

**HONEY BROOK BOROUGH COUNCIL
SECOND MONTHLY MEETING
NOVEMBER 18, 2024**

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. Also in attendance was Tricia Swinty, Borough Clerk/Assistant Secretary and Acting Police Chief Robert Herzog.

Citizens Comments on Agenda Items

None

Public Presentations

Randy Howeat – Mr. Howeat advised that he is the property owner of several properties in the Borough to include 945 Maple Street, 4840 Horseshoe Pike and 3840 Horseshoe Pike. He stated that he was present on behalf of his tenants inquiring what they are to do with their left over Borough-issued trash bags when the program ends at the end of the year. He asked if the Borough was going to buy them back. Mr. Ford stated that the Borough would not be buying back the bags. John Wentworth, 4141 Horseshoe Pike, noted that he has over \$400 in bags right now. Ms. Jenzano explained that the Borough is already expecting a loss due to residents going to private haulers when the Borough's contract went up for 2024 by more than half and the bag price was raised to \$7.00. Mr. Ford also noted to buy back bags, how would the Borough know if they were purchased at the \$3.00 price, as many residents went out and bought a significant amount before the price increase, or at the \$7.00 price. It was noted that the Borough is working on providing information to haulers regarding required registration and will post a list of those haulers who have registered with the Borough on the website.

Approval of Previous Minutes

Mr. Florio made a motion, seconded by Ms. Hill, to approve the minutes from the November 4, 2024 meeting. The motion passed unanimously.

Payment of Bills

Ms. Hill made a motion, seconded by Mr. Florio, to approve the list of bills as presented. The motion passed unanimously.

Communications/Secretary's Report

Secretary noted correspondence received from the Chester County Planning Commission requesting updated Urban Center project list. They are requesting the revised list by the end of January. She noted that Mr. Falencki will be following up with Council relative to projects that

we can take off that are now complete and add additional projects. Mr. Ford noted he had looked at the list and he saw four projects that can come off as they are now complete.

President's Report

Mr. Ford stated that the military banners have been taken down and the holiday banners put up. He noted that the Chestnut Street project is complete with the exception of the line striping. A pre-construction meeting has been scheduled with Honey Brook Hardware.

Mayor's Report

Mayor Halverson reported that the Borough is a recipient of a \$100,000 DCED grant sponsored by Senator Muth and that we should be receiving official notification shortly.

Monthly Reports

Treasurer's & Tax Collector's Report – Treasurer's Report for the month ending October 31, 2024, was distributed as well as corresponding Balance Sheet. It was noted that the account at PLGIT was reopened and the transfer, as directed at the last meeting, was made.

Police Report – The monthly report was distributed to Council and reviewed. Chief Herzog reviewed the Department's participation in "Safe Stop", the Truck or Treat event at the Elementary School, and a successful Halloween season.

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

Public Works Report – Monthly report was distributed. Mr. Ford noted a new lid was purchased for the trash can at the Bocce Court.

Planning Commission Report – No meeting was held in October. They will be meeting in November.

Old/Pending Business

Discussion/consideration regarding donation to the Honey Brook Lions Club- After discussion, Ms. Hill made a motion, seconded by Ms. Jenzano, to donate \$300 to the Lions Club relative to the recent Halloween Parade. The motion passed unanimously.

Discussion/consideration regarding Brandywine Conservancy project request – Communication from Honey Brook Township's Engineer was distributed and reviewed. As there is still questions regarding if MS4 credit can be obtained as well as post-construction maintenance, Council asked to obtain additional information from the Borough Engineer.

Discussion/consideration regarding buy back of Borough trash bags – Council referenced the earlier conversation with members of the public. Mr. Ford stated that there are two cases of trash

bags left. The stickers are in. Borough Council discussed the four vendors who purchase and sell the bags on behalf of the Borough. Ms. Hill made a motion, seconded by Ms. Jenzano, that the Borough will buy back any bags/stickers they have remaining next year at the price that they purchased the bags for. The motion passed unanimously.

New Business

2025 Permit Fee Inquiries - Ms. Swinty reviewed some inquiries from KMG relative to 2025 fee schedule to include confirmation that rental property fees will remain the same (\$75 per apartment/\$100 single family); question around multi-unit rentals; and if the Borough wants to do a discount for re-inspections. With regards to multi-unit rental inspections, KMG charges \$35 per apartment and the question was if there is a flat fee for buildings with 1-5 apartments and buildings with 1-10. After discussion, it was the consensus of Council to table any decision or recommendation but rather have a representative from KMG at the next meeting to review. It was noted that the fees should ensure that their costs and administration costs are being covered.

Consideration to donate to the Honey Brook Library Capital Campaign Donor Recognition Tree - Ms. Jenzano stated that she feels Council should, in addition to their annual monetary and in-kind donation, contribute towards the Capital Campaign. After discussion, Ms. Cooper made a motion, seconded by Ms. Wadlinger, to contribute \$500.00 to the Capital Campaign Donor Recognition Tree. The motion passed with Ms. Leisey abstaining as she is a Library Board member.

Consideration to close the Police Activity Fund at S&T Bank and transfer funds to the General Fund and track in Quickbooks - Ms. Ratnbo advise that the Police Activity Fund was set up a long time ago and is basically a checking account, without checks. Any invoice is paid through the General Fund and then a bank/counter check is gotten from the bank, at a minimal fee, and a check is written to reimburse the General Fund. It was recommended to close the account and track through Quickbooks as a liability account (similar to an escrow which the CCSWA donation funds is tracked). Ms. Jenzano made a motion, seconded by Mr. Florio, to close the Police Activity Fund and transfer to the General Fund. The motion passed unanimously.

Presentation of the 2025 Budget

It was noted that the Finance Committee had challenging budget meetings, starting off with deficit

1. Raise real estate taxes by 0.3 mills to generate approximately an additional \$21,000, incorporate requested department items, and still have a net loss of \$39,680.
2. Delete the Park Street Road Project (\$95,000 reduction in line item) which would result in a net income of \$55,230 or \$34,230 if real estate tax increase is not included.
3. Keep Park Street Road Project in budget; delete \$10,000 from Capital for Parks which was in the budget should a project come up and matching funds is required; transfer \$30,500 from capital reserve for capital project proposed; and to include the 0.3 increase in real estate tax. This would leave a net income of \$820.

The consensus of Council was option #3. It was noted that the proposed budget will be on the next meeting agenda to be voted to advertise for public inspection. Ms. Rambo also stated that if Council wanted to proceed with a tax increase that this will need to be done by ordinance.

Public Presentations

Rich Florio noted two recent events in which the Borough participated. He stated that Ms. Cooper provided an update at the Western Chester County Municipal Luncheon and the Borough's participation in the Veterans Program at Tel Hail.

Michael Wells, 4350 Horseshoe Pike, inquired about the fire siren and if there is still a need of it during certain hours. Mr. Ford and Mayor Halvorsen addressed the inquiring noting that there is still volunteers, especially within the Amish community, that does respond to the siren.

There being no further business, the meeting was properly adjourned at 8:23 p.m.

Janis A. Rambo, Borough Secretary