

**Honey Brook Township
Board of Supervisors
Tuesday, January 3, 2017 - Organization and Regular Business Agenda**

Call to Order – 7 pm

Pledge to the Flag

Announcements

Board of Supervisors Election of Officers (1 year term, expiring 12/31/17)

1. Chair
2. Vice-Chair

Vacancy Board Chair (1 year term, expiring 12/31/17)

Open Forum

Consent Agenda for Appointments (1 year terms expiring 12/31/17 except where noted)

1. Resolution to appoint Barbacane, Thornton and Company LLC as the Auditor
2. Chester County Tax Claim Committee Representative – Tracy Olsen
3. Chester County Tax Claim Committee Alternate – Steven Landes
4. Code Official (Building, Property Maintenance, etc.) - Technicon Enterprises, Inc.
5. Earned Income Tax Collector - Keystone Collections Group
6. Emergency Management Coordinator – no appointment
7. Emergency Management Coordinator, Deputy - Bill Ford
8. Engineer - Technicon Enterprises, Inc.
9. Land Preservation Committee – Reappoint Shane Hadden, 5 year term, expiring 12/31/21
10. Manager/Secretary - Steven C. Landes
11. Northwestern Chester County Municipal Authority – Appoint Mike Kern, 428 Park Street, Honey Brook.
12. Parks and Recreation Committee – Reappoint Therese Mauchline, 4 year term expiring 12/31/20
13. Pension Plan Chief Administrator Officer - Steven C. Landes
14. Planning Commission – Reappoint Bob Witters, 4 year term, expiring 12/31/20
15. Planner - Brandywine Conservancy
16. Real Estate Tax Collector - Berkheimer Associates
17. Recycling Program Coordinator – Steven Landes
18. Right-to-Know (Open Records) Officer – Kristy Deischer-Eddy
19. Solicitor – Christopher Hartman, Hartman Valeriano Magovern & Lutz
20. Treasurer – Peter Barsz, Merves Amon & Barsz
21. Voting Delegate to County & State Conventions – Board of Supervisors Chairperson or designee
22. Western Chester County Council of Government (WCCCoG) - John McHugh
23. WCCCoG alternate - Tracy Olsen
24. Western Chester County Regional Uniform Commercial Code Board of Appeals – John Stine

25. Resolution to reappoint Frank Fredella to a 3 year term on the Zoning Hearing Board expiring 12/31/19
26. Zoning Officer - Technicon Enterprises, Inc.
27. Zoning Update Joint Task Force – Tracy Olsen

Consent Agenda for Other Township Business

1. Establish 2017 Meeting dates & times:
 - Board of Supervisors workshop – Thurs. before the 2nd Wed. each month Feb to Dec
 - Board of Supervisors regular - 2nd Wed. each month Feb to Dec
 - Land Preservation Committee – Jan. 17 at 8AM and the 3rd Tues. of Mar, May, July, Sept & Nov.
 - Planning Commission - 4th Thurs. each month Jan to Oct & the 2nd Thurs. of Nov & Dec
 - Recreation and Parks Board – 3rd Thurs. each month Jan to Oct at 7:30PM
 - Trail Study Committee – 2nd Thurs. each month (except June) Jan to Oct. at 7:30PM
 - Zoning Update Joint Task Force – 1st and 3rd Wed. of each month Jan. to Dec.

All meetings begin at 7 PM prevailing time unless noted above and are held in the Honey Brook Township Building, 500 Suplee Road, Honey Brook, PA.

2. Resolution designating emergency service providers for Honey Brook Township.
3. Authorize Supervisors, Engineer and Manager to attend PSATS Conventions and workshops at the Township's expense.
4. Authorize Staff/Planning Commission/ZHB/Land Preservation/Park and Recreation members to attend training as approved by the Manager at the Township's expense.
5. Approve the Board of Supervisors Minutes of the December 8, 2016 workshop and the December 14, 2016 regular meeting.
6. Accept the Planning Commission Minutes of the December 15, 2016 meeting.
7. Accept the December 2016 Zoning and Building Report submitted by Technicon.

Departmental Reports

1. Don Johnson, Public Works Director
2. Kristy Deischer-Eddy, Administrative Assistant
3. Steven Landes, Township Manager
4. Planning Commission
5. Land Preservation Committee

New Business

1. Motion to (approve / not approve) the payment of all invoices prepared by the Treasurer.
2. Motion to (adopt / not adopt) a Resolution that establishes fees and charges effective January 4, 2017.

3. Motion to (adopt / not adopt) a Resolution to establish salaries and wages for all staff.
4. Motion to (approve / not approve) an employment agreement with Don Johnson, Director of Public Works.
5. Motion to (approve / not approve) the time extension for the review of the Westbrooke IP, LLC plan to February 8, 2017.
6. Motion to (approve / not approve) the time extension for the review of the Howe subdivision plan to April 12, 2017.
7. Motion to (authorize / not authorize) the Solicitor to advertise a notice of proposed ordinance enactment at the Board of Supervisors February 8, 2017 meeting to amend Chapter 10 of the Township Code regarding junkyards.
8. Other New Business

Old Business

Open Forum

Adjourn

Upcoming 2017 Meetings: *Dates are subject to change*

January 4	Zoning Update Task Force (7:00 pm)
January 12	Trail Study Committee (7:30 pm)
January 17	Land Preservation Committee Meeting (8:00 am)
January 17	Farmers Breakfast (9:00 am)
January 19	Parks and Recreation Committee (7:30 pm)
January 26	Planning Commission (7:00 pm)
February 2	Board of Supervisors Workshop Meeting (7:00 pm)
February 8	Board of Supervisors Regular Business Meeting (7:00 pm)
February 9	Trail Study Committee (7:30 pm)