

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
OCTOBER 4, 2021**

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council President Jessica Curtis at 7:33 p.m. All members answered Roll Call Also in attendance were Kim Venzie, Borough Solicitor; Christopher Falencki, Borough Engineer; Bill Ford, Public Works Superintendent; Chief Calvin Wilson; Joe Boulanger, Borough Codes and Zoning Officer; and Matthew Boswell, Junior Councilperson.

Public Hearing

As advertised, a public hearing was held for the purpose to hear comments regarding adoption of an ordinance amending the Borough's Code of Ordinances at Chapter 10 to include language to clarify weed and grass maintenance standards and at Chapter 20 to include additional language regarding dumpsters serving multi-family units and non-residential units.

No comments were received and the public hearing was closed.

Approval of Previous Minutes

Mr. Florio made a motion, seconded by Ms. Jenzano to approve the minutes of the September 20, 2021 meeting with the correction that the Halloween Parade permit was approved contingent upon being able to obtain fire police coverage. The motion passed unanimously.

Payment of Bills

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

Citizen's Comments on Agenda Items

None

Public Presentations

The owner of Mani D Corporation reviewed a time line of submitting and receiving building permits. He stated that it took three months to obtain plumbing and electrical permits. He asked to make the process a smoother and easier process, especially for small business owners. Mr. Boulanger noted that zoning review is required for the drive thru. He stated that a permit was granted for interior renovations only and that no work could be done for a drive through window.

Gary Ream gave the September Fire Company report noting a house fire of \$75,000 of building damage and a personal property loss of \$75,000.

Engineer's Report

Mr. Falencki reported on the project work being done and noted that paving was done today.

DCD CRP Utility Grant – Mr. Falencki reported that all work is complete. The final cost is \$114,035.00. Change order #2 was requested for final quantities. Mr. Ott made a motion, seconded by Ms. Wunch, to approve Change Order #2 for the Utility Grant in the amount of \$1,285.00. The motion passed unanimously.

Maple and Chestnut Street Project – Mr. Falencki advised that a change order is requested to fully pave Maple Street. The contract amount was \$477,204.45 and the estimate at this time is the final cost would be approximately \$469,000.00. Mr. Ott made a motion, seconded by Ms. Matlock, to approve Change Order #2 for the Maple and Chestnut Street project to include Maple Street Overlay at a cost not to exceed \$24,000. The motion passed unanimously. Mr. Falencki also requested consideration to authorize payment application #2. Based on the Borough Engineer's recommendation, Ms. Jenzano made a motion, seconded by Mr. Ott, to approve Payment Application #2 in the amount of \$111,294.56 upon receipt and approval of paperwork by the Borough Engineer. The motion passed unanimously.

Shenberger 18-month maintenance escrow – Borough Secretary/Treasurer inquired about the 18-month maintenance escrow still being held for Mr. Shenberger for 411 James Street. Mr. Falencki advised that Mr. Shenberger had not contacted him for an inspection. It was the consensus of Council to have Mr. Falencki reach out to him to see if the final maintenance inspection could be scheduled.

Solicitor's Report

Consideration to adopt an ordinance amending the Borough's Code of Ordinances at Chapter 10 to include language to clarify weed and grass maintenance standards and at Chapter 20 to include additional language regarding dumpsters serving multi-family units and non-residential units – Mr. Florio made a motion, seconded by Ms. Matlock, to adopt Ordinance 255, an ordinance amending the Borough's Code of Ordinances at Chapter 10 to include language to clarify weed and grass maintenance standards and at Chapter 20 to include additional language regarding dumpsters serving multi-family units and non-residential units.

Ms. Venzie noted that the Grenda hearing had been continued.

Old Business

Consideration to support HB 1293 – The consensus of Borough Council was to notify CCATO of the Borough's support of HB 1293.

Harmony Day Banner Insurance Issue – Mr. Ford reported that the Harmony Day Banner was up past the extended timeframe. The Partnership’s Certificate of Insurance was only for September 18 and 19. He stated that the Partnership should have insurance for the entire time and that the banner needs to come down when stated on the permit. Ms. Curtis stated that she would contact Mr. Ross at the Honey Brook Partnership.

Information requirements to set up Zoom Meeting for Borough account – The consensus of Council was to go with the minimum number of licenses that additional ones would not be needed and that billing should be by invoice.

Communications/Secretary/Treasurer’s Report – A letter was distributed from PennDOT that a remote monitoring review of the Borough’s Liquid Fuels Tax Fund had been done in May of this year and that the fund balance was accurate and no areas of concern were noted from this monitoring review. It was also noted that an in-person liquid fuels audit was recently done for 2020 and an exit interview stated no findings. A written report should be received shortly.

A budget year to date report was distributed.

President’s Report – No Report

Mayor’s Report – No Report

Committee Reports

Finance Committee – It was noted that there did not appear to be a need for a third quarter financial review meeting this Wednesday. Budget meetings will begin the following Wednesday. Ms. Curtis appointed Mary Beth Wadlinger to the Finance Committee due to the vacant seat on the Committee due to Mr. Halvorsen’s resignation.

Parks & Recreation – Ms. Jenzano reported that the last concert was held and there is one more bocce tournament scheduled for November.

Public Works – Mr. Ford advised that the CoStars salt contract for 2021/22 has been issued. American Rock Salt received the contract award for Chester County.

Code & Ordinance – Committee will be looking at a potential small wireless ordinance and the mandated stormwater ordinance amendment requirement for 2022 following the adoption of the County’s plan.

MS4 – No Report

Personnel – No Report

Police – Ms. Jenzano stated that a meeting was held to discuss the difficulty in hiring police personnel, which is happening throughout many municipalities in the County. It is being considered to hire a part-time officer and then converting to full-time after 6 months.

Banner – No report.

COG – Ms. Matlock reported that the COG will have a speaker at an upcoming meeting to talk about 5G. She also noted that Atglen Borough will be hosting a *Wizard Festival* and she also shared the fire police coverage issue for parades/detours/street closing with the COG. Members suggested that contact be made with Atglen/Christina/Keystone Valley, Parkesburg, and Modena.

New Business

F550 Truck Repairs – Mr. Ford advised that the “green” truck would need a new motor at an estimated cost of \$17,000. Mr. Ott made a motion, seconded by Mr. Florio, to authorize the repair of the “green” truck at Matthew Ford at an estimated cost of \$17,000.00. The motion passed unanimously.

Brandywine Pharmacy request to sale trash bags – Mr. Ott made a motion, seconded by Ms. Matlock, to authorize Brandywine Pharmacy to sell the Borough trash bags. The motion passed unanimously.

Public Presentations

Request was received from the Chester County DA’s office to hold a meeting at Borough Hall on October 28 from 6:00 to 8:00 pm for approximately 15 people. Ms. Matlock made a motion, seconded by Ms. Jenzano to permit the DA’s office to use Borough Hall for a meeting on October 28. The motion passed with Mr. Florio voting nay.

There being no further business, meeting was adjourned at 8:41.

Janis A. Rambo, Borough Secretary