowners, and as far as he knows, the issues concerning the downspouts have not been fixed. Council advised Mr. Falencki to follow up with the Solicitor to find out the next step in the process.

2022 Act 167 Stormwater Management Ordinance – Mr. Falencki will be meeting with the Solicitor this week. Mr. Ford asked that all permits for up to 250' impervious coverage be included in the property file for future permit requests on a property.

UCII 2023 – a motion was made by Ms. Matlock, seconded by Mr. Ott to include asking for a grant for the park basketball courts. The motion passed unanimously.

***Solicitor's Report***

None

***Communications/Secretary/Treasurer's Report***

None

***President's Report***

None

***Mayor's Report***

None

***Committee Reports***

**Finance** – none

**Parks & Recreation** – none

**Public Works** - none

**Codes & Ordinance** – none

**MS4** – none

**Personnel** – Mr. Florio state the Employee Handbook is in progress.

**Police** – Ms. Jenzano state the Toy Drive was successful although donations were down this year. There were lots of volunteers to wrap gifts, RV industries donated boxes, the Food Pantry donated 12 turkeys. In all, 23 families were supplied with toys for their children. The Chief stated that for 2023 Christmas he will be working with the ELC and Elementary school for Santa to visit and give out toys.

He also informed Council that the HBPD will be getting involved in Operation Safe Stop which involves school buses.

Ms. Jenzano reported that 95% of the fuel cards used by the PD are used at Zook's, all fobs are the same so they do not distinguish which car is being fueled, there is no mileage input, and no mileage tracking. Most times 2 cars are fueled at the same time which could make it look like more fuel is being bought.

The Police Committee also reviewed the Chief's contract.

COG – None

***Old Business***

Mr. Ford reported there are 3 issues regarding Comcast work in the Borough. He has tried to call Comcast but has not received a call-back. Ms. Florio knows Katelyn, who was formerly our contact for Comcast, but has since left to see who we should contact for these issues.

***New Business***

A motion was made by Ms. Jenzano, seconded by Mr. Ott to accept the resignation of Dr. Maria Downey as Mayor effective January 10, 2023. The motion passed unanimously. Ms. Swinty will post on the website requesting Letter of Interest for the position to be filled. Requests will be accepted by January 31, 2023.

A motion was made by Ms. Matlock, seconded by Ms. Jenzano to appoint Robert Klinger, Jr. as a full-time probationary police officer. The motion passed unanimously.

Borough Personnel Manual/Policy was tabled to the next meeting.

A motion was made by Mr. Ott, seconded by Ms. Jenzano to adopt the 2023 Fee Resolution. The motion passed unanimously.

Mr. Ford asked to be registered for the 2023 PSATS Conference a motion was made by Ms. Jenzano, seconded by Mr. Ott to send Mr. Ford. The motion was passed unanimously. Ms. Matlock stated she would like to attend but will not be able to make a decision until closer to the conference date.

A motion was made by Mr. Ott, seconded by Ms. Jenzano to waive the Honey Brook real estate taxes for the Post Office property and Water Tower property. The motion passed unanimously.

A motion was made by Ms. Jenzano, seconded by Mr. Ott to authorize payment of liability premium of \$47,033 if it is received prior to next Council meeting. The motion passed unanimously.

Mr. Ford informed everyone that Friday, January 6, 2023 is the Installation Dinner of Fire Department Officers and all Council members are invited to attend.

Mr. Ford stated that Kraft will no longer perform the U&O sewer inspections, they will be completed by Sewer Authority.

PA Act 22 request for audio or video recording from police body camera – A discussion was held as to whether charge a fee for a recording or if it is legal for the police department to supply a video if requested. Chief Wilson will follow up with Chris Gerber on this.

***Public Presentations***

None

There being no further business, the meeting was properly adjourned at 8:24 PM.

Tricia Swinty  
Assistant Secretary