

**HONEY BROOK BOROUGH COUNCIL
SECOND MONTHLY MEETING
DECEMBER 18, 2023**

The Second 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 except Ms. Leisey. Also in attendance were Tricia Swinty, Borough Clerk/Assistant Secretary and Officer Klinger.

Mr. Ford noted that Council was in Executive Session at 6:30 p.m. to discuss a personnel issue.

Citizens Comments on Agenda Items

None

Public Presentations

None

Approval of Previous Minutes

Mr. Florio made a motion, seconded by Ms. Wadlinger, to approve the minutes as presented. The motion passed unanimously.

Payment of Bills

Ms. Jenzano made a motion, seconded by Ms. Wadlinger, to approve payment of bills as presented. The motion passed unanimously.

Communications/Secretary's Report

No report

President's Report

No report

Mayor's Report

No report

Monthly Reports

Treasurer's & Tax Collector's Report – Treasurer's Report for the month ending November 30, 2023, was distributed. Ms. Rambo noted that the Borough debit card was hacked as a fraudulent charge was on the bank statement. The card has been deactivated. A new card will be issued.

Police Report – The monthly Police Report was distributed to Council and reviewed.

Codes/Building/Zoning Officer's Report – No report for this evening.

Public Works Report – Monthly report was distributed. The 2011 F550 is back on MuniBid for sale. Bidding will end on December 30 at noon.

Planning Commission Report – No meeting was held in November.

Old Business

Consideration to hire Pauline Garwood as a part-time park laborer and building cleaner– Ms. Jenzano made a motion, seconded by Mr. Florio, to hire Pauline Garwood as a part-time laborer and building cleaner at a rate of \$17.00 per hour. The motion passed unanimously.

Adoption of 2024 Budget

Consideration to adopt a Resolution setting the real estate tax rate – It was noted that the real estate tax will remain the same in 2024 at 3.9 mills. Ms. Matlock made a motion, seconded by Ms. Wadlinger, to adopt Resolution 2023-14, a Resolution setting the 2024 real estate rate at 3.9 mills. The motion passed unanimously.

Consideration to adopt the 2024 Budget – Mr. Florio made a motion, seconded by Ms. Hill, to adopt Resolution 2023-15, a Resolution adopting the 2024 Budget as advertised. The motion passed unanimously. The motion passed unanimously.

Consideration to adopt the 2024 salary/wage rates – Ms. Jenzano made a motion, seconded by Ms. Hill, to approve the 2024 salary/wage rates as presented. The motion passed with Mr. Ford abstaining as he is an employee of the Borough.

New Business

Discussion/consideration regarding a training request form – A form was drafted for employees to complete to request to attend or register for a training. It is requested that the form should be submitted at least four weeks prior to the start of the course or as a course becomes available. It was noted that it is understood that there will be times when there will not be four weeks prior to when a course is announced and held. Form includes potential costs for the course to include transportation, lodging, etc., reason for training and how it would apply to a person's job/performance, and instructions for obtaining approval. Upon completion of the form, it is submitted to the employee's supervisor for their approval and upon supervisor approval it is forwarded to the Council President and Borough Secretary/Treasurer. The Secretary/Treasurer will place the request on Council's agenda for approval. Ms. Hill made a motion, seconded by Ms. Jenzano, to approve the Training Request Form. The motion passed unanimously.

Discussion/consideration regarding interim department head – There was discussion of an interim department head when a supervisor is not available, such as a medical leave or other extended leave. Mr. Florio stated that it was noted on the Training Request Form that item #3 under "Emergency Requests" notes in a case when a department supervisor is unavailable,

Council will appoint a temporary supervisor. It was suggested that this should be a separate policy to cover other areas of supervision as it being on the Training Request Form would apply to course requests. Ms. Hill made a motion, seconded by Ms. Jenzano, to draft a separate policy for overall supervisory backup when a Department Head/Supervisor is out on extended leave. The motion passed unanimously.

Approval for Public Works to plow snow at Honey Brook Community Library parking lot – The Library Director contacted the Borough to confirm that the Borough would again be plowing the library parking lot as an in kind donation. Ms. Matlock made a motion, seconded by Ms. Wadlinger, to confirm that the Borough would continue to plow the library parking lot, following addressing of Borough streets, during the 2023/24 winter season. The motion passed unanimously.

Public Presentations

Tom Richards, representing the Honey Brook Presbyterian Church, presented Honey Brook Borough with check in the amount of \$500 as a donation. He stated that the Church is appreciative of everything the Borough does and especially for the efforts to get the street light installed at their crosswalk location.

Mr. Ford advised Council of the annual Fire Company Installation Dinner on January 5 and asked for confirmation of those who would be attending.

Mr. Ford also thanked Chandler Matlock for her service on Borough Council.

There being no further business, the meeting was properly adjourned.

Janis A. Rambo, Borough Secretary