

HONEY BROOK TOWNSHIP
Board of Supervisors Workshop Minutes
March 3, 2016 --7:00 p.m.

The meeting was called to order by Chairman Travis Stacey. Others in attendance were Supervisors John McHugh and Tracy Olsen, Manager Steve Landes and Engineer Michael Reinert.

1. Act 537 Plan Update

Michael Reinert provided an update for this update to the Township's plan being prepared by Ebert Engineering. The Authority is now in the process in looking at upgrade options and technologies that must be completed before cost estimates for the work can be completed.

2. Annual mobile home park inspections:

Michael Reinert informed the Board about the process and what is included in the annual mobile home park inspections. Violations noted during the inspection are provided to the park operator in writing and a date established when these deficiencies should be resolved. All of the parks except Brandywine Terrace are very good at working with the Township to resolve all issues identified during the inspection or others that are reported throughout the year.

3. 2016 Park Road Improvement Engineering Proposal

Michael Reinert reviewed the Technicon proposal to complete the surveying and engineering needed to support the Township's Park Road improvement project.

4. Brandywine Terrace

Steve Landes presented an update to the status of the many health and safety issues at the Brandywine Terrace mobile home park. The Bankruptcy Court has appointed a Trustee to take over park management who will also market the property for sale. Eugene Egan who previously managed the park is no longer permitted on the property and all rent is now payable to the Trustee.

The Township contracted the pumping of the on-lot sewer system to resolve the problem with raw sewage being discharged onto the ground and roadway in the park. This action that was requested by the Chester County Health Department was completed earlier today. An invoice for the pumping and Technicon's fee to oversee the work will be reimbursed to the Township when the Bankruptcy Trustee has money to pay for this service.

A meeting of the Chester County Health Department, PA Department of Environmental Protection, Township representatives and the Bankruptcy Trustee is scheduled tomorrow to discuss the many issues at the park and the Trustee's plans to move forward.

5. Board of Supervisors March 9, 2016 Draft Agenda

The Supervisors reviewed and discussed the draft agenda for the upcoming meeting.

6. Junkyard Ordinance draft amendment

The Board of Supervisors discussed the draft amendment for this ordinance that was recently recommended by the Planning Commission. During discussion the Board questioned the height restrictions and new screening requirements in the draft. Steve Landes reported there are no accepted standards or laws regulating the height that scrap may be stacked. Following discussion the Board instructed the Manager and Engineer to review the draft and prepare changes for the Board's review at the April Workshop.

7. Emergency Radio Signal Booster Ordinance Proposal
Following discussion of the need for such an ordinance in the Township, the Supervisors elected not to move forward with ordinance preparation.
8. Honey Brook Borough Authority
Steve Landes reported that he and Solicitor Chris Hartman will meet with Authority representatives next week to discuss water connections to their system in the Walsh landfill area.
9. Ag Security Area (ASA) 7 year Review Update
Steve Landes reported that Brandywine Conservancy continues to work preparing a list of properties included in the ASA as well as other properties that should be possibly added or deleted. Results of their preliminary work will be reviewed by the Land Preservation Committee meeting on March 15th during their regular monthly meeting.
10. General Fund Account Codes
Steve Landes provided the Supervisors with a list of the new budget account codes together with a brief description that specifically what income or expenditures are included for each code. The tool should provide the Board with a greater understanding of the budget and monthly financial reports. It will also help the treasurer provide greatly improved consistence where the receipts and expenses are posted.
11. Codification services
Steve Landes reported that several companies have contacted the office to solicit the Township's ordinance codification business now that our current vendor is closing their doors. Steve Landes further recommended that the Township accept the proposal from General Code to provide the Township code service business going forward. General Code is currently serving many communities in PA and he was very pleased with their services at his prior employer. Following discussion the Board instructed the Manager to place this item of the future agenda for approval.
12. PSATS Conference
Steve Landes reminded the Board that the annual conference is fast approaching and questioned whether anyone was interested in registering. At this time none of the Supervisors are planning to attend.
13. Out of the Office Schedule
Steve Landes reported that he will be out of the office but monitoring voice mail and email on the following dates: March 14 through 16; March 31 & April 1; and Week of April 18th

There being no additional business to be brought before the Board the meeting was adjourned.

Respectfully Submitted,

Steven C. Landes
Township Manager