

Honey Brook Township and Borough Multi Municipal Comprehensive Plan Update

Task Force Meeting #1

July 2nd, 2025, at 5:00PM-6:30PM (Honey Brook Township Office and Zoom)

Task Force Members in Attendance: Gary McEwen (HBT), Susan Lacey (HBT), Melissa Needles (HBT), Erinne Hammell (HBT), Sal Digiacomio (HBT), Greg Knies, Matt Halvorsen (HBB), Sandra Cooper (HBB), Steve Longenecker (HBT)

5:00-5:10pm Welcome and Introductions

Sarah Sharp, Brandywine Conservancy

5:10-5:20pm Chester County Vision Partnership Program: Grant Guidelines

Jeannine Speirs, Chester County Planning Commission

CCPC provided an overview of the Vision Partnership Program Guidelines

- Sal = Jeanine commented on CCPC technical expert planning assistance, is there a cost and what type of TA is provided
 - Jeannine = TA is guidance and questions at no additional cost, BC is the consultant

5:20-5:25pm Election of Task Force Chair and municipal liaisons

Sarah S explained the responsibilities of the Task force Chair and municipal liaison. The Chair opens and closes the meeting, helps facilitate Task Force decisions and assists the Conservancy in meeting pacing. The municipal liaisons act as the point person, outside of meetings for each municipality. The Conservancy may ask the liaison to relay information to municipal staff, committees and track down relevant information to aide in the planning process.

- Chair = Gary McEwen, motion by Matt Halvorsen, 2nd by Melissa Needles or Sal D
- Muni Liaison
 - Borough = Sandra Cooper = Matt Halvorsen, 2nd Greg Knies
 - Twp = Warren = ?
- Brandywine will serve as the Task Force Secretary

Discussion of how to handle Public Comment during task force meetings

- Matt Halvorsen explained that the Borough has time for public comment at both the beginning and end of meetings.
- Gary McEwen = What is most effective?
 - Matt asked the public in attendance at the meeting. The public requested a time for public comment at both the beginning and end of meetings.
- There will be an opportunity for public comment at both the beginning and end of Task Force meetings.

5:25-5:40pm Project Overview – Scope of Work, Task Force Meetings, Public Participation, Schedule, Mapping

Sarah Sharp, Brandywine Conservancy

- Brandywine can host a Project webpage for the Township and Borough to link to on their websites.
 - Borough = will let us know at the next meeting following Borough Council Mtg if they can link to the BC webpage
 - Twp = will link to BC webpage

Sarah provided an overview of the project scope including the following items.

- Task Force Meetings and schedule
- Public Hearings
 - Public hearings can be held jointly or individually, this will be decided later
- Existing Conditions Inventory and Data Collection
 - Baseline, demographic, data gathering, and prior plan reviews
- Public Meetings
 - The first meeting #1 will be the Community Visioning Session
 - This meeting can be held as a dedicated public meeting or public input can be gathered at existing community events. Brandywine has found can be effective to host a table at an existing community event.
- Community Values Survey
 - Digital and paper copy
 - Will discuss the content at next TF meeting
- Gary McEwen = when does public meeting and survey occur
 - Sarah = around September, depending on scheduling; this will be finalized at the next meeting.
 - Sarah mentioned her upcoming maternity leave starting early September likely through October
 - Beth Burns, a lead planner with the Conservancy, will also attend every meeting and will lead the project in Sarah's absence with support from other Brandywine staff.
- Newsletters
- Vision, Statement, Goals & Objectives
- Key Issue Identification
- Stakeholder Interviews
- Draft CPU
- Final CPU

TF Meetings

Public Participation

- Mtg #1 Community Visioning Session
- Mtg #2 will include draft plan for public presentation and input
 - Typically at 1 joint Boro PC and Twp PC Mtg
- Act 247 review
- Public Hearing

Task Force Meeting Schedule

- 6:30 - 8:30 pm
- 1st Wed works for Borough and Township
- Skip September – Community Visioning session/ public meeting instead
 - Eliminates Twp budget workshop
 - Twp has budget workshops 1st Wed in Sept and Oct
 - Alternative date will be determined to avoid the October conflict

Review of the Draft Base Map

- Recommended creating separate Borough map
- Revise map to show less road names, and remove number key
- 11 x 17 maps

5:40-6:15pm Discussion of Five Key Issues; Plan Approach and Review of 2015 Goals

Sarah Sharp, Brandywine Conservancy

Sarah introduced the proposed five key issues and asked if any adjustments should be made to the proposed themes. Sarah explained that organizing the plan around themes helps to consolidate the plan around priorities, while still covering all of the required topics.

1. Preserving Ag, OS, Rec, and Nat Resources
2. Guiding Growth
 1. Future land use, housing, community services
3. Heritage Preservation and Interpretation Opportunities
 - a. Melissa Needles - not sure historic resources is a priority topic for Twp
 - b. Boro interested in keeping
 - c. Sarah = can be assessed through the process and as project advances example could be to include historic resources in Borough revitalization plan instead of a dedicated chapter.
4. Multi-Modal Transportation
5. Resilience Preparedness

Borough challenge over last year has been road maintenance by PennDOT

6:15-6:25pm Discussion and Selection of Stakeholder Interviews

Sarah Sharp, Brandywine Conservancy

The task force reviewed a draft list of key stakeholders for interviews and provided input

- Focus Group
 - TMACC, PennDOT
- PA Fish & Boat
- Focus Group
 - NCCMA - muni authority, sewer authority, boro authority
- Focus Group
 - Library, community partnership, lions, church, HB youth services, Lions Club, Am Legion
- Focus Group
 - Fire, EMS, Police
- Focus
 - Tel Hai, 55+ community, Heatherwood
- Greg Knies asked if elected officials/ representatives should be interviewed?
 - County Commissioners, PA Senators and Reps?
 - SS = depends on the goal - key stakeholder interviews is part of info gathering, but if the priority is to review draft goals/objectives with them for feedback and their awareness on what the munis envision needing their assistance on, then perhaps they can be engaged once there is a draft plan.

6:25-6:30pm Questions/Concerns

Sarah Sharp, Brandywine Conservancy

- Question: Gary McEwen = what needs to be done with the implementation plan provided in the packet? Review of for completion and anything to carry forward?
 - Sarah = Chapter 13: the implementation section of the 2015 plan is included in meeting packet and that is homework, to determine what is completed, what is no longer relevant and what should be carried forward into this plan.
 - Gary = better for Twp and boro staff, then TF will determine what will be carried forward
 - For Boro = Janice and Bill Ford, Matt will e-mail Sarah their contacts
 - Township and Borough will provide updates on these items.

Public Q

Valerie Schultz

- electric utility added to key stakeholder interview
- Power grid capacity
- Traffic safety concerns, narrow winding roads, and increase in traffic, becoming safety issue for Amish, challenge getting onto main roads during rush hour, will need multiple traffic lights to provide access for people on side roads onto main roads
- SEPTA coverage will be stopping, impact on traffic
- New developments and roadway improvements are not occurring

Public Questions (name not provided) = will public meeting materials be posted online

- SS all materials will be posted to project website, once it is set up

Next Meeting – Demographic Summary, Community Survey and Community Visioning Session prep, and Key Issue #1

Next Meeting = August 6 6:30-8:30 pm