HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
OCTOBER 5, 2026

The first monthly meeting of Honey Brook Borough Council was called to order by Council President Jessica Florio at 7:00 p.m. at Borough Hall. All members were present except Jeanne Jenzano, Alyson Leisey, and Dawn Hill. Also in attendance were Patrick Foley, P.E. of Remington & Vernick Engineers (Borough Engineer); Solicitor Kim Venzie; Chief Calvin Wilson and Officer Robert Klinger; Bill Ford, Public Works Director; and Borough Clerk Tami Wilkey.

Citizens Comments on Agenda Items
None

Public Presentations
None

Approval of Previous Minutes

Ms. Cooper made a motion, seconded by Mr. Burch, to approve the minutes from the September 21, 2026, meeting. The motion passed unanimously.

Payment of Bills

Ms. Kelly made a motion, seconded by Ms. Cooper, to approve the bills as presented. The motion passed unanimously.

Engineer's Report

Consideration to authorize Council President to sign Operation & Maintenance Agreement for 371 James Street – Mr. Foley noted that the O&M Agreement has been reviewed and is complete. Ms. Cooper made a motion, seconded by Mr. Burch, to authorize Council President to sign the Operation & Maintenance Agreement for 371 James Street. The motion passed unanimously.

Mr. Foley reviewed the Engineer's Report as submitted. Council requested if they could receive a quote for RVE to prepare the grant application for the 2026 LSA grant round for Police Department renovations.

Communications/Secretary-Treasurer's Report
No report.

President's Report
No report

Mayor's Report

Mayor Halverson reviewed the police citation and warning numbers.

Solicitor's Report

Ms. Venzie stated that she has had communication with the Honey Brook Postmaster to remedy a parking situation.

Consideration to adopt a Resolution to reaffirm membership in the Western Chester Count Regional UCC Appeals Board of Appeals and to authorize the use of the revised UCC Appeals Board rules and procedures – Ms. Cooper made a motion, seconded by Ms. Kelly, to adopt Resolution 2026-07, a resolution to reaffirm membership in the Western Chester Count Regional UCC Appeals Board of Appeals and to authorize the use of the revised UCC Appeals Board rules and procedures. The motion passed unanimously.

Consideration to appoint up to two individuals to serve on the Western Chester County Regional UCC Appeals Board – Ms. Cooper made a motion to appoint Matthew Halvorsen as the Borough's representative to serve on the Western Chester County Regional UCC Appeals Board. The motion was seconded by Mr. Burch and passed unanimously.

Committee Reports

- **Finance** – No report. First budget meeting is October 21.
- **Police** – No report.
- **Public Works** – It was noted that all road work has been completed.
- **Park & Recreation** – The rescheduled concert on October 4 was rained out.
- **Code/Ordinance** – No report.
- **Planning Commission** – No meeting held in September.
- **COG** – The September meeting was focused on the UCC Board of Appeals. Next meeting is October 28 at Honey Brook Township.

Old Business

Mr. Ford proposed that Honey Brook Borough consider a sample resolution for volunteer fire police for events. He noted that there are not many who have confirmed assistance at the Halloween Parade.

New Business

Discussion/consideration regarding hiring of a part-time police officer – Chief Wilson presented a resume of a candidate for part-time police officer. After discussion, Mr. Burch made a motion to extend a conditional offer of employment to the candidate pending receiving the psychological and medical records from the City of Coatesville where the candidate is also being considered for part-time employment at the rate of $22.00 per hour. Ms. Kelly seconded the motion. The motion passed unanimously.

Public Presentations
None

Adjournment

There being no further business, the meeting was adjourned at 7:46 p.m.

Janis A. Rambo
Borough Secretary