

**HONEY BROOK BOROUGH COUNCIL
FIRST MONTHLY MEETING
MARCH 4, 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 Anderson Deutschman of McCarthy Engineering, Borough Engineer; and Tricia Swinty, Borough Clerk/Assistant Secretary. Kim Venzie, Borough Solicitor, participated by phone.

Mr. Ford announced that Council was in Executive Session starting at 6:30 p.m. to meet with a professional services consultant regarding services.

Public Hearing

At this time, as advertised, Borough Council opened a Public Hearing for public comment on Council's consideration for an adoption of an Ordinance of the Borough of Honey Brook, Chester County, amending Chapter 23, titled "Stormwater Management" at Section 23-110 to require the posting of financial security for stormwater management site plans submitted without subdivision/land development plans and to amend Chapter 27, titled "Zoning" at Section 27-1307 to require the posting of financial security for unfinished stormwater management improvements as conditioned by the Zoning Officer during the issuance of a temporary Use and Occupancy Permit. Ms. Venzie reviewed the Borough's exhibits and public notice of the proposed Ordinance. There being no comments from the public or additional comments from Borough Council, the hearing was closed at 7:05 p.m.

Consideration of Ordinance Adoption

Council concurred to take the agenda out of order to vote on the proposed ordinance. Ms. Cooper made a motion, seconded by Ms. Jenzano, to adopt ordinance #262, an ordinance amending Chapter 23, titled "Stormwater Management" at Section 23-110 to require the posting of financial security for stormwater management site plans submitted without subdivision/land development plans and to amend Chapter 27, titled "Zoning" at Section 27-1307 to require the posting of financial security for unfinished stormwater management improvements as conditioned by the Zoning Officer during the issuance of a temporary Use and Occupancy Permit. The motion passed unanimously.

Citizens Comments on Agenda Items

None

Public Presentations

None

Approval of Previous Minutes

Mr. Ford noted under President's Report that the new F550 was at E.M. Kutz for the second time; not New Holland Ford. Mr. Florio made a motion, seconded by Ms. Hill, to approve the minutes from the February 20, 2024, meeting with the noted change. The motion passed unanimously.

Payment of Bills

Ms. Jenzano made a motion, seconded by Mr. Florio, to authorize payment of bills as presented. The motion passed unanimously.

Engineer's Report

Planning –

- The Planning Commission reviewed the Sketch Plan for 450 Pequea LLC/Honey Brook Hardware Store. The applicants requested a “waiver from land development”; no decision was taken by the Planning Commission. The two principal uses is for the hardware store and drive-thru bank, which will require conditional use approval. It was suggested that conditional use hearing application and land development plan application be submitted simultaneously. Solicitor Venzie recommended that Borough Council would not consider a waiver from land development plan. Tom Scheller of Brecknock Builders was present for the applicant and reviewed the project along with Todd Schoaf of Pioneer Management, also representing 450 Pequea LLC. Mr. Schoaf noted that the project will reduce the impervious surface by 1,100 square feet. There are no proposed changes with the driveway entrances and parking was reviewed and it was noted that the traffic study and parking study were completed and the submission included a landscaping and lot lighting plans and the back entrance would not change. All of the drawings that were part of the sketch plan submission were shown. He noted that the Conditional Use Hearing application is being completed and expected to be submitted within a week or so. It was confirmed that the Conditional Use Application, per our ordinance, requires review by the Planning Commission. Construction was estimated at 7-8 months following approvals. Ms. Venzie again reviewed importance for the plan to go through land development; the Borough cannot recoup professional review fees under the MPC and would not be able to view plans if they are not recorded. After further discussion of the Solicitor's recommendation, it was noted that the consensus of the Borough would be to require land development plans being submitted and not approving a waiver from the land development process.
- Ms. Deutschman stated that the Planning Commission also reviewed the sketch plan submission for Brooks Edge which consisted of a development on Walnut Street and Park Street of 26 duplexes and 2 single homes.

MS4 – Ms. Deutschman reported that they are on track for the March 31, 2024, submission.

South Chestnut Street Grant – Still waiting on temporary construction easement and working with a property owner regarding a tree replacement and request to remove a tree that is out of the project scope area. It was suggested to the homeowner that they work with the contractor who is awarded the project to see if they could separately take care of the tree when they are on site.

Pickle Ball Courts – Project work will resume in the spring.

Firehouse Lane and Post Office Parking Lot repaving – Bidding documents for both project are being prepared. They will be bid separately.

Solicitor's Report

Ms. Venzie stated that she had nothing else to report.

At this time, Ms. Venzie disconnected from the meeting and Ms. Deutschman departed the meeting.

Old Business

Discussion/consideration regarding purchase or lease of copier for police department – Proposal was received from Rothwell Document Solutions. The purchase price was \$2,699 with a \$75.00 per quarter base rate for a maintenance agreement. There was discussion if the copier stand, noted as an accessory but included in the purchase price, could be deducted. Ms. Hill made a motion, seconded by Ms. Cooper, to proceed with the purchase of the copier from Rothwell Document Solutions at a purchase price of \$2,699 with the condition that the stand price be questioned and to proceed according to the value of the stand be worth purchasing and to take the Maintenance Agreement. The motion passed unanimously.

Discussion relative to Joint Comprehensive Plan with Honey Brook Township – Mayor Halvorsen reported that he and Ms. Hill met with Honey Brook Township representatives. The estimated cost to prepare the updated plan, amount of potential grant award, and the cost share of 50/50 with the Township was discussed. The estimate for the Plan was from the Brandywine Conservancy, an approved planner with the County. It was suggested to see if another approved planner could provide an estimate and to negotiate the cost share with the Township. Ongoing meetings will be held with the Township.

Communications/Secretary-Treasurer's Report

Ms. Rambo stated that her items on the agenda last meeting did not mean that the annual DCED audit and workers compensation audit had written reports issued to date. The appointed auditor for the annual DCED audit was onsite to do the work required as part of the audit such as review bank statements/reconciliations, random testing of accounts payables and accounts receivable, review of liquid fuel, pension, and tax reports, etc. Offsite work continues with matching banks confirmations and other payables to the Borough (District Court, real estate/earned income/real estate transfer tax, etc., payments were properly recorded/deposited into the Borough accounts, etc. Audit report is due to DCED by April 30. The written report from the virtual workers

compensation audit should be finalized shortly but initial indications is that projected wages for the year were close actual and perhaps the Borough may see a small refund.

President's Report

President Ford stated that he again observed AJ Blosenski picking up toters during their collection of Borough trash. He noted that if there are further observations, he will notify the Solicitor, who is currently not working from her office, to move forward with corrective action as per the contract.

Mayor's Report

Mayor Halverson reported that the new police car has arrived the dealership and will be going to 10-8 for outfitting. He further reported that it does not appear that purchase and installation of new cameras were budgeted. He also reported that he contacted PennDOT regarding the lack of or timely snow removal on state roads and paving needed on 322.

Committee Reports

Finance – Proposed quarterly review meetings and 2025 budget schedule was distributed to the Committee members for review.

Parks & Recreation – Ms. Jenzano noted that the Committee will meet next Monday at 7:00 p.m.

Public Works – Committee will meet in two weeks prior to the Council meeting.

Code/Ordinance – Nothing to report.

Personnel – Nothing to report.

Police – Last meeting was canceled; Mayor met with Officer Klinger.

COG – Mr. Florio reported on the last COG meeting. He stated that COG is looking into options for waste disposal and regional animal control. He reported on activities in other municipalities as reported at the meeting.

Planning Commission – The Planning Commission met to review the two sketch plans as previously discussed and to review the proposed ordinance amendment that was adopted earlier this evening.

New Business

Consideration to adopt a Resolution approving and adopting an amendment to the Articles of Incorporation of Northwestern Chester County Municipal Authority increasing its term of existence – It was noted Articles of Incorporation for authorities are for 50 years. As that timeframe for NCCMA will soon be expiring, an amendment is needed for continuation for

another 50 years. Mr. Ford noted that the Authority is in the process of securing a \$12 million loan. Ms. Jenzano made a motion, seconded by Ms. Hill to adopt Resolution 2024-07, a resolution adopting an amendment to the Articles of Incorporation of the Northwestern Chester County Municipal Authority increasing its term of existence. The motion passed unanimously.

Consideration to send letters to the American Legion and Lions Club regarding parade applications and donating back the application fee – It was requested that letters be sent to the American Legion and Lions Club that requests for parades and road closure applications need to be filed timely and that due to costs to the Borough the application fee, which would typically be donated back to the organization after the event, would not be considered. Ms. Swinty will send letters to the two organizations.

Public Presentations

None

There being no further business, the meeting was properly adjourned at 9:00 p.m.

Janis A. Rambo, Borough Secretary