



WILLISTOWN TOWNSHIP
Willistown Wastewater Authority Advisory Committee
Thursday, February 19, 2026
4:00 PM

Minutes

LOCATION: Township Building, 688 Sugartown Road, Malvern, PA 19355

Members Present: Phil Mayer, Chair; Bill Lordan, Vice Chair; Matt McCarry, Secretary; Bill Rubert.

Members Absent: Nick Vastardis

Township Representatives Present: Shanna Lodge, Township Manager; Max O'Keefe, Township Counsel.

A. CALL TO ORDER

Mr. Mayer called the meeting to order at 4:01 p.m.

B. ANNOUNCEMENTS

Mr. Mayer mentioned that an executive session regarding personnel will be held at the conclusion of the public meeting.

C. APPROVAL OF MINUTES

MOTION: To approve the Minutes for the regular meeting of January 15, 2026.
(Rubert/Lordan)

Mr. Mayer noted that Mr. Lordan called the meeting to order.

ACTION: PASSED 4-0 with amendment.

D. OLD BUSINESS

1. Operation and Management Agreement-Final Committee Comments

The committee provided additional edits to the Operation and Management Agreement working document. Ms. Lodge to accept redline changes and send out a clean version. Mr. O'Keefe indicated that there should be further review into how easements and right-of-ways are conveyed and how it has been done previously.

2. Debt Service Agreement-Final Committee Comments

The committee agreed to have the numbers in the Debt Service Agreement based on March 31st, 2026.

3. Articles of Incorporation-Final Committee Comments

The committee briefly reviewed the latest version of the Articles of Incorporation.

4. Ordinance-Final Committee Comments

The committee briefly reviewed the latest version of the Ordinance document.

5. Draft Committee Final Report

The committee went line-by-line for additional commentary on the latest version of the Final Report. Mr. Lordan suggested that Mr. Hagan should review the Final Report document for his input. Ms. Lodge will share it with him for any feedback. Additionally, Ms. Lodge will add to the Staffing and Staff Resources section, which will be discussed at the next meeting.

6. Timing for Report to Board of Supervisors

The draft documents will go to the Board of Supervisors for review as soon as they are recommended from the committee. Also, the current plan is that the committee's documents will be on the Board of Supervisors' agenda for their April 13th meeting for consideration.

E. NEW BUSINESS

1. Any Other Business

No other business was added to the agenda.

F. PUBLIC COMMENT

Michael Boldin - 702 Whispering Brooke Drive, Newtown Square

Mr. Boldin asked if there was an update on the sewer administrator position. Ms. Lodge indicated that there was no update to share at this time. Also, Mr. Boldin discussed rate setting methodology and mentioned that it will be important to understand the current approach and for the future Authority members to review the methodology.

G. EXECUTIVE SESSION

An executive session regarding personnel was held at the conclusion of the public meeting.

H. ADJOURNMENT

Seeing no further business, the meeting adjourned at 5:50 p.m. (Rubert/McCarry)

Next Meeting: March 19th, 2026 at 4:00pm at the Township Building.

Respectfully Submitted,

Matt McCarry, Secretary