

WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES
40 Lloyd Avenue, Suite 208, Malvern, Pennsylvania
January 7, 2013 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 Township Manager David R. Burman and Chief of Police John Narcise.

Mr. MacQueen 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. Burman for the position of Temporary Chairman and Secretary for the purpose of electing Chairman and Vice-Chairman for calendar year 2013. Mr. Lange seconded the nomination, and there being no comments from the Board or the public, Mr. Burman was unanimously elected Temporary Chairman and Secretary.

Mr. MacQueen nominated Mr. Lange for the position of Chairman for calendar year 2013. Mr. Shoemaker seconded the nomination, and there being no comments from the Board or the public, Mr. Lange was unanimously elected Chairman.

Mr. MacQueen nominated Mr. Shoemaker for the position of Vice-Chairman for calendar year 2013. Mr. Lange 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. Shoemaker moved to appoint the Township Officials listed below. Mr. MacQueen seconded the motion, and there being no comments from the Board or the public, the motion passed unanimously.

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| • Township Manager: | David R. Burman |
| • Chief of Police: | John M. Narcise |
| • Secretary and Treasurer: | David R. Burman |
| • Public Works Director: | William R. Hagan |
| • Roadmaster: | James S. Stairs |
| • Zoning Officer: | Robert F. Loeper, Jr., Keystone Municipal Services |
| • Subdivision Officer: | Robert F. Loeper, Jr., Keystone Municipal Services |
| • Deputy Zoning Officer: | Edward J. Tiernan |
| • Building Code Official: | Edward J. Tiernan |
| • Township Engineer: | Michael R. Conrad, P.E., Yerkes Associates |
| • Sanitary Sewer Engineer: | William N. Malin, P.E., Carroll Engineering Corp. |
| • 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 VFSA: | David R. Burman |
| • Vacancy Board: | Tracy Ramondo |

Appointment of Township Boards and Commissions

Mr. Shoemaker moved to appoint the individuals listed below to the respective Boards and Commissions. Mr. MacQueen seconded the motion. Mr. MacQueen noted that Mr. Bem's name was

incorrectly printed in the Agenda. There being no further comment from the Board or the public, the motion passed unanimously.

- **Zoning Hearing Board:** Robert DeLuca (3 years)
- **Planning Commission:** Gerald Bucaccio (4 years)
- **Historic Commission:** Joseph Kerecman (5 years)
- **Park & Recreation Board:** Richard E. McDonnell (5 years)
- **Park & Recreation Board:** Robert Kacergis (5 years)
- **Recycling Commission:** Mark Bem (2 years)
- **Recycling Commission:** Karl Malessa (2 years)
- **Recycling Commission:** Jeff Scutt (2 years)
- **UCC Board of Appeals:** Mario Quattrochi (5 years)
- **Land Conservancy Authority:** Norman S. MacQueen (5 years)

Public Hearing

Conditional Use Application No. C-2-12

Application of David Bowser for conditional use approval pursuant to Sections 139-146.C and 139-118.1 in order to operate a wine tasting room as an accessory use to a garden center on the property located at 359 Paoli Pike, known as Woodlawn Garden Center & Nursery. The property is owned by John Potter and is identified as tax parcel 54-2-89.

Mr. Jim McErlane, Esq. of Lamb McErlane, PC guided the Board through the Conditional Use Hearing. A court reporter was present to record the proceedings. At the conclusion of the hearing, the Supervisors took the matter under advisement.

Treasurer's Report

None.

Announcements – Mr. Lange:

The Board of Supervisors met in Executive Session on December 20, 2012 to discuss legal and personnel matters.

The Zoning Hearing Board will meet on January 23, 2013 at 7:30 PM for the continued hearing on the Greater Chester Valley Soccer Association's application for a special exception to construct turf fields. The Zoning Hearing Board will also hold a hearing that evening on application Z-8-12, in which the owners of 1 Stonehenge Lane seek relief to construct an addition that will encroach no more than 8 feet into the rear yard setback.

Unfinished Business

None.

New Business

Mr. Shoemaker moved to approve the List of Checks and Interfund Transfers dated January 7, 2013. Mr. MacQueen seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Mr. Shoemaker moved to approve the Procurement Card Purchases for November 2012. Mr. MacQueen seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolutions 1, 2 and 3 of 2013, reauthorizing bank accounts and transfers. Mr. MacQueen seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 4 of 2013, authorizing the collection of real estate taxes for 2013. Mr. MacQueen seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 5 of 2013, establishing public safety areas. Mr. MacQueen seconded the motion. Andrew Vaskas, 170 Paoli Pike inquired about the motion. Mr. Shoemaker explained the Resolution identifies the response areas for police, fire and EMS. There were no further comments from the Board or the public, and the motion carried unanimously.

Mr. MacQueen 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. David Bowser, 359 Paoli Pike, asked for clarification, which Mr. Shoemaker provided. There were no further comments from the Board or the public, and the motion passed unanimously.

Mr. Shoemaker 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. MacQueen seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Public Comment

Mr. David Bowser, 359 Paoli Pike, again spoke in support of his application for a wine tasting room.

Next Meetings

Township Meeting – Monday, January 22, 2013. Work Session at 6:30 PM, Regular Meeting at 7:00 PM. All Meetings are open to the general public.

Adjournment

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

Respectfully Submitted,



David R. Burman
Secretary