

**SEPTEMBER 14, 2011  
SPECIAL MEETING OF COUNCIL**

A Special Meeting of Honey Brook Borough Council was held at Borough Hall at 6:00 p.m. for the purpose of accepting the resignation of Matthew White, filling Council vacancies, and any other business that may come before Council. All members answered Roll Call except Mr. Zirkel who arrived at 6:15 p.m. Also in attendance were John Primus, Borough Manager, and Gary Moskovitz, Borough Solicitor.

***Resignation of Matthew White***

Mr. Ford made a motion, seconded by Mr. Super, to accept the resignation of Matthew White. The motion passed unanimously.

***Appointment of Borough Councilors***

Mr. Super made a motion, seconded by Mr. Ford, to appoint by Resolution (Resolution 2011-08) Marc Richard to Borough Council to fill the seat vacated by Michael Shuler. The motion passed unanimously. Mr. Richard's term will expire as of December 31, 2011, as this seat is on the November 2011 ballot for an unexpired two-year term.

Ms. Jenzano made a motion, seconded by Mr. Super, to appoint by Resolution (Resolution 2011-09) Duane Landis to Borough Council to fill the seat vacated by Matthew White. The motion passed unanimously. Mr. Landis' term will expire as of December 31, 2012 as this seat will be placed on the 2012 general ballot for an unexpired one-year term.

At this time, Mr. Zirkel joined the meeting.

***Appointment of Council Vice President & Committees***

Mr. Super made a motion, seconded by Ms. Jenzano, to appoint Theodore Ford as Council Vice President. The motion passed unanimously.

After discussion, Council agreed to table Committee assignments until the September 19 meeting.

***Other Business***

Manual of Uniform Traffic Control Devices – Ms. Jenzano noted that with the current regulation changes required during 2012, it would be helpful to have the Uniform Traffic Control Devices Manual. Mr. Super advised that the Borough did have a copy in the Maintenance Office. Mayor Shuler also advised that a copy is available online. Ms. Jenzano noted that the cost for the Manual is \$120. Mayor Shuler also suggested that if the Borough's copy is not found, perhaps our local representatives could provide a copy at no cost.

Sign Replacement/Compliance – Discussion continued regarding the action plan to ensure that the Borough’s signage is compliant by the 2012 deadline. Mr. Primus stated that an inventory of signs and hardware was previously done and that an order has been placed for signs and hardware and some materials have begun to arrive. Mr. Primus stated that he had obtained quotes, as previously discussed, for an outside contractor to come in and install the signs. After further discussion, Council wished to table the issue until the September 19 meeting to review the proposals.

Brandywine-Struble Greenway Meeting – The Borough office was contacted to see if Borough Council and the Borough Planning Commission would be sending a representative to their September 29 meeting. Mr. Primus stated that he advised the Brandywine Conservancy that the Borough had not received an invitation but that he would extend the invitation to Council. Mrs. Nixdorf asked Mr. Primus to attend, if his schedule permits, on behalf of the Borough.

Interim Finances – Mr. Primus advised that Carrie Pike will be taking a full medical leave for approximately four weeks. In the interim, he contracted Mark Espie to come in and do the current payroll. Mr. Espie was introduced and he advised that he completed the current payroll and made the tax payments that were required to be paid to ensure no late penalty. Mr. Espie reported to Council that it appears within Quickbooks that the bank accounts have not been reconciled from 2005. Mayor Shuler stated that the Treasurer may be doing the reconciliations manually and not within the program. Council stated that they would confirm how the reconciliations are being done as this has not been noted on any of the annual audits. In the interim, Council agreed to contract with Mr. Espie at a rate of \$34 an hour to handle payment of bills and payroll.

#### ***Executive Session/Reopening of Public Meeting***

At 6:45 p.m., Council moved to adjourn the public meeting and go into Executive Session for the purpose of discussing personnel matters. Borough Council reopened the public meeting at 7:20 p.m.

Mr. Super made a motion, seconded by Mr. Zirkel, to appoint Bill Ford as the public works director at the rate of \$18.00 per hour for approximately 10-12 hours a week. The position will report directly to Borough Council. The motion passed with Mr. Ted Ford abstaining from the vote as he is a relative to Mr. Bill Ford.

Mr. Zirkel made a motion, seconded by Mr. Super, to approve Mark Espie to perform the bookkeeping functions during the absence of the Treasurer, which is anticipated to be four weeks. The motion passed unanimously.

There being no further business, the meeting was properly adjourned at 7:30 p.m.

Janis A. Rambo, Borough Secretary