

**HONEY BROOK BOROUGH COUNCIL  
FIRST MONTHLY MEETING  
JULY 7, 2025**

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council Vice President Jeanne Jenzano at 7:00 p.m. The meeting was held at Borough Hall and all members answered Roll Call except Mayor Matt Halvorsen and Council President Bill Ford. Also in attendance were Christopher Falencki of McCarthy Engineering, Borough Engineer; Kim Venzie, Borough Solicitor; Police Chief Calvin Wilson; and Caroline Amien, Borough Clerk..

***Citizens Comments on Agenda Items***

None

***Approval of Previous Minutes***

Mr. Florio made a motion, seconded by Ms. Wadlinger to approve the minutes from the June 17, 2025, meeting. The motion passed with Ms. Jenzano abstaining as she was not present at the June 17 meeting.

***Payment of Bills***

Ms. Cooper made a motion, seconded by Mr. Florio, to authorize payment of bills as presented. The motion passed unanimously.

***Public Presentations***

Julie Funk, representing Honey Brook Community Partnership, along with CoChair Kevin Daughtery and Treasurer Nicole Markward were present to review the Partnership's mission and purpose and to invite more involvement from the Borough and the Township. They reviewed their plans for the annual Harmony Day to be held on September 20. They noted that other organizations have planned events on the same day such as Skate Jam, a concert at one of the churches, and the Honey Brook Pickle Ball Club would like to organize a tournament and clinic. They noted that the meetings are the third Tuesday of the month at CCSWA at 4:30 p.m.

Pamela Snyder, 884 Maple Street – Ms. Snyder spoke on behalf of her mother who received a Notice of Violation for having their trash on the property for one day before they took it for disposal. She stated that KMG did review the appeal process with them. Samatha and Aaron Pitman of 370 Water Street also had complaints about KMG's issuing a NOV for a pool that they put up every summer. He stated that this was the first time they were advised tha they needed a pool permit and also for erecting an office. They stated when they tried to contact them that they could not get through. Christine Luke, 4750 Horseshoe Pike advised of the trash and conditions at the property that she lives.

### ***Engineer's Report***

310 Maple Street – Keller Hopkins was present and inquired about getting a temporary U&O for the home. It was noted that the stormwater testing was done and that KMG inspected which resulted in a few things that need to be done. He stated that he has a crew coming in next week to do the base stone. He stated that he would be willing to put cash in escrow. Mr. Falencki and Ms. Venzie stated that the Borough does not like to issue temporary U&Os as there have been issues in the past. Council noted that it appears that all the work should be completed or addressed in two weeks.

Honey Brook Hardware – Mr. Falencki reported that they are finalizing their stormwater work and getting inspections.

MS4 – Mr. Falencki reported that approval was received; however, DEP is requesting that the Borough hold another public hearing to review the plan and sign a new multi-municipal agreement with Honey Brook Township. He noted the significant difference is that the new plan has the Township financially responsible for 66% of the work and the Borough is responsible for 34%; the 2017 plan had the Borough responsible for 80% of the work and the Township responsible for 20%.

Park Street Project Bids – Mr. Falencki reported that we are waiting for the contracts and documents in order for the Borough to sign and that the work is scheduled to start in September.

Other – Mr. Falencki noted that he is working on the radio and generator procurement for the LSA grants.

At this time, Mr. Falencki departed the meeting.

### ***Solicitor's Report***

No report.

### ***Old Business***

None

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

Ms. Rambo reported that the DCED annual audit was filed. She also noted that our appointed auditors, Withum, announced a merger with another firm.

### ***President's Report***

Not Present

### ***Mayor's Report***

Not present

## ***Committee Reports***

Finance – There will be a mid-year financial review by the Finance Committee on July 14 at 6:00 p.m.

Parks & Recreation – Ms. Jeanzano reported that the second concert is to be held this Sunday.

Public Works – A new pressure washer has been purchased.

Codes – No report

Police – No report

COG - No report

## ***New Business***

Accept resignation from Jeffery Simmons from the Zoning Hearing Board - Ms. Cooper made a motion, seconded by Ms. Hill, to accept Mr. Simmons' resignation from the Zoning Hearing Board. The motion passed unanimously.

Consideration to appoint Greg Knies to vacant seat on the Zoning Hearing Board – Ms. Cooper made a motion, seconded by Mr. Florio, to appoint Greg Knies to the unexpired vacant seat on the Zoning Hearing Board. The motion passed unanimously.

Borough Council noted that with Mr. Knies being appointed as a member of the Zoning Hearing Board, there is a vacancy as an Alternate member of the Zoning Hearing Board.

## ***Public Presentations***

There being no further business, the meeting was properly adjourned at 8:13 p.m.

Janis A. Rambo, Borough Secretary

**GENERAL FUND - BILLS TO BE PAID  
JULY 21, 2025**

<i>Vendor</i>	<i>Description</i>	
Buckley Brion	Solicitor fees - May 2025	\$4,462.00
Corporate Warehouse Supply	toner for copier	\$559.85
Gawthrop Greenwood, PC	ZH application - 2519 Conestoga Avenue	\$175.00
Honey Brook Borough Authority	Hydrant Fee	\$7,200.00
Honey Brook Hardware	batteries	\$39.97
Independence Blue Cross	August medical insurance premium	\$2,483.63
Service Electric	police office cable	\$128.35
Treasurer of Chester County	1st half 2025 HHWC events	\$482.96
Verizon	Borough Hall phone	\$325.71

**S&T DEBIT CARD TRANSACTIONS**

Diehm's Disposal	monthly dumpster rental	\$75.00
Primo Brands	water service - Annex	\$69.91
PA UCC	quarterly L&I fee	\$54.00
Payroll 2025-15	pay period ending - 7/13/2025	\$10,588.28
Payroll Service fee		\$122.50
Payroll Tax Liability		\$810.00
		<b>\$27,577.16</b>

**STATE FUND - BILLS TO BE PAID  
JULY 21, 2025**

<i>Vendor</i>	<i>Description</i>	
PP&L	street lights	\$2,557.50
	<b>TOTAL STATE FUND</b>	<b>\$2,557.50</b>