

HONEY BROOK BOROUGH COUNCIL AGENDA
JUNE 21, 2022

Roberts Rules Simplified to be followed

- Call to Order/Roll Call
- Citizens Comment on Agenda Items
- Public Presentations
- Approval of Previous Minutes – June 6, 2022
- Payment of Bills
- Communications/Secretary-Treasurer's Report
- President's Report
- Mayor's Report
- Monthly Reports
 - Treasurer's & Tax Collector's Report
 - Police Report
 - Public Works Report
 - Code/Building/Zoning Officer's Report
 - Planning Commission Report
- Old/Pending Business
 - Consideration for time study for traffic light (10/322)
- New Business
- Public Presentations
- Adjournment

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING**

June 6, 2022

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica (Curtis) Florio at 7:00 p.m. The meeting was held at Borough Hall and all members answered Roll Call except Mr. Ford who joined the meeting during Old Business discussions. Also in attendance were Kim Venzie, Borough Solicitor; Christopher Falencki, Borough Engineer; Chief Calvin Wilson; and Tricia Swinty, Borough Clerk.

Citizens Comments on Agenda Items

None

Approval of Previous Minutes

Ms. Jenzano made a motion, seconded by Mr. Florio, to approve the minutes of the May 16, 2022, meeting. The motion passed with Ms. Matlock abstaining as she did not attend the May 16, 2022, meeting.

Payment of Bills

Ms. Jenzano made a motion, seconded by Mr. Matlock, to approve the payment of the bills. The motion passed unanimously.

Public Presentations

None

Engineer's Report

Mr. Falencki's monthly Engineer's Report was distributed to Council.

MS4 - Mr. Falencki that he met with Honey Brook Township and the County on DEP revised submission. He noted that there will be one more meeting and then submission.

ARPA County Grants – Mr. Falencki advised that all three applications were submitted.

Solicitor's Report

No report.

Old Business

Discussion and consideration regarding Honey Brook Borough Authority shed quotations – Council reviewed the two quotations provided at the last meeting. One quote was for an unfinished interior, in the amount of \$85,335.37, and the other quote included a finished interior in the amount of \$106,658.54. Ms. Jenzano expressed her concerns with the amount that the Borough would be contributing – either \$28,445.09 or \$35,552.84 depending which building option was chosen – to store tables and bocce balls. (Mr. Ford arrived during the discussion). Mr. Freeman of the Borough Authority was present. Ms. Jenzano asked him what direction the Authority was going and did they have the amount of funds budgeted noting that the Borough had only budgeted \$25,000 towards the shed. Mr. Freeman advised that the Authority was waiting for the Borough's decision and that they did not budget an amount that would cover what the proposals came in for the shed. Ms. Matlock noted that the Borough's budget was very tight this year. After additional discussion, Mr. Florio made a motion, seconded by Ms. Jenzano, to table any decision under the Honey Brook Borough Authority chooses which option they intend to move forward with.

At this time, Mr. Falencki departed the meeting.

Discussion and consideration regarding vacant Honey Brook Borough Planning Commission Seat – No letters of interest have been received.

Discussion and consideration for Borough Clerk to be off the week of July 11 – 15 – It was noted that Glen Morgan could possibly fill in for the Clerk; however, his wife is expecting around that time. Meredith Dombach is not available. The consensus of Council was to approve the Clerk to be off as requested and, if necessary, the office would be posted closed if Mr. Morgan cannot fill in with voice mail messages being checked.

Communications/Secretary/Treasurer's Report

Ms. Rambo reported that she just received the PMRS Plan Member Status as of December 31, 2020. She reminded Council that the actuarial studies are typically two years behind. As of December 31, 2020, the balance is underfunded by \$41,163.49. She recommends that Council look at increasing the annual MMO payment when paid in October.

President's Report

No report.

Mayor's Report

Consideration to authorize registration for Municipal Police Department Supervision online course (three-part series) through PSAB at a member cost of \$100 – Mr. Ford made a motion,

seconded by Mr. Ott, to authorize registration for Mayor Downey for PSAB's Municipal Police Department Supervision course at a cost of \$100. The motion passed unanimously.

Discussion regarding Borough history report of Steve Oksala – Mayor Downey recognized Mr. and Mrs. Oksala, who were in attendance, regarding the history report that he had provided which was the result of him tracing family roots back to 1883 in Honey Brook.

Committee Reports

Finance Committee – Finance Committee will readvertise, if needed, to hold their quarterly review meeting on July 13, 2022, at 6:30 p.m. on a motion by Mr. Ott and seconded by Mr. Ford. The motion passed unanimously.

Parks & Recreation – Ms. Jenzano reported that the first scheduled concert in the park is scheduled for Sunday, June 12. It was discussed that Knob Hill who has a bocce event needs to be out of the park that day by 3:00 p.m. Ms. Jenzano also reported that in follow up to purchase fans for the stage, it was discovered that the pedestal fans are not ideal as they can interfere with the sound. She stated that it is recommended that floor fans be purchased that swivel.

Public Works – Mr. Ford advised that CoStars is allowing participants to purchase salt at the 2021-2022 price. He will check to ensure that if purchased by July 29 that credit will be given to the tonnage minimum required for the 2022-23 season. He noted that there is room for some additional salt, and since the 2022-23 price has not been announced but assumes it will be higher, he would stock up as long as credit is given for the 2022-23 year.

Code & Ordinance – No report.

MS4 – No report.

Personnel – No report

Police – Committee met on May 10. Still waiting for LPR. The body cams are up and running. There is a Policy Manual meeting this Wednesday. Signs stating “No Parking Beyond This Point” are being ordered for the park.

COG – It was reported at the last meeting there was a presentation on electrical vehicle charging stations. Ms. Matlock asked if the Borough received a letter regarding animal control from the COG; it was noted that no letter has been received to date.

New Business

Discussion/consideration for donation to Honey Brook Food Pantry from Borough ARPA funds— A letter from Kenneth R. Ross, Board Chairman of the Honey Brook Food Pantry was reviewed. Ms. Jenzano reviewed the amount of funding that Honey Brook Township has committed. Ms. Matlock stated that she would recommend \$12,000 which would equal \$1,000 a month. Ms. Jenzano stated that she would recommend a higher amount. After additional discussion, Mr. Ford made a motion, seconded by Mr. Ott, to table any decision until after the Finance Committee Meeting. The motion passed unanimously.

Consideration to donate gathering fee to Honey Brook Fire Company for Mud Sale Permit – Mr. Ott made a motion, seconded by Mr. Ford, to donate the \$100 gathering fee back to the Honey Brook Fire Company. The motion passed unanimously.

Consideration to donate the parade fee of \$100 back to the Honey Brook American Legion for the Memorial Day Parade – The consensus of Council, on the recommendation of Mr. Ford, was to wait to make the donation back to the American Legion until the banner is taken down.

Discussion/consideration to purchase a new dump truck to replace the existing green truck – Mr. Ott stated that the green truck continues to have issues. Mr. Ford noted that to order a truck, it could take up to 38 months for delivery if ordered. Estimated amount of truck would be around \$100,000. Consensus was to table any decision and review of mid-year financial report at Finance Committee meeting.

Public Presentations

None

There being no further business, the meeting was properly adjourned at 8:30 p.m.

Janis A. Rambo, Borough Secretary

**GENERAL FUND - BILLS TO BE PAID
JUNE 21, 2022**

<i>Vendor</i>	<i>Description</i>	
Buckley Brion McGuire & Morris LLP	Solicitor Fees/Zook CUH - April 2022	\$1,275.00
Buckley Brion McGuire & Morris LLP	Solicitor Fees/General - April 2022	\$1,245.00
Buckley Brion McGuire & Morris LLP	Solicitor Fees/ Grenda Litigation - April 2022	\$336.00
Buckley Brion McGuire & Morris LLP	Solicitor Fees/General - May 2022	\$1,575.00
Buckley Brion McGuire & Morris LLP	Solicitor Fees/Grenda Litigation - May 2022	\$336.00
Buckley Brion McGuire & Morris LLP	Solicitor Fees/Zook CUH - May 2022	\$84.00
Caernarvon Township	Flagger Training	\$100.00
Chester County Solid Waste Authority	tipping fees - week of 6/15/2022	\$457.10
Chester County Solid Waste Authority	tipping fees - week of 6/7/2022	\$698.64
Honey Brook Hardware	Park - gfci outlet cover/receptacle	\$39.97
Honey Brook Hardware	Park - drum liners, turnbuckle	\$40.97
Independence	healthcare premium	\$1,339.06
John's Supply & Rental	Park - 3 yards of black mulch	\$93.00
PeneteleData	police office POTS line, internet	\$155.79
Rothwell	remote support -- reset scanning/password change	\$36.25
Service Electric	police office cable	\$103.72
Verizon	boro hall phone	\$305.55
We R Technology	annual CJS Compliance/TAC/JTAC Officer	\$800.00
Widespread Rentals & Equipment LLC	trac loader & preperator rental	\$260.70
 S&T DEBIT CARD TRANSACTIONS		
USPS	3 rolls of stamps	\$174.00
WalMart	paper supplies for PD	\$87.10
Wawa	fuel for charger	\$82.95
Payroll 2022-12	pay ending 6/5/2022	\$6,906.38
Payroll Service Fee		\$105.50
Payroll Taxes (Fica, Medicare) Contribution		\$528.29
TOTAL GENERAL FUND		\$17,165.97

**STATE FUND - BILLS TO BE PAID
JUNE 21, 2022**

<i>Vendor</i>	<i>Description</i>	
Signal Service	annual traffic light P&M	\$525.00
PP&L	street lights	\$2,520.89
TOTAL STATE FUND		\$3,045.89

Payroll Form 2022-12					
PAY ENDING - June 5, 2022					
		PAYROLL			
405.1400	425			ADMIN	
409.1400	0			BLDG CLEANING	
410.1100	2937.6			POLICE CHIEF	
410.1120	881.28			CHIEF OT	
410.3110	1112.5			PT POLICE	
413.3000				ZONING/CODE	
430.1400	472.5			STREETS	
454.1400	227.5			PARK	
430.2200				SNOW REMOVAL	
402.1200	409.25			TREASURER SALARY	
405.1200	440.75			SECRETARY SALARY	
400.1130				ELECTED OFFICIALS	
487.1980	0			VISION/DENTAL ALLOWANCE	
TOTAL PAYROLL	6,906.38				
2230.0000			0	HEALTH CARE CONTRIBUTION	
100.0000			6,906.38	PAYROLL DEDUCTION AMOUNT	
		PAYROLL SERVICES/TAX LIABILITY			
402.3100	0	105.50			
487.0010	Fica	428.20			
487.0010	Medicare	100.09	528.29		
		633.79			
Calvin Wilson	\$3,818.88				
Brian Hughes	\$188.00				
Robert Klingler, Jr.	\$924.50				
Gary Frey					
Patricia Swinty	\$425.00	clerk			
Patricia Swinty	\$0.00	bidg cleaning			
Bill Ford	\$420.00				
Glen Morgan					
John Robb	\$280.00				
James Rock	\$0.00				
Meredith Dombach		office/admin			
Janis Rambo	440.75	Secretary			
Janis Rambo	409.25	Treasurer			
Jessica Curtis	\$0.00				
Richard Florio	\$0.00				
Mary Beth Wadlinger	\$0.00				
Jeanne Jenzano	\$0.00				
Maria Downey	\$0.00				
Chandler Matlock	\$0.00				
Christopher Ott	\$0.00				
Bill Ford	\$0.00				
C Wilson Dental/Vision	\$0.00				
	\$6,906.38				