



WILLISTOWN TOWNSHIP
Willistown Board of Supervisors Meeting
January 5, 2026
7:00 PM
Minutes

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

Members Present:

Supervisors Molly H.B. Perrin, William R. Shoemaker, Matthew McCarry

Absent: None.

Township Representatives Present:

Township Manager Shanna Lodge, Secretary; Vincent Pompo, Solicitor; Jeffrey Heim, Chief of Police; Stephen Jones, Lieutenant; Susan D'Amore, Office Administrator

A. CALL TO ORDER

Supervisor Perrin called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

Supervisor Perrin led the Pledge of Allegiance followed by a moment of silence.

C. ADMINISTRATION OF THE OATH OF OFFICE

The Honorable Mackenzie W. Smith, Judge of the Court of Common Pleas administered the Oath of Office for newly elected Township Officials:

1. Matthew V. McCarry, Willistown Township Supervisor
2. Vanessa Babinecz, Tax Collector
3. Frank Martinsky, Auditor

D. REORGANIZATION

1. Appointment of Temporary Chair for reorganization

MOTION: To appoint Supervisor Perrin as Temporary Chair for the purpose of electing officers for 2026. (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0

2. Appointment of Chair of Board of Supervisors

MOTION: To appoint Supervisor Perrin as Chair for calendar year 2026. (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0

3. Appointment of Vice Chair of Board of Supervisors

MOTION: To appoint Supervisor McCarry as Vice Chair for calendar year 2026.
(Perrin/Shoemaker)

COMMENTS: None.

ACTION: PASSED, 3-0

E. APPOINTMENTS

MOTION: To appoint the following Township Officials (Shoemaker/Perrin)

Township Officials

- | | |
|--|---|
| 1. Township Manager & Secretary: | Shanna Lodge |
| 2. Chief of Police: | Jeffrey Heim |
| 3. Treasurer & Finance Director: | Martin McKenzie |
| 4. Public Works Director & Sewer Department Manager: | William Hagan, Jr. |
| 5. Fire Marshal: | Martin McKenzie |
| 6. Roadmaster: | James Stairs |
| 7. Assistant Roadmaster: | Steven Jameison |
| 8. Zoning Officer & Subdivision Officer: | Caroline O'Connor |
| 9. Building Code Official: | Jonathan Redmond |
| 10. Township Engineer: | Michael Conrad, P.E., Yerkes Associates |
| 11. Sanitary Sewer Engineer: | William Malin, P.E., Carroll Engineering Corp. |
| 12. Stormwater Engineer: | James Powell, P.E., Herbert, Rowland & Grubic, Inc. |
| 13. Traffic Engineer: | Michael W. Schneider, P.E., Pennoni |
| 14. Township Solicitor: | Max O'Keefe, Esq., Lamb McErlane, PC |
| 15. Zoning Hearing Board Solicitor: | Stacey L. Fuller, Esq., Gawthrop Greenwood, PC |
| 16. Assistant Township Secretary: | Susan D'Amore |
| 17. Open Records Officer: | Jennifer Jacobs |
| 18. Deputy Open Records Officer: | Susan D'Amore |
| 19. Police Department Open Records Officer: | Jeffrey F. Heim |
| 20. Representative to Valley Forge Sewer Authority: | Shanna Lodge |

COMMENTS: None.

ACTION: Passed, 3-0

Township Boards and Commissions

- MOTION: To appoint the following to the Environmental Advisory Council
(Shoemaker/McCarry)
 - Susan Rosso (2 years)
 - Kristin Dormuth (2 years)
 - Keith Parsons (2 years)

COMMENTS: None.

ACTION: PASSED, 3-0

2. MOTION: To appoint to the following to the Historical Commission (Shoemaker/McCarry)
- Dave Hopkins (5 years)
 - Jody Vandergrift (5 years)

COMMENTS: None.

ACTION: PASSED, 3-0

3. MOTION: To appoint Marie Quinn Johnson (5 years) to the Open Space Review Board (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0

4. MOTION: To appoint to Michael Boldin (5 years) to the Parks & Recreation Board (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0

5. MOTION: To appoint David Geibel (1 year) to the Police Pension Plan & OPEB Trust Fund Advisory Board (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0

6. MOTION: To appoint Frank Houder (5 years) to the UCC Board of Appeals (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0

7. MOTION: To appoint Betsy Allinson (1 year) to Vacancy Board (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0

F. ANNOUNCEMENTS

On behalf of the entire police department, Chief Heim expressed condolences for the fallen Delaware State Police Officer, Matthew Snook.

Chief Heim provided an update on the recent department investigations that included check and mail fraud, theft of holiday envelopes for trash service and a stolen vehicle. Chief also reported that an individual was arrested for the Green Meadows Rehabilitation fire that occurred last month.

Joe Heenan, No address stated. Mr. Heenan thanked the Police Department for their charitable work with the Blue Beards Charity. Mr. Heenan stated that internet scams are everywhere. He noted that these scams appear to be authentic. Chief Heim noted that these scams are scary and stressed that people do their due diligence to protect their personal data. Mr. Heenan congratulated Supervisor McCarry.

G. REGULAR BUSINESS ITEMS

1. Minutes

MOTION: To approve the minutes for the meeting of December 15, 2025.
(Shoemaker/Perrin)

COMMENTS: None.

ACTION: PASSED, 3-0.

2. Expenditures

MOTION: To approve the list of expenditures dated January 2, 2026.
(Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

3. Resolutions

a. MOTION: To approve Resolution 1 of 2026 – Designation of Depositories for Township Funds (TD Bank, Meridian, Santander, US Bank, PLGIT, Univest, Victory Bank) (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

- b. MOTION: To approve Resolution 2 of 2026 – Update Fee Schedule and Fees for Township Consultants (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

- c. MOTION: To approve Resolution 3 of 2026 – Invoices and Disbursements Between Meetings (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

- d. MOTION: To approve Resolution 4 of 2026 – Reappointment of Donald Mancini to the Zoning Hearing Board (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

- e. MOTION: To approve Resolution 5 of 2026 – Designation of Emergency Service Providers (Shoemaker/McCarry)

COMMENTS:

Fred Haack, No address stated; Zoom participant. Mr. Haack asked why the Township has only one emergency service provider. Supervisor Shoemaker stated that this resolution is appointing 4 emergency providers to the Township: *Paoli Fire Company, Malvern Fire Company, Goshen Fire Company and Newtown Square Fire Company*. Mr. Haack stated that only some fire companies have special qualifications for advanced emergency care and residents may be in a closer proximity for a Paoli dispatch. Manager Lodge explained that the nearest provider who is available will be dispatched. Chief Heim added that if Malvern is dispatched, they will also request Paoli for emergency service. He added that all recipients will receive the necessary service no matter which company is dispatched.

ACTION: PASSED, 3-0.

- f. MOTION: To approve Resolution 6 of 2026 – Appointing a CPA Firm to Replace the Township Auditors (Shoemaker/McCarry)

COMMENTS:

Supervisor Shoemaker noted that the appointed firm is Maillie, LLP.

ACTION: PASSED, 3-0.

4. MOTION: To approve appointment of Delegates to PSATS Conference:
- a. Voting Delegate Molly Perrin
 - b. Delegate Matt McCarry
 - c. Delegate Shanna P. Lodge
- (Shoemaker/McCarry)

COMMENTS:

Manager Lodge noted that PSATS is the acronym for the Pennsylvania State Association of Township Supervisors.

ACTION: PASSED, 3-0.

5. MOTION: To approve Treasurer's Bond for Finance Director in the amount of \$2,800,000 (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

6. MOTION: To approve Township Manager's Bond in the amount of \$2,800,000 (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

7. MOTION: To waive Supervisors' compensation for 2026
- Supervisor Perrin moved to waive her compensation.
 - Supervisor Shoemaker moved to waive his compensation.
 - Supervisor McCarry moved to accept his compensation, however, he pledged the full amount to the Willistown Conservation Trust.

COMMENTS:

Joe Heenan, No address stated. Mr. Heenan asked what the total compensation package for a Township Supervisor is per the Township Ordinance. Supervisor Shoemaker stated that compensation is set by state law. Mr. Heenan said that the state law indicates that Townships may implement a compensation package enforced via ordinance. Mr. Heenan continued that the state law does not include health insurance in this compensation. Mr. Heenan noted that the Township minutes from 2019 a past Supervisor stated that the Township saved money because they did not accept health insurance. Mr. Heenan feels this is incorrect. Manager Lodge confirmed that the Township Ordinance states that the monetary compensation for Supervisors is capped at \$2,500 per year.

ACTION: PASSED, 3-0.

H. OLD BUSINESS

None

I. DISCUSSION/ACTION ITEMS

1. MOTION: To approve purchase and installation of a Muffin Monster Grinder for Station 4 totaling \$43,696.69 (Shoemaker/McCarry)

COMMENTS:

Supervisor Perrin noted that this is a grinder for the sewer station.

ACTION: PASSED, 3-0.

2. Vehicle Purchases

- a. MOTION: To approve purchase of a Completely Upfitted 2024 6500 Dump Truck from Hondru Chevy in the amount of \$128,154.64 (Shoemaker/McCarry)

COMMENTS:

Manager Lodge explained that the Chevy dealer agreed to extend 2025 discounts, lowering the price for this vehicle. The new price is \$120,914.64, which reflects savings of \$7,600.

Mr. Louis Pettinos, No address stated. Mr. Pettinos asked for the upfitting details of the vehicle. Manager Lodge responded that the upfitting includes a plow and tailgate spreader.

Mike Kerr, Stonehenge. Mr. Kerr asked if this was a new or used truck. Manager Lodge explained she believes it is a new truck that has been on the lot. Manager Lodge will ask Director Hagan to follow up with Mr. Kerr.

ACTION: PASSED, 3-0.

- b. MOTION: To approve purchase of a 2026 Chevy 3500 HD Pick Up from Hondru Chevy in the amount of \$53,995.00 (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

- c. MOTION: To approve purchase of Pick-Up Truck Upfit from TP Trailer in the amount of \$19,357.89 (Shoemaker/McCarry)

COMMENTS:

Supervisor Shoemaker stated that this is for the new pickup truck.

Mr. Louis Pettinos, No address stated. Mr. Pettinos asked what the update for this vehicle was. Manager Lodge responded that the upfit includes a snow dog plow with LED light, box salt spreader, strobe, spotlight and the work light package with wiring.

ACTION: PASSED, 3-0.

- d. MOTION: To approve purchase of 2026 Chevy Equinox in the amount of \$30,500 (Shoemaker/McCarry)

COMMENTS:

Mr. Louis Pettinos, No address stated. Mr. Pettinos asked who the truck was for. Manager Lodge responded that the vehicle was for the Township Manager.

ACTION: PASSED, 3-0.

3. Tax Collection

- a. MOTION: To approve Memorandum Agreement with elected tax collector (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

- b. Motion to approve Agreement for Property Tax Collection Services with Chester County (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

1. PUBLIC COMMENT

Mr. Mike Kerr, Stonehenge. Mr. Kerr asked for a status on the list of lawsuits previously requested by Supervisor Perrin. Manager Lodge responded that she would follow up with Solicitor O'Keefe.

Ms. Donna Walker, 4 Hunt Club Lane. Ms. Walker referenced her public comment from last meeting where she stated that she feels the Supervisors, Township Staff, Planning and Zoning Committee and Police appear to have applied the Willistown code inequitable and unfairly to the White Manor Country Club Concert Golf. She continued that Willistown Township has not acknowledged the initial complaint filed in writing on December 11. She stated she and her husband have been ignored. She asked the Supervisors when she would receive a response from them. Supervisor Shoemaker stated it is under advisement.

Ms. Susan Rosso, 1 Roselawn Lane. Ms. Rosso asked if the Township vehicles use the gasoline and the diesel fuel from the tanks located here on the Township property. Chief Heim responded in the affirmative.

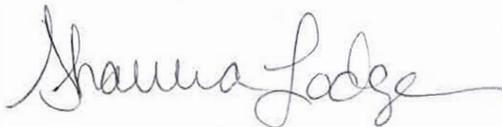
Mr. Louis Pettinos, No address stated. Mr. Pettinos asked for clarity about the role of the elected auditors since the Township appoints a CPA. Supervisor Shoemaker explained that due to lack of current-day resources that are available to perform audits, Pennsylvania has allowed Townships to appoint and utilize a CPA firm to perform the audit. He continued that the state did not remove the law that requires local Townships to elect auditors. Mr. Pettinos asked if there would be duplication of effort. Supervisor Shoemaker responded that there is no duplication of effort. The CPA firm will perform the actual audit, and the elected auditors can review those documents. Mr. Pettinos asked why the resolution states to replace the Township auditors. Supervisor Shoemaker clarified that the elected auditors are being replaced. Manager Lodge added that the firm Maillie was the CPA appointed. She continued that the Board of Auditors has a few other designated duties. Supervisor Shoemaker provided a copy of Resolution 6 of 2026 to Mr. Pettinos. Manager Lodge stated that the agenda wording can be clarified next year.

2. ADJOURNMENT

Seeing no further business, the meeting adjourned at 7:39 pm.

Next Meeting: January 26, 2026, at the Willistown Township Administration Building, 688 Sugartown Road, Malvern, 7:00 p.m.

Respectfully submitted,



Shanna Lodge
Township Secretary

