

Honey Brook Township
Board of Supervisors Workshop Approved Minutes
Thursday, February 8, 2017

Call to Order at 7 p.m.

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

1. Zoning Update: The Manager reported that the Brandywine Conservancy received approval for an added \$7,200 from the County grant; the Conservancy approved a \$1,200 contribution; and the Borough formally approved their \$1,800 contribution this month. The Township's approval of this \$1,800 added expense is the final piece to have the project fully funded to completion.

Following discussion, Travis Stacey moved to approve a Township match of \$1,800 to receive the additional County and other funding for the Brandywine Conservancy contract to complete the project.

2. Zoning Update Draft for review from the Brandywine Conservancy: The Manager reported that a complete preliminary Zoning Ordinance draft is being prepared by the Conservancy. The Township's amendments from Chris Hartman and Mike Reinert will be provided to the Conservancy next week for incorporation into the complete ordinance re-write being prepared.
3. Zoning Amendments prepared by Chris Hartman and Mike Reinert: These amendments will be sent to the Planning Commission for review next week. These amendments which include small cell towers, medical marijuana, signs, kennels, and more will be on the Planning Commission February and March agenda for discussion and comment.
4. Zoning Ordinance Public Meeting: Following discussion the Supervisors instructed the Manager to advertise a public meeting on April 5th to present a summary of highlights in the new Zoning Ordinance and take questions and comment from the audience.

The Manager was also asked to prepare a flyer announcing the meeting for distribution.

5. New Zoning Ordinance Approval Process: The Supervisors discussed the proposed schedule for ordinance enactment.
 - a. The Conservancy will submit a complete draft ordinance to the Township in early March.
 - b. The draft will be distributed by the Manager to the Solicitor, Engineer, Supervisors and Planning Commission for review and comment no later than the end of March.
 - c. The Supervisors at their regular April meeting will direct the Solicitor to submit the draft ordinance to the County and Township Planning Commissions for Act 247 review. The Supervisors will also direct the Solicitor to advertise a public hearing to be held at the regular June Supervisors meeting together with an ad announcing that the Supervisors may also act to enact the ordinance that same night. Note: The Zoning Ordinance must be enacted no later than the end of June for the Township to receive reimbursement from the County grant for this project.
6. Multi-municipal cooperative agreement with Honey Brook Borough: This agreement which will govern implementation of the multi-municipal comprehensive plan is ready for approval. If the Supervisors have no further at the March workshop meeting, an item will be added to the March agenda to advertise an ordinance that will approve signing the agreement.
7. The Supervisors reviewed and discussed the February 14, 2018 draft meeting agenda.

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8. Northwestern Chester County Municipal Authority Issue: The Manager reported that the Authority Solicitor contacted John McHugh to discuss who is responsible to inspect installation and repair of public sanitary sewer piping. Both Mike Reinert and I thought this issue was resolved when we met with the Authority Engineer and operator to discuss this issue months ago. The resolution was that the Authority would perform their own inspections. The needed legal authority for the Authority is already contained in a Township ordinance and the Authority's rules and regulations. The Solicitor will review this issue with the Authority's Solicitor.
9. Doug Eversmeyer complaints: The Manager reported that the Solicitor received a letter from Doug Eversmeyer's Attorney to question why the Township has not taken the necessary action against his neighbor for a number of alleged violations that Eversmeyer brought to the Township's attention over past years. Following review, the Solicitor responded that all complaints were investigated and closed.
10. Charge for Excessive Alarm Call: Travis Stacey reported that Chief John Robb, Honey Brook Fire Company requests that the Township enact an ordinance that assesses a charge for excessive alarm calls. The Manager was instructed to have the Solicitor prepare a draft.
11. Township & Borough 2018 community map: John McHugh reported that he discussed this idea with Borough Council member Jeannie Janzanno who will be in touch with Kristy or Steve to explore the idea.
12. Muni-Logic Software: The Manager reported there doesn't seem to be adequate value for a new expenditure but he will discuss this with the Company to make sure something is not being overlooked. John McHugh reported that the Borough is not sure whether to move forward with the software.
13. Back up solicitor: John McHugh recommended that the Township appoint a conflict counsel in the event one is needed. The Manager stated that this is one approach, to make an annual appointment. The other is to only appoint a conflict counsel when the need arises and then to select a law firm with expertise in the type of issue needed.

Following discussion, the Supervisors decided not to appoint someone unless needed.

14. Township Manager intern program: John McHugh recommended that the Township bring an intern who will work directly with the Manager. Following discussion, the Supervisors decided not to pursue an intern.

Adjourn: There being no additional business to be brought before the Board of Supervisors the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Steven C. Landes, Township Manager / Secretary