

**Honey Brook Township
Board of Supervisors
November 9, 2016 Regular Meeting Minutes– 7:00 PM**

The meeting was called to order by Chair Travis Stacey at 7:00 pm with the pledge to the flag. Also present were Supervisors John McHugh and Tracy Olsen, as well as Township Manager Steve Landes, Township Engineer Michael Reinert, and Township Solicitor Chris Hartman.

Announcements

In accordance with Resolution 2012-2, it was announced that Scott Stilson, Vincent Drive, was recording tonight's meeting.

Veterans Celebration

The newly-redesigned Honor Roll was presented by Kristy Deischer-Eddy. This marks the fifth year of honoring veterans in this way. John McHugh asked for a moment of silence in remembrance of all veterans. He also asked for the residents' help in identifying any veterans that may not be listed, living or deceased.

Raymond Sagner, who fought in the Korean War, was represented by his cousin. She stated that she was proud to be representing her cousin, who is residing at Tel Hai and unable to attend the meeting.

Presentation

Honey Brook Community Library (HBCL) – Jennifer Spade: Ms. Spade showed a Power Point overview of library activities and budget needs. The library serves a population of 17,262. Last year there were over 35,000 visits, including 2,889 attendees at their 274 programs. Expenses have been kept under the revenue brought in for the year. The amount of state funding has decreased significantly from 2009, which is the reason why Township support is so crucial. The HBCL is currently looking for three volunteer Board members. The HBCL is part of a network of 18 libraries, and circulation this past year ran 13% over last year's circulation. It means we are responding to what the community wants to read and borrow.

Bob Witters, Dogwood Drive, asked about how the library polices the borrowing of R-rated books to minors.

Jennifer Spade stated that public libraries do not do policing or ban books. We need to provide to the community a little bit of everything.

Bob Witters asked how she felt about a 13-year old coming in and checking those sorts of things out.

Jennifer Spade stated that the library cannot be their parents, and libraries do not believe in censorship. On movies, we aren't required to put ratings on them, but we do as a courtesy.

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Consent Agenda

1. Approve the Board of Supervisors Minutes for the October 6th Workshop and the October 12th, 2016 Regular Business Meeting
2. Accept the October 2016 Manager's Report
3. Accept the October 2016 Financial Report
4. Accept the October 20, 2016 Parks and Recreation Board Minutes
5. Accept the October 27, 2016 Planning Commission Minutes
6. Accept the October 2016 Zoning and Building Report submitted by Technicon
7. Accept the October 2016 PA State Police Report

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

Departmental Reports

1. Don Johnson, Public Works Director: Don reported that all the storm inlets needing repair and damaged curbs in the developments have been fixed. We'll be putting in stabilization on the bank of stream along Beaver Dam Road the next couple of weeks. Other than that, we're getting trucks ready for winter.
2. Kristy Deischer-Eddy, Administrative Assistant: The Honey Brook Community in Partnership meets next week, at which time we should have an idea of how the toiletries drive for the Honey Brook Food Pantry went.
3. Steven Landes, Township Manager: The Honey Brook Trail Committee will hold its first meeting on November 17. Three members of the Park & Rec Committee are going to be meeting with the Brandywine Conservancy to work on a conceptual plan for trails. We hope to have Borough participation in the future.

The newsletter is at the printer and will be hitting mailboxes in December.

Brandywine Terrace was approved for sale by the Bankruptcy court. Settlement should be held in a couple of months. We've asked the buyers for a meeting to talk to them about short- and long-term goals for the park. We're also interested in knowing what will happen for the residents over the winter.

4. Park and Recreation Committee: nobody from the committee was present. Kristy Deischer-Eddy reported that the last meeting of the year took place in October and will resume in January. A guest speaker talked about Mental Health First Aid classes that will be offered to the public here at the Township Building in March.

Park Rules & Regulations and a Park Comp Plan were discussed, as were some items that the Twin Valley Little League would like to see for the spring.

5. Planning Commission (PC): Mike Reinert stated there is no meeting tomorrow night because of a lack of agenda items. There will be a Joint Zoning Update Task Force Meeting on November 19th.

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Bob Witters, Dogwood Drive, stated that the PC discussed a sketch plan for an apartment complex. There was no timing on a formal submission of the plan.

Mike Reinert stated that anyone can bring in a sketch plan at a PC meeting to present the idea to receive general planning feedback. In this case, the Brandywine Conservancy met with the developer prior to the PC meeting to better understand requirements of the Rocklyn Station overlay. Once a formal plan is submitted, Technicon will complete a review and the plan will be presented to the PC.

Open Forum

None.

New Business

1. John McHugh made a motion, seconded by Tracy Olsen, to close Todd Road between Route 322 and Route 10 from 4:30 p.m. and 10 p.m. each day beginning Friday, December 9th through Sunday, December 11th for the safety of people attending the Live Christmas Nativity event conducted by the Honey Brook Community Church. All in favor. Motion carried.

Travis Stacy asked if the ambulance would be able to get through if needed.

Bill Ford, Fire Police, stated absolutely. Having the closure will make sure it does. In the past, folks would park along the roadside instead of taking advantage of the shuttle buses and created a mess traffic-wise.

2. Motion to (approve / not approve) the 2017 Preliminary Budget for all Funds and direct the Manager to make the Budget available for public inspection.

Steve Landes stated that the 2017 budget is a balanced budget, contains no tax increases & provides same amount of service to Township residents. The General Fund is balanced at about \$1.9 million, which is about 4.6% over last year's budget. The Earned Income Tax (EIT) accounts for 42% of income, then the Real Estate tax at 18.5%. The largest expenditures are maintenance & repairs to roads, including snow removal. That represents about 1/3 of total budget, followed by engineering/code services at about 20%, much of which is paid for by permit fees. One of the other things that won't change is the Township support of the EMS, Fire Companies, and HBCL towards their budgets.

The Capital Reserve fund is for larger expenses, such as the Zoning Update and the 537 (sewer service) plan. We're going to start on the high-priority projects of comprehensive plan: Transferrable Development Rights (TDR) program review, a Park & Rec comp plan, and updating the Township official map. Also, the Roads Crew will be working on Morgantown Road from Talbotville Road downhill. The Township is acquiring a new Mack truck to replace the 1998 Mack truck. Monies from the state Liquid Fuels fund provides for sealcoating & line painting each year. Next year there will be road widening and storm sewers installed on Park Road.

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Travis Stacy made a motion, seconded by Tracy Olsen, to approve the 2017 Preliminary Budget and to make the budget available for public inspection. All in favor. Motion carried.

3. John McHugh made a motion, seconded by Tracy Olsen, to approve the payment of all invoices prepared by the Treasurer. All in favor. Motion carried.
4. Tracy Olsen made a motion, seconded by John McHugh, to adopt Resolution 2016-21, authorizing the transfer of \$85,343.78 from the Escrow Fund to the General Fund. All in favor. Motion carried.
5. John McHugh made a motion, seconded by Tracy Olsen, to award a contract to Richard Will Property Service, the low bidder for snow removal services during the 2016 -2017 winter season. All in favor. Motion carried.
6. Travis Stacy made a motion, seconded by Tracy Olsen, to approve Resolution 2016-22, for the purchase of a copy machine from Stratix under the terms of a PA COSTARS cooperative purchasing contract. All in favor. Motion carried.
7. Tracy Olsen made a motion, seconded by John McHugh, to appoint Kristy Witman-Wenrich of Morgantown and Bruce Slater of Narvon to a three (3) year term on the Board of Trustees for the Honey Brook Library effective immediately and ending December 31, 2019. All in favor. Motion carried.

John McHugh asked if there was still someone else needed for the Library Board.

Steve Landes stated, yes, there is still one position left.

8. John McHugh made a motion, seconded by Tracy Olsen, to enter into an agreement with Barbacane Thornton & Company to complete the Township's 2016 Audit. All in favor. Motion carried.
9. Tracy Olsen made a motion, seconded by John McHugh, to adopt a Resolution 2016-23, authorizing participation in the Western Chester County Council of Governments Regional Emergency Management Group. All in favor. Motion carried.
10. Motion to take the position of (oppose/take no position/support) the variance application of Levi & Ivan Stoltzfus (Tax Parcel Numbers 22-3-64 & 22-3-78) to allow the installation of a multi-tenant sign for the Westbrook Drive Industrial Park.

Mike Reinert stated that the applicant is present. The reason for the variance request is that the sign is above the square footage and height maximum permitted in the ordinance. Their proposed design would allow for all occupants of the McConnell Industrial Park to have presence on the sign. The PC supports approval of the variance application.

Tracy Olsen made a motion, seconded by John McHugh, to support the application. All in favor. Motion carried.

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11. John McHugh made a motion, seconded by Tracy Olsen, to approve three (3) financial security actions recommended by Technicon:
- a. Swampy Hollow Land Development (TPNs 22-3-64 & -78): Partial release of \$30,178.22,
 - b. Travis and Tabitha Roy (22-4-34) Storm Water Management Plan: Partial release in the amount of \$4,500.00, and
 - c. RPC Bramlage – Wiko USA, Inc. (22-2-11 & 22-2-12) Land Development: Final release from the maintenance security in the amount of \$31,262.80.

All in favor. Motion carried.

Open Forum

Bob Witters, Dogwood Drive, asked about Steve Landes as Township Manager. What are you doing about it for next year? Steve Landes stated with the Supervisors' approval he will continue.

John McHugh stated that Bob had a good point, in that we need to look ahead but that discussion hasn't happened yet.

Bob Witters asked if the Township was making progress with the PILOT agreement. Steve Landes replied yes.

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

- Nov. 10 Planning Commission is cancelled
- Nov. 11 OFFICE CLOSED
- Nov. 15 Land Preservation Committee at 7:00 p.m.
- Nov. 16 Zoning Update Joint Task Force at 7:00 p.m.
- Nov. 17 Trail Study Committee at 7:30 p.m.
- Dec. 7 Zoning Update Joint Task Force at 7:00 p.m.
- Dec. 8 Board of Supervisors Workshop and Joint Meeting with the Northwestern Chester County Municipal Authority at 7:00 p.m.
- Dec. 14 Board of Supervisors Meeting at 7:00 p.m.
- Dec. 15 Planning Commission at 7:00 p.m.

Kristy Deischer-Eddy reminded everyone that all Township Offices are closed Friday in honor of Veterans Day.

Adjournment

Travis Stacey made a motion, seconded by Tracy Olsen, to adjourn the meeting. All in favor. Meeting adjourned at 7:39 pm.

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary