

HONEY BROOK TOWNSHIP
Board of Supervisors Thursday, February 4, 2016 Workshop Minutes

Call to Order

The Board of Supervisors workshop meeting was called to order by the Chair Travis Stacey at 7:00 pm. Supervisors John McHugh and Tracy Olsen were present. Also present was the Act 537 Update Engineer Fred Ebert, Township Engineer Mike Reinert and Manager Steve Landes.

New and Old Business

The Board of Supervisors discussed the following items:

1. Fred Ebert provided a status update for the Act 537 Planning project that included a summary of recent meetings that he had with the sewer authority and the PA Department of Environmental Protection. He will continue to work with the sewer authority to help them select the technology and improvements that are needed to meet PA DEP requirements. After this is completed he will be able to estimate the cost of upgrades.

PA DEP discussed the need for the Township to adopt an on-lot sewer system ordinance. A copy of the draft ordinance was provide for PA DEP's review and comment.

Fred expects to attend the April workshop to update the Board.

2. Ordinance Amendments – Mike Reinert provided a brief overview of these four ordinances that were reviewed by the Planning Commission and recommended for enactment.
 - 180 SALDO Amendment
 - 181 Zoning Amendment
 - 182 Junkyard Amendment
 - 183 Stormwater Amendment

Following discussion the Board directed that the Junkyard amendment be removed from the regular meeting agenda for February 10th to allow the Manager and Engineer additional time to determine whether the maximum stacking height could be increased from what is proposed in the draft.

3. Mike Reinert reported that two violation notices were sent to Jesse Fisher, 425 Gooseberry for violation of Township ordinances by timbering his property. The notices require Mr. Fisher to engage a forester to prepare a plan for restoration.
4. Mike Reinert reported that he reviewed the zoning decision and the subdivision for the Troy Stacey Plan off of Birdell Road to determine what Township ordinance required Mr. Stacey to pave the first 20 feet of Gooseberry Lane from the edge of Birdell Road. This review was completed because Mr. Stacey questioned whether the Township's paving requirement could be waived because this would then eliminate the need for him to obtain a PennDOT Highway Occupancy permit which will restrict turning moves out of his property. Mike Reinert's opinion is that the paving was a SALDO requirement so it could be waived by the Board of Supervisors after formally requested by Mr. Stacey and approval of the Board.
5. Mike Reinert gave a brief review of the process that the Federal Emergency Management Agency goes through when Flood Insurance Maps are updated. The Township has received a copy of our revised maps for a non-technical review that was completed by Jen McConnell. A period for technical review will begin in the coming weeks and the new maps will go into effect in 2017.

Steve Landes noted that the Township will have to notify property owners who have property that was added or removed from a flood area due to the changes. Also the Township will need to enact a new storm water management ordinance before the new maps go into effect.

6. Steve Landes reviewed the draft agenda for the Supervisors Wednesday, February 10 meeting. The Board scheduled an executive session that will begin at 6 p.m. that night before the regular meeting to discuss potential litigation.
7. Following discussion, Steve Landes was instructed to provide the Supervisors with a handout regarding "burning" that can be handed to a property owner who is violating the Township ordinance.
8. Steve Landes reported that Keystone Publishers who codified and maintains the Township Code has announced that they will close in March of this year. He contacted General Code Publishers and requested an estimate to convert the existing code into their system as well as the cost for printing new books and maintaining an online code. This item will be discussed at the March workshop meeting.
9. Steve Landes reported that Brandywine Conservancy has been contracted to assist with the Township's Ag Security Area 7 Year Review process. The Land Preservation Committee will be asked to act as the Ag Security Area committee who will review the work produced by Brandywine Conservancy. The Township and County Planning Commission will also have the opportunity to review and comment on the update before the Supervisors conduct a Public Hearing and approve the update.
10. The Supervisors asked the Manager to contact John Good to learn whether he'd attend a future meeting to be recognized by the Township for his 50 years of service.
11. John McHugh suggested that Michael Greene be recognized for his years of service on the Honey Brook Library Board now that he is stepping down. Following discussion the Supervisors directed that all Board members from the Library Board who are stepping down should be recognized with a certificate at the March meeting.
12. Steve Landes reported that even though the Tel Hai Agreement has expired the requirement for Tel Hai to make a payment in lieu of taxes continues indefinitely as does the required donations to the Honey Brook Library and the Fire Company. The funding requirement; procedure for collection; and the history of past payments continues to be reviewed.
13. Honey Brook Fire Company Annual Contribution – Steve Landes reported that using the contribution rate formula that was approved at a special meeting of the Board of Supervisors on November 8, 2007 the 2016 contribution to the Honey Brook Fire Company is: Township Assessed Value (365,595,395) x .00025 = the Annual HB Fire Company Contribution of \$91,398.85 that is paid quarterly (\$22,849.71) at \$22,850.00. Steve Landes will contact the Fire Company to let them know.
14. Steve Landes request approval to contract with Ricky Miller at the cost of \$3,800 to modify the ailing pump system that supplies water to the Public Works and the Administration Buildings. Mr. Miller's price is substantially lower than two other contractors who quoted. The Supervisors authorized the Manager to enter into a contract.

15. Procurement / Payment Policy draft for review – the Manager distributed a draft policy that sets staff spending limits; describes the procedure to make purchases depending on the estimated cost; and describes the invoice payment process. This item will be on the March workshop agenda for discussion and if acceptable it will be placed on the March agenda for approval.
16. Steve Landes requested authorization from the Board to replace the existing debit cards with credit cards. During discussion the Board indicated that the Manager and Public Works Director should have credit limits of \$5,000. A Resolution will be presented for Board approval at a regular meeting.
17. Land Preservation Committee – Steve Landes reported that the Resolution establishing the Committee set the number of members at five (5). Following discussion the Board instructed the Manager to prepare an amendment that increases the membership to seven (7). Steve Landes noted that this would be a good time to review their duties and responsibilities and make changes if needed.
18. Steve Landes reported that the Chester County Emergency Services Department provided a sample Emergency Radio Satellite Signal Booster Ordinance to all municipalities with a request to consider adding the requirement to our code. The purpose for the ordinance is insure that there is good radio service for police, fire and EMS personnel inside commercial and industrial buildings by requiring signal boosting equipment be installed. Following discussion, the Manager was instructed to forward the draft ordinance to Technicon for review and comment.
19. Steve Landes informed the Board that the Twin Valley Little League opening day is Saturday, April 2nd

There being no additional business to discuss, the meeting was adjourned at 9:20 PM.

Respectfully submitted,

Steven C. Landes
Township Manager / Secretary