

**Honey Brook Township Board of Supervisors
Reorganization and Regular Business Meeting Minutes
January 4, 2016**

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

John McHugh made a motion, seconded by Tracy Olsen, that the temporary chair of the Board of Supervisors be Travis Stacey. All in favor.

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

Chris Hartman, Esquire, of Hartman, Valeriano, Magovern & Lutz, P.C., was introduced by Steve Landes (later in the agenda he is up for appointment as solicitor). Steve Landes stated that Mr. Hartman has a wealth of municipal experience and both he and Mike Reinert have enjoyed working with him in other municipal settings.

Election of Officers for 2016

1. Chair: Tracy Olsen made a motion, seconded by John McHugh, to elect Travis Stacey as Chair of the Board of Supervisors. All in favor. Motion carries.
2. Vice-Chair: Travis Stacey made a motion, seconded by Tracy Olsen, to elect John McHugh as Vice-Chair of the Board of Supervisors. All in favor. Motion carries.

Consent Agenda for Appointments

Steve Landes pointed out the vacant positions on the Parks and Recreation and the Zoning Hearing Board that are recommended to be filed as part of the consent agenda. Chris Hartman presented Resolutions 2016-1 and 2016-2 for the Zoning Hearing Board appointments. Attorney Hartman reported that the Municipal Planning Code requires that these appointments must be made by Resolution and the full term for these positions be for three (3) years.

John McHugh did not recall if the Resolution establishing the Land Preservation Committee (LPC) authorized having five or seven members. He stated that a resident had expressed interest on the Committee but didn't know if there were vacant positions.

Chris Hartman stated that there should be an Ordinance establishing the Committee which would have included the number of members which could be changed by amending the ordinance. Steve Landes will research how the Committee was formed and the membership.

Terry Schmidt, Mount Pleasant Road, questioned whether there was a requirement to post openings for the Zoning Hearing Board. Chris Hartman stated that there is no legal requirement.

Terry Schmidt questioned how Darlene Olear was selected for the alternate position on the Zoning Hearing Board. John McHugh replied that she had volunteered.

Chip Jones asked if the standard term for all committee positions was three years. Chris Hartman stated that the 3-year term applies to Zoning Hearing Boards which is required by the Municipalities Planning Code. The term for other boards and committees varies.

Following discussion Tracy Olsen made a motion, seconded by John McHugh, to approve the Consent Agenda for the below listed 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 (Resolution 2016-1)
27. Zoning Hearing Board alternate – Darlene Olear, 3 year term expiring 12/31/2018 (Resolution 2016-2)
28. Zoning Officer - Technicon Enterprises, Inc.

All in favor. Motion carried.

Salaries and Benefits

1. John McHugh made a motion to adopt Resolution 2016-3 that establishes the 2016 salaries and wages for all staff, seconded by Tracy Olsen. All in favor. Motion carried.

2. Tracy Olsen made a motion to approve Vacation, Sick and all other Benefits as they are described in the Township Personnel Manual and also to approve the 2016 Holidays as New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day, seconded by John McHugh. All in favor. Motion carried.

It was noted that the Township Office is closed for business on primary and general election days, but the staff is scheduled to work.

Consent Agenda for Other Township Business

Tracy Olsen made a motion, seconded by John McHugh, to approve the Consent Agenda for Other Township Business as follows:

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 2nd Wed. each month Feb - Dec
 - Board of Supervisors regular - 2nd Wed. each month Feb - Dec
 - Land Preservation Committee – Jan. 19 at 8AM and the 3rd Tues. of Mar, May, July, Sept & Nov.
 - Parks and Rec Committee – 3rd Thurs. each month Jan – Oct at 7:30PM
 - Planning Commission workshop - 2nd Thurs. each month Jan – Oct

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

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

All meetings begin at 7 PM prevailing time unless otherwise 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.

All in favor. Motion carried.

Announcements

None.

Consent Agenda for Meeting Minutes and Reports

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

Tracy Olsen made a motion, seconded by John McHugh, to approve items 1 through 3 listed above. All in favor. Motion carried.

Department Reports

1. Public Works Director: Don Johnson stated that the Roads Department is ready for winter. The crew is trimming roadside brush and trees and also completing some equipment maintenance.
2. Township Manager: Steve Landes stated that later in the Agenda there is a vote to adopt the 2016 Fee Schedule. There are no changes to the fees as they were approved in 2015. He stated that he recommends the Board review the fees and expenses during the first quarter of 2016 to determine whether changes are needed.

The adoption of the Chester County Multi-Jurisdiction Hazard Mitigation Plan is also included on this evening's agenda. This Plan, prepared by the Chester Co. Department of Emergency Services, examines risks focusing on natural disasters (flooding, blizzards) as well as human-made disasters (spills, etc.). The Plan addresses what actions can be taken both County-wide and by each municipality to mitigate the risks. Two recommendations in the Plan for HBT were: 1) provide added public information, and 2) provide an emergency notification system for the Township. The Plan also noted that the Icedale Road/Birdell Road/Beaver Dam road intersection is still being researched for possible mitigation projects because it is prone to flooding & cuts access off for a neighborhood.

The Township News has typically been published in April & October each year. This year instead of having the publication printed at the Township's expense, we've partnered with a printer who will solicit local advertising and supply printing at no cost to the Township. The Township will be responsible for the mailing costs. This new arrangement will allow the Township to substantially increase the number of pages in the newsletter which opens the opportunity for area non-profits to promote their programs and services that are of interest to the community as space allows. All information needs to be submitted to Kristy by the end of February/beginning of March for the April Newsletter.

The new e-mail addresses for all Township boards, commission and committee members are over 95% ready for use. Next a list will be emailed with everyone's new e-mail address and also the new group addresses. There are a few members that don't use e-mail, so the Chairs need to remember to give those members a call to relay information.

The Honey Brook Community Library (HBCL) is looking to fill two vacancies on their Board. The Board meets on the 4th Monday of every month at 6:30 pm. Anyone interested should contact Jennifer Spade, the library director.

3. Administrative Assistant: Kristy Deischer-Eddy stated that the final draft of the 2016 Community Map was received today for a final review and correction so this one step closer to being completed.
There were a few changes to the website since the last meeting including the addition of deadlines for voter registration and request for an absentee ballot for the primary election.
4. Land Preservation Committee: Chip Jones stated that the next meeting is a re-organization meeting at 8:00 am on January 19th; 9:00 am is the annual Farmer's Breakfast. That's open to all who want to attend. It's been a good event. We have speakers lined up, including a lawyer who is also an accountant.

5. Parks and Recreation Committee: Kristy Deischer-Eddy reported that the committee will begin to meet again in January. Their first order of business is to work on the summer activities for the youth so that they can be publicized in the spring newsletter.
6. Planning Commission: Mike Reinert stated that the Riehl Land Development in McConnell Park will be on the February agenda for review and possible action by the Supervisors. Technicon continues to prepare and review the Junkyard and Landscaping Ordinance amendments with the Planning Commission.

Bob Witters, Dogwood Drive, stated he was glad to see Travis Stacey at the last PC meeting. And questioned if he was the formal liaison to the PC from the Board. Steve Landes stated that the Supervisors discussed having at least one member attend each meeting but not necessarily the same one each time.

Bob Witters also stated that the December Supervisors workshop minutes are thorough and very helpful.

Open Forum

None.

New Business

1. Motion to approve / not approve the payment of all invoices prepared by the Treasurer.

John McHugh asked if the invoice document was in their Board pack. Steve Landes stated that it had been e-mailed to them by the Treasurer.

Tracey Olsen made a motion, seconded by John McHugh, to approve the payment of all invoices prepared by the Treasurer. All in favor. Motion carries.

2. Motion to oppose/take no position/support the variance application of Denise & Norm Smith to the Zoning Hearing Board requesting permission to construct a detached private garage at 1050 South Birdell Road (Tax Parcel Number 22-11-57.2) within the front yard setback.

Mike Reinert stated that this parcel is an acre and a half on South Birdell Road. It's an encroachment into the setback but still quite a distance from the ultimate cart way. The garage will encroach by about 12 feet. The Planning Commission voted to support the application at their last meeting.

John McHugh questioned whether the Supervisors should take a position if there were not strong feeling for or against.

Chris Hartman stated that the Zoning Hearing Board (ZHB) has independent authority to make rulings based on the evidence presented at the zoning hearing. Some Boards of Supervisors do not make recommendations in order to avoid swaying the ZHB decision. Other Boards of Supervisors believe it is important to provide the ZHB with their input which is specifically permitted by the Municipalities Planning Code (MPC). There is not a right or wrong approach.

Following discussion, Tracy Olsen made a motion, seconded by John McHugh to support the variance application of Denise & Norm Smith. All in favor. Motion carried.

3. Tracy Olsen made a motion, seconded by John McHugh, to adopt Resolution 2016-4 that approves a schedule of fees and charges, effective January 5, 2016. All in favor. Motion carried.
4. Motion to approve / not approve an agreement with the Twin Valley Fire Department (TVFD) to provide emergency services and fire protection in the Township during 2016.

John McHugh made a motion, seconded by Tracy Olsen, to approve the agreement with the TVFD to provide emergency service and fire protection in the Township during 2016. All in favor. Motion carried.

5. Motion to adopt / not adopt Resolution 2016-5, authorizing 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 (Cooperative Sourcing to Achieve Reductions in Spending) contracts.

John McHugh made a motion, seconded by Tracy Olsen, to adopt Resolution 2016-5. All in favor. Motion carried.

6. Motion to adopt / not adopt Resolution 2016-6, designating emergency service providers for Honey Brook Township.

Steve Landes reported that the Chester County Emergency Service Department requested that a new resolution be adopted because the Township's resolution hasn't been updated for many years,

Tracy Olsen made a motion, seconded by John McHugh, to adopt Resolution 2016-6. All in favor. Motion carried.

7. Motion to adopt / not adopt Resolution 2016-7, adopting the 2015 Multi-Jurisdictional Hazard Mitigation Plan of Chester County.

John McHugh made a motion, seconded by Tracy Olsen, to adopt Resolution 2016-7. All in favor. Motion carried.

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 (TPN 22-7-72) that will be submitted to the PA Department of Environmental Protection (DEP).

Mike Reinert explained that every land development that creates a certain sewage flow needs approval by PA DEP. The Northwestern Chester County Municipal Authority (NCCMA) has reviewed the project and has determined that the property is in a public service area and that the Sewage Treatment Plant has the capacity to serve the development.

John McHugh made a motion, seconded by Tracy Olsen, to authorize the Manager to sign the public sewage planning exemption request for Landchester Properties LP. All in favor. Motion carried.

9. Motion to approve / not approve Technicon's recommended Financial Security for the Travis and Tabitha Roy Storm Water Maintenance Plan at 767 Talbotville Road (22-4-34) in the amount of \$7,700.00 which Mike Reinert stated is a small stormwater project.

Tracy Olsen made a motion, seconded by John McHugh, to approve Technicon's recommended Financial Security for the Roy Storm Water Maintenance Plan. All in favor. Motion carried.

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 (22-8-86).

John McHugh made a motion, seconded by Tracy Olsen, to approve the partial security releases for Phases I & II of Village Greene. All in favor. Motion carried.

11. Other

John McHugh stated that the Land Preservation loan will be paid off during the last quarter of 2016 and suggested that the Board set goals for the Land Preservation Committee like the amount of acreage that we want to acquire. Right now there is 25% of the Township's land under easement. Tracy Olsen stated that the Board should discuss that issue.

Tracy Olsen also stated that the Township is allowed to use some of that money for the purchase and development of Parks, Recreation areas or Open Space. Maybe we should ask for input in the newsletter & website to learn what residents think about setting aside some money for another park.

John McHugh stated that the alternative is to designate money from the General Fund for Parks which was done in the 2016 budget.

John McHugh stated that there should be some additional preparations made this year for the Supervisors participation in Harmony Day and also for the Veterans Celebration. Both events would benefit from added publicity. This Supervisors will be able to distribute the new community map at Harmony Day next year.

Old Business

None.

Open Forum

Bob Witters asked the Manager what he needs to do to participate in a Zoning training at West Chester University. Steve Landes asked Bob to gather the information and submit his request.

John McHugh stated that there should also be training for Land Preservation Committee because it's been a while since the last one which was conducted by the Conservancy. Steve Landes stated that he would follow-up with the Conservancy.

John McHugh questioned whether there was any new information about a traffic study that was supposed be done at the intersection of Chestnut Tree Road & Rte. 322. He is wondering if there is something that should be done to plan for the increase in traffic that will occur with development of the Tabas tract (22-8-52). Mike Reinert stated that he would look into what if anything is being proposed at the intersection.

Tracy Olsen questioned when the Tabas tract development would break ground. Mike Reinert stated that they still need their National Pollutant Discharge & Elimination System (NPDES) permits and to post their financial security with the Township. It may begin in the Spring of 2016.

Bob Witters asked who he could thank for having Carl's Diner (22-8-77.1) demolished. Steve Landes pointed out that Bob got the ball rolling by bring the issue up at a Supervisors meeting.

John McHugh stated he had seen more West Brandywine Police cars in the Township lately and questions why there are here. Chris Hartman stated that if they're traveling through, there's nothing wrong however they should be clear about where their jurisdiction is because they don't have enforcement authority in Honey Brook Township. They have authority if the PA State Police ask for back-up or if they are in pursuit for something that occurred in West Brandywine and the person crossed into Honey Brook Township.

Adjourn

Travis Stacey made a motion to adjourn, seconded by John McHugh. Meeting adjourned at 7:58 pm.

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)

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary