

**Honey Brook Township
Board of Supervisors
October 12, 2016 Approved Regular Meeting Minutes**

The meeting was called to order at 7:16 pm by Supervisor Tracy Olsen with the pledge to the flag. Also present were Supervisor Travis Stacey, Solicitor Chris Hartman, Township Engineer Michael Reinert, and Township Manager Steve Landes. Supervisor John McHugh was absent due to another commitment.

Announcements

In accordance with Resolution 2012-2, Tracy Olsen announced that Scott Stilson, Vincent Drive, was videotaping the meeting.

Presentations

1. **Pennsylvania State Police:** Lieutenant Fisher and Captain Tomlinson from the Embreeville Barracks were present. Lieutenant Fisher just joined the Embreeville barracks as did Captain Tomlinson who is the new Troop J Commander. Both officers noted that they live close-by in in Caln Township so they are familiar with the local area.

Lieutenant Fisher reviewed the September 2016 crime statistics and noted that most of the incidents were minor. He also reported that suspects were arrested for some of the burglaries in the area so hopefully that activity will stop for now.

Both the Lieutenant and Captain encouraged everyone to contact the barracks if they see something suspicious, out of place or if they have an issue.

2. **Refinancing the Township Bank Note of 2008:** Tracy Olsen stated that the Board will consider whether to refinance the bank note of 2008 and then introduced Jamie Schlesinger of Public Finance Management who is the Township's Financial Advisor.

Jamie Schlesinger stated that the Township's current loan is fixed at 4.25% until maturity. He issued a Request for Proposal (RFP) to about 30 banks who were invited to respond with multiple options. The Township received proposals containing about 19 different options with favorable interest rates.

Jamie Schlesinger provided the Supervisors with an overview of the proposals which he reviewed. The proposed new loan would be \$3,855,000, which is enough to pay off the current DNB loan. Jamie ranked proposals from CNB, ACNB, and Fulton Banks as the top three choices.

Bob Witters, Dogwood Drive questioned if the Township was behind in its current loan payments. Steve Landes replied that the Township makes its payments on time and in the amount of the bank's invoice.

Chris Hartman stated that under Pennsylvania state law, there are procedures to follow when a municipality borrows money. The ordinance that was advertised for consideration at tonight's meeting had blanks in it because the bank and the terms were not known. If the Board accepts one of the proposals, the ordinance including the bank and the specific terms will be advertised.

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If the board wishes to proceed with Jamie's suggestion, then the motion would be to advertise the ACNB (Adams County National Bank) 20-year proposal for \$3,855,000, which was received yesterday. If Board approves that motion, then we can proceed with the rest of the process: advertisement of the ordinance for the second time, submitting the proposal to the Department of Community Economic Development (DCED), receiving the approval within 30 days, to be ready to close with the bank by the end of November so that the loan can be paid off before the existing loan payment is due.

Tracy Olsen made a motion, seconded by Travis Stacey, to accept the proposal from Adams County National Bank and advertise the ordinance as stated by the Solicitor for the 20-year term in the amount of \$3,855,000. All in favor. Motion carries.

3. **2017 Budget Overview - Peter Barsz, Treasurer:** Peter Barsz presented a PowerPoint regarding the proposed 2017 budget.

Bob Witters asked with regard to the 8 new farms budgeted, what is the anticipated cost to the Township?

Steve Landes stated that for 2017, should the Township have to pay the full amount of 50%, \$222,000 was budgeted. That is a payment of \$182,000, plus \$40,000 in settlement costs. Shane Hadden, who is the chair of the Land Preservation Committee, will present information later in the meeting.

Public Hearing

1. Conditional Use Application submitted by Seldomridge Limited Partnership (Tax Parcel Number 22-7-73.1B) to utilize a portion of the Village Square shopping center as a church.

Tracy Olsen turned over the hearing to Solicitor Chris Hartman, who opened the hearing at 7:53 pm. The proceedings were transcribed by a court reporter. The hearing was closed at 8:27 pm.

Chris Hartman recommended that the conditional use be granted with the agreed-upon occupancy limits, the marking of dedicated parking spaces for the salon (8) and office (5), approval of the shared use of the existing sign, no additional screening required, and the setback limit and traffic study be waived.

Travis Stacey made a motion, seconded by Tracy Olsen, to grant the conditional use subject to the above conditions. All in favor. Motion carries.

Consent Agenda

1. Approve the Board of Supervisors Minutes for the September 8th Workshop and the September 14, 2016 Regular Business Meeting.
2. Accept the September 2016 Financial Report.
3. Accept the September 20, 2016 Land Preservation Committee Minutes

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4. Accept the September 22, 2016 Planning Commission Minutes
5. Accept the September 2016 Zoning and Building Report submitted by Technicon.
6. Accept the September 2016 PA State Police Report
7. Accept the September 8, 2016 Joint Meeting Minutes for the Township's 537 Plan
8. Accept the September 2016 Manager's Report

Travis Stacey made a motion, seconded by Tracy Olsen, to approve the above consent agenda. All in favor. Motion carries.

Departmental Reports

1. **Don Johnson, Public Works Director:** stormwater inlets are being repaired in various places, ditching is being finished here and there, the roadside mowing has been completed for the year, and vehicles are being prepared for winter.

Tracy Olsen stated that she noticed the "Turn Around, Don't Drown" sign has been installed. Don Johnson stated that he had put that up two days before last month's Board meeting.

2. **Kristy Deischer-Eddy, Administrative Assistant:** The Honey Brook Community Partnership (HBCP) met this week and announced this year's Make A Difference Day project. There will be collection bins in various sites throughout the Township and Borough to collect toiletries and personal care items to donate to the Honey Brook Food Pantry. These are items that are not typically donated to food pantries and are not covered by SNAP cards but are sorely needed and much appreciated. Green bins will be placed at various points; the list will be published in the Tri-County Record next week. If anyone brings such items to the Township Building I will be happy to deliver them on the next two distribution days [October 26 and November 9].

The newsletter is going to print and will be out soon.

3. **Steven Landes, Township Manager:** The Zoning Update Task Force met on Sept 21st and October 5th to discuss defining the various zoning classification. Once the Task Force has better defined the classifications, Brandywine Conservancy who is the project consultant will meet with the Board of Supervisors and Borough Council to explain the changes and describe how they affects people owning properties in those areas. Future Task Force meetings are scheduled on Nov. 2 & 16 at 7 pm in the Township Building and the public is invited to attend.

Trail study project: Honey Brook Borough has indicated that they want to participate in the study however they haven't found anyone to serve on the joint committee yet. Brandywine Conservancy who is the consultant for this project will hold a kick-off meeting later this month with the three Township representatives from the Township parks and Recreation Board.

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Brandywine Terrace Mobile Home Park: A hearing was recently held in the federal bankruptcy court to determine whether to accept the current offer to purchase the property. The court continued the hearing until November 3rd hoping that other offers would be made

Park Road Improvements: The project will be started in the Spring / Summer 2017. Before that we need to get an approval project from PennDOT because the entire cost will be paid from the Liquid Fuels Fund.

2016 – 17 Snow Removal Contract: A bid package for contracted services to assist the Public Works Department as needed will be advertised. An award recommendation will be presented to the Board at the November meeting for approval.

4. **Land Preservation Committee, Shane Hadden:** Shane Hadden reported that at the moment, 27% of Township acreage has been preserved. The Land Preservation Committee has recommended that the Township add eight farms into the program next year with about 407 acres. The \$222,000 figure stated by the Manager earlier is the most that the Township will pay for its part to purchase the easements without funding from the Brandywine Conservancy. This morning the Brandywine Conservancy was able to commit funding assistance that will lower the Township's annual cost by about \$97,000 per year for 5 years for the new eight farms which is well within the Township's budget

Tracy Olsen thanked Shane for the Land Preservations Committee's efforts and the time they took to review the proposed farms with the Supervisors at the Committee's September meeting; it was a wonderful overview of the program.

5. **Planning Commission (PC):** Terry Schmidt and Bob Witters were present from the PC. Mike Reinert stated that at this month's meeting the PC is going to review a subdivision plan on Westbrooke drive at end of the cul-de-sac, a lot line adjustment on the Schnure property, and a new sketch plan for a property on Chestnut Tree Road using the Rocklyn Station overlay. There will be all of that plus review of a variance application.

Open Forum

None.

New Business

1. Travis Stacey made a motion, seconded by Tracy Olsen, to approve the payment of all invoices prepared by the Treasurer. All in favor. Motion carries.
2. Tracy Olsen made a motion, seconded by Travis Stacey, to approve the recommendation of the Land Preservation Committee, adopted at their meeting on September 20, 2016, to purchase easements on eight new farms. All in favor. Motion carries.

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3. Chester County Solid Waste Authority Annexation Plan
 - a. Motion to (approve / not approve) the waiver request to allow pins in lieu of monuments.
 - b. Motion to (grant / not grant) Conditional Final Plan approval for the annexation plan as depicted on the updated plan received contingent on the Authority complying with all comments in Technicon's October 3, 2016 letter.

Mr. Fealty was present on behalf of the applicant. Mike Reinert stated that the plan is to annex portions of the railroad bed to adjacent properties, identified in the Technicon review letter of October 3, 2016. The Planning Commission (PC) recommended approval of the plan with pins in lieu of monuments.

Travis Stacey made a motion, seconded by Tracy Olsen, to approve the waiver request to allow pins instead of monuments. All in favor; motion carried.

Travis Stacey made a motion, seconded by Tracy Olsen, to grant conditional final plan approval contingent upon compliance with the comments in Technicon's letter of October 3, 2016. All in favor; motion carried.

4. Travis Stacey made a motion, seconded by Tracy Olsen, to grant Conditional Final Plan approval for the Honey Brook Community Church contingent on the developer complying with all comments in Technicon's September 16, 2016 letter. All in favor. Motion carries.
5. Tel Hai Cherry Drive Minor Land Development Plan
 - a. Motion to (approve / not approve) the waiver requests as described in RGS Associates letter of September 22, 2016.
 - b. Motion to (grant / not grant) Conditional Final Plan approval contingent on Tel Hai complying with all comments in Technicon's September 16, 2016 letter.

Joe Swartz was present on behalf of the applicant, as was Alex Gill of RGS Associates. He stated that the plan is to replace 17 existing cottages in the older section of the campus with 21 new cottages. These cottages, which are located behind the Day Care, are close to 40 years old.

Mike Reinert stated that the PC recommended approval of waivers described in the September 22, 2016 RGS letter and recommends Conditional Final Plan Approval based on Technicon's September 16, 2016 letter.

Travis Stacey made a motion, seconded by Tracy Olsen, to approve the waiver requests in RGS' letter dated September 22, 2016 and to grant Conditional Final Plan Approval contingent upon complying with the comments in Technicon's September 16, 2016 letter. All in favor. Motion carries.

6. Travis Stacey made a motion, seconded by Tracy Olsen, to schedule the following public hearings on December 14, 2016 at 7:00 p.m. at the Regular Board of Supervisors meeting:
 - a. Zoning Ordinance Amendment
 - b. Subdivision and Land Development Ordinance AmendmentAll in favor. Motion carries.

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7. Travis Stacey made a motion to approve three (3) financial security actions recommended by Technicon:
- a. Henry S. Zook 405 Reservoir Road: Release \$405.00 held as financial security for landscaping maintenance.
 - b. Leon King: Release \$30,069.69 held as financial security for a storm water plan.
 - c. Jonas Fisher: Release \$16,572.50 held as financial security for a storm water plan.
- All in favor. Motion carries.

Final Open Forum

Bob Witters, Dogwood Drive, asked if the Township has an agreement in place for payment in lieu of taxes, because he noticed there is a proposed budget income item. Steve Landes replied that a new agreement continues to be discussed.

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

- Oct. 20 Park and Recreation Committee at 7:30 p.m.
- Oct. 27 Planning Commission at 7:00 p.m.
- Nov. 2 Zoning Update Joint Task Force at 7:00 p.m.
- Nov. 3 Board of Supervisors Workshop at 7:00 p.m.
- Nov. 9 Board of Supervisors Meeting at 7:00 p.m.
- Nov. 10 Planning Commission at 7:00 p.m.
- Nov. 15 Land Preservation Committee at 7:00 p.m.
- Nov. 16 Zoning Update Joint Task Force at 7:00 p.m.

Kristy Deischer-Eddy stated that there will be a Zoning Hearing in November, date to be determined, for the item that is going before the PC on October 27 and the Board on November 9. The hearing will take place sometime after the 9th.

Also, the Veterans Honor Roll rededication will take place during the Regular Board of Supervisors Meeting on November 9th instead of the Sunday prior.

Adjournment

Travis Stacey made a motion, seconded by Tracy Olsen, to adjourn. All in favor. Meeting adjourned at 8:51.

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary