

Honey Brook Township
Board of Supervisors
November 8, 2017 Regular Meeting Approved Minutes

Chairman John McHugh called the meeting to order at 7:02 pm with the pledge to the flag. Also present were Supervisors Tracy Olson & Travis Stacey, Township Manager Steve Landes, Township Engineer Michael Reinert, and Township Solicitor Beth Auman.

Announcements

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

Consent Agenda--Travis Stacey made a motion, seconded by Tracy Olsen, to approve the following consent agenda:

1. Approve the Board of Supervisors Minutes of the October 5th Workshop and the October 11th Regular Business Meeting.
2. Accept the Planning Commission Minutes of October 26, 2017.
3. Accept the Trail Committee Minutes of October 12, 2017.
4. Accept the October 2017 Township Manager's Report.
5. Accept the October 2017 Financial Report.
6. Accept the October 2017 Zoning and Building Report submitted by Technicon.
7. Accept the October 2017 PA State Police Report.

All in favor. Motion carried.

Departmental Reports

1. Don Johnson, Director of Public Works: Park Road work has been ongoing. Otherwise the main project has been getting equipment ready for the winter.
2. Kristy Deischer - Eddy, Administrative Assistant: today is the last day for collection of toiletries for the Honey Brook Food Pantry drive. The collection bin is in the lobby.
3. Steven Landes, Township Manager: Peter Barsz is here to make the budget presentation prior to the Board voting on whether to advertise the budget for public inspection. The final vote to approve the Budget will be on the December Supervisors meeting agenda.

The Brandywine Conservancy (BC) is applying for funding to help offset the expense to assist with the purchase of the agricultural easements of the two farms listed on tonight's agenda. In the unlikely event that the Conservancy is not successful in obtaining the added funding, the Township's land preservation program has enough monies to cover the purchase.

Tonight's agenda includes a resolution to change our tax collector for real estate taxes. It has nothing to do with the level of service our current collector is providing, but the County's pricing is about \$2,000 less.

Honey Brook Borough applied for extension until June 30 2018 to wrap up the Zoning Update. The funding would otherwise expire at the end of this year. The extension will allow plenty of time for the process to be completed. The Zoning Update Task Force will resume meetings on November 15.

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4. Land Preservation Committee: Shane Hadden was present and had nothing to add to Steve's comments.
5. Park and Recreation Committee: Kristy Deischer-Eddy stated that the conservation garden planting at the James A. Umble Park took place last month. Pictures from the planting day are on the website, and John McHugh was there along with other volunteers to help with the planting that day.

The Trail Study Committee will meet on Thursday, November 16, 2017.

6. Planning Commission (PC): Mike Reinert stated that there are two items from the PC on tonight's agenda—one is the conditional use hearing for Troy Stacey and the other is for conditional final approval for the RicMar annexation plan. Due to a lack of business items to discuss, the meeting scheduled for tomorrow night has been canceled. The next meeting will be on December 14, 2017.

Open Forum

Muriel Kennedy, Downingtown Senior Center (DSC): Muriel stated that she is here to bring awareness for DSC because many people don't know that the Center serves 15 surrounding communities. The Center supports and engages seniors by providing a place to socialize; participate in a variety of activities; receive help and information about assistance programs and also with challenges they have. The Center also provides a hot meal five days a week at no cost to the seniors however contributions are accepted.

The Center wants to expand services by opening our doors and providing active programs later in day to accommodate people who are not able to attend during our current 9 am to 3 pm hours of operation.

In order to continue current operations, the Center is always looking for volunteers and partners. Muriel informed the Board that the County provides one-third of their funding and the remainder which amounts to about \$200,000 must be raised from other sources. She requested that the Township consider making an annual contribution to support the center.

Public Hearing:

The meeting was turned over to Solicitor Beth Auman at 7:17 pm. A court reporter duly recorded the proceedings.

The public hearing is to consider the Conditional Use application submitted by Troy Stacey to operate a campground at 300 Gooseberry Lane. Beth Auman conducted the public hearing on behalf of the Board of Supervisors. The applicant was present.

The Board of Supervisors recessed the public hearing at 8:46 pm to meet in executive session. The hearing was reconvened at 8:53 at which time the record was closed.

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Travis Stacey made a motion, seconded by Tracy Olsen, to continue the hearing on December 13, 2017 for the sole purpose of rendering a decision. All in favor. Motion carried.

New Business

1. 2018 Preliminary Budget: Peter Barsz, Township Treasurer, gave a Power Point presentation that provided budget trends and summarized the 2018 Preliminary Budget of all Funds.

Following the presentation, Tracy Olsen made a motion, seconded by Travis Stacey to approve the 2018 Preliminary Budget for all Funds and direct the Manager to make the Budget available for public inspection. All in favor. Motion carried.

2. 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.
3. Tracy Olsen made a motion, seconded by Travis Stacey to approve the recommendation of the Land Preservation Committee adopted at their meeting on September 26, 2017 to purchase easements for approximately 170 acres at an estimated cost to the Township of \$383,850.00. All in favor. Motion carried.
4. Ricmar Annexation Plan: Michael Reinert noted that Richard Hoover, the property owner, is in attendance. Michael Reinert stated that 3 acres is being subdivided and annexed to the property to the west.

Following discussion, Travis Stacey made a motion, seconded by Tracy Olsen, to approve the Ricmar Annexation Plan conditioned on complying with Technicon's October 20 review letter. All in favor. Motion carried.

5. Ordinance 192-2017 that amends the Township Code Chapter 1, Part 3A, Board of Administrative Appeals: During discussion, Steve Landes stated that this is a minor amendment that removes the requirement that one member of this three-member board is required to be an Sewage Enforcement Officer.

Tracy Olsen made a motion, seconded by Travis Stacey to enact Ordinance 192-2017. All in favor. Motion carried.

6. Travis Stacey made a motion, seconded by Tracy Olsen, to authorize the Solicitor to advertise the Township's intent to enter into an agreement with Barbacane Thornton & Company to complete the Township's 2017 Audit. All in favor. Motion carried.
7. Tracy Olsen made a motion, seconded by Travis Stacey to adopt Resolution 14-2017 that approves a new Township Personnel Handbook effective January 1, 2018. All in favor. Motion carried.

Honey Brook Township
Board of Supervisors
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8. Travis Stacey made a motion, seconded by Tracy Olsen, to adopt Resolution 15-2017 to confirm the Township's intent to have the County Treasurer's Office collect the real estate taxes beginning in 2018 and authorize the Manager to sign all documents and do all things needed carry out the intent of the resolution. All in favor. Motion carried.
9. Travis Stacey made a motion, seconded by Tracy Olsen, to appoint Ray Shafer of Honey Brook to the Trails Committee. During discussion, Steve Landes reported that this appointment was recommended by the Trails Committee. All in favor. Motion carried.

Old Business

None

Open Forum

None.

Adjourn

Travis Stacey made a motion, seconded by Tracy Olsen, to adjourn the meeting. All in favor. Meeting adjourned at 9:18 pm.

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary

Upcoming Meetings: *Meetings are held in the Honey Brook Township Municipal Building. Dates and times are subject to change.*

Nov 9	<i>Planning Commission Meeting CANCELLED</i>
Nov 15	<i>Zoning Task Force Update Committee (7:00 pm)</i>
Nov 16	<i>Park and Recreation Trail Study Committee Meeting (7:30 pm)</i>
Nov 21	<i>Land Preservation Committee (7:00 pm)</i>
Nov 29	<i>Zoning Task Force Update Committee (7:00 pm)</i>
Dec 6	<i>Zoning Task Force Update Committee (7:00 pm)</i>
Dec 7	<i>Board of Supervisors Workshop Meeting (7:00 pm)</i>
Dec 13	<i>Board of Supervisors Regular Business Meeting (7:00 pm)</i>
Dec 14	<i>Planning Commission Meeting (7:00 pm)</i>