

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
JANUARY 6, 2026**

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica Florio at 7:18 PM. The meeting was held at Borough Hall and all members answered Roll Call. Also in attendance were Chief Calvin Wilson; Jim McCarthy, Borough Engineer; Caroline Amiesen, Municipal Clerk; Joe Boulanger, Code/Zoning/Building Official; and Tricia Swinty..

Citizens Comments on Agenda Items

None

Approval of Previous Minutes

Ms. Cooper made a motion, seconded by Ms. Hill, to approve the minutes of December 15, 2025. The motion passed unanimously.

Payment of Bills

Ms. Leisey made a made a motion, seconded by Ms. Hill, to ratify the year-end bills list and to approve the payment of bills of January 5, 2026. The motion passed unanimously.

Public Presentations

Mr. Gary Ream, Fire Chief for the Honey Brook Borough Fire Department ,presented the year end report for the Fire Department. Mr. Ream went on to thank Mayor Halvorsen for his continued dedication and support for the Honey Brook Fire Department and presented Mayor Halvorsen with a plaque.

Ms. Florio stated the Borough is grateful for the support of the Fire Department to the citizens of Honey Brook Borough. Ms. Hill presented the plaque to Council received at the Fire Department Annual Dinner on January 2, 2026.

Engineer's Report

Mayor Halvorsen inquired about the DEP. Mr. McCarthy stated he has not yet received anything.

Ms. Cooper asked about 310 Maple Street and Honey Brook Hardware Store finalization. With regards to 310 Maple Street, Mr. McCarthy said he is waiting for the as built plans which have been requested of the builder and that the escrow for the project will be held until the plans are provided.

Honey Brook Hardware – Mr. McCarthy said he submitted documentation for the as built plans on 12/17/2025 and that the escrow for the project will be held until the plans are provided.

Solicitor's Report

None

Communications/Secretary/Treasurer's Report

None

President's Report

None

Mayor's Report

None

Committee Reports:

Finance – None

Parks & Recreation - Ms. Jenzano stated that the Pickleball Courts are locked and will reopen in March or April depending on the weather.

Public Works – Mr. Ford stated that the Public Works report was provided at the 12/15/25 meeting.

Code/Ordinance – None

MS4 – None

Personnel – Ms. Leisey and Mr. Florio completed the 90 day evaluation for the Municipal Clerk. If Council would like to review the evaluation to contact Janis Rambo.

Police – Mayor Halvorsen completed the yearly review for Chief Wilson. The yearly reviews for the Police Officers were completed by Chief Wilson.

COG – None

Old Business

2024 LSA Grant Submissions - Mr. Ford informed Council that Honey Brook Borough did not receive any LSA grants for 2025 and that the grants received in previous years need to be allocated to projects. A discussion was held regarding the purchase of radios and propane. Mayor Halvorsen asked that this be tabled and added to the agenda for the next meeting.

Joint Comp Plan Task Force Update – Mayor Halvorsen, Ms. Cooper and Ms. Hill are involved with the Township for this, there is no update.

Ratification of hiring of Matthew Halvorsen and Charles Zirkel as seasonal, part-time laborers for snow removal at \$23.00 per hour - Ms. Cooper made a motion, seconded by Mr. Burch, to ratify the hiring of Matthew Halvorsen and Charles Zirkel as seasonal, part-time laborers for snow removal at the rate of \$23.00 per hour. The motion passed unanimously.

New Business

Consideration to adopt 2026 Fee Schedule Resolution 2026-03 – Ms. Hill made a motion, seconded by Ms. Jenzano, to adopt Resolution 2026-03, a resolution setting the 2026 fee schedule. The motion passed unanimously.

Consideration to adopt 2026 Engineering Fee Schedule Resolution 2026-04 – Ms. Cooper made a motion, seconded by Ms. Hill, to adopt Resolution 2026-04, a Resolution adopting the 2026 Engineering Fee Schedule. The motion passed unanimously.

Consideration regarding PSATS annual conference registration (and lodging) – Ms. Cooper made a motion, seconded by Ms. Hill, to approve Council members to attend 2026 PSATS Conference. The motion passed unanimously. Council members will decide by the next meeting if they want to attend.

Consideration to waive Honey Brook Borough real estate taxes for Post Office Property and Water Tower Property – Ms. Cooper made a motion, seconded by Ms. Jenzano, to waive the Borough real estate taxes for the Post Office Property and the Water Tower property. The motion passed unanimously.

Consideration to sign Signal Service two-year maintenance agreement for \$525 per year for traffic light – Ms. Jenzano made a motion, seconded by Ms. Hill, to approve Signal Services' two-year maintenance agreement for \$525 per year. The motion passed unanimously.

Discussion/consideration regarding proposals from Custom Computer:

Huntress Anti-Virus Software Change - \$100; plus \$22 recurring monthly charge. Tabled for next meeting.

Admin server battery backup - \$787.45 – Ms. Amiesen said the battery for the server in the copy room needs to be replaced. Council tabled this discussion for the next meeting.

Status of Help Now! quote – After discussion, it was decided that Chief Wilson, Janis Rambo and Jeremy from Custom Computer need to meet to discuss this. Chief Wilson also stated he will talk to Jeremy to obtain the admin login and password for the PD server.

Ms. Florio asked that the above items be added to the agenda for the next meeting when Ms. Rambo will be present to discuss.

Discussion/consideration regarding intermunicipal agreement with Honey Brook Township – Tabled till next meeting.

Other

- Ms. Ameisen informed Council that the permit applications for Building and Zoning are being simplified by Kraft Municipal Group. Mr. Boulanger stated this is being done to conform with State regulations. He also stated there are no other changes for KMG.
- Ms. Ameisen informed Council that she was appointed by the Honey Brook Community Partnership as the Chairperson for the US 250 Celebration. They will focus on activities throughout the year and are in the process of gathering volunteers. She will update Council monthly.
- Ms. Florio asked Mr. Ford to see if he can contact Barbara White regarding the money for the Historical Society.
- Mr. Ford informed Council that he has spoken with Julie Funk from the HBCP regarding participating in banners for 250 Celebration. He will update Council on the progress.
- Mayor Halvorsen informed Council that he has spoken with the Honey Brook Township Manager, Warren Obenski, regarding an agreement for snow removal. Mr. Obenski said they will charge \$160/hour for an operator and a vehicle. Mr. Ford informed Council and he and the Public Works Supervisor for the Township already have this worked out verbally for several years and help each other out as a courtesy. Council agreed that a signed agreement is not necessary.
- Ms. Hill presented information for a company to manage the electric bills for the Borough. Ms. Swinty informed Council that Integrity Energy already handles the bills for the Borough

Public Presentations

None

Adjournment - There being no further business, the meeting was properly adjourned at 8:09 p.m.

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

