

HONEY BROOK BOROUGH COUNCIL AGENDA

November 4, 2024

Roberts Rules Simplified to be followed

- Call to Order/Roll Call
- Citizen's Comments on Agenda Items
- Approval of Previous Minutes – October 7, 2024
- Payment of Bills
- Public Presentations
 - Grant Decosta – Brandywine Conservancy
- Engineer's Report
 - Planning
 - Honey Brook Hardware – plans recorded and agreements signed
 - Brooks Edge – awaiting preliminary plan for review
 - 397 Chestnut Street – sketch plan reviewed by PC
 - Brown minor subdivision
 - 310 Maple Street Stormwater Review – owners called; they will notify McCarthy for stormwater inspections
 - MS4 – awaiting Township documentation
 - DCD CRP South Chestnut Street Grant – Construction in progress and being inspected.
 - Consideration regarding Payment Application #2
 - LSA grants
 - 2023 grant awards
 - 2024 grant applications
 - Firehouse Lane Paving – Construction to be done in coordination with S Chestnut Street Project.
 - Brandywine Conservancy
 - James Street Pipe Extension Request
- Old Business
 - Discussion/consideration regarding trash stickers for remainder of 2024
 - Consideration to appoint Kyle Kern to Zoning Hearing Board vacant seat
- Communications/Secretary/Treasurer's Report
 - Discussion/consideration regarding annual increase to Honey Brook Borough Authority
 - Discussion/consideration regarding TERM investment(s) with PLGIT
- President's Report
- Mayor's Report

- Committee Reports
 - Finance
 - Parks & Recreation
 - Public Works
 - Code/Ordinance
 - MS4
 - Personnel
 - Police
 - Trash
 - COG
- New Business
 - Consideration/discussion regarding WCC Chamber Municipal Luncheon
 - Other
- Public Presentations
- Adjournment
- Executive Session

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
OCTOBER 7, 2024**

The First Monthly Meeting of Honey Brook Borough Council was called to order by Council President Bill Ford at 7:00 p.m. The meeting was held at Borough Hall and all members answered Roll Call. Also in attendance were Christopher Falencki, P.E., Borough Engineer; Acting Chief Robert Herzog; and Tricia Swinty, Assistant Secretary.

Citizens Comments on Agenda Items

None

Public Presentations

None

Approval of Previous Minutes

Ms. Leisey made a motion, seconded by Mr. Florio to approve the minutes of the September 16, 2024, meeting. The motion passed unanimously.

Payment of Bills

Treasurer asked that an additional bill be considered for payment: A.J. Blosenski in the amount of \$232.30 for two months of dumpster rental. Ms. Hill made a motion, seconded by Ms. Jenzano, to authorize payment of the bills as presented to include the additional bill presented for \$232.30 payable to A.J. Blosenski. The motion passed unanimously.

Engineer's Report

310 Maple Street – Mr. Falencki stated that he has noticed that the house is under roof but no stormwater work has been done.

MS4 – Honey Brook Township's engineer is working on the documentation now.

South Chestnut Street CRP Project – Payment application #1 was presented in the amount of \$25,371.00. Ms. Hill made a motion, seconded by Ms. Jenzano, to authorize payment, based on the Borough Engineer's recommendation, of Payment Application #1 to Barrasso Excavation in the amount of \$25,371.00. The motion passed unanimously.

LSA Grants – Mr. Falencki stated that he was working with Mr. Ford to identify two projects for submission in the next round of applications.

Firehouse Lane Paving – work is ongoing by the contractor who is paving South Chestnut Street.

Brandywine Conservancy Request – There has been a request by the Conservancy to install a pipe, at their cost at the Stoltzfus property on James Street, as a property owner has changed his mind regarding basin updates as part of the MS4 program. This would leave the Borough 10,000 credits short. It was requested that a representative from the Brandywine Conservancy attend Council's meeting in November to review.

At this time, Mr. Falencki departed the meeting.

Old Business

Discussion/update on Halloween Parade Permit – Mr. Ford advised that he permit has been issued for the traditional parade route. At the present time, three fire police short for the parade. There was discussion regarding a contribution to the Lion's Club to help with their costs for providing gift cards to the fire police who are assisting with the parade.

Discussion/consideration regarding October 21, 2024 Borough Council meeting – Ms. Cooper made a motion, seconded by Mr. Florio, to cancel the October 21, 2024 meeting due to the Halloween Parade and possible lack of quorum. The motion passed unanimously.

Discussion/consideration regarding trash options for 2025 – There was discussion regarding the trash contract for next year. AJ Blosenski had granted an extension to consider the one-year extension of the contract until mid-December. The loss in bag sales were discussed noting a good number, if not more than half of the residents, are now using private subscription and not participating in the Borough's program. After considerable discussion, Ms. Hill made a motion to not evoke a one-year extension with AJ Blosenski and move to private subscription. Ms. Wadlinger seconded the motion. The motion passed unanimously. There was discussion to let the residents know of the ending of the Borough Trash Program. It was the consensus to send out a post card mailer following the election to all property owners and residents. It was also requested to find out from the Solicitor provisions needed to require trash haulers to register with the Borough. Ms. Jenzano inquired if we could limit the days to when the haulers could be in the Borough collecting?

Communication/Secretary's Report

Nothing to report.

President's Report

Mr. Ford reported that Shank Door was contacted for repairs to the garage door opener. It was determined it was better to purchase a new opener than try and repair the old.

Mayor's Report

Mayor reported that he continues to work on acquiring \$100,000 in funding from Senator Muth's office.

Monthly Reports

Treasurer & Tax Collector Report – Budget meetings will be beginning. It was noted that the last of the department requests were just received.

Parks & Recreation - The last concert was canceled due to weather. The fall park clean up will be beginning. Ms. Cooper requested that an addition trash can be purchased for the park.

Police Report – The tasers as approved at the last meeting were ordered. Gary Frey is scheduled to work some shifts in October. It was noted that the police department is enforcing no golf carts on roads and dog enforcement in the park was discussed. There was discussion for the Charger to have cruise lights and ghost marking installed.

At this time, 8:37 p.m., an Executive Session was called to discuss a security issue. The meeting reopened at 8:46 p.m.

Chief Herzog noted that the gun cabinet was installed. There have been several written directives issued in the last several weeks and the Police Department had a criminal history record audit by the Attorney General's office which we passed.

New Business

Consideration to authorize taser training for Officer Klinger to include registration and travel/lodging costs – Ms. Leisey made a motion, seconded by Ms. Wadlinger, to authorize taser training for Officer Klinger at a cost of \$495 and one-night hotel at an estimated cost of \$150. The motion passed unanimously.

Consideration to purchase suppressors for patrol rifles – Ms. Jenzano made a motion, seconded by Ms. Wadlinger, to purchase two suppressors at a cost of \$1,000 each. The motion passed unanimously.

Consideration to purchase community policing/community event materials to include an EZ UP tent and table cloth – Chief Herzog presented quotes for an EZ UP tent in the amount of \$1,099 and a table cloth in the amount of \$290 that would have the Borough's police logo on it for community events. Ms. Cooper inquired how many events a year. At present, there is Harmony Day with the possibility of having more presence at future community events. There was a consensus to table at this time.

Public Presentations

None

Adjournment

There being no further business, the meeting was properly adjourned at 9:17 p.m.

Janis Rambo
Borough Secretary

**GENERAL FUND - BILLS TO BE PAID
NOVEMBER 4, 2025 - RATIFICATION**

<i>Vendor</i>	<i>Description</i>	
A J Blosenski	October trash contract	\$10,767.60
Buckley Brion McGuire & Morris LLP	solicitor fees - September 2024	\$1,474.00
Buckley Brion McGuire & Morris LLP	professional fees - Honey Brook Hardware LD	\$242.00
C&M Automotive	state inspections - 2019 Ford & 2023 Ford	\$85.90
CCSWA	tipping fee - week of 10/1/2024	\$260.80
CCSWA	tipping fee - week of 9/10/2024 - revised invoice	\$219.20
Honey Brook Fireman Relief Association	2024 allocation	\$10,668.95
Honey Brook Hardware	toilet paper	\$6.49
iManaged	Admin users' A/V Trend - September 2024	\$27.00
Kraft Municipal Group	monthly Code/Zoning/Building Official	\$4,144.54
PA Backup	admin server monthly backup	\$145.00
PA Backup	police servers monthly backup	\$290.00
PenTeleData	police office - modem & POTS line	\$116.34
Rhoads Energy	fuel - police	\$745.74
Rhoads Energy	fuel - public works	\$99.68
Sandra L. Cooper	pickle ball open house - supply reimbursement	\$296.27
Service Electric	police office cable	\$113.92
Siana Law, LLP	labor counsel - police/September fees	\$1,562.00

S&T DEBIT CARD TRANSACTIONS

Crystal Springs	water for police department	\$48.37
Staples	shredder - admin office	\$299.74

\$20,845.94

**STATE FUND - BILLS TO BE PAID
NOVEMBER 4, 2024 - RATIFICATION**

<i>Vendor</i>	<i>Description</i>	
PPL	street lights	\$2,564.84
Honey Brook Borough General Fund	Fire Relief allocation transfer	\$10,668.95
Honey Brook Borough General Fund	State Aid allocation transfer	\$25,166.20
TOTAL STATE FUND		\$38,399.99

**GENERAL FUND - BILLS TO BE PAID
NOVEMBER 4, 2024**

<i>Vendor</i>	<i>Description</i>	
Alert-All-Corp.	police Halloween community items	\$1,807.50
AT&T Mobility	police cell phones	\$100.04
AT&T Mobility	public works cell phone	\$44.96
CC Armory, LLC	2 suppressors (police)	\$2,000.00
CCSWA	tipping fee (trash & yard waste)- week of 10/21/2024	\$293.90
CCSWA	tipping fee - week of 10/14/2024	\$196.00
Colbert's Car Care Inc.	police car detailing (3)	\$600.00
Davidheiser's	tracker & stop watches certified	\$215.00
Honey Brook Partnership	contribution towards band at Harmony Day	\$250.00
Honey Brook Township	reimbursement for Veterans' Day plaques	\$55.90
iManaged	Admin users' A/V Trend - November 2024	\$27.00
Infependence Blue Cross	healthcare premium - November 2024	\$2,454.70
McCarthy Engineering Associates	S Chesnut Street CRP grant	\$8,890.38
McCarthy Engineering Associates	engineering consult - October 2024	\$420.00
McCarthy Engineering Associates	Donald Brown subdivision review	\$70.00
McCarthy Engineering Associates	LSA grant applications	\$1,341.00
McCarthy Engineering Associates	MS4	\$175.00
PA Backup	admin server monthly backup	\$145.00
PA Backup	police servers monthly backup	\$290.00
PenTeleData	police office - modem & phone	\$155.29
PlateLogiq	LSR - annual service fee; camera service	\$8,900.00
PPL	Route 322 & 10 account	\$61.63
PPL	Borough Hall	\$169.55
PPL	shed	\$38.95
PPL	Annex	\$244.69
Rothwell Document Solutions	quarterly copier P&M; color overage	\$277.79
Service Electric	police office cable	\$113.92
Shank Door	garage transmitter; service call	\$913.00
Verizon	borough hall phone service	\$319.88
Witmer Public Safety Group	ammo	\$445.20

S&T DEBIT CARD TRANSACTIONS

Wal-Mart	candy for Halloween	\$59.60
Wal-Mart	cabdy for HBEC Trunk or Treat	\$161.85

\$29,430.23

**STATE FUND - BILLS TO BE PAID
NOVEMBER 4,024**

<i>Vendor</i>	<i>Description</i>	
PPL	traffic light	\$25.04
TOTAL STATE FUND		\$25.04

**TREASURER'S REPORT
SEPTEMBER 30, 2024**

GENERAL FUND - S&T

Opening Balance	\$1,691,516.62
Deposits	\$ 31,793.16
Deposits in Transit	\$ -
Interest	\$ 4,143.21
Expenses/Credits	\$ (129,019.90)
Outstanding Checks	\$ (12,962.89)
Reconciliation Total	\$ 1,585,470.20

GEN FUND MONEY MARKET

Opening Balance	\$ 12,768.64
Deposits	
Interest	\$ 32.06
Withdrawal/Transfer	
Closing Balance	\$ 12,800.70

STATE FUND

Opening Balance	\$ 99,652.42
Deposits	\$ 35,835.17
Interest	\$ 273.20
Expenses/Credits	\$ (25.09)
Outstanding Checks	\$ (2,589.84)
Reconciliation Total	\$ 133,145.86

OPEN SPACE FUND

Opening Balance	\$ 5,300.07
Deposits	
Withdrawals	\$ -
Interest	\$ 13.31
Closing Balance	\$ 5,313.38

POLICE ACTIVITY FUND

Opening Balance	\$ 7,396.86
Deposits	\$ -
Withdrawal/Transfer	
Closing Balance	\$ 7,396.86

CAPITAL RESERVE FUND MM

Opening Balance	\$ 334,455.20
Deposits	\$ 2,000.00
Withdrawal/Transfer	
Interest	\$ 841.70
Closing Balance	\$ 337,296.90
2020 TRANSFER NOT DESIGNATED	\$ 100,000.00
POLICE VEHICLE-CHARGER	\$ 45,426.48
INFRASTRUCTURE CAPITAL	\$ 148,000.00
FIRE COMPANY CAPITAL	\$ 26,000.00
Interest 2019	\$ 201.24
Interest 2020	\$ 1,433.06
Interest 2021	\$ 395.74
Interest 2022	\$ 1,474.83
Interest 2023	\$ 6,882.38
Interest 2024 YTD	\$ 7,483.17
	\$ 337,296.90

CAPITAL RESERVE CD, est. 11/25/19

	\$ -
closed - proceeds to checking acct	\$ 462,528.68
BACKHOE RESERVE	\$ 59,892.20
PUBLIC WORKS VEHICLES	\$ 41,762.17
POLICE VEHICLE-CHARGER	\$ 527.27
POLICE VEHICLE-DURANGO	\$ 32,500.00
OFFICE CAPITAL EQUIPMENT	\$ 10,000.00
PARK CAPITAL/IMPROVEMENTS	\$ 15,000.00
BLDG CAPITAL IMPROVEMENTS	\$ 35,000.00
INFRASTRUCTURE CAPITAL	\$ -
MOWER REPLACEMENT	\$ 5,000.00
FIRE COMPANY CAPITAL	\$ -
General Reserve Fund MM Transfer	\$ 250,000.00