

**Honey Brook Township  
Board of Supervisors  
August 10, 2016, 7:00 pm -- Regular Meeting Minutes**

The meeting was called to order with the pledge to the flag at 7:01 by Vice-Chair John McHugh. Also present was Supervisor Travis Stacey, Township Manager Steve Landes, Township Engineer Michael Reinert, and Solicitor Beth Auman.

**Board Announcements**

John McHugh announced:

- a. Tracy Olsen was not in attendance for tonight's meeting due to another commitment.
- b. The Board of Supervisors held an Executive Session on July 27, 2016 to discuss the Stephen Stoltzfus conditional use hearing decision and also a real estate matter.
- c. That Scott Stilson, Vincent Drive, is videotaping the meeting. This notification is required by Resolution 2-2012.

**Public Hearings**

1. The Conditional Use Hearing of Stephen Stoltzfus, 375 Pleasant View Road (Tax Parcel Number 22-7-51.3) to operate a kennel was resumed 7:02 p.m.

Beth Auman, Solicitor, stated that the record was closed.

John McHugh made a motion to sign the decision prepared by the Solicitor denying the application of Stephen Stoltzfus to operate a kennel, seconded by Travis Stacey. All in favor. Motion carried.

The hearing was closed at 7:04 pm.

2. Public Hearing: Honey Brook Township Agricultural Security Area (ASA) 7 Year Review.

The hearing was opened at 7:04 pm. The proceedings were transcribed by a court reporter.

Beth Auman summarized the review process that included a review by the Township Land Preservation Committee acting as the ASA Committee, the Township and County Planning Commissions who all recommended approval of the review as presented. Beth Auman also reported that all of the property owners who were to remain in the ASA, be added or deleted were notified of the proposed action and invited to tonight's hearing.

The hearing was closed at 7:14 pm.

**Honey Brook Township  
Board of Supervisors  
August 10, 2016, 7:00 pm -- Regular Meeting Minutes**

John McHugh made a motion, seconded by Travis Stacey, to adopt Resolution 2016-16 approving the ASA 7 year review together with all recommended changes and to authorize the signing of a certificate of recording. All in favor. Motion carried.

3. Conditional Use Hearing for the application submitted by Benuel Kauffman to use the property of Samuel L. Kauffman and Ruth Kauffman to operate a kennel at 2398 Compass Road (TPN 22-10-3.2A).

The hearing was opened at 7:15 pm and was transcribed by a court reporter.

Before closing the testimony, Mr. Kauffman was instructed to provide a copy of the State license for his kennel and a revised site plan showing the location and dimensions for all of the areas required by the Township's ordinance including the exercise area, waste disposal, etc. Mike Reinert will discuss what details are needed and the type of plan with Mr. Kauffman.

Following all testimony, Travis Stacey made motion, seconded by John McHugh to continue the hearing at the September 14, 2016 Supervisors meeting at 7:00 p.m. The hearing was closed at 7:49 pm.

**Announcement**

1. Richard Florio, Honey Brook Borough Councilman, announced that a Veterans Monument Dedication Ceremony will be held on Sept. 24 at 11:00 am in Borough Park. A luncheon will follow the ceremony. Borough Council appreciates the fact that the Township is helping to publicize this event by listing it on the Township's website. Tickets are now available for the luncheon at Tel Hai and the Borough Administrative Office.

**Consent Agenda**

1. Approve the Board of Supervisors Minutes for the July 7 Workshop and the July 13, 2016 Regular Business Meeting.
2. Accept the July 2016 Financial Report.
3. Accept the July 21, 2016 Parks and Recreation Committee Minutes.
4. Accept the July 28, 2016 Planning Commission Minutes.
5. Accept the July 2016 Zoning and Building Report submitted by Technicon.
6. Accept the July 2016 PA State Police Report.

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

**Honey Brook Township  
Board of Supervisors  
August 10, 2016, 7:00 pm -- Regular Meeting Minutes**

**Departmental Reports**

1. Public Works Director: Don Johnson reported stated that this year's sealcoating projects are being completed. The stormwater project on Park Road won't begin before mid-September. The new Mack truck has arrived and is being prepared for service. The 2001 International truck that it replaced was listed on Municibid, an electronic bidding site. The high bid was \$25,200 by a township in western PA.
  
2. Administrative Assistant: Kristy Deischer-Eddy stated that she attended the Honey Brook Community in Partnership meeting on August 8. The Honey Brook Harmony Day is coming along nicely, scheduled for September 19<sup>th</sup>. The activities this year will be concentrated in the Borough at the Park and the Fire Hall. Vendors may set up a table for \$10 if interested. There will be food, games, a car cruise-in, antique quilt show, jukebox, strolling barbershop singers, and a videographer will be on site to record anyone's stories about Honey Brook history.

There is a new vendor codifying our township ordinances, General Code. A representative met with office staff today to point out some new features. The search function is much more user-friendly in this new format than in the previous vendor's.

Calls for articles are going out for the next version of the newsletter, slated to hit mailboxes mid- to late-October.

3. Township Manager: Steve Landes stated several ordinances are being prepared including an amendment to the junkyard ordinance, a new Park rules & regulations ordinance, a new stormwater ordinance required because the Federal Emergency Management Agency (FEMA) recently completed revisions to the Township's floodplain mapping, and amendments to the Township Zoning Ordinance and Subdivision And Land Development Ordinance to require reviews by other agencies for properties in a water service area and those under Agricultural or conservation Easements.

We hope to have more people filling out the online Park & Rec survey to help the committee create programs & services for the community.

Meetings continue with the trustee & realtor for Brandywine Terrace to work on priority health & safety issues. Bob Witters, Dogwood Drive, asked if there had been any interest in purchasing the property. Steve Landes stated that there is interest by more than one party.

Steve Landes stated that a couple of utility poles need to be relocated to complete the Park Road project. PP&L has agreed to move them at no cost to the Township.

**Honey Brook Township  
Board of Supervisors  
August 10, 2016, 7:00 pm -- Regular Meeting Minutes**

Bid specifications will be prepared for snow removal services this winter to help out the Road Crew, especially in the Mountainview development, but also anywhere else it's needed.

4. Land Preservation Committee: nobody was present from the committee. John McHugh stated that the Board is considering the reduction of the EIT collection for Land Preservation from 0.5% to 0.25%.

Steve Landes reported that Chester County just closed their application process and they have 5 new applications that will be discussed at the Land Preservation Committee's next meeting in September.

5. Park and Recreation Committee: No members from the committee were present. Kristy Deischer-Eddy reported that the committee had discussed the Twin Valley Little League (TVLL) request to install field lighting and also to raise the height of fencing on Field two. The Park & Recreation Committee does not see a problem with either request provided that there are no deed restrictions that would prohibit lighting and provided that the lights be extinguished by 10:00 pm.

Steve Landes noted that the Little League will be asked to provide more detailed information regarding the materials, installation and maintenance before a recommendation is forwarded to the Board of Supervisors for consideration.

Kristy reported that the raised garden bed on June 22 yielded 7 oz. radishes and 11 pounds 4 oz. green leaf lettuce. The July 3<sup>rd</sup> harvest yielded 2 pounds 8 oz. of cucumbers; many more pounds of cucumbers have ripened since then. All produce was donated to the Honey Brook Food Bank.

The August 18 meeting of the Parks and Recreation Committee is canceled. The next Committee meeting is scheduled on September 15.

6. Planning Commission (PC): Mike Reinert stated that the only thing on the agenda for August so far was the Zoning variance application for Cupola Court.

**Open Forum**

Carmela Schmidt complimented Don Johnson on his maintenance of the roads. She asked if there was a list of farms that are in the ASA.

Steve Landes stated that he had the list for her to inspect after the meeting.

**New Business**

1. Travis Stacey made a motion, seconded by John McHugh, to approve the payment of all invoices prepared by the Treasurer. All in favor. Motion carried.

**Honey Brook Township  
Board of Supervisors  
August 10, 2016, 7:00 pm -- Regular Meeting Minutes**

2. Amos S. and Lizzie Ann Kauffman Final Minor Plan for lot line change (22-7-81.3 & 22-7-81.3):

Mike Reinert stated that this lot line change is to convey about 1.3 acres from one property to another for agricultural purposes. No improvements or grading are involved.

Travis Stacey made a motion to:

- a. Approve requested Subdivision and Land Development Ordinance waivers:
  - i. Section 22-503.A.(3) to allow a detailed view scale of 1" = 60' and a scale of 1" = 200' for the overall view,
  - ii. Section 22-503.A. (4) to allow a closure error for Lot #2 of 1:554 based upon deed plotting, and
  - iii. Sections 22-503.B. (4) and 22-621 to allow pins at the boundary of Lot 1 and to not fully monument Lot 2;
- b. Authorize the Board of Supervisors Chairperson or Township Manager to sign the non-building sewage planning waiver once approved by the Chester County Health Department; and
- c. Approve conditional final plan approval for the Amos S. & Lizzie Ann Stoltzfus Final Minor Plan, provided the applicant satisfies all comments in the Township Engineer's review letter dated July 22, 2016.

The motion was seconded by John McHugh. All in favor. Motion carried.

Bob Witters stated that he hopes the Kauffman's understand how many conditions need to be met and he questioned how the Planning Commission knows that conditions on any plan they approve are met.

Mike Reinert stated that once the Board of Supervisors approves a plan it is Technicon's responsibility to take care of all of the administrative work from insuring that the conditions are met before the plan is recorded all the way to completion.

3. John McHugh made a motion to approve the request from Travis Stacey (22-4-25.1) to waive the need for land development in order to replace his building at 279 Fieldstone Road.

**Honey Brook Township  
Board of Supervisors  
August 10, 2016, 7:00 pm -- Regular Meeting Minutes**

Travis Stacey stated for the record that he has a conflict of interest on this motion because he is the property owner making the request but because there are only two Supervisors in attendance, he will vote on this matter.

Travis Stacey seconded the motion. All in favor. Motion carried.

4. Travis Stacey made a motion, seconded by John McHugh, to authorize John McHugh to work with the Western Chester County Council of Governments (COG) to explore the benefits of creating a regional emergency management system and then report his findings to the Board of Supervisors. All in favor. Motion carried.
5. Motion to take a position of (oppose/take no position/support) the variance application of Samuel and Ada Mae Kauffman, 1571 Beaver Dam Road (22-10-6), to allow the addition to an existing house in violation of setback requirements.

Mike Reinert stated that this is a request for a barn addition that would encroach into the side yard setback by twenty (20) feet.

Travis Stacey made a motion, seconded by John McHugh, to support the Samuel & Ada Mae Kauffman variance application. All in favor. Motion carried.

6. Request from Tel Hai to close Beaver Dam Road from Rt. 10 to Park on Thursday, August 18<sup>th</sup> between the hours of 4:00 p.m. and 10:00 p.m. for their community event.

Bill Ford, representing the Honey Brook Fire Police, stated that he is concerned that people will park on Park Road to view the fireworks, and that if an emergency were to arise, it would be difficult to get through

Steve Landes asked what Bill was suggesting as an alternative.

Bill Ford stated that he would like Beaver Dam Road from South Birdell to Route 10 and the portion of Park Road between Cambridge & Beaver Dam Roads be closed. He also believed that closing the roads between 8 and 10 p.m. would be adequate.

Bill stated that he will use electronic signs to announce the closure ahead of time. Jackie Smith, Hillbrook Drive, questioned how far in advance would the signs be posted. Bill Ford stated that it would be on that Sunday [the 14<sup>th</sup>] or Monday [the 15<sup>th</sup>] before the event.

**Honey Brook Township  
Board of Supervisors  
August 10, 2016, 7:00 pm -- Regular Meeting Minutes**

Travis Stacey made a motion, seconded by John McHugh, to approve the closure of the portion of Beaver Dam Road from South Birdell to Route 10 and the portion of Park Road between Cambridge & Beaver Dam on Thursday, August 18<sup>th</sup> between the hours of 8:00 p.m. and 10:00 p.m. for the Tel Hai community event.

7. John McHugh made a motion, seconded by Travis Stacey, to accept the high bid received on the Municibid electronic bid site submitted by Swickley Township in the amount of \$25,200.00 to purchase the Township's 2001 International Truck. All in favor. Motion carried.
8. Travis Stacey made a motion to adopt Resolution 2016-17 that reaffirms the Board of Supervisors action at the October 14, 2015 meeting that accepted dedication of roads in the Mountainview subdivision (22-2-1 & 22-2-2).

Beth Auman stated that the reason for this resolution is because there was no resolution at the time the deed of dedication was offered last year.

The motion was seconded by John McHugh. All in favor. Motion carried.

9. Travis Stacey made motion, seconded by John McHugh, to authorize the Township Manager to buy quantities of pipe, stormwater boxes and headwalls, stone, and asphalt materials as needed by the Public Works Department for the Park Road project by using price quotes, from PA COSTARS (Pennsylvania Co-Operative Sourcing to Achieve Reductions in Spending) vendors or to bid these items if required and report to the Board if a COSTARS contract is not available. All in favor. Motion carried.
10. Travis Stacey made a motion, seconded by John McHugh, to approve the following three (3) financial security actions recommended by Technicon:
  - a. Tel Hai Phase 4 East (22-10-10.1D): Partial release in the amount of \$190,804.99
  - b. Dale & Penny Lacy (22-4-58.2): Final release in the amount of \$880.00
  - c. Village Greene - Phase 2 (22-8-86): Partial release in the amount of \$7,182.00All in favor. Motion carried.

**Old Business**

John McHugh stated that he is still following up with members of the Western Chester County Council of Governments on a small cell tower ordinance.

**Open Forum**

None.

**Honey Brook Township  
Board of Supervisors  
August 10, 2016, 7:00 pm -- Regular Meeting Minutes**

**Upcoming Meetings:** *All meetings will be held in the Honey Brook Township Municipal Building. Dates are subject to change.*

- Aug. 17 Zoning Update Joint Task Force at 7:00 p.m.
- Aug. 18 Parks and Recreation Committee Meeting is **cancelled**.
- Aug. 25 Planning Commission at 7:00 p.m.
- Aug. 29 Zoning Hearing Board: Sam Kauffman, Beaver Dam Rd variance at 7:30 p.m.
- Sept. 8 Board of Supervisors Workshop at 6 p.m. and a joint meeting with the Northwestern Chester County Municipal Authority and Honey Brook Borough at 7:00 p.m.
- Sept. 14 Board of Supervisors Meeting at 7:00 p.m.

John McHugh stated that the Township is looking at August 31<sup>st</sup> for a NIMS compliance training in coordination with the Borough.

Travis Stacey made a motion, seconded by John McHugh, to adjourn. Meeting adjourned at 8:27 p.m.

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary