

**REORGANIZATION MEETING
HONEY BROOK BOROUGH
JANUARY 2, 2024**

Reorganization meeting was called to order by Mayor Matthew Halvorsen.

Oath of Office Administered by Mayor Halvorsen to Incoming Council Members – Mayor Halvorsen administered the Oath of Office to incoming Council Members – Sandra Cooper, Jeanne Jenzano, and Alyson Leisey.

Election of Council President – Ms. Jenzano nominated William (Bill) Ford as Council President; nomination was seconded by Dawn Hill. The motion passed unanimously.

Election of Vice President – Mr. Florio nominated Jeanne Jenzano as Council Vice President; nomination was seconded by Ms. Hill. The motion passed unanimously.

Election of President Pro Tem – No one was nominated as President Pro Tem.

Appointment of Borough Officials – A motion was made by Ms. Hill to re-appoint the current appointees, seconded by Mr. Florio. The motion passed unanimously.

Secretary/Treasurer – Janis Rambo

Assistant Secretary – Tricia Swinty

Police Chief – Calvin Wilson

Public Works Superintendent – Bill Ford

Borough Engineer – McCarthy Engineering

Borough Solicitor – Buckley, Brion, McGuire & Morris, LLP

Zoning, Building and Code Enforcement Officer – Kraft Municipal Group

Fire Marshall – Glen Morgan

Vacancy Board – Matt Halvorsen

Board and Commission Appointments

Planning Commission – Mr. Florio made a motion to appoint Reuben Schonebaum to a four-year term (seat expired 12/31/23). Motion was seconded by Ms. Hill. The motion passed unanimously.

Honey Brook Borough Authority – Mr. Ford stated the Water Authority is seeking to replace the seat vacated by Mr. Downey.

Northwestern Chester County Municipal Authority - Ms. Jenzano made a motion to appoint Mr. David Eames to the seat which expired 12/31/2023 for a four-year term. Motion was seconded by Ms. Hill. The motion passed unanimously.

Appoint Auditor - Ms. Hill made a motion to appoint BBD, Ltd., as Auditor. Motion was seconded by Ms. Jenzano. The motion passed unanimously.

Appointments by Resolution

Zoning Hearing Board – Resolution No. 2024-01 to appoint Christopher Beiler for a three-year term (seat expired 12/31/23). A motion was made by Ms. Hill, seconded by Mr. Florio. The motion passed unanimously.

Establish Monthly Meeting Dates – Ms. Hill made a motion, seconded by Ms. Leisey to set the 2024 meeting schedule as follows at 7:00 p.m. at Borough Hall with the exception of the one meeting prior to election day in November when the meeting will be held at the Borough Annex. The motion was passed unanimously.

Tuesday, January 16	Monday, August 5
Monday, February 5	Monday, August 19
Tuesday, February 20	Tuesday, September 3
Monday, March 4	Monday, September 16
Monday, March 18	Monday, October 7
Monday, April 1	Monday, October 21
Monday, April 15	Monday, November 4 (Annex)
Monday, May 6	Monday, November 18
Monday, May 20	Monday, December 2
Monday, June 3	Monday, December 16
Tuesday, June 17	
Monday, July 1	
Monday, July 15	

Ratification of Taxes – Mr. Florio made a motion, seconded by Ms. Jenzano to ratify the following tax rates for 2024. The motion passed unanimously.

Real Estate – 3.9 mils
Earned Income – 1%
Real Estate Transfer – 1%

Ratification of Budget – Mr. Florio made a motion, seconded by Ms. Jenzano to ratify the 2024 Budget. The motion passed unanimously.

Designation of Bank Depository – Ms. Jenzano made a motion, seconded by Ms. Hill to designate S&T Bank and PLGIT as the Borough’s depository. The motion passed unanimously.

Emergency Services Resolution – Mr. Florio made a motion, seconded by Ms. Hill to adopt Resolution 2024-02 designating emergency service responders. The motion passed unanimously.

Western Chester County Regional Appeals Board Representatives (2) - Ms. Hill made a motion, seconded by Ms. Leisey to appoint Mr. Matthew Halvorsen and Mr. Christopher Falencki as Borough representatives to the WCCRAB. The motion passed unanimously.

Chester County Tax (EIT) Collection Committee – Mr. Florio made a motion, seconded by Ms. Jenzano to appoint Janis Rambo as delegate and Dawn Hill as alternate. The motion passed unanimously.

Wester Chester County Council of Government Representatives – Ms. Hill made a motion, seconded by Ms. Jenzano to appoint Richard Florio as delegate and Dawn Hill as alternate. The motion passed unanimously.

Other Reorganization Business – Mr. Ford asked all members to email to him by January 5, 2024, as to which committee(s) they would like to volunteer for. Appointments will be assigned at the next Council meeting.

The Reorganization Meeting was adjourned at 7:19.

Tricia Swinty
Borough Assistant Secretary