

WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS
January 4, 2021 AT 7:00 PM via Zoom

The Annual Reorganization Meeting of the Willistown Township Board of Supervisors came to order at 7:00 PM. Supervisors Robert T. Lange, William R. Shoemaker, and Barbara L. Handelin were present. Also present were Township Manager Sally Slook, Police Chief Robert Klinger, Finance Director Marty McKenzie, Solicitor Bill Christman, Zoning Officer Robert Smiley, and Assistant to the Township Manager Jennifer Jacobs.

Supervisor Shoemaker led a moment of silence for military personnel, first responders, and all front-line workers in the current pandemic.

Organization of Board of Supervisors

Supervisor Lange nominated Supervisor Handelin as Temporary Chairman for the purpose of electing a Chairman and Vice-Chairman for the calendar year 2021. Supervisor Shoemaker seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Supervisor Lange nominated Supervisor Shoemaker for the position of Chairman for the calendar year 2021. 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 Lange for the position of Vice Chairman for the calendar year 2021. Supervisor Shoemaker seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Appointment of Township Officials

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

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| • Township Manager & Secretary: | Sally Slook |
| • Chief of Police: | Robert P. Klinger |
| • Treasurer & 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 N. Hundt |
| • Zoning Officer & Subdivision Officer: | Robert D. Smiley |
| • 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. Schneider, P.E. Pennoni |
| • Township Solicitor: | William R. Christman, 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: | Sally Slook |

Supervisor Lange moved to appoint the aforementioned Township Officials. Supervisor Handelin 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.

- **Historical Commission** Terry Kile (5 years)
- **Historical Commission:** Kirk Lindvig (5 years)
- **Park & Recreation Board:** Robert Kacergis (5 years)
- **Park & Recreation Board:** Brad DeHart (5 years)
- **Recycling Commission:** Don Knapik (2 years)
- **Recycling Commission:** Ken Lehr (2 years)
- **Recycling Commission:** Karl Malessa (2 years)
- **Land Conservancy Authority:** Mary Hundt (5 years)
- **Malvern Library Board:** Gretchen Score (3 years)
- **Vacancy Board:** Rita Reves (1 year)
- **UCC Board of Appeals** Gerald Bucaccio (5 years)
- **UCC Board of Appeals** Frank Houder (5 years)

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

New Business

Minutes - Supervisor Lange moved to approve the minutes of the meeting of December 14, 2020. 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 December 31, 2020. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Resolution 1-2021 – A resolution for Designation of Depositories for Township Funds (TD Bank, Meridien, Santander, US Bank). Supervisor Lange moved to approve Resolution 1 of 2021. 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 2-2021 – A resolution for the Updated Fee Schedule and Fees for Township Consultants. Supervisor Lange moved to approve Resolution 2 of 2021. 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 3-2021 – A resolution for the Invoices and Disbursements Between Meetings. Supervisor Lange moved to approve Resolution 3 of 2021. 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 - 2021 – A resolution for the Reappointment to the Zoning Hearing Board. Township Manager Sally Slook stated the Reappointment is for Thomas W. Flynn III. Supervisor Handelin moved to approve Resolution 4 of 2021. 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 5 -2021 - A resolution appointing the Designation of Emergency Service Providers. Supervisor Shoemaker stated this resolution was discussed over several Board of Supervisor Meetings in early 2020. At that time, the Board discussed changing the ALS service areas with the various Fire Companies. Given that 2020 was an unusual year, Supervisor Shoemaker feels that the Board does not have sufficient information to make any changes at this time. Resolution 5 of 2021 will leave the current coverage areas as they were for most of 2020. Supervisor Handelin commented this would be a year of active evaluation on fire and EMS coverage areas in the Township, and this will be discussed further at future public meetings. Supervisor Shoemaker added that Township was waiting on the County study on response times and coverage areas to clarify this issue. But after seeing the County study results, the Board did not receive the information they had hoped for and will have to do their own research. Supervisor Handelin moved to approve Resolution 5 of 2021. Supervisor Lange seconded the motion. 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 Advertise Conditional Use Application of James Sheward/Shelamandiam 209 Lancaster LLC Pending Satisfactory Outcome at the January 6th Planning Commission Meeting: Supervisor Handelin moved to approve advertising the conditional use hearing. Supervisor Shoemaker seconded the motion. Supervisor Shoemaker commented this is a motion to advertise the hearing. Because of scheduling at the end of last year and the beginning of this year, the Planning Commission has not had a chance to review this application. The timeline of the application makes it necessary to approve the advertising of the hearing at this BOS meeting. There were no further comments from the Board or the public, and the motion carried by a vote of 3-0.

Motion to Waive Supervisors' Compensation for 2021 - Supervisor Lange moved to waive compensation. 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

Mahala Renkey, 45 Tulip Drive, asked about the recorded landscape plans for Applebrook Meadows and mowing a patch of 1 ¼ acre of phragmites. Discussion ensued.

Next Meeting

The next meeting of the Board of Supervisors is scheduled for Monday, January 25, 2021, at 7:00 PM via Zoom.

Adjournment

Seeing no further business, the meeting adjourned.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sally Slook", written over a horizontal line.

Sally Slook, Township Manager