



WILLISTOWN TOWNSHIP
Board of Supervisors Meeting
March 23, 2026
7:00 p.m.

Agenda

LOCATION: General Wayne Elementary School, 20 Devon Road, Malvern, PA 19355

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE FLAG

C. ANNOUNCEMENTS

1. The Board of Supervisors met in Executive Session on March 23 regarding legal matters

D. POLICE DEPARTMENT ANNUAL AWARDS NIGHT PRESENTATION

E. REGULAR BUSINESS ITEMS

1. Approve the minutes for the meeting of March 9, 2026
2. Approve the list of expenditures dated March 20, 2026
3. Sewer Update
4. Appointments
 - a. Motion to appoint Caitlin Sullivan the Representative to the Valley Forge Sewer Authority
 - b. Motion to appoint Matt McCarry to the Agricultural Security Area Advisory Committee
 - c. Motion to appoint Bob Lange to the Open Space Review Board unexpired term ending 12/31/28
5. Resolution
 - a. Resolution 11 of 2026 – Designation of Signatory for DVRPC Grant Reimbursement Agreement
6. Advertisement
 - a. Motion to authorize advertisement of Ordinance 1-2026 to amend Chapter 139 of the Township Zoning Code adding new standards for surface land uses affiliated with transmission pipelines
 - b. Motion to authorize advertisement of Ordinance 2-2026 to amend Chapter 139 of the Township Zoning Code adding new standards for the keeping of poultry
 - c. Motion to authorize advertisement of Ordinance 3-2026 to amend Chapter 139 of the Township Zoning Code and Chapter 73 of the Township Environmental Protection Code for additions regarding use provisions, sign provisions, parcel yield calculations, conservation plan requirements, and stormwater management agreements

7. Building & Planning
 - a. S-02-24: Christ Memorial Church – Lot line change to combine two parcels into one parcel

F. OLD BUSINESS ITEMS

1. Building & Planning
 - a. Motion to adopt Conditional Use Decision and Order – Willistown Senior Apartments, LLC, C-02-25

G. DISCUSSION/ACTION ITEMS

1. Motion to ratify emergency purchase approval of Station 3 Grinder Pump in the amount of \$33,916.51

H. PUBLIC COMMENT

I. ADJOURNMENT

1. Next Regular Meeting: Monday, April 13, 2026, Willistown Township Administration Building, 688 Sugartown Road, Malvern



WILLISTOWN TOWNSHIP

Willistown Board of Supervisors Meeting

March 9, 2026

7:00 PM

Minutes

LOCATION: Willistown Township Administration Building, 688 Sugartown Road, Malvern

Members Present:

Supervisor Molly H.B. Perrin, Chair; Supervisor Matthew McCarry, Vice Chair, Supervisor William R. Shoemaker

Township Representatives Present:

Township Manager Shanna Lodge, Secretary; Max O'Keefe, Solicitor; Jeffrey Heim, Chief of Police; Susan D'Amore, Office Administrator

A. CALL TO ORDER

Supervisor Perrin called the meeting to order at 7:03 pm.

B. PLEDGE OF ALLEGIANCE

Supervisor Perrin led the Pledge of Allegiance followed by a moment of silence to honor PA State Police Corporal, Timothy J. O'Connor who was killed in the line of duty.

Manager Lodge requested an amendment to the agenda to add the motion to award the 2026-2028 Grounds Maintenance Contract.

MOTION: To amend the agenda to add: *Discussion/Action Item #6: To award the 2026-2028 Grounds Maintenance Contract to Charlestown Landscaping* (Shoemaker, McCarry)

COMMENTS: None.

ACTION: Passed: 3-0

C. ANNOUNCEMENTS

Supervisor Perrin announced that the Board met in an executive session on March 9 regarding legal matters.

D. REGULAR BUSINESS ITEMS

1. MOTION: To approve the minutes for the special hearing meeting of February 26, 2026. (Shoemaker, McCarry)

COMMENTS: None.

ACTION: Passed, 3-0.

2. MOTION: To approve the minutes for the regular meeting of February 26, 2026. (Shoemaker, McCarry)

COMMENTS: None.

ACTION: Passed, 3-0

3. Expenditures

MOTION: To approve the list of expenditures dated March 6, 2026. (Shoemaker, McCarry)

COMMENTS:

Julie Frissora, no address stated. Ms. Frissora inquired about expenditure categories Capital Project Sewer and Valley Forge Sewer. She asked for clarity on how expenditures get categorized as capital or to a specific category and regarding approvals. Manager Lodge replied that it is project dependent. She continued that the staff reviews these expenses and the Board signs the checks. Since projects are pre-budgeted, categories are determined by the budgetary line item assigned to the project.

ACTION: Passed, 3-0

4. Police Report

Chief Heim expressed deep sympathy for the tragic loss of PA State Police Corporal, Timothy J. O'Connor who was shot and killed in the line of duty during a routine traffic stop. The Department offered their support as this was a sad day for law enforcement. Chief Heim said that the ongoing support from the residents and Board is appreciated.

5. Advertisements

- a. MOTION: To advertise a request for bids for Police Building HVAC Replacement (Shoemaker, McCarry)

COMMENTS:

Chief Heim explained that an engineer has been working with the Police and Public Works Departments to design plans for the HVAC project. The chief noted that the Police Department has been without HVAC control for over a year. Advertisement approval ensures that the project can be expedited after the final review is complete.

ACTION: Passed, 3-0

E. OLD BUSINESS

None.

F. DISCUSSION/ACTION ITEMS

1. Supervisor Perrin explained that the Township has been working with the Great Valley Community Organization (GVCO), along with other Townships for the past several years. The GVCO programs serve both children and adults throughout.

Tom Curran, Board Chairman of the GVCO highlighted new programs that were added since presenting to the Board in May. Mr. Curran explained that the current programs are funded through registration fees. However, there are many free programs and facility costs that cannot be funded through registration fees. He also provided a financial summary and explained how Willistown's contribution will be used. Other funding has included RACP grants, financing loans and numerous donations from Townships and donors.

Supervisor McCarry thanked the GVCO for all they do for Willistown families. He spoke about the RACP grant. Supervisor McCarry noted that with their experience now with the RACP grants, GVCO should consider its merit if there is a future opportunity to apply.

Supervisor Perrin personally thanked GVCO noting her own family's use of the programs.

Joe Heenan, no address stated. Mr. Heenan thanked the GVCO and noted that it is a terrific community asset. Mr. Heenan inquired regarding grant funding. Mr. Curran replied and noted the phased construction of the GVCO building project. Mr. Heenan asked for clarity on what the motion being considered by the Board was and the donation amount. Manager Lodge explained that the Board has been asked for \$300,000. They've donated \$100,000 to date. The current motion is the 2nd consideration to donate. Mr. Heenan asked if the Board would consider committing to \$300,000 if he offered a \$100,000 match. Supervisor Perrin thanked Mr. Heenan for the offer; however, this is not the current motion before the Board. Supervisor Shoemaker said that it would be taken under serious advisement if Mr. Heenan were to commit. Mr. Heenan stated that he is willing to commit. The Board noted that a serious commitment would need to be considered at a future meeting.

MOTION: To authorize a contribution of \$100,000 to the Great Valley Community Organization. (Shoemaker/McCarry).

COMMENT: None.

ACTION: Passed, 3-0

2. **MOTION:** To approve the purchase of a spare pump for Dovecote Pump Station in the amount of \$9,110.00 (Shoemaker/McCarry)

COMMENTS: None.

ACTION: Passed, 3-0

3. MOTION: To approve Mill Park, Use Agreement between Chester Valley Little League and Willistown Township and authorize Township Manager to execute Agreement (Shoemaker/McCarry)

COMMENTS: None.

ACTION: Passed, 3-0

4. MOTION: To approve Landowner Agreement with Chester Ridley Crum Watersheds Association for Okehocking Preserve (Shoemaker/McCarry)

COMMENTS: Manager Lodge explained that this agreement allows the CRC to install and expand native plantings at the Okehocking Preserve.

ACTION: Passed, 3-0

5. MOTION: To approve Landowner Agreement with Chester Ridley Crum Watersheds Association for Serpentine Preserve (Shoemaker/McCarry)

COMMENTS: Manager Lodge explained that this agreement allows the CRC to install and expand native plantings at the Serpentine Preserve.

ACTION: Passed, 3-0

6. MOTION: To award the 2026-2028 Grounds Maintenance Contract to Charlestown Landscaping (Shoemaker/McCarry)

COMMENTS: Manager Lodge explained that there were 6 contractors that attended the bid walk, 4 of which submitted bids. Township staff reviewed the bids and recommended awarding the contract to the lowest bidder, Charlestown Landscaping, in the amount of \$161,112.

Mike Kerr, Stonehenge. Mr. Kerr asked for the lowest bid to be repeated. Supervisor Shoemaker responded.

ACTION: Passed, 3-0

G. PUBLIC COMMENT

Mike Boldin, 702 Whispering Brooke Drive. Mr. Boldin extended his thanks to the GVCO and said that the Parks and Recreation Board frequently discusses and appreciates their programs.

Ed Davidson, 9 Oak Tree Lane. Mr. Davidson inquired about the Township switching to a single hauler for trash and recycling. He explained that in addition to the many trash cans on the streets throughout the week, a single hauler would have more accountability to the Township and would ensure that residents have more efficient and reliable service. He also suggested that quarterly costs for residents would decrease. Discussion from Supervisor Perrin and Manager Lodge followed regarding a past residential survey that revealed some residents did not want to limit themselves to a single hauler. Mr. Davidson stated that information should be shared with the public to help educate residents on the benefits.

Mike Kerr, Stonehenge. Mr. Kerr asked the Chief to remind all in attendance of the annual presentation of the Police awards taking place during the next Board meeting on March 23 at the General Wayne Elementary School.

Susan Peterman, no address stated. Ms. Peterman stated that she looks forward to the upcoming circulation study to improve the area's walkability and promote community. As a native New Yorker, she is used to having accessibility to walking. However, as a resident in Paoli, she finds walking is hazardous for pedestrians. Supervisor Shoemaker commented that there will be community workshops to gather important input. Manager Lodge added that information will be soon forth coming via the Township website and Willistown Crier publication. An interactive survey map will also be available to allow respondents for specific area feedback. Manager Perrin stated that she was encouraged after attending the recent circulation study steering committee kick-off meeting. She thanked Ms. Peterman for her input.

Amee Feager, 2 Callery Way. Ms. Feager stated that she supported the comments made by Ms. Peterman. She explained that she experiences firsthand the amount of traffic on Paoli Pike and the difficulty there is allowing 4 feet of clearance to cyclists and pedestrians. Ms. Feager is passionate about allowing a safe space for people to walk. She also expressed thanks to the GVCO.

Dan Ratliff, 42 Stonehenge Lane. Mr. Ratliff stated that Willistown is an excellent place to raise a family. He explained, however, that he feels that it is difficult to navigate. He shared a personal experience of a bicycle accident. He supports making the community more accessible and safer. Manager Lodge reiterated to attendees that they look to participate in the interactive map survey or attend the circulation study community workshops. She stated that the consultant that the Township hired is excellent, and she feels confident that a feasible plan will result from community input.

Dave Betancourt, 494 East King Road. Mr. Betancourt explained that he appreciates the small-town experience. However, he feels that it is too dangerous for him and his family to walk in the neighborhood. He looks forward to the research produced by the circulation study.

Mike Kerr, Stonehenge. Mr. Kerr asked if there was an update on the 3 Sisters Farm walking trail. Supervisor Shoemaker, referring to the Kestrel Hill Preserve, replied that there was no update available from the Township, and suggested Mr. Kerr contact the Willistown Conservation Trust.

H. ADJOURNMENT

Seeing no further business, the meeting adjourned at 7:52 pm.

Next Meeting: March 23, 2026, at the General Wayne Elementary School, 20 Devon Road, Malvern, 7:00 p.m.

Respectfully submitted,

Shanna Lodge
Township Secretary

**Willistown Township
List of Expenditures
March 20, 2026**

Fund

Expenditures (A/P & Wires)

General Fund	\$228,102.45
Open Space Fund	\$2,430.35
Penns Preserve Sewer Fund	\$9,473.53
Valley Forge Sewer Fund	\$83,298.95
Valley Forge Sewer Fund - Capital	\$34,399.69
Agency Escrow Fund	\$48,533.33
Low Pressure Sewer Fund	-
Bartram Bridge Fund	-
Capital Reserve Fund	\$50,073.54
Storm Water Infrastructure Fund	-
Operating Reserve Fund	-
State Liquid Fuels Fund	\$13,962.16
Payroll Fund	\$25,147.67
Municipal Pension Fund	-
Municipal Life Insurance Fund	-
Police Pension Fund	-
Police Hospitalization Fund	-
	<hr/>
Total	<u><u>\$495,421.67</u></u>

Bank Transfers to/from Pension Funds

Approved:

Molly H.B. Perrin

Matthew McCarry

William R. Shoemaker

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Period	Invoice Amount
03/26	03/19/2026	12497	99997	GLENN JOHNSON	031026	326	138.00
Total :							138.00
AGENCY ESCROW FUND ACCOUNT							
03/26	03/19/2026	2626	132889	DANIEL HIGGINS	031626	326	48,533.33
Total AGENCY ESCROW FUND ACCOUNT:							48,533.33
CAPITAL PROJECTS - SEWER							
03/26	03/19/2026	12507	133198	JWC ENVIRONMENTAL INC	125112	326	34,399.69
Total CAPITAL PROJECTS - SEWER:							34,399.69
CAPITAL RESERVE ACCOUNT							
03/26	03/19/2026	12477	132890	BLUESCOPE CONSTRUCTION INC	24660E-12	326	18,070.56
03/26	03/19/2026	12504	1929	INTERCON TRUCK EQUIPMENT INC.	1119532-IN	326	11,568.00
03/26	03/19/2026	12509	133120	KEYSTONE ENGINEERING GROUP IN	2600491	326	18,000.00
03/26	03/19/2026	12514	133213	MARTARANO ENGINEERING INC	05295	326	2,434.98
Total CAPITAL RESERVE ACCOUNT:							50,073.54
GENERAL FUND							
03/26	03/19/2026	12468	16	21ST CENTURY MEDIA-PHILLY CLUST	2791751	326	457.32
03/26	03/19/2026	12468	16	21ST CENTURY MEDIA-PHILLY CLUST	2792658	326	752.10
03/26	03/19/2026	12468	16	21ST CENTURY MEDIA-PHILLY CLUST	2795078	326	124.28
03/26	03/19/2026	12468	16	21ST CENTURY MEDIA-PHILLY CLUST	2798081	326	63.09
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	327.80
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	1,358.91
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	423.72
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	86.19
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	86.19
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	629.19
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	120.67
03/26	03/19/2026	12470	10	AQUA PA	233054522602	326	24.45
03/26	03/19/2026	12470	10	AQUA PA	242134042602	326	125.66
03/26	03/19/2026	12472	985	ASSOCIATED TRUCK PARTS	07P20755	326	186.94
03/26	03/19/2026	12473	131903	AT&T MOBILITY	287286167456X03082026	326	613.96
03/26	03/19/2026	12474	131903	AT&T MOBILITY	287289482596X03082026	326	206.10
03/26	03/19/2026	12475	132363	BARRY STRUBE III	031326	326	500.00
03/26	03/19/2026	12476	131886	BLUE360 MEDIA LLC	IN2512276599	326	119.95
03/26	03/19/2026	12478	133201	BOWMAN CONSULTING GROUP LTD	545446	326	5,341.13
03/26	03/19/2026	12479	133234	CAITLIN COFFIN	031126	326	252.30
03/26	03/19/2026	12480	128200	CARROLL ENGINEERING INC.	251743	326	588.00
03/26	03/19/2026	12480	128200	CARROLL ENGINEERING INC.	251846	326	323.00
03/26	03/19/2026	12482	126586	CHESTER COUNTY TREASURER	MS5426A001478	326	28.63
03/26	03/19/2026	12482	126586	CHESTER COUNTY TREASURER	MS5426A001480	326	24.59
03/26	03/19/2026	12483	131706	COLLIFLOWER INC	02936655	326	212.61
03/26	03/19/2026	12483	131706	COLLIFLOWER INC	02936660	326	102.23
03/26	03/19/2026	12484	2031	COMCAST CABLE	022226	326	162.76
03/26	03/19/2026	12485	2031	COMCAST CABLE	022826	326	329.85
03/26	03/19/2026	12486	2031	COMCAST CABLE	030826	326	150.75
03/26	03/19/2026	12487	1016	COMMONWEALTH OF PA	031626	326	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Period	Invoice Amount
03/26	03/19/2026	12488	132325	CONCORDVILLE CLEANERS LLC	41297	326	805.40
03/26	03/19/2026	12490	110524	DUDA ACTUARIAL CONSULTING INC	051220796	326	3,000.00
03/26	03/19/2026	12490	110524	DUDA ACTUARIAL CONSULTING INC	051220797	326	1,200.00
03/26	03/19/2026	12491	1722	ELEANOR J. SCHWANDT RMR	021626	326	747.25
03/26	03/19/2026	12491	1722	ELEANOR J. SCHWANDT RMR	030226	326	578.50
03/26	03/19/2026	12492	130840	EXETER SUPPLY CO. INC.	374251	326	641.40
03/26	03/19/2026	12493	127526	FISHER & SON	0000296173-IN	326	323.00
03/26	03/19/2026	12494	133100	FUSIONSITE PENNSYLVANIA LLC	PA42266	326	203.00
03/26	03/19/2026	12494	133100	FUSIONSITE PENNSYLVANIA LLC	PA42267	326	203.00
03/26	03/19/2026	12494	133100	FUSIONSITE PENNSYLVANIA LLC	PA42268	326	203.00
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088067	326	143.50
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088069	326	927.00
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088070	326	650.50
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088071	326	3,239.00
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088072	326	398.50
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088074	326	410.00
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088078	326	615.00
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088079	326	458.50
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088080	326	166.00
03/26	03/19/2026	12495	120	GAWTHROP GREENWOOD PC	222088081	326	267.50
03/26	03/19/2026	12496	131919	GEN DIGITAL INC	10010673996	326	413.52
03/26	03/19/2026	12498	132941	GREAT VALLEY COMMUNITY ORGANI	031226	326	100,000.00
03/26	03/19/2026	12499	133200	GREATAMERICA FINANCIAL SERVICE	41423149	326	436.87
03/26	03/19/2026	12500	129262	H.A. DEHART & SON INC.	X101040451:01	326	149.27
03/26	03/19/2026	12501	133236	HEATHER HASTINGS	031826	326	40.03
03/26	03/19/2026	12501	133236	HEATHER HASTINGS	031826	326	163.85
03/26	03/19/2026	12501	133236	HEATHER HASTINGS	031826	326	10.78
03/26	03/19/2026	12502	132495	HEIDELBERG MATERIALS NORTHEAS	4803622	326	161.76
03/26	03/19/2026	12502	132495	HEIDELBERG MATERIALS NORTHEAS	4803985	326	168.50
03/26	03/19/2026	12502	132495	HEIDELBERG MATERIALS NORTHEAS	4804337	326	160.08
03/26	03/19/2026	12503	132866	HERBERT ROWLAND & GRUBIC INC	204744	326	2,485.00
03/26	03/19/2026	12503	132866	HERBERT ROWLAND & GRUBIC INC	204745	326	13,553.75
03/26	03/19/2026	12505	2132	J C EHRlich	667582C	326	90.33
03/26	03/19/2026	12505	2132	J C EHRlich	667582C	326	125.00
03/26	03/19/2026	12506	131704	JOHNSON CONTROLS	1-137380067066	326	776.50
03/26	03/19/2026	12508	132898	KAUFFMAN GAS INC	30289	326	1,551.95
03/26	03/19/2026	12510	522	LAMB MCERLANE PC	392617	326	662.50
03/26	03/19/2026	12510	522	LAMB MCERLANE PC	392781	326	7,708.01
03/26	03/19/2026	12510	522	LAMB MCERLANE PC	392788	326	1,021.25
03/26	03/19/2026	12510	522	LAMB MCERLANE PC	392789	326	161.25
03/26	03/19/2026	12511	133224	LASER AMMO USA INC	57023	326	8,100.79
03/26	03/19/2026	12513	131826	MAIN LINE HEALTH OCCUPATIONAL	204049	326	42.00
03/26	03/19/2026	12513	131826	MAIN LINE HEALTH OCCUPATIONAL	204052	326	100.00
03/26	03/19/2026	12515	131922	MULCH & MORE	17585	326	156.00
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2167143	326	133.37
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2167143	326	133.36
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2168883	326	352.60
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2168886	326	1,277.47
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2168886	326	666.87
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2168886	326	44.15
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2168886	326	59.69
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170777	326	15.46
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170778	326	874.56
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170778	326	456.53
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170778	326	30.22
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170778	326	40.87

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Period	Invoice Amount
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170779	326	141.82
03/26	03/19/2026	12518	2056	PSATS	INV-191724-S9C3	326	70.00
03/26	03/19/2026	12519	133225	RTS TACTICAL	INV4026	326	11,816.76
03/26	03/19/2026	12520	133063	STEFANIE HERON BIRL	031726	326	395.00
03/26	03/19/2026	12521	131280	TP TRAILERS INC	497888	326	3,281.34
03/26	03/19/2026	12522	132324	UNITED INSPECTION AGENCY INC	13148	326	1,535.00
03/26	03/19/2026	12522	132324	UNITED INSPECTION AGENCY INC	13512A	326	745.00
03/26	03/19/2026	12523	8	VERIZON	030826	326	54.66
03/26	03/19/2026	12525	132131	VERIZON	022826	326	181.40
03/26	03/19/2026	12526	110299	VERIZON WIRELESS	6137480770	326	91.45
03/26	03/19/2026	12528	131677	WB MASON CO. INC.	259827178	326	137.94
03/26	03/19/2026	12528	131677	WB MASON CO. INC.	260317130	326	137.94
03/26	03/19/2026	12528	131677	WB MASON CO. INC.	CM4428785	326	36.00-
03/26	03/19/2026	12528	131677	WB MASON CO. INC.	CM4432030	326	149.07-
03/26	03/19/2026	12528	131677	WB MASON CO. INC.	CM4493440	326	12.00-
03/26	03/19/2026	12528	131677	WB MASON CO. INC.	CM4493441	326	6.00-
03/26	03/19/2026	12528	131677	WB MASON CO. INC.	CM4493443	326	24.00-
03/26	03/19/2026	12529	129401	WIGGINS SHREDDING INC	126612	326	116.07
03/26	03/19/2026	12530	132459	WINDLES WATER WORKS INC	49672	326	120.00
03/26	03/19/2026	20260325	131941	ADP LLC	715460554	326	709.80 M
03/26	03/19/2026	20260326	131917	BENEFIT DESIGN SPECIALISTS	031226	326	40.00 M
03/26	03/19/2026	20260326	131917	BENEFIT DESIGN SPECIALISTS	031226	326	153.24 M
03/26	03/19/2026	20260327	131917	BENEFIT DESIGN SPECIALISTS	030526	326	569.89 M
03/26	03/19/2026	20260330	131949	CHASE PAYMENT TECH	63411362602	326	296.39 M
03/26	03/19/2026	20260331	243	INDEPENDENCE BLUE CROSS	750159897435	326	479.80 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	1,392.78 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	317.44 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	507.55 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	418.74 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	325.00 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	1,602.31 M
03/26	03/19/2026	20260333	131897	PITNEY BOWES BANK INC PURCHAS	031526	326	1,009.75 M
03/26	03/19/2026	20260335	1157	PECO	1638006292602A	326	608.18 M
03/26	03/19/2026	20260336	1157	PECO	0364507912603	326	2,033.28 M
03/26	03/19/2026	20260338	1157	PECO	0171168602603	326	1,486.18 M
03/26	03/19/2026	20260341	1157	PECO	1191685842603	326	40.13 M
03/26	03/19/2026	20260345	1157	PECO	1278874262603	326	536.50 M
03/26	03/19/2026	20260347	1157	PECO	60407641052603	326	66.37 M
03/26	03/19/2026	20260348	1157	PECO	60430152072603	326	47.25 M
03/26	03/19/2026	20260349	131752	AMTRUST NORTH AMERICA	031226	326	25,450.00 M
Total GENERAL FUND:							227,964.45
OPEN SPACE							
03/26	03/19/2026	12510	522	LAMB MCERLANE PC	393890	326	2,430.35
Total OPEN SPACE:							2,430.35
PAYROLL FUND							
03/26	03/19/2026	1243	129073	CITADEL FEDERAL CREDIT UNION	202605	326	510.00
03/26	03/19/2026	20260322	130877	ASCENSUS TRUST	202605	326	17,447.17 M
03/26	03/19/2026	20260322	130877	ASCENSUS TRUST	202605	326	1,525.59 M
03/26	03/19/2026	20260323	125627	AXA EQUITABLE LIFE	202605	326	201.35 M
03/26	03/19/2026	20260324	133041	PNC INSTITUTIONAL ASSET MANAGE	202605	326	5,463.56 M

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Period	Invoice Amount
Total PAYROLL FUND:							25,147.67
PENNS PRESERVE SEWER REVENUE							
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	1.29
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	12.29
03/26	03/19/2026	12470	10	AQUA PA	191283572602	326	22.72
03/26	03/19/2026	12470	10	AQUA PA	566283242602	326	22.72
03/26	03/19/2026	12481	133104	CASELLE LLC	INV-17389	326	125.85
03/26	03/19/2026	12489	131789	DELAWARE RIVER BASIN COMMISSIO	262599	326	802.00
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2168883	326	7.86
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170777	326	.34
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170779	326	3.16
03/26	03/19/2026	12524	132131	VERIZON	02282026	326	103.96
03/26	03/19/2026	12527	133223	W G MALDEN	25698	326	848.75
03/26	03/19/2026	12531	46	YERKES ASSOCIATES INC	260162	326	800.00
03/26	03/19/2026	12531	46	YERKES ASSOCIATES INC	260175	326	1,525.00
03/26	03/19/2026	12531	46	YERKES ASSOCIATES INC	260176	326	4,246.00
03/26	03/19/2026	20260328	131949	CHASE PAYMENT TECH	63411352602	326	203.25 M
03/26	03/19/2026	20260329	131949	CHASE PAYMENT TECH	63499632602	326	2.52 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	6.91 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	50.83 M
03/26	03/19/2026	20260334	1157	PECO	0169524712602	326	688.08 M
Total PENNS PRESERVE SEWER REVENUE:							9,473.53
STATE LIQUID FUELS ACCOUNT							
03/26	03/19/2026	2161	127498	CHEMICAL EQUIPMENT LABS	7134577	326	1,514.50
03/26	03/19/2026	2161	127498	CHEMICAL EQUIPMENT LABS	7134579	326	1,488.88
03/26	03/19/2026	2161	127498	CHEMICAL EQUIPMENT LABS	7134820	326	1,479.62
03/26	03/19/2026	2161	127498	CHEMICAL EQUIPMENT LABS	7134915	326	1,579.26
03/26	03/19/2026	2161	127498	CHEMICAL EQUIPMENT LABS	7134916	326	1,531.58
03/26	03/19/2026	2161	127498	CHEMICAL EQUIPMENT LABS	7134917	326	1,528.02
03/26	03/19/2026	2161	127498	CHEMICAL EQUIPMENT LABS	7134918	326	1,493.86
03/26	03/19/2026	2162	1157	PECO ENERGY	24156990002602A	326	851.08
03/26	03/19/2026	2162	1157	PECO ENERGY	6157972222602A	326	2,495.36
Total STATE LIQUID FUELS ACCOUNT:							13,962.16
VALLEY FORGE SEWER FUND							
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	14.22
03/26	03/19/2026	12469	125172	ALLIED ADMINISTRATORS	202604	326	134.23
03/26	03/19/2026	12470	10	AQUA PA	183171332602	326	22.72
03/26	03/19/2026	12470	10	AQUA PA	183172672602	326	22.72
03/26	03/19/2026	12470	10	AQUA PA	243013322602	326	66.22
03/26	03/19/2026	12471	132034	AQUA PA VVW	2025-08	326	62,736.57
03/26	03/19/2026	12480	128200	CARROLL ENGINEERING INC.	251741	326	546.00
03/26	03/19/2026	12480	128200	CARROLL ENGINEERING INC.	251742	326	1,067.00
03/26	03/19/2026	12480	128200	CARROLL ENGINEERING INC.	251750	326	590.00
03/26	03/19/2026	12480	128200	CARROLL ENGINEERING INC.	251840	326	484.50
03/26	03/19/2026	12480	128200	CARROLL ENGINEERING INC.	251841	326	791.00
03/26	03/19/2026	12481	133104	CASELLE LLC	INV-17389	326	1,374.15
03/26	03/19/2026	12483	131706	COLLIFLOWER INC	02925852	326	1,281.58
03/26	03/19/2026	12512	132757	LENNI ELECTRIC CORP	260243	326	196.00
03/26	03/19/2026	12512	132757	LENNI ELECTRIC CORP	260244	326	196.00
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2168883	326	85.86

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Period	Invoice Amount
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170777	326	3.76
03/26	03/19/2026	12516	126565	PETROLEUM TRADERS CORP	2170779	326	34.54
03/26	03/19/2026	12517	129700	PIPE DATA VIEW SERVICES LLC	24981	326	5,800.00
03/26	03/19/2026	12523	8	VERIZON	022626	326	104.38
03/26	03/19/2026	20260328	131949	CHASE PAYMENT TECH	63411352602	326	2,219.27 M
03/26	03/19/2026	20260329	131949	CHASE PAYMENT TECH	63499632602	326	27.48 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	554.67 M
03/26	03/19/2026	20260332	125629	NATIONWIDE FINANCIAL	202605	326	75.38 M
03/26	03/19/2026	20260337	1157	PECO	0169979792603	326	2,508.99 M
03/26	03/19/2026	20260339	1157	PECO	0183156712603	326	191.06 M
03/26	03/19/2026	20260340	1157	PECO	0365718792603	326	646.66 M
03/26	03/19/2026	20260342	1157	PECO	1248115082603	326	627.06 M
03/26	03/19/2026	20260343	1157	PECO	1248115702603	326	785.05 M
03/26	03/19/2026	20260344	1157	PECO	1278800422603	326	50.82 M
03/26	03/19/2026	20260346	1157	PECO	1301829622603	326	61.06 M
Total VALLEY FORGE SEWER FUND:							83,298.95
Grand Totals:							<u>495,421.67</u>

Date: _____

Treasurer: _____

Report Criteria:

Report type: GL detail



*Board of Supervisors of Willistown Township
Chester County*

688 Sugartown Road, Malvern, PA 19355
Phone: 610.647.5300 Fax: 610.647.8156

DATE: March 18, 2026

TO: Willistown Township Board of Supervisors

CC: Shanna Lodge, Township Manager

FROM: Bill Hagan, Jr., Director of Public Works

RE: Willistown Sewer Report 3/23/2026

Sewer Televising

All documentation has been collected and submitted for grant reimbursement for the Sewer Televising Project. We will update when funds are received.

Sewer Repairs 2025

After months of postponement due to weather the lining portion of the 2025 Sewer repairs was completed the week of March 16, 2026. Following this will be manhole lining and final restoration for properties affected by main replacement.

Station 4 Pump Station

We are in receipt of the new grinder equipment, as well as the new pump for Station 4. Municipal Maintenance will be out Thursday March 19, 2026, to install the new grinder equipment. Once the grinder is installed our Sewer Crew will pull the ABS pump from the wet well and replace it with the new Sulzer Pump. The ABS pump will then be cleaned up and left in the station to act as the spare.

Sewer Repairs 2026

A preconstruction meeting was held Tuesday March 17, 2026, with Township staff, Carroll Engineering, and Doli. Doli will start getting submittals to us for processing. We are planning to begin this work in Mid April.

Dovecote Pump Station

As the thaw started to take place after our harshest winter months our Sewer Foreman noticed a severe uptick in pump run cycles at Dovecote Pump Station. Utilizing our remote monitoring capabilities of our OmniSite Unit at the station he noticed pump cycles went from 6 or 7 times a day to running upwards of 22 times a day. This immediately signaled significant infiltration, and we scheduled to televise the line. After narrowing down the run affected, we televised and realized we had major infiltration at the saddle for the external drop to the manhole leading to the wet well. We quickly had Pipe Data View come in to patch the line from the inside, seal up the existing external drop from the inside of the manhole, and install a new internal drop. After completion we immediately saw pump cycles drop back down to normal range.

Also, in relation to Dovecote, we have sourced a supplier for the pump brand we currently have at Dovecote and have placed an order for a replacement pump. This Pentair Hydromatic Pump came in well within budget.

Station 5

The influent sampler stopped working at the Station. A vendor came on Wednesday March 1, 2026, to repair it. As the sampler we have is no longer in production and parts are difficult to source, we will look to budget the replacement for next year.

OmniSite

OmniSite units are being installed in the week of March 16, 2026, at Stations 1-4, Jaffrey, and Appletree.

Station 3 Grinder

Friday March 13, 2026, our Sewer Forman noticed during Station checks the grinder at Station 3 was not functioning properly. When the crew pulled the grinder, they noticed the one side of the cam cutter assembly was no longer operational. Cleaning and repair attempts were not successful. As this is our biggest station this situation is emergent. We have asked the Board for authorization to move on this purchase.

Sewer System Administrator

After a long search, the Township has officially brought on a Sewer System Administrator to the Township Staff. Caitlin Sullivan joined the team as Sewer System Administrator on Monday, March 16. She comes to Willistown from Newtown Township where she served as Director of Operations of the Municipal Authority. Prior to that Caitlin was the Treasurer at Ridley Township and worked in the finance department for the Delaware County District Attorney's Office.

Given Caitlin's experience both with wastewater and in municipal finance, the position was adjusted from a part-time contracted position to a full-time employee. The position will also incorporate most of the responsibilities of the Sewer Controller.

**WILLISTOWN TOWNSHIP,
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 11 OF 2026

**A RESOLUTION TO DESIGNATE THE TOWNSHIP MANAGER
AS AUTHORIZED SIGNATORY FOR REIMBURSEMENT AGREEMENT**

WHEREAS, the Township Board of Supervisors deems it to be in the best interest of the Township to designate the Township Manger as authorized signatory for the DVRPC Grant reimbursement agreement for the Garrett Mill Road Bridge Project.

Be it RESOLVED, the Garrett Mill Road Bridge Project has been awarded retroactive Federal Funding through the Department of Transportation in the amount of \$620,800.00 for the final design and construction of the project completion.

Be it FURTHER RESOLVED, Willistown Township Board of Supervisors does hereby designate Shanna Lodge, Township Manager, as the official to execute the Reimbursement Agreement RAS R26060010 and all documents and agreements between Willistown Township and PennDOT for this project.

RESOLVED THIS 23rd day of March 2026.

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**

Molly H.B. Perrin, Chair

Matthew V. McCarry, Vice Chair

ATTEST

Susan D'Amore, Assistant Secretary

William R. Shoemaker, Member



*Board of Supervisors of Willistown Township
Chester County*

688 Sugartown Road, Malvern, PA 19355
Phone: 610.647.5300 Email: planning@willistown.pa.us

DATE: March 20, 2026
TO: Board of Supervisors
FROM: Caroline O'Connor, Director of Planning & Zoning
RE: S-02-24: Christ Memorial Church, Line Road
 Lot Line Change

Christ Memorial Church owns three parcels on the northeast side of the intersection of Line Road and Paoli Pike. One of the lots is vacant or unimproved. The existing church and parking facilities are currently straddling the lot line between the remaining two lots. The Church had approached the Township to install additional improvements on one of the lots. Because these two parcels are being used as one parcel, the Township could not determine accurate conditions of the lots in terms of setbacks and coverage amounts. The Township then requested the Church perform a lot consolidation for these two parcels.

The Church's application is for a simple lot consolidation of two parcels into one parcel. The revised lot consolidation plan was reviewed by the Township's engineer (see Yerkes review letter dated March 12, 2026). There are some minor comments in the review letter, where a bit more detail is requested to be added to the plans. I spoke with the Church's engineer, who informed me that they have no issue adding these features to the plan.

The Church is requesting two waivers: 1) a waiver from the requirement to produce a conservation plan; and 2) a waiver from the requirement to produce a construction plan. Due to the nature of this application, I have no objection to the granting of these waivers, should the Board desire to do so.

Thank you,

Caroline O'Connor
Director of Planning & Zoning

March 12, 2026

Willistown Township
688 Sugartown Road
Malvern, PA 19355

Re: Christ Memorial Lutheran Church (CMLC) - 89 Line Rd
Lot Line Change Plan Review

Attn: Planning Commission Members:

The following plan prepared by Nave Newell has been submitted for review:

Lot Consolidation Plan – Sheet 1 of 1, dated November 12, 2025.

Also provided:

February 24, 2026 Plan Submission and Plan Review Response Letter prepared by
Betty Ryberg, Trustee of CMLC.

March 3, 2026 Planning Module Waiver Approval Letter from PADEP

The Church tract consists of approximately 6.51 acres (gross) (combined UPI Parcels #54-2-59 and #54-2-60.1) located on the northeastern corner of the Line Road intersection with Paoli Pike (S.R. 2014) and is situated within the RA District and the Paoli Pike Corridor Overlay District. The plan designates the Parcels as Existing Lot 1 and Existing Lot 2.

Existing Lot 1, consisting of UPI #54-2-60.1 and noted as 2.986 acres (gross), contains a portion of the Church building, a pavilion, a portion of the parking lot area, a concrete pad, and a section of the existing Buckeye Pipeline right-of-way area.

Existing Lot 2, consisting of UPI #54-2-59 and noted as 3.523 acres (gross), contains a portion of the Church building, an accessory building, a playground area, the main parking lot area, a well, and a section of the existing Buckeye Pipeline right-of-way area. Traders Run, a tributary to Ridley Creek, crosses the eastern corner of Lot 2.

The Subdivision / Land Development Application indicates that the purpose of the plan submission is to combine / consolidate the two parcels and notes that no cutting of trees and no new building is proposed at this time.

The following comments, numbered as they appeared in our previous letter of August 2, 2024, are offered for consideration (resolved comments have been removed and new comments are noted as such):

Chapter 139 - Zoning

1. Section 139-98: For the consolidated parcels, the plan should note the number and indicate the location of the existing handicapped accessible parking spaces.

Chapter 123 – Subdivision and Land Development

2. Sections 123-17.B.1.e and B.2.c: The plans should note the current owners of the adjoining

parcels and include the metes and bounds description of the boundary line to be extinguished between parcels UPI #54-2-59 and #54-2-60.1.

4. Sections 123-17.B.2.d and .e: The plan should include a key map for locating the site. The plan should also identify and indicate the location of the Paoli Pike Corridor Zoning Overlay District Boundary (located 450 feet north and south of a line parallel to the Paoli Pike center line).
5. Sections 123-17.B.2.j and 18.B.2.b: The plan should include bearings and distances to identify the location of the Paoli Pike right-of-way line and the Line Road right-of-way line.
6. Sections 123-17.B.2.j: The plan needs to indicate the location of sanitary sewer facilities, storm sewer lines, and water courses within and adjoining the parcel.

Chapter 73 – Environmental Protection

7. (new comment) Section 73-11.l and Article XII Riparian Buffer Area (RBA) Conservation District -
The RBA Conservation District consists of all of the following areas:
 - a) One hundred feet on either side of perennial and intermittent streams and ponds as well as land adjacent to watercourses that drain greater than 15 acres;
 - b) All of the floodplain plus an additional 50 feet of adjacent land;
 - c) All of a wetland greater than 20,000 square feet in area plus an additional 50 feet of adjacent land.

Zone 1 is the land within 25 feet of the water body or wetland and shall include any contiguous area of slopes in excess of 15 percent and Zone 2 is the remainder of the RBA. The plan needs to indicate the location of the RBA Conservation District.

General Comments

11. A new deed description for the consolidated parcels will need to be prepared for recording following final plan approval.

Plan approval is recommended once the above comments have been satisfactorily addressed. Please contact our office if you have any questions concerning this plan review.

Sincerely,
YERKES ASSOCIATES, INC.



Michael Conrad, P.E.



Board of Supervisors of Willistown Township
Chester County

688 Sugartown Road
(610) 647-5300

Malvern, PA 19355
Fax (610) 647-8156

DATE: March 18, 2026

TO: Willistown Township Board of Supervisors

CC: Shanna Lodge, Township Manager

FROM: Bill Hagan, Jr., Director of Public Works

RE: Grinder Replacement Station 3

The Public Works Department is seeking official ratification from the Board of Supervisors for the purchase of a Muffin Monster Grinder for Station 3. As discussed in the sewer report, the grinder at Station 3 has failed. Upon discovery on March 13, 2026, our Sewer Foreman and I first tried to clean and return the grinder to operation. These attempts failed. At that point, understanding the lead time would be 4 to 5 weeks from experience with a recent grinder purchase, we moved quickly to obtain pricing and advise the Township Manager of the situation. After discussion with members of the Board, it was determined the order was emergent and we executed the quote and purchase order. The following quote was obtained by JWC Environmental for the equipment.

JWC Environmental	COSTARS #391-243	Grinder, Motor, Reducer	\$33,916.51
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Station 3 is our biggest pump station, lifting more than 10 million gallons of sewage per month. The grinder is a vital component, breaking down normal and foreign objects conveyed into the wet well via the sewer mains. This prevents these objects from entering the pumps directly without being broken down. This prolongs pump operation life and helps prevent pump failures resulting from objects impeding the impeller. This also reduces wear on the impeller itself. We have seen firsthand the damage not having an operational grinder in other stations has had on the life of the pumps, and it is a necessity to replace this piece of equipment.