

**WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING
MINUTES
October 21, 2025**

Town Hall Conference Room 201 – 6510 Shallowford Road

- I. **Call to Order** - Chair Philip May opened the meeting at 6:00 PM. In attendance were Martin Beale, Denise Criss, Nelson Fulcher, Philip May, Glenn Yarnell and Public Works Director Jon Hanna. Jeffrey Rawls was absent from the meeting; and there is currently one board seat vacant.
- II. **Agenda Approval** – Chair Philip May requested the agenda to be amended to include tree removal and the 2026 meeting schedule discussions. Glenn Yarnell moved to approve the agenda as amended. The motion was seconded by Nelson Fulcher and motion passed unanimously.
- III. **Minutes Approval** – Denise Criss moved to approve the September 16, 2025 minutes. The motion was seconded by Martin Beale and motion passed unanimously.
- IV. **Old Business**
 - a. Lake Marblehead Dam update – Public Works Director Jon Hanna reviewed work on the drains and drain caps; spoke to the overflow spillway; commended progress with the project; highlighted cost overrun for sand; spoke to waste soil; and to the establishment of an on-site borrow pit to reduce construction traffic in the neighborhood. Discussion took place regarding replanting; sand overrun; documentation and upcoming reports; spillway overflow; and timeline for completion. Director Hanna spoke to tree removal while lake water levels were down; and to resident concerns regarding exposed trees. Discussion ensued regarding tree exposure being temporary; homeowner responsibilities; sapling removals; cutting trees to lay flat; and removal with a crane. Chair May asked for a Board decision and it was consensus of the Board for Director Hanna to explore having the contractor cut up the tree; and evaluate options for removal if practical or leave in place. Director Hanna to work within tree removal budget allocations.
 - b. Tree Removal – Discussed with Lake Marblehead update.
 - c. Geographical Name Change – Chair May spoke to a lake name change needed on google maps; to an update from Desmond to Marblehead; and to submit request as a simple clerical error.
- V. **New Business**
 - a. Parcel Subdivisions/Combinations – Chair May spoke to loss of Area 2 representative; to the creation of an area map; division of properties; highlighted needed changes; and inquired about a need to revise the Charter ordinance. It was the consensus of the Board to review and discuss charter changes at the next meeting.
 - b. Falmouth EAP Update – Director Hanna spoke to in-house clerical updates. Chair May tabled the item to the next meeting.
 - c. 2026 Meeting Schedule – Director Hanna explained the creation of the 2026 Meeting schedule; and suggested the Board send a recommendation to Town Manager and Town Clerk.

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VI. Staff Report

- a. MSD Area 2 Vacancy Update – Chair May explained the generation of email regarding the vacancy. Director Hanna shared there had been no applications received.
- b. Community Day Sub-Committee Meeting Update – Director Hanna explained educational tables for Boards and Committees; and the need for volunteers on May 2, 2026.

VII. For the Good of the Order

- a. Next meeting – January 20, 2026

VIII. Adjournment – Martin Beale moved to adjourn the meeting at 6:43 PM. The motion was seconded by Nelson Fulcher and motion passed unanimously.

ATTEST:

Philip May, Chair

Angela Lord, Town Clerk