

**REORGANIZATION MEETING
HONEY BROOK BOROUGH
JANUARY 6, 2025**

Reorganization meeting was called to order by Mayor Matthew Halvorsen. All members of Council were present.

Election of Council President – Ms. Hill nominated William (Bill) Ford as Council President; nomination was seconded by Ms. Jenzano. The motion passed unanimously.

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

Election of President Pro Tem – Mr. Florio nominated Sandy Cooper as President Pro Tem; nomination was seconded by Ms. Leisey. The motion passed unanimously.

Appointment of Borough Officials – A motion was made by Ms. Jenzano to re-appoint the current appointees, except for Vacancy Board Chair, and was seconded by Mr. Florio.

Secretary/Treasurer – Janis Rambo

Assistant Secretary – Tricia Swinty

Police Chief – Calvin Wilson; Acting Chief, when necessary – Robert Herzog

Public Works Superintendent – Bill Ford

Borough Engineer – McCarthy Engineering

Borough Solicitor – Buckley, Brion, McGuire & Morris, LLP

Zoning, Building and Code Enforcement Officer – Kraft Municipal Group

Fire Marshall – Glen Morgan

The motion passed unanimously.

It was noted that Matt Halvorsen had previously been Vacancy Board Chair which he could no longer serve as Mayor. Sam Fisher, 640 Vine Street, advised that he would be willing to be appointed as the Vacancy Board Chair. Mr. Florio made a motion, seconded by Ms. Hill, to appoint Sam Fisher as the Vacancy Board Chairman. The motion passed unanimously.

Board and Commission Appointments

Planning Commission – Ms. Leisey made a motion to reappoint Jessica Wunch to a four-year term (seat expired 12/31/24) on the Planning Commission. Motion was seconded by Ms. Jenzano. The motion passed unanimously.

Honey Brook Borough Authority – Ms. Jenzano made a motion, seconded by Ms. Hill, to reappoint Edward Max to a four-year term (seat expired 12/31/2024) on the Honey Brook Borough Authority. The motion passed unanimously.

Northwestern Chester County Municipal Authority – Ms. Hill made a motion, seconded by Mr. Florio, to reappoint Willian Ford III (seat expired 12/31/2024) to the Northwestern Chester County Municipal Authority for a four-year term. The motion passed unanimously.

Appoint Auditor - Ms. Cooper made a motion to appoint Withum, formerly BBD, Ltd., as Appointed Auditor. Motion was seconded by Ms. Jenzano. The motion passed unanimously.

Appointments by Resolution

Zoning Hearing Board – Resolution No. 2025-01 to appoint Jeff Simmons for a three-year term (seat expired 12/31/24). A motion was made by Ms. Cooper, seconded by Mr. Hill, to adopt Resolution 2025-01, a resolution reappointing Jeff Simmons to a three-year term on the Zoning Hearing Board. The motion passed unanimously.

Establish Monthly Meeting Dates – Ms. Hill made a motion, seconded by Ms. Jenzano, to set the 2025 meeting schedule as follows at 7:00 p.m. at Borough Hall:

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

The motion passed unanimously.

Ratification of Taxes – Ms. Hill made a motion, seconded by Mr. Florio, to ratify the following tax rates for 2025:

- Real Estate – 34.2 mils
- Earned Income – 1%
- Real Estate Transfer – 1%

The motion passed unanimously.

Ratification of Budget – Ms. Hill made a motion, seconded by Ms. Cooper, to ratify the 2025 Budget. The motion passed unanimously.

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

Emergency Services Resolution – Ms. Hill made a motion, seconded by Ms. Cooper to adopt Resolution 2025-02, a resolution designating emergency service responders. The motion passed unanimously.

Western Chester County Regional Appeals Board Representatives (2) - Ms. Hill made a motion, seconded by Ms. Cooper, to reappoint Mr. Matthew Halvorsen and Mr. Christopher Falencki as Borough representatives to the WCCRAB. The motion passed unanimously.

Chester County Tax (EIT) Collection Committee – Ms. Cooper made a motion, seconded by Ms. Jenzano, to reappoint Janis Rambo as delegate and Dawn Hill as alternate to the Chester County Tax Collection Committee. The motion passed unanimously.

Western Chester County Council of Government Representatives – Ms. Cooper made a motion, seconded by Ms. Jenzano, to reappoint Richard Florio as delegate and Dawn Hill as alternate as the Borough's representatives to the Western Chester County Council of Governments. The motion passed unanimously.

Other Reorganization Business – Ms. Cooper made a motion, seconded by Ms. Hill, for Committees to remain the same for 2025. The motion passed unanimously.

The Reorganization Meeting was adjourned at 7:19.

Janis A. Rambo
Borough Secretary