

**Willistown Township Board of Supervisors  
688 Sugartown Road, Malvern, PA  
Annual Organization Meeting Agenda  
January 3, 2017 at 6:30 PM**

**1. Call to Order**

**2. Pledge of Allegiance to the Flag and Moment of Silence for Military Personnel**

**3. Organization of the Board of Supervisors *Public Comment Before Voting***

- a. Motion to appoint a Supervisor as Temporary Chairman for Reorganization
- b. Motion to appoint Chairman for calendar year 2017
- c. Motion to appoint Vice-Chairman for calendar year 2017

**4. Motion to Appoint Township Officials *Public Comment Before Voting***

- **Township Manager, Secretary, Open Records Officer:** David R. Burman
- **Chief of Police:** John M. Narcise
- **Treasurer and Finance Director:** Martin F. McKenzie
- **Public Works Director:** William R. Hagan
- **Sewer Department Manager:** William R. Hagan
- **Roadmaster:** James S. Stairs
- **Parks & Recreation Director:** Mary H. McLoughlin
- **Zoning Officer and Subdivision Officer:** Neil D. Vaughn
- **Building Code Official and Deputy Zoning Officer:** Edward J. Tiernan
- **Township Engineer:** Michael R. Conrad, P.E., Yerkes Associates
- **Sanitary Sewer Engineer:** William N. Malin, P.E., Carroll Engineering Corp.
- **Township Solicitor:** Vincent M. Pompo, Esq., Lamb McErlane, PC
- **Zoning Hearing Board Solicitor:** Stacey L. Fuller, Esq., Gawthrop Greenwood, PC
- **Deputy Open Records Officer:** Shanna P. Lodge
- **Representative to Valley Forge Sewer Authority:** David R. Burman

**5. Motion to Appoint Township Boards and Commissions *Public Comment Before Voting***

- **Zoning Hearing Board:** Donald A. Mancini (3 years)
- **Planning Commission:** Gerald Buccaccio (4 years)
- **Historic Commission:** Marie Quinn Johnson (5 years)
- **Park & Recreation Board:** Kenneth W. Lehr (5 years)
- **Recycling Commission:** Mark Bem (2 years)
- **Recycling Commission:** Bruce Hartlein (2 years)
- **Recycling Commission:** Karl Malessa (2 years)
- **Open Space Review Board:** Michael Devine (5 years)
- **Open Space Review Board:** Ted Leisenring (5 years)
- **Land Conservancy Authority:** Ted Leisenring (5 years)
- **Paoli Library Board:** Kimberly McDonnell (3 years)
- **Vacancy Board:** Rita Reves (1 year)

## 6. Announcements

The Board of Supervisors met in Executive Session on December 19, 2016 to discuss matters of pending and potential litigation.

The Board of Supervisors seeks candidates to serve on the Planning Commission (1 vacancy) and the Malvern Library Board (1 vacancy). Interested residents should communicate their resume or CV to the Township Manager. Additional information will be posted on the Township's website.

## 7. Unfinished Business

## 8. New Business - *Public Comment Before Voting on Each Item*

- a. Minutes of Board of Supervisors and Meeting dated December 19, 2016
- b. Disbursements and Interfund Transfers dated January 3, 2017
- c. Resolution 1 of 2017 – Designation of Depository (TD Bank)
- d. Resolution 2 of 2017 – Designation of Depository (Meridian Bank)
- e. Resolution 3 of 2017 – Establishing Public Safety Areas for Police, Fire and Ambulance Services
- f. Resolution 4 of 2017 – Setting Fees for Township Engineers, Consultants and Solicitor
- g. Resolution 5 of 2017 – Invoices and Disbursements Between Meetings
- h. Resolution 6 of 2017 – Setting Compensation for Zoning Hearing Board
- i. Appointment of Delegates to PSATS Conference:

|                 |                      |
|-----------------|----------------------|
| Delegate -      | David R. Burman      |
| Delegate -      | George J. McHugh, IV |
| Delegate        | Neil D. Vaughn       |
| Voting Delegate | Martin F. McKenzie   |
- j. Approval of Treasurer's Bond in the Amount of \$3,000,000
- k. Approval of Township Manager's Bond in the Amount of \$150,000
- l. Motion to approve Supervisors' Waiver of Compensation for 2017

## 9. Citizens' Comments

## 10. Next Meeting

Monday, January 23, 2017 at 7:00 PM

**All Meetings Are Open to the General Public**

## 11. Adjournment