

Honey Brook Township  
Board of Supervisors  
April 11, 2018 Regular Meeting Draft Minutes

The meeting was called to order at 7:01 pm by Chairman Tracy Olsen with the pledge to the flag. Also in attendance were Supervisors Travis Stacey and John McHugh, Township Manager Steve Landes, Township Engineer Michael Reinert, and Solicitor Chris Hartman.

Corporal Denk of the PA State Police was present to report the March crime statistics for the Township. There were a total of 138 incidents. Of the 35 traffic stops for the month, one was a drug possession and two others were DUI. Three warrants were served.

John McHugh asked with the speed limit reduced on Rte. 322, has there been any impact in the number of citations for speeding.

Corporal Denk said he did not know specifically and would look into that for us.

Consent Agenda: Travis Stacey made a motion, seconded by John McHugh, to approved the following consent agenda:

1. Approve the Board of Supervisors Minutes of the March 8 Workshop and March 14, 2018 Regular Business Meeting. All in favor. Motion carried.
2. Accept the Planning Commission Minutes of March 22, 2018
3. Accept the Recreation and Parks Board Minutes of March 15, 2018
4. Accept the March 2018 Financial Reports
5. Accept the March 2018 Zoning and Building Report submitted by Technicon
6. Accept the March 2018 Manager's Report

All in favor. Motion carried.

Departmental Reports

1. Don Johnson, Public Works Director: Don Johnson stated there is a problem with the water at the park. It has been cold recently, and there was a broken water pipe. While fixing that, it turned out that the water tank at the concession stance was also rusted through. That has been ordered for an installation tomorrow. The garden box here has been enlarged as requested, so it is ready to be planted. All anti-skid is done for the winter. We have ditching to start on, and we're back to the project on Park Road. The new pick-up truck is in, and we're picking it up on Friday. Our old truck will be up for auction on Municibid.com, going live Monday, April 16 until Wednesday, May 2.
2. Kristy Deischer-Eddy, Administrative Assistant: The Honey Brook Community Partnership met on Tuesday morning and heard another five presentations from local non-profits describing their services to the community. There were nine presentations. A sub-committee of the steering committee will take the feedback from the group and determine to whom and the amount of grant money to be awarded (\$3,000 in total). The awards will be presented at the April 26<sup>th</sup> social at the Long Way Home Bar & Grill.

Both the Partnership and the Township were mentioned in the latest issue of Western Chester County magazine, a publication of the Western Chester County Chamber of Commerce (WCCCC). The summer youth program was mentioned in the Township portion.

At the WCCC Municipal Update Luncheon on March 23, I represented the Township and mentioned the 3,983 acres of preserved land in the Township, the work of the Zoning Update Task Force, the DCNR grant awarded for a Park & Rec Comprehensive Plan, and the upcoming summer camp for the kids (which is expanding its enrollment by 25%). I also mentioned the work of the Kennel Task Force as put together by John McHugh and its part in the Zoning Ordinance Update process.

Summer camp information has been posted and 7 registrations have already been received. Deadline to register is June 15.

The newsletter draft has been sent to the printer. We hope to have it hit mailboxes by month's end.

Lastly, I will be co-presenting the principles of addressing workshop in two weeks at the Pennsylvania State Association of Township Supervisors (PSATS). Proper addressing was made relevant with an incident just last night (April 10). There was a fire in the Township, on a property with three structures, only one of which had an address in the County database. That was remedied today---the other two structures have been assigned street addresses, and the update will be in effect as of Monday of next week.

3. Steven Landes, Township Manager: There had been a request for a neighborhood watch group last fall. The person who's coordinating this is finding people to get the group started. He said he has 20 people, so we'll be working on setting up a meeting with the state police. If anyone is interested here, just call in to the office & let us know.

The Twin Valley Little League (TVLL) was supposed to have its opening weekend last weekend; it was rescheduled for this weekend instead, at 9:00 am Saturday morning.

Lastly, the meeting listed for April 17 was to have been the Land Preservation Committee (LPC) annual report to the Supervisors. That business item has been rescheduled to the May meeting instead.

4. Land Preservation Committee (LPC): no one from the committee was present. John McHugh stated that the combined funds should be around \$1.2 million, with between \$200,000 and \$300,000 received from EIT again this year.
5. Recreation and Parks Board: no one from the Board was present. Kristy Deischer-Eddy stated that the plants for the food garden should be picked up soon for planting.

The Elverson-Honey Brook EMS will be hosting a free CPR course on Saturday, June 16<sup>th</sup>, 2018 at the Twin Valley Fire Department, 4456 Main Street in Elverson. Members of the community ages 14 & up are welcome to enroll in this free course, but space is limited to 25 participants. Class begins at 9:00 am. Contact Joseph Carmen at [jcarmen@ehbems.org](mailto:jcarmen@ehbems.org) or call 610-286-8925. This information will be added to the website.

6. Planning Commission: Mike Reinert stated that there are a few items for action tonight on the agenda. At this point, there is nothing on the April agenda for the PC.

Presentation: Highlights from the Township's 2017 Audit and Financial Report.

Peter Barsz, Treasurer, introduced Tim Sawyer who completed the audit from Barbacane Thornton.

Tim Sawyer stated that he has overseen the audit for the last 5 years, and he was happy to report that there was just one journal entry for a transfer between accounts, with no net effect. It was a very clean audit & controls are well in place.

A short document with audit results was given to the Supervisors.

Tim Sawyer gave a quick synopsis: we were on site February 12-16 for testing, after which we went back to the office for the review process. The results were reviewed by Steve Landes & Amanda Gattuso, and the date of the audit report was March 16<sup>th</sup>.

The Township has \$2.2 million in cash this year versus \$1.8 million last year. The Capital Reserve Fund and Escrow Fund is down from year before. Escrow is money being held for projects.

The major revenues for 2017 came from Real Estate Tax, Real Estate Transfer Tax, Earned Income Tax (EIT) and the Liquid Fuels tax, totaling \$3.3 million. Last year it was \$7.5 million, due to the loan refinancing ---\$3.9 accounted for that. There was \$350,000 in transfers between funds, like the previous year's amount of \$295,000.

The biggest expenditures came from Public Works, Land Preservation, and debt service, totaling \$3 million compared to \$2.9 million the previous year.

Overall, this was one of cleanest & smoothest audits I have seen this year.

John McHugh asked how Honey Brook Township's financial health does compared to other municipalities. Tim Sawyer stated that you are in good financial shape.

#### Open Forum

Terry Schmidt asked what area the neighborhood watch was intending to cover.

Steve Landes stated he was not sure yet; that would be discussed at meetings. We're not sure who all the volunteers are yet.

#### New Business

1. John McHugh made a motion, seconded by Travis Stacey, to approve the 2017 Audit for all Township Funds as prepared by Barbacane, Thornton & Company. All in favor. Motion carried.
2. Travis Stacey made a motion, seconded by John McHugh to approve the payment of all invoices prepared by the Treasurer. All in favor. Motion carried.
3. Motion to (grant / not grant) the following waivers for the Reuben Stoltzfus Stormwater Plan (Tax Parcel Number 22-8-94) from the Township Stormwater Management Plan Ordinance. Mike Reinert stated that we had reviewed this briefly at the workshop. This property is on Icedale Road.

The applicant is requesting two waivers:

- a. From Section 20-306.J.1- minimum depth of 24" between the bottom of the BMP and top of the limiting zone (high water table mark)---since the soils on the property don't allow the applicant to meet the literal interpretation of this requirement, and
- b. Section 20-306.J.3 – infiltration facilities shall completely drain within 72 hours---with the dewatering they are proposing, they can release water with a gate valve if necessary. That is the usual remedy for that situation.

The granting of these waivers was recommended by the PC.

John McHugh made a motion, seconded by Travis Stacey, to grant the above two waivers. All in favor. Motion carried.

4. Travis Stacey made a motion, seconded by John McHugh, to enact Ordinance 193-2018 to approve an intermunicipal agreement with Honey Brook Borough to implement the 2015 multi-municipal comprehensive plan. All in favor. Motion carried.
5. John McHugh made a motion, seconded by Travis Stacey, to consent to the sale of a mobile home, TPN 22087711.033T by the Tax Claim Bureau. All in favor. Motion carried.
6. John McHugh made a motion, seconded by Travis Stacey, to exonerate property tax liens for the list of mobile homes listed by the Tax Claim Bureau as uncollectible because they have been removed. All in favor. Motion carried.
7. Travis Stacey made a motion, seconded by John McHugh, to support the variance application #2018-3 submitted by Mark Davis of 549 Brandamore Road (22-11-55.2) to allow an increase impervious coverage, increase the area used in a home occupation, and to increase the number of non-resident employees. All in favor. Motion carried.
8. John McHugh made a motion, seconded by Travis Stacey, to approve four financial security releases as recommended by Technicon:
  - a. Elam King in the amount of \$1,790.00 for completed improvements in the Baron Hill Subdivision (TEI # 4016-436 BG21), 22-11-35.1.
  - b. Richard Wilson Subdivision (TEI #4016-359), 22-4-101, in the amount of \$20,717.25 for site improvements.
  - c. Hoover Building Specialists (TEI #4016-512), 22-6-8, in the amount of \$8,520.00 for landscape maintenance.
  - d. Honey Brook Community Church, 3940 Horseshoe Pike in the amount of \$116,505.15 for site improvements.

All in favor. Motion carried.

9. Other New Business

a. John McHugh stated that the Township has an opportunity to work with the Borough on a Veterans Day ceremony. I've been in touch with Jeanne Jenzano at the Borough and with Dave at Tel Hai. We are possibly using their facility since they have a ceremony there each year.

b. John McHugh asked how we were doing with the identification of historical landmarks.

Kristy Deischer-Eddy stated that the Administration Office were compiling that list now.

c. John McHugh stated that we should reach out to the Honey Brook Borough about the Munilogic software.

d. John McHugh stated that the Western Chester County Council of Governments (WCCCoG) will not have any meetings in July or December.

Open Forum

None.

Travis Stacey made a motion, seconded by John McHugh, to adjourn the meeting. Meeting adjourned at 7:33 pm.

Upcoming Meetings: *All meetings are held in the Township Administration Building, 500 Suplee Road beginning at 7:00 pm. unless noted. Dates and times are subject to change.*

April 12	Trail Study Committee
April 16	Zoning Hearing Board - Application #2018-2 at 7:30 pm
April 17	Land Preservation Committee Meeting and Annual Report to Supervisors
April 19	Recreation and Parks Board at 7:30 pm
April 26	Planning Commission
May 3	Board of Supervisors Workshop
May 7	Zoning Hearing Board - Application #2018-3 at 7:30 pm
May 9	Board of Supervisors Regular Business
May 10	Trail Study Committee

Respectfully submitted,

Kristy J. Deischer-Eddy, Recording Secretary