

**MAY 3, 2021**  
**FIRST MONTHLY MEETING**  
**HONEY BROOK BOROUGH COUNCIL**

The first monthly meeting of Honey Brook Council was held at Borough Hall and all members answered Roll Call. Also participating in the meeting were John Williams from McCarthy Engineering, Borough Engineer; Kim Venzie, Borough Solicitor; Chief Calvin Wilson; Bill Ford Public Works Superintendent; and Tricia Swinty, Borough Clerk.

***Approval of Previous Minutes***

Mr. Florio made a motion, seconded by Mr. Ott, to approve the minutes from the April 19, 2021, meeting. The motion passed unanimously.

***Payment of Bills***

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

***Public Presentations***

Todd Bitner, HOA President, Red Oak Farms – Mr. Bitner advised that the Red Oak Farms HOA would like to expand their parking lot as the overflow parking lot is typically full due to the number of cars per unit. He advised that they do not wish to go through the land development process as it could be cost prohibitive. He noted that they would like to add 12 additional parking spaces and relocate a sidewalk. Mr. Williams of McCarthy Engineering noted that it is the Borough Engineer's recommendation to not waive the land development process. He noted that Red Oak Farms is a recorded plan and any modifications would require land development. It was the consensus of Council that the HOA should go before the Planning Commission.

***Engineer's Report***

The monthly Engineer's Report was distributed.

MS4 – Mr. Williams reported that there was a meeting with Honey Brook Township recently and a meeting with DEP is trying to be set up.

DCD CRP Utility Grant – The bids for this project were opened on April 26, 2021. There were five bidders (a copy of the bid tabulation is attached to the minutes as Addendum A). An award recommendation letter prepared by McCarthy Engineering was distributed (Addendum B) recommending the project be awarded to Barrasso Excavation, Inc. for the base bid of \$89,035.00. Ms. Wunsch made a motion, seconded by Mr. Halvorsen, to award the Utility Grant contract to Barrasso Excavation, Inc., in the amount of \$89,035.00 and proceed with the work upon receipt of approval from Chester County Community Development, approval from Honey Brook Borough

Authority, and all signed contract documents and bonds as per McCarthy Engineering's recommendation letter dated May 3, 2021. The motion passed unanimously.

Maple Street & Chestnut Street Project – Mr. Williams advised that the bids were opened earlier today. Bids were received from three bidders and the apparent low bidder was Flyway Excavating, Inc. (copy of the bid tabulation is attached to the minutes as Addendum C). Mr. Halvorsen made a motion, seconded by Mr. Ott, to accept all bids for the 2021 Curb, Sidewalk and Street Project for Maple Street and Chestnut Street, award the bid to the lowest qualified bidder which appears to be Flyway Excavating, Inc. in the amount of \$322,408.45, and proceed with the work upon receipt of approval from Chester County Community Development, approval from PennDOT, and all signed contract documents and bonds are in place as per McCarthy Engineering's recommendation letter of May 3, 2021 (copy attached to minutes as Addendum D).

DCED Greenway Grant – Mr. Williams reported that the Borough's grant application for tennis court improvements was not awarded.

914 Spruce Street – Grading not perfect

### ***Public Hearing***

As advertised, Ms. Venzie opened a public hearing to hear comment on the Borough's proposed ordinance authorizing execution of a cable franchise agreement between the Borough and Comcast of Southeast Pennsylvania, LLC. Ms. Venzie identified exhibits that the proposed ordinance notice was published in the Daily Local News and confirmation that the proposed ordinance was sent to the Chester County Law Library. She further reviewed the ordinance and the proposed Agreement that has been reviewed by Council and Comcast. There being no public comment, the hearing was properly closed.

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

Ordinance consideration – Ordinance authorizing execution of a cable franchise agreement between the Borough and Comcast of Southeast Pennsylvania, LLC – Ms. Wunsch made a motion, seconded by Ms. Matlock, to adopt an ordinance, Ordinance 254, an ordinance authorizing execution of a cable franchise agreement between the Borough and Comcast of Southeast Pennsylvania, LLC. The motion passed unanimously.

Conditional Use Application – It was noted that a conditional use application has been received from Mani D Corporation for 4031 Horseshoe Pike. The application has been forwarded to the Planning Commission for review at their next meeting.

At this time, Mr. Williams departed the meeting.

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

Secretary reported that the orders were placed for the phone and camera as approved at the last meeting through Amazon.

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

No report

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

No report

### ***Committee Reports***

Finance – First quarterly review meeting was held on April 14. The next meeting is scheduled for July 14, 2021.

Park & Recreation – Ms. Jenzano reported that the announcement sign will be painted to coordinate with the other signs.

Public Works – Mr. Ford advised that the “green” Ford truck had some problems during street sweeping and the turbo needed to be reset. He recommended to start thinking about replacing the truck. He reported that street sweeping for 2021 was completed last week and an inlet box was rebuilt.

Code/Ordinance – Next meeting is scheduled in July.

MS4 – No report

Personnel – No report.

Police – No report.

Banner – Mr. Florio reported there are three new banner orders for 2021. A letter will be sent to the American Legion asking for recommendation for an honoree for a banner to be paid for by the donation from September Farm.

COG – Ms. Matlock noted that she did not have a report for this evening.

Snow Emergency Parking Committee – Ms. Curtis advised that the next meeting is scheduled for May 11 at the Annex.

### ***Old/Pending Business***

Zoning Hearing – 4650 Horseshoe Pike Decision – A letter from Stacey Fuller, Solicitor for the Honey Brook Zoning Hearing Board, was distributed acknowledging that the Zoning Hearing Board granted variance relief for the applicant, Matthew Garman. A formal decision will be issued within the 45-day requirement.

Kraft Code Services' questions regarding inspection criteria noted in their communication of April 11, 2021 – No action to date; will review when Mr. Bertolet is present.

Fire Relief Association Audit – Ms. Matlock questioned if any representatives from the Fire Company have addressed the findings with Council. It was confirmed that to date, no communication from the Fire Company. It was noted that there is a new Relief Association Treasurer.

Post Office Parking – It was noted that the post office is in violation of the Agreement. Pictures are needed to be sent to the Solicitor’s office in order to forward to the Post Office.

***New Business***

NARCAN Training– Ms. Wunsch provided information for an upcoming training for NARCAN.

Election Parking – Mr. Ford requested confirmation that post office personnel can park in the Borough Park on election day. Council concurred.

Matching Funds – Mr. Ford noted that the contracts for Chestnut and Maple Street came in much lower than estimated. There was \$70,000 budgeted to be transferred from the Street Project Escrow Fund to the General Fund for the Borough’s match for these projects. Mr. Ott made a motion, seconded by Ms. Matlock, to use the matching funds from the general fund street work budgeted allocation in the amount of \$23,778 for Chestnut Street and \$9,215 for Maple Street. The motion passed unanimously.

748 Maple Street – Mr. Ford reported that Matt Garman now also owns 748 Maple Street and it is his understanding that Mr. Garman is planning to take out the concrete area so there will no longer be parking there but he plans to take out the hedge and put in a driveway and additional parking spaces. If this occurs, this may take care of an ongoing issue at this property and be an improvement.

***Public Presentations***

None

There being no further business, the meeting was properly adjourned at 8:10 p.m.

Janis A. Rambo, Borough Secretary