

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES  
688 SUGARTOWN ROAD, MALVERN, PA  
MONDAY, DECEMBER 3, 2018 AT 7:00 PM**

The Regular Meeting of the Willistown Township Board of Supervisors came to order at 7:00 PM. Supervisors Robert T. Lange, William R. Shoemaker, and Barbara L. Handelin were present. Also present were Township Manager David R. Burman, Chief John M. Narcise, and Lieutenant Robert P. Klinger.

Mr. Burman led the Pledge of Allegiance to the Flag and a moment of silence for military personnel.

**Announcements**

Supervisor Lange announced the following:

The Board of Supervisors will hold a Special Meeting on December 10, 2018 at 7:00 PM in the cafeteria of the Sugartown Elementary School to consider a Resolution authorizing the Execution of a Wastewater Conveyance Agreement and authorizing incidental action to be taken by specified officers of the Township, and any other matters that may come before the Board. *(Editor's note: the meeting was subsequently readvertised for General Wayne Elementary school, due to a scheduling conflict at Sugartown).*

**New Business**

Supervisor Shoemaker moved to approve the minutes of the meeting held November 7, 2018, which were tabled for approval at the last meeting. Supervisor Lange seconded the motion, as Supervisor Handelin was absent from that meeting. There were no comments from the Board or the public, and the motion carried by a vote of 2-0, with one abstention.

Supervisor Handelin moved to approve the minutes of the meeting held November 19, 2018. Supervisor Shoemaker seconded the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

Supervisor Shoemaker moved to approve the list of expenditures and interfund transfers dated December 3, 2018. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried by a vote of 3-0.

**Police Report**

Chief Narcise and Lieutenant Klinger reported on recent activities of the Police Department, including a charitable fundraiser in which the Willistown Police Association has taken the lead among many municipal police departments throughout Chester County.

Lieutenant Klinger reported that the home firearms safety class will take place this Thursday from 6 PM to 8 PM in the Township meeting room.

Lieutenant Klinger also reported on the progress in establishing pool of candidates to replace those officers who will be retiring in 2019. There were 28 Applicants. Physical Agility tests were held last weekend and only 11 Applicants passed the test. Written exams are scheduled for November 28<sup>th</sup>. The entire process should be completed by late February or early March. Chief Narcise expressed concern for the number of candidates. He is concerned that no women or minorities passed the physical agility test. The Board asked for more information about the test. Chief Narcise reported that the Township utilizes standards established by the Pennsylvania Municipal Police Officers' Education & Training Commission, including gender and age based markers. Lieutenant Klinger explained the methods used for advertising the positions, including the Daily Local News and web based job posting boards like [www.monster.com](http://www.monster.com).

## **Public Hearing**

Supervisor Lange introduced consideration of Conditional Use Application No. C-4-18, the Application of Deerfield Knoll HOA for conditional use approval in order to modify a condition of a previous Conditional Use Decision and Order dated September 24, 1985 (Application No. C-2-85) to eliminate the requirement that the HOA maintain an escrow account to secure the performance of certain maintenance obligations within the community. The property consists of one parcel known as tax parcel #54-8-5.1, with an address of 1 Hedgerow Lane, West Chester, PA 19380. The property is located in the RU Zoning District with M-6 and PHC Overlays. A court reporter was present to record the proceedings, and a transcript of the testimony is on file in the Township offices. During the hearing, Rick Kiewel testified in his capacity of President of the Deerfield Knoll HOA. The Board and Township Manager asked several questions of Mr. Kiewel. There were no comments from the public. At the conclusion of the hearing, Supervisor Shoemaker moved to approve the Application, pending issuance of a formal Decision & Order of the Board which would be issued within 45-days. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried unanimously.

## **Citizens' Comments**

Mahala Renkey of Tulip Drive commented with regard to the drainage / stream that runs parallel to Paoli Pike adjacent to Joanna Drive, Bryn Mawr Rehabilitation Hospital, and Applebrook Meadows. Mr. Burman reported that the Township maintains the area in the Right-of-Way of Joanna Drive, which is owned by the Township. The area adjacent to Paoli Pike would be maintained by PennDOT and/or the abutting landowners.

Laura Lynn Jones of Cohassatt Lane expressed safety concerns about the intersection of West Chester Pike and Stoneham Drive. According to the resident, more vehicles are making U-turns at that intersection as a result of the left-hand turn prohibition at Dutton Mill Road and West Chester Pike. Chief Narcise and the Board of Supervisors explained that, as a result of the Township's efforts, PennDOT has authorized the installation of a left turn arrow at this intersection. The new equipment has been ordered and it is expected to be installed by year-end. The resident stated that there was some debris in the middle of the intersection, apparently from a recent crash. Mr. Burman will notify PennDOT.

Sandi Richards of Old Covered Bridge Road stated that she is confused by the fact that the Township's budget for fire service is so much lower than the budget for police service. Supervisor Shoemaker explained the history of volunteer firefighting in the Township. The Board discussed the challenges with the volunteer fire service today. Supervisor Shoemaker also explained that Willistown, along with nearby municipalities, contributes to four independent volunteer fire companies. The combination of that municipal support goes to the same purpose. The resident also inquired about the use of Township vehicles as take-home vehicles. Supervisor Shoemaker reported that the 2019 budget does not include "take-home" vehicles for employees other than those who are on call 24-hours per day, 7-days per week.

Amy Brady of Old Covered Bridge Road inquired about the Township's proposed budget for, among other things, earned income tax. Supervisor Shoemaker explained that the Township budgets conservatively for revenue, to avoid an over-reliance on a single revenue stream.

Marie Kania of Sagewood Drive inquired about the year-to-year fluctuation in costs for Information Technology. Supervisors Shoemaker and Handelin explained that the Township purchased a new accounting/ERP package in 2018, resulting in a spike in costs for that year.

Brian Evarts of Paoli Pike expressed his opinion that this year's budget document is an improvement over that of previous years. He stated that an itemized list of everything in the budget would be nice to see

next year. Supervisor Shoemaker reported that the Board reviews the same level of detail provided in the budget document and every two weeks the Board reviews, approves, and signs the checks.

Denise VanValkenburgh inquired about the sale of the Valley Creek Trunk Sewer. Supervisor Lange briefly explained the matter and invited residents to attend the special meeting on December 10<sup>th</sup>.

Brian Evarts asked about the Township's planning processes. The Board discussed the Township's processes with regard to the Comprehensive Plan, which is scheduled to be updated in 2021, and various other planning efforts.

Michelle Legnini of Grubb Road asked whether any savings could be achieved if the Township were to modify the voting process. The Board explained that the Township is not responsible for elections and, therefore, there is nothing in the Township's budget for this function.

Fred Haack of King Road expressed concerns about the signage along First Avenue. Chief Narcise reported that he would have Traffic Officer Bills review this matter.

#### **Next Meeting**

The next meeting of the Board of Supervisors is a Special Meeting scheduled for Monday, December 10, 2018 at 7:00 PM at Sugartown Elementary School.

The next Regular Meeting of the Board of Supervisors is scheduled for Monday, December 17, 2018 at 7:00 PM at 688 Sugartown Road.

#### **Adjournment**

Seeing no further business, the meeting adjourned.

Sincerely,



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David R. Burman, Secretary