

**JANUARY 4, 2021**  
**FIRST MONTHLY MEETING**  
**HONEY BROOK BOROUGH COUNCIL**

The first monthly meeting was held via *Zoom* and the meeting was called to order by Council President Jessica Curtis at 7:12 p.m. following the annual Organization Meeting. All members answered to Roll Call. Also in attendance were Christopher Falencki, Borough Engineer, Bill Ford, Public Works Supervisor, Chief Calvin Wilson, Tricia Swinty, Borough Clerk and Matthew Broderick, Junior Council Member.

***Approval of Previous Minutes***

Mr. Ford stated a change needs to be made to under New Business regarding the discussion of snow emergency parking on the street, that the residents who did not have off-street parking who complied were residents on Water and Chestnut Streets, but it was noted as Arch and James Streets. Mr. Ott made a motion to approve the minutes with the aforementioned change from the December 21, 2020 meeting, Mr. Florio seconded the motion. The motion passed unanimously.

***Payment of Bills***

Ratification of year-end 2020 bills paid - Mr. Halvorsen made a motion, seconded by Ms. Wunsch, to ratify the 2020 year end bills as presented. The motion passed unanimously.

Approval of bills (2021) presented for payment - Mr. Halvorsen made a motion to approve, seconded by Ms. Wunsch, payment of bills as presented. The motion passed unanimously.

***Public Presentations***

No public presentations.

***Engineer's Report***

Mr. Falencki recommended to release the maintenance escrow for the Honey Brook Community project in the amount of \$11,018.18 which is now complete. Mr. Halvorsen made a motion, seconded by Mr. Florio, to approve the release of he maintenance escrow for the Honey Brook Community Church in the amount of \$11,018.18 as recommended by the Borough Engineer. The motion passed unanimously.

The County Grant for Chestnut Street requires signatures. Mr. Florio made a motion, seconded by Ms. Matlock, to authorize the contract to be signed by the Borough. The motion passed unanimously.

Mr. Falencki informed Council he has not been contacted by the homeowners of 934 Chestnut Street to reinspect the property for stormwater compliance.

Mr. Falencki stated the County Grant for the sidewalks will possibly go out for bid by March.

***Solicitor's Report***

No report.

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

No report.

***President's Report***

No report.

***Mayor's Report***

Mayor Mulhall stated that COVID-19 is stabilizing in Chester County and vaccines should be available soon. Municipal administrative employees are eligible for the vaccine in Phase 1B.

***Monthly Reports***

Treasurer's Report - no report

Tax Collector's Report - no report

Police Chief's Report – report was distributed for Council review.

Public Works Reports - Mr. Ford provided a written report

Planning Commission - A meeting will be held this month for reorganization.

Code/Zoning/Bldg Officer's Report – The Chester County monthly permits report for December was provided.

***Old/Pending Business***

Emergency Declaration - Consideration to extend Emergency Declaration Resolution (Resolution 2021-03) – Ms. Wunsch made a motion, seconded by Ms. Matlock, to adopt Resolution 2021-03, a resolution to extend the Emergency Declaration to a date rescinded by Honey Brook Borough Council The motion passed unanimously.

Consideration regarding meeting format – A discussion was held on whether to have the Monthly Reports moved to the second meeting of the month and the Committee Reports moved to the first meeting of the month. It was decided to switch the reporting as stated above. Ms. Jenzano made a motion to approve, seconded by Ms. Wunsch, to have the Committee reports at

the first meeting of the month and the Department reports at the second meeting of the month. The motion passed unanimously.

### ***New Business***

PSATS Registration - Authorization for attendance at the annual PSATS Conference, to be held on April 18-21, 2021 at Hershey Lodge (registration fee paid for 3 in 2020; conference canceled - registration fee credited to Borough), was discussed. Mr. Halvorsen made a motion, seconded by Ms. Jenzano, to approve re-registration for those who were attending in 2020. The motion passed unanimously.

Adoption of 2021 Fee Schedule (Resolution 2021-04) – Mr. Ott made a motion to adopt Resolution 2021-04, seconded by Mr. Halvorsen, a resolution adopting the 2021 Fee Schedule. The motion passed unanimously.

Meeting Format - Mr. Ott brought up that the government has lifted bans on meeting in person and asked if Council can go back to in-person meetings. Council decided to revisit this at the next meeting in January depending on when municipal employees receive the vaccine.

Planning Commission Vacancy - Mr. Ott also requested that he would like to be assigned to the vacancy on the Planning Commission. Ms. Curtis said she will check with the Solicitor on whether this is permitted since Mr. Ott is on Council.

### **Public Presentations**

None

There being no further business the meeting was adjourned at 7:43 pm.

Janis A. Rambo

Borough Secretary

*From notes taken by Tricia Swinty, Borough Clerk*