



WILLISTOWN TOWNSHIP
Willistown Wastewater Authority Advisory Committee
Thursday, January 15, 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, & Nick Vastardis

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

A. CALL TO ORDER

Mr. Lordan called the meeting to order at 4:02 p.m.

B. ANNOUNCEMENTS

None.

C. APPROVAL OF MINUTES

MOTION: To approve the Minutes for the regular meeting of December 18, 2025.
(McCarry/Lordan)

Mr. Mayer noted that the commencement term for the new members should be January 1st, 2027 instead of January 1st, 2026.

ACTION: PASSED 5-0 with amendment.

D. OLD BUSINESS

1. Operation and Management Agreement-Final Committee Comments

The committee briefly discussed the Operation and Management Agreement. This will be reviewed again by the Board of Supervisors and reviewed by the new board members.

2. Debt Service Agreement-Final Committee Comments

The committee briefly discussed the Debt Service Agreement. This will be reviewed again by the Board of Supervisors and reviewed by the new board members. Ms. Lodge will schedule a meeting with bond counsel to get more firm details.

3. Articles of Incorporation-Final Committee Comments

The committee briefly discussed the Articles of Incorporation document.

4. Ordinance-Final Committee Comments

The committee briefly discussed the Ordinance document.

5. Committee Final Report

a. Recommendations-Year 1 Short-Term and Long-Term Goals

Two additions were suggested for long-term goals: Act 537 Reviews and a Septage Management Ordinance. It was noted that Act 537 planning still remains with the Township.

b. Financial Summary

Mr. Mayer mentioned that he wants this summary to include approximate reserves and fund balances. Ms. Lodge indicated that Mr. McKenzie can pull these figures and will need to be at a moment in time. Ms. Lodge will build out a financial summary and Mr. Lordan offered to assist.

c. Executive Summary

Mr. Mayer drafted an executive summary for the committee to review for input and edits.

d. Other

No other old business was added to the agenda.

6. New Sewer Authority Member Applications

Mr. O'Keefe clarified that the 1-5 year terms are only for the inaugural terms for staggering purposes. Additionally, he mentioned that the authority will need at least 5 board members.

E. NEW BUSINESS

1. Status of Willistown Open Positions

The sewer laborer, the sewer controller, and the sewer administrator positions are accepting applications and working through the process.

2. Any Other Business

No other business was added to the agenda.

F. PUBLIC COMMENT

Frank Martinsky - 65 Line Road, Malvern

Mr. Martinsky suggested that there should be a section in the final report about Aqua's previous bid to acquire the system. Mr. Rubert indicated that this will not be in the final report as the stated goal of this committee is to implement the authority. Ms. Lodge will send Mr. Martinsky a copy of the sewer management study.

Mr. Martinsky asked when the committee expects the draft documents to be ready, to which the committee responded that they hope to have them finalized in March.

G. ADJOURNMENT

Seeing no further business, the meeting adjourned at 5:09 p.m. (Rubert/McCarry)

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

Respectfully Submitted,

Matt McCarry, Secretary