



WILLISTOWN TOWNSHIP

Willistown Board of Supervisors Meeting

January 29, 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

Absent: None.

Township Representatives Present:

Township Manager Shanna Lodge, Secretary; Max O'Keefe, 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.

C. ANNOUNCEMENTS

1. Supervisor Perrin announced that Sugartown Road was closed between Paoli Pike and Stonehenge Road due to a utility emergency repair.
2. Supervisor Perrin announced that the Board of Supervisors met in executive session on January 9, 2026, and January 26, 2026, regarding personnel and legal matters.
3. Supervisor Perrin announced that the Township is the recipient of a \$354,745 Pennsylvania Small Water Sewer Grant for the West Chester Pike Sewer Extension Project.
4. Supervisor Perrin announced that there would be an update from our libraries given by Justine Fafara, Director, Malvern Library and Abigail Cengel, Head Librarian, Paoli Library. A presentation was given which highlighted patronage/circulation, financials, and programs. The librarians thanked the Township for their ongoing support of the two libraries, and are looking forward to the collaborative summer program, GO WilMA!, again this year. Supervisor McCarry stated that he was impressed with all the things the library does across all ages. He asked how the \$5M state funding is distributed to the local libraries. Ms. Fafara explained that a formula is used and the Paoli and Malvern libraries received approximately 3%-5% more than last year. Supervisor Perrin thanked Ms. Fafara and Ms. Cengel. Supervisor Shoemaker added

that the library does wonderful work. Manager Lodge stated that staff are looking forward to collaborating with them on the GO WilMa! summer program.

D. REGULAR BUSINESS ITEMS

1. Minutes

MOTION: To approve the minutes for the meeting of January 5, 2026.
(Shoemaker/McCarry)

COMMENTS:

Joe Heenan, no address stated. Mr. Heenan stated that he sent the board a letter to formally object to the inclusion of the phrase "no address stated" in the minutes. He continued that there is no requirement for the public to have to state their address. Supervisors Perrin and Shoemaker agreed. Supervisor Shoemaker explained the history of why providing an address is helpful.

Julie Frissora, no address stated. Ms. Frissora said that she does not think residents' addresses should appear in public documents. She agreed with Mr. Heenan's statement and "no address stated" should not appear in the minutes.

ACTION: Passed, 3-0.

2. Expenditures

MOTION: To approve the list of expenditures dated January 23, 2026.
(Shoemaker/McCarry)

COMMENTS: None.

ACTION: Passed, 3-0.

3. Police Report

Chief Heim stated that the Township Public Works road crew did an outstanding job during the last storm. He reminded everyone to remove the snow off the roofs of their cars. To drive with snow or ice on the roof of a vehicle is dangerous and may result in a citation. Chief Heim provided a report on recent department activity including arrests for assault and a DUI. He continued that the detectives are investigating a large fraud case regarding a resident having \$46K removed from their account. Chief Heim reported that the Township's SWAT Team assisted the Philadelphia Police department serving a warrant.

4. APPOINTMENTS

a. MOTION: To appoint Ted Leisenring to the Planning Commission (4 Year Term)
(Shoemaker/McCarry)

COMMENTS: None.

ACTION: Passed, 3-0.

- b. MOTION: Appointment of Erik Hetzel to the Planning Commission (4 Year Term) (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

- c. MOTION: To appoint Tricia Mackay to the Environmental Advisory Council (3 Year Term) (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

- d. MOTION: To appoint Ellen Covner to the Environmental Advisory Council (3 Year Term) (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

- e. MOTION: To appoint Bob Lange to the Historical Commission (5 Year Term) (Shoemaker/McCarry)

COMMENTS: None.

ACTION: PASSED, 3-0.

5. Advertisements

- a. MOTION: To authorize advertisement of the Grounds Maintenance Contract (Shoemaker/McCarry)

COMMENTS:

Manager Lodge explained that this contract is for conducting routine mowing and trimming activities at the Township parks and sewer sites. This will be for the 2026 – 2028 growing season. The motion is for the advertisement of this contract, and the Township will consider a qualified low bid at a future meeting.

Mike Kerr, Stonehenge. Mr. Kerr asked a series of questions regarding this contract such as if it would include prevailing wage, bid bonds and if the contractor will be locked in for 3 years. Manager Lodge said prevailing wages are required for contracts which exceed designated amounts. Mr. Kerr stated that prevailing wages limit those who will bid for the job. The Board and Manager Lodge agreed. Mr. Kerr also asked if the recent equipment purchased by Public Works would be used. Manager Lodge said that the contract bid was adjusted to allow for the Township to do the items they are

able such as intermittent mowing. Manager Lodge stated that the contract will be posted on the website after board approval.

Louis Pettinos, no address stated. Mr. Pettinos asked what the annual grounds maintenance cost from past seasons was and if an inflation rider was included in the new 3-year contract proposal. Manager Lodge stated that Director Hagan could follow up with him.

ACTION: Passed, 3-0.

6. Resolutions

- a. MOTION: To approve Resolution 7 of 2026 – Ratification of Declaration of Disaster Emergency (Shoemaker/McCarry)

COMMENTS: None.

ACTION: Passed, 3-0.

- b. MOTION: To End Declaration of Disaster Emergency effective January 30, 2026 (Shoemaker/McCarry)

COMMENTS: None.

ACTION: Passed, 3-0.

7. Building & Planning

- a. MOTION: To authorize Final Financial Security Release for the Willistown Point Land Development project in the amount of \$6,050 in reference to Land Development – Willistown Point, L-04-18, Address: 1720 West Chester Pk (Shoemaker/McCarry)

COMMENTS: None.

ACTION: Passed, 3-0

E. OLD BUSINESS

1. MOTION: To approve Decision and Order for Application of MPS Communications, Conditional Use No. C-04-25 (Shoemaker/Perrin)

COMMENTS: None.

ACTION: Passed, 3-0.

F. DISCUSSION/ACTION ITEMS

1. Sewer-Related Items

- a. MOTION: To approve upgrading the monitoring system at Sewer Stations 1, 2, 3, 4, Appletree, and Jaffrey to OmniSite Remote Monitoring in the amount of \$49,800.00 (Shoemaker/McCarry)

COMMENTS:

Manager Lodge explained that the Township has been moving all the sewer stations to the OmniSite Remote Monitoring. She noted that this is a COSTARS purchase.

ACTION: Passed, 3-0.

- b. MOTION: To approve Sewer Televising Change Order No. 1 for the work performed by Vortex Services, LLC in the amount of \$61,908.24 (Shoemaker/McCarry)

COMMENTS:

Manager Lodge stated that there were some inaccuracies in the Township's historical data that was used in the original contract, resulting in this change order.

Mike Kerr, Stonehenge. Mr. Kerr asked for clarification on the wording of conveyance of the sewer lines to the Valley Forge Treatment plant that was in the packet.

Manager Lodge clarified that "conveyance" in this case means to where the sewage is traveling, not a sense of ownership.

ACTION: Passed, 3-0.

2. MOTION: To approve purchase of a Belmont Tilt Deck Trailer in the amount of \$10,494.36 (Shoemaker/McCarry)

COMMENTS:

Manager Lodge stated that this is a COSTARS purchase that replaces the current 2002 trailer.

ACTION: Passed, 3-0.

3. MOTION: To approve financial sponsorship of the CRC Watersheds Annual Streams Cleanup in the amount of \$1,000 (Shoemaker/McCarry)

COMMENTS:

Supervisor Shoemaker stated that this is the same contribution that the Township has been making in past years. Manager Lodge said that this is a worthwhile event that also allows the Township to meet the Pennsylvania State requirements for its stormwater program for public participation and public outreach. Supervisor McCarry asked if there was an event date scheduled to which Manager Lodge replied March 21, 2026.

Joe Heenan, Route 3. Mr. Heenan stated that this is a great program and suggested that the Township should increase their sponsorship to \$2,500.

ACTION: Passed, 3-0.

4. MOTION: To approve trade-in and purchase of two Police Administration vehicles in the amount of \$76,808.00 (Shoemaker/McCarry)

COMMENTS: None.

ACTION: Passed, 3-0.

5. MOTION: To approve Municipal Police Cooperative Agreement with Newtown Township for the 2026 PGA Championship (Shoemaker/McCarry)

COMMENTS:

Chief Heim explained that the PGA is conducting a golf tournament in Newtown Township. He continued that as with other large-scale events, Newtown Township is seeking outside help from other departments including the Willistown Township Police Department. This is common for local departments; other departments assist Willistown during events such as the Radnor Hunt. Chief Heim explained that this is a cooperative agreement and the PGA will be reimbursing the expenses.

Mike Kerr, Stonehenge. Mr. Kerr asked to what extent the PGA will reimburse. Chief Heim stated that the PGA will cover officers' entire paycheck including overtime. Mr. Kerr asked if there the Township would be short of police during this event. Chief Heim assured him that the Township staffing will not be affected.

ACTION: Passed, 3-0.

1. PUBLIC COMMENT

Mahala Renkey, 45 Tulip Drive. Ms. Renkey asked if anyone has approached the Township regarding the Country's 250th anniversary. Manager Lodge stated that the Township is in conversation with "America250 Chester County," the local coordinators. She continued that events are planned in conjunction with the Township's existing programs such as GO WilMA! and the Country Fair. She added that plans are also in the works for a joint event with Historic Sugartown; residents should watch the Township website for updates.

Julie Frissora, no address stated. Ms. Frissora asked for an explanation on the grant process. Manager Lodge stated that each grant is different, but state grants are generally reimbursement based. The Township budgets and extends the money first. Proof of payment is provided to the grantor and a reimbursement is made.

Supervisor McCarry explained that the grant will be initially introduced as a resolution before the Board of Supervisors to formalize the grant application. The Small Sewer and Water grant recently received was first sent to the State's Financing Authority. Supervisor

McCarry clarified that the work cannot be done before the grant is awarded if it is to be reimbursed.

Ms. Frissora referred to a comment from a previous meeting regarding the Township not being able to invest its bond proceeds because they could lose their tax-exempt status. Ms. Frissora asked for clarification as she could not find any law supporting this. Solicitor O'Keefe explained that if a municipality invests its bond proceeds, it could be considered arbitrage. Ms. Frissora stated that the Township is investing the money appropriately earning 4.2%.

Donna Walker, 4 Hunt Club Lane. Ms. Walker cited specified properties that she feels the Supervisors, Township Staff, Planning and Zoning Committee and Police appear to have applied the Willistown code inequitably and unfairly. She listed some addresses where she believes this has occurred, including White Manor Country Club and some residential properties. Supervisor Shoemaker asked what the residential properties were in violation of. Ms. Walker replied that they are Airbnb's. Ms. Walker stated that she reported to the Township years ago. Supervisor Perrin requested the documentation. Ms. Walker stated the Township's zoning code is not being enforced by the zoning officer or the township solicitor.

Torben Jenk, no address stated. Mr. Jenk stated that the documentation being referred to was provided at a public Board meeting in April 2021 and is in the minutes. Supervisor Perrin and Shoemaker requested the referenced correspondence from Ms. Walker and Mr. Jenk. Supervisor Perrin asked Mr. Jenk why he has published Township employee's personal information. Mr. Jenk stated because the Township has refused to enforce the Willistown Code. Supervisor Shoemaker asked to what code he was referring. Mr. Jenk replied that White Manor Country Club is operating as a for-profit entity.

Manager Lodge stated that the Township takes Ms. Walker and Mr. Jenk's complaints seriously. They have been examining these recent complaints received and that Solicitor O'Keefe would provide information about the matter related to White Manor Country Club. Solicitor O'Keefe discussed the holding of a case decided by the Commonwealth Court in 1995, analyzing a municipality's ability to regulate the form of ownership in the context of zoning, and holding that a municipality could not regulate the manner of ownership in determining whether a zoning use is permitted. Solicitor O'Keefe continued to explain that the subject Commonwealth Court case involved similar circumstances as the circumstances complained of here; a situation where a zoning ordinance permitted a use by a non-profit entity but prohibited the same use by a for-profit entity. Solicitor O'Keefe advised that it would not be prudent for the Township to enforce its zoning ordinance based on the cited complaint, and the Township zoning ordinance's distinction between non-profit and for-profit uses under these circumstances. He further opined that such a zoning enforcement action would likely fail in light of this Commonwealth Court precedent. Solicitor O'Keefe recommended that the Township explore amending its zoning ordinance to bring it into compliance with the current zoning law in Pennsylvania.

Mr. Jenk asked if he could be provided with the reference case material. Manager Lodge stated that she will provide to Mr. Jenk.

Chief Heim explained to Mr. Jenk that he has reached out twice to discuss any issues they have. He stated that the police department does not have any filed reports on the incidents related to the striking of a golf ball or the trespass of golf balls onto their property. Chief Heim explained that these particular matters that Mr. Jenk and Ms. Walker have raised are civil complaints, not criminal complaints.

Mike Kerr, Stonehenge. Mr. Kerr asked for a status of the construction of the new Public Works building. Manager Lodge said that due to weather, it is behind schedule. However, the project was ahead of schedule prior to the storm and to date there has not been a time extension request. Mr. Kerr asked if the request for payment of BlueScope can be listed monthly. Manager Lodge advised that Mr. Kerr file a Right-to-Know request.

Michele Cruise, 2403 Buttonwood Road. Ms. Cruise expressed her concern regarding the appointment of Ted Leisenring to the Planning Commission. Ms. Cruise asked that in reference to Mr. Leisenring's previous public comments regarding Rock Hill Farm, the Board asks that Mr. Leisenring recuse himself from involvement with Rock Hill Farm. Supervisor Perrin said that the Board will take this under advisement.

Mike Dwyer, 113 Putney Lane. Mr. Dwyer stated he represents Walkable Willistown, a group whose mission is to improve walkability in the Township by advocating safe sidewalks and paths. He asked the Board to keep this group in mind when approving new developments and construction projects involving new sidewalks. Supervisor Shoemaker stated that the Township is entering into a circulation study as part of the walkability element of the Comprehensive Plan, and Walkable Willistown will be invited to be a part of that process.

Louis Pettinos, no address stated. Mr. Pettinos asked what the purpose of the Declaration of Disaster Emergency was and why was that format used. Manager Lodge explained that the language used for the declaration is standard across Pennsylvania. She continued that a Declaration of Emergency is made when the Board is not actively at a public meeting. Once the declaration is made, it must be subsequently ratified as a resolution. Manager Lodge explained that the Township implements a declaration of emergency so that personnel are authorized to make necessary emergency purchases outside of a traditional expenditure release. Manager Lodge noted that the Township fared very well during this storm and no additional purchases were necessary. An emergency declaration also provides a basis for the Township to apply for grant funding through FEMA or PEMA if needed.

Joe Heenan, Route 3. Mr. Heenan asked for a status on Rock Hill Farm. He also stated that if doable, the Township should consider acquiring the 25-acre property with the 50-year lease, with a restricted to buy option. Supervisor Shoemaker said that due to litigation, he

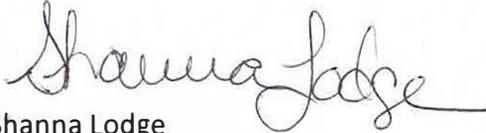
cannot comment on the status. He said that the 50-year lease option is interesting but doubtful this would be agreeable to the developer.

2. ADJOURNMENT

Seeing no further business, the meeting adjourned at 8:11 pm.

Next Meeting: February 9, 2026, at the Willistown Township Administration Building, 688 Sugartown Road, Malvern, 7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Shanna Lodge". The signature is written in black ink and is positioned above the printed name and title.

Shanna Lodge
Township Secretary