

**WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES
SUGARTOWN ELEMENTARY SCHOOL
688 SUGARTOWN ROAD, MALVERN, PA
JANUARY 7, 2019 AT 7:00 PM**

The Annual Organization Meeting of the Willistown Township Board of Supervisors came to order at 7:00 PM. Supervisors William R. Shoemaker and Barbara L. Handelin were present. Also present were Township Manager David R. Burman and Police Lieutenant Robert P. Klinger.

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

Organization of Board of Supervisors

Supervisor Handelin nominated Supervisor Shoemaker as Temporary Chairman for the purpose of electing a Chairman and Vice-Chairman for calendar year 2019. Supervisor Shoemaker seconded the motion in Supervisor Lange's absence. Mike Kerr of Stonehenge Lane inquired as to the duration of the Temporary Chairman's position. Mr. Shoemaker explained that the Temporary Chairman would hold the position only until a Chairman was elected by the Board at this meeting. There were no further comments from the Board or the public, and the motion carried by a vote of 2-0.

Supervisor Shoemaker nominated Supervisor Lange for the position of Chairman for calendar year 2019. The nomination failed to receive a second.

Supervisor Handelin nominated Supervisor Shoemaker for the position of Chairman for calendar year 2019. Supervisor Shoemaker explained that the Board of Supervisors legally must appoint a chairman during the Organization Meeting on the first Monday of the year that is not a holiday. Otherwise, Supervisor Shoemaker explained, the Township could not function. Supervisor Shoemaker, therefore, seconded and accepted the nomination. Lisa Bennett, Sarah Coxe Lange, and Missy Schwartz expressed support for the election of Supervisor Lange to Chairman. In general, these three residents were impressed by Supervisor Lange's years of service and contributions to the Township. They expressed concern for the fairness of electing a Chairman in Supervisor Lange's absence. Mike Fernandez of McKinley Avenue requested an explanation of what is happening. Supervisor Shoemaker again explained that this is merely a nomination for Chairman for the year, and that Supervisor Lange would continue to serve as a Supervisor regardless of who is elected Chairman. Supervisor Shoemaker further explained that the Township would virtually shut down if the Supervisors failed to elect a Chairman at this meeting. Supervisor Handelin, in response to questions about why she would not second the nomination of Supervisor Lange, responded that the Chairman has no greater authority than any other Supervisor, beyond leading the meeting. Supervisor Handelin further indicated that she prefers the manner in which Supervisor Shoemaker conducts meetings. There were no further comments from the Board or the public, and the motion carried by a vote of 2-0.

Supervisor Shoemaker nominated Supervisor Lange for the position of Vice-Chairman for calendar year 2019. Supervisor Handelin seconded the motion. There were no comments from the Board or the public and the Board elected Supervisor Lange to the position of Vice-Chairman for calendar year 2019.

Appointment of Township Officials

Supervisor Handelin moved to appoint the Township Officials listed below.

- **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
- **Deputy Roadmaster:** Steven Jameison
- **Parks & Recreation Director:** Mary N. Hundt
- **Zoning Officer and Subdivision Officer:** Daniel E. Malloy, P.E.
- **Building Code Official:** Edward J. Tiernan
- **Deputy Zoning Officer:** L. Caroline O'Connor
- **Township Engineer:** Michael R. Conrad, P.E., Yerkes Associates
- **Sanitary Sewer Engineer:** William N. Malin, P.E., Carroll Engineering Corp.
- **Traffic Engineer:** Michael W. Schneider, P.E., Pennoni
- **Township Solicitor:** Vincent M. Pompo, Esq., Lamb McErlane, PC
- **Zoning Hearing Board Solicitor:** Stacey L. Fuller, Esq., Gawthrop Greenwood, PC
- **Open Records Officer:** L. Caroline O'Connor
- **Deputy Open Records Officer:** David R. Burman
- **Representative to Valley Forge Sewer Authority:** David R. Burman

Supervisor Shoemaker seconded the motion in Supervisor Lange's absence. There were no comments from the Board or the public, and the motion carried unanimously.

Appointment of Members to Township Boards and Commissions

Supervisor Shoemaker announced that this matter would be tabled.

New Business

Supervisor Handelin moved to approve the minutes of the Board of Supervisors regular meeting held December 17, 2018. Supervisor Shoemaker seconded the motion in Supervisor Lange's absence. There were no comments from the Board or the public and the motion passed by a vote of 2-0.

Supervisor Handelin indicated that she has read, reviewed, and verified the List of Disbursements and Interfund Transfers dated January 7, 2019, and therefore moved the List's approval. Supervisor Shoemaker seconded the motion in Supervisor Lange's absence. Mike Kerr of Stonehenge Lane commented about the invoice for the Long Lane sewer repairs. Supervisor Shoemaker reported that the Township retained funds on the contract. There were no further comments from the Board or the public and the motion passed by a vote of 2-0.

Supervisor Handelin moved to approve Resolution 1 of 2019, designating TD Bank as a depository for Township funds. Supervisor Shoemaker seconded the motion. There were no comments from the Board or the public and the motion carried by a vote of 2-0.

Supervisor Handelin moved to approve Resolution 2 of 2019, appointing the firm of Maillie to replace the elected auditors for the completion of the Township's audit as of December 31, 2018. Supervisor Shoemaker seconded the motion. There were no comments from the Board or the public and the motion carried by a vote of 2-0.

Supervisor Handelin moved to appoint the following Delegates to the PSATS Conference:

Voting Delegate	Barbara L. Handelin
Delegate	Martin F. McKenzie
Delegate	Caroline L. O'Connor

Supervisor Shoemaker seconded the motion. There were no comments from the Board or the public and the motion carried by a vote of 2-0.

Supervisor Handelin moved to approve the Treasurer's Bond in the Amount of \$3,000,000. Supervisor Shoemaker seconded the motion. Mike Kerr of Stonehenge Lane, Doug Tiebohl of Long Lane, and Mike Fernandez of McKinley Avenue commented on the motion. Mr. Burman explained the methodology for determining the value of the bond, indicating that the cost would be a few thousand dollars per year. There were no further comments from the Board or the public and the motion carried by a vote of 2-0.

Supervisor Handelin moved to approve the Township Manager's Bond in the Amount of \$150,000. Supervisor Shoemaker seconded the motion. Mr. Burman explained that the value of the Manager's bond is established in the Pennsylvania Second Class Township Code. There were no further comments from the Board or the public and the motion carried by a vote of 2-0.

Supervisor Shoemaker moved that the three members of the Board of Supervisors waive their compensation for calendar year 2019, subject to the Township Manager's report that Supervisor Lange had verbally agreed to the waiver of compensation. Supervisor Handelin seconded the motion. There were no comments from the Board or the public and the motion carried by a vote of 2-0.

Supervisor Handelin moved to issue a Decision & Order in the matter of Conditional Use Application No. C-4-18, the Application of Deerfield Knoll HOA for conditional use approval 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. Supervisor Shoemaker reported that the Board had approved the application on December 3, 2018, subject to the issuance of this Decision & Order. Supervisor Shoemaker seconded the motion and read the following conditions into the record:

1. The Applicant is granted an amendment to the Conditional Use Decision and Order No. C-2-85, to eliminate the requirement that the Applicant maintain an escrow account to secure the performance of certain maintenance obligations within the community.
2. The Applicant's approval shall be subject to compliance with all terms and provisions of the Zoning Ordinance, and all other Township Ordinances and Regulations, and in addition to the applicable regulations of government agencies.
3. Any future change to Conditional Use Decision and Order No. C-2-85 as set forth in the testimony and the exhibits made a part of the record and of this Decision and Order shall require further approval as may be required by Willistown Township.
4. Nothing contained in this decision and order shall be construed to abrogate or limit the obligation of the Applicant to seek and obtain approval of the subdivision plan, allowing conveyance of the Property.
5. The Applicant shall express to the Board in writing within fourteen (14) days of the date of this Decision and Order, its agreement to the above conditions or the Application is denied; the Board expressly finding and concluding that the Application

in the absence of compliance with the said conditions is inconsistent with the objective criteria set forth in the applicable provisions of the Zoning Ordinance.

There were no comments from the Board or the public, and the motion carried by a vote of 2-0.

Announcements

None.

Citizens' Comments

The Board of Supervisors engaged in an open dialogue concerning the Township's communications systems, in general, and relative to the recent problems with the sanitary sewer system in the vicinity of Long Lane and McKinley Avenue, in particular. The following residents commented during the dialogue and provided several valuable suggestions regarding Township communications: Doug Tiebohl of Long Lane, Mike Fernandez of McKinley Avenue, Missy Schwarts of Laurel Circle, Dawn Giroux of McKinley Avenue, Denise VanValkenburgh of Lloyd Avenue, and Brian St. Clair of Marlin Drive. At the conclusion of the discussion, it was agreed that Mr. Burman would research the various options to leverage technology and improve the Township's communication with residents.

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