

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

The meeting was called to order by John McHugh at 7:02 with the pledge to the flag. Also present were Supervisor Travis Stacey, Township Manager Steve Landes, Township Engineer Michael Reinert, and Township Solicitor Beth Auman. Supervisor Tracy Olsen was absent.

**Announcements**

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

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

Beth Auman conducted the Board's election of officers.

1. Chairperson: Travis Stacey made a motion, seconded by John McHugh, to elect Tracy Olsen as Chairperson. All in favor. Motion carried.
2. Vice-Chair: John McHugh made a motion, seconded by Travis Stacey, to elect Travis Stacey as Vice-Chairman. All in favor. Motion carried.

**Vacancy Board Chair**

The motion to appoint the Vacancy Board Chair was tabled until the February meeting.

**Open Forum**

None.

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

John McHugh made a motion, seconded by Travis Stacey, for the following appointments:

1. Resolution 2018-1 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 and Lutz
22. Treasurer - Peter Barsz, Barsz Gowie Amon and Fultz
23. Voting Delegate to County and 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 2018-2 to reappoint Jeff Emberger to a 3-year term on the Zoning Hearing Board expiring 12/31/20
28. Zoning Officer - Technicon Enterprises, Inc.

All in favor. Motion carried.

**Consent Agenda for Other Township Business:** Travis Stacey made a motion, seconded by John McHugh, to approve the following:

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

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 2017-3 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 and 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
8. Accept the December 2017 Zoning and Building Report submitted by Technicon.

All in favor. Motion carried.

### **Department Reports**

1. Don Johnson, Public Works Director: 120 tons of salt was used so far. There have not been any big snowstorms, but the smaller ones take as much if not more material than big events. All the equipment is doing well.
2. Kristy Deischer-Eddy, Administrative Assistant: nothing to report.

John McHugh stated that the Honey Brook Food Pantry (HBFP) requested a contribution from the Township for their program. This item will be discussed at the February workshop.

3. Steven Landes, Township Manager: Mike Reinert and I visited the site for the sidewalk location proposed to connect Umble Park with the Borough. Instead of constructing the sidewalk up against the roadway, the preferred route for safety of pedestrians would be across the front of the Church property. The Manager and Engineer will pursue permission from the Church.

Mill Road Bridge project: The Township was ordered by PennDOT to repair the Mill Road bridge last year which was not completed because we continue to wait for the permit from DEP to work in the stream. The project will be bid and results reported to the Board after the permit is received.

The Brandywine Conservancy (BC) has asked the Zoning Update Task Force to review the rewritten zoning code draft that they received. The January 17 meeting of the Task Force was canceled. The Township must enact the new ordinance no later than the June meeting to qualify for reimbursement by the County under the grant agreement. The grant deadline extension has been approved for June 30<sup>th</sup>.

4. Planning Commission (PC): Mike Reinert stated that three plans are on tonight's agenda that were discussed by the PC at their last meeting. So far there is a subdivision plan and a kennel conditional use application to review at the January PC meeting.

Bob Witters asked when the PC would review the kennel ordinance amendment that will come from the kennel task force recommendations.

Steve Landes stated that the Solicitor and Technicon are in the process of preparing many changes to the zoning code such as kennels, noise, medical marijuana, cell towers, and sign regulations. These proposed amendments will be integrated into the new zoning ordinance being prepared by the Conservancy and the Zoning Update Task Force.

The changes being prepared by the Township will be forwarded to the PC in February for comment. The required ACT 247 review by the PC and the Chester County PC will take

place in April and May followed by a Public Hearing and enactment at the June Supervisors meeting.

5. Land Preservation Committee: Shane Hadden from the LPC announced that the Farmers Breakfast will be held at 9:00 am in two weeks and everyone is invited. Anyone wanting to attend just needs to register by contacting the office. The guest speaker will talk about dairy farming in America.

### **New Business**

1. Travis Stacey made a motion, seconded by John McHugh, to authorize the payment of all invoices due prior to the February 14<sup>th</sup> Board meeting as prepared by the Treasurer and approved by the Manager. All in favor. Motion carried.
2. John McHugh made a motion, seconded by Travis Stacey, to adopt Resolution 2018-4 that establishes fees and charges effective January 3, 2018. All in favor. Motion carried.
3. Travis Stacey made a motion, seconded by John McHugh, to adopt Resolution to 2018-5 to establish salaries and wages for all staff. All in favor. Motion carried.
4. Ware Minor Land Development Final Plan #2017-10 (Tax Parcel Number 22-3-34). James Haigney from Commonwealth Engineers was present on behalf of the applicant. The applicant is proposing a 56 x 80 pole barn to store equipment. The applicant will address all items in Technicon's December 8 review letter and the previous one. The applicant has submitted the Highway Occupancy Permit application. The applicant requested the following waivers:
  - 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.

Mike Reinert stated that the Board may recall there had been a Zoning Hearing for this earlier in 2017 and had been approved. The PC recommends granting the waivers as well as the waiver from Section 20-306 and conditional final plan approval provided the applicant satisfies the items in Technicon's letters.

- a. Travis Stacey made a motion, seconded by John McHugh, to grant the three above-listed waivers from the SALDO. All in favor. Motion carried.
- b. John McHugh made a motion, seconded by Travis Stacey, to 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. All in favor. Motion carried.
- c. Travis Stacey made a motion, seconded by John McHugh, to 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. All in favor. Motion carried.

5. Wilson Minor Subdivision Plan #2017-9 (TPN 22-5-42): Kris Philips was present on behalf of the applicant. This is simply a 2-acre parcel being divided off.

Mike Reinert stated that the PC recommended plan approval conditioned on the applicant complying with comments on the Engineer's letter of December 8.

Travis Stacey made a motion, seconded by John McHugh, to grant conditional final plan approval provided the applicant satisfies all comments in the Township Engineer's review letter dated December 8, 2017. All in favor. Motion carried.

6. Givler, Patton and Patton Minor Plan #2017-8 (22-3-58 and 22-3-53): Kris Phillips was present on behalf of the applicant. This plan proposes making the 20-acre parcel two 10-acre parcels.

Mike Reinert stated that there are some housekeeping items to address but that the PC recommends conditional final approval.

John McHugh made a motion, seconded by Travis Stacey, to grant conditional final plan approval provided the applicant satisfies all comments in the Township Engineer's review letter dated December 8, 2017. All in favor. Motion carried.

7. Travis Stacey made a motion, seconded by John McHugh, to approve an agreement with the Twin Valley Fire Company for emergency and fire protection services in 2018. All in favor. Motion carried.
8. Travis Stacey made a motion, seconded by John McHugh, to approve the following 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

All in favor. Motion carried.

9. Motion to (authorize/ not authorize) the Solicitor to advertise a public hearing to be held during the Board of Supervisors February 14<sup>th</sup> meeting at 7 p.m. for the conditional use application #CU 2018-1 submitted by Daniel Kauffman to operate a kennel on property owned by Omar Kauffman at 1819 Beaver Dam Road (22-10-3.2).

Travis Stacey made a motion, seconded by John McHugh, to authorize the Solicitor to advertise CU #2018-1 for February 14, 2018. All in favor. Motion carried.

**Open Forum**

None.

**Adjourn**

John McHugh made a motion, seconded by Travis Stacey, to adjourn the meeting. All in favor. Meeting adjourned at 7:38 pm.

**Upcoming 2018 Meetings:** *Dates are subject to change*

- 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 - Meeting Cancelled
- 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 Regular Meeting and Conditional Use Hearing 2018-1 (Daniel Kauffman, to operate a kennel at 1815 Beaver Dam Road) (7:00 pm)
- February 15 Recreation and Parks Board (7:30 pm)
- February 21 Zoning Update Task Force (7:00 pm) Final Task Force Meeting

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary