

**Honey Brook Township
Board of Supervisors
Organization and Regular Business Agenda
Tuesday, January 2, 2018**

Call to Order – 7 pm

Pledge to the Flag

Announcements

Board of Supervisors Election of Officers (1-year term, expiring 12/31/18)

1. Chair
2. Vice-Chair

Vacancy Board Chair

Motion to appoint (one eligible resident) to a 1-year term as the Vacancy Board Chair.

Open Forum

Consent Agenda for Appointments (1-year terms expiring 12/31/18 except where noted)

1. Resolution to appoint Barbacane, Thornton and Company LLC as the Auditor
2. Chester County Tax Claim Committee Representative – Tracy Olsen
3. Chester County Tax Claim Committee Alternate – Steven Landes
4. Code Official (Building, Property Maintenance, etc.) - Technicon Enterprises, Inc.
5. Earned Income Tax Collector - Keystone Collections Group
6. Emergency Management Coordinator - Robert Esposito, Jr.
7. Emergency Management Coordinator Deputy - Bill Ford
8. Engineer - Technicon Enterprises, Inc.
9. Flood Plain Administrator – Jennifer McConnell, Technicon Enterprises, Inc.
10. Land Preservation Committee – Reappoint Susan Lacy to a 5-year term, expiring 12/31/22
11. Manager - Steven C. Landes
12. Northwestern Chester County Municipal Authority – Reappoint Donald Kline to a 3-year term expiring 12/31/20
13. Parks and Recreation Committee – Reappoint Lee Heller and Scott Holt to a 4-year term expiring 12/31/21
14. Pension Plan Chief Administrative Officer - Steven C. Landes
15. Planning Commission – Reappoint Leslie Siebert, Gary McEwen and Troy Stacey, to a 4-year term, expiring 12/31/21
16. Planner - Brandywine Conservancy
17. Real Estate Tax Collector - Chester County Treasurer
18. Recycling Program Coordinator - Steven Landes
19. Right-to-Know (Open Records) Officer - Kristy Deischer-Eddy
20. Secretary – Steven Landes
21. Solicitor - Christopher Hartman, Hartman Valeriano Magovern & Lutz
22. Treasurer - Peter Barsz, Barsz Gowie Amon & Fultz

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23. Voting Delegate to County & State Conventions - Board of Supervisors Chairperson or designee
24. Western Chester County Council of Government - John McHugh
25. Western Chester County Council of Government alternate - Tracy Olsen
26. Western Chester County Regional Uniform Commercial Code Board of Appeals – John Stine, Technicon Enterprises
27. Resolution to reappoint Jeff Emberger to a 3-year term on the Zoning Hearing Board expiring 12/31/20
28. Zoning Officer - Technicon Enterprises, Inc.

Consent Agenda for Other Township Business

1. Establish 2018 Meeting dates & times:
 - Board of Supervisors workshop - Thurs. before the 2nd Wed. each month Feb to Dec
 - Board of Supervisors regular - 2nd Wed. each month Feb. to Dec.
 - Land Preservation Committee - Jan. 16 at 8AM; the 3rd Tues. of Mar., July, Sept. & Nov.; and May 22 at 7 PM
 - Planning Commission - 4th Thurs. each month Jan. to Oct., Nov 15 & Dec 13.
 - Recreation and Parks Board - 3rd Thurs. each month Jan to June and August to Oct at 7:30PM
 - Trail Study Committee – 2nd Thurs. each month (except August) Jan to Nov. at 7:00PM
 - Zoning Update Joint Task Force – Final Meeting on February 21 at 7 PM

All meetings begin at 7 PM prevailing time unless noted above. All meetings are held in the Honey Brook Township Building, 500 Suplee Road, Honey Brook, PA.

2. Resolution designating emergency service providers for Honey Brook Township.
3. Authorize Supervisors, Engineer and Manager to attend PSATS Conventions and workshops at the Township's expense.
4. Authorize Staff; Planning Commission, Zoning Hearing Board, Land Preservation Committee and Park & Recreation Board members to attend training as approved by the Manager at the Township's expense.
5. Approve the Board of Supervisors Minutes of the December 7, 2017 workshop and the December 13, 2017 regular meeting.
6. Accept the Planning Commission Minutes of the December 14, 2017 meeting.
7. Accept the Trail Committee Minutes of the November 16, 2017 Meeting

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Department Reports

1. Don Johnson, Public Works Director
2. Kristy Deischer-Eddy, Administrative Assistant
3. Steven Landes, Township Manager
4. Planning Commission
5. Land Preservation Committee

New Business

1. Motion to (authorize / not authorize) the payment of all invoices due prior to the February 14th Board meeting as prepared by the Treasurer and approved by the Manager.
2. Motion to (adopt / not adopt) a Resolution that establishes fees and charges effective January 3, 2018.
3. Motion to (adopt / not adopt) a Resolution to establish salaries and wages for all staff.
4. Ware Minor Land Development Final Plan
 - a. Motion to (grant / do not grant) the following waivers from the SALDO:
 - Section 22-615.3.C regarding curbing of the driveway entrance provided PennDOT does not require curbing.
 - Section 22-617.L regarding paving of parking areas to allow the use of gravel except for the ADA accessible spaces.
 - Section 22-617.3 regarding raised islands at the end of all parking bays.
 - b. Motion to (grant / do not grant) a waiver from Section 20-306 of the Stormwater Management Ordinance regarding infiltration volume requirements due to the existing site soils not being conducive to infiltration.
 - c. Motion to (grant / not grant) conditional final plan approval provided the applicant satisfies all comments in the Township Engineer's review letter dated December 8, 2017, provides sanitary facilities suitable to the Chester County Health Department and obtains a Low Volume Driveway Permit from PennDOT.
5. Wilson Minor Subdivision Plan
 - a. Motion to (grant / not grant) conditional final plan approval provided the applicant satisfies all comments in the Township Engineer's review letter dated December 8, 2017.
6. Givler, Patton & Patton Minor Plan
 - a. Motion to (grant / not grant) conditional final plan approval provided the applicant satisfies all comments in the Township Engineer's review letter dated December 8, 2017.

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7. Motion to (approve / not approve) an agreement with the Twin Valley Fire Company for emergency and fire protection services in 2018.
8. Motion to (approve / not approve) four (4) financial security releases recommended by Technicon:
 - a. 58 Dampman Road Stormwater Management Plan in the amount of \$5,255.80
 - b. Faulkner Tract, 58 Dampman Road Site Improvements in the amount of \$2,500.00
 - c. 58 Dampman Road, Lot 3- Locust Drive Stormwater Management Plan in the amount of \$3,667.25
 - d. 58 Dampman Road, Lot 1- Locust Drive Stormwater Management Plan in the amount of \$5,434.29
9. Motion to (authorize/ not authorize) the Solicitor to advertise public hearings to be held during the Board of Supervisors February 14th meeting at 7 p.m. for the conditional use application submitted by Daniel Kauffman to operate a kennel on property owned by Omar Kauffman at 1819 Beaver Dam Road.
10. Other New Business

Old Business

Open Forum

Adjourn

Upcoming 2018 Meetings: *Dates are subject to change*

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| January 11 | Trail Study Committee (7:00 pm) |
| January 16 | Land Preservation Committee (8:00 am) |
| January 16 | Farmers Breakfast (9:00 am) – All residents are invited with a reservation. Call 610 273-3970 for your reservation. |
| January 17 | Zoning Update Task Force - <u>Meeting Cancelled</u> |
| January 18 | Recreation and Parks Board (7:30 pm) |
| January 25 | Planning Commission (7:00 pm) |
| February 8 | Board of Supervisors Workshop (7:00 pm) |
| February 8 | Trail Study Committee (7:00 pm) |
| February 14 | Board of Supervisors (7:00 pm) |
| February 15 | Recreation and Parks Board (7:30 pm) |
| February 21 | Zoning Update Task Force (7:00 pm) <u>Final Task Force Meeting</u> |