

Honey Brook Township
Board of Supervisors Workshop Approved Minutes
Thursday, November 2, 2017

Call to Order at 7 p.m.

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

1. Elverson – Honey Brook Area EMS: Gary Elston and Steve Jones of the Elverson – Honey Brook Area EMS explained to the Board the methodology used to arrive at the Township’s requested \$60,500 contribution to fill an expected \$200,000 shortfall in the 2018 EMS budget. Steve Landes reported that the current Township contribution is \$5,000. Steve Jones noted that Tel Hai made a \$5,500 contribution this year to the EMS.

Following discussion, the Board stated that they will consider the EMS request.

2. Brandywine Terrace: Mike Reinert summarized the results of recent follow-up inspections of the individual mobile homes. Many of the homes had a new propane heater installed that is manufactured specifically for mobile homes and others had the existing system serviced. Many of the other deficiencies found in the units at the initial inspection were also corrected. It currently appears that only one or a couple of units will need to be removed. Technicon will continue to contact owners who have not completed the follow-up inspection to have it scheduled.
3. The Board of Supervisors reviewed and discussed the November 8, 2017 draft meeting agenda.
4. 2018 Preliminary Budget: The Supervisors received the draft 2018 Preliminary Budget for all Funds that was then reviewed in its entirety. Following discussion, Steve Landes stated that the Preliminary Budget will be finalized to reflect the Board’s instructions and then presented to the Board at the November 8th meeting. Once it is approved, the Budget will be open to public inspection until the December meeting when it will be on the agenda for adoption.
5. Real Estate Tax Collection: Steve Landes reported that the County Treasurer’s Office is authorized to collect real estate taxes for municipalities. Jackie Smith obtained a quote from the County and compared it with the price paid to Berkheimer Associates that revealed the opportunity for about \$2,000 in savings if the Township appoints the County to collect the tax.

Following discussion, Travis Stacey move and Tracy Olsen seconded to change the Real Estate Tax Collector from Berkheimer Associates to Chester County and authorize the Township Manager to take any actions necessary to carry out the intent of the motion. All in favor. Motion approved.

6. Revised Intergovernmental Cooperation Agreement with Honey Brook Borough to implement the Joint Comprehensive Plan and Zoning Update: Steve Landes reported that this agreement has undergone a number of administrative changes largely at the Borough’s request such as the time periods when actions are required. Chris Hartman has

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okayed the agreement as presented. Once the Borough Solicitor okays the agreement, an ordinance will be prepared for your approval.

7. Comcast Franchise Agreement – Steve Landes reported that Comcast recently submitted a proposed franchise agreement renewal for consideration. Following discussion, Tracy Olsen moved and Travis Stacey seconded to instruct the Solicitor and Manager to negotiate a renewal agreement for the Board’s consideration.
8. Kennel Task Force – John McHugh reported that the next meeting will be held on Monday, November 6th at 7 p.m. The Task Force will discuss what recommendations it wants to forward to the Board of Supervisors at the December meeting.

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

Respectfully submitted,

Steven C. Landes, Township Manager / Secretary