

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

The meeting was called to order with the pledge to the flag at 7:06 pm by Chair Tracy Olsen. Also present were Supervisor John McHugh, Township Engineer Michael Reinert, and Township Manager Steve Landes.

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

Announcement

Tracy Olsen reported that the Board of Supervisors met in Executive Session on Monday, November 16th at 4:30 pm and again on Thursday, December 3rd during the regularly scheduled workshop meeting to discuss personnel issues.

Special Recognition

Certificates of Recognition were presented to the following:

Dick Reeder was presented with a certificate to recognize his six years of service on the Zoning Hearing Board and 3.5 years of service on the Planning Commission.

Certificates of Recognition were presented to the following individuals who contributed to the success of Park and Recreation programs in 2015:

- For their contribution to the raised garden bed program: Chris and Therese Mauchline.
- For their contribution to the summer youth program: Terry Androwick, Lee Heller, Rob McMinimee, Jeremy Wilson Rahn, Leslie Siebert, and Michelle Zeitz.

Travis Stacey arrived at 7:12 pm.

- For their contribution to the Harmony Day Bike Ride, which raised \$835 for the Honey Brook Food Pantry: Richard Antonson, Dennis DiMarco, Glenn Emery, Donna Horvath, Paula McGinness, Dot and Rick Vongerbig.

On behalf of the Board of Supervisors, John McHugh thanked the Road Department staff for their hard work last winter keeping the roadways safe.

Tracy Olsen thanked the Planning Commission for their efforts on the Comprehensive Plan Task Force.

Consent Agenda

1. Approve the Board of Supervisors Minutes of the November 5, 2015 workshop and November 11, 2015 regular meeting.
2. Accept the Planning Commission Minutes of November 12, 2015
3. Accept the Land Preservation Committee Minutes of December 1, 2015
4. Accept the November Financial Report.
5. Accept the November Zoning and Building Report submitted by Technicon.
6. Accept the November PA State Police Report

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

Departmental Reports

Land Preservation Committee: Chip Jones stated that the Committee met on Tuesday, December 1st together with Geoffrey Shillington, Chester County and John Goodall, Brandywine Conservancy to discuss six farms totaling about 235 acres that have applied for the easement purchase programs. Supervisor John McHugh and Manager Steve Landes also attended the meeting. The Land Preservation Committee recommends that the Board of Supervisors approve the purchase of these six easements for an approximate Township cost of \$56,000 per year for five years totaling approximately \$280,000.

Chip reported that the Township's expense only represents approximately 25% of the total easement purchase price with the balance being provided by Chester County and the Brandywine Conservancy. The additional monies provided by the County and the Conservancy have been made available because of the Township's commitment to the program.

The next Land Preservation Committee meeting is scheduled for January 19th at 8 am, which will be followed by the annual Farmer's Breakfast which begins at 9 am. Everyone from the Township is invited to attend.

Public Works Director: Don Johnson reported that the department is prepared for winter weather and that the crew is taking advantage of this good weather by continuing to perform a variety of routine road maintenance tasks that are not usually possible this time of year.

(The following item was moved up from New Business.)

1. John McHugh made a motion, seconded by Travis Stacey, to approve funding for six new land preservation easements as described by Chip Jones and recommended by the Land Preservation Committee at their December 1st meeting. All in favor. Motion carried.

Township Manager: Steve Landes stated that the Zoning Update will likely get underway in February and the expectation is to have the update completed and approved by the end of 2017. Tonight, the Board will appoint members to the Joint Task Force for this project.

A new complaint resolution procedure went into effect today. The revised procedure was prepared working together with staff, the Board, and Mike Reinert, Technicon. Complaints will continue to come into the office and can now be submitted by phone, in person, e-mail, or fax. All complaints will be treated as anonymous however we request but not require contact information in the event there are questions and also so we can report what action has been taken after the case is closed.

Thanked Kristy for her community outreach efforts for publicizing the need to fill vacancies on the Park & Recreation Committee. There is one new appointment being voted on tonight.

Administrative Assistant: Kristy Deischer-Eddy stated that the last several weeks were taken up with reviewing the 9-1-1 address list. A list of corrections has been compiled and will be submitted to the 9-1-1 coordinator for the County.

The newest feature on the website is the reorganization information under the Documents tab. A new tab, Police, now has as its sub-tabs the Feasibility Study and the monthly Crime Statistics provided by the state police for June through November.

Park and Recreation Committee: Therese Mauchline stated that the current members discussed Sheri Zynn to fill one of the vacancies for the committee and she is highly recommended. On March 25th, there will be a kick-off event at Longwood Gardens for the Raised Garden Bed program. The Committee is working with the Friends of the Library for a Gardens Tour which will be June 25th. The next Committee meeting will be 7:30 pm on January 21st.

Planning Commission (PC): Mike Reinert stated that the PC meeting tomorrow night will include a discussion about the proposed amendment to the Junkyard Ordinance and some SALDO amendments for Landscaping. The PC will forward its recommendations to the Board of Supervisors after resolving the issues being discussed.

Bob Witters, Dogwood Drive, questioned whether there would be a Supervisor appointed as a liaison to the Planning Commission to improve communication.

Tracy Olsen stated that she expects to be appointed to the Zoning Update Task Force. The Supervisors stated that they will make an effort to have at least one Supervisor attend the PC meetings.

Tracy Olsen suspended the meeting at 7:30 pm and invited everyone to enjoy some refreshment and congratulate everyone who was recognized this evening. The meeting reconvened at 7:47 pm.

(The following item was moved up from New Business.)

2. Travis Stacey made a motion, seconded by John McHugh, to appoint Supervisor Tracy Olsen and the Planning Commission members as the Honey Brook Township representatives to the Zoning Update joint task force with Honey Brook Borough. All in favor. Motion carried.

Susan Lacy stated that at the last PC meeting, a starting date was discussed. John Theilacker said it would probably be in February. The Township has to submit some things to the County related to the Comprehensive Plan grant before the new project may begin. Steve Landes reported that all documentation was submitted.

Susan Lacy stated that John Theilacker stated that initial task force meetings will include both the Borough and Township representatives together. As the project moves forward there will be separate meetings to address items that are specific to only one of the municipalities.

Open Forum

Frank Fredella suggested that Dave Rodgers who is currently an alternate on the Zoning Hearing Board be appointed to fill the available position if both he and the Supervisors agree.

Kristy Deischer-Eddy reported that a variance request was submitted today, which will be discussed at the PC meeting tomorrow night.

John McHugh reported that the Western Chester County Council of Governments (WCCCoG) had its last meeting for the year. The main topic of discussion is Emergency Services. Emergency Management Training for Supervisors was just completed by Tracy and Travis. The meetings in 2016 will be on the 4th Wednesday of the month for meetings, even in months with five Wednesdays. The January meeting will be a reorganization meeting.

Bob Witters stated that he had missed the Zoning Ordinance training that Terry Schmidt took at West Chester this year and questioned that would be made available next year. Steve Landes stated that there is money budgeted for training. The PC and other Boards and Committees may contact him to discuss training requests.

John McHugh stated that in the past, Brandywine Conservancy provided training to the Land Preservation Committee from time-to-time on subjects like TDRs (transferable development rights). He thinks that this training would be good to offer because there has been turnover on the Committee.

New Business

3. 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.
4. Travis Stacey made a motion, seconded by John McHugh, to approve the 2016 Budget for all Township Funds. All in favor. Motion carried.
5. John McHugh made a motion, seconded by Travis Stacey, to appoint Sheri Zynn, 440 Fieldstone Road, to a five year term on the Parks and Recreation Committee ending December 31, 2020. All in favor. Motion carried.
6. Travis Stacey made a motion, seconded by John McHugh, to enter into an agreement with Barbacane Thornton & Company to complete the Township's 2015 Audit. All in favor. Motion carried.
7. John McHugh made a motion, seconded by Travis Stacey, to enter into a maintenance agreement with the Rutt Family Sonshine LP to guarantee the public improvements in Brandywine Preserve (Whitehorse Glen; Tax Parcel Number 22-3-61) for an 18 month period. All in favor. Motion carried.
8. Travis Stacey made a motion, seconded by John McHugh, to adopt Resolution 7-2015 to accept the public improvements in Brandywine Preserve (Whitehorse Glen) as described in the offered deeds of dedication. All in favor. Motion carried.
9. Travis Stacey made a motion, seconded by John McHugh, to approve the final security release recommended by Technicon for the 58 Dampman Road Lot 3 (TPN 22-8-8.4C) Storm Water Maintenance Plan in the amount of \$14,272.40. All in favor. Motion carried.
10. John McHugh made a motion, seconded by Travis Stacey, to approve the partial security release recommended by Technicon for Swampy Hollow's Land Development (22-3-64 & 22-3-78) in the amount of \$22,210.82. All in favor. Motion carried.
11. Travis Stacey made a motion, seconded by John McHugh, to approve the partial security release recommended by Technicon for Leon King's (22-6-8.4) Storm Water Maintenance Plan in the amount of \$30,646.90. All in favor. Motion carried.
12. John McHugh made a motion, seconded by Travis Stacey, to approve the final security release recommended by Technicon for Bracalente's 96 Hill Road (22-11-57.6) Storm Water Maintenance Plan in the amount of \$4,553.45. All in favor. Motion carried.

13. Travis Stacey made a motion, seconded by John McHugh, to acknowledge the receipt of an opinion from Attorney Christopher Hartman regarding compensation for exempt salaried employees and to direct the Manager to provide a copy of that opinion to exempt salaried employees of the Township. All in favor. Motion carried.

Bob Witters asked for an explanation of what the opinion contained. Steve Landes stated that the current personnel policy did not address whether or not Honey Brook Township salaried employees are eligible for other types of compensation when they work hours in excess of 40 per week. The short answer is no; salaried exempt employees are not eligible for overtime or compensation time.

Bob Witters asked if Christopher Hartman is the new attorney for the Township. Steve Landes stated that appointment will be made by the Supervisors when they reorganize in January. Attorney Hartman was used for this particular opinion.

Old Business

None.

Final Open Forum

None.

Upcoming Meetings: *Dates are subject to change*

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| December 10 | Planning Commission Regular Meeting (7:00 pm) |
| January 2, 2016 | Swearing-in ceremony for Travis Stacey and other municipal elected officials in the Honey Brook Township Building (10:30 am) |
| January 4, 2016 | Board of Supervisors Organization Meeting (7:00 pm) followed by the regular meeting. |
| January 14, 2016 | Planning Commission Workshop (if needed) (7:00 pm) |
| January 19, 2016 | Farmers Breakfast (9:00 am) |
| January 21, 2016 | Park & Recreation Committee (7:30 pm) |
| January 28, 2016 | Planning Commission Regular Meeting (7:00 pm) |

Tracy Olsen made a motion, seconded by John McHugh, to adjourn the meeting. All in favor. Meeting adjourned at 8:03 pm.

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary