

**Honey Brook Township Board of Supervisors  
March 9, 2016 Regular Meeting**

The meeting was called to order by Chair Travis Stacey at 7:03 pm with the pledge to the flag. Also present were Supervisors John McHugh and Tracey Olsen, as well as Township Manager Steven Landes and Township Engineer Michael Reinert.

**Announcements**

In accordance with Resolution 2-2012, it was announced that Scott Stilson of Vincent Drive is videotaping tonight's meeting.

**Presentation:** Barbacane Thornton & Company – 2015 Township Audit

Tim Sawyer, a manager with Barbacane Thornton & Co., gave a brief presentation. He stated that this is an independent auditor's report. Management has responsibility for the financial statements; they are prepared by the auditor & reviewed & signed by Township Manager Steve Landes & Treasurer Peter Barsz.

The opinion is that the financial statements are presented fairly and that the financial situation of the Township is clean/unmodified and using same standards as every year.

Most of the Township's cash is in the general fund, capital fund, and special revenues fund (both Liquid Fuels & Land Preservation monies).

The Township's total revenues in 2015 included \$3.2 million in revenues from the Earned Income Tax (EIT) & real estate tax.

The 2015 expenses were a total of \$1.1 million representing a \$67,000 fund balance increase for the year.

The Township's debt is approximately \$4 million.

The year's capital expenses were \$496,000 including \$100,000 for road resurfacing, \$132,000 for a backhoe. The balance of \$264,000 was for Land Preservation payments.

The cash balances were confirmed with the bank. The auditors looked at supporting documentation for expenses and the procedures for payroll, and reconciled the interfund account transactions. The determination is that everything was presented fairly.

The deadline for filing the audit with the Department of Community Economic Development (DCED) is April 1 which will be filed tomorrow.

**Consent Agenda**

1. Approve the Board of Supervisors Minutes of the February 4 Workshop and the February 10, 2016 Regular Business Meeting.
2. Accept the February 2016 Financial Report.
3. Accept the February 18, 2016 Parks and Recreation Committee Minutes
4. Accept the February 2016 Zoning and Building Report submitted by Technicon.
5. Accept the February 2016 PA State Police Report

John McHugh made a motion, seconded by Tracy Olsen, to approve the consent agenda as presented. All in favor. Motion carried.

**Departmental Reports**

**Don Johnson, Public Works Director:** the Roads Crew been busy with taking care of the washouts from the recent heavy rains; most are repaired with a few to go. They have started sweeping up the developments of anti-skid. Once that is complete, they will be ready to start the ditching along the Township roads.

John McHugh asked how the supply and cost of materials was for this year.

Don Johnson stated that there was no problem with supply this year. He stated that he has not completed the total figures, but less was certainly used this year than last. The blizzard of January 23-24 was a pain, but it was nice to get it all at once. Twice as much material was put down for the ice storm on February 15 than was used for the blizzard.

**Steven Landes, Township Manager:** An Agricultural Security Area (ASA) review will begin shortly. The last time a full review was done was in 2002, so we'll take a good hard look at what we have, delete some properties, and add some others. He is working with the Brandywine Conservancy & they will be presenting preliminary information to the Land Preservation Committee, who will be acting as the Security Area Advisory Board for this review. It needs to be completed on or before September 1. A timeline has been created so that the Advisory Board can comfortably meet that deadline.

John McHugh asked if the ASA designation was intended to protect farmers from certain ordinances and such.

Steve Landes stated yes.

Steve Landes stated that Brandywine Terrace, which has had compliance issues over the years, has had attempts to step up enforcement. We were informed that Brandywine Terrace is in bankruptcy and that a trustee was appointed. The ultimate end action for the trustee is to sell the park & pay as many creditors as he can. The most pressing issues involve the Chester County Health Department on the sewage end, and the Department of Environmental Protection on the water end. Both systems are a significant project. The Township has enforcement of the property maintenance code. A meeting was held last week with the trustee and the real estate agent, ultimately looking to sell the property. The former manager is out & is not supposed to be on the property. The only money available for compliance with the cleanup is from the rent monies, none of which has been collected yet due to the timing of the trustee appointment. The Township code staff will go in & do a full inspection of the park, including the inside of the units, so that we have a full idea of what needs to be done. The first priority is the water & sewer systems. We'll compile a list & review it before sending it to the trustee. Things aren't wonderful today but the outlook is good. The hope is that someone will buy the park who's looking to continue the improvement process.

The Honey Brook Community Library still looking for 3 people to fill vacancies on their Board of Trustees. Please call Jennifer Spade at the Library (610-273-3303) if interested.

**Land Preservation Committee:** There was no representative from the Committee present. John McHugh stated they will be meeting next week.

Steve Landes stated that there is no agenda yet, but there will be quite a bit to discuss with the ASA review. The only other thing at this time is the tentatively-scheduled a conservation easement settlement for a farm on the 18<sup>th</sup>. This was a farm approved at the end of 2014 but whose settlement had to be pushed back.

Bob Witters, Tel Hai, asked what the steps were for the ASA program that brings them to finality.

Steve Landes stated that the Brandywine Conservancy is out there talking to the farmers. He stated he is not sure if being in ASA is required to apply for the Land Preservation Conservation Easement program.

Kristy Deischer-Eddy stated that it was a requirement at one time, but a few recently-approved farms not, although adjoining parcels were.

Steve Landes stated that after the Land Preservation Committee looks at the list in March, letters will be mailed to current landowners as well as those who are eligible to ask if they are (still) interested in being part of the ASA. That information will be gathered and presented to the Land Preservation Committee, Planning Commission, and Chester County Planning Commission for comment. At that time, adjustments can be made. The final document will go to the Board for a public hearing and approval. This is the only time that parcels may be removed from the ASA by the Township.

Kristy Deischer-Eddy showed the Land Preservation page of the website on the screen and pointed to the section where information about the ASA can be found, as well as a listing of all the current parcels.

She also showed the Planning Commission page with the development updates section and advised that announcements are posted and dated when posted. Announcements are linked to the Facebook page as well. The most recent announcement is of the new rules for free e-waste drop-off at the Landchester Landfill until December 2016.

**Park and Recreation Committee:** There was no member of the Committee present. Kristy Deischer-Eddy announced that the summer programs will be discussed and finalized at next week's meeting. The biggest news is the upcoming Senior Fitness Class that will be offered on the first and third Wednesdays of the month here in the meeting room at 11:00 am. It will be taught by a personal trainer who is the newest member of the Park & Rec Committee.

A presentation on creating a rain garden is in the works to be presented here at the Township on June 25<sup>th</sup> to coincide with the Friends of the Community Library's Garden Tour. Details are to be announced. The presentation will be given by a Master Gardener.

John McHugh stated that the raised garden will be starting up soon; the needs are for soils, a new hose, and volunteers to help tend the garden.

**Planning Commission (PC):** Mike Reinert stated that there was no meeting in February. A variance application may or may not come before the PC this month. There will be a few other items to discuss as well. There is no business to discuss for the planning workshop tomorrow, so it will likely be cancelled.

Kristy Deischer-Eddy stated that she will confirm that tomorrow morning.

#### **Open Forum**

Carmela Schmidt, Mount Pleasant Road, asked if the assessor was given a heads-up when there were new building permits issued.

Kristy Deischer-Eddy stated yes, that is triggered by the issuance of the building permit reports by Technicon.

#### **New Business**

1. John McHugh made a motion, seconded by Tracy Olsen, to approve the payment of all invoices prepared by the Treasurer. All in favor. Motion carried.
2. Tracy Olsen made a motion, seconded by John McHugh, to approve the 2015 Audit for all Township Funds as prepared by Barbacane, Thornton, & Company. All in favor. Motion carried.
3. John McHugh made a motion, seconded by Tracy Olsen, to enact an amendment to the Stormwater Ordinance, Ordinance 183-2016. All in favor. Motion carried.
4. Tracy Olsen made a motion, seconded by John McHugh, to adopt Resolution 2016-9, Procurement and Invoice Payment Policy. All in favor. Motion carried.
5. John McHugh made a motion, seconded by Tracy Olsen, to adopt Resolution 2016-10, authorizing the Township Manager to execute all documents necessary to open a credit card account. All in favor. Motion carried.
6. Tracy Olsen made a motion, seconded by John McHugh, to adopt Resolution 2016-11, authorizing the disposal of Township records as permitted by the PA Records Retention Act. All in favor. Motion carried.
7. John McHugh made a motion, seconded by Tracy Olsen, to authorize the Solicitor to advertise a public hearing to be held during the Board of Supervisors April 13<sup>th</sup> meeting at 7:00 pm for the conditional use application submitted by Samuel and Ada Mae Kauffman to operate a kennel at 1571 Beaver Dam Road. All in favor. Motion carried.

8. Tracy Olsen made a motion, seconded by John McHugh, to approve the recommendation of the Chester County Tax Claim Bureau to exonerate property tax liens for mobile home that have been removed. All in favor. Motion carried.
9. John McHugh made a motion, seconded by Tracy Olsen, to authorize the Township Manager to prepare specifications and receive bids for the Public Works Department's annual material and supply requirements and then deliver an award recommendation to the Board. All in favor. Motion carried.
10. Tracy Olsen made a motion, seconded by John McHugh, to enter an agreement with General Code to provide the Township with ordinance codification services including an online code and printed books. All in favor. Motion carried.

John McHugh stated that this is changing the company which maintains the Code Books & access to the online code currently on the Township website.

Steve Landes stated that the reason we're changing is because the current company we are using is going out of business. At end of month, the online support will be disappearing. The Board has chosen another company that does the same thing.

11. John McHugh made a motion, seconded by Tracy Olsen, to approve the following financial security releases recommended by Technicon:
  - a. Tel Hai Retirement Community Phase 1 in the amount of \$3,685.00
  - b. Tel Hai Retirement Community Phase 2 in the amount of \$442,879.25
  - c. Tel Hai Retirement Community Phase 3 in the amount of \$111,943.15
  - d. Tel Hai Retirement Community Phase 4 East in the amount of \$149,990.23
  - e. 176 Westbrooke LLC in the amount of \$104,960.77
  - f. Hoover Building Specialists in the amount of \$145,786.66
  - g. Ike Fisher/ DeckCraft in the amount of \$36,756.50

All in favor. Motion carried.

### **Old Business**

None.

### **Open Forum**

Bob Witters, Dogwood Drive, asked if the contribution line in lieu of taxes line on the February financial statement was for Tel Hai.

Steve Landes stated that line that would be for any such payments and that the future payment calculation is a work in progress.

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

March 14	Zoning Hearing Board, 7:30 pm
March 15	Land Preservation Committee at 7:00 pm
March 17	Parks and Recreation Committee at 7:30 pm
March 24	Planning Commission at 7:00 pm
April 7	Board of Supervisors Workshop at 7:00 pm
April 13	Board of Supervisors at 7:00 pm
April 14	Planning Commission Workshop at 7:00 pm (if needed)

Travis Stacey made a motion, seconded by John McHugh, to adjourn the meeting. All in favor. Meeting adjourned at 7:40 pm.

Respectfully submitted,

Kristy J. Deischer-Eddy  
Recording Secretary