

## **DECEMBER 19, 2011 SECOND MONTHLY MEETING**

The second monthly meeting of Honey Brook Borough Council was held at Borough Hall and all members answered Roll Call except Mrs. Nixdorf and Mr. Landis. Mr. Landis joined the meeting at 7:05 p.m. during the opening of the dump truck bids.

### ***Bid Opening – 1989 Ford Dump Truck***

As advertised, bids were received for the Borough's 1989 Ford 350 Dump Truck with Plow. Two bids were received:

|  |         |
|--|---------|
| John Lewis<br>596 Dampman Road<br>Honey Brook, PA 19344        | \$1,850 |
| C&M Automotive<br>201 Twin County Road<br>Morgantown, PA 19543 | \$1,750 |

After review of the bids to ensure that each bid was accompanied with a \$100 deposit; Mr. Zirkel made a motion, seconded by Ms. Jenzano, to award the sale of the 1989 Ford F350 dump truck with plow to Mr. John Lewis. The motion passed unanimously. Mr. Super made a motion, seconded by Mr. Richard, to authorize Charles Zirkel to be the agent for the Borough to sign the title transfer and any other documents. The motion passed unanimously.

### ***Public Presentations***

None

### ***Approval of Previous Minutes***

The minutes of the December 5, 2011, minutes were approved on a motion by Ms. Jenzano and seconded by Mr. Super. The motion passed unanimously.

### ***Payment of Bills***

Bills were ordered paid as presented on a motion by Mr. Super and seconded by Ms. Jenzano. The motion passed unanimously.

### ***Adoption of Solid Waste Ordinance***

An Ordinance to become Chapter 20 of the Borough Code of Ordinances was presented for adoption that shall be known and referred to as the "Municipal Waste Management Ordinance of the Borough of Honey Brook". Mr. Super moved, and Ms. Jenzano seconded the motion, to

adopt ordinance #210, "Municipal Waste Management Ordinance of the Borough of Honey Brook. The motion passed unanimously.

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

Secretary advised that the Solicitor's office had forwarded the complete Trash Contract for the Borough's execution by the Council President.

Secretary advised that a letter was received from the Honey Brook Borough Authority advising that Thomas Wolfe does not seek reappointment for the Borough Authority. The Authority asks that Council consider James Nixdorf to replace Mr. Wolfe when his term expires on December 31, 2011. Secretary will send a letter of appreciation to Mr. Wolfe for his many years of service to the Authority.

### ***Committee Reports***

Park & Recreation – Ms. Jenzano confirmed several concerts in the park have been confirmed for next summer.

Public Works- The tot lot has been fenced off and the new sliding board is planned to be installed this winter, weather pending.

Maintenance Garage – Mr. Zirkel reported that the garage is down to some minor items, which includes the replacement of one bad ballast and operator switches.

Ordinance/Planning – no report

Finance/Personnel – Mr. Ford stated that the 2012 budget was approved at the last meeting.

Emergency Management – no report

Police – The police car is being repaired. Damage is estimated to be \$10,000.

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

Mr. Ford read an invitation to Council to attend the 2012 Fire Company Installation Dinner to be held on January 6, 2012. Those interested to attend should RSVP by December 31, 2011.

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

No report

### ***Old/Pending Business***

Streetscapes – Council discussed several options including doing one block with utilities underground versus doing the distance as noted in the grant application without relocating the

wires underground. Council also discussed the bump outs included in SSM's design. After discussion, it was decided to table any decision until the next meeting when the Engineer would be present to discuss costs associated with placing the utilities underground.

Safe – Mr. Zirkel reported pricing of two different safes, one with an electronic lock and one with a mechanical lock. Both had a one-hour fire rating. Mr. Shuler stated that we might want to check the Municipal Retention Manual to see if specifications are included.

Accounts for Higher Yield – Mr. Richard asked if any action had taken place regarding seeking higher rates for the Borough's funds. Mr. Ford stated that the Finance Committee would be meeting with DNB First on January 9, 2012.

EIT – Mr. Richard asked if work had begun on confirming that the Borough is receiving all income due. Mrs. Pike advised that she and Bill Ford would begin to review the list, which was provided by Keystone Collections; however, year to date collections are in line with past years. It was again reiterated that when Berkheimer previously sent payments that the Borough then was invoiced for their commission rate. Keystone's deposits already have the commission taken out. Looking at past year's EIT income, one must also look at the commission expenditures for the net income. It was also noted that earned income might be down due to higher unemployment rates or lower family income rates.

"Watch Children Sign"/Water Street – Mr. Richard stated that he talked with the resident who wanted the sign and said that they would wait until it got closer to summer.

Vine Street – Mr. Richard inquired if consideration was ever given or could be given to make Vine Street one-way.

Office Staff – Mr. Richard stated that a resident had questioned him if the Borough was planning to hire a higher-skilled administrative staff person for the office. Mr. Ford stated that no discussions had taken place other than having Ms. Massey in the office.

Code Inspections – Council will table until reorganization meeting and, in the meantime, inquire if the Solicitor had any comments with regards to their proposal.

Email Issues – Ms. Jenzano stated that the borough emails are not working. She distributed instructions to Council and staff present on how to reenter the email accounts and to reset the passwords.

### ***New Business***

Maria Downey advised Borough Council that she would be submitting her letter of resignation effective January 1, 2012, resigning as Emergency Management Coordinator. At that time, she will turn over the laptop provided by the County.

There being no further business, Council moved to adjourn the public meeting and go into Executive Session for the purpose of discussing personnel. Mr. Ford advised that the meeting would not be reopened.

Janis A. Rambo, Borough Secretary