

# HONEY BROOK BOROUGH COUNCIL AGENDA

## OCTOBER 17, 2022

*Roberts Rules Simplified to be followed*

- Call to Order/Roll Call
- Citizens Comment on Agenda Items
- Public Presentations
  - Richard Feldmann, BDP Impact Real Estate – Act 135 Economic Conservatorship
- Approval of Previous Minutes – October 3, 2022
- Payment of Bills
- Communications/Secretary-Treasurer's Report
- President's Report
- Mayor's Report
- Monthly Reports
  - Treasurer's & Tax Collector's Report
    - Consideration to authorize 2022 MMO payment and additional amount toward pension towards underfunding
    - Consideration to transfer funds to Capital Reserve Fund
  - Police Report
  - Public Works Report
  - Code/Building/Zoning Officer's Report
  - Planning Commission Report
- Old/Pending Business
- New Business
  - Consideration to make \$1,000 donation to White Horse Ambulance
  - Request for release of escrow funds from Michael Reilley, Spruce Street property
- Public Presentations
- Adjournment

**HONEY BROOK BOROUGH COUNCIL  
FIRST MONTHLY MEETING  
OCTOBER 3, 2022**

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica (Curtis) Florio at 7:00 p.m. The meeting was held at Borough Hall and all members answered Roll Call except Mayor Maria Downey. Also in attendance were Kim Venzie, Borough Solicitor; Spencer Ericke of McCarthy Engineering, Borough Engineer; Chief Calvin Wilson; and Tricia Swinty, Borough Clerk.

Ms. Florio noted that Council was in executive session prior to the meeting going over a matter of real estate and potential litigation.

***Citizens Comments on Agenda Items***

None

***Approval of Previous Minutes***

Ms. Matlock noted that in the minutes under Mr. Norman's presentation regarding the post office that the 35 million packages is nation-wide and that the Borough would look into the placement of a temporary pod if the USPS brings the formal request to us as a contract addendum. With those changes, Mr. Florio made a motion, seconded by Mr. Ford, to accept the minutes of the September 19, 2022, meeting. The motion passed with Ms. Jenzano abstaining.

***Payment of Bills***

The bills list and authorization to release the budgeted 2022 annual donations were reviewed. Mr. Ford questioned if the Elverson-Honey Brook EMS donation should be released due to the criminal arrest of a former employee. Council concurred that the action that was taken was against an individual and that the Elverson ambulance division took proper action to dismiss the employee. Ms. Jenzano made a motion, seconded by Mr. Florio, to approve payment of bills as presented and the 2022 budgeted donations. The motion passed unanimously.

***Public Presentations***

Gary Ream and Steven Kern were present to provide the monthly report of the Honey Brook Fire Company noting that there were 24 calls during the month, of which three were in the Borough. It was noted that there are plans to begin the research for the replacement of 33-1 which has now been in service for 20 years. It was also noted that there will be a chicken BBQ fundraiser on October 29, 2022.

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

The monthly Engineer's Report was distributed to Council.

MS4 – An update of the revised DEP report notes based on a 50/50 split with Honey Brook Township, the Borough's responsibility will be approximately \$52,000.

It was reviewed that the Borough was unsuccessful to obtain any ARPA grants that had been submitted to the County. Work continues on the updated Stormwater Management Ordinance and work will begin on a stormwater application for 310 Maple Street.

The Borough requested that a copy of the recent study for the traffic light be provided for the Borough office.

At this time, Mr. Ericke departed the meeting

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

No report

### ***Old Business***

Consideration to authorize ordering of new F550 from New Holland Auto Group – It was estimated that the cost of a new F550 would be approximately \$100,100.00 but exact pricing would not be known until it would be ordered and that New Holland Ford has a narrow window coming up that they can place orders. Mr. Ford reported that they were estimating a possible July 2023 delivery, but he was skeptical. Mr. Florio made a motion, seconded by Mr. Ott to authorize the ordering of a new F550 at a price not to exceed \$110,000. The motion passed unanimously.

Discussion and consideration regarding Postmaster's request – No action taken as the Borough has not received anything from USPS.

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

The Treasurer's Report for the month ending August 31, 2022, was provided and associated Balance Sheet. The Budget to Actual report as of today's date was also distributed to Council.

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

Ms. Florio asked to confirm that the Borough would continue to plow the Honey Brook Community Library as an in-kind donation. The consensus of Council is that service would continue.

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

Mayor Downey was not in attendance.

### ***Committee Reports***

Finance Committee – Finance Committee will next meet next Wednesday for the third quarter review meeting.

Parks & Recreation – Ms. Jenzano advised that due to weather, the concert with The Fortunatos was canceled and will not be rescheduled.

Public Works – Mr. Ford stated that he is looking into getting a sweeper for in front of the backhoe at an estimated price of \$8,250.00. He stated that the Borough could then do the street sweeping and not need to contract it out.

Code & Ordinance – No report.

MS4 – No report.

Personnel – No report

Police – No report.

COG – Ms. Matlock reported that the last meeting that featured a presentation regarding ADA playground compliance – “Everybody Plays”. Also discussed was their ongoing animal control project, starting an EAC subcommittee, the planning of a “holiday party” in January similar to the event held this past January, and that she would be attending the November 4 Chamber Municipal Luncheon to provide an update for Honey Brook Borough.

### ***New Business***

Discussion/consideration to authorize contribution to the cost of the Veterans' Day Program entertainment and the purchase of the plaque for the Borough honoree – Mr. Jenzano asked Council to approve paying one-third of the entertainment cost for the Brass Band that will be playing at the Veterans' Day celebration at Tel Hai this year as well as for the plaque for the Borough honoree. Estimate of cost is approximately \$220.00. Mr. Ott made a motion, seconded by Mr. Ford, for the Borough to contribute to the cost of the entertainment and the cost of a plaque for the annual Veterans' Day celebration. The motion passed unanimously.

### ***Other***

- Mr. Ford reminded everyone of the need to ensure that they have completed the required NIMS training

***Public Presentations***

None

There being no further business, the meeting was properly adjourned at 7:58 p.m.

Janis A. Rambo, Borough Secretary

**GENERAL FUND - BILLS TO BE PAID  
OCTOBER 17, 2022**

<i>Vendor</i>	<i>Description</i>	
Buckley Brion McGuire & Morris LLP	solicitor fees/general	\$3,403.50
C&M Automotive	inspection - 2019 Ford F550	\$39.95
Chester County Solid Waste Authority	tipping fees - week of 10/7	\$378.43
Chester County Solid Waste Authority	tipping fees - week of 9/30	\$345.06
Commonwealth of Pennsylvania	firearms instructor training - R. Klinger	\$500.00
Eagle Disposal	contract / dumpster	\$5,048.33
Honey Brook Hardware	fasteners, ext cord, strip & outlet w/cord	\$33.48
Honey Brook Township	reimbursement for plaque	\$32.04
iManaged	A/V Trend for admin users	\$27.00
New Holland Ford	late fee	\$1.69
Northwestern Chester County Municipal Authority	3Q sewer - Borough Hall	\$125.00
Northwestern Chester County Municipal Authority	3Q sewer - Annex	\$125.00
PaBackup	police servers	\$250.00
PaBackup	admin server	\$125.00
PlateLogiq, LLC	annual LPR contract fee	\$8,900.00
Service Electric	police office cable	\$103.72
Trinity	pest control service	\$90.00
Verizon	boro hall phone	\$308.68
Zook Molasses Company	fuel - September	\$1,443.32

**S&T DEBIT CARD TRANSACTIONS**

Best Buy	HDMI cable & power cords for LPR station	\$149.43
Crystal Springs	police office water	\$4.23
Deluxe	check mailing envelopes	\$162.32
Lowe's	cement	\$40.20
Staples	credit for damaged package	-\$38.73
USPS	newsletter postage	\$267.97
Payroll 2022-21	pay ending 10/9/2022	\$9,723.88
Payroll Service Fee		\$112.00
Payroll Taxes (Fica, Medicare) Contribution		\$743.88

**TOTAL GENERAL FUND** **\$32,445.38**

**STATE FUND - BILLS TO BE PAID  
OCTOBER 18, 2021**

<i>Vendor</i>	<i>Description</i>	
PP&L	street lights	\$2,568.92
<b>TOTAL STATE FUND</b>		<b>\$2,568.92</b>

<b>Payroll Form 2022-21</b>			
<b>PAY ENDING - October 9, 2022</b>			
<b>PAYROLL</b>			
405.1400	527		ADMIN
409.1400			BLDG CLEANING
410.1100	2937.6		POLICE CHIEF
410.1120	881.28		CHIEF OT
410.3110	3449		PT POLICE
413.3000			ZONING/CODE
430.1400	845.25		STREETS
454.1400	183.75		PARK
430.2200			SNOW REMOVAL
402.1200	409.25		TREASURER SALARY
405.1200	440.75		SECRETARY SALARY
400.1130			ELECTED OFFICIALS
487.1980	50		VISION/DENTAL ALLOWANCE
<b>TOTAL PAYROLL</b>	<b>9,723.88</b>		
2230.0000		0	HEALTH CARE CONTRIBUTION
100.0000		<b>9,723.88</b>	PAYROLL DEDUCTION AMOUNT
<b>PAYROLL SERVICES/TAX LIABILITY</b>			
402.3100	0	112.00	
487.0010	Fica	602.88	
487.0010	Medicare	141.00	743.88
		<b>855.88</b>	
Calvin Wilson	\$3,818.88		
Brian Hughes	\$376.00		
Robert Klinger, Jr.	\$1,772.25		
Branden Sweigart	\$1,300.75		
Gary Frey			
Patricia Swinty	\$527.00	clerk	
Patricia Swinty	\$0.00	bldg cleaning	
Bill Ford	\$609.00		
Glen Morgan	\$183.75		
John Robb	\$236.25		
James Rock	\$0.00		
Meredith Dombach		office/admin	
Janis Rambo	440.75	Secretary	
Janis Rambo	409.25	Treasurer	
Jessica Curtis			
Richard Florio			
Mary Beth Wadlinger			
Jeanne Jenzano			
Maria Downey			
Chandler Matlock			
Christopher Ott			
Bill Ford			
C Wilson Dental/Vision	\$50.00		
	<b>\$9,723.88</b>		