

HONEY BROOK TOWNSHIP  
Board of Supervisors Workshop Minutes  
March 2, 2017

**Board of Supervisors Workshop**

John McHugh called the Honey Brook Township Board of Supervisors workshop meeting to order at 7:00 p.m. Attending were Supervisors Travis Stacey and Tracy Olsen, Also attending was Steve Landes, Township Manager.

A draft agenda was distributed for the Board of Supervisors March 8, 2017 meeting and reviewed.

Steve Landes presented a request a request from the Mountainview Home Owners Association for the Township to install speed limit signs and also additional stop signs in their development. During discussion it was noted that the Township has not posted speed limit signs in similar developments in the past and that the installation of stop signs will require that an engineering study be completed to determine whether the intersection needs an all-way stop conditions such as high accident count, limited site distance etc. If the intersections meet the criteria for the added stop signs then they must be approved by ordinance before installation. Steve Landes noted that the Association would likely reimburse the Township for the cost of the signs and perhaps the installation expense. Following discussion the Board instructed the Manager to reply to the Home Owners Association denying the request.

Steve Landes reported that the Solicitor recommended that the Township contact the residents in the Brandywine Terrace mobile home park and request that our Code Officers be permitted to inspect the inside of their trailers to determine whether it meets the Township's health and safety requirements. Letters will be mailed this week with inspection conducted in the latter part of March. If some people refuse the inspection the Township may need to obtain an Administrative Search Warrant to perform the inspection.

The Supervisors reviewed proposed standards for plan submission for zoning hearings and building & zoning permit applications that were prepared by Mike Reinert.

Steve Landes reported that letters were mailed to kennel operators who have not obtained conditional use approval to operate in the Township. Kristy compiled a list of these individuals by comparing the State Kennel license information of the web with Township records. These operators have 60 days from the February 4<sup>th</sup> mailing date to apply for conditional use or they will receive a Notice of Violation which if ignored will result in charges being filed with the District Justice.

Steve Landes reported that Technicon is evaluating the S. Birdell Road and Route 322 intersection to determine whether a streetlight is needed or whether there is some less expensive solution available. Mike expects to have a report to the Board before the April workshop.

The Supervisors discussed whether Building Permit refunds should be granted for projects that are not built and a refund is requested. Following discussion the Board agreed that the standard rule is that permit fees are not refundable. Should the Manager feel that there is a request with extenuating circumstances then that should be brought before the Board and decisions will be on a case by case basis.

Following discussion the Board asked the Manager to prepare a recommendation for adding late payment charges when Township fees and other invoices go unpaid.

HONEY BROOK TOWNSHIP  
Board of Supervisors Workshop Minutes  
March 2, 2017

Bill Ford introduced Rob Esposito who is interested in filling the Township's vacant position of Emergency Management Coordinator. The Board and Mr. Esposito discuss his interest and qualifications after which the Board agreed to appoint Mr. Esposito to this volunteer position.

John McHugh recommended that the Land Preservation Plan of January 2012 be updated to provide the Board with more direction about the programs goals and when the dedicated earned income tax can be reduced or eliminated. Following discussion the Manager was instructed to work with the Brandywine Conservancy to prepare a scope of services, timeline and cost to update the plan starting later this year.

John McHugh stated that the Board needs to decide whether to evaluate different methods of providing police services this year. He asked the members to think about it and directed this item be listed on the April workshop agenda.

Adjournment: There being no further business the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Steven C. Landes  
Township Manager / Secretary