

Honey Brook Township Board of Supervisors

October 8, 2014

The regular meeting of the Honey Brook Township Board of Supervisors was called to order at 7:08 p.m. Supervisors John McHugh, Joe Fenstermacher, and Tracy Olsen were present, as was Township Administrator Antoinette Antonini, and Township Engineer Michael Reinert.

**Consent Agenda:** Corrected Minutes of August 13 and Minutes of September 10 regular meeting; bills/receipts.

**Joe Fenstermacher made a motion, seconded by Tracy Olsen, to adopt the consent agenda. All in favor; motion carried.**

Lieutenant Aaron Magee, station commander at Embreeville State Police barracks introduced himself to the Board and to the residents. He stated that he is in his 20<sup>th</sup> year as a state trooper after 5 years' service in the Marines before that. There are no major incidents to report from the last month. Any concerns for traffic or criminal mischief, please feel free to call the barracks. Lt. Magee stated that Honey Brook is a beautiful Township.

Lt. Magee answered some other questions and then dismissed himself from the meeting.

**Treasurer's Report**

		<b>September</b>		
Assets--Gen Fund	\$1,368,039.68	General Fund Receipts	\$173,931.71	
Assets--Cap Reserve	\$960,682.36	General Fund Expenditures	\$108,217.98	
Assets--Op Reserve	\$350,427.12			
Assets--State Fund	\$317,848.31	Cap Reserve Receipts	\$25,967.54	
Assets--Land Pres	\$331,305.68	Cap Reserve Expenditures	\$62,587.02	
Assets--Land Pres Fund	\$906,462.46			
<b>Total Assets</b>	<b>\$4,234,765.61</b>			
<i>total Land Pres</i>	<i>\$1,237,768.14</i>			
		Op Reserve Receipts	\$43.01	
		Op Reserve Expenditures	\$0.00	
		State Fund Receipts	\$43.97	
		State Fund Expenditures	\$49,316.76	
		Land Pres Fund Receipts	\$64,082.29	
		Land Pres Fund Expenditures	\$84,090.15	
		<b>Sinking Fund (Loan)</b>		
		Assets	\$123,447.67	
		Liabilities	\$3,951,330.00	
		<b>Land Preservation (Loan)</b>		
		Assets	\$0.00	
		Liabilities	\$712,809.00	

  

<b>Assets in Restricted Account</b>			
Gen Fund--Recreation	\$44,742.71		
Gen Fund--Hlth Reimb	\$6,822.96		
Land Pres	\$1,237,768.14		

  

Liabilities--Gen Fund	\$148,204.26		
Liabilities--Cap Reserve	\$919,109.00		
Liabilites--Op Reserve	\$150,000.00		
Liabilities--State Fund	\$184,793.34		
Liabilities--Land Pres	\$2,093,929.48		
<b>Total Liabilities</b>	<b>\$3,496,036.08</b>		
Equity--Gen Fund	\$1,219,835.42		
Equity--Cap Reserve	41,573		
Equity--Op Reserve	\$200,427.12		
Equity--State Fund	\$133,054.97		
Equity--Land Pres	-\$856,161.34		
<b>Total Equity</b>	<b>\$738,729.53</b>		

**Departmental Reports**

**Roads:** Don Johnson stated the Poplar Road project has been completed. It's constantly getting heavy use because it's a shortcut for trucks due to the intersection in town. The line painting is done. Now the crew is fixing some berms & ditches. The berm in the park is finished; it has grass growing on it. Riprap was installed there also. There is some roadside brush to cut by the end of the month, then it's time to start getting ready for winter.

Joe Fenstermacher asked if weight could be limited on Poplar Road.

Don Johnson stated that the road did have a weight limit on it years ago. The Township prohibited trucks over certain weight on Poplar, which then started trucks running on Reservoir Road. It was decided to do away with the limits to keep the traffic balanced on Poplar because it's in the Industrial District.

**Parks and Recreation:** Toni Antonini stated that Therese Mauchline, Park & Rec Chair, was unable to make the meeting. A Northern Struble Trail meeting was held recently; a public meeting will be coming up at the end of the month. This is a project that has been in the works for the last 5-8 years.

John McHugh stated that the trail is trying to connect from Delaware County up into Honey Brook Borough. There is discussion but no decision as to whether it should be used for walking, biking, horses, and so forth.

Toni Antonini stated that the trail generally runs along the old railroad bed until the point where it gets to a farm field, than the farmer is approached to request an easement at the edge of the property.

The Born Learning Trail & Little Library will be going in at James Umble Park on October 23.

**Administration:** Toni Antonini stated that she is still working on getting the study of the South Birdell/Beaver Dam Road intersection.

The newsletter is drafted & ready to go. It should be in the last week of October's edition of the Community Courier.

**Land Preservation:** there was no meeting in August. Chip Jones stated there was a special meeting October 2 to consider 8 farms that came before the committee. The purpose was to review the easements and the finances to preserve the farms. All told it includes about 597 acres at a cost of a little over \$677,000. About 25% contributions towards the purchases will be paid by the Township on 3 of the farms thanks to Headwaters funding, but 22.5% will be paid on the others due to a variety of funding sources.

The funds for the farms would need to be available from 2015 to 2019. The committee decided it would be feasible to finance all 8 farms.

John McHugh stated that it will be an item under consideration by the Board tonight.

Chip Jones stated that Jeff Shillington from the Chester County Agricultural Land Preservation Department & John Goodall from the Brandywine Conservancy were both present if there were any questions.

John McHugh stated that Shane Hadden from the Land Preservation Committee was present also.

**Planning Commission:** Mike Reinert stated his items will be covered later in the agenda.

### **Board of Supervisors.**

**2014 Goals:** John McHugh stated that the Board is planning an executive session--date to be announced--to review the personnel manual.

**225<sup>th</sup> Anniversary Celebration:** John McHugh stated that there is discussion about a celebration in December.

John McHugh asked Toni Antonini if she had heard anything regarding the art show.

Toni Antonini stated she had not.

**Certificate of Acknowledgement(s):** John McHugh stated that Joe Gable received a certificate of recognition and he was pleased to have received it. If someone knows of anyone else that should be recognized, please let the Board know.

### **Announcements.**

**Vacancies on Park & Recreation Committee (2)** - interested individuals shall submit resume/letter of interest to the Township Administrator, Toni Antonini.

**November 4 – Election Day:** Township Administration Office closed for walk-up business.

John McHugh stated that, on a sad note, the Board recognizes the passing of John Reagan recently who worked for the Township from time to time.

### **Open Forum.**

Bob Witters, Dogwood Dr, asked if Chip Jones' comments would appear in the Land Preservation Committee's minutes.

Kristy Deischer-Eddy stated yes, but they won't be posted until their approval after the next meeting.

Scott Szever, Windswept Lane, stated he is new to the Township, though his in-laws are familiar to the area. He stated he's here to express his appreciation to the Township. He stated that he's been overly impressed with the services here, and knowing that usually people hear only the bad and not the good, he wanted to say something. He stated that he lives in Tobi Hill off Dampman Road and could not believe the amount of attention he

got considering all the snow last winter. He commended the road crew for the hard work and dedication. He stated that he also had experience with a shed permit and the staff could not have been nicer to work with. He stated that he would love to offer his support if any is needed.

Joe Fenstermacher stated that it just so happens there are 2 openings on the Park & Rec committee.

**New Business.**

**Fire House donation.** John McHugh stated that this item was for recognition of the Honey Brook Fire Company firefighters who were killed recently.

Joe Fenstermacher stated that he would feel better about this gesture if the families had reached out and said in lieu of flowers, please donate to the Fire Company.

John McHugh asked how this could be done.

Toni Antonini stated that in the 2<sup>nd</sup> class township code, donations can be made in memory of someone, but it's not known whether or not the Township can reach out personally to families.

John McHugh stated that the item is tabled for tonight. The Board agreed that Toni should look further into the matter.

**Adopt/not adopt Resolution 7-2014, Pennsylvania State Association of Township Supervisors (PSATS) Amended and Restated Declaration Trust.** Toni Antonini stated that Honey Brook Township belongs to PSATS. They have a document for each of their benefits---Life, Health, and Disability. PSATS has benefits in a pool for the best pricing. They are looking to: consolidating the three documents into one, marketing to more than just Townships of the 2<sup>nd</sup> Class to improve the rates, increasing the board of trustees from 3 to 5, and allowing trustees to vote by proxy if unable to make a meeting.

John McHugh stated since the Township is part of PSATS, this is a formality.

***Joe Fenstermacher made a motion, seconded by Tracy Olsen, to adopt Resolution 7-2014, PSATS Amended and Restated Declaration Trust. All in favor; motion carried.***

**Approve/not approve Rescinding of Resolution 1-2012; order of public meeting/public comment.** John McHugh stated we have two options--rescind part of the resolution, or all of it. Joe Fenstermacher stated he is in favor of rescinding the resolution in its entirety.

Joe Fenstermacher stated that it's up to whoever is running the meeting to explain to everybody to keep their comments brief; point out that there are others who would like to speak too and to be courteous to everyone and let them.

John McHugh stated that the rule was never intended to prevent people from speaking. It was intended to keep the time to a minimum for instances where there were a lot of people with something to say.

Further discussion ensued.

***Joe Fenstermacher made a motion, seconded by Tracy Olsen, to rescind Resolution 1-2012, order of public meeting/public comment. All in favor; motion carried.***

**Authorize/not authorize Land Preservation Funds for Chester County Agricultural Programs for 2015.** Chip Jones deferred to Jeff Shillington & John Goodall for a description of the parcels & the program.

Jeff Shillington, of the Chester County Ag Land Preservation department, stated that there is a county initiative involved. This is different from a challenge grant, where the Township is responsible for 50% of the funding. For this program, the Township is responsible for 22.5%. The total of all the farms is around 597 acres at a cost of \$677,269.00 total 5 year installments of \$135,000.

Joe Fenstermacher stated that there had been an executive session where the financials were discussed. They seem to be in order.

***Joe Fenstermacher made a motion, seconded by Tracy Olsen, to authorize Land Preservation Funds for Chester County Agricultural Programs for 2015. All in favor; motion carried.***

**Authorize/not authorize participation in Federal Surplus Property Program.** Toni Antonini stated that Township belonged to this before when the Police Department was here. It allows you to go to a warehouse in Harrisburg to purchase items for at a discount. The second part of this item is appointing the member or members able to go to warehouse. It needs to be an employee or a supervisor. Toni stated that she would like to recommend Tracy Olsen.

Tracy Olsen stated that she had been there before. As an example, she had seen cases of colored paper at \$7.50 so there is potential to save a lot of money, but it is hit or miss as to what they have at any given time. It's also possible to call & ask if they have an item there. They also have road equipment.

***Joe Fenstermacher made a motion, seconded by Tracy Olsen, to authorize participation in the Federal Surplus Property Program, with Toni Antonini, Tracy Olsen, and Don Johnson as members. All in favor; motion carried.***

**Appoint/not appoint Terry Schmidt to Planning Commission term to expire 12/31/2015.** John McHugh stated that a summary had been submitted for Mr. Schmidt.

***Joe Fenstermacher made a motion, seconded by Tracy Olsen, to appoint Terry Schmidt to the Planning Commission, term to expire 12/31/2015. All in favor; motion carried.***

**Appoint/not appoint Bob Witters to Planning Commission term to expire 12/31/2016.** John McHugh stated that a summary had been submitted for Mr. Witters.

***Joe Fenstermacher made a motion, seconded by Tracy Olsen, to appoint Bob Witters to the Planning Commission, term to expire 12/31/2016. All in favor; motion carried.***

**Authorize/not authorize Ordinance 176-2014, Honey Brook Township Property Maintenance for advertisement and public hearing.** Mike Reinert stated that the planning commission has been discussing the following two items. It's been since early 2013 with workshops & discussions about this amendment. We've come to terms to forward what's before you to consider. A month of review & public comment before motion to adopt.

Dick Reeder, Hertzler Dr, asked how the public was expected to know about the ordinances ahead of time.

Mike Reinert stated that the Township is required by Code to have it advertised.

Dick Reeder stated that what's in the Daily Local News is not going to cut it.

Mike Reinert stated that the full content could be up on the website if the Board wants to.

Joe Fenstermacher stated that the Board wants people to be able to research things easily. The website is a research tool.

Toni Antonini stated that copies are also available at the office if someone wants one.

Dick Reeder stated that he thinks the website is the most awkward thing he's ever seen. These ordinances are going to affect everyone in the township. Are they going to be on the website in their entirety?

Toni Antonini stated yes, if that's what the board directs.

*Joe Fenstermacher made a motion, seconded by Tracy Olsen, to authorize Ordinance 176-2014, Honey Brook Township Property Maintenance for advertisement and public hearing, with the entire ordinance included in the announcements on the website. All in favor; motion carried.*

**Authorize/not authorize Ordinance 177-2014, Mobile Home/Manufactured Housing Park amendments for advertisement and public hearing.**

*Joe Fenstermacher made a motion, seconded by Tracy Olsen, to authorize Ordinance 177-2014, Mobile Home/Manufactured Housing Park amendments for advertisement and public hearing, with the entire ordinance included in the announcements on the website. All in favor; motion carried.*

### **Old Business**

#### **Law Enforcement**

This project is still in its fact/informational gathering stages.

**Study Task Force:** John McHugh stated that the next meeting will be on October 14. There's nothing formal yet; it's a task force of one and that person had some health issues recently preventing things from moving forward. It is now gaining traction again.

Joe Fenstermacher stated that the Borough has limited facilities for their meetings and when there are hot button items for their meetings they run short on room. There are potential problems with meeting at the Legion. They are looking for a place to have their meetings. What are the Board members' thoughts about that?

Discussion ensued. The meeting room policy was displayed on the screen.

Toni Antonini stated they would fall within the parameters of the policy.

Joe Fenstermacher stated that Toni should write a letter to offer the meeting room to the Borough Council.

John McHugh asked if that was acceptable to the Board.

There was agreement among the Board members.

### **Staffing—Volunteers**

#### **Food Bank – raised gardens**

John McHugh stated that the vegetables raised are being donated to Steeple to People. We're the only municipality who does this. The Board would like to extend a thank you.

### **Final Open Forum.**

None.

### **Upcoming Meetings:** All dates subject to change

Oct 15– Planning Commission Workshop (7:00 pm)

Oct 16–Park and Recreation Meeting (7:00 pm)

Oct 23–Planning Commission Meeting (7:00 pm)

Nov 12– Board of Supervisors Regular Meeting (7:00 pm)

John McHugh announced the following additional dates:

Nov. 9<sup>th</sup> is the Veterans' honor roll re-dedication.

Nov. 10<sup>th</sup> is a Town Hall meeting.

Nov. 11 the Township offices are closed.

Joe Fenstermacher made a motion to adjourn, seconded by Tracy Olsen. All in favor. Meeting adjourned at 8:13 p.m.

Respectfully submitted,

Kristy J. Deischer-Eddy

Honey Brook Township Board of Supervisors

October 8, 2014

Recording Secretary