

**HONEY BROOK BOROUGH COUNCIL  
FIRST MONTHLY MEETING  
MARCH 3, 2025**

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council President Bill Ford at 7:00 p.m. The meeting was held at Borough Hall and all members answered Roll Call. Also in attendance were Christopher Falencki, P.E., Borough Engineer; Kim Venzie, Solicitor; Chief Calvin Wilson; and Tricia Swinty, Assistant Secretary.

President Ford announced that there was an Executive Session prior to the Council meeting regarding personnel.

***Citizens Comments on Agenda Items***

None

***Approval of Previous Minutes***

Ms. Cooper made a motion, seconded by Ms. Hill, to approve the minutes of the February 18, 2025, meeting. The motion passed unanimously.

***Payment of Bills***

Ms. Leisey made a motion, seconded by Ms. Hill, to authorize payment of bills as presented. The motion passed unanimously.

***Public Presentation***

Joanie Lepage inquired when the pickle ball courts would be opening. She noted that we have had some unseasonal warm weather in which the courts could have been utilized. She mentioned that she would like to have people play on March 29 to help her celebrate her birthday. Council concurred to open the courts on the first day of spring – March 20.

Joe Boulanger and Glenn Bertolet from Kraft Municipal Group were present. Mr. Boulanger advised that Kraft is shifting personnel around due to some added municipal accounts and therefore Mr. Bertolet will be the Borough's main contact with Mr. Boulanger as backup as needed. They reviewed with Council the rental U&O process for clarification and Mr. Boulanger reviewed the digital copy process and noted that they have a \$10.00 minimum for files and that there is a charge per page.

Ms. Swinty noted that there was a resident who does not want to pay and have her rental inspection until December as she feels she would then be getting a full two years. It was confirmed that the rental inspection process is every two years, not by the anniversary date. It

was also noted about a potential site distance violation at 390 James Street which was noted as being addressed.

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

The monthly Engineering Report was distributed to Council.

LSA Grants – We have not received the contract for the generator grant.

CRP Grant Application – Mr. Falencki reported that the estimated cost for the James Street project is \$500,150.00. Ms. Hill made a motion, seconded by Ms. Jenzano, to adopt Resolution 2025-06, a resolution declaring the Borough's intent to file a grant application to the Chester County Department of Community Development under the 2025-206 Community Revitalization Program. The motion passed unanimously.

PA Small Water Grant – Mr. Falencki reported he is working on the grant application, also for funding for the James Street Project for \$100,000. Ms. Hill made a motion, seconded by Ms. Cooper, authorizing the grant application and application fee being submitted. The motion passed unanimously.

At this time, Mr. Falencki departed the meeting.

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

Ms. Venzie reviewed a draft ordinance that would set fees by Resolution, not including the fee amount within the ordinance. Ms. Cooper made a motion, seconded by Ms. Hill, to authorize the Solicitor to proceed to advertise for adoption at the first meeting in January.

### ***Old Business***

Discussion/consideration regarding Borough eMail and Custom Computer's proposal for migration to Microsoft 365 – Council reviewed the proposal and the monthly cost increase by moving towards Microsoft 365. There was discussion regarding the ability to move the "hbboro.net" to another hosting platform. It was noted that only the server upgrade had been budgeted for 2025. Ms. Hill made a motion, seconded by Ms. Jenzano, to renew the domain through PTD at this time and to consider the migration costs in next year's budget.

Discussion/consideration regarding Banner Program Rules and Regulations – Mr. Florio advised that there is a meeting on April 11 to get the applications submitted and that the Township is working on getting their information out in order to have it back to the Borough for the order placement.

### ***Communication/Secretary/Treasurer's Report***

The budget to actual report was distributed as of the end of February but noted that approximately \$50,000 of EIT revenue was just posted. It was also noted that the liquid fuels and turnback allocation was deposited into the Borough's account today.

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

No report.

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

Mayor reported that he met with Representative Dan Williams regarding funding for the fire company for hose replacement. He also discussed issues with the state roads through Honey Brook and PennDOT's lack to respond.

### ***Monthly Reports***

Finance – Nothing additional to report.

Parks & Recreation - Ms. Jenzano noted that 46 letters went out for sponsorships for the summer concerts.

Public Works – Mr. Ford reported that he submitted the 2025/26 CoStars salt contract which is due by March 15. He noted that some snow removal equipment needed repairs and reminded everyone of the April 21 street sweeping. Mr. Ford stated that he is looking at the possibility to do some oil and chip this year.

Police Report – The committee met last week. Officer Klinger attended the funeral for the fallen police officer in York, PA. All officers are scheduled for Act 180 training.

Code/Ordinance – nothing to report

MS4 – nothing to report

Personnel – nothing to report

COG – Mr. Florio provided an update from the last meeting.

***New Business***

Discussion/consideration of Council's action to be taken due to outcome from Internal Affairs Investigation – Ms. Jenzano made a motion, seconded by Ms. Hill, to issue a five-day suspension without pay to Chief Calvin Wilson. The motion passed unanimously.

***Public Presentations***

None

***Adjournment***

There being no further business, the meeting was properly adjourned.

Janis Rambo  
Borough Secretary