

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS**  
Sugartown Elementary School, 611 Sugartown Road, Malvern, PA  
Annual Organization Meeting Agenda  
January 2, 2018 at 6:30 PM

**District Justice Thomas Tartaglio will administer the oaths of Office for newly elected officials at approximately 6:15 PM.**

1. Call to Order
2. Pledge of Allegiance to the Flag and Moment of Silence for Military Personnel
3. Organization of the Board of Supervisors *Public Comment Before Voting*
  - a. Motion to appoint a Supervisor as Temporary Chairman for Reorganization
  - b. Motion to appoint Chairman for calendar year 2018
  - c. Motion to appoint Vice-Chairman for calendar year 2018
4. Motion to Appoint Township Officials *Public Comment Before Voting*
  - Township Manager and Secretary: 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: L. Caroline O'Connor
  - Representative to Valley Forge Sewer Authority: David R. Burman
5. Motion to Appoint Township Boards and Commissions *Public Comment Before Voting*
  - Zoning Hearing Board: Thomas Flynn (3 years)
  - Planning Commission: Rita Reves (4 years)
  - Planning Commission: Frank Houser (4 years)
  - Historic Commission: Joseph Kerecman (5 years)
  - Park & Recreation Board: Brad Dehart (5 years)
  - Recycling Commission: Mark Bem (2 years)
  - Recycling Commission: Bruce Hartlein (2 years)
  - Recycling Commission: Karl Malessa (2 years)
  - UCC Board of Appeals: Dennis Howell (5 years)
  - UCC Board of Appeals: Mario Quattrochi (5 years)
  - Open Space Review Board: Nancy Moyer (5 years)
  - Land Conservancy Authority: George McHugh (5 years)
  - Bartram Bridge Commission: Tina Conn (2 years)
  - Bartram Bridge Commission: Eric Gerst (2 years)
  - Malvern Library Board: Priscilla Samuelson
  - Paoli Library Board: Johanna Pauciulo
  - Vacancy Board: Rita Reves (1 year)

**6. Unfinished Business**

**7. New Business - *Public Comment Before Voting on Each Item***

- a. Minutes of Board of Supervisors Special Meeting dated December 11, 2017
- b. Minutes of Board of Supervisors Regular Meeting dated December 18, 2017
- c. Disbursements and Interfund Transfers dated January 2, 2018
- d. Resolution 1 of 2018 – Designation of Depository (TD Bank)
- e. Resolution 2 of 2018 – Designation of Depository (Meridian Bank)
- f. Resolution 3 of 2018 – Establishing Public Safety Areas (for police, fire and ambulance service)
- g. Resolution 4 of 2018 – Setting Fees for Township Engineers, Consultants and Solicitor
- h. Resolution 5 of 2018 – Invoices and Disbursements Between Meetings
- i. Resolution 6 of 2018 – Appointment to the Zoning Hearing Board
- j. Resolution 7 of 2018 – Fee Schedule Update
- k. Appointment of Delegates to PSATS Conference:
  - Delegate                 Martin F. McKenzie
  - Delegate                 Neil D. Vaughn
  - Voting Delegate        David R. Burman
- l. Approval of Treasurer’s Bond in the Amount of \$3,000,000
- m. Approval of Township Manager’s Bond in the Amount of \$150,000
- n. Supervisors’ Compensation for 2018

**8. Announcements**

The Board will meet in Executive Session to discuss legal and personnel matters.

**9. Citizens’ Comments**

**10. Next Meeting**

Monday, January 22, 2018 at 7:00 PM in the Municipal Meeting Room at 688 Sugartown Road.  
**All Meetings Are Open to the General Public**

**11. Adjournment**