

**HONEY BROOK BOROUGH COUNCIL  
FIRST MONTHLY MEETING  
FEBRUARY 5, 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 was Christopher Falencki and Anderson Deutschman of McCarthy Engineering, Borough Engineer; Kim Venzie, Esquire, Borough Solicitor; and Tricia Swinty, Borough Clerk/Assistant Secretary

***Citizens Comments on Agenda Items***

None

***Public Presentations***

Although not present, Pat Zwiebel of Waynebrook Village had forwarded a message to Borough Council advising that "I walk my dog each morning and see more and more trash on Firehouse Road, and the parking lot across from the Waynebrook Inn. Cans, soda bottles, and other debris are tossed each evening. Then they are blown down the street and across the parking lot. Can the Council investigate this and come up with a solution? Trash receptacles could be placed in front of the firehouse and in the parking lot to help alleviate this problem". President Ford acknowledged Ms. Zwiebel's comments but noted Council cannot require trash receptacles on these private properties and stated if they were placed that he could imagine finding trash bags in them.

***Approval of Previous Minutes***

Mr. Florio made a motion, seconded by Ms. Jenzano, to approve the minutes from the January 2, 2024 Organization and regular public meetings. The motion passed unanimously.

***Payment of Bills***

Mr. Florio made a motion, seconded by Ms. Wadlinger, to ratify the payment of bills list of January 16, 2024, from the canceled meeting. The motion passed unanimously.

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

***Communications/Secretary's Report***

A letter from Honey Brook Township was distributed requesting interest if the Borough would be interested in reviewing the joint Comprehensive Plan and possible update through a Vision Partnership Program grant. It was the consensus of Council to meet with the Township regarding a possible joint grant for a Comprehensive Plan update. Ms. Hill and Mayor Halvorsen will set up a meeting.

It was noted that sketch plans have been received for “Brooks Edge” and Honey Brook Hardware.

### ***Engineer’s Report***

310 Maple Street Stormwater – Mr. Falencki stated that he attended a pre-construction meeting. There was discussion regarding posting of construction escrow and for inspections. The cost of Mr. Falencki’s inspections are not part of the building permit.

MS4 – Mr. Falencki stated that there was a *Zoom* call today and resubmission will be made to DEP prior to March 1.

South Chestnut Street Grant – The County’s bimonthly update report was submitted. The survey is complete and design is in process and the bid documents will be developed. Mr. Falencki stated that he would need several construction easements would need to be obtained from property owners, approximately five or six, and two permanent easements. Ms. Hill made a motion, seconded by Ms. Jenzano, to authorize the Solicitor to draft the required easements for the project. The motion passed unanimously.

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

Authorization for Mr. Falencki to bid Firehouse Lane repaving – Mr. Ford reviewed repaving Firehouse Lane and post office parking lot. Ms. Hill made a motion, seconded by Ms. Wadlinger, to authorize the Borough Engineer to proceed to bid Firehouse Lane/post office parking lot repaving. The motion passed unanimously.

### ***Solicitor’s Report***

Consideration to authorize advertising of ordinance amendment to Chapter 23 “Stormwater Management” to require posting of financial security for stormwater management site plans submitted without subdivision/land development plans and to amend “Zoning” to require the posting of financial security for unfinished stormwater management improvements as conditioned by the zoning officer during the issuance of temporary use and occupancy permit – Ms. Venzie noted that a draft ordinance had been prepared in 2023 and it never moved forward. Mr. Ford stated that he did not believe an escrow would need to be posted as this could be very expensive. There was a discussion on why this should be necessary to ensure all work was properly done and support from the Borough Engineer and Borough Solicitor. Ms. Cooper recommended that we should be listening to our professionals and made a motion to proceed to advertise the draft ordinance as presented. Ms. Jenzano seconded the motion. The motion passed 5-2 with Ms. Hill and Mr. Ford voting nay.

Maintenance Bond Process – The maintenance bond process and tracking were discussed for public improvements, stormwater, and land development as well as subsequent maintenance agreements.

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

President Ford distributed the committees for 2024:

Finance – Janis Rambo, Chair; Bill Ford, MaryBeth Wadlinger, Sandy Cooper  
MS4 – Dawn Hill, Chair; Bill Ford, Matt Halvorsen  
Public Works – Dawn Hill, Chair; Bill Ford, Alyson Leisey  
Park – Jeanne Jenzano, Chair; Alyson Leisey, MaryBeth Wadlinger  
Code – Sandy Cooper, Chair; Rich Florio, MaryBeth Wadlinger  
Personnel – Alyson Leisey, Chair; Rich Florio, Sandy Cooper  
Police – Matt Halvorsen, Chair; Jeanne Jenzano, MaryBeth Wadlinger  
Trash – Bill Ford, Chair; Jeanne Jenzano, Janis Rambo  
COG Representatives – Rich Florio – delegate; Dawn Hill – alternate

Mr. Ford also stated that he has contacted AJ Blosenski regarding picking up non-Borough trash bags as well as dumping totes on our trash collection day. He stated that he is signed up for a webinar hosted by WasteZero, supplier of our bags, with a “pay as you throw tote option”.

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

Mayor Halverson reported on the lack of PennDOT addressing snow conditions recently on Routes 10 and 322 and had contacted Dan Williams' and Katie Muth's offices. He stated that a Zoom meeting is proposed with PennDOT.

## ***Department Reports***

Treasurer/Tax Collector Report – The Treasurer's Report for the month ending December 31, 2023, was distributed.

Police Report – December 2023 report and year-end report for 2023 was distributed.

Public Works – Report will be eMailed to Council.

Code/Zoning/Building Official – The December and January reports were distributed.

Planning Commission – The Planning Commission will be meeting in February.

## ***Old Business***

Discussion/consideration to appoint Tom Kern to the Honey Brook Borough Authority for the term to expire December 31, 2027 – Ms. Jenzano made a motion, seconded by Ms. Hill, to appoint Tom Kern to the Honey Brook Borough Authority for a term to expire December 31, 2027. The motion passed unanimously.

Discussion/consideration regarding “assignment of department head” – Item tabled to be addressed by committees.

Discussion/consideration to appoint Rich Florio as President Pro Tem – Ms. Jenzano made a motion, seconded by Ms. Hill, to appoint Rich Florio as President Pro Tem. The motion passed unanimously.

Discussion/consideration to film meetings for “You Tube” viewing – After a brief discussion, as a follow up from the first meeting of the year, the consensus of Council was not to film the meetings.

Discussion/consideration regarding hiring of a part-time police officer – Council advised that they were not taking any action at this time to hire another part-time officer.

Discussion/consideration to appoint an alternate engineer – Ms. Rambo noted that sketch plans had come in for Honey Brook Hardware. Council did last year make a motion to have Kraft Municipal Group review the plans when/if they came in. It was noted that in our ordinance, these plans are to be reviewed by the Borough Engineer; therefore, if KMG is to do the reviews, they should be appointed as an alternate engineer. Ms. Jenzano states that she remembers the conversation last year and Council discussed circumstances of why that decision was made. Ms. Jenzano stated that she now has reservations with that vote last year; Mr. Florio stated that he agreed. After further discussion by Council, Mr. Florio made a motion, seconded by Ms. Cooper, to continue to have all plans (sketch, subdivision, land development) continue to go to the Borough Engineer and at this time not appoint an alternate. The motion passed with Mr. Ford voting nay.

Other – Ms. Jenzano reported that the Honey Brook Community Library is submitting a grant that would include display cases and if received would provide room to display historic artifact. Ms. Jenzano stated that she provided a letter of support for their grant application.

### ***New Business***

Discussion/consideration regarding professional hiring service – Mayor Halvorsen provided information from SRW Strategies who provides background investigation for police officer applicants. The fee per candidate is \$1,000. Mayor Halvorsen noted that they were recommended by Sianna Law. It was requested if a representative from SRW could attend the next or an upcoming meeting to review their services.

Consideration to join Chester County 250 – Ms. Jenzano made a motion, seconded by Ms. Hill, to adopt Resolution 2024-06, a resolution of Honey Brook Borough supporting the PA Commission for the for the United States Semiquincentennial (America 250PA). The motion passed unanimously.

Discussion regarding “Eagle” recycling totes – Mr. Ford noted that he has seen “BL Carson” stickers on Eagle totes throughout the Borough.

Consideration for Tricia Swinty to be off on February 23 – Consensus of Council was to approve Ms. Swinty’s day off.

## Other

- Ms. Cooper advise that she is interested in participating in the PSAB “new to municipal government” course. Ms. Swinty will complete the registration.
- Mr. Ford reported that water got into the basement in the file room. Some files and boxes of files were affected and action may need to be taken to get rid of them to avoid any mold issues.
- Mr. Ford noted that the Post Office’s lift is broken and additional space is needed to load/unloaded. Therefore, the post office vehicles will be parked elsewhere – the plan is one will be parked across the street and two
- Mr. Falencki thanked Council for their vote of confidence and advised to please contact him if there are ever any issues.

## ***Public Presentations***

None

There being no further business, the meeting was properly adjourned at 9:18 p.m.

Janis A. Rambo, Borough Secretary