

HONEY BROOK TOWNSHIP  
Board of Supervisors Workshop Minutes  
October 6, 2016 --7:00 p.m.

The workshop meeting of the Board of Supervisors was called to order by Travis Stacey at 7:00 p.m. Also in attendance were Supervisor John McHugh, Mike Reinert, Township Engineer, Steve Landes, Township Manager, Peter Barsz, Township Treasurer and Jackie Smith, Assistant to the Treasurer. Supervisor Tracy Olsen was absent due to another commitment.

1. Escrow Account Analysis: Peter Barsz, Township Treasurer and Jackie Smith, Assistant to the Treasurer described how the analysis was performed on the Township's Escrow Account to learn whether there are monies that should be transferred to the General Fund. The analysis which went back at least eight years revealed that the General Fund is owed \$85,343.78 from the Escrow Fund. The primary reason that this occurred is because monies expended from the General Fund were not reimbursed from escrows as they should have been to pay for engineering costs associated with a project. Following discussion, the Board directed the Manager to place this item on the November agenda for authorization to transfer the money.
  
2. 2017 Budget: The Township Manager distributed a 2017 budget worksheet for the all of the Township's Funds to the Supervisors and then provided a budget overview. Following discussion, the Manager noted that he will continue to refine the budget that will again be discussed at the November workshop meeting to make any changes the Supervisors want prior to the Preliminary Budget being listed on the November 9<sup>th</sup> agenda for Board approval.

Peter Barsz, Township Treasurer and Jackie Smith, Assistant to the Treasurer noted that they will attend the October 12<sup>th</sup> Board of Supervisors meeting to present a PowerPoint summary of the budget and describe the approval process.

3. Draft Board of Supervisors October 12, 2016 meeting agenda: A draft of the agenda was reviewed by the Board. John McHugh noted that he is not be able to attend the regular meeting.
  
4. Comprehensive Plan Implementation – 2017 Projects: The Manager suggested priority implementation projects that could be budgeted for and started / completed next year.

After discussion, the Supervisors instructed the Manager to budget for the following projects:

- a. Explore changes to the TDR program designed to enhance its use
- b. Prepare an updated official map for the entire Township.

The Planning Commission should take the lead on these projects with consulting help from Brandywine Conservancy.

- c. Prepare the Township's first Parks and Recreation Comprehensive Plan. The Manager should apply for grant assistance from the PA Department of Conservation and Natural Resources for this planning study. Consulting services for the project which will be led by the Recreation and Parks Board, shall be procured through a competitive proposal format.

5. Brandywine Terrace: There was a Federal Bankruptcy Court hearing today to determine whether an offer to purchase the mobile home park would be approved. The court continued the hearing until November 3<sup>rd</sup> in order to give as many interested parties the opportunity to bid as possible.

6. Revised Amendment to the Junkyard Ordinance: The Manager distributed a copy of the latest revision of the ordinance amendment to the Supervisors. Following discussion Travis Stacey offered to take this amendment to some of the operators to seek their input.
7. Debt Refinancing: The Manager informed the Board that in order to refinance the debt in time to avoid making a payment due at the beginning of December, it would be helpful if the Board has the option to accept or reject proposals at the October 12<sup>th</sup> meeting. In order to approve a bank proposal, an ordinance needs to be advertised prior to the meeting.

John McHugh made a Motion to authorize the Township Solicitor to advertise an ordinance for consideration of enactment on October 12, 2016 to refinance the Township's debt, seconded by Travis Stacey and unanimously approved.

8. Twin Valley Little League (TVLL): The Manager reported that the TVLL has requested permission to relocate a shed from another location to James A. Umble Park. The Parks and Recreation Board has not met since the request was submitted so the request was not discussed with them. Following discussion the Supervisors approved the request by the TVLL to move the shed into James A. Umble Park. The Supervisors also instructed the Manager to work with the Engineer to determine the lowest cost that could be charged the TVLL for the needed permit to recover the expense of one inspection.
9. Veterans Day Celebration: Following discussion the Board decided to hold a moment of silence at the November 9<sup>th</sup> meeting rather than conduct the program on a weekend this year. The celebration should return to its weekend schedule in 2017.
10. Photocopy Machine Purchase – The Manager reported that a request for proposals will be issued next week to two COSTARS vendors to replace the copy/print/scan and fax machine in the office. A recommendation to award the contract will be made at the November workshop.
11. IT Presentation: John McHugh reported that the Chester County Council of Governments (CoG) recently had a presentation from VerisVisalign about their proposal to offer bundled IT products or services to GoG participants that are designed to save each municipality money. The Cog will send out a brief survey to help VerisVisalign understand everyone's current products and services.
12. Small Cell Tower Ordinance: John McHugh reported that he has asked the CoG attorney for a price to update the Township's zoning ordinance to address issue of small cell towers. He is waiting for a reply.
13. The White House Rural Forum: John reported that he received a wealth of information about rural issues and what the Federal Government is proposing to do to help with some of the issues.

There being no additional business to be brought before the Board of Supervisors the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Steven C. Landes  
Township Manager