

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS  
688 SUGARTOWN ROAD, MALVERN, PA  
MONDAY, APRIL 24, 2023, AT 7:00 PM**

**MINUTES**

The Regular Meeting of the 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, Chief of Police Robert Klinger, and Solicitor Max O'Keefe.

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

**Announcements** – Supervisor Perrin announced that an executive session was held by the Board on April 24, 2023 to discuss real estate and legal matters.

**New Business**

**Minutes** – Supervisor Shoemaker moved to approve the minutes of April 10, 2023. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

**Expenditures** – Supervisor Shoemaker moved to approve the list of expenditures dated April 21, 2023. Supervisor Lange seconded the motion. Tom Renkey of 45 Tulip Drive inquired regarding the expenditure related to Villa Maria Academy, which Manager Lodge surmised is related to an escrow closeout. There were no further comments from the Board or the public, and the motion carried unanimously.

**Police Report** – Chief Klinger reported on recent department activity, including arrests for simple assault and harassment, aggravated assault, and stalking.

**Ordinance Advertisements** – Supervisor Shoemaker moved to authorize advertisement of an Ordinance Amending Chapter 72, Article II of The Code of The Township of Willistown Pertaining to Property Maintenance, by Adopting as the Property Maintenance Code the International Property Maintenance Code of 2021. Supervisor Lange seconded the motion. Manager Lodge noted that this is an update from the 2018 IPMC. There were no comments from the Board or the public, and the motion carried unanimously.

Supervisor Shoemaker moved to authorize advertisement of an Ordinance Repealing Ordinance No. 5 of 2020 Authorizing the Sale of the Township Sewer System to Aqua Pennsylvania Wastewater, Inc. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

**Land Development** – Supervisor Shoemaker moved to authorize Troutbeck Farm Stage 2 Escrow Release #3 in the amount of \$178,825.56. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

**Administrative Items** – Manager Lodge presented a request to approve purchase of I.T. infrastructure replacements/enhancements. A new server will replace two older servers that are reaching end of life, an improvement both in hardware and operating system. Supervisor Shoemaker moved to approve the purchase. Supervisor Lange seconded the motion. Mike Kerr of 33 Stonehenge Lane inquired regarding

the cost of the upgrades. Manager Lodge reported that the total cost, on a Costars contract, comes to \$44,167, more than \$10,000 under budget. There were no further comments from the Board or the public, and the motion carried unanimously.

Supervisor Shoemaker moved to authorize an agreement with a 3<sup>rd</sup> Party Administrator, Benefit Plans Administrative Services, LLC, for the non-uniform pension fund. Supervisor Lange seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

### **Citizens' Comments**

Julie Frissora of 34 Chetwynd Road suggested that her residents' group could form an advisory committee regarding the sewer system. Supervisor Perrin noted that the Board of Supervisors and staff have begun exploring options for continued administration of the sewer system. Supervisor Shoemaker noted that there are many structures that the Township could consider, including the possibility of establishing a Municipal Authority.

Louis Pettinos of 6 Applewood Road inquired how the Environmental Sustainability Commission came to be, and more generally, how advisory boards are established. Supervisor Perrin noted that the ESC was previously the Recycling Commission, an entity that fulfilled the State requirements for recycling programming. Many advisory boards and commissions are established for these sorts of reasons, and often established by Ordinance.

Henry Yordan of 152 Grubb Road reiterated the suggestion for the involvement of the resident sewer interest group.

Kevin Rice of 6 Colonial Way inquired whether neighboring municipalities, such as those which have municipal authorities would be consulted. Supervisors Perrin and Shoemaker confirmed this and noted that there are many resources which will be utilized.

Victor Guglielmi of 22 Wildwood Drive echoed the suggestion to consult with neighboring municipalities.

Joe Heenan of 713 Monument Road echoed Ms. Frissora's comments and inquired regarding these options and next steps.

Manager Lodge noted that the staff will be meeting with consultants to determine legal options and present those to the Board soon, noting that Board decisions will be made at public meetings. Mr. Kerr inquired whether the Obermayer firm will be consulted for these steps, which the Board indicated is not planned.

Pamela Schafer of 129 South Cedar Hollow Road inquired if the Township has received a response from Aqua following the notice of termination. Supervisor Perrin responded that the Township has not. Ms. Schafer further suggested that the door at Pump Station #1 needs to be painted.

Jerry Childers of 8 Colonial Way inquired about the simplicity or complexity of establishing a Municipal Authority. Supervisor Shoemaker spoke generally about the differences between advisory committees and a Municipal Authority, which is a separate legal entity directly responsible for finances and administration.

Mr. Kerr inquired if an invoice has been received for the work of Blooming Glen on the emergency repair at North Cedar Hollow; this has not yet been received.

Mr. Yordan inquired about PennDOT responsibility to repair Township infrastructure when impacted by stormwater on State roads. A discussion of inflow and infiltration followed. Solicitor O'Keefe noted that Commonwealth agencies are exempt from most tortious and negligent conduct.

Murray Gordon of 42 Meadowview asked if the Township has contacted state representatives regarding State Road conditions. Supervisor Perrin confirmed this has been done.

Mr. Heenan inquired about the minutes of the Open Space Review Board, which Manager Lodge noted are up to date. He requested access to draft minutes, which Solicitor O'Keefe noted are exempt from disclosure and doing so is not considered best practice, as draft minutes are not finalized or approved.

Mr. Yordan inquired about the status of the annual financial audit; Manager Lodge advised that work is underway.

**Adjournment**

There being no further business before the Board, the meeting adjourned at 7:41 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Shanna Lodge". The signature is written in black ink and is positioned above the printed name and title.

Shanna Lodge  
Township Secretary