

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES**  
40 Lloyd Avenue, Suite 208, Malvern, Pennsylvania  
November 25, 2013 at 7:00 PM

Due to the length of the public work session, the Regular Meeting of the Willistown Township Board of Supervisors came to order at 7:40 PM. Chairman Robert T. Lange, Vice Chairman William R. Shoemaker and Supervisor Norman S. MacQueen were present. Also present were Manager David R. Burman and Police Chief John M. Narcise, Detective Sergeant Jeff Heim and Road Crew Member George Thompson.

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

Detective Sergeant Heim led in the Pledge of Allegiance to the Flag, followed by a moment of silence for our troops.

**Treasurer's Report**

Mr. Burman reported that he and Finance Director Martin McKenzie had nearly completed preparation of the 2014 Budget and it would be finalized very shortly. A more detailed report will be provided at the meeting on December 16<sup>th</sup>.

**Announcements**

Mr. Lange announced that the Board of Supervisors Work Session and Meeting scheduled for December 16, 2013 will be held at the Sugartown Elementary School.

**Unfinished Business**

None.

**New Business**

Mr. Shoemaker moved to approve the minutes of the Supervisors' Work Session and Meeting held November 12, 2013. Mr. MacQueen seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Mr. Shoemaker moved to approve the List of Expenditures and Interfund Transfers dated November 25, 2013. Mr. MacQueen seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Mr. Shoemaker moved to approve the Procurement Card Expenditures for August, September and October 2013. Mr. MacQueen seconded the motion. There were no comments from the Board or the public, and the motion passed unanimously.

Mr. Shoemaker moved to approve the 3-Lot Subdivision at Forest and Oak Tree Lanes (Arahamian). Mr. MacQueen seconded the motion. Mike Kerr of 33 Stonehenge asked about the location of the subdivision. Mr. Shoemaker reported that the application proposes to take three existing, oddly shaped lots at the corner of Forest and Oak Tree Lanes and create three regular, conforming building lots. Two of the proposed lots have been built upon; the third would be a

conforming building lot. There were no further comments from the Board or the public, and the motion carried unanimously.

Mr. Burman requested the Board's consideration to spend an additional \$50,000 as a change order to the 2013 road improvement program, at the unit prices included in the original sealed bid, in an effort to leverage the Township's resources with those that have already been spent by Aqua on recent water main replacement in the area of Spruce and Sycamore. Mr. Burman advised that these funds were available and unspent in the current year's budget. Mr. Shoemaker asked whether the proposed change order would need to be rebid. Mr. Burman replied that he would seek additional input from the Township Solicitor, if authorized by the Supervisors. Mr. Shoemaker moved to approve the change order, pending concurrence from the Township Solicitor. Mr. MacQueen seconded the motion. There were no further comments from the Board or the public, and the motion carried unanimously.

Mr. Lange introduced Mr. George Thompson of the Road Crew. Mr. Thompson introduced himself and explained his role with the Township, so that the Township would be more familiar with his work.

#### **Citizens' Comments**

None.

#### **Next Meeting**

Mr. Lange announced that the next meeting would take place on Monday, December 16, 2013 at the Sugartown Elementary School. There will be a public work session at 6:30 PM and the regular business 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 passed unanimously.

Respectfully Submitted,



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David R. Burman  
Secretary