

HONEY BROOK TOWNSHIP
Board of Supervisors Workshop Minutes
November 3, 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 Supervisors John McHugh and Tracy Olsen; Mike Reinert, Township Engineer; and Steve Landes, Township Manager.

1. **Fulton Bank Presentation:** Two representatives from Fulton Bank attended the meeting to present a proposal for bank deposit services. A copy of the Fulton proposal and general information about the bank and all of their services was distributed. The Manager noted that Tracy, Jackie and he had previously met with the bank to describe the current services the Township is using and to request a proposal. The Manager reported that Jackie and he met with representatives of BB&T Bank on October 25th and they will submit a proposal based on the same information provided to Fulton Bank. The local M&T Bank branch was contacted and they referred the request to their commercial department. To date no one has responded.
2. **2017 Budget:** Steve Landes presented the highlights from the draft preliminary budget of all Funds. During discussion the Supervisors directed the Manager to increase the contribution to the Elverson – Honey Brook EMS to \$5,000.00. The draft will be finalized and presented to the Board at the November 9th meeting for adoption.
3. The draft Board of Supervisors November 9, 2016 meeting agenda was reviewed.
4. Mike Reinert summarized the Township’s requirements for different types of plans that are not required to be professionally done according to the SALDO. The types of plan that are not required to be professionally prepared include those for Conditional Use, Zoning Hearing applications, building permits, etc. Following discussion, Mike Reinert stated that he will prepare a description for the type of plans that will be acceptable for review and discussion with the Manager. The final recommendation will then be sent to the Planning Commission for their review and comment.
5. **Revised Amendment to the Junkyard Ordinance:** Following discussion Travis Stacey volunteered to take the draft ordinance to the Junkyard operator in order to receive their input and then report back.
6. **Brandywine Terrace:** Steve Landes reported that the Federal Bankruptcy Court conducted a Hearing today to accept proposal to purchase Brandywine Terrace and then to determine whether any one of the proposals was acceptable enough to approve the sale. There has been no word yet whether a sale was approved.
7. **Hamell O’Donnell project in West Nantmeal Township:** Steve Landes brought the Board up-to-date about the request from this developer to have their property included in the new 537 Plan like it is in the current plan. Chris Hartman and the Northwestern Chester County Municipal Authority Solicitor have received a draft Intermunicipal agreement from the developer. Chris recommends that a joint meeting of the Supervisors, the Municipal Authority and the developer be held to discuss the many issues regarding the request with all interested parties at the table. Following discussion the Board instructed the Manager to schedule the meeting with the December 8th workshop as a possible date.
8. **Public Works Winter Staffing:** The Manager reported that Public Works is currently down two drivers because one of the seasonal staff has elected not to return and one of the full time staff is off of work on disability. If the positions are not filled, two trucks will sit idle during this winter’s storms reducing the responsiveness of our snow and ice removal efforts. During discussion it was noted that at least one of the two positions will require a CDL. The Board asked that Don Johnson seek out and interview potential candidates. Board members noted that they will send anyone they find who is interested to the office to complete a job application. The Manager was authorized to hire the needed candidates recommended by Don.

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9. Western Chester County Council of Governments: John McHugh provided an update regarding the status of the following Council of Governments projects.
 - a. Regional Emergency Management Group – A Resolution authorizing the Township to participate in this new group is listed on next week’s agenda. John presented a brief summary of the program.
 - b. Small Cell Tower Ordinance – Following discussion the Board elected to not amend the existing zoning regulations at this time because of the estimated cost for legal services that could be spent to address other more pressing issues.
 - c. IT Services – John McHugh provided a brief summary of the program being developed that is designed to save municipalities money. The Township completed a survey to help the program developer understand current services being used together with other services of interest.
10. Draft Park Regulation Ordinance: The Manager reported that he distributed this draft to the Parks and Recreation Board at their October meeting. Because the Board does not meet in November or December, Steve asked the Board members to forward their individual comments to him and he will compile them for review at the meeting on January 19, 2017.
11. Honey Brook Township / Borough Trail Study: the Manager reported that the first meeting of the Conservancy and the Committee will be held on November 17th at 7:30 p.m. in the Township Building. The Committee meetings are advertised public meetings and everyone is invited to attend.
12. Certificate of Appreciation: The Manager reminded the Board to forward the names of people they’d like the Board to recognize at the December meeting together with information about their contribution to the community. Kristy will prepare the certificated for presentation at the meeting on December 14th.
13. 2017 Reorganization Meeting: The Manager informed the Board that their organization meeting will be held on Tuesday, January 3, 2017 because Monday is the New Year’s recognized holiday.
14. Any Other Business
 - a. The Manager informed the Board that Jerry Moore has resigned as the Township’s Emergency Management Coordinator effective at the end of this year. The Board instructed the Manager to ask Jerry to help with the search for his replacement.
 - b. Tracy Olsen presented an update about the Zoning Task Force proposals being discussed that will change zoning designations in some areas of the Township and the Borough that may reduce the potential value of some land. She noted that she had a lengthy discussion with the planners from Brandywine Conservancy who are leading this project.

There being no further 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