

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES
688 SUGARTOWN ROAD, MALVERN, PA
DECEMBER 18, 2017 AT 7:00 PM**

The Regular Meeting of the Willistown Township Board of Supervisors came to order at 7:00 PM. Supervisors William R. Shoemaker and George J. McHugh, IV were present. Also present were Township Manager David R. Burman, Chief of Police John M. Narcise, and Supervisor Elect Barbara L Handelin, whose attendance is noted for purposes of approving these minutes at next regular meeting.

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

Announcements

Mr. Shoemaker announced that the Board of Supervisors met in Executive Session following the meeting on November 27, 2017 to discuss legal and personnel matters.

New Business

Mr. McHugh moved to approve the Minutes of the meeting held November 27, 2017. Mr. Shoemaker seconded the motion in Mr. Lange's absence. There were no comments from the Board or the public, and the motion carried by a vote of 2-0.

Mr. McHugh moved to approve the list of disbursements and Interfund transfers dated December 18, 2017. Mr. Shoemaker seconded the motion in Mr. Lange's absence. There were no comments from the Board or the public, and the motion carried by a vote of 2-0.

Chief Narcise reported on recent activities of the Willistown Township Police Department, including but not limited to an investigation into a DUI crash in the Hunters Run Development. Mahala Renkey of Tulip Drive expressed appreciation for the service provided by the Police Department.

Mr. McHugh moved to approve the Software Sublicense and Products & Services Agreements with Dallas Data Systems, Inc. of Pottstown, PA for a new Accounting / Enterprise Resource Planning Package. Mr. Shoemaker seconded the motion in Mr. Lange's absence. Mr. Burman explained that Township staff had investigated several packages in recent years and had narrowed the field to two vendors. The two vendors visited the Township to present their systems to Township staff, including the Police Department. At the conclusion of the presentations, the majority felt more comfortable with the local firm: Dallas Data Systems, Inc. of Pottstown, PA. Not only did Dallas demonstrate a presence and familiarity with local governments in Pennsylvania, but the life cycle cost was less expensive than the competition. The Agreements include Board approval to expend \$30,000 in 2017 as a down payment for the package, with an additional \$130,000 to be expended in 2018, as included in the budget to be approved this evening. There were no further comments from the Board or the public, and the motion carried by a vote of 2-0.

Mr. McHugh moved to approve a professional services contract with AKRF, Inc. for a Site Assessment and Concept Plan for Phase I of the Greentree Park Stormwater Best Management Practices Project. Mr. Burman reported total cost of the contract is \$26,000, of which the Township will pay \$16,000. The remaining \$10,000 will be funded through a PECO Green Region grant which the Township received earlier this year. There were no further comments from the Board or the public, and the motion carried by a vote of 2-0.

Mr. Shoemaker introduced a public hearing for Conditional Use Application No. C-2-17, the Application of Thomas Warner for conditional use approval pursuant to §139-146(B) of the Willistown Township Code in order to permit a Garden Center use pursuant to the provisions of the Paoli Pike Corridor District. The property on which the Garden Center use is proposed consists of approximately ten acres identified as tax parcel #54-2-93, with an address of 391 Paoli Pike, Malvern, PA. The property is located in the RA Zoning District and Paoli Pike Corridor Overlay District. A court reporter was present and the transcript is on file in the Township offices. Mr. Burman reported that the Applicant was not present this evening but had indicated he was not yet prepared to present the Application and therefore the matter should be continued to a date certain. There were no public comments. At the conclusion of the public hearing, the Board continued the matter until February 26, 2018 at 7:00 PM, as part of the Board's regular meeting that evening.

After the public hearing, the Board engaged those in attendance in a discussion concerning the conditional use application process, in general. The following residents commented: Rob Rosend, Mahala Renkey, Bill Schnell, Ed Leibert, Tim Sterling, Roman Fedirka, Deirdre Blackburn, Mark Cristaldi, and Mahala Renkey.

Mr. McHugh moved to approve Resolution 26 of 2017, establishing 2018 Sewer Rates with no increase from the prior year. Mr. Shoemaker seconded the motion in Mr. Lange's absence. There were no comments from the Board or the public, and the motion carried by a vote of 2-0.

Mr. McHugh moved to approve Resolution 27 of 2017, establishing 2018 Real Estate Tax Millage with no increase from the prior year. Mr. Shoemaker seconded the motion in Mr. Lange's absence. There were no comments from the Board or the public, and the motion carried by a vote of 2-0.

Mr. McHugh moved to approve Resolution 28 of 2017, adopting the 2018 Capital and Operating Budget reflecting expenditures in the amount of \$12,836,923 across all funds. Mr. Shoemaker seconded the motion in Mr. Lange's absence. There were no comments from the Board or the public, and the motion carried by a vote of 2-0.

Mr. McHugh moved to approve Resolution 29 of 2017, appropriating funds to meet unbudgeted expenditures. Mr. Shoemaker seconded the motion in Mr. Lange's absence. There were no comments from the Board or the public, and the motion carried by a vote of 2-0.

Mr. McHugh moved to approve Resolution 30 of 2017, authorizing the transfer of certain unencumbered balances. The Resolution includes authorization to transfer \$500,000 from the General Fund to the Capital Reserve Fund; \$250,000 from the General Fund to the OPEB Trust Fund; and, \$150,000 from the General Fund to the Police Pension Fund. Mr. Shoemaker seconded the motion in Mr. Lange's absence. There were no comments from the Board or the public, and the motion carried by a vote of 2-0.

Mr. McHugh moved to approve Resolution 31 of 2017, authorizing an Interfund loan in the amount of \$539,185 from the General Fund to the Valley Forge Sewer Fund, relative to amounts owing to Tredyffrin Township for the emergency rehabilitation of the Valley Creek Trunk Sewer. Mr. Shoemaker seconded the motion in Mr. Lange's absence. Mahala Renkey of Tulip Drive inquired about the timing of Willistown's understanding of the amounts due and owing. Mr. McHugh responded that the Township had been aware of the liability. Mr. Shoemaker expressed a preference for an Interfund Loan, rather than an Intermunicipal Loan. There were no further comments from the Board or the public, and the motion carried by a vote of 2-0.

Mr. Burman advised the Board the Toll Brothers had submitted a Request for the final release of financial security on all three phases of the Applebrook Meadows Development. Mr. Burman reported that the Township Engineer had issued detailed comments in a review letter for each phase, and that Toll had yet to complete all work necessary to achieve a final release. In light of the deadlines established under the Pennsylvania Municipalities Planning Code, Mr. Burman recommended the Board give consideration to denying the Request(s) at this time, pending completion of all outstanding items and resubmission of the final Request(s). Mr. McHugh moved to deny or reject the Requests of Toll Brothers, Inc. on Phases 1, 2, and 3 of the Applebrook Meadows Development, pending completion of all outstanding items addressed in Mike Conrad's three letters, all dated December 6, 2017. Mr. Shoemaker seconded the motion in Mr. Lange's absence. Mahala Renkey of Tulip Drive expressed concerns with certain landscaping provided by Toll to satisfy particular residents of the Applebrook Meadows Development. Mr. Shoemaker explained that only those improvements shown on the approved Subdivision and Land Development Plans and required as part of the bonded work, could be considered when reviewing Toll's request. There were no further comments from the Board or the public, and the motion carried by a vote of 2-0, with a general degree of approval from the residents in attendance at the meeting.

Citizens' Comments

Mahala Renkey of Tulip Drive inquired with regard to a speed sign recently installed on Line Road. Chief Narcise explained the purpose of the speed sign.

Mr. Burman read into the record the following note from Supervisor Lange, who could not be present this evening:

"I wanted Dave to read this at our last Supervisor meeting of 2017. As you can see, I am not here.

I want to thank George McHugh for his time as one of our Township Supervisors. It was a pleasure working and getting to know him. I found George always to be on top of the issues, and could be counted on for insightful comments on these issues that cut through all the B.S.

I really liked that George made his points and never belabored them, something I strive to do also.

Know that he did a great job as one of our Supervisors. He was and is dedicated to making Willistown a better place to live.

And after all, that is why the three of us are here working for the Township.

Again, thank you George --- and go Penn State.

Fondly,
Bob Lange"

Next Meeting

The next regular meeting of the Board of Supervisors will be held on Monday, January 2, 2018 at 6:30 PM in the cafeteria of the Sugartown Elementary School, 611 Sugartown Road.

Adjournment

There being no further business, the meeting adjourned.

Respectfully submitted,



David R. Burman
Secretary