

**HONEY BROOK BOROUGH COUNCIL  
SECOND MONTHLY MEETING  
NOVEMBER 17, 2025**

The Second 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 except Dawn Hill who joined the meeting during Citizens Commens. Also in attendance were Kimberly Venzie, Borough Solicitor; Chief Calvin Wilson; and Caroline Ameisen, Borough Clerk.

***Citizens Comments on Agenda Items***

Greg Knies, Horseshoe Pike, thanked the Borough for their efforts to get PennDOT to pave a portion of Horseshoe Pike/Route 322. Mike Wood, also a resident on Horseshoe Pike, inquired if that is all that is getting paved as the area addressed did not include the portion in front of his house. Mayor Halvorsen noted that the Borough received one week notice of the mechanical patch that was done on part of Horseshoe Pike. The entire Borough is to be addressed next year.

***Public Presentations***

None

***Approval of Previous Minutes***

Ms. Leisey made a motion, seconded by Ms. Jenzano, to approve minutes from the November 3, 2025, meeting. The motion passed unanimously.

***Payment of Bills***

An additional invoice was requested to be added to the list: Independence Blue Cross in the amount of \$2,700.15 representing the December healthcare premium. Ms. Cooper made a motion, seconded by Mr. Florio, to authorize payment of bills as presented including the payment to IBX. The motion passed unanimously.

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

Secretary noted that two letters were received from Honey Brook Borough Authority noting upcoming Authority Board term expirations. Ted Ford's term expires on December 31; he is willing to be reappointed. Tom Richard's term also expires on December 31; he does not seek reappointment. The Authority would like to recommend that Borough Council consider appointment of Greg Knies to that term.

***President's Report***

No report

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

Mayor Halverson noted he was waiting for someone to arrive the meeting and would give his report at that time.

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

Ms. Venzie reviewed a draft ordinance to create a new chapter titled "Parks and Recreation" to regulate activities in the park including prohibitions on dogs, alcohol, and disorderly conduct, establishing park hours and other use regulations, and providing penalties for violations, severability provisions, and an effective date. After review of the draft ordinance, Ms. Hill made a motion, seconded by Mr. Florio, to authorize the advertising of the proposed ordinance. The motion passed unanimously.

### ***Monthly Reports***

Treasurer's & Tax Collector's Report – The Treasurer's Reports for the months ending September 30 and October 31 were presented along with the corresponding Balance Sheets and the Balance Sheet dated November 17 reflecting the bills that were paid this evening.

Police Report – The monthly report was distributed to Council. Chief Wilson noted that the traffic speed trailer was serviced for the first time since purchased. He noted that there was a Safety Meeting that he attended which was held at Twin Valley High School. Chief also noted that the annual Halloween Parade went well.

Mayor's Report – Mayor Halvorsen introduced Bill Schoell, Chief of Staff from Rep. Dan William's Office and Nikki Whitlock, Chief of Staff of State Senator Katie Muth's office. He noted that both have been supportive in getting PennDOT to address Route 322 in Honey Brook and thanked them for their support to the Borough as well as other grant funding for the Borough and Fire Company.

Public Works Report – Mr. Ford reviewed the monthly report that was distributed.

Codes/Building/Zoning Officer's Report – Monthly report was distributed to Council.

Planning Commission Report – There was no meeting this month.

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

Mr. Florio provided information as a follow up to his COG report last meeting showing a brick that was made from plastic bags. There was also a reminder of the NIMS training that is scheduled for November 22 at the County Safety Building in South Coatesville.

Ms. Jenzano noted that she received prior to the meeting a quote from Brent Biddle to do the clean up of the Borough Park and Borough Hall gardens in the amount of \$750. The consensus

of Council was that due to uncertain weather and that the expenditure was in the budget that Mr. Biddle should proceed.

### ***New Business***

Consideration to accept Brian Licitra's resignation from Honey Brook Planning Commission and declare vacancy – It was noted that Mr. Licitra had moved from the Borough. Ms. Hill made a motion, seconded by Ms. Jenzano, to accept Mr. Licitra's resignation from the Honey Brook Planning Commission and to declare a vacancy.

Discussion/consideration regarding Custom Computer's proposal regarding Huntress setup, installation and deployment – Secretary advised that she received a proposal from Custom Computer to replace Micro Trend with Huntress Security. She noted that although the cover letter thanked her for taking the time to review this quote that was prepared for the Borough, there was no conversation or discussion; the quote was eMailed. The quote included a \$100 one time set up fee and then a monthly fee of \$22. The consensus of Council was to table at this time.

Consideration regarding engagement letter with Gawthrop Greenwood PC for zoning hearing solicitor for 2026 – It was noted that the fee for 2026 was the same for 2025. Mr. Florio made a motion, seconded by Ms. Hill, to approve and authorize the engagement letter with Gawthrop Greenwood PC for zoning solicitor for 2026 be signed.

Consideration to close Borough Office on Friday, November 28 – Ms. Ameisen requested to close the office on Friday, November 28. She noted that Ms. Swinty had been contacted and she was unavailable to fill in that day. Ms. Hill made a motion, seconded by Ms. Leisey, to close the office on Friday, November 28. The motion passed unanimously.

Discussion/consideration regarding the Preliminary/Draft 2026 Budget Presentation to Borough Council – The Finance Committee prepared draft 2026 budget and the Borough Treasurer reviewed the draft to Council noting that there is no general fund tax increase; however, in response to the request from the Honey Brook Fire Company for additional funding, a fire tax is proposed in the amount of 0.75 mills. There would be cash on hand at the end of 2025 to carry over to balance in the budget in the amount of \$95,000 to \$100,000. There is an assumption that the Borough will be awarded the Small Water and Sewer Grant for the James Street Project that would help cover the majority of the County CRP grant match in the amount of \$73,500. If the Borough does not receive that grant funding, the Borough would need to take the match requirement from the Borough reserve. Chief Wilson has requested major improvements to the Annex with regards to police station upgrades to include a sally port. As this is major renovation and should be properly designed to meet all construction codes, etc., there is money budgeted for either a professional engineer or architect to assist with the design and bidding through 2026 and it is suggested that Council appropriate funds from the general fund at the end of 2026 to be placed in a capital reserve fund for this project as well. Other capital purchases noted for 2026 is a new police vehicle, which was approved at the last Council meeting, a digital message board; a park sign; and a public meeting room upgrade.

Ms. Jenzano noted that she did not think the digital message board was necessary noting this is a historical building and did not feel it was appropriate. Mr. Ford noted at some point if the letters for the current board needed replaced it may be hard to find and that the intent was that the digital sign would fit in the space of the current letter board. Ms. Ameisen noted that she does not mind changing the messages, it is a challenge due to the height of the board as well changing it in the colder weather. It was also noted that with an electronic sign, the messages would be changed easier and faster which would be a benefit during a weather emergency. Mr. Ford advised that we are waiting for a second quote.

### ***Public Presentations***

There was a question regarding the "Ziffy's" site where the building was lost in a fire. It was noted that the Codes Officer is working on this issued.

Mr. Wood noted that the police report noted 231 calls in a month. Chief Wilson reviewed what categories of service go into that number.

There being no further business, the meeting was properly adjourned at 8:02 p.m.

Janis A. Rambo, Borough Secretary