

**Honey Brook Township
Board of Supervisors
October 14, 2015 Regular Meeting Minutes**

The meeting was called to order with the pledge to the flag at 7:04 pm by Chair Tracy Olsen. Also present were Supervisors John McHugh and Travis Stacey, Township Engineer Michael Reinert, and Acting Township Manager Steve Landes.

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

Consent Agenda

1. Approve the Board of Supervisors Minutes of the September 3 workshop and September 9, 2015 regular meeting.
2. Accept the Parks and Recreation Board Minutes of September 17, 2015
3. Accept the Planning Commission Minutes of September 24, 2015
4. Accept the Financial Report ending September 30, 2015.
5. Accept the monthly Zoning and Building Report submitted by Technicon.

Tracy Olsen stated the Parks and Recreation Board minutes of September 17 are not official because a quorum was not present at the meeting.

Following discussion, John McHugh made a motion, seconded by Travis Stacey, to approve the consent agenda except for the Parks and Recreation Board Minutes. All in favor. Motion carried.

Departmental Reports

Roads: Don Johnson stated that all the summer projects are done. Currently the crew is preparing for winter. 160 tons of salt has been ordered. There is some brush to cut in some of the developments. Carl Brown was hired to fill an existing fulltime position on the Roads maintenance crew. Carl will begin work on October 19th.

Don reported that there has been some vandalism at the park. Kids have been getting on the roof of the pavilion & tearing off shingles. John McHugh asked if there was a security camera. Don Johnson stated in the past there was one on battery power & a timer but right now it is not there.

John McHugh asked when the Pickleball nets would be down for the season. Therese Mauchline, Park & Rec Committee, stated it would be the end of October.

Acting Manager: Steve Landes stated that Amanda Gattuso will present an overview of the draft budget this evening. The draft will continue to be refined over the next couple of weeks until the Preliminary Budget is ready for Board approval at the November 11th meeting. Both Amanda and I are available to discuss the draft with the Supervisors at any time.

A recycling grant was submitted. It's not competitive grant but rather funds are available to municipalities if the criteria is met for the required recycling program. There is no way to gauge the amount of money the Township can expect if our programs meets all of the criteria because the Township's performance is measured against others in the region to slice up the available funds.

The new e-mail addresses for the Board, Commission and Committee members have been set up but the program has not been rolled out because I'm waiting to learn whether the members want the new address to be forwarded to their existing account or this will be a separate account as suggested.

RFPs were sent out to about thirty attorneys inviting them to submit a proposal to be appointed the Township Solicitor for 2016. The deadline to respond is Oct. 23rd.

The nuisance complaints went down to just one for the month of September. John McHugh asked what the trend was. Kristy Deischer-Eddy stated that when the weather is hotter, people tend to complain more. When the weather cools down, the complaints usually drop off.

Tracy Olsen asked if there was someone new who started in the office. Steve Landes stated that Tanya Martin started this week, 20 hours a week. Kristy is training her.

Land Preservation Committee (LPC): Chip Jones stated that the LPC didn't meet in September but will in November. The applications for next year's preservation program will be discussed.

Parks and Recreation Committee: Therese Mauchline reported that the Board is looking for two new members because of recent resignations. The Harmony Day ride spearheaded by Glenn Emery was a success with thirty people participating. Over registration fees totaling over \$200 was contributed to the Honey Brook Food Pantry. The summer programs went really well with the half-day camps, tennis camp, free baseball clinic and basketball.

The Committee is participating in Make a Difference Day which is collecting coats for distribution here at the Township building on October 24th.

The Parks and Recreation Committee needs additional volunteers to care for the raised garden next year. This year about 2 pounds of green beans, 3 pounds of yellow beans, 9 pounds of tomatoes, 11 pounds of beets, and five 5 pounds of lettuce were donated to three different pantries.

John McHugh questioned how the Born trail is going.

Therese replied that the library is taking responsibility and everyone seems to like it.

John McHugh stated that he has seen signs for a Honey Brook 5K and questioned if the Committee knows anything about the program. Therese replied that they have no information.

John McHugh suggested that a Supervisor attend the Committee meetings as a voting member until such time that new members are appointed in order to fulfill the requirements for a quorum. Therese replied that is a good idea.

John McHugh made a motion to enable a Supervisor to attend the Park and Recreation Committee meeting as a voting member until new appointments are made, seconded by Travis Stacey Motion carried.

Planning Commission (PC): Mike Reinert stated that there are several recommendations PC recommendations on tonight's agenda. At the next PC meeting, the Commission will review a variance request for Swampy Hollow, which as you know is moving from their current location to the Industrial Park and also the landscaping ordinance.

Draft 2016 Budget

Amanda Gattuso presented a PowerPoint that highlighted the draft budget process and early estimates. The preliminary budget will be finalized and presented to the Board of Supervisors at their meeting on November 11th and they will vote to adopt a final budget in December.

Budget preparation included input from Supervisors and staff and a thorough review of the existing budget and income and expense trends to date.

Steve Landes noted that the budget is projected to increase from the current year however there is no tax increase recommended. Budget estimates are conservative on the income side while expenses are projected to handle difficulties experienced through the course of each year. The revised budget format and classification system are designed to achieve more consistency in where items are posted which will help with evaluating how well things are going during the year and will also provide better information to prepare the 2017 budget.

Peter Barsz, Treasurer, stated that the PowerPoint is snippets & highlights of the ultimate budget. At next month's meeting there will be very detailed line-by-line document.

Steve Landes stated that after the Supervisors adopt a preliminary budget, the document will be available for public review. Right now because this is an ongoing work in progress, the changing draft is not open to inspection because it is not a public document.

Bob Witters noted that the revised monthly financial statement is new and questioned whether it would be easy to understand. Steve Landes stated that is fairly straightforward and noted that if there are questions about how to interpret the report Bob could set up a meeting with Amanda or him.

Peter Barsz stated that the reporting format was changed to create an analysis to match YTD expenses as well as monthly versus the budgeted amount.

Tracy Olsen thanked everyone for their work on the budget. It's good to have the additional information and the opportunity to discuss it.

Open Forum

Honey Brook Community Library (HBCL)- Annual Presentation

Jennifer Spade, Library Director provided an overview of the library's programs, services and projects during the past year. The library has been very active increasing services. Currently the library serves about 19,000 people accounting for over 40,000 visits circulation of over 75,000 pieces last year.

Some of the highlight presented include;

- The 2016 budget is \$158,120 Five people are on payroll; 10-15 volunteers help throughout the year
- The library offered 225 free programs that attracted 3,072 participants.
- There are now has four public-access computers and two laptops, plus wi-fi access available for public use. Staff are able to help people with job applications and technical issues with the computers.
- Two Little Free Libraries are being maintained. There is one at James A. Umble Memorial Park and Indian Run. We are working on putting one at Deer Run.

Unfortunately State and County funding have both been going down, so the library must rely more on private donations and the Township's contribution.

Friends of the Honey Brook Library gave free books to eight teachers; 160 students benefitted. Boxes of books donated to "Better World Books" with monies going back to provide water & services from third world countries.

Kim Skinner from the HBCL Board of Directors thanked the Supervisors for allowing the library to make this presentation. Kim described the benefits that she and her family enjoy because they are library members. She noted that the Library Board greatly appreciates the Township's annual contribution that enables them to bring these services to the community.

Bob Witters, Dogwood Drive, stated that a while ago Tel Hai was asked to be an emergency shelter and was wondering whether an answer is still pending or if it was approved or denied. Steve Landes stated that he would ask the Township's Emergency Management Coordinator, Jerry Moore to call Mr. Witters.

Bob Witters also commented that he has concerns over the condition of the vacant building that was once Carl's Diner and wonders what can be done? Tracy Olsen stated that the Township has property maintenance code. The Supervisors instructed Mike Reinert to move forward with investigating the complaint and taking the appropriate action.

New Business

1. 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.
2. Mountain View I Subdivision (Tax Parcel Number 22-2-1)
 - a. John McHugh made a motion, seconded by Travis Stacey, to approve a maintenance agreement. All in favor. Motion carried.
 - b. John McHugh made a motion, seconded by Travis Stacey, to accept dedication of all public improvements. All in favor. Motion carried.
3. John McHugh made a motion, seconded by Travis Stacey, to approve the Benuel & Daniel Minor Subdivision (TPN 22-4-33) conditioned on complying with the Engineer review letter dated September 16, 2015. All in favor. Motion carried.
4. Travis Stacey made a motion, seconded by John McHugh, to approve the Final Plan of Larry & Linda Leisey's Lot Line Change (22-3-26) conditioned on the applicant complying with the Engineer's review letter of September 17, 2015. All in favor. Motion carried.
5. Travis Stacey made a motion, seconded by John McHugh, to approve the granting of waivers for the Landchester Properties (Honey Brook Community Church) Land Development (22-7-72) as specified on the Engineer's letter of September 28, 2015. All in favor. Motion carried.
6. Travis Stacey made a motion, seconded by John McHugh, to approve the Preliminary Plan for the Landchester Properties Land Development as specified on the Engineer's letter of September 28, 2015. All in favor. Motion carried.
7. John McHugh made a motion, seconded by Travis Stacey, to approve the partial security release recommended by Technicon for Village Greene – Phase 1, Horseshoe Pike (22-8-86) in the amount of \$31,253.58. All in favor. Motion carried.
8. 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 (22-8-86) in the amount of \$75,309.00. All in favor. Motion carried.

9. John McHugh made a motion, seconded by Travis Stacey, to approve the partial security release recommended by Technicon for Swampy Hollow Land Development, Westbrooke Drive (22-3-64 & 22-3-78) in the amount of \$71,981.75. All in favor. Motion carried.
10. Travis Stacey made a motion, seconded by John McHugh, to approve the partial security release recommended by Technicon for Deer Run Phases 1 and 2 Land Development (22-8-77.1) in the amount of \$78,538.00. All in favor. Motion carried.
11. John McHugh made a motion, seconded by Travis Stacey, accept the 120 day extension of time for the Township to hold a Zoning Hearing for the Ivan S. and Linda Z. Stoltzfus project (22-4-70.3) submitted by Commonwealth Engineers Inc. All in favor. Motion carried.

Old Business

John McHugh stated that since Veterans Day falls on the night of the Board meeting, we'll take advantage of that and honor the Veterans then. In previous years, we have had the honor roll ceremony on a Sunday.

The website, has a list of those currently serving our country as well as those who have served. Any additions/corrections may be given to the Administration Office.

Open Forum.

Terry Schmidt, Mt. Pleasant Road, asked if he could see the statements or reports from the state police in order to see if there is enough crime in the area to have a police force. That would help him make an informed decision.

Steve Landes stated that the staff can copy the monthly statistics as we receive them each month to pass them out at meetings.

Upcoming Meetings: *All dates subject to change*

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| October | 15 | Park and Recreation Committee (7:30 pm) |
| October | 12 | Planning Commission Regular Meeting (7:00 pm) |
| November | 5 | Board of Supervisors Workshop (7:00 pm) |
| November | 11 | Board of Supervisor Regular Meeting (7:00 pm) |
| November | 17 | Land Preservation Committee (7:00 pm) |

John McHugh made a motion, seconded by Travis Stacey, to adjourn the meeting. Meeting adjourned at 8:01 pm.

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary