

OCTOBER 5, 2020
FIRST MONTHLY MEETING
HONEY BROOK BOROUGH COUNCIL

The first monthly meeting of Honey Brook Council was held at Borough Hall with an option for audio line. All members answered Roll Call with Ms. Whichard and Mayor Mulhall participating via conference line. Also, present at the meeting were Christopher Falencki, Borough Engineer; Kimberly Venzie, Borough Solicitor; Bill Ford Public Works Superintendent; Chief Calvin Wilson; and Tricia Swinty, Borough Clerk. Junior Council member Matthew Boswell participated via audio.

Public Presentations

Mark Erickson, 19 Nevin Drive – Mr. Erickson referenced his September 8, 2020, eMail to Borough Council and his continued remarks at various Council meetings regarding his requests for formal statements or acknowledgements regarding current actions ongoing in the Country regarding racism, white supremacy, etc.

Approval of Previous Minutes

Mr. Halvorsen made a motion, seconded by Mr. Ott, to approve the minutes from the September 21, 2020, meeting. The motion passed unanimously.

Payment of Bills

Mr. Halvorsen made a motion, seconded by Mr. Florio, to approve the bills presented for payment. 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 he a meeting with DEP and is currently revising the calculations.

934 Chestnut Street – Mr. Falencki updated Council on the work required. It was noted that the property owner was issued a conditional Use & Occupancy permit. There are currently outstanding stormwater professional fees in the amount of \$720 currently due, including the invoice for this property that was presented for payment this evening. However, \$450 of this total has remained outstanding since September 10, 2019. The property owner sent an eMail on today's date to the Treasurer requesting to pay \$100 a month until the balance is paid off. After discussion, the consensus of Council was that all improvements must be made to the satisfaction of the Borough Engineer and Building Official and that all professional fees must be paid in order to be issued the final Use & Occupancy permit.

SALDO/ Building Permit – Mr. Falencki provided Council with proposed language from sections of the SALDO to be incorporated into an ordinance that would set requirements for single lot development that would not need a land development plan. Ms. Venzie will work with Mr. Falencki to develop an ordinance to provide the requirements that would address the single lot development as well expansion/additions to current single buildings on a lot.

At this time, Mr. Falencki departed the meeting.

Solicitor's Report

Ms. Venzie reported on the status of the Post Office building lease renewal.

The proposed ordinance amendment was presented for consideration by Council. Mr. Ott made a motion, seconded by Mr. Florio, to adopt Ordinance 252, an ordinance amending the Borough's Code of Ordinances at Chapter 15, Section 15-210 to clarify play street designations; at Chapter 15, Section 15-311 to clarify trailer and truck parking prohibitions; at Chapter 15, Sections 312 and 313 to increase parking fines; at Chapter 20, Section 20-112 to amend Waste Collection Service Provisions for clarification purposes; and at Chapter 21, Section 21-301 to clarify sledding being prohibited on sidewalks and streets. The motion passed unanimously.

Communications/Secretary's Report

No report.

President's Report

No report.

Mayor's Report

Mayor Mulhall provided a COVID19 update and review of pending legislative changes in Harrisburg.

Department Reports

Treasurer's Report – Treasurer distributed the Balance Sheet as of this evening.

Tax Collection Report – It was reported tax payments received in September were offset for refunds for tax assessment adjustments which left a credit balance of \$263.05 for the month.

Police Chief's Report – Chief Wilson reported that during the month of September there were 54 traffic citations issued; 8 non-traffic citations; and 4 criminal arrests. Chief Wilson noted that the 2021 Durango has been ordered. Tires for the Charger were purchased through a CoStar vendor which was a savings for the Borough. The Department is in compliance with State Juvenile Laws. Chief also reported that he will be able to add addition truck inspection shifts before the end of the year.

Public Works' Director Report – Mr. Ford reviewed the written report of the Department's activities during the month. It was noted that there was a wood spill on Route 10 that he assisted with clean up. He noted that trash bag deliveries have begun to the participating vendors.

Code/Zoning/Building Official's Report – Joe Bollinger of Kraft Codes Services was introduced. He noted that three inspections have been scheduled for Wednesday and he thanked Council for appointing Kraft and looked forward with working with the Borough. Mr. Ford stated that a request from the Long Way Home was received asking for their seating capacity. Mr. Bollinger advised that he would visit the property.

PC Meeting – Mr. Mulhall advised that the Planning Commission comments regarding proposed single building lot requirements were covered under the Engineer's Report.

COG – Ms. Matlock reviewed the COG meeting of September. She noted that the guest speaker's topic was on 5G. They are still looking for volunteers to serve on an animal control subcommittee. It was noted that there was a vacancy for the Vice Chairman of the COG, due to Mr. Florio not being the Borough's representative. Ms. Matlock stated that she received a nomination to be appointed to fill the Vice Chairman seat vacated by Mr. Florio; however, it was determined not to fill the vacancy at this time. She noted that there are only two more meetings for 2020 and new officers would be appointed at their reorganization meeting at the beginning of the year.

Committee Reports

Finance – Next quarterly meeting is scheduled for October 7, with budget meetings to follow as per the Budget Calendar Schedule.

Park & Recreation – Ms. Jenzano reported that she received an inquiry regarding a “turkey bocce tournament”. It was noted that it is an unadvertised event of a small group of people who may gather to play. It was noted that there is no endorsement of Council if they show up to play similar to small groups that still come to utilize the park pavilion.

Public Works – No report.

Code & Ordinance – Ms. Whichard advised that the quarterly meeting for October would probably be canceled.

MS4 – No update.

Police – No report.

Banner – No update.

Personnel – No report.

Old/Pending Business

Consideration to Extend Provisions of Emergency Declaration Extension Resolution – It was noted that Resolution 2020-14 that adopted procedures and policies for conducting of public meetings during State of Emergency expires as of tomorrow.

After discussion, Mr. Halvorsen made a motion, seconded by Mr. Ott, to adopt Resolution 2020-15, a Resolution to extend the State of Emergency and the provisions to November 17, 2020. The motion passed unanimously.

Code/Building/Zoning Official Transition – Mr. Florio reported that Mr. Bollinger, Ms. Swinty and he met between meetings and had a productive meeting reviewing the transition and the fee schedule. A draft revised fee schedule which incorporates Kraft’s inspection fee schedule with the Borough’s fees not covered under Kraft’s fee schedule was presented for consideration. Mr. Florio made a motion, seconded by Mr. Halvorsen, to adopt Resolution 2020-16, a resolution setting the Fee Schedule for Honey Brook Borough. The motion passed unanimously. It was noted that in the remaining weeks of the year, possible changes will be documented and the Fee Schedule will be presented with any additional recommended changes at the annual Reorganization meeting.

New Business

Consideration to purchase Adobe Acrobat Pro – Request was made to purchase Adobe Acrobat Pro at an annual cost of \$179.88. Ms. Swinty advised that this would enable her to develop fillable forms for the website redesign. Mr. Halvorsen made a motion, seconded by Mr. Ott, to authorize the annual Adobe Acrobat Pro subscription at \$178.88. The motion passed unanimously.

Discussion regarding thermometer purchase – It was recommended and the consensus of Council to proceed to purchase a thermometer to do temperature checks of anyone entering Borough Hall.

Webinar Participation – Ms. Matlock inquired about participating in an upcoming webinar regarding police reform. It was noted that we still have training allocation in the budget and that PSAB will direct bill for registration.

Public Presentations

None

There being no further business, the meeting was properly adjourned at 8:48 p.m.

Janis A. Rambo
Borough Secretary