

HONEY BROOK TOWNSHIP
Board of Supervisors Approved Workshop Minutes
June 8, 2017

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; Chris Hartman, Solicitor; Steve Landes, Township Manager; and Mike Reinert, Township Engineer.

1. Representatives from the Northwestern Chester County Municipal Authority attended the meeting to discuss the draft 537 Plan calculations and other issues of concern. Attorney Kim Venzie prepared the attached agenda to guide the Authority's discussion. The Township's 537 Plan consultant Fred Ebert, Ebert Engineering was also in attendance.

Draft Township Act 537 Plan Update - Fred Ebert stated that the current plant capacity in the draft Plan is 740,000 gallons per day. Ed Spayd, Authority Engineer asked for a copy of the updated flow information worksheet which Fred Ebert agreed to provide. Fred Ebert noted that the plant capacity may change as the draft Plan goes through the outside agency plan review process. The Authority will be notified of any change.

Valley View Update – The problem with I & I at the mobile home park and the difficulty getting the owner to correct the issue was discussed. Kim Venzie questioned whether the Township had issued permits for the work that was already completed on the lower end of the property and whether inspections were done by the Township and if so was the work completed to Authority standards? Mike Reinert and Steve Landes stated that they are not familiar with the authority's standards. Steve Landes stated that he will forward copies of the permits and inspection reports to Kim Venzie. Kim Venzie stated that the Authority will supply Mike Reinert and Steve Landes with the standards.

Kim Venzie reported that Valley View will be completing improvements on the upper portion of the property in the future. Prior to that project the Authority and Township need to establish roles and responsibilities regarding permitting, inspections and enforcement.

Cupola Court – Kim Venzie questioned whether there were any permits issued for the trailer removal or other work at this mobile home park. She noted that the owner has not paid the Authority for any service charges since he purchased the property which resulted in the Authority filing a lien against the property. She requested the Township's help collecting the monies owed. Chris Harman and Kim Venzie will discuss this matter.

It was reported that the sewer connections of the removed trailers were not properly capped resulting in the likelihood of stormwater entering the system. Steve Landes reported that the Township does not require inspection of sites when trailers are removed but this is something that can be explored. Currently the only requirement to remove a trailer is to obtain a two-dollar permit for the Township to check whether the taxes are current for the unit.

2. MS4 Discussion. Representatives of the Brandywine Conservancy, Brandywine Red Clay Alliance and the University of Maryland provided the Board with information about the MS4 permit submission that is due in September; next year's proposed implementation projects; and potential funding sources. These groups are assisting the Township and Borough at little cost as a pilot project. It was noted that the Township and Borough must enter into an Intermunicipal Agreement because some implementation projects will be shared to address the needs of the Borough and adjacent Township properties.

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3. Honey Brook Fire Company Run Cards – Steve Landes reported that he learned that because the Township designated the Honey Brook Fire Company as our emergency responder for fire calls, the Fire Chief can change the instruction that the County 911 uses to dispatch Fire Companies and equipment to calls. This information was gathered because Travis Stacey learned that the Fire Chief had changed the responsibility for primary response to the Mountainview area from the Twin Valley to Honey Brook Fire without consulting or informing the Supervisors.

During discussion, it was noted that the Township may enter into an agreement with the Fire Company requiring them to consult the Township before such changes are made. This idea may be something to explore together with the Township's contribution during the budget process.

4. Elverson – Honey Brook Area EMS – The Supervisors discussed the EMS request for an additional contribution to help them purchase an ambulance. Following discussion, the Supervisors requested that Steve Landes determine what effect making a five to ten-thousand dollar contribution will have on the current years budget.
5. June 14, 2017 Supervisors agenda - A copy of the draft Board of Supervisors meeting agenda was distributed to the Board and reviewed.
6. Mill Road Bridge – Steve Landes reported that for the first time PennDOT inspected this bridge and found that repairs are needed serious enough they must be completed this year. Mike Reinert reported that they had a bridge engineer inspect the structure and make recommendation about how the problems can be corrected. Two different options were identified; a less expensive option that will resolve the problem in the short-term but the repair's longevity is questionable and a more expensive option that is likely going to resolve the problem for the long-term. Follow discussion the Board stated that will consider whether Technicon should seek bids for one or both options at next week's meeting.
7. Ordinance Amendments – Steve Landes reported that draft amendments will be prepared and presented to the Supervisors in the coming months for consideration including:
 - a. Floodplain – This draft is currently being reviewed by a PA Emergency Management Consultant to ensure that it is compliant with the new flood hazard requirements and mapping prepared by the Federal Government. Consultant. The ordinance should be enacted no later than September.
 - b. Peace & Good Order (Noise Ordinance) – This ordinance needs to be updated and also revised to address noise regulations that will be removed from the zoning code.
 - c. Zoning changes that will be added to revisions being prepared by the Zoning Update Committee and the Brandywine Conservancy such as:
 - i. Remove regulations that are covered in the noise ordinance
 - ii. Kennel – change the authorization from a conditional use hearing by the Board of Supervisors to either a special exception conducted by the Zoning Hearing Board or allow Kennels by right.
 - iii. Medical Marijuana regulations
 - iv. Sign regulations
 - v. Small Cell Towers
 - vi. Other issues that are identified during the review.

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8. Ordinance Enforcement
 - a. Burning and Noise Ordinance Violations – Steve Landes confirmed with the Supervisors that citations will be issued for repeat offenders with information received from a complainant who agrees to testify at a hearing.
 - b. Kennels – The Supervisors agreed that kennel owners who were denied approval for their kennel by the Board and those who fail to apply for the required conditional use hearing are to be cited after they receive a notice with an appropriate amount of time to correct the issue.
9. Hiring Policy - Discussion of this item was tabled until the July workshop in the interest of time.
10. Zoning Update Intermunicipal Agreement – Steve Landes reported that he has had discussion with Chris Falencki Honey Brook Borough Engineer who is requesting changes to the draft agreement prepared by the Brandywine Conservancy. Many changes have been agreed that largely deal with timelines for review and not the substance of the agreement. A revised copy will be distributed for review,
11. Update to the January 2012 Land Preservation Plan – Steve Landes reported that John Theilacker and John Goodall, Brandywine Conservancy planners attended May Land Preservation Committee meeting to seek the Committee’s input into what they’d like addressed in a 2018 update in addition to refreshing information from the 2012 Plan.

Following discussion, the Board decided to attend the July Land Preservation Committee meeting and instructed the Manager to advertise the meeting as a joint meeting.

12. VerisVisalign Proposal – John McHugh reported that Steve Landes will participate in a technology proof of concept for Office 365 conducted by VerisVisalign. This is a Western Chester County Council of Government (CoG) initiative designed to bring current software to members in a cost-effective manner. Steve Landes noted that he will report his experience with the trial at the July workshop.
13. MuniLogic Software – John McHugh reported that a presentation about this software was held at the CoG meeting on Wednesday, May 24, 2017. This software suite is designed to streamline mapping, record keeping and reporting for many Township functions including permitting and licensing. Steve Landes stated that Kristy will review the product information to determine whether there would be a benefit to our operation. It was noted that East Bradford Township currently uses this software.
14. Tax Credits for Volunteer Firefighters & EMS – John McHugh reported that the CoG is also gathering information to assist member municipalities who are interested in enacting an ordinance to provide a tax credit to these volunteers in recognition for their service. As more information is available it will be distributed.

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15. Assistant Township Manager – John McHugh suggested that the Supervisors appoint an Assistant Manager who take over if something happens to the Manager. This way the Township will not be left without someone for an extended period like it was in the past.

During discussion, it was noted that hiring additional staff is not a cost-effective method of planning for succession. Also, the Township would be better served going through a hiring process that includes an extensive search when a vacancy occurs in order to find the best candidate available.

16. Secondary Solicitor - John McHugh recommended that the Township appoint an additional Solicitor like was done in prior years and suggested Attorney Hud Voltz.

During discussion, it was noted that the only reason to appoint a second Solicitor would be to address an issue if Chris Hartman or someone else in the law firm had a legal conflict of interest and the law firm had to recuse itself. While some municipalities make this appointment at the reorganization meeting, many wait until their Solicitor has a conflict and then they choose a Conflict Counsel that has experience in the type of issue to be addressed.

17. Earned Income Tax Reduction – John McHugh reminded the Board that he recommends reducing this tax for land preservation from the current 0.5% rate to .025% effective in 2018. During discussion John McHugh stated that he didn't believe the Supervisors should wait until the Land Preservation Plan update is completed next year to make this decision rather the Board should take this action and have the new funding level stated in the plan update.

Adjourn: There being no additional business to be brought before the Board of Supervisors the meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Steven C. Landes, Township Manager / Secretary