

Honey Brook Township
Board of Supervisors Workshop Approved Minutes
Thursday, March 8, 2018

Call to Order at 7 p.m.

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. Scott Stilson proposal to Live Stream Meetings: Scott Stilson attended the meeting to let the Supervisors know that he has the capability to live stream meetings if they'd like. Following discussion, the Supervisors told Scott that they'd think about it and let him know their decision.
2. Zoning Update
 - a. Impervious Coverage discussion: Jeff Kerlin of Technicon provided the Board with his analysis of what would be reasonable impervious coverage limitations in the Commercial and Industrial zones. Following discussion, the Supervisors directed the Manager to have Brandywine Conservancy increase the proposed maximum coverage in the Commercial zone to 55% and the Industrial zone to 65%
 - b. Zoning Update Draft for review: The undersigned reported that a complete preliminary draft was electronically distributed by the Manager to the Solicitor, Engineer, and Planning Commission for review and comment. A printed copy was distributed to each Supervisor for review and comment hopefully by the end of March.
 - c. Final Task Force Meeting: The final meeting for the Task Force to comment on the complete draft which was cancelled last night because of the snow will be held on March 15th.
 - d. April 5th Zoning Ordinance Presentation: John Theilacker confirmed that he will attend the meeting to present a description of what's changed and what it means to property owners. Attendees will have the opportunity to comment and ask questions. Flyers announcing the meeting were provided to the Supervisors and others in attendance for distribution.
 - e. New Zoning Ordinance Approval Process: As soon as the staff review of the ordinance is complete and the Supervisors had time to review recommended changes, it will be placed on the agenda to 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 or July Supervisors meeting together with an ad announcing that the Supervisors may also enact the ordinance that same night. The undersigned reminded the Supervisors that the Zoning Ordinance must be enacted no later than the end of July for the Township to receive reimbursement from the County grant for this project.
3. Multi-municipal cooperative agreement with Honey Brook Borough governing implementation of the multi-municipal comprehensive plan: The County Planning Commission okayed the 11-1-2017 draft which was provided to the Supervisors for a final review at the February workshop. The Borough Solicitor and Engineer have reviewed and okayed the agreement which they will present to Borough Council for approval. Following discussion, the Supervisors stated that they will direct the Solicitor at Wednesday's meeting to advertise the ordinance required to approve this agreement.

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4. Troy Stacey Driveway Improvement: The Supervisors discussed whether enforcement action should be taken against Troy Stacey if he does not pave the first 20 feet of Gooseberry Lane from South Birdell Road as required by his land development plan approval. The Supervisors asked the Manager to report what progress has been made at the next workshop meeting. Once this work is complete, the escrow being held by the Township for this work will be returned to Elam King.
5. Pleasant View Welding request for a three (3) year time extension for their plan review: The Manager reported that Chris Hartman does not recommend the Board grant anything longer than a three-month extension and that if the developer cannot demonstrate progress in that time or if there is a delay by another party's review then the developer should withdraw the plan. Following discussion, the Supervisors asked that the agenda for Wednesday's meeting include an item whether or not to grant a three month extension.
6. Mill Road Bridge Improvement: Mike Reinert reported that the Township received the needed PA Department of Environmental Resources permit to work in the stream repair. He is now able to complete the bidding documents which will be sent to the Solicitor for review.
7. Board of Supervisors March 14, 2018 draft meeting agenda: The Supervisors reviewed the agenda for next Wednesday's meeting.
8. Reminder: The Land Preservation Committee will present their annual report to the Board of Supervisors at the Committee's regular meeting on Tuesday, March 20 at 7 p.m.
9. Township & Borough 2018 community map: The Manager reported that Kristy will work with Jeannie Janzanno from Borough Council on this project if it receives Borough approval.
10. French Creek Iron Tour bicycle event: The Supervisors were informed that this annual bicycle event will go through the Township on Sunday June 10, 2018.
11. Farm to Fork Fondo – Pennsylvania Dutch bicycle event: The Supervisors were informed that this bicycle event will go through the Township on Sunday June 30, 2018.
12. 2018 Twin Valley Little League – April 7th Opening Day: All Supervisors indicated that they are interested in participating in the Twin Valley Little League's Opening Day ceremony that will begin at 9 a.m. The League would like all participants to arrive at 8:45 a.m.
13. 2018 goal setting: The Manager reported that the following goals have been established for the current year:
 - Zoning Ordinance Enactment (June 2018)
 - Land Preservation Plan Update Adoption (June 2018)
 - Recreation, Parks and Open Space Planning (May 2018 – September 2019)
 - Park Road Construction Completion (September 2018)
 - Morgantown Road Construction Completion (September 2018)
 - Umble Park Sidewalk Completion (June 2018)
 - Umble Park Tree Planting project with Brandywine Conservancy Completion (Fall 2018)
 - Agreement with TVLL Adoption (May 2018)
 - Mill Creek Bridge Repair Completion (August 2018)
 - 537 Plan Adoption (September 2018)
 - Franchise Agreement Adoption – Service Electric (June 2018)
 - Franchise Agreement Adoption – Comcast (September 2018)
 - Fire Company False Alarm Ordinance Enactment (July 2018)

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All items listed above are high priority

- MHP removal Ordinance Amendment Enactment (October 2018)
- Transferable Development Rights Program Update Adoption (December 2018)
- SALDO Amendments Enactment (September 2018)

Executive Session

The Board suspended the meeting at 8:25 p.m. to meet in Executive Session to discuss personnel matters.

The Board reconvened the meeting at 8:35 p.m.

14. Employee Medical Insurance: The Supervisors directed the Manager to renew the employee Independence Blue Cross Plan with the plan that provides similar benefits to the employees at the best cost and then to adjust the Ameriflex plan to the new deductible rates.

15. Any Other Business:

- a. John McHugh reminded the Manager to investigate the possibilities to install security cameras in James Umble Park.

Adjourn: There being no additional business to be brought before the Board of Supervisors the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Steven C. Landes, Township Manager / Secretary