

**Honey Brook Township  
Board of Supervisors  
December 14, 2016 Regular Meeting Approved Minutes – 7:00 PM**

Chair Travis Stacey called the regular meeting of the Board of Supervisors for Honey Brook Township to order at 7:08 pm with the pledge to the flag. Also present were Supervisors John McHugh and Tracy Olsen, Township Manager Steve Landes, Township Engineer Michael Reinert, and Solicitor Chris Hartman.

**Announcements**

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

**Special Recognition**

Certificate of Appreciation to Scott Stilson: The Board asked Mr. Stilson to come forward to receive a certificate in appreciation for his recording the Township meetings and electronically posting them for the community over the years.

**Public Hearing:** Chair Travis Stacey turned the meeting over to Solicitor Chris Hartman. The hearing was opened at 7:10 pm for the following ordinance:

1. Ordinance 185-2016, Amendment to Zoning Ordinance: Chris Hartman provided a summary of the ordinance amendment, which included the requirement for the Township to provide copies of plan to public utility providers when the proposed activity is within their service area and to Chester County conservation agencies when the activity is subject to any conservation easement. Applicants are also required to provide sufficient copies of plans necessary for these additional reviews.

The Township and County Planning Commissions reviewed the ordinance and it was advertised for consideration at this meeting. No one from the audience had any questions or comments. The hearing closed at 7:12 pm.

John McHugh made a motion, seconded by Tracy Olsen, to enact Ordinance 185-2016. All in favor. Motion carried.

Chris Hartman opened a second hearing at 7:13 pm for the following Ordinance:

2. Ordinance 186-2016, Amendment to Subdivision and Land Development Ordinance (SALDO): Chris Hartman provided a summary of the ordinance amendment, which included the requirement for the Township to provide copies of plan to public utility providers when the proposed activity is within their service area and to Chester County conservation agencies when the activity is subject to any conservation easement. The amendment also requires the posting of financial security when an annexation plan is approved to insure that the annexation deed is recorded. The amount of security will be approved as part of the 2017 Fee Schedule at the Board's January 3<sup>rd</sup> meeting.

The Township and County Planning Commissions reviewed the ordinance and it was advertised for consideration at this meeting. No one from the audience had any questions or comments. The hearing was closed at 7:16 pm.

**Honey Brook Township  
Board of Supervisors  
December 14, 2016 Regular Meeting Approved Minutes – 7:00 PM**

Tracy Olsen made a motion, seconded by John McHugh, to enact Ordinance 186-2016. All in favor. Motion carried.

**Consent Agenda**

1. Approve the Board of Supervisors Minutes for the November 3 Workshop and the November 9, 2016 Regular Business Meeting
2. Accept the Land Preservation Committee Minutes of November 15, 2016
3. Accept the Trail Committee Meeting Minutes of November 17, 2016
4. Accept the November 2016 Financial Report
5. Accept the November 2016 Manager's Report
6. Accept the November 2016 Zoning and Building Report submitted by Technicon
7. Accept the November 2016 PA State Police Report

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

**Departmental Reports**

1. Don Johnson, Public Works Director reported that the rip-rap is now in place on the streambank along Beaver Dam Road. He is going to go back and place smaller stone to fill in the gaps. He also reported that the equipment is ready for the winter weather.

Bob Witters, Dogwood Drive, questioned whether the crew is still short a plow driver. Don Johnson replied that the one who was off on leave has returned to work.

2. Kristy Deischer-Eddy, Administrative Assistant: The Honey Brook Community Partnership raised about \$3,000 from Harmony Day. The selection of recipients of these monies will be in the spring.

In addition, the new copier/scanner/fax/print machine was delivered.

3. Steven Landes, Township Manager: General Code delivered ten copies of the updated Township Code of Ordinances. The ten books will be distributed to the supervisors, Solicitor, Zoning Solicitor, Chester County law library, Technicon and copies for the Administration Office. The public and the Township's boards & commissions access the Code online. The online code is updated when new ordinances are enacted while the paper version is typically updated annually

The printer has received approval to print the Fall Winter issue of the Township News which should be mailed later this month.

The Brandywine Terrace Mobile Home Park sale was approved by the bankruptcy court and now the secured lender must approve the sale before the property can go to settlement.

Bob Witters questioned what the new owner intends to do with the Brandywine Terrace property. Steve Landes replied that if the sale goes through, the owner will completely redevelop the site as a Mobile Home Park.

**Honey Brook Township  
Board of Supervisors  
December 14, 2016 Regular Meeting Approved Minutes – 7:00 PM**

The Township is required to submit a recycling report for all 2016 collections to the Chester County Solid Waste Authority in February. To get this started and educate the business owners about their requirement to recycle, letters were mailed together with a form for the businesses to let us know who is collecting their recycling.

4. Planning Commission (PC): Michael Reinert noted that Terry Schmidt and Bob Witters are present. Poplar Realty will be presenting a Phase 1 Plan including 42 single-family dwellings, at the Planning Commission meeting for review tomorrow night. Once the PC reviews the application and makes a recommendation, it will come before the Board.

Shane Hadden, North Birdell Road, asked if this was the proposed development at the intersection of Chestnut Tree & Grieson roads. Mike Reinert stated yes.

5. Land Preservation Committee: Shane Hadden reported that two representatives from the National Lands Trust attended the November meeting to present their proposal to acquire a 155-acre property of woodland that is in Honey Brook and West Caln Townships and asked the Township for financial support. The site would be open compatible activities such as hiking, hunting, & bird watching.

Bob Witters asked if there was any part of that 155-acre tract that needs to be reviewed by the PC. Steve Landes stated that a review would be needed if there is something that would be developed but nothing is anticipated at this time. The acquisition is designed more to protect open space than to develop recreation facilities.

Shane Hadden noted that this tract will be owned by the state so any costs of upkeep would be borne by the state.

Annual Report: Shane invited the Board of Supervisors to attend the March Land Preservation Committee meeting so that the Committee can provide the annual report of activity that the Supervisors requested. The Supervisors agreed to attend the meeting.

Farmers Breakfast: The Farmers Breakfast is scheduled on Tuesday January 17<sup>th</sup> beginning at 9 am in the Township Building. There will be several guest speakers and certainly lots of good food.

**Open Forum**

None.

**New Business**

1. Tracy Olsen made a motion, seconded by John McHugh to approve the 2017 Budget for all Township Funds. All in favor. Motion carried.

John McHugh asked if the budget was on the website. Steve Landes stated that it was posted on the website the entire twenty-day review period prior to this evening's meeting.

**Honey Brook Township  
Board of Supervisors  
December 14, 2016 Regular Meeting Approved Minutes – 7:00 PM**

2. John McHugh made a motion to adopt Resolution 2016-24 to set the 2017 real estate tax rate at 0.98 mills. All in favor. Motion carried.
3. Tracy Olsen made a motion, seconded by John McHugh, to approve the payment of all invoices prepared by the Treasurer. All in favor. Motion carried.
4. John McHugh made a motion, seconded by Tracy Olsen, to approve an agreement with the Twin Valley Fire Department to provide emergency services and fire protection in the Township during 2017. All in favor. Motion carried.
5. Tracy Olsen made a motion, seconded by John McHugh, to approve the time extension for the review period for the Pleasant View Welding plan to May 31, 2017. During discussion, Mike Reinert stated that the Supervisors must act on a plan within 90 days unless the applicant requests an extension. Travis Stacey asked how many extensions an applicant could get. Mike Reinert replied that there is no limit. After discussion, all in favor. Motion carried.
6. John McHugh made a motion, seconded by Tracy Olsen, to adopt Resolution 2016-25 to establish the process to dispose of surplus property with a value less than \$1,000.00. All in favor. Motion carried.
7. John McHugh made a motion, seconded by Tracy Olsen, to adopt Resolution 2016-26 to enter into a banking relationship with Fulton Bank and authorize the Supervisors to execute all documents necessary. All in favor. Motion carried.
8. John McHugh made a motion, seconded by Tracy Olsen, to approve five (5) financial security actions recommended by Technicon:
  - a. 58 Dampman Road Stormwater Management Plan for lot 1 – Locust Drive (TPN 22-8-8.4A) in the amount of \$31,242.90
  - b. 58 Dampman Road Stormwater Management Plan for lot 2 – Locust Drive (22-8-8.4B) in the amount of \$3,670.86
  - c. 58 Dampman Road Stormwater Management Plan for lot 3 – Locust Drive (22-8-8.4C) in the amount of \$12,500.05
  - d. Falkner Tract, 58 Dampman Road (22-8-8.4) Site Improvements in the amount of \$6,274.57
  - e. Vernon Stoltzfus, 2601 Cambridge Road (22-6-42.2H) Stormwater Management Plan in the amount of \$83,641.69

All in favor. Motion carried.

**Honey Brook Township  
Board of Supervisors  
December 14, 2016 Regular Meeting Approved Minutes – 7:00 PM**

9. Other New Business:

- a. John McHugh asked if there were any additions to the Veterans Honor Roll or to the list of those currently serving. Kristy Deischer-Eddy stated that there have not been any updates since the spring.

Bob Witters stated that he will provide Kristy with a roster of veterans residing at Tel Hai.

**Open Forum**

None.

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

- Dec. 15 Planning Commission at 7:00 p.m.
- Jan. 3 Board of Supervisors Organization and Regular Meeting at 7:00 p.m.
- Jan. 4 Zoning Update Task Force at 7:00 p.m.
- Jan. 12 Trail Study Committee at 7:30 p.m.
- Jan. 17 Land Preservation Committee at 8:00 a.m.
- Jan. 17 Farmers Breakfast at 9:00 a.m.
- Jan. 19 Parks and Recreation Board at 7:30 p.m.
- Jan. 26 Planning Commission at 7:00 p.m.
- Feb. 2 Board of Supervisors Workshop at 7:00 p.m.
- Feb. 8 Board of Supervisors Meeting at 7:00 p.m.

Kristy Deischer-Eddy reminded everyone that the Township Offices are closed on December 26<sup>th</sup> for the Christmas holiday.

John McHugh stated that the Board wanted to extend their thanks for all the work Steve Landes has done over the last year and a half. The impact has been positive, and this extends to the staff and road department too.

Travis Stacey made a motion, seconded by John McHugh, to adjourn the meeting. All in favor. Meeting adjourned at 7:36 pm.

Respectfully submitted,

Kristy J. Deischer-Eddy  
Recording Secretary