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**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES**  
**40 Lloyd Avenue, Suite 208, Malvern, Pennsylvania**  
**January 3, 2012 at 7:00 PM**

The Annual Organization Meeting of the Willistown Township Board of Supervisors came to order at 7:00 PM. Supervisors Norman S. MacQueen, William R. Shoemaker and Robert T. Lange were present. Also present were Finance Director David R. Burman and Chief of Police John Narcise.

Mr. Burman led the Pledge of Allegiance to the Flag, followed by a moment of silence for our troops.

**Organization of the Board of Supervisors**

Mr. Shoemaker nominated Mr. Lange for the position of Temporary Chairman and Secretary for the purpose of electing Chairman and Vice-Chairman for calendar year 2012. Mr. MacQueen seconded the nomination, and there being no comments from the Board or the public, Mr. Lange was unanimously elected Temporary Chairman and Secretary.

Mr. Lange nominated Mr. MacQueen for the position of Chairman for calendar year 2012. Mr. Shoemaker seconded the nomination, and there being no comments from the Board or the public, Mr. MacQueen was unanimously elected Chairman.

Mr. Lange nominated Mr. Shoemaker for the position of Vice-Chairman for calendar year 2012. Mr. MacQueen seconded the nomination, and there being no comments from the Board of the public, Mr. Shoemaker was unanimously elected Vice-Chairman.

**Appointment of Township Officials**

Mr. Lange moved to appoint the Township Officials listed in the table below. Mr. Shoemaker seconded the motion, and there being no comments from the Board or the public, the motion passed unanimously.

Interim Township Manager	David R. Burman
Chief of Police	John M. Narcise
Secretary and Treasurer	David R. Burman
Zoning Officer and Subdivision Officer	Robert F. Loeper, Jr.
Building Code Official	Edward J. Tiernan
Township Engineer	Michael R. Conrad, P.E., Yerkes Associates
Township Solicitor	Vincent M. Pompo, Esq., Lamb McErlane, PC
Zoning Hearing Board Solicitor	Robert F. Adams, Esq., Gawthrop Greenwood, PC
Deputy Tax Collector	Tracy M. Stairs
Deputy Open Records Officer	Tracy M. Stairs
Representative to Valley Forge Sewer Authority	David R. Burman
Roadmaster	James S. Stairs

**Appointment of Township Boards and Commissions**

Mr. Shoemaker moved to appoint the individuals listed in the table below to the respective Boards and Commissions. Mr. Lange seconded the motion. The Board briefly discussed the appointments. There being no further comment from the Board or the public, the motion passed unanimously.

Zoning Hearing Board	(3 years)	Richard H. Thompson
Planning Commission	(4 years)	Arthur E. Newbold
	(4 years)	William R. Shoemaker
Park and Recreation Board	(5 years)	Ken Lehr
Recycling Commission	(2 years)	Jim Tate
	(2 years)	Ken Lehr
	(2 years)	Brian St. Clair
UCC Board of Appeals	(5 years)	Ann Ledger
	(5 years)	William Oliver
Open Space Review Board	(5 years)	Mike Devine
	(5 years)	Ted Leisenring
Land Conservation Authority	(5 years)	Ted Leisenring
Bartram's Bridge Commission	(2 years)	Eric D. Gerst
	(2 years)	Judy Radano
Malvern Library Board	(3 years)	Mary Ellen Malessa
Vacancy Board	(1 year)	Tracy Ramondo

#### **Appointment of Delegates to Annual PSATS Conference**

Mr. Lange moved to appoint David Burman as a delegate and William R. Shoemaker as the voting delegate to the Annual Conference of the Pennsylvania State Association of Township Supervisors. Mr. Shoemaker seconded the motion, and there being no comments from the Board or the public, the motion passed unanimously.

#### **Approval of Treasurer's Bond and Township Manager's Bond**

Mr. Lange moved to approve the Treasurer's Bond in the amount of \$3,000,000 and the Township Manager's Bond in the amount of \$150,000. Mr. Shoemaker seconded the motion, and there being no comment from the Board or the public, the motion passed unanimously.

#### **Minutes**

The minutes of the December 19, 2011 meeting were unavailable for approval.

#### **Treasurer's Report**

The Treasurer's Report was not yet available for approval.

#### **Announcements**

The Board of Supervisors met in Executive Session on December 19, 2011 and December 27, 2011 to discuss legal and personnel matters on both occasions.

#### **New Business**

Mr. Shoemaker moved to approve the list of checks dated January 3, 2012. Mr. Lange seconded the motion, and there being no comment from the Board or the public, the motion passed unanimously.

Mr. Lange moved to approve Resolutions 1, 2, and 3 of 2012, designating depositories and authorizing banking transactions and online transfers. Mr. Shoemaker seconded the motion, and there being no comment from the Board or the public, the motion passed unanimously.

Mr. Shoemaker moved to approve Resolution 4 of 2012, the Tax Levy Resolution. Mr. Lange seconded the motion, and there being no comment from the Board or the public, the motion passed unanimously.

Mr. Shoemaker moved to approve Resolution 5 of 2012, authorizing the collection of property taxes. Mr. Lange seconded the motion, and there being no comment from the Board or the public, the motion passed unanimously.

Mr. Lange moved to approve Resolution 6 of 2012, establishing public safety areas in the Township. Mr. Shoemaker seconded the motion, and there being no comment from the Board or the public, the motion passed unanimously.

Mr. Shoemaker moved to approve Resolution 7 of 2012, appointing delegates to the Chester County Tax Collection Committee. Mr. Lange seconded the motion, and there being no comment from the Board or the public, the motion passed unanimously.

Mr. Lange moved to approve Resolution 8 of 2012, authorizing the police pension contribution for calendar year 2012. Mr. Shoemaker seconded the motion, and there being no comment from the Board or the public, the motion passed unanimously.

**Main Line Gardens, Inc. Agricultural Security District Request**

Mr. Shoemaker moved to deny the request of Main Line Gardens, Inc. to be included in the Township's Agricultural Security District. Mr. Lange seconded the motion, and there being no comment from the Board or the public, the motion passed unanimously.

**Public Comment**

None.

**Next Meetings**

Township Meeting – Monday, January 23, 2012. Work Session at 6:30 PM, Regular Meeting at 7:30 PM. All Meetings are open to the general public.

**Adjournment**

There being no further regular business to come before the Board, the meeting adjourned.

Respectfully Submitted,



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David R. Burman  
Secretary