

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES**  
**Sugartown Elementary School, 611 Sugartown Road, Malvern, Pennsylvania**  
**December 16, 2013 at 7:00 PM**

The Regular Meeting of the Willistown Township Board of Supervisors came to order at 7:00 PM. Chairman Robert T. Lange, Vice Chairman William R. Shoemaker and Supervisor Norman S. MacQueen were present. Also present were Manager David R. Burman, Police Chief John M. Narcise, Finance Director Martin F. McKenzie and Public Works Director William R. Hagan.

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

Mr. Lange 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 revenues were slightly above budget as of November 30, 2013. Notwithstanding minor variances among the various line items in the budget, expenses were slightly below budget overall.

**Announcements**

Mr. Lange announced that the Annual Organization Meeting of the Board of Supervisors would take place on Monday, January 6, 2014 at 6:30 PM at the Sugartown Elementary School, 611 Sugartown Road, Malvern, PA. Mr. Lange announced the Board's intent to hold future meetings in public locations throughout the Township, in an effort to make this more convenient and accessible for residents.

**Unfinished Business**

None.

**New Business**

Mr. Burman reminded the Board that he had asked to meet with them in executive session following the meeting to discuss legal and personnel matters. Mr. Lange announced that the executive session would take place.

Mr. Lange announced the consideration of Resolution 23 of 2013, updating the Sanitary Sewer Rates for 2014. Mr. Burman gave a brief overview of the sanitary sewer systems in Willistown Township, and introduced Mr. David Busch of Keystone Alliance Consulting, the firm that was hired back in 2009 to monitor and study the Township's sanitary sewer rate structure. Mr. Busch explained the methodology behind his study of the sewer rates, and showed a conservative estimate of the future costs of collecting, conveying and treating sanitary sewage for the next five years in Willistown Township. Mr. Busch outlined the projected deficits in the absence of rate increases. Mr. Busch also explained the rationale behind the separation of fixed costs and variable costs in Willistown's proposed model, with "fixed costs" to be paid by a base rate and "variable costs" to be paid by the variable component of the rate. The proposed rates for the year 2014 are as follows:

**A. Gravity Sewer Customers, Valley Forge System**

Quarterly Base Rate: \$108.21

Quarterly Consumption Based on Water Usage: \$0.00479 per gallon

**B. Low Pressure Sewer Customers, Valley Forge System - Including But Not Limited To The East Central And The Acres Sewer Areas**

Quarterly Base Rate: \$108.21

Quarterly Pump Maintenance Fee: \$63.13

Quarterly Consumption Based on Water Usage: \$0.00479 per gallon

**C. Penns Preserve Sewer**

Quarterly Base Rate: \$163.17

**D. East Goshen Sewer**

Quarterly Base Rate: \$146.00

East Goshen Customers will be billed and responsible for payment of the prorated portion of the quarterly sewer payment due to East Goshen Township and/or East Goshen Municipal Authority.

Customers in the Valley Forge System (Section I.A and I.B above) may apply for a credit to be applied to domestic water utilized outside of the property which does not enter the Township's sanitary sewer systems [irrigation systems, pools and the like]. Customers desiring such a credit shall install or cause to be installed a properly calibrated outside meter upon their premises for purposes of recording the outside water usage. In order to receive a credit, customers shall submit all data required to calculate the credit, as determined and indicated on a form to be provided by the Township, within the time period to be determined and established by the Township.

The Township will explore ways in which it may obtain sealed bids for the installation of outside meters, in order to give residents an opportunity to take advantage of economies of scale.

A court reporter was present to prepare a transcript of the proceedings. The transcript is available for review at the Township's administrative offices or by contacting the Court Reporter, Ms. Elaine Gallagher Parrish.

The following residents commented on the sewer rate study and proposed sewer rate model: Dolores Fetterman of 22 and 24 Lloyd Avenue; Ed Gilardi of 12 Long Lane; Jeff Beltrante of 19 Rambling lane; Bill Lawson of 10 Cobblestone Drive; Richard McDonnell of 29 Wistar Road; William Carr of Harvey Lane; Sylvia Yoder of 17 N. Cedar Hollow Road; Betsy Allinson of Wistar Road; Dale Yarnall of Manor Road.

Mr. Shoemaker moved to approve Resolution 23 of 2013, adopting the Sanitary Sewer Rates for the year 2014. Mr. MacQueen seconded the motion. There were no further comments from the Board or the public, and the motion carried unanimously.

Mr. MacQueen moved to approve Resolution 24 of 2013, adopting the Annual Budget for 2014. Mr. Shoemaker seconded the motion. Ms. Betsy Allinson of Wistar Road stated her opinion that the Township should hold public meetings earlier in budget season to allow residents to have more input into the Township's budget. Ms. Sylvia Yoder inquired as to the reports she had heard about the unfunded liability in the Township's Uniformed Employees' Pension Plan. Mr. Shoemaker explained that the Supervisors had reduced the assumed rate of return on the investments in the pension plan based on market conditions, resulting in the relatively sudden appearance of a larger unfunded liability. Mr. Shoemaker also reported that the Township has funds on hand to fully fund that liability, but doing so would restrict those funds from any other use. The Supervisors did not feel this was a prudent course of action. Mr. MacQueen noted that the Township maintains a bond rating of AA1 from Moody's, an improvement from the prior bond rating. Mr. MacQueen reported that, back in 2007 the Township purchased an insurance policy to obtain a rating of AAA, but the underlying rating was AA2. There were no further comments from the Board or the public, and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 25 of 2013, adopting the Real Estate Tax Rate for 2014, emphasizing that the tax rate remains unchanged. Mr. MacQueen seconded the motion. There were no further comments from the Board or the public, and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 26 of 2013, allowing supplemental appropriations from funds on hand to meet those expenditures which exceed the approved budget amounts for 2013. 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. Pompo to guide a public hearing concerning Ordinance 5 of 2013, the County-Wide Act 167 Stormwater Management Ordinance. A court reporter was present to prepare a transcript of the proceedings. The transcript is available for review at the Township's administrative offices or by contacting the Court Reporter, Ms. Elaine Gallagher Parrish. Mr. Pompo described the Ordinance and the requirements for stormwater management features under Act 167. Mr. Pompo emphasized that the regulations included in this Ordinance apply to future projects, and cannot be enforced retroactively. The following residents commented on the proposed ordinance; Bill Lawson of 10 Cobblestone Drive; Dan Higgins of Boot Road.

Mr. MacQueen moved to adopt Ordinance 5 of 2013. Mr. Shoemaker seconded the motion. There were no further comments from the Board or the public, and the motion carried unanimously.

Mr. MacQueen moved to approve the subdivision application of Ms. Elizabeth Moran, as recommended for approval by the Planning Commission. Mr. Shoemaker seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Mr. Shoemaker moved to approve the minutes of the Supervisors' Work Session and Meeting held 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 List of Expenditures and Interfund Transfers dated December 16, 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 Supplemental 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 snow removal equipment rental contract for 2013-2014. Mr. MacQueen seconded the motion. Mr. Burman reported that Public Works Director Bill Hagan, in attendance at the meeting, would be headed out in several hours to lead the crews in another round of snow removal operations. Mr. Burman reported that this contract is for equipment rental and operators to supplement the Township's crews. The bids were duly advertised, opened publicly and read aloud on October 24, 2013. Only one bid was received for the contract, that being from Mancini Construction Company. This is a unit price bid for various pieces of equipment ranging from \$75 to \$175 per hour. Andrew Vaskas of 170 Paoli Pike commented on the contract. Ms. Andrea Lynch of 7 Hilldale Drive described a recent experience in which she travelled home from Delaware during a winter storm, and the roads were in very poor condition until she reached Willistown Township. She thanked Mr. Hagan and the public works crew for their hard work. There were no further comments from the Board or the public, and the motion carried unanimously.

#### **Citizens' Comments**

Bill Lawson of Cobblestone Drive asked Chief Narcise about the patrol schedule for officers to visit Cobblestone Drive. Chief Narcise stated that he did not know how to answer that question.

Mr. Lange reminisced about playing basketball for the first time fifty years ago in the room where this meeting took place.


#### **Next Meeting**

Mr. Lange announced that the next meeting would take place on Monday, January 6, 2014 at the Sugartown Elementary School. 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