

**MAY 1, 2023**  
**FIRST MONTHLY MEETING**  
**HONEY BROOK BOROUGH COUNCIL**

The first monthly meeting of Honey Brook Council was held at Honey Brook Borough Hall and all members answered Roll Call except Ms. Florio. Also participating in the meeting were Christopher Falencki, Borough Engineer; Kimberly Venzie, Esquire, Borough Solicitor; Officer Klinger; and Tricia Swinty, Borough Clerk/Assistant Secretary.

***Citizens Comments on Agenda Items***

None

***Approval of Previous Minutes***

Ms. Jenzano made a motion, seconded by Mr. Ott, to approve the minutes from the April 17, 2023, meeting. The motion passed unanimously.

***Payment of Bills***

Ms. Jenzano made a motion, seconded by Mr. Florio, to approve the bills presented for payment. The motion passed unanimously.

***Public Presentations***

Anthony Santonastaso, Keystone Sports Construction – Mr. Santonastaso review Keystone Sports Construction’s pickleball court proposal. Mr. Florio question items in #4 of the proposal – “exclusions” – asking if there are items that we should expect to come up. There was also a question with the revised proposal some quantities were decreased but the cost remained the same. Mr. Santonastaso stated the price would not change due to the decreased quantities as it was the same footprint. Council noted that to put the fencing back following construction is not noted in the scope of work. It was asked and confirmed that a prevailing wage certification would be provided to the Borough. Payment terms were reviewed and it was questioned about a warranty/maintenance period. Mr. Santonastaso noted that an up to one-year warranted can be considered/negotiated.

Abigail Kasitz, Arch Street – Ms. Kasitz inquired about chickens in the Borough. She noted that she has been a Borough resident for 8 years and has 5 children. She would like to have up to 4 hens to support her family and inquired if the current Borough ordinance that prohibits chickens can be looked at possibly amended as more people are looking to be self-sustainable. She stated that she had purchased a coup that has a short-run. Ms. Matlock stated that she had looked into what other Borough’s ordinances have which could include that the use would be permitted. Mr. Florio stated that there are currently Asian flu concerns. It was noted that the Ordinance Committee would look into a possible amendment.

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

Mr. Falencki reviewed his monthly report that had been distributed to Council. He noted that late today he received documents relative to 310 Maple Street stormwater management plan that reflects the basin waiver by Council and noted that the plans and calculations are not correct per Borough Ordinance but noted that two designed underground basins are property sized. He noted that the O&M Agreement that has been signed is a copy of an Agreement Form that is an exhibit to our ordinance, not a drawn-up Agreement. Ms. Venzie, after looking at the document, stated that she could reuse what was prepared and signed into a document that could be recorded. There was discussion regarding the cost estimate and the mechanism permitted for escrow and the need to verify. It was noted that an U&O would not be issued until all fees were paid to the Borough. Ms. Hopkins stated that all professional fee invoices would be paid. Ms. Matlock made a motion, seconded by Mr. Ott, to authorize the Borough Solicitor to research and prepare documents necessary and advise if the Borough can hold escrow for the stormwater construction. The motion passed unanimously.

Chester County DCD Grant Application – Mr. Falencki stated that the grant application for sidewalk and curb and road reconstruction road on Chestnut Street, from Route 322/Chestnut Street intersection to Park Street within the Borough of Honey Brook, as well as stormwater improvement was submitted to the County.

MS4 – Nothing new to update.

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

Ms. Venzie reported that the Grenda issue is moving forward. There was question about high grass with this property and possibly others. Ms. Swinty stated that letters are going out for those that have grass. It was recommended that the Borough find a third-party lawn care should one be needed to address high grass violations.

At this time, Mr. Falencki departed the meeting.

### ***Old Business***

Historic Committee – Mr. Ford set an initial meeting of the Historic Committee for May 15 at 9:00 a.m.

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

Ms. Rambo noted that she requested and received an extension from Chester County DCD for the audit filing for an additional month as the appointed auditors and finishing up and submitting to the state.

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

Mr. Ford stated that annual street sweeping was done today.

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

Mayor Halvorsen noted that there are no updates relative to the incident of April 9. He noted that Officer Klinger will be attending additional training.

## ***Committee Reports***

Finance – No report.

Park & Recreation – Ms. Jenzano reported that planting is being done in the park and shrubs in front of the Annex. There was discussion that the Harmony Day Committee has proposed a concert in the Borough Park. More information will try to be obtained as there was no contact from the Harmony Day committee with the Borough. Representatives from the Borough will try and go to the Partnership meeting.

Public Works – It was noted that pricing for hot patch is being obtained.

Code/Ordinance – Ms. Matlock stated that they are scheduled to meet on May 15 at 6:30 p.m.

MS4 – No report

Personnel – Personnel Handbook signed acknowledgement page need to be returned from each employee.

Police – Ms. Jenzano reported that the committee met on April 27. She noted that some new equipment has been in use; Officer Klinger will be attending training; Officer Klinger is setting the Borough up with the DOJ for vest reimbursement program; and that there has been purchases for equipment from the donation funds from CCSWA that has built up. Ms. Jenzano stated that the Chief's desktop computer needs to be replaced but it was not budgeted and with his status it possibly could be put off; Officer Klinger stated that it was ordered and is due to come in next week. It was noted about replacing the Durango but that would be for next year's budget.

COG – Ms. Matlock reported that the COG continues to work on their website and animal control.

## ***New Business***

Discussion/consideration regarding citizen request to offer exercise class in the park – Ms. Jenzano stated that she received a request from an individual to hold Zumba classes in the park. Details of where in the park were not known. Mr. Ford stated if it was in the pavilion a use form should be completed but that personnel was not available to move tables in and out. Ms. Matlock stated that they would probably be using mats and would be on the grounds. A certificate of insurance was requested to be submitted.

Consideration regarding opt-in/opt out relative to Chester County's Housing and Community Development Programs – Ms. Rambo reviewed the every three-year request as the County is completing their application for federal funding. If a municipality opts out, they would not be eligible for County-grant program funding. Mr. Florio stated concerns about opting in. Mr. Jenzano made a motion to opt-in to the Housing & Community Development Programs. Ms.

Wadlinger seconded the motion. The vote was confirmed that Mr. Florio voted nay and Ms. Matlock did not cast a vote as she did not have all the information to be able to vote one way or the other; the motion passed with 5 votes in favor of the motion.

Discussion/consideration for Officer Klinger to work up to 10 hours overtime per week – Ms. Jenzano noted that Officer Klinger has taken on additional administration work and volume of work with Chief Wilson being out. There was allocation in the budget for overtime, but she feels that this could easily be exceeded. She stated that she is hesitant to put a number of hours permitted per week but suggested that Officer Klinger have up to five hours of overtime per week that he would not need to get pre-approval and that anything over that he would need to check in with Mayor Halvorsen as well as possibly be creative with scheduling his time. After discussion, Council concurred with Ms. Jenzano's suggestion and felt that at any time, if necessary, this could be brought back to Council if the number of hours would need to be increased.

Consideration for Tricia Swinty to join CCSIGA – Mr. Ott made a motion, seconded by Ms. Matlock, to approve a membership for CCSIGA in the amount of \$55 per year.

Other:

- Mr. Ott stated that there is a camper on Anthony Lane that he believes people are living in, to include children.
- Mr. Ford stated that the street light near the Presbyterian Church is scheduled to be installed during the week of May 29
- There was discussion of using osemeos for sidewalk repairs.

***Public Presentations***

None

***Adjournment***

There being no further business, the meeting was properly adjourned at 9:21 p.m.

Janis A. Rambo, Borough Secretary