

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES**  
**40 Lloyd Avenue, Suite 208, Malvern, Pennsylvania**  
**November 26, 2012 at 7:30 PM**

The Regular Meeting of the Willistown Township Board of Supervisors came to order at 7:30 PM. Chairman Norman S. MacQueen, Vice-Chairman William R. Shoemaker and Supervisor Robert T. Lange were present. Also present were Manager David R. Burman and Chief John M. Narcise.

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

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

**Treasurer's Report**

None.

**Announcements**

Mr. MacQueen announced that the Willistown Township Zoning Hearing Board will meet on Wednesday, November 28<sup>th</sup> at 7:30 PM to hear the application of Circlewood GP, LLC, in which the Applicant seeks special exceptions to permit a used car sales business on the property located at 233 West Lancaster Avenue.

Mr. MacQueen announced that the Supervisors met in Executive Session earlier this evening to discuss potential land acquisition.

**New Business**

Mr. Shoemaker moved to approve the minutes of the Supervisors' Meeting and Work Session held November 13, 2012. Mr. Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Mr. Shoemaker moved to approve the Lists of Checks and Interfund Transfers dated November 26, 2012. Mr. Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Mr. Shoemaker moved to approve a Professional Services Agreement with REOD, Inc. for residential leasing and property management services at 28 Duffryn Avenue. Mr. Lange seconded the motion. Jack McGinley, 2 Second Avenue, commented on the condition of the property. There were no further comments from the Board or the public, and the motion passed unanimously.

Mr. MacQueen opened a public hearing concerning the proposed Ordinance No. 4 of 2012, updating the property maintenance code from the International Property Maintenance Code of 2009 to the International Property Maintenance Code of 2012. Mr. Burman noted no substantial changes; most of the updates reflected reference changes to other codes. There were no comments during the public hearing. Mr. MacQueen closed the public hearing. Mr. Lange moved to adopt Ordinance No. 4 of 2012. Mr. Shoemaker seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

**Citizens' Comments**

None.

**Next Meeting**

Mr. MacQueen announced that the next meeting would be Monday, December 10, 2012.

- Work Session – 6:30 PM
- Regular Meeting – 7:30 PM

All meetings are open to the General Public.

**Adjournment**

Mr. Lange moved to adjourn the meeting. Mr. Shoemaker seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Respectfully Submitted,



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David R. Burman  
Secretary