

**Honey Brook Township Board of Supervisors
September 9, 2015 Regular Meeting Approved Minutes**

The Board of Supervisors regular meeting was called to order by the Chair Tracy Olsen at 7:03 pm by Chair Tracy Olsen. Supervisors John McHugh and Travis Stacey were also present, as was Township Engineer Mike Reinert and Interim Manager Steve Landes.

In accordance with Resolution 2-2012, it was announced that Scott Stilson, Vincent Drive, was recording the meeting.

Consent Agenda

John McHugh made a motion, seconded by Travis Stacey, to approve minutes of the August 6 Board of Supervisors Workshop and August 12 Regular Meeting. All in favor. Motion carried.

The Planning Commission Minutes of August 27, 2015, Financial Report ending August 31, 2015, and monthly Building and Zoning Report submitted by Technicon were received and filed.

Departmental Reports

Roads: Don Johnson stated that a pipe will be replaced on Beaver Dam road, and there is some road patching to be done. A date for line painting has not yet been set. Once that is completed, the crew will start to go over the equipment to get ready for winter.

Tracy Olsen asked what happened with the job posting for a road crewman.

Don Johnson stated that he was not satisfied with the pool of applicants so he decided to make do with the three full-time crew members this summer. A full-time employee should be hired before winter.

Acting Manager: Steve Landes stated that a full-time Roads employee is needed because Donald Trent recently resigned. Later on tonight's agenda there is a request to fill this vacant position.

Regarding the Part-Time administrative assistant position, the job was posted and over 60 applications were received. The interviews of a short list of candidates will be finished the end of this week.

Steve Landes reported that there will be a brief Power Point presentation about the draft budget at October's Regular Board of Supervisors meeting. A preliminary budget will be presented to the Board at the November meeting for adoption.

An application was submitted to the County for funding assistance with the cost for Brandywine Conservancy to prepare an update to the zoning ordinance which was recommended in the new Comp plan.

Land Preservation: Chair Chip Jones was not present. Kristy Deischer-Eddy announced that the regular meeting for September had been canceled. No replacement date has been announced.

Parks and Recreation: Steve Landes reported that a member had resigned. We'll post the vacancy on the website asking for a letter of interest and a resume. The Park & Rec committee will review all applications before recommending a replacement for consideration by the Board.

Planning Commission: Mike Reinert stated that there are a couple of plans to review at the next regular meeting, which will be a joint meeting with the Borough.

Tracy Olsen asked if Melissa Needles had been to a meeting yet.

Mike Reinert stated that she was at the last meeting and this next one will be her first official one as a member of the PC.

Gary McEwen asked whether the landscape ordinance was ready for discussion by the PC at tomorrow night's workshop. Mike Reinert stated that he won't because the work hasn't been authorized by the Supervisors yet because it is on tonight's agenda.

Gary McEwen suggested that the workshop should be cancelled because that's the only thing that's on the workshop agenda and Mike Reinert agreed.

John McHugh stated that the Borough had approved the application for the zoning update at their meeting last night.

Open Forum

Jerry Moore, Emergency Management Coordinator stated that he was here to update the Board regarding the upcoming visit by the Pope. That weekend, even though he is not visiting here, we are expecting an influx of traffic. The Southeast Regional Task Force identified roadways in three categories of risk in the event of an emergency. 322 was identified as moderate risk. We would expect more people on Rte. 322 than usual that weekend. The times to be aware of are Friday night, Saturday morning, and late Sunday night into early Monday morning. There is likely to be an increase in transient traffic with people unfamiliar with the area. The worse that we can foresee is possibly a traffic accident.

New Business

John McHugh made a motion, seconded by Travis Stacey, to approve the payment of all invoices prepared by the Treasurer. All in favor. Motion carried.

John McHugh made a motion, seconded by Travis Stacey, to approve the joint submission of a Vision Partnership Program Grant Application with Honey Brook Borough to amend the zoning code as recommended in the Comprehensive Plan. All in favor. Motion carried.

Motion to adopt / not adopt a Resolution that designates the primary delegate and alternate(s) on the Tax Collection Committee.

Tracy Olsen asked who we had prior to now.

John McHugh stated that Toni Antonini had been the primary with himself as back-up. The requirement is to attend the November meeting at the CCIU on Boot Road in Downingtown. It is for approving the annual budget each year.

Tracy Olsen offered to be primary and suggested Steve Landes would serve as an alternate.

John McHugh made a motion, seconded by Travis Stacey, to adopt Resolution x-2015 to designate Tracy Olsen as primary and Steven Landes as secondary to the Tax Collection Committee. All in favor; motion carried.

John McHugh made a motion, seconded by Travis Stacey, to approve the request from Landchester Properties – Honey Brook Community Church to allow Honey Brook Township an extension of time for review of their plan to January 19, 2016. All in favor; motion carried.

Motion to take a position to support / oppose / take no position on the variance application of Ricmar Real Estate LP to allow the installation of a wall sign for the new Honey Brook Hardware building larger than that allowed by Ordinance.

Mike Reinert stated that the sign ordinances is very specific and restrictive about the size of signs. The applicant is asking for a variance to allow passing motorists to see the sign because of the setback requirement from Rte. 322. The PC did discuss the variance application and motioned to support.

John McHugh made a motion, seconded by Travis Stacey, to support the variance application of RicMar Real Estate LP. All in favor. Motion carried.

Motion to authorize / not authorize the Chair and the Township Secretary to sign Section K of the Gideon Stoltzfus Planning Module Component 1 after SEO approval.

Mike Reinert stated that this is a property subdivided years ago and at the time there was a non-building waiver. There was a note on the plan that in order to build in the future the applicant would have to apply for a Sewage Planning Module. It's a fairly straightforward module. Technicon has reviewed the application. This is to forward to DEP after the Sewage Enforcement Officer (SEO) approves.

Travis Stacey made a motion, seconded by John McHugh, to authorize the Chair and Township Secretary to sign Section K of the Gideon Stoltzfus Planning Module Component 1. All in favor. Motion carried.

Motion to approve / not approve Technicon's security recommendation for Tel Hai Phase 4 East in the amount of \$692,758.17.

Travis Stacey made a motion, seconded by John McHugh, to approve Technicon's security recommendation for Tel Hai Phase 4 East. All in favor. Motion carried.

John McHugh made a motion, seconded by Travis Stacey, to approve the partial security release recommended by Technicon for Village Greene – Phase 2, Horseshoe Pike, in the amount of \$52,200. All in favor. Motion carried.

Motion to approve / not approve the partial security release recommended by Technicon for Bracalente, 96 Hill Road in the amount of \$1,544.

Mike Reinert stated that this is the old Honey Brook Estates subdivision. It's a standalone lot that was divided out 15 years ago and they are just now building.

John McHugh made a motion, seconded by Travis Stacey, to approve the partial security release recommended by Technicon for Bracalente at 96 Hill Road. All in favor. Motion carried.

Motion to approve / not approve the Mountainview subdivision partial security release recommended by Technicon in the amount of \$581,705.

Mike Reinert stated that this development is on the Caernarvon-Berks side of Welsh mountain. Next month the Board will be presented with a request to accept all public improvements.

Travis Stacey asked the status of determining the boundary between Honey Brook and Caernarvon.

Steve Landes stated that Mike Reinert has a boundary map that will be submitted to Caernarvon-Berks to make sure there is agreement.

Travis Stacey made a motion, seconded by John McHugh, to approve the Mountainview subdivision partial security release recommended by Technicon. All in favor. Motion carried.

Motion to approve / not approve the September Farm Cheese final security release recommended by Technicon in the amount of \$945.

Mike Reinert stated that finishes out the project.

Travis Stacey made a motion, seconded by John McHugh, to approve the September Farm Cheese final security release. All in favor. Motion carried.

Motion to approve / not approve an amendment to the Township's Fee Schedule to include fees for Accessory Apartment Permits Fee application of \$100 and an Inspection Fee of \$50 as recommended by Technicon.

Mike Reinert stated that the \$100 fee is for the initial application & the re-inspection fee for change of tenant is \$50.

John McHugh asked how we know what Accessory Apartments are permissible.

Mike Reinert stated that the Board had adopted an amendment to the ordinance allowing these apartments but a fee was not established for the permit. This fee would apply for the inspection for a secondary dwelling as an accessory apartment.

Tracy Olsen asked what districts these were approved for.

Mike Reinert stated that it was for the Ag and RC districts.

John McHugh made a motion, seconded by Travis Stacey, to approve an amendment to the Township's Fee Schedule to include the Accessory Apartment Fees as outlined above. All in favor. Motion carried.

Motion to authorize / not authorize Technicon to prepare a draft Landscaping Ordinance as recommended by the Planning Commission.

Travis Stacey made a motion, seconded by John McHugh, to authorize Technicon to prepare a draft Landscaping Ordinance as recommended by the PC. All in favor. Motion carried.

Travis Stacey made a motion, seconded by John McHugh, to authorize the Acting Manager and the Director of Public Works to receive applications and hire a full-time employee for the Roads Department to fill a current vacancy. All in favor; motion carried.

Other items.

John McHugh asked if a letter for the land at Struble Lake had been sent.

Steve Landes stated that a letter was sent by the Solicitor and there has been no response and no permit applications received.

Steve Landes stated that the joint application for a Vision Partnership Grant to complete the zoning update was submitted to the County by Honey Brook Borough. The County is expected to complete their review by mid to late October and notify all applicants whether their application was approved. It is a competitive application process so not everyone will be awarded a grant. If a grant is awarded, Brandywine Conservancy will begin work on the project in January 2016. The application was submitted jointly with the Borough like the comp plan because the County rates these applications higher.

John McHugh asked how long the project is expected to take.

Steve Landes stated that the grant allows up to 24 months however Brandywine Conservancy should be completed much sooner than that to allow time for review and enactment of the required ordinance.

Open Forum.

John McHugh stated that he sees in the Farmer's Almanac that we're in for a rough winter; are there any particular measures the Township should take to prepare?

Jerry Moore stated that the Township is in good shape as far as emergency planning goes. The only thing we would want to look at is sheltering. We learned that from the ice storm back in 2014.

John McHugh noted that St. Matthew's church was a shelter.

Jerry Moore stated that they may have done that on their own. We should check the availability at the firehouse because they have plenty of room.

Upcoming Meetings: *All dates subject to change*

September 9	Planning Commission Workshop NOT NEEDED (7:00 pm)
September 15	Land Preservation Committee CANCELED; new date TBA
September 17	Park and Recreation Regular meeting (7:30 pm)
September 24	Planning Commission Regular Meeting (7:00 pm)
October 8	Board of Supervisors Workshop (7:00 pm)
October 14	Board of Supervisor Regular Meeting (7:00 pm)

Announcements

Tracy Olsen stated that at the last Board Workshop, Gary McEwen and Terry & Carmella Schmidt attended. It is a public meeting that anyone is welcome to attend.

Harmony Day is September 19.

John McHugh made a motion, seconded by Travis Stacey, to adjourn. Meeting adjourned at 7:38pm.

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary