

Honey Brook Township Board of Supervisors November 11, 2015 Regular Meeting Minutes

The meeting was called to order with the pledge to the flag at 7:00 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.

Veterans Celebration.

John McHugh stated that the Veterans celebration is typically held the Sunday before Veterans Day, but because tonight's meeting actually fell on Veteran's Day, the Veteran's Recognition is this evening. He then turned the program over to Frank Fredella, of the American Legion Post 422, who read a poem honoring veterans. The Board thanked Mr. Fredella for his presentation.

Consent Agenda.

1. Approve the Board of Supervisors Minutes of the **October 8, 2015** workshop and **October 14, 2015** regular meeting.
2. Accept the Parks and Recreation Board Minutes of October 15, 2015
3. Accept the Planning Commission Minutes of October 22, 2015
4. Accept the Financial Report ending October 31, 2015.
5. Accept the October Zoning and Building Report submitted by Technicon.
6. Accept the October PA State Police Report

John McHugh made a motion, seconded by Travis Stacey, to approve the consent agenda. All in favor; motion carried.

Tracy Olsen announced that Travis Stacey won the election to the Board of Supervisors, so his six year term will begin officially at his swearing-in on January 2nd.

Departmental Reports.

Roads: Don Johnson, Public Works Director, stated that 150 tons of salt was delivered. The crew has been cutting brush and preparing equipment to get ready for winter.

Acting Manager: Steve Landes stated that the Township was approved by the County for funding assistance under their Vision Partnership grant program to complete the zoning update. Nine applications were submitted to the County but only three awards were made. The next step is for the Township & Borough to appoint members to a joint task force that will work with the consultant. Because the joint task force worked so well during the comprehensive planning process, it is suggested that the Board again appoint the Planning Commission members and one Supervisor. The task force appointments will be placed on the December agenda for approval. Brandywine Conservancy is the consultant for both the Borough and the Township zoning code updates. The planning and approval process is expected to take until the end of 2017.

Tracy Olsen asked for clarification that our zoning code will not be co-mingled with the Borough's in any way even though the zoning update was a joint application and will use a joint taskforce. Steve Landes confirmed that there will be two separate updates; one for the Borough and one for the Township.

Steve Landes reported that there were six complaints filed in October. Two were property maintenance-related, one about woodland clearing, one was a concern about a neighbor's project, one about stormwater, and one was related to burning. The project concern was resolved; the others are still being reviewed.

The new *@honeybrooktwp.com* e-mails addresses have been set up for the various Boards, Committees and Commission members. Forwarding addresses have been entered for those members who don't want to use this as a separate account. Instructions to set the new address up on home computers or cell phones will be sent to the four individuals who will use this as a separate address,

Administrative Assistant: Kristy Deischer-Eddy informed the Board that the fall newsletter is at the printer and that it will be mailed in the near future. The community map and information bulletin is moving closer to publication.

Land Preservation Committee: Chip Jones was not present. Steve Landes stated that the Committee next meets on the 17th & at that meeting they will review the new applications that the County and the Conservancy have received for next year's program

Parks and Recreation Committee: Chris Mauchline, husband to Committee Secretary Therese, reported that 200 coats were given away at the Make a Difference Day project. Coat distribution was held here and at the Food Pantry. The program will be scheduled next year with distribution probably only at the Food Pantry. The Township Building's basement will likely be used again to store the donated coats until the event.

The Harmony Day Bike Ride raised \$835 from 37 riders. The ride will likely happen again, except for the children's ride.

The next meeting for the Parks and Recreation Committee will be in January.

Planning Commission: Mike Reinert stated that Bob Witters and Terry Schmidt are present. The Landscaping ordinance will be discussed again at the meeting tomorrow night.

Technicon is currently preparing a draft amendment to the Junkyard Ordinance that will be reviewed by the Planning Commission prior to sending it to the Supervisors.

Bob Witters stated that last month, the packets didn't get to the Planning Commission members on time so there wasn't a productive meeting. Kristy Deischer-Eddy stated that the packets were mailed from Morgantown which takes longer to get to Honey Brook addresses.

Open Forum.

Terry Schmidt thanked the Board for providing the PA State Police call statistics that he had requested.

Tracy Olsen stated that there was a robbery at the Turkey Hill near Cupola Rd. on Sunday at 5 am.

John McHugh stated that the History page on the website was updated.

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. Motion to approve / not approve the 2016 Preliminary Budget for all Township Funds and direct the Acting Manager to make the Budget available for public inspection.

Steve Landes presented a few budget highlights including:

- The general fund, the largest Township account, is balanced at \$1,823,601.00, which is about 4% higher than the expected year end expenditures for 2015.

- About 43% of Township Revenues comes from the Earned Income Tax, and 19% from the real estate tax. Other major income streams include host municipality fees, building permits & real estate transfer taxes.

- The budget maintains the current level of services provided to the community. The Roads department be able to maintain the roads and storm sewers and clear the snow & ice this coming winter. Monies are included for the annual road sealing and line painting programs.

- One large capital improvement project is budgeted to make improvements to Park Road from Cambridge Road to Gideon Stoltzfus' place. It will include some stormwater improvements, widening, & improving the surface.

- A 2001 truck in Public Works will be replaced.

- The two fire companies and the Honey Brook Community Library will continue to be supported with Township contributions.

Bob Witters asked if the small bridge on Park Road would be included in the work next year. Don Johnson stated no, that was completely rebuilt in 1985.

Bob Witters stated that it seems to be a high water area there. Don Johnson stated that there's not much we can do about that.

Travis Stacey made a motion, seconded by John McHugh, to approve the 2016 Preliminary Budget for all Township Funds and to direct the Acting Manager make the Budget available for public inspection. All in favor. Motion carried.

Steve Landes stated that the budget will be open for public inspection in the office tomorrow and it will be posted on the Township website. A legal advertisement will be published as required to notify the community that it is available for inspection.

3. Motion to take a position to support / oppose / take no position on the variance application of Ivan S. and Linda Z. Stoltzfus to allow a non-family member to conduct a rural occupation in the shop being vacated on their property.

Mike Reinert stated that the purpose for the variance request is to allow a non-family member run a business in the shop. The Township's rural occupation requirements specify that only a family member must operate the business. The Planning Commission has reviewed the application and took the position to support. The applicant, Mr. Stoltzfus, is here tonight.

Bob Witters asked if the business was vacant there now. Mr. Stoltzfus stated yes and he'd rather it not sit empty.

Bob Witters asked if he would be involved with the new business. Mr. Stoltzfus replied no not for the business that would use the shop.

Tracy Olsen stated that she understands Mr. Stoltzfus' position because she had a business at home that she couldn't operate unless she lived there.

Following discussion, Mike Reinert stated that the question is whether the Supervisors want to make a comment to the Zoning Hearing Board regarding this application: will approval have a detrimental effect on the Township; will it have a very positive benefit to the township; or there is no significant effect either way so there is no position

John McHugh made a motion, seconded by Tracy Olsen, to take no position on this application. The Motion to take no position passed 2-1. Travis Stacey stated his position is to support the application.

4. Motion to enter / not enter into a three (3) year Animal Protective Service Contract Full Service Contract with the Chester County SPCA beginning January 1, 2016.

Steve Landes stated that the Township is responsible to provide these services to the community and that we are not equipped to provide the service ourselves.

Travis Stacey made a motion, seconded by John McHugh, to enter into a three (3) year Animal Protective Full Service Contract with the Chester County SPCA beginning January 1, 2016. All in favor. Motion carried.

5. Motion to appoint / not appoint Steven Landes as the Township Manager effective immediately.

John McHugh made a motion, seconded by Travis Stacey, to appoint Steven Landes as the Township Manager effective immediately. All in favor. Motion carried.

Dick Reeder, Tel Hai, asked how many hours Steve would be on site per week. Is it a full-time position? Steve Landes replied that it is not a 40 hours per week position but that he is readily available to the Board, the staff, and the residents as needed.

John McHugh stated that the amount in next year's budget is set at \$70,000.

Terry Schmidt, Mount Pleasant Road, asked if towards end of the year, if he needs to be on site for more hours, then what? Tracy Olsen stated that it is up to Steve to budget his allotment. John McHugh stated that if he gets close to the cap, the Supervisors would review the situation to see if additional hours are warranted.

Bob Witters stated that his concern is that the Board is only doing this to put off advertising for a full-time Township Manager.

Tracy Olsen stated that it's the Board's consensus that the Township does not need to have a full-time manager at this time. We have a full-time and part-time administrative assistant and a part-time bookkeeper who also works on an as-needed basis. Tracy Olsen stated that there are other Townships that operate with part-time managers. We are able to get what needs to be done accomplished without raising township taxes.

Frank Fredella stated that this is a fixed-rate per-hour consultant agreement which is not uncommon in the private sector. It's not part-time. Part-time works on a schedule. The Supervisors have decided that they have someone who can provide service as needed. Tracy Olsen stated that was an excellent explanation.

Travis Stacey stated that Steve keeps the Board well-informed about what exactly is going on. If Steve's not doing his job, we're going to hear it at the next meeting.

Terry Schmidt stated that his concern is that the Supervisors have no control over how many hours the manager will work. John McHugh stated that the Board will review this arrangement monthly.

6. Motion to appoint / not appoint Chris Mauchline of 271 Hunters Run Road to a three (3) year term on the Honey Brook Community Library (HBCL) Board of Trustees effective immediately and ending December 31, 2018.

Travis Stacey made a motion, seconded by John McHugh, to appoint Chris Mauchline to a three (3) year term on the Board of Trustees for the HBCL effective immediately through December 31, 2018. All in favor. Motion carried.

Tracey Olsen stated that the Board may make a single motion to act on the below listed items number 7 through 17 dealing with financial security.

7. Motion to approve / not approve the final security release recommended by Technicon for Stevie & Annie Lapp Storm Water Maintenance Plan, 2804 Compass Road in the amount of \$13,630.
8. Motion to approve / not approve two (2) partial security releases recommended by Technicon for the 176 Westbrooke Drive site improvements in the amount of \$64,382 and \$41,776.38.
9. Motion to approve / not approve the partial security release recommended by Technicon for Bracalente 96 Hill Road Storm Water Maintenance Plan in the amount of \$2,350.00.
10. Motion to approve / not approve the full security release recommended by Technicon for Gideon E. Stoltzfus Jr. Minor Subdivision Plan, 723 Welsh Road in the amount of \$19,108.00.
11. Motion to approve / not approve the partial security release recommended by Technicon for Lloyd King Storm Water Maintenance Plan, 450 Gooseberry Lane in the amount of \$7,396.00.

12. Motion to approve / not approve the full security release recommended by Technicon for Amos G. Stoltzfus in the amount of \$3,681.88.
13. Motion to approve / not approve the partial security release recommended by Technicon for Swampy Hollow Land Development in the amount of \$85,911.90.
14. Motion to approve / not approve the partial security release recommended by Technicon for Hoover Building Specialists, Horseshoe Pike for site improvements in the amount of \$535,961.77.
15. Motion to approve / not approve the partial security release recommended by Technicon for Village Greene – Phase 1, Horseshoe Pike for site improvements in the amount of \$38,061.53.
16. Motion to approve / not approve the partial security release recommended by Technicon for Village Greene, Horseshoe Pike for site improvements in the amount of \$38,061.53 for Phase 1 and \$22,697.95 for Phase 2.
17. Motion to approve / not approve Technicon’s recommendation to re-establish financial security for remaining improvements at Village Greene Phase 1 in the amount of \$61,650.90 and for Phase 2 in the amount of \$161,593.53.

John McHugh made a motion, seconded by Travis Stacey, to approve all of the security releases and the re-establishing of financial security listed above. All in favor. Motion carried.

Old Business.

None.

Final Open Forum.

Steve Landes introduced a Boy Scout from Troop 56 who is in attendance to earn his citizenship in the community badge.

John McHugh stated that the Board of Supervisors will recognize residents who provided special service to the community during 2015 at the next meeting.

Upcoming Meetings: *All dates subject to change*

November 12 Planning Commission Regular Meeting (7:00 pm)

November 17 Land Preservation Committee (7:00 pm)

November 23 Zoning Hearing Board (7:30 pm)

December 3 Board of Supervisors Workshop (7:00 pm)

December 9 Board of Supervisor Regular Meeting (7:00 pm)

John McHugh made a motion, seconded by Travis Stacey, to adjourn the meeting. Meeting adjourned at 8:19 pm.

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary