

WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS
688 SUGARTOWN ROAD, MALVERN, PA
TUESDAY, JANUARY 3, 2023, AT 7:00 PM
ANNUAL REORGANIZATION MEETING

MINUTES

The Annual Reorganization Meeting of the Willistown Township Board of Supervisors came to order at 7:00 PM. Supervisors Robert T. Lange, Molly H.B. Perrin, and William R. Shoemaker were present. Also present were Township Manager Shanna Lodge, Director of Planning and Zoning Robert Smiley, Lieutenant Jeffrey Heim, and Solicitor Katie Ladow.

The meeting was called to order at 7:00 PM. Supervisor Shoemaker led the Pledge of Allegiance and a moment of silence for military personnel and first responders.

Organization of the Board of Supervisors

Supervisor Perrin nominated Supervisor Shoemaker as temporary Chair for the purpose of electing officers for 2023. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Supervisor Shoemaker nominated Supervisor Perrin to the office of Chair for calendar year 2023. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Supervisor Lange nominated Supervisor Shoemaker to the office of Vice-Chair for calendar year 2023. Supervisor Perrin seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Appointment of Township Officials

Supervisor Perrin requested a motion to appoint the following Township officials.

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| • Township Manager & Secretary: | Shanna P. Lodge |
| • Chief of Police: | Robert P. Klinger |
| • Treasurer & Finance Director | Martin F. McKenzie |
| • Public Works Director & Sewer Department Manager: | William R. Hagan |
| • Roadmaster: | James S. Stairs |
| • Assistant Roadmaster: | Steven Jameison |
| • 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 & Assistant Township Secretary: | Jennifer P. Jacobs |
| • Representative to Valley Forge Sewer Authority: | Shanna P. Lodge |

Supervisor Shoemaker moved to approve the appointments. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Appointment of Members to Township Boards and Commissions

Supervisor Perrin requested a motion to appoint the following individuals to the respective Boards and Commissions for the terms specified.

- Planning Commission: Cathy Rubenstone (4 years)
- Planning Commission: Dave Watt (4 years)
- Historical Commission: Greg Prichard (5 years)
- Environmental Sustainability Commission: Ken Lehr (2 years)
- Environmental Sustainability Commission: Jeff Richards (2 years)
- Environmental Sustainability Commission: Karl Malessa (2 years)
- Open Space Review Board: Erik Hetzel (5 years)
- Land Conservancy Authority Board: George J. McHugh, IV (5 years)
- UCC Board of Appeals: Dennis Howell (5 years)
- UCC Board of Appeals: Mario Quattrochi (5 years)

Supervisor Shoemaker moved to approve the appointments. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

New Business

Minutes – Supervisor Shoemaker moved to approve the minutes of December 12, 2022. Supervisor Lange seconded the motion. Supervisor Perrin noted that the draft minutes, along with other supporting documents were posted as a Board Packet to the Township website in advance of the meeting. Henry Yordan of 152 Grubb Road thanked the Board for posting draft minutes. There were no further comments from the Board or the public, and the motion passed unanimously.

Expenditures – Supervisor Shoemaker moved to approve the list of expenditures and interfund transfers dated December 29, 2022. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Resolutions – Supervisor Perrin introduced Resolution 1 of 2023: Designation of Depositories for Township Funds (TD Bank, Meridian, Santander, US Bank, and PLGIT). Supervisor Shoemaker moved to adopt the Resolution. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Supervisor Perrin introduced Resolution 2 of 2023: Update to the Fee Schedule and Fees paid to Township Consultants. Supervisor Shoemaker moved to adopt the Resolution. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Supervisor Perrin introduced Resolution 3 of 2023: Authorizing Invoices and Disbursements between Meetings. Supervisor Shoemaker moved to adopt the Resolution. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Supervisor Perrin introduced Resolution 4 of 2023: Reappointment of Donald A. Mancini to the Township Zoning Hearing Board. Supervisor Shoemaker moved to adopt the Resolution. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Supervisor Perrin introduced Resolution 5 of 2023: Designation of Emergency Service Providers. Supervisor Shoemaker moved to adopt the Resolution. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Supervisor Perrin introduced Resolution 6 of 2023: Appointment of a CPA Firm to Replace Township Auditors. Supervisor Shoemaker moved to adopt the Resolution. Supervisor Lange seconded the motion. Manager Lodge reported that the Resolution was duly advertised. There were no further comments from the Board or the public, and the motion passed unanimously.

PSATS Conference Delegates - Supervisor Perrin asked for a motion to appoint Manager Lodge and Treasurer McKenzie as delegates and Supervisor Shoemaker as voting delegate to the PSATS conference. Supervisor Shoemaker moved to appoint the delegates. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Treasurer's Bond - Supervisor Shoemaker moved to approve the Treasurer's Bond for the Township Finance Director in the amount of \$3,000,000. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Manager's Bond - Supervisor Shoemaker moved to approve the Manager's Bond for the Township Manager in the amount of \$3,000,000. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Waiver of Supervisors' Compensation – Each Supervisor moved to waive their individual compensation for calendar year 2023. There were no comments from the Board or the public.

Administration Items

Supervisor Shoemaker moved to approve the purchase of a sewer pump replacement at Dovecote Sewer Pump Station in the amount of \$13,643. Supervisor Lange seconded the motion. Manager Lodge noted that there are two pumps at this station, and the station is currently operating on only one. There were no further comments from the Board or the public, and the motion passed unanimously.

Supervisor Shoemaker moved to authorize Escrow Release No. 12 for Willistown Point in the amount of \$75,445.53. Supervisor Perrin seconded the motion. Manager Lodge noted that, after this release, \$359,548.59 would remain in escrow. There were no further comments from the Board or the public, and the motion carried 2-1.

Citizens' Comments

Mr. Yordan reiterated his concern regarding the timing of the completion of the Township Audit. Manager Lodge noted that the Township has spoken to the CPA firm regarding the statutory deadline and encouraged efficient completion, but she also reiterated that the complexity and thoroughness of the Township Audit makes completion by the deadline difficult. Mr. Yordan requested further details, and Manager Lodge recommended that he attend the Board of Auditors' meeting on January 4, 2023 at 6:15 pm.

Joe Heenan indicated that he located a list of municipalities which completed their audit by the statutory deadline. Manager Lodge requested that this be shared. Mr. Yordan suggested that East Goshen and Charlestown Townships completed their audits for the previous year before April 1.

Julie Frissora of 34 Chetwynd Road expressed her concurrence with Mr. Yordan's comments.

Mr. Yordan opined on further responsibilities of the elected auditors, including publication of results. He noted that a recent East Goshen Township audit was dated April 29.

Supervisor Lange wished everyone a happy new year and congratulated Supervisor Perrin on her appointment as Board Chair.

Next Meeting

The next regular meeting of the Board of Supervisors will be held Monday, January 23, 2023, at 7:00 PM in the Township Building and via Zoom.

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:28 PM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Shanna Lodge". The signature is written in a cursive, flowing style.

Shanna Lodge
Township Manager