

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

The Organization and Regular Meeting of the Honey Brook Township Board of Supervisors was called to order by Supervisor John McHugh at 7:05 pm with the pledge to the flag. Also in attendance were Supervisors Travis Stacey and Tracy Olsen; Township Engineer Michael Reinert, Solicitor Chris Hartman, and Steve Landes, Township Manager.

Announcements

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

Chairman Travis Stacey announced that the Board of Supervisors met in an Executive Session at 6:30 pm on January 3, 2017, to discuss potential litigation.

Chris Hartman took over as temporary chair of the meeting to facilitate the Supervisors' Election of Officers.

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

1. Chair: Travis Stacey made a motion, seconded by Tracy Olsen, to nominate John McHugh as Chair. There were no other nominations. All in favor. Motion carried.
2. Vice-Chair: John McHugh made a motion, seconded by Travis Stacey, to nominate Tracy Olsen as Vice Chair. There were no other nominations. All in favor. Motion carried.

John McHugh took over as chair for the meeting and thanked Travis Stacey for serving as chair in 2016.

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

Tracy Olsen nominated Eric Olsen as Vacancy Board Chair.

John McHugh asked if a résumé was needed.

Steve Landes stated that it is not a requirement.

Chris Hartman stated that the nominee needs only to be a registered voter.

Travis Stacey seconded the motion nominating Eric Olsen as Vacancy Board Chair. All in favor. Motion carried.

Open Forum

None.

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

1. Resolution 1-2017, appointing 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 Road
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 (WCCRUCBoA) – John Stine
25. Resolution 2-2017, reappointing 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

Tracy Olsen made a motion, seconded by Travis Stacey, to approve the Consent Agenda for Appointments. All in favor. Motion carried.

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 Park Committee – 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 7:00 pm prevailing time unless noted above and are held in the Honey Brook Township Building, 500 Suplee Road, Honey Brook, PA.

2. Resolution 3-2017, designating emergency service providers for Honey Brook Township.

John McHugh asked what the providers were in the Resolution.

Kristy Deischer-Eddy stated they included the Honey Brook Fire Company, Honey Brook-Elverson EMS, PA State Police of Embreeville, Honey Brook Fire Company Fire Police, and Medic 93 of Brandywine Hospital.

Bob Witters, Dogwood Drive, stated that as far as he knows, Tel Hai is still designated as a comfort zone in cases of emergency.

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.

Travis Stacey made a motion, seconded by Tracy Olsen, to approve the Consent Agenda for Other Township Business. All in favor. Motion carried.

Departmental Reports

1. Don Johnson, Public Works Director, stated that so far the Roads Crew has been out cindering a couple of times already. There were a lot of cars parked on the roads, possibly due to the holidays with people having company. Once we have to start plowing, then will have to call to have cars towed.

John McHugh stated that there are signs reminding people to move their cars off of the streets in the developments.

Don Johnson asked if there is a reminder in the newsletter about moving cars off the roads during snow events.

Kristy Deischer-Eddy stated yes, and there is also a reminder on the front page of website.

2. Kristy Deischer-Eddy, Administrative Assistant, stated that the Administration Office is sending out letters reminding those with Rural Occupations & Special Exception Home Occupations that it is time for their annual renewal fee and inspection. In the past, these had been sent out by Technicon, which resulted in some confusion. All paperwork is coming from and is to be returned to the Township Office. Once received, we will advise Technicon so they can schedule inspections.
3. Steven Landes, Township Manager, stated that he and Jackie have been working on the process of moving our banking over to Fulton Bank, which was approved by the Board last month.

The Zoning Ordinance Task Force will meet first and third Wednesdays each month.

Letters have also gone out to Mobile Home Park owners, and the inspections have already started. Those inspections should be wrapped up this month.

4. Planning Commission (PC): Bob Witters from the PC was in attendance. He stated that at the last regular meeting they talked about the Tabas Tract and the review letter from Jen McConnell.

Mike Reinert stated that the applicant will be coming back in with a revised plan at the next PC meeting. They're phasing the previously-approved development plan, 42 units out of the original 128 proposed.

Don Johnson asked how the road dedications will work for that.

Mike Reinert stated that there is usually wording in the plan as to what triggers dedication. We don't anticipate full dedication until all phases are built.

Bob Witters stated that there was one issue that kept us from recommending approval.

Mike Reinert stated it was open space and trails.

5. Land Preservation Committee (LPC): No one was present from the LPC. Steve Landes stated that the Farmer's Breakfast invitations were sent out. It will be Tuesday, January 17th at 9 am. If you want to come, call Kristy with number of people including yourself & we'll get you on the list.

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 carried.
2. Tracy Olsen made a motion, seconded by Travis Stacey, to adopt Resolution 4-2017, establishing fees and charges effective January 4, 2017. All in favor. Motion carried.

3. Travis Stacey made a motion, seconded by Tracy Olsen, to adopt Resolution 5-2017, establishing salaries and wages for all staff. All in favor. Motion carried.
4. Tracy Olsen made a motion, seconded by Travis Stacey, to approve an employment agreement with Don Johnson, Director of Public Works. All in favor. Motion carried.
5. Travis Stacey made a motion, seconded by Tracy Olsen, to approve the time extension for the review of the Westbrooke IP, LLC plan #2016-2 (Tax Parcel Number 22-3-75.5A) to February 8, 2017. All in favor. Motion carried.
6. Tracy Olsen made a motion, seconded by Travis Stacey, to approve the time extension for the review of the Howe subdivision plan #2016-11 (TPN #22-7-45) to April 12, 2017. All in favor. Motion carried.
7. Travis Stacey made a motion, seconded by Tracy Olsen, to approve the time extension for recording the Tel Hai Cherry Drive Cottage Replacement Plan #2016-10 (22-10-10.1) to April 12, 2017. All in favor. Motion carried.
8. Travis Stacey made a motion, seconded by Tracy Olsen, to authorize the Solicitor to advertise a notice of proposed ordinance enactment at the Board of Supervisors February 8, 2017 meeting, Ordinance 182-2017, amending Chapter 10 of the Township Code regarding junkyards. All in favor. Motion carried.

Open Forum

Bob Witters, Dogwood Drive, asked if there was anything new regarding Brandywine Terrace.

Steve Landes stated that there was nothing new.

Bob Witters asked if he heard correctly that there was a mention of litigation pending.

Steve Landes stated yes, the Board met in executive session on the matter. We cannot disclose any of that information.

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)

Travis Stacey made a motion, seconded by Tracy Olsen, to adjourn the meeting. All in favor.
Meeting adjourned at 7:22.

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary