

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS  
SUGARTOWN ELEMENTARY SCHOOL  
611 SUGARTOWN ROAD, MALVERN, PA  
JANUARY 6, 2020 AT 6:30 PM**

The Annual Reorganization Meeting of the Willistown Township Board of Supervisors came to order at 6:30 PM. Supervisors Robert T. Lange, William R. Shoemaker, and Barbara L. Handelin were present. Also present were Township Manager Sally Slook, Police Captain Robert Klinger and Police Lieutenant Jeffrey Heim.

Supervisor Lange led the Pledge of Allegiance to the Flag and a moment of silence for military personnel.

**Organization of Board of Supervisors**

Supervisor Shoemaker nominated Supervisor Lange as Temporary Chairman for the purpose of electing a Chairman and Vice-Chairman for the calendar year 2020. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Supervisor Handelin nominated Supervisor Shoemaker for the position of Chairman for the calendar year 2020. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Supervisor Shoemaker nominated Supervisor Lange for the position of Vice Chairman for the calendar year 2020. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

**Administration of the Oaths of Office for Newly Elected Officials by District Justice Thomas Tartaglio**

1. Robert T. Lange, Willistown Township Supervisor
2. Rachel Shoemaker, Willistown Township Tax Collector
3. John C. George, Elected Auditor of Willistown

Supervisor Lange thanked Willistown residents for reelecting him and for opponent Michele Legnini for running a campaign without any negative content. He hopes this past election sets the tone for future elections.

**Appointment of Township Officials**

Supervisor Shoemaker asked for a motion to appoint the Township Officials listed below.

- |  |                        |
|--|------------------------|
| • <b>Township Manager &amp; Secretary:</b>         | Sally Slook            |
| • <b>Chief of Police:</b>                          | John M. Narcise        |
| • <b>Treasurer &amp; Finance Director:</b>         | Martin F. McKenzie     |
| • <b>Public Works Director:</b>                    | William R. Hagan       |
| • <b>Sewer Department Manager:</b>                 | William R. Hagan       |
| • <b>Roadmaster:</b>                               | James S. Stairs        |
| • <b>Parks &amp; Recreation Director:</b>          | Mary N. Hundt          |
| • <b>Zoning Officer &amp; Subdivision Officer:</b> | Daniel E. Malloy, P.E. |

- **Building Code Official & 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.
- **Traffic Engineer:** Michael W. Schenider, P.E. Pennoni
- **Township Solicitor:** Vincent M. Pompo, Esq., Lamb McErlane, PC
- **Zoning Hearing Board Solicitor:** Stacey L. Fuller, Esq., Gawthrop Greenwood, PC
- **Open Records Officer:** Jennifer P. Jacobs
- **Representative to Valley Forge Sewer Authority:** Daniel E. Malloy, P.E.

Supervisor Handelin moved to appoint the aforementioned Township Officials. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

**Appointment of Members to Township Boards and Commissions**

Supervisor Shoemaker asked for a motion to appoint the Members listed below to respective Boards and Commissions.

- **Planning Commission:** Arthur E Newbold (4 years)
- **Planning Commission** William R. Shoemaker (4 years)
- **Park & Recreation Board:** Denise A. Valkenburgh (5 years)
- **Recycling Commission:** Molly Perrin (2 years)
- **Recycling Commission:** Bruce Hartlein (2 years)
- **Recycling Commission:** Mark Bem (2 years)
- **Recycling Commission:** Susan Vogel (2 years)
- **Open Space Review Board:** Robert Kacergis (5 years)
- **Open Space Review Board:** Jeffrey F. Vincent (5 years)
- **Land Conservancy Authority:** Robert T. Lange (5 years)
- **Bartram Bridge Commission:** Tina Conn (2 years)
- **Bartram Bridge Commission:** Eric Gerst (2 years)
- **Vacancy Board:** Rita Reves (1 year)
- **Paoli Library Board:** Christa Melotti (3 years)

Supervisor Handelin moved to appoint the aforementioned Members. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

**Unfinished Business – None**

**New Business**

**Minutes** - Supervisor Lange moved to approve the minutes of the meeting of December 16, 2019. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

**Expenditures** - Supervisor Lange moved to approve the list of expenditures and interfund transfers dated January 3, 2020. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

**Resolution 1-2020** – A resolution for Designation of Depositories for Township Funds (TD Bank, Meridien, Santander, US Bank). Supervisor Handelin moved to approve Resolution 1 of 2020. Supervisor Lange seconded

the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

**Resolution 2-2020** – A resolution for the Updated Fee Schedule and Fees for Township Consultants. Supervisor Handelin moved to approve Resolution 2 of 2020. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

**Resolution 3-2020** – A resolution for the Invoices and Disbursements Between Meetings. Supervisor Lange moved to approve Resolution 3 of 2020. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

**Resolution 4 - 2020** – A resolution for the Appointment to the Zoning Hearing Board. Township Manager Sally Slook said the reappointment is for Donald A. Mancini. Supervisor Lange moved to approve Resolution 4 of 2020. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

**Resolution 5 -2020** - A resolution appointing the Designation of Emergency Service Providers. Supervisor Shoemaker stated at the last meeting they approved a resolution to designate the areas of Emergency Service Providers but unfortunately, the resolution itself was incorrect and needs to be corrected. Supervisor Handelin moved to approve Resolution 5 of 2020. Supervisor Lange asked is Malvern Fire Company is now covering Paoli Fire Companies territory. Supervisor Shoemaker stated Malvern Fire Company will be providing Advanced Life Support Services or ALS to all of Willistown Township. Malvern Fire Company will be the first to provide Basic Life Support Services or BLS for the designated areas of Malvern Fire Company, Paoli Fire Company and Newtown Square Fire Company. Goshen Fire Company provides its own BLS to their area. The fire coverage does not change, each of the 4 fire companies will cover its designated areas. Supervisor Lange still feels like Malvern Fire Company should take over Paoli Fire Company's area due to response times. Malvern Fire Company's response times are better or equal to Paoli Fire Company for the safety of Willistown residents. Supervisor Shoemaker stated the County is undertaking a county-wide study of fire and emergency services. He also said one thing to note is the response time for the northeastern quadrant for Malvern Fire Company is equal or better than Paoli Fire Company but what is not clear is the Malvern Fire Company response times for the southern zone (south of South Valley Road and Whitehorse Road) and that's part of the ongoing study. The Board reserves the right to change this coverage area when the data comes in from the County study. Supervisor Handelin says the Board has its own plan to do a study for fire services in concert with the county study and plans to make their own recommendations on how to potentially modify fire service coverage altogether by the third quarter. Supervisor Shoemaker seconded the motion. There were no further comments from the Board or the public, and the motion carried by a vote of 2-1.

**Motion to Approve Revised Sick and Personal Time Policy for Non-Uniformed Personnel** - Supervisor Handelin moved to approve the revised Sick and Personal Time Policy for Non-Uniformed Personnel. Supervisor Lange seconded the motion. Township Manager Sally Slook noted the current Personnel Manual is 11 years old and is currently under review. This is the first policy of the Personnel Manual to be rewritten as part of that process. A resident asked if unused vacation is carried over year to year on the books creating a liability for the township. Township Manager Slook stated employees may carry one week over but that week must be used within the first quarter of the following year. If the employee elects not to carry the week of unused vacation over to the next year, the township will pay them for the week to prevent it from going on the books for future cash out. Supervisor Handelin said most of the modifications to this policy have to do with sick and personal time, not vacation. There were no further comments from the Board or the public, and the motion carried by a vote of 3-0.

**Motion to Approve Appointment of Delegates to PSATS Conference:** Supervisor Lange moved to appoint Delegates Sally Slook and Martin F. McKenzie and Voting Delegate William Shoemaker. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

**Motion to Approve Treasurer's Bond for Finance Director in the Amount of \$3,000,000:** Supervisor Lange moved to approve the bond. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

**Motion to Approve Township Manager's Bond in the Amount of \$3,000,000:** Supervisor Lange moved to approve the bond. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

**Motion to Waive Supervisors' Compensation for 2020 -** Supervisor Lange moved to waive compensation. Supervisor Handelin seconded the motion. A resident asked if residents are paying for a Supervisors's health insurance this year. Supervisor Handelin stated no, she will be transitioning to Medicare. There were no further comments from the Board or the public, and the motion carried by a vote of 3-0.

**Motion to Approve Emergency Sewer Repair on Jacqueline Drive to Wexcon, Inc., Utility Contracting in the Amount of \$33,376.00 –** Bill Hagan, Director of Public Works, stated in late November there was a main stoppage on Jacqueline Drive which was jetted and cleaned. The following week Public Works did an investigation and noted a sheared pipe. In mid-December, there was another main stoppage that was jetted and cleaned. Continuing to jet the pipe is only a temporary fix and can cause more problems due to a fractured pipe downstream from the sheared pipe. Director Hagan approached 5 contractors for bids and Wexcon's bid at \$33,376 is the lowest. Wexcon has recently done work for the Township on Eisenhower and Marlin and did an excellent job and Director Hagan asked the board to approve the emergency sewer repair request. Supervisor Lange moved to approve the emergency sewer repair. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

#### **Citizens Comments**

Jack McGinley, 2 Second Avenue, stated he witnessed a person his neighborhood acting suspiciously between Christmas and New Years and wanted to know if the police came out. Captain Klinger does not recall that specific report but he will look and report back.

Mahala Renkey, 45 Tulip Drive, would like to know why the Great Chester Valley Soccer Association has not restored the opening they are supposed to restore. Supervisor Lange said there is a hearing on January 23 before Judge Tartaglio regarding the \$10,000 in fines the Township levied on the Great Chester Valley Soccer Association which have not been paid.

Ali Barchi, 21 Laurel Circle, said the neighborhood behind the Sugartown Elementary School is having problems with loose dogs. Two dog attacks happened recently and she feels it's an escalating issue, along with dogs being left out in freezing temperatures. She would like an article in the Township newsletter reminding residents about leash laws and being responsible dog owners. Captain Klinger encourages residents to notify the police. The Police Department makes every effort to identify owners and make sure they are following PA dog laws.

Ms. Barchi also commented on the previously proposed ordinance on guineafowl, peacocks, or roosters and transparency.

Mike Kerr, 33 Stonehenge Lane, asked if any decision had been made regarding the Troutbeck Farm sewer system. Supervisor Shoemaker said they are still putting together the data and no final decision has been made. Supervisor Handelin said the decision will be made in a public forum like the Planning Commission. Mr. Kerr also inquired about the financial breakdown but the Board does not have those numbers tonight.

Brian Evarts, 224 Paoli Pike, commented on polling place issues during the November elections. Supervisor Shoemaker stated any complaints regarding polling places need to be brought to the attention of the Board of Elections.

Mr. Evarts also asked about stormwater management issues and how the township addresses them. Supervisor Shoemaker said the challenge with stormwater management is it's the responsibility of developers and builders when the home or development is being built, but when issues arise in the future, the maintenance of stormwater management is now the responsibility of the homeowners association or the homeowner. The Township assists residents with failed stormwater management systems but many times adjacent properties won't agree to have their property regraded and changed in any way or stormwater drains installed. The Township strictly enforces stormwater regulations and has a system in place to maintain Township drains and culverts. Additionally, the Township has to follow the PA DEP's Municipal Separate Storm Sewer (MS4) Program which requires all public and private stormwater systems that empty into surface waters, be identified, measured, and the pollutants managed.

Mr. Evarts also commented on over development on Paoli Pike and the north part of the Township. He would like to see more open space preserved in the northern section. Supervisor Shoemaker said the challenge with purchasing land in the Township is by law the Township can't offer more than the assessed value and many times developers will come in with a higher offer than the assessed value.

Mr. Evarts's final comment was on climate change and what the township doing to make changes. He asked why the new police department building doesn't have solar panels. Supervisor Shoemaker said the building is heavily shaded on the south side but they did look into them while the building was being built. Mr. Edwards said solar panels are just a small example and asks the community and leaders to think about sustainable agriculture, renewable energy and other impacts on our environment going forward.

Eric Barchi, 670 Sugartown Road, thanked Bob Lange for running a positive campaign this election cycle. He felt prior years had been negative and hopes future candidates will follow Michele Legnini's example and run a positive campaign.

Supervisor Shoemaker thanked everyone for their comments on elections. He noted the current Board has worked well together on many issues without conflict. Finally, he thanked residents who attend the Board meetings regularly. The Board is asked about often asked about transparency and regularly attending meetings is a way to have a voice during the process.

Supervisor Handelin stated our history of preserving open space and historical preservation is remarkable. She believes Willistown can be a role model to other townships on these issues and hopes residents will be active in future planning and development of our community based on quality life and environmental issues.

Mike Kerr, 33 Stonehenge, asked about the 2020 Budget location on the website. Township Manager Sally Slook stated it's now in the Finance section under Departments from the homepage or he could type in 2020 Budget in the search button.

Don Malonzo, a subcontractor for a project at 32 Harvey Lane, stated he feels the Township Building Department has not been responsive to his questions regarding the homeowner doing their own work and not securing permits for this project. Supervisor Shoemaker thanked Mr. Malonzo for his comments and asked him to turn in any documents to the Township Manager for follow up with Ed Tiernan in the Building Department.

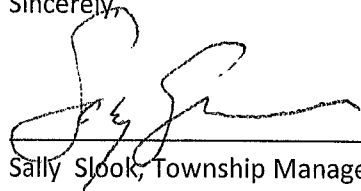
### **Next Meeting**

The next meeting of the Board of Supervisors is scheduled for Monday, January 27, 2020, at 7:00 PM the Township Building meeting room located at 688 Sugartown Road.

### **Adjournment**

Seeing no further business, the meeting adjourned.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sally Slook', is written over a horizontal line. The signature is stylized and cursive.

Sally Slook, Township Manager