

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES
SUGARTOWN ELEMENTARY SCHOOL
611 SUGARTOWN ROAD, MALVERN, PA
JANUARY 2, 2018 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, William R. Shoemaker, and Barbara L. Handelin were present. Also present were Township Manager David R. Burman, Chief of Police John M. Narcise, Finance Director and Emergency Management Coordinator Martin F. McKenzie, Zoning Officer Neil D. Vaughn, Parks and Recreation Director Mary N. Hundt, Public Works Laborer / Equipment Operator / Deputy Emergency Management Coordinator Joe Hires, and Public Works Laborer / Equipment Operator Ray Urbach.

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

Organization of Board of Supervisors

Mr. Shoemaker nominated Mr. Lange as Temporary Chairman for electing a Chairman and Vice-Chairman for calendar year 2018. Ms. Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Mr. Shoemaker nominated Mr. Lange for the position of Chairman for calendar year 2018. Ms. Handelin seconded the motion. There were no comments from the Board or the public and the Board unanimously elected Mr. Lange Chairman for calendar year 2018.

Ms. Handelin nominated Mr. Shoemaker for the position of Vice-Chairman for calendar year 2018. Mr. Lange seconded the motion. There were no comments from the Board or the public and the Board unanimously elected Mr. Shoemaker Vice-Chairman for calendar year 2018.

Appointment of Township Officials

Mr. Shoemaker moved to appoint the Township Officials listed below.

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| • 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 |
| • Open Records Officer: | David R. Burman |
| • Deputy Open Records Officer: | L. Caroline O'Connor |
| • Representative to Valley Forge Sewer Authority: | David R. Burman |
| • Traffic Engineer: | Michael W. Schneider, P.E., Pennoni Associates |

Ms. Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Appointment of Members to Township Boards and Commissions

Mr. Shoemaker moved to appoint the individuals listed below to respective Boards and Commissions.

- **Zoning Hearing Board:** Thomas Flynn (3 years)
- **Planning Commission:** Rita Reves (4 years)
- **Planning Commission:** Frank Houder (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)

Ms. Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

Unfinished Business

None.

New Business

Mr. Shoemaker moved to approve the minutes of the Board of Supervisors special meeting held December 11, 2017. Ms. Handelin seconded the motion. There were no comments from the Board or the public and the motion passed unanimously.

Mr. Shoemaker moved to approve the Board of Supervisors meeting minutes dated December 18, 2017. Ms. Handelin 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 Disbursements and Interfund Transfers dated January 2, 2018. Ms. Handelin seconded the motion. There were no comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 1 of 2018, designating TD Bank as a depository for Township funds. Ms. Handelin seconded the motion. There were no comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 2 of 2018, designating Meridian Bank as a depository for Township funds. Ms. Handelin seconded the motion. There were no comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 3 of 2018, establishing Public Safety Areas for police, fire, and ambulance service. Ms. Handelin seconded the motion. Betsy Allinson of Wistar Road asked for further clarification. Mr. Shoemaker explained that this Resolution establishes the response areas for each of our volunteer fire companies, ambulance services, and police department. It is required by the County each year and no changes have been made to the Public Safety Areas for 2018. There were no further comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 4 of 2018, updating the fee schedule and setting reimbursement rates for Township Consultants. Ms. Handelin seconded the motion. There were no comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 5 of 2018, authorizing the Township Manager to make certain disbursements between meetings, upon request of the Township Treasurer. Ms. Handelin seconded the motion. There were no comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved to approve Resolution 6 of 2018, re-appointing Thomas Flynn to the Zoning Hearing Board. Mr. Burman explained that the Pennsylvania Municipalities Planning Code requires the appointment of Zoning Hearing Board members by Resolution. Ms. Handelin 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 7 of 2018, setting compensation for the members of the Zoning Hearing Board at \$40 per member per hearing, not to exceed \$560 per member during any given year. Mr. Handelin seconded the motion. Mr. Burman explained that this Resolution reestablishes the compensation that the Board authorized in 2017. There were no further comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved to appoint the following Delegates to the PSATS Conference:

- Delegate Barbara L. Handelin
- Delegate Martin F. McKenzie
- Delegate Neil D. Vaughn
- Voting Delegate David R. Burman

Ms. Handelin seconded the motion. There were no comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved to approve the Treasurer’s Bond in the Amount of \$3,000,000. Ms. Handelin seconded the motion. There were no comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved to approve the Township Manager’s Bond in the Amount of \$150,000. Ms. Handelin seconded the motion. There were no comments from the Board or the public and the motion carried unanimously.

Mr. Shoemaker moved that the three members of the Board of Supervisors waive their compensation for calendar year 2018. After a brief discussion, Mr. Shoemaker amended his motion to move that only Mrs. Shoemaker and Lange waive their compensation for calendar year 2018. Mr. Lange seconded the motion. There were no further comments from the Board or the public, and the motion carried unanimously.

Announcements

Mr. Lange announced that the Board of Supervisors will meet in Executive Session immediately following this meeting to discuss personnel and legal matters.

Citizens' Comments

Brian Evert of Paoli Pike inquired as to whether the Township could deposit funds in a local bank. Mr. Shoemaker advised that the Township could do so at any point in the year. The Board asked Mr. Burman to investigate.

Mike Kerr of Stonehenge inquired with regard to consultant fees. Mr. Burman indicated that there had been no change in the hourly rates for any Township Consultant between 2017 and 2018.

Betsy Allinson of Wistar Road asked whether there would be a Police Report this evening. Chief Narcise reported that the Board typically did not receive a Police Report at the Organization Meeting.

Mike Kerr of Stonehenge commented with regard to the cold weather and its impact on crime rates.

Next Meeting

The next regular meeting of the Board of Supervisors will be held on Monday, January 22, 2018 at 7:00 PM at 688 Sugartown Road.

Adjournment

There being no further business, the meeting adjourned.

Respectfully submitted,



David R. Burman
Township Manager