

**SEPTEMBER 21, 2020**  
**SECOND MONTHLY MEETING**  
**HONEY BROOK BOROUGH COUNCIL**

The second monthly meeting of Honey Brook Council was held at Borough Hall with an option for audio line. All members answered Roll Call with Councilwoman Whichard and Mayor Mulhall participating via conference line. Also, present at the meeting were Kim Venzie, Solicitor; Trisha Swinty, Borough Clerk; Bill Ford Public Works Superintendent and Chief Calvin Wilson.

Council President Curtis advised that Borough Council met in Executive Session at 6:30 p.m. regarding property issues within the Borough.

***Public Presentations***

None

***Approval of Previous Minutes***

Mr. Halvorsen made a motion, seconded by Ms. Jenzano, to approve the minutes from the September 8, 2020, meeting. The motion passed unanimously.

***Payment of Bills***

Ms. Rambo noted that included in the list of bills being presented for payment this evening were the 2020 budgeted donations for the Honey Brook Fire Company, Honey Brook Fire Company Fire Police, Honey Brook Community Library, Elverson/Honey Brook EMS, and the Honey Brook Fire Company Capital Reserve donation.

Mr. Halvorsen made a motion, seconded by Ms. Matlock, to approve the bills presented for payment to include to the 2020 budgeted donations. The motion passed unanimously.

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

Resignation Letter from Theodore A. Ford from Honey Brook Planning Commission – Letter was distributed from Theodore A. Ford resigning from the Honey Brook Planning Commission effective September 18, 2020, due to his move from Honey Brook Borough. Ms. Jenzano made a motion, seconded by Mr. Florio, to accept Mr. Ford's resignation from the Planning Commission. The motion passed unanimously.

Treasurer's Report - The Treasurer's Report for the month ending August 31, 2020 was distributed as well as the Balance Sheet as of August 31, 2020, and the Balance Sheet as of September 21, 2020 reflecting the bills and donations approved earlier in the meeting. Total General Fund balance is currently \$403,619.97.

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

No report.

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

No report.

### ***Old/Pending Business***

Discussion/consideration regarding Building/Code/Zoning Official Appointment – Mr. Florio review the Personnel Committee's review of potential third-party firms to fill the vacancy of Building/Code/Zoning Official that were interviewed. Mr. Florio advised that the Committee recommends, following interview and reference checks, Kraft Code Services. Council reviewed the fee schedule presented by Kraft for their services. Following discussion, Mr. Florio made a motion, seconded by Mr. Halvorsen, to appoint Kraft Code Services as the Borough's Building/Code/Zoning Official effective September 28, 2020. The motion passed unanimously.

Cats – Chief Wilson reported that there have been complaints regarding cats. Chief advised that he is handling the complaints following the Borough's ordinance and will be issuing a citation if the issue is not properly addressed by the violator.

### ***New Business***

Borough Clerk Time Off Request – Ms. Swinty requested to be out of the office on October 21 and 23; it was noted that Bill Ford could fill in. Council concurred with the time off request.

### ***Public Presentations***

None

There being no further business, the meeting was properly adjourned at 7:36 p.m.

Janis A. Rambo  
Borough Secretary