

WILLISTOWN TOWNSHIP BOARD OF SUPERVISORS

April 27, 2020 AT 7:00 PM via Zoom

The Regular Meeting of the Willistown Township Board of Supervisors came to order at 7:00 PM. Supervisors William R. Shoemaker, Robert T. Lange, and Barbara L. Handelin were present. Also present were Township Manager Sally Slook, Police Captain Robert Klinger, Finance Director and Emergency Management Coordinator Martin McKenzie, Public Works Director William Hagan, and Assistant to the Township Manager Jennifer Jacobs.

Supervisor Shoemaker led a moment of silence for military personnel, first responders, and all front-line workers in the current pandemic.

Announcements

The Board met in Executive Session on Monday, April 20, 2020 to discuss real estate matters.

New Business

Minutes – Supervisor Lange moved to approve the minutes of the meeting of March 23, 2020. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Expenditures - Supervisor Lange moved to approve the list of expenditures and interfund transfers dated April 24, 2020. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Mutual Aid Agreements – Supervisor Shoemaker explains this formally allows police departments in Chester County and surrounding municipalities to help each other in the event COVID-19 impacts their staffing.

Supervisor Lange moved to approve the Cooperative Police Mutual Aid Agreement with Participating Departments in Chester County. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Supervisor Lange moved to approve the Cooperative Police Mutual Aid Agreement with Malvern Borough. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Supervisor Lange moved to approve the Cooperative Police Mutual Aid Agreement with Tredyffrin Township and Easttown Township. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Financial Advisor Services Agreement – Supervisor Shoemaker explained this allows PFM Financial Advisors LLC to help the Township evaluate the sewer systems for best utilization and potential sale. Supervisor Lange moved to approve the Agreement for Financial Advisor Services with PFM Financial Advisors LLC. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Spring Road Box Culvert Bid Advertisement- Supervisor Shoemaker explained Spring Road has experienced significant flooding over the last two years in part because it's in a low-lying, marshy area and Chester County has experienced above-average rainfall. The existing two-pipe system is not large enough to handle the heavy water flow. This approval will allow the Township to advertise and accept bids for the construction of a new box culvert under Spring Road. Public Works Director William Hagan commented construction would take 12 to 16 weeks, and the timeframe allows the Public Works Department to address other parts of the project like construction easements. Mr. Hagan would like to advertise it as soon as possible due to construction resuming in Pennsylvania on May 1. Supervisor Lange moved to approve the Advertisement of Bids for Spring Road Box Culvert. Supervisor Handelin seconded the motion. Mike Kerr, 33 Stonehenge Drive, asked about the size of the box culvert. Mr. Hagan explained an 8-foot by 4-foot single box culvert

will be constructed and will be able to handle the water flow better than the existing two-pipe system. There were no further comments from the Board or the public, and the motion carried 3-0.

2020 Road Resurfacing - Supervisor Lange moved to approve the advertising of the 2020 Road Resurfacing Program. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Sale of Assets - Supervisor Lange moved to approve the selling of the following assets on Municibid: a 2001 Ford F-550, a 2004 Ford Expedition, and a 2004 Chevy Trailblazer. Supervisor Handelin seconded the motion. There were no comments from the Board or the public, and the motion carried 3-0.

Police Report – Captain Klinger reported the Police Department is at minimal staffing to prevent the spread of COVID-19. The Department has plenty of PPE for the short term, and Captain Klinger has been working with the Township Emergency Management Coordinator Martin McKenzie to procure additional supplies from the County. Captain Klinger also thanked Mr. McKenzie for all his help, stating he has been a huge asset to the Police Department, Fire Departments, and EMS. On April 16th, the Department participated with other first responders' partners at Paoli Hospital to thank healthcare workers during their shift change. He thanked Chief Rapp of Malvern Fire Company for coordinating the event. Additionally, Captain Klinger reported there have been two domestic assault arrests in the Township.

Citizens' Comments

Allie Barchi, 21 Laurel Circle, sent in a comment via email. Ms. Slook read it into the record. I would like to thank all of our police force for doing an exemplary job. I also want to thank our road crew for taking care of issues on Spring Rd so quickly during the heavy rains and the branch that hit and shattered my windshield. Sally, you are doing an excellent job. Lastly, thank you to our Board of Supervisors.

Additional Comments

Ms. Slook thanked the Board on behalf of the employees for keeping them safe and the community at large by closing the Township Buildings during the pandemic and allowing the employees to work remotely. Supervisor Shoemaker thanked all staff for working hard despite the challenges. Supervisor Handelin thanked the staff for their flexibility, patience, and dedication to keeping the Township running smoothly during the shutdown. Supervisor Shoemaker commented Governor Wolf is allowing commercial and residential construction to resume May 1, but the County has extended its closure till May 15. Ms. Slook said the Chester County Township Managers have a conference call with the Chester County Commissioners on Tuesday, April 28, to help clarify how best to move forward with opening up local municipality offices and staff returning to safely to work. Ms. Slook will have a reopening plan to the Board within the next couple of days.

Next Meeting

The next meeting of the Board of Supervisors is scheduled for Monday, May 11th, 2020 at 7:00 PM and will be held via Zoom.

Adjournment

Seeing no further business, the meeting adjourned.

Sincerely,



Sally Slook, Township Manager