

HONEY BROOK TOWNSHIP  
Board of Supervisors Workshop Approved Minutes  
April 6, 2017

**Board of Supervisors Workshop**

**Call to Order:** John McHugh called the Honey Brook Township Board of Supervisors workshop meeting to order at 7:00 p.m. Also attending were Supervisors Travis Stacey and Tracy Olsen; Steve Landes, Township Manager; and Mike Reinert, Township Engineer.

**Sidewalk Project:** Jeanne Jenzano, Honey Brook Borough attended the meeting to seek a letter of support from the Township for the Borough's application to Chester County for funding assistance to install a sidewalk along Suplee Road from Horseshoe Pike to the Borough line. The purpose for the project is to provide a safe walking route from the Borough to James Umble Park so it will be necessary for the Township to complete the sidewalk from the Park to the Borough line.

Following discussion, the Supervisors agreed that if the Borough is successful of receiving a grant to complete this project, the Township will include money in the 2018 budget to complete the Township's portion. The Board ask the Manager to submit a letter of support to the Borough for inclusion in their grant application.

**Village Green Recreational Facilities:** Kathy Murphy and Melissa Needles of Village Greene attended the meeting to discuss the developer's responsibility for recreation facilities that will be completed as part of the Village Greene Phase III that the Supervisors will consider approving at their regular meeting next week. The developer doesn't want to build the Tennis Court that was on the original plan and the Home Owners Association is okay with that. Instead of the Tennis Court the developer agreed to pave portions of the wood chip walking trail that has been washing out with heavy rain however it is not clear how much of the trail was going to be paved. It appears from the plan they saw that only about half of the paving that would be in the Tennis Court was being used to pave trail.

Following discussion the Board stated that they will discuss a requirement to have the developer provide a similar amount of paving on the trail that would have been used had the Tennis Court been built. This will be discussed at next week's regular meeting when the Phase III plan is presented to the Board for conditional approval.

**April 12, 2017 Meeting Agenda:** A copy of the draft Board of Supervisors April 12, 2017 meeting agenda was distributed to the Board and reviewed.

**Brandywine Terrace Mobile Home Park:** Mr. and Mrs. Ernie Dettry who are the onsite park management attended the meeting to update the Board about clean-up efforts at the park and to learn the results of recent inspections conducted by Technicon. Mr. and Mrs. Dettry were thanked both for their clean-up efforts and also for helping to convince Park residents to schedule the inspection of their units with Technicon.

Once the inspections are complete, the Solicitor, Mike Reinert, the Building Inspector and Manager will meet to discuss the results and determine how to proceed with enforcement.

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Mr. Detrie requested that before any decisions are made about whether units should be condemned, he'd like the opportunity to look at the repairs needed because he may be able to bring the units up to code.

**NCCMA Land Development Waiver Request:** The NCCMA is interested in constructing an office and parking lot on their property on Dampman Road adjacent to the sewer treatment plant property. This is a vacant parcel with only an existing barn on it. The Authority proposes to place an office trailer and construct a small 6 car or so parking lot on the opposite side of the property as the barn. As a non-residential building, this type of development is required to go through land development according to Township regulations. NCCMA has requested that the Township would consider a waiver of land development.

Technicon recommends and I agree that a waiver not be granted but rather the Authority go through the normal planning process that all others must go through not only to insure that the plan is properly reviewed but for transparency and equal treatment by the Board.

Following discussion the Board of Supervisors unanimously agreed to not waive land development.

**Dark Intersection at S. Birdell Road and Route 322:** Mike Reinert reported that they have evaluated the intersection and the most appropriate solution is to install one streetlight. Technicon contact PPL who is willing to install either a high pressure sodium or a L.E.D. at the location for a charge of about \$240 annually. There is no installation charge. The Township would be required to sign a 10 to 15 agreement to pay the annual charge.

**Westbrooke Drive Road Dedication:** The Manager reported that he discussed the issues with the existing portion of Westbrooke Drive not being dedicated with the J. Daniel Stoltzfus who will develop a new industrial subdivision with access off of the existing Westbrooke Drive. The responsibility to bring the road and other infrastructure up to the Township's standards for dedication lies with the developer of the road and surrounding industrial subdivision, Mr. Lew Frame. Technicon and Don Johnson will inspect the roadway, etc. and then prepare a cost estimate for repairs needed before contacting Mr. Frame.

**Honey Brook Lion Request:** The Lions Club submitted a written request to the Supervisors for a refund of the cost of their sign permit because all of the money they raise goes to charitable causes. Following discussion the Supervisors agreed that if any money remains in the fee after all expenses such as Technicon's review and inspections are deducted, the remainder can be returned to the Lions Club.

**Grant Application:** Motion to (adopt / not adopt) a Resolution authorizing the Township Manager to submit an application for financial assistance to the PA Bureau of Recreation and Conservation to complete a Recreation, Parks and Trails Comprehensive Plan for the Township.

Steve Landes briefly reviewed the purpose and draft scope of work for such a plan. The amount being requested is \$30,000 which must be matched by the Township if the grant is awarded. The grant award notices for this highly competitive program will likely be issued in December this year.

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Following discussion, Tracy Olsen moved to adopt a Resolution authorizing the Township Manager to submit an application for financial assistance to the PA Bureau of Recreation and Conservation to complete a Recreation, Parks and Trails Comprehensive Plan for the Township, seconded by Travis Stacey and unanimously approved.

**2016 Audit Report:** The Supervisors received a copy of the final audit report that was reviewed by the Manager. Once again the Township received a clean bill of health from the auditor. The auditor has recommended that Township adopt a capitalization policy and changing a couple of minor administrative processes. The Treasurer has already provided a draft policy for review and presentation at a future workshop. Jackie Smith reviewed the administrative changes recommended by the auditor.

**Independent Blue Cross Employee Plan Renewal:** The Manager reviewed three options to renew the Employees health care coverage prepared by the Trinity Benefits Group who advises the Township. Two options maintained the same level of benefits as the current plan but both with different deductibles. The third option was a reduction in benefits and higher deductibles.

Following discussion the Supervisors selected the Trinity Benefits Group recommendation marked as Option #1 for coverage effective May 1, 2017. The Supervisors also instructed the Manager to increase the employee's deductible coverage with Ameriflex to match the new plan amounts which has been done in prior years.

**Kennel Operator Compliance:** The three operators who have not replied in the 60 day period since our letter this year will now receive a notice of violation. If there is still no response then a complaint will be filed with the District Justice. There is also a new kennel (pending inspection) found on the State website today. They will be mailed a letter informing them of the regulations.

**Update the Land Preservation Plan:** The Manager reported that the Brandywine Conservancy is preparing a proposal that will be discussed at the May 23<sup>rd</sup> Land Preservation Committee meeting. The amended scope will be distributed to the Board of Supervisors and discussed at a workshop meeting. Once the Board is satisfied with the proposal, it will be presented at a regular Supervisors meeting for formal approval. It's anticipated that work could begin around September and be complete in the first quarter of 2018.

**Police Coverage:** Following discussion the Supervisors agreed that there will be no change in the Township being covered 100% by the PA State Police this year.

**Adjourn:** There being no further business to be brought before the Board the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Steven C. Landes, Township Manager / Secretary