

**Honey Brook Township  
Board of Supervisors  
January 4, 2016 - Reorganization and Regular Business Agenda**

**Call to Order – 7 pm**

**Pledge to the Flag**

**Election of Officers**

1. Chair
2. Vice-Chair

**Consent Agenda for Appointments**

1. Adopt-a-Highway Coordinator – Kristy Deischer-Eddy
2. Auditor - Barbacane & Thornton
3. Code Official (Building, Property Maintenance, etc.) - Technicon Enterprises, Inc.
4. Director of Public Works - Don Johnson
5. Earned Income Tax Collector - Keystone Collections Group
6. Emergency Management Coordinator - Jerry Moore
7. Emergency Management Coordinator, Deputy - Bill Ford
8. Engineer - Technicon Enterprises, Inc.
9. Land Preservation Committee – Chip Jones and Michael Zook, 5 year term, expiring 12/31/20
10. Manager/Secretary - Steven C. Landes
11. Parks and Recreation Committee – K. Allen Hartz, 4 year term expiring December 31, 2019 and Kevin Wynant, 3 year term expiring December 31, 2018.
12. Pension Plan Chief Administrator Officer - Steven C. Landes
13. Planning Commission – Melissa Needles and Terry Schmidt, 4 year term, expiring 12/31/2019
14. Planning Consultant - Brandywine Conservancy
15. Real Estate Tax Collector - Berkheimer Associates
16. Recycling Program Coordinator - Steven C. Landes
17. Red Streams Blue/TMDL Consultant - Brandywine Red Clay Alliance
18. Right-to-Know (Open Records) Officer – Kristy Deischer-Eddy
19. Solicitor – Christopher Hartman, Hartman Valeriano Magovern & Lutz
20. Treasurer – Peter Barsz, Merves Amon & Barsz
21. Vacancy Board - Alex Rahn, Jr., 1 year term, expiring December 31, 2016
22. Voting Delegate to County & State Conventions – Senior Supervisor present
23. Western Chester County Council of Government (WCCCoG) - John McHugh, 1 year term expiring December 31, 2016
24. WCCCoG (alternate) - Tracy Olsen, 1 year term expiring December 31, 2016
25. Western Chester County Regional Uniform Commercial Code Board of Appeals – John Stine, 1 year term expiring December 31, 2016
26. Zoning Hearing Board – Dave Rodgers, 3 year term, expiring 12/31/2018
27. Zoning Hearing Board alternate – Darlene Olear, 1 year term expiring 12/31/2016
28. Zoning Officer - Technicon Enterprises, Inc.

### **Consent Agenda for Salaries and Benefits**

1. Adopt a Resolution to establish salaries and wages for all staff
2. Vacation/Sick/Other Benefits - per the personnel manual.
3. 2016 Holidays - New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day

*Note: The Township Office is closed for business on primary and general election days, but staff is scheduled to work.*

### **Consent Agenda for Other Township Business**

1. Real estate tax rate - 0.98 mills
2. Mileage allowance - IRS prevailing rate
3. Meeting dates & times:
  - Board of Supervisors workshop – Thurs. before the 2<sup>nd</sup> Wed. each month Feb - Dec
  - Board of Supervisors regular - 2<sup>nd</sup> Wed. each month Feb - Dec
  - Land Preservation Committee – Jan. 19 at 8AM and the 3<sup>rd</sup> Tues. of Mar, May, July, Sept & Nov.
  - Parks and Rec Committee – 3<sup>rd</sup> Thurs. each month Jan – Oct at 7:30PM
  - Planning Commission workshop - 2<sup>nd</sup> Thurs. each month Jan – Oct

*Note: the meeting location for the September 8<sup>th</sup> workshop (if needed) is to be determined because the Board of Supervisors will meet that night.*

- Planning Commission regular - 4<sup>th</sup> Thurs. each month Jan – Oct & the 2<sup>nd</sup> Thurs. of Nov & Dec

All meetings begin at 7 PM prevailing time unless noted above and are held in the Honey Brook Township Building, 500 Suplee Road, Honey Brook, PA.

4. Township Funds Depository – DNB First, and other depositories as allowed by law
5. Authorize attendance at the County and State Conventions for Supervisors, Engineer and Manager
6. Authorize Staff/Planning Commission/ZHB/Land Preservation/Park and Recreation members to attend appropriate training sessions at Township expense.

***Organization Agenda ends and Regular Business Agenda begins***

### **Announcements**

#### **Consent Agenda**

1. Approve the Board of Supervisors Minutes of the December 3, 2015 workshop and December 9, 2015 regular meeting.
2. Accept the Planning Commission Minutes of December 10, 2015
3. Accept the PA State Police Report of December 2015

### **Departmental Reports**

1. Public Works Director
2. Township Manager
3. Administrative Assistant
4. Land Preservation Committee
5. Parks and Recreation Committee
6. Planning Commission

### **Open Forum**

1. Other

### **New Business**

1. Motion to approve / not approve the payment of all invoices prepared by the Treasurer.
2. Motion to oppose/take no position/support the variance application of Mr. & Mrs. Norin Smith to the Zoning Hearing Board requesting permission to construct a detached private garage at 1050 Birdell Road within the front yard setback.
3. Motion to adopt / not adopt a Resolution that establishes fees and charges effective January 5, 2016.
4. Motion to approve / not approve an agreement with the Twin Valley Fire Department to provide emergency services and fire protection in the Township during 2016.
5. Motion to adopt / not adopt a Resolution that authorizes the purchase of a 2017 Mack cab and chassis from Pennsylvania Truck Center in the amount of \$108,219.39 and a dump body, snow plow and spreader from E. M. Kutz, Inc. in the amount of \$69,185.00 both under the terms of COSTARS contracts.
6. Motion to adopt / not adopt a Resolution designating emergency service providers for Honey Brook Township.
7. Motion to adopt / not adopt a Resolution that adopts the 2015 Multi-Jurisdictional Hazard Mitigation Plan of Chester County.
8. Motion to authorize / not authorize the Manager to sign the public sewage planning exemption request being submitted by Landchester Properties LP for Honey Brook Community Church that will be submitted to the PA Department of Environmental Protection.
9. Motion to approve / not approve Technicon's recommended Financial Security in the amount of \$7,700.00 for the Travis and Tabitha Roy Storm Water Maintenance Plan at 767 Talbotville Road.
10. Motion to approve / not approve the partial security release recommended by Technicon for Village Greene, Horseshoe Pike for site improvements in the amount of \$17,489.50 for Phase 1 and \$30,006.67 for Phase 2.
11. Other

**Old Business**

**1. Other**

**Open Forum**

**Adjourn**

**Upcoming 2016 Meetings:** *Dates are subject to change*

January 14	Planning Commission Workshop Meeting (7:00 pm)
January 19	Land Preservation Committee Meeting (8:00 am)
January 19	Farmers Breakfast (9:00 am)
January 21	Parks and Recreation Committee (7:30 pm)
January 28	Planning Commission Regular Meeting (7:00 pm)
February 4	Board of Supervisors Workshop Meeting (7:00 pm)
February 10	Board of Supervisors Regular Business Meeting (7:00 pm)
February 11	Planning Commission Workshop Meeting (7:00 pm)