



Willistown Township **2013 ANNUAL REPORT**

Notable Events and Accomplishments

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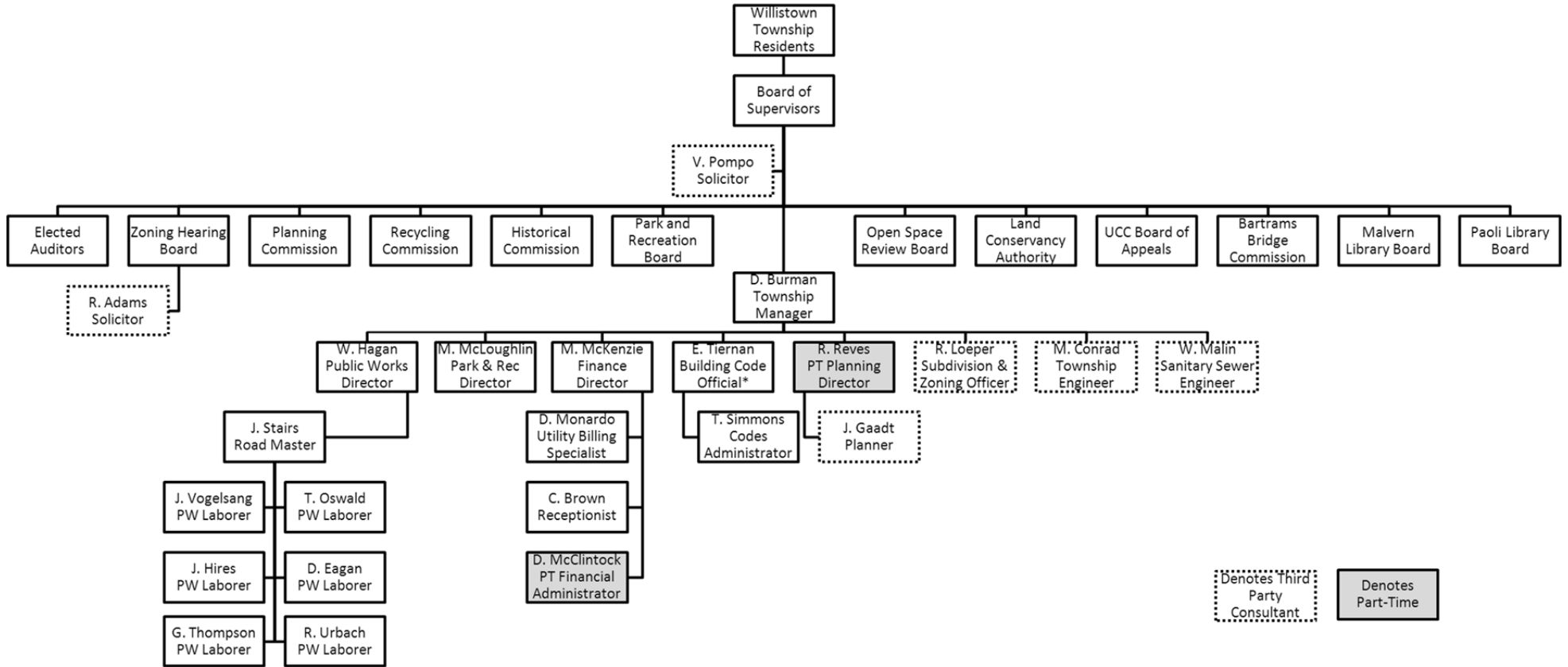
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I. INTRODUCTION

This document contains a summary of the administrative activities of Willistown Township that occurred during 2013. This publication serves to inform the public of Township highlights, municipal accomplishments, and notable events. Details of the meetings of the Willistown Board of Supervisors, commissions, and activities of the Township staff can be found in the recorded meeting minutes, annual budget, land development files, building and code reports, and other municipal records available to the residents of Willistown Township and the general public upon request. Many of these documents and related information can be found on the Willistown Township website, www.willistown.pa.us. This annual report serves as an educational resource and archival document for Willistown residents, taxpayers, property owners, elected and appointed officials, and members of the general public interested in local government administration.

II. ORGANIZATION AND ADMINISTRATION

WILLISTOWN TOWNSHIP ADMINISTRATION ORGANIZATIONAL CHART



III. BOARDS AND COMMISSIONS

BOARD OF SUPERVISORS

The following officials served on the Willistown Township Board of Supervisors in 2013:

Robert T. Lange – Chairman
William R. Shoemaker – Vice Chairman
Norman S. MacQueen – Member*

ZONING HEARING BOARD

The following members served on the Zoning Hearing Board in 2013:

Donald Mancini – Chairman
Robert DeLuca
John Pauciulo

PLANNING COMMISSION

The following members served on the Planning Commission in 2013:

Rita Reves – Chairman
William Bowers, III – Vice Chairman
David Watt – Secretary
Gerald Bucaccio
Frank Houder
Arthur Newbold
William Shoemaker

RECYCLING COMMISSION

The following members served on the Recycling Commission in 2013:

Jim Tate – Chairman
Mark Bem
Kenneth Lehr
Karl Malessa
Jeff Scutt
Brian St. Clair

HISTORICAL COMMISSION

The following members served on the Historical Commission in 2013:

Penny Goulding – Chairman
Brad Billet
Joseph Kerecman
Terry Kile
Marie Quinn
Charlie Verna
Greg Whiteman

PARK AND RECREATION BOARD

The following members served on the Park and Recreation Board in 2013:

Richard McDonnell – Chairman
Steven Eill
Robert Kacergis
Kenneth Lehr
George McHugh
Tracey Ramondo
Andrew Vaskas

OPEN SPACE REVIEW BOARD

The following members served on the Open Space Review Board in 2013:

Michael Devine – Chairman
Brookings Gardner
Robert Kacergis
Ted Leisenring
Nancy Moyer
Jeanette Lindvig
Jeffrey Vincent

LAND CONSERVANCY AUTHORITY BOARD

The following members served on the Land Conservancy Authority Board in 2013:

Robert Lange
Ted Leisenring
Norman MacQueen
Mary McLoughlin
William Shoemaker

UCC BOARD OF APPEALS

The following members served on the UCC Board of Appeals in 2013:

John Blackburn, III
Gerald Bucaccio
Frank Houder
Jerome Keough
Ann Ledger
Mario Quattrochi

BARTRAM BRIDGE JOINT PRESERVATION BOARD

The following members served on the Bartram Bridge Joint Preservation Board in 2013:

Eric Gerst
Judy Radano

ELECTED OFFICIALS

Charles Guernsey, Tax Collector**
Norman MacQueen, Constable*

*Resigned December 31, 2013

**Resigned December 24, 2013

IV. PLANNING

SUBDIVISIONS/LAND DEVELOPMENT

The following subdivision/land development applications were reviewed in 2013:

- S-01-13 – approved March 11, 2013 – lot line change 790 Grubbs Mill Road.
- S-02-13 – approved June 17, 2013 – lot line change at 912 Providence Road.
- S-04-13 – approved November 25, 2013 – 3 lot subdivision at 817 Forest Lane.
- S-05-13 – approved December 16, 2013 – lot consolidation at 47 Green Lane.
- S-06-13 – active application – lot line change on Garrett Mill Road.
- L-02-12 – approved October 28, 2013 – final application for Phase III of the Applebrook Meadows project.

CONDITIONAL USE

The following conditional use application was reviewed in 2013:

- C-2-12 – Denied February 11, 2013 – Woodlawn Garden Center and Nursery, 359 Paoli Pike, sought approval to operate a wine tasting room as an accessory use to the garden center.

V. ZONING HEARING BOARD

APPLICATIONS

The following Zoning Hearing Board applications were considered in 2013:

- Z-04-11 – active application – application of the Greater Chester Valley Soccer Association for a special exception for the conversion of grass recreational fields to artificial turf fields.
- Z-01-13 – approved March 27, 2013 – application of Michael and Monica Wondrasch for a variance to accommodate the installation of a wall on their property in the street right-of-way.
- Z-02-13 – approved April 24, 2013 – application of Elmark Graphics seeking a variance for the updating of a ground sign.

- Z-03-13 – approved April 24, 2013 – application of Diego (Jim) Alonso for the construction of a new storm water system to remedy runoff resulting from existing impervious cover.
- Z-04-13 – approved May 29, 2013 – application of Patrick and Melissa Markowski seeking variance relief from the terms of the riparian buffer in the RA district.
- Z-05-13 – approved May 29, 2013 – application of Andrew and Joan Carter seeking variance relief for the construction of a detached garage.
- Z-06-13 – approved August 28, 2013 – application of Surender Kohli seeking modification to a prior approval relative to the use of an office building.
- Z-07-13 – approved October 23, 2013 – application of Rudloff Group, LLC of 2 Street Road seeking relief to extend nonconforming use of building and variance of yard setback.
- Z-08-13 – approved October 23, 2013 – application of Sharps Rosenfeld and Chidester, LLC of 254 West Lancaster Avenue seeking variance relief to reconstruct a sign on the property.
- Z-09-13 – approved December 18, 2013 – application of ASI, Philadelphia seeking variance relief for installation of a new sign.
- Z-10-13 – active application – appeal of the Greater Chester Valley Soccer Association regarding the conversion of grass recreational fields to artificial turf fields.
- Z-11-13 – active application – application of Paige Davis and Nancy Crockett seeking variance relief at 9 Hickory Lane for installation of a pool and putting green.
- Z-12-13 – active application – application of Willistown Hunt HOA seeking variance relief for the installation of signs.
- Z-13-13 – active application – application of Clyde and Donna Beers seeking a determination that a proposed barn may be constructed.

VI. LEGISLATION

ORDINANCES

The Board of Supervisors adopted the following Ordinances in 2013:

- Ordinance 1 – adopted March 25, 2013 – amended the Willistown Township Zoning Ordinance to permit a retail food market use within the Office-Professional (O-P) district.
- Ordinance 2 – adopted April 22, 2013 – amended the Willistown Township Code to repeal the preretirement survivor benefit duplicative of the benefit provided by the Commonwealth of Pennsylvania under Act 51 of 2009.
- Ordinance 3 – adopted May 13, 2013 – authorized Willistown Township to incur nonelectoral debt through the issuance of General Obligation Bonds in the amount of \$7,325,000 for the purposes of refunding 2001 General Obligation Bonds; upgrading the Valley Forge Sewer Authority treatment plant, Valley Creek Trunk Sewer, and improving to the Townships sewer collection and transmission system; funding a portion of the cost of a new Police Administration Building; and providing for the costs of issuing the bonds.
- Ordinance 4 – adopted June 17, 2013 - amended the Willistown Township Code updating and amending powers and duties of the Park and Recreation Board and uses and regulations of Township parks.
- Ordinance 5 – adopted December 16, 2013 – amended the Willistown Township Code pursuant to Act 167, Pennsylvania’s Storm Water Management Act.

RESOLUTIONS

The Board of Supervisors adopted the following Resolutions in 2013:

- Resolution 1 – adopted January 7, 2013 – reenacted authority for the maintenance of bank accounts.
- Resolution 2 – adopted January 7, 2013 – reenacted authority for the maintenance of bank accounts.

- Resolution 3 – adopted January 7, 2013 – authorized on-line bank withdrawals and transfers.
- Resolution 4 – adopted January 7, 2013 – authorized the Elected Tax Collector to collect taxes on the 2012 tax duplicate as issued by Chester County.
- Resolution 5 – adopted January 7, 2013 – established public safety areas and outlined fire protection and ambulance and rescue service for the Township.
- Resolution 6 – adopted January 22, 2013 – appointed the firm of Hanna, McGlone and Company, P.C. to conduct an audit of the Township accounts for fiscal year 2012.
- Resolution 7 – adopted February 25, 2013 – approved the filing of an application for Chester County Municipal Grant Program assistance.
- Resolution 8 – adopted February 25, 2013 – approved the filing of an application for a grant from the Pennsylvania Department of Conservation and Natural Resources.
- Resolution 9 – adopted April 8, 2013 – approved expenditure from the Township’s Open Space Fund for the acquisition of 22 acres of open space.
- Resolution 10 – adopted April 22, 2013 – declared Tuesday, June 4, 2013 “National Cancer Survivors Day” in Willistown Township.
- Resolution 11 – adopted April 22, 2013 - honored Joe LeBresco for his strong sense of civic responsibility and celebrated his anniversary of sixty years of service to Willistown Township and the surrounding communities.
- Resolution 12 – adopted April 22, 2013 – reaffirmed the adoption of the Willistown Township MERP™ (Medical Expense Reimbursement Plan).
- Resolution 13 – adopted May 13, 2013 – designated agents and depositories for Township funds.
- Resolution 14 – adopted May 13, 2013 – declared the Township’s intent to follow procedures and schedules for the disposition of records as set forth in the Municipal Records Manual.

- Resolution 15 – adopted May 13, 2013 – adopted the Malvern-Willistown Greenway Master Plan.
- Resolution 16 – adopted June 17, 2013 – awarded the 2013 Road Resurfacing contract to S.A. Macanga Inc.
- Resolution 17 – adopted June 17, 2013 – designated Meridian Bank a depository for Township funds.
- Resolution 18 – adopted July 15, 2013 – authorized the application for a traffic signal at the intersection of Paoli Pike and the driveway into Bryn Mawr rehabilitation hospital to the Pennsylvania Department of Transportation.
- Resolution 19 – adopted July 15, 2013 – declared the Township’s intent to follow procedures and schedules related to the retention and disposition of administrative and finance documents.
- Resolution 20a* – adopted June 17, 2013 – designated Meridian Bank a depository for Township funds.
- Resolution 20b* – adopted August 12, 2013 – approved expenditure from the Township’s Open Space Fund for the purchase of property from the Great Valley School District.
- Resolution 23 – adopted December 16, 2013 – established 2014 sewer rental fees charged to owners and users.
- Resolution 24 – adopted December 16, 2013 – appropriated revenues and expenditures for the year 2014.
- Resolution 25 – adopted December 16, 2013 – levied a tax on all real property in the Township subject to taxation for the fiscal year 2014.
- Resolution 26 – adopted December 16, 2013 – appropriated funds to meet expenditures which exceed budgeted amounts.

Full text of these ordinances and resolutions can be found on the Willistown Township website: www.willistown.pa.us.

*Editor’s Note: Please note that the title of Resolution 20 was inadvertently used twice in 2013. A distinction here is made with the inclusion of 20a and 20b.

VII. BUILDING

2013 BUILDING PERMIT ACTIVITY

The following table summarizes building permit activity in 2013.

	Number of Permits	Cost of Construction	Permit Fee
Building	143	\$18,923,612	\$147,486
Demolition	14	-	\$2,762
Driveway	4	-	\$300
Dumpster	1	-	\$35
Electrical	173	\$1,838,669	\$17,427
Fence	10	\$83,436	\$750
Fire	58	\$384,775	\$8,382
Mechanical	113	\$1,183,243	\$18,602
Plumbing	108	\$690,770	\$18,207
Pool	10	\$702,125	\$5,850
Road Occupancy	29	\$21,617	\$22,023
Roofing	53	\$1,795,094	\$9,237
Sign	3	-	\$300
Soil and Erosion	21	-	\$1,575
Tent	60	-	\$3,000
Zoning	157	-	\$11,475
TOTALS	957	\$25,623,341	\$267,411

VIII. PARKS AND RECREATION

PARKS AND OPEN SPACE ACQUISITIONS

At the recommendation of both the Open Space Review Board and the Park and Recreation Board, the Board of Supervisors approved the purchase of 22.1 acres of parkland at 143 Line Road on June 20th. This ecologically and recreationally important property is located adjacent to the serpentine barrens at Natural Lands Trust's 125-acre Willisbrook Preserve and Willistown Township's 27-acre Line Road Field in the headwaters of the Ridley Creek Watershed. It is part of a larger public and private open space system of over 390 acres in northeastern Willistown, and offers access to a four-mile trail system through the Willisbrook Preserve. Willistown Township received grant awards totaling \$1,350,000 toward the \$1,800,000 acquisition. The funding breakdown is as follows: \$850,000 from the State Department of Conservation and

Natural Resources Community Conservation Partnership Program, \$500,000 from the Chester County Municipal Grant Program, and \$450,000 from the Willistown Township Open Space Fund. For every dollar of Open Space funds, the Township received three dollars in grant funds. The property is currently named Serpentine Preserve, and will open to the public in mid-2014.

At the recommendation of both the Open Space Review Board and the Park and Recreation Board, the Board of Supervisors voted to permanently preserve Greentree Park by acquiring the parcel in fee simple from the Great Valley School District on August 12th. This preserves 6.3 acres of recreational open space and park infrastructure. The property was purchased with \$60,050 of Willistown Township Open Space Funds.

TRAILS

In April, the Planning Commission and Park and Recreation Board reviewed the Malvern-Willistown Greenway Trail Master Plan (“Plan”) and recommended it to the Board of Supervisors for endorsement. The Plan was funded with \$5,000 each from Willistown Township and Malvern Borough, totaling \$10,000 to match \$10,000 of PECO Green Region Grant Program funding. Representatives of Willistown Township, Malvern Borough, and Willistown Conservation Trust were on the Master Plan Steering Committee. The Board of Supervisors resolved to approve the plan on May 13th. The Greenway Trail will link open space, recreational, and community destinations in the adjacent municipalities. Approval of the plan clears the way for grant applications should funding become available. The public may view the Plan at www.willistown.pa.us.

PROGRAMS

Willistown Parks and Recreation announced the 2013 *GoWilMa!* Outdoor Adventure Program theme—Get Outside and Explore the Earth—in February. Under the leadership of Willistown Parks and Recreation, and in partnership with Malvern Borough, Malvern Library, Paoli Library, Paoli Hospital, and Activate Chester County, the program combined health and wellness, parks and recreation, and reading initiatives. In 2013, a total of 667 children and their families and friends participated, 81 more families than the previous year. We estimate that almost 3,800 miles were walked by program participants.

The *Puppets in the Park*; *School’s Out*, *GO WilMa!*; and *Willistown Country Fair* events brought entertainment to Greentree Park in May, June, and August respectively. The events provided an array of activities and entertainment from an al fresco puppet show, to music, petting zoos, pony rides, face painting, interactive community group booths, and more.

The Sugartown Preserve Community Garden is a volunteer community garden where Willistown and area residents share fellowship over gardening and gather to grow organic fruits, vegetables, and herbs. Under the oversight of Willistown Parks & Recreation, the garden leadership is made up of the gardeners and includes Co-Project Managers, a Site Manager, and a Food Bank

Program Manager. In 2013, there were 18 families gardening, and the Great Valley Girl Scout Troop and the Sugartown Elementary School Daisy Troop managed the two Chester County Food Bank Raised Bed Program beds, gleaning some of the food for themselves and donating the majority to local food cupboards. Community gardeners also donated a portion of their harvest to the cupboards.

PERMITS

Field Use Permits were issued to leagues and teams for the two ball and one soccer/lacrosse fields at Garrett Mill Park, and Pavilion Rental Permits were issued for Greentree and Garrett Mill Parks. One Park Programming Permit was issued for the Upper Main Line Y Eco-Discovery Camps at Okehocking Preserve.

IX. ROADS AND PUBLIC WORKS

Under the guidance of our Public Works Director, Bill Hagan, the Township repaved 1.5 miles of roadway along Hillview Road, Grubb Road, and Woodland Avenue. The Township's crew patched roads, repaired potholes, and restored storm water infrastructure in areas like Fox Ridge Drive, Colonial Way, Grubb Road, Pond Lane, and Spring Road, just to name a few.

Work began on Pumping Station #3, the primary station serving the northern portion of the Township. Upgrades to the station include demolition and replacement of the current sewage pumps, installation of an additional pump, and various other station improvements.

X. OTHER

The Recycling Commission organized the annual one-day drop-off event in April. This event was funded by a grant awarded to the Township for the annual recycling performance of our residents. Additional programs organized by the Commission included the annual chipping event and free document shredding for residents.

The Willistown Township Community Service Award was given to Penny Teaf Goulding, a 27-year Willistown resident, for her many years of service on the Historical Commission, her work to obtain a National Register of Historic Places listing for Okehocking Historical District, and her co-authorship of the Willistown Township architectural history book, *Acres of Quakers*.

In November, the Bartram Bridge Joint Preservation Board announced that Willistown and Newtown Townships were undertaking a project to improve the aesthetics of this historic

structure. Equal funds from the two townships were used to replace the failing Cedar shake roof, power wash and repaint the fading red color, and install new, timed LED lighting.

Township resident communications efforts included the development of a new, interactive website and Facebook pages for Administration and Parks & Recreation to be launched in early 2014. Issues of the WillisTowne Crier newsletter were sent to residents in February, April, August, and November of 2013.

XI. 2013 BUDGET

Willistown Township provides a range of services including, but not limited to: police, public works, sanitary sewers, parks & recreation, planning & zoning, finance & administration, and code enforcement. In addition, the Township provides financial support for the libraries and the volunteer fire companies.

The Township prepares its budget on a Cash Basis. That is, revenues are budgeted when they are anticipated to be received and expenses are budgeted when they are expected to be paid in cash. Although many larger government entities prepare separate operating and capital budgets, The Township's budget includes both operating and capital expenditures for the year. The 2013 budget table is found on the following page.

WILLISTOWN TOWNSHIP 2013 BUDGET

	Governmental Funds for General Appropriation			Governmental Funds for Restricted Purposes				Proprietary Funds for Restricted Purposes			Total
	General Fund	Operating Reserve Fund	Capital Reserve Fund	Open Space Fund	Bartram's Bridge Fund	Municipal Life Insurance	State Liquid Fuels Fund	Penns Preserve Sewer Fund	Valley Forge Sewer Fund	Low Pressure Sewer Fund	
Revenue:											
Real Estate Taxes	\$338,004	-	-	-	-	-	-	-	-	-	\$338,004
Local Service Tax	\$210,000	-	-	-	-	-	-	-	-	-	\$210,000
Real Estate Transfer Tax	\$575,000	-	-	-	-	-	-	-	-	-	\$575,000
Earned Income Tax	\$4,800,000	-	-	\$650,000	-	-	-	-	-	-	\$5,450,000
Fines, Forfeitures and Other Costs	\$43,000	-	-	-	-	-	-	-	-	-	\$43,000
Cable Franchise Fees	\$225,000	-	-	-	-	-	-	-	-	-	\$225,000
Interest Dividends and Rents	\$3,250	\$10,000	\$6,000	\$6,000	-	\$1,200	\$1,500	\$400	\$1,700	-	\$30,050
Intergovernmental Revenues	\$309,950	-	-	-	\$15,000	-	\$259,862	-	-	-	\$584,812
Park & Recreation Fees	\$15,000	-	-	-	-	-	-	-	-	-	\$15,000
Charges for Services	\$263,642	-	-	-	-	-	-	\$117,200	\$1,456,300	\$75,000	\$1,912,142
Miscellaneous	\$159,798	-	-	-	-	-	-	-	\$3,041,841	-	\$3,201,639
Interfund Transfers	\$422,495	-	-	-	\$15,000	-	-	-	-	-	\$437,495
Total Revenue	\$7,365,139	\$10,000	\$6,000	\$656,000	\$30,000	\$1,200	\$261,362	\$117,600	\$4,499,841	\$75,000	\$13,022,141
Expenditures by Department:											
General Government	\$1,615,990	-	-	\$9,275	-	\$15,000	-	\$12,317	\$87,137	-	\$1,739,719
Sanitary Sewer Operations	-	-	-	-	-	-	-	\$111,700	\$3,896,047	\$70,400	\$4,078,147
Public Works	\$840,605	-	\$200,000	-	-	-	\$450,000	-	-	-	\$1,490,605
Culture & Recreation	\$267,363	-	-	\$4,500	\$30,000	-	-	-	-	-	\$301,863
Public Safety - Police	\$3,991,272	-	\$800,000	-	-	-	-	-	-	-	\$4,791,272
Public Safety - Fire	\$406,000	-	-	-	-	-	-	-	-	-	\$406,000
Health & Welfare	\$8,800	-	-	-	-	-	-	-	-	-	\$8,800
Debt Service	\$44,487	-	-	\$252,863	-	-	-	-	\$273,378	-	\$570,728
Interfund Transfers	-	\$422,495	\$15,000	-	-	-	-	-	-	-	\$437,495
Total Expenditures	\$7,174,517	\$422,495	\$1,015,000	\$266,638	\$30,000	\$15,000	\$450,000	\$124,017	\$4,256,562	\$70,400	\$13,824,629

Audited financial statements and results for 2013 will be posted at www.willistown.pa.us upon completion of the audit.