

OCTOBER 3, 2011 FIRST MONTHLY MEETING

The first monthly meeting of Honey Brook Borough Council was held at Borough Hall and all members answered Roll Call except Mr. Landis. Also present John Primus, Borough Manager, and Gary Moskovitz, Borough Solicitor.

Approval of Previous Minutes

Mr. Ford made a motion, seconded by Mr. Zirkel, to approve the minutes of the September 19, 2011, meeting. The motion passed unanimously.

Payment of Bills

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

Public Presentations

None

Finance

Treasurer's Report – Mrs. Pike distributed the Balance Sheet and advised that she would be releasing the funds in the Wawassan Escrow at Susquehanna Bank since the project has been closed out for some time. She also noted that Fireman's Relief check has been received. At this time, Mrs. Pike advised that she would like to publically address some remarks that were made at public meetings when she was not present. She stated that with regards to an outside consultant and Borough Manager making comments about the account reconciliation not being done, she advised that the bank statements are reconciled manually and in the past a copy was given to the Finance Chair. Secondly, she did not feel that the remarks made by the Borough Manager for her contacting our current bank to see if they could match another bank's interest proposal were appropriate. She stated that her past experience with Susquehanna Bank and their associated fees along with DNB First's past service to the Borough should be considered.

2012 Budget – Mr. Ford distributed a budget calendar for preparing the 2012 budget.

Tax Collector's Report – Monthly report was distributed.

Secretary's Report

Right to Know Requests - There were two Right to Know requests during the month of September 2011.

Chester County Tax Collection Committee – Secretary advised that former Council member Matthew White was the Second Alternate to the CCTCC. Mrs. Nixdorf will replace Mr. White as the second alternate.

Solicitor's Report

Code Enforcement - Mr. Moskowitz stated that he had been contacted by Mr. Primus to see if the Borough Manager could enforce the codes. Mr. Moskowitz reviewed that certain codes needs to be done an individual with the proper certifications but some of the Borough Codes could be done by the Borough Manager if designated. Council concurred that Mr. Weaver meets all certification requirements and that Council recently expanded his hours to enable him to also do additional code enforcement.

Susquehanna Bank – Act 72 Compliance – Mr. Moskowitz stated that he reviewed Susquehanna Bank's document and reported that their Act 72 collateral is fine.

Solid Waste Ordinance – Mr. Moskowitz stated that he is reviewing and preparing a draft for Council. He did note that Council may, when soliciting their bids for the next solid waste and recycling contract, may wish to designate that the Borough “own” the recyclables and become a member of the Chester County Processing and Material contract which could provide the Borough with revenues for the recycling material.

Arch Street Right of Way – Title company's written report is forthcoming; however, Mr. Moskowitz stated that this report would show that the Borough does have the ability to pave the right of way that was being discussed. Mr. Moskowitz stated that no deed of dedication found.

Seminar – Mr. Moskowitz stated that Mr. Gerber, the Borough's special counsel, offered to conduct a free seminar. Council expressed interest and asked Mr. Moskowitz if he could coordinate with Mr. Gerber.

Executive Session

At 7:26 p.m., Council recessed into an Executive Session for the purpose of discussing personnel issues.

Reopening of Meeting

Council reopened the meeting and Council President Nixdorf asked Council if they would like to take action regarding items discussed in Executive Session.

Part-Time Office Help - Mrs. Nixdorf advised that Council previous approved 70 hours for part-time office assistance and that the hours have been used. Mr. Zirkel made a motion, seconded by Mr. Super, that any additional hours for part-time office help must be first authorized by the Personnel Committee. The motion passed unanimously.

Health Insurance Reimbursement for Borough Manager – Currently, the Borough is providing reimbursement for the Borough Manager’s Health Insurance and request was made for consideration for reimbursement for the full amount. Mr. Super made a motion made a motion, seconded by Ms. Jenzano, to deny the request for full health care cost reimbursement. The motion passed unanimously.

Solicitor’s Report Continuation

Property Maintenance Code – Mr. Moskovitz read the proposed Ordinance which would amend Chapter 5, Part 2 of the Code of Ordinances entitled “Property Maintenance Code” by amending Section 5-204.2.D “Violations and Notices of Violation as follows:

1. By deleting §5-204.D. and inserting the following in its place: “D. The date by which the violation shall be corrected; this date shall allow a reasonable time to correct the violation or to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code.”
2. Except as modified by this Ordinance, the remainder of Chapter 5, Part 2 shall remain unmodified and in full force and effect.
3. This Ordinance is hereby incorporated into Part 5, Part 2 of the Code of Ordinances of the Borough of Honey Brook.

Mr. Super made a motion, seconded by Mr. Ford, to adopt the ordinance as presented. The motion passed unanimously.

Public Presentations

Susan Mullock – Ms. Mullock stated that she is a licensed insurance agent. She contacted the Borough a few months ago seeking a solicitation permit to approach residents for family supplement insurance. She advised that the permit rates of \$50 a day, \$200 a week or \$1,000 a month was too high. She stated that Honey Brook Borough’s rate was higher than surrounding municipalities. Mrs. Nixdorf advised that although these fees have been set for quite a while without revision, she stated that it is her belief that Borough residents do not like home solicitation. Mr. Super added that he recalls a vendor being able to solicit the entire Borough in two days. Council suggested that perhaps the annual Harmony Day would be a great way for her to provide information to Borough residents. Mrs. Nixdorf also recommended an event being held in the near future through Tel Hai.

Engineer’s Report

Act 167 Stormwater Plan Meeting – Mr. Primus reported that Mr. Falencki would not be able to attend the next meeting scheduled for October 17.

Streetscapes I – Mr. Primus confirmed that the deadline for the Streetscapes project is June 2013. He did report that extension requests could be submitted.

Zoning Officer's Report

Monthly report was distributed to Council.

Police Chief's Report

Monthly report was distributed to Council.

Public Works Report

Swartz Property Stormwater Pipe – It was reported that there is stone washing down into the stormwater pipe. Confirmation will be obtained from the Engineer with regards to whose responsibility it is. Bill Ford stated that he believes that a small inlet box could be inserted to avoid the open pipe.

Flag Pole Repair – Mr. Primus reported that during the recent hurricane, damage was done to the rope and trolley. Brandywine Flags recommended consideration of replacing the trolley mechanism. Mr. Zirkel made a motion to authorize replacing the trolley mechanism and new rope for a price not to exceed \$500. Mr. Ford seconded the motion. The motion passed unanimously.

Signs – Mr. Ford reviewed inventory and a proposed list of signs and poles that need to be ordered in the amount of \$1,149. Mr. Super made the motion, seconded by Mr. Ford, to authorize the purchase of items outlined by the Public Works Supervisor in the amount of \$1,149. The motion passed unanimously

Damaged Signs – Bill Ford stated that a sign was recently damaged in an accident. Council concurred that the Borough invoice for damaged signs. The fee will be the replacement cost plus \$40 for labor.

James Street Sink Hole – It was reported that there is a sinkhole on James Street approximately 10-feet wide. After discussion, Mr. Super made a motion, seconded by Mr. Ford, to authorize the emergency fix and recommended contacting Lyons and Hohl who is scheduled to be in town for Borough Authority work to see if they could do the work for under \$4,000. The motion passed unanimously.

Manager's Report

Brandywine Greenway Meeting – Mr. Primus reported that he attended the September 29 Brandywine Greenway Meeting.

Borough Hall Work - Electric for the basement closet has been completed. He also reported that Bill Ford stripped and waxed the floor. The carpets on the main floor were also cleaned.

Post Office Roof – Work will be done this week.

Revitalization Plan – An electronic copy of the current Revitalization Plan could not be found. Mr. Primus reported that Kinkos could scan our hard copy and convert it into a word file for \$200, which would then allow the Borough to incorporate the approved Action Items into the document. Council concurred to have the Plan scanned and converted into a Word document.

Comprehensive Plan – Mr. Primus reported that the Chester County Planning Commission would not be able to provide funding for the Borough to update their Comp Plan. They are currently working with joint plans. Mr. Primus estimated the cost for the Borough to be \$15,000 to \$20,000 if we would want to proceed on our own. He did advise that Honey Brook Township expressed interest in setting up a meeting with Borough Council to discuss working on a joint plan. Mr. Primus stated that we could also wait and submit a Vision Grant for our rewrite, although he felt that we would not be successful as those awards are done by the County Planning Commission and they are currently prioritizing joint plans. Council asked that the Borough Planning Commission be asked to provide feedback in which direction they would like to go.

Streetscapes II Grant Application – The grant application was denied. Mr. Primus reviewed options to still be able to bury the utilities underground by burying them under the sidewalks instead of the road.

Animal Control – Mr. Primus reported that he had a call regarding a stray cat and that the SPCA would not accept the animal since the Borough does not have a contract with them. Council advised that recommendation to residents who find strays would be to contact the various agencies that take in stray animals.

Library – Tickets were available for the Library's upcoming art auction

Insurance Agent Request – Mr. Primus stated that he was contacted by Stradling and Spece who asked if the Borough would consider giving them a letter of recommendation. Council stated that they could certainly use their name as a current client, but they did not feel that such a letter would be appropriate after being a client for two months. Mr. Shuler, on behalf of the Police Committee, asked for copy of the Borough's insurance policy.

DCED Urban Centers Workshop – Council agreed that Mr. Primus should attend the October 13 meeting in West Chester.

Storm Assistance Meeting – Mr. Primus stated that he forwarded information to Dr. Downey regarding a meeting for reimbursement applications for damage during the recent storms to be held in West Chester on October 6. Council advised that Dr. Downey is currently out of the country. Council asked if there was an evening meeting scheduled. Mr. Primus stated that he believed there was and would confirm the times of the meetings. Council asked Bill Ford if he would be able to attend the evening meeting if it worked with his schedule.

Old/Pending Business

Government Agreement – Council reviewed the rates between Susquehanna and DNB First. After discussion, Council decided to not make any change the Borough's depository.

Zoning Hearing Board Vacant Seat – No action taken. Mr. Primus advised that there was a recent inquiry for a hearing application.

Streetscapes – Mrs. Nixdorf stated that she would contact the Engineer for an estimated cost for burying the utility lines under the sidewalk.

Trash Contract – The current contract was forwarded to Council. Council concurred to solicit bids for the recycling portion both ways whereby the collector either owns the recycling or the borough owns the recycling. With regards to bulk collection, Council concurred to bid the contract with one collection each month with one item.

New Business

Lions Club – Jim Mimm was present and advised Council that the Lions Club was in receipt of a letter from the Borough advising that beginning in 2012 that permit fees for their annual parade Halloween Parade would be require. Mr. Ford explained that all organizations have been notified that the Borough will no longer waive fees; however, Council can reimburse the amount of the fees through a donation back to the organizations.

Invoice Itemization – Mr. Richard had concerns about invoices not being itemized from some of our professional services vendors.

There being no further business, the meeting was properly adjourned at 9:54 p.m.

Janis A. Rambo, Borough Secretary