

**HONEY BROOK BOROUGH COUNCIL
REORGANIZATION MEETING
JANUARY 5, 2026**

The 2026 Reorganization Meeting of Honey Brook Borough Council was called to order by Mayor Matthew Halvorsen. All members of Council were present. Mayor Halvorsen advised that he, Jessica Florio, Karen Kelly, Harrison Burch, and N. Dawn Hill were sworn in on Sunday, January 4, 2026, by the Honorable Timothy Arndt III. Mayor Halvorsen administered the Oath of Office to Christine Luke as Tax Collector.

Election of Council President – Ms. Kelly made a motion to nominate Jessica Florio as Council President; the nomination was seconded by Ms. Hill. As there were no other nominations, a vote was taken to appoint Jessica Florio as Council President. The motion passed unanimously. At this time, Ms. Florio took the seat of Council President.

Election of Council Vice President – Ms. Hill made a motion to nominate Sandra Cooper as Council Vice President; the nomination was seconded by Mr. Burch. As there were no other nominations, a vote was taken to appoint Sandra Cooper as Council Vice President. The motion passed unanimously.

Election of President Pro Tem – Ms. Florio made a motion to nominate Jeanne Jenzano as President Pro Tem; the nomination was seconded by Ms. Kelly. As here were no other nominations, a vote was taken to appoint Jeanne Jenzano as President Pro Tem. The motion passed unanimously.

Appointment of Borough Officials – The appointment of Vacancy Board Chair was reviewed; Ms. Florio as William Ford if he would be willing to be appointed. Mr. Ford, who was in attendance, confirmed he would accept the appointment. Ms. Florio made a motion, seconded by Ms. Jenzano to reappoint the slate of Borough Officials as follows:

Secretary/Treasurer – Janis Rambo
Chief of Police – Cal Wilson
Public Works Superintendent – William Ford III
Borough Engineer – McCarthy Engineering
Borough Solicitor – Buckley, Brion, McGuire & Morris, LLP
Zoning, Building and Code Enforcement Officer – Kraft Municipal Group
Fire Marshal – Glen Morgan
Vacancy Board Chair – William Ford III

The motion passed unanimously.

Board and Commission Appointments

Planning Commission – Steven Kern was unanimously reappointed to the Planning Commission to a four-year term to expire on December 31, 2029. The seat that was vacated by Brian Licitra, that expired on December 31, 2025, remains vacant. The open four-year seat will be posted on the website.

Zoning Hearing Board – Ms. Cooper made a motion, seconded by Ms. Hill, to adopt Resolution 2026-01, a resolution reappointing Kyle Kern to a three-year seat on the Zoning Hearing Board. The motion passed unanimously. Mr. Kern’s seat will expire on December 31, 2028. It was noted that the Alternate seat on the Zoning Hearing Board remains open. The open seat will be posted on the website.

Ratification of Gawthrop Greenwood as Zoning Hearing Board Solicitor – Ms. Jenzano made a motion, seconded by Ms. Kelly, to ratify the appointment of Gawthrop Greenwood as Zoning Hearing Board Solicitor. The motion passed unanimously.

Honey Brook Borough Authority – Ted D. Ford was unanimously reappointed to a four-year term to expire on December 31, 2029. Thomas Richards’ term, which expired on December 31, 2025, was unanimously filled by Greg Knies as Mr. Richards did not seek reappointment.

Appointed Auditor – Ms. Cooper made a motion, seconded by Mr. Burch, to appoint CliftonLarsonAllen LLP as auditor. The motion passed unanimously.

Establishment of Monthly Meeting Dates – Ms. Hill made a motion, seconded by Ms. Cooper, to set the 2026 meeting schedule as follows at 7:00 p.m. at Borough Hall:

Monday, January 19	Monday, August 3
Monday, February 2	Monday, August 17
Monday, February 16	Tuesday, September 8
Monday, March 2	Monday, September 21
Monday, March 16	Monday, October 5
Monday, April 6	Monday, October 19
Monday, April 20	Monday, November 2
Monday, May 4	Monday, November 16
Monday, May 18	Monday, December 7
Monday, June 1	Monday, December 21
Monday, June 15	
Monday, July 6	
Monday, July 20	

Ratification of Taxes – Ms. Cooper made a motion, seconded by Ms. Hill, to ratify the following tax rates for 2026:

Real Estate – 4.2 mills or general purposes and 0.75 mills for fire tax (4.95 mills)
Earned income tax – 1% (shared with school district)
Real estate transfer tax 1% (shared with school district)

The motion passed unanimously.

Ratification of 2026 Budget – Ms. Jenzano made a motion, seconded by Ms. Kelly, to ratify the 2026 Budget. The motion passed unanimously.

Designation of Bank Depository/Depositories and authorized signers – Ms. Cooper made a motion, seconded by Mr. Burch, to designate S&T Bank and PLGIT as the Borough’s bank depositories and to change, in addition to the Borough Treasurer, Jessica Florio and Sandy Cooper as authorized signers. The motion passed unanimously.

Emergency Services Resolution - Ms. Hill made a motion, seconded by Mr. Burch, to adopt Resolution 2026-02, a resolution designating emergency service responders. The motion passed unanimously.

Western Chester County Regional Appeals Board Representatives – It was noted that the two 2025 representatives were Matthew Halvorsen and Christopher Falencki. Ms. Hill made a motion, seconded by Mr. Burch, to designate Matthew Halvorsen and Jim McCarthy as representatives from the Borough on the Western Chester County Regional Appeals Board. The motion passed unanimously.

Western Chester County Council of Government Representatives – Ms. Leisey made a motion, seconded by Mr. Burch, to appoint Jessica Florio as the Borough’s representative and Dawn Hill as the alternate to the Western Chester County Council of Representatives (COG). The motion passed unanimously.

Other Reorganization Business – Ms. Florio asked Council members to eMail her two committees they are interested in serving on prior to the next meeting on January 19. Appointments will be made at the next meeting.

The Reorganization Meeting was adjourned at 7:18 p.m.

Janis A. Rambo
Borough Secretary
From notes taken by Tricia Swinty