

**NOVEMBER 2, 2020**  
**FIRST MONTHLY MEETING**  
**HONEY BROOK BOROUGH COUNCIL**

The first monthly meeting of Honey Brook Council was held at the Borough Annex with an option for audio line. All members answered Roll Call. Also present at the meeting were Christopher Falencki, Borough Engineer; Kimberly Venzie, Borough Solicitor; Bill Ford Public Works Superintendent; and Tricia Swinty, Borough Clerk. Officer Lori King was present at the meeting.

President Curtis noted that Council met at 6:30 p.m. to discuss personnel.

***Public Presentations***

None

***Approval of Previous Minutes***

Mr. Florio made a motion, seconded by Mr. Ott, to approve the minutes from the October 19, 2020, and the October 28, 2020, meetings as presented. The motion carried unanimously.

***Payment of Bills***

Two additional invoices which were received the day of the meeting were requested to be considered in addition to the list of bills presented: Informant in the amount of \$900.00 and Mark Troupe in the amount of \$1,153.36.

Mr. Halvorsen made a motion, seconded by Ms. Whichard, to approve the bills presented for payment as well as the invoice for Informant in the amount of \$900 for the program renewal and Mark Troupe in the amount of \$1,153.36 for repairs to the Police Durango. The motion passed unanimously.

***Engineering Report***

Mr. Falencki provided the monthly Engineering Report that is on file at the Borough Office. Mr. Falencki reviewed the following from the report:

MS4 – Mr. Falencki reported that the Township has resubmitted calculations to DEP.

934 Chestnut Street – Mr. Falencki advised that he performed a second reinspection and it again failed. He noted that the roof downspouts are required to be directed to the infiltration trench. Two roof downspouts are directed towards the infiltration trench, but based on land grading, the water will not reach the trench. He noted that the driveway is paved; however, it is not generally sloped in the proper direction which is into the lot away from the road. About ¼ of the driveway paving is now sloped towards the road. He also noted that the Borough Engineer was to be notified of construction start in order that the infiltration trench could have been inspected and verified. This

was not done; therefore, the Borough Engineer did not inspect nor confirm the proper installation. Mr. Falencki advised that the surface stone is the proper dimensions.

After discussion by Council, it was the consensus that a letter will be sent to the property owner from the Borough Solicitor advising that the driveway slope needs to be fixed as water from the driveway cannot be directed to the street and that the downspouts need to be directed towards the infiltration trench. Letter will note that until the Borough Engineer's comments have been satisfied, a final Use and Occupancy Certificate cannot be issued.

Chester County Planning Commission Active Transportation Inventory Draft – Mr. Falencki reviewed the draft report.

Building Permit Modification – It was noted that the building permit application form will be modified to ensure that water/sewer/street sign off is noted.

Consideration to Renew Partnership in Christina Watersheds Municipal Partnership in 2021 – Request to renew in the Christina Watersheds Municipal Partnership in 2021 was received. Membership will increase from \$205 to \$450. Mr. Halvorsen made a motion, seconded by Mr. Ott, to renew the Christina Watersheds Municipal Partnership for 2021. The motion passed unanimously.

At this time, Mr. Falencki departed the meeting.

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

Ms. Venzie reported on the status of the Post Office building lease renewal. She advised that the signed lease was forwarded to the USPS. It was noted that the lease outlines the parking spaces. Once they violate the parking space allowance noted in the lease, we will need to send a letter that they are in default that will trigger them to comply. Mr. Ford recommended consideration to add parking spaces by the pavilion.

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

No report.

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

Ms. Curtis apologized for the confusion regarding the first special meeting to approve the post office lease and advised that she would repay the Borough for the advertising.

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

Mayor Mulhall encouraged everyone to vote in tomorrow's election and provided an COVID update.

#### ***Department Reports***

Treasurer's/Tax Collection Report – Report has not been received from the County regarding October real estate collection. Balance Sheet as of this evening was distributed.

Police Chief's Report – Monthly report was distributed.

Public Works' Director Report – Mr. Ford advised that the salt has been delivered and weight limit signs were installed.

Code/Zoning/Building Official's Report – Permit report was distributed. It was noted that the Grenda case would be schedule at District Court in mid-November.

PC Meeting – It was noted that a vacancy remains on the Planning Commission. Ms. Curtis advised that she received a letter that will be forwarded to the Secretary.

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

None

### ***New Business***

Park Laborer – Request was made to consider hiring an individual for approximately 35 hours a year to do landscaping. Ms. Jenzano noted that this work is currently being done by a volunteer. She estimated that this would be approximately \$400-\$500 a year. The consensus was to proceed with the pre-employment hiring process.

Discussion regarding cost of trash bags for 2021 – Council discussed the income from the trash bags and the current cost of the trash collection program. After discussion, Mr. Ott made a motion, seconded by Mr. Florio, to increase the price of a trash bag to \$3.00 effective January 1, 2021.

Mr. Ford inquired if Council would want to consider allowing the vendors that sell the bags to reimburse the Borough when they sell the bags and come back for their next order. The consensus of Council was to wait and see if this is an issue for the vendors prepaying for the bags.

Consideration to roll over CD to renew on 12/25/2020 – Treasurer advised that the 13-month CD that the Borough took out last year will mature on December 25. To date, the CD has made \$9,684.33 in interest. S&T advised that their six-month CD is earning 0.5 point. Mr. Halvorsen made a motion, seconded by Mr. Florio, to authorize the Treasurer and/or account signers to roll over the CD for six months when the paperwork is received.

Discussion regarding fund transfer to reserves – Treasurer reviewed the current general fund balance and recommended Council to consider transferring funds to reserves where it could earn interest. She recommended that the Borough could consider at least \$120,000 to \$150,000 be transferred which would leave ample funds to start the new year.

Mr. Halvorsen made a motion, seconded by Mr. Florio, to, at this time, transfer an additional \$10,000 to the Capital Reserve Fund Money Market Account earmarked for the Honey Brook Fire Company Capital Reserve. The motion passed unanimously.

Mr. Halvorsen made a motion, seconded by Mr. Ott, to make an additional donation to the Honey Brook Community Library in the amount of \$1,000 for 2020 as a one-time extra donation recognizing the difficult year to do fundraising. The motion passed unanimously.

Council noted that they would review and make recommendations of additional funds to transfer.

2021 Budget – The draft 2021 budget was presented to Council. It noted that the budget has no tax increase for 2021 but did take into account the increase trash bag fee. Council will review and consider for public inspection at the next meeting.

Hazard Mitigation Webinar – Ms. Matlock inquired if anyone would be participating in next Monday's webinar. She noted that she would be willing to participate in the webinar and it was noted that EMC and Deputy EMC would be reminded of the webinar as well.

***Public Presentations***

None

There being no further business, the meeting was properly adjourned at 8:35 p.m.

Janis A. Rambo  
Borough Secretary