

WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES
688 SUGARTOWN ROAD, MALVERN, PA
JANUARY 3, 2017 AT 6:30 PM

The Annual Organization Meeting of the Willistown Township Board of Supervisors came to order at 6:30 PM. Supervisors Robert T. Lange, George J. McHugh IV, and William R. Shoemaker were present. Also present were Township Manager David R. Burman, Chief of Police John M. Narcise and Zoning Officer Neil D. Vaughn.

Mr. Burman led the Pledge of Allegiance to the Flag, followed by a moment of silence for our troops.

Organization of Board of Supervisors

Mr. McHugh moved to appoint Mr. Lange as Temporary Chairman for the purpose of electing Chairman and Vice-Chairman for calendar year 2017. Mr. Shoemaker seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Mr. McHugh nominated Mr. Shoemaker for the position of Chairman for calendar year 2017. Mr. Lange seconded the motion, and there being no comments from the Board or the public, Mr. Shoemaker was unanimously elected Chairman.

Mr. Lange nominated Mr. McHugh for the position of Vice-Chairman for calendar year 2017. Mr. Shoemaker seconded the motion, and there being no comments from the Board or the public, Mr. McHugh was unanimously elected Vice-Chairman.

Appointment of Township Officials

Mr. Shoemaker asked for a motion to appoint the Township Officials listed below.

- **Township Manager, Secretary, Open Records Officer:** David R. Burman
- **Chief of Police:** John M. Narcise
- **Treasurer and Finance Director:** Martin F. McKenzie
- **Public Works Director:** William R. Hagan
- **Sewer Department Manager:** William R. Hagan
- **Roadmaster:** James S. Stairs
- **Parks & Recreation Director:** Mary N. Hundt
- **Zoning Officer and Subdivision Officer:** Neil D. Vaughn
- **Building Code Official and 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.
- **Township Solicitor:** Vincent M. Pompo, Esq., Lamb McErlane, PC
- **Zoning Hearing Board Solicitor:** Stacey L. Fuller, Esq., Gawthrop Greenwood, PC
- **Deputy Open Records Officer:** Shanna P. Lodge
- **Representative to Valley Forge Sewer Authority:** David R. Burman

Mr. McHugh moved to appoint the aforementioned Township Officials. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Appointment of Members to Township Boards and Commissions

Mr. Shoemaker asked for a motion to appoint the Members listed below to respective Boards and Commissions.

- **Zoning Hearing Board:** Donald A. Mancini (3 years)
- **Planning Commission:** Gerald Bucaccio (4 years)
- **Historic Commission:** Marie Quinn Johnson (5 years)
- **Park & Recreation Board:** Kenneth W. Lehr (5 years)
- **Recycling Commission:** Mark Bem (2 years)
- **Recycling Commission:** Bruce Hartlein (2 years)
- **Recycling Commission:** Karl Malessa (2 years)
- **Open Space Review Board:** Michael Devine (5 years)
- **Open Space Review Board:** Ted Leisenring (5 years)
- **Land Conservancy Authority:** Ted Leisenring (5 years)
- **Paoli Library Board:** Kimberly McDonnell (3 years)
- **Vacancy Board:** Rita Reves (1 year)

Mr. McHugh moved to appoint the aforementioned Members. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Announcements

The Board of Supervisors met in Executive Session to discuss pending and potential litigation.

The Board of Supervisors seeks candidates to serve on the Planning Commission (1 vacancy) and the Malvern Library Board (1 vacancy). Interested residents should communicate their resume or CV to the Township Manager. Additional information will be posted on the Township's website.

Unfinished Business

None.

New Business

Mr. McHugh moved to approve the Board of Supervisors meeting minutes dated December 19, 2016. Mr. Lange seconded the motion. There were no comments from the Board or the public and the motion passed unanimously.

Mr. McHugh moved to approve the List of Disbursements and Interfund Transfers dated January 3, 2017. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Mr. McHugh moved to approve Resolution 1 of 2017, designating TD Bank as a depository for Township funds. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Mr. McHugh moved to approve Resolution 2 of 2017, designating Meridian Bank as a depository for Township funds. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Mr. McHugh moved to approve Resolution 3 of 2017, establishing Public Safety Areas for police, fire, and ambulance service. Mr. Shoemaker explained that no changes have been made to the Public Safety Areas for 2017. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Mr. Burman explained the fees to be set for the Township Engineers, Consultants, and Solicitor. Mr. McHugh moved to approve Resolution 4 of 2017, setting fees for the Township Engineers, Consultants, and Solicitor. Mr. Lange seconded the motion. Mike Kerr of 33 Stonehenge Lane asked if the fees would be published on the Township website. Mr. Burman responded that all the fees would be published on the website as a part of Resolution 4. There were no further comments from the Board or the public, the motion carried unanimously.

Mr. Shoemaker introduced and explained Resolution 5 of 2017, allowing the Township Manager to make certain disbursements between meetings, upon request of the Township Treasurer. Mr. McHugh moved to approve the Resolution. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Mr. McHugh moved to approve Resolution 6 of 2017, setting compensation for the members of the Zoning Hearing Board. Mr. Burman explained that the compensation would be \$40 per member per hearing, not to exceed \$560 per member during any given year. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Mr. McHugh moved to approve the appointment of the following Delegates to the PSATS Conference:

Delegate -	David R. Burman
Delegate -	George J. McHugh, IV
Delegate -	Neil D. Vaughn
Voting Delegate -	Martin F. McKenzie

Mike Kerr of 33 Stonehenge Lane inquired as to the location of the PSATS conference. The Conference takes place in Hershey, PA. Mr. Lange seconded the motion, and there being no further comments from the Board or the public, the motion carried unanimously.

Mr. McHugh moved to approve the Treasurer's Bond in the Amount of \$3,000,000. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Mr. McHugh moved to approve the Township Manager's Bond in the Amount of \$150,000. Mr. Lange seconded the motion, and there being no comments from the Board or the public, the motion carried unanimously.

Mr. McHugh moved that the three members of the Board of Supervisors waive their compensation for calendar year 2017. Mr. Shoemaker and Mr. Lange offered further explanation for the decision. Mr. Lange seconded the motion. Mike Kerr of 33 Stonehenge Lane thanked the Board for this gesture. There were no further comments from the Board or the public, and the motion passed unanimously.

Citizens' Comments

Peter Batchelor of 32 Laurel Circle inquired as to why his complaints regarding noise in his neighborhood have not resulted in enforcement under Willistown Township Code §93-1. He requested that the Police Department enforce. Mike Kerr asked why no other residents of the neighborhood were present to present the complaint regarding the noise issue.

Fred Haack of 486 King Road inquired about the status of the Police Building. The Board discussed this matter and explained the problems with the snow melt and HVAC systems.

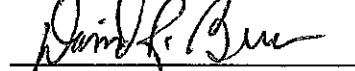
Next Meeting

The next regular meeting of the Board of Supervisors will be held on Monday, January 23, 2017 at 7:00 PM at 688 Sugartown Road.

Adjournment

There being no further business, Mr. Lange moved to adjourn the meeting. Mr. McHugh seconded the motion. There were no comments from the Board or the public and the meeting adjourned.

Respectfully submitted,



David R. Burrhan
Township Manager