

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
September 16, 2019

Members Present: Judith A. Algeo, Esq., Chair
John W. Cox, Vice Chairman
Edward P. Thompson, Member

Others Present: Kyle Seckinger, MPA, Township Manager
Mary Eberle, Esq., Township Solicitor
Michele Fountain, P.E., Township Engineer
Catherine Topley, Recording Secretary

■ **CALL TO ORDER:**

The Warwick Township Board of Supervisors' September 16, 2019 public meeting, held at Warwick Township Administration Office, 1733 Township Greene, Jamison, PA., was called to order at 7:00 p.m., by Judith Algeo, Chair, who then led attendees in the pledge of allegiance.

■ **APPROVAL OF MINUTES:**

⇒ Monday, August 19, 2019 Board of Supervisor Meeting Minutes

■ **EXECUTIVE SESSION**

The Board of Supervisors' met in an executive session prior to this evening's meeting to discuss matters of personnel and litigation.

■ **ANNOUNCEMENTS:**

1. The 6th annual Lewy Body Walk will be this Sunday, September 22 starting at 10am at the Community Park.
2. The Warwick Fire Company's fire prevention/Halloween event will be Friday, October 18 at their building at York and Mill Road.
3. Our Halloween Happening event will be Thursday, October 24 from 5:30pm to 7:30pm in the Community Park.

■ **CITIZEN COMMENT:** None

■ **MANAGER'S REPORT:**

⇒ Comprehensive Plan Review – Authorization to Advertise

Mr. Seckinger introduced Ms. Mckeever, Director of Planning and Zoning, to review the comprehensive plan with the Board and others present. Ms. Mckeever explained that the purpose of the Comprehensive Plan Update is to provide a resource to the Warwick Township community. Specifically, the plan has been prepared to meet the requirements of the Pennsylvania Municipalities Planning Code (MPC), which outlines the criteria for the preparation of the Comprehensive Plan. Building on the initial 2007 Plan, this Comprehensive Plan Update outlines an overall strategy to guide the Township in all areas, including transportation and land use.

Ms. Mckeever stated that a comprehensive plan is a guide for the future development of a community. This plan is typically updated every ten years to ensure accuracy with the existing aspects of the Township and to form a foundation for the future. Warwick Township formed a comprehensive plan committee, secured Michael Solomon as a planning consultant, and met throughout the year to discuss and prepare the updated draft of the plan.

The Board is being asked to authorize the advertising of the plan so the draft can be circulated to outside agencies for review. The plan is tentatively scheduled for a recommendation of approval from the Planning Commission in November and anticipate adoption at the December Board meeting.

Motion by Mr. Cox to approve the advertisement of the Comprehensive Plan. Second to motion by Mr. Thompson, Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously

⇒ 2020 Capital Projects Presentation

Mr. Seckinger presented the Capital Projects proposed for 2020. He stated that this is part of the budget process which begins mid-year. The items being presented tonight are to be considered by the Board members for inclusion in the 2020 budget that will be presented next month.

Capital Projects presented included:

Administration/Finance/Planning & Zoning:

- Ongoing Comcast/Verizon Franchise Agreement - \$5,000
- HVAC Partial Replacement - \$20,000
- Administration Desks Replacement - \$8,000

TOTAL ADMINISTRATION/FINANCE/PLANNING & ZONING REQUESTS FOR 2020 - \$33,000

Park and Recreation Capital:

- Court repairs at all Parks - \$5,000
- Wood Carpet for Playgrounds at all Parks- \$10,000
- Safety Town Buildings – \$5,000
- Guinea Lane Parking Lot Paving - \$35,000
- Recreation Station Rehabilitation - \$10,000
- Security cameras - \$11,000
- Picnic Tables - \$10,000
- Miscellaneous Memorial Park Improvements - \$45,000
 - Landscaping
 - Guardrail Extension
 - Construction Retainage
- Headquarters Trail Construction - \$0.00
- 2020 Ford F-150 Pick-up Truck 4x4 - \$36,000

TOTAL PARK & RECREATION CAPITAL REQUESTS FOR 2020 - \$167,000

Police:

- Repair Garage Wall - \$22,000
- Replacement of three (3) Watch Guard MVR dash cameras - \$20,000
- Replace 2003 Ford Expedition 4X4 with 2020 Police F-150 Responder 4x4 - \$55,000

TOTAL POLICE REQUESTS FOR 2020 - \$97,000

Public Works:

- Community Park Basin - \$20,000
- School Zone Lights - \$18,500
- Bridge Repairs - \$50,000
- Public Works Parking Lot/Yard (Mill and Pave) - \$80,000
- Replace 1995 Wacker Roller with 2020 CB 24 Cat Roller - \$45,000
- Replace 2006 Utility Trailer with 2020 Utility Trailer - \$5,000
- Replace 2001 GMC Utility Pickup Truck with 2019 Ford F-350 Utility Body Pick-up Truck - \$65,000

TOTAL PUBLIC WORKS REQUESTS FOR 2020 - \$283,500

Road Improvements:

These are roads in need of repaving as identified by the road master:

Hidden Pond: Long Pond, Huntly, Greenleaf, Bentley & Laurel - \$390,000

Edge mill
Base repair and leveling
Curb repair
ADA ramps
1.5" overlay
Street Markings

Hampton Chase: Lilac, Violet & Foxglove - \$60,000

Edge mill
Base repair & leveling
1.5" overlay
Street Markings

Turkey Trot Rd. - \$200,000

Edge mill
Base repair & leveling
Curb repair
ADA ramps
1.5" overlay

Upper Meetinghouse Rd. - \$200,000

Edge mill
Base repair & leveling
Curb repair
ADA ramps
1.5" overlay

Valley Rd. - \$90,000

Oil and Chip with fog application

Eagle Ct. - \$50,000

Edge mill
Base repair & leveling
1.5" overlay
Street Markings

TOTAL COST ESTIMATED FOR 2020 ROAD PROGRAM \$990,000

Impacted Capital Funds:

- Capital Projects Fund
 - Total Expenses: \$620,500 (incl. \$322,000 grant) Net Impact: Funded through GF
- Parks & Rec Capital Fund
 - Total Expenses: \$670,000 (incl. \$500,000 grant) Net Impact: +\$16,000
- Highway Aid Fund
 - Total Expenses: \$480,000 Net Impact: Funded through GF
- Road Machinery Fund
 - Total Expenses: \$117,000 Net Impact: +\$2,000

ESTIMATED GENERAL FUND NET IMPACT: -\$268,000

Motion by Mr. Cox to approve the Capital Projects as presented for inclusion in the 2020 Budget to be presented next month.

Second to motion by Mr. Thompson

Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ 2020 Fee Schedule Presentation

Ms. Mckeever, Director of Planning and Zoning went over the few minor changes to the 2020 Fee Schedule.

Zoning:

- Requesting fee of \$125 for review of Revised As-Built Review – will be due at time of submission

Administration:

CKS Engineers

- Requesting an increase of \$2.00/hour for Principal Engineer and Assistant Engineer/Construction Manager
- Requesting an increase of \$2.00/hour for Junior Engineer, Technical Assistant I (Inspector, Draftsman, Surveyor, etc.) Technical Assistant II

Keystone Municipal Services (Building Inspection)

- Requesting an increase of \$1.00/hour

Motion by Mr. Cox to approve the above changes to the Township Fee Schedule. Second to motion by Mr. Thompson, Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ Resolution 2019-22: MO for Non-Uniformed Employees' Defined Contribution Plan

Mr. Seckinger stated that the required annual Municipal Obligation for the non-uniformed employees defined contribution plan for 2020 will be \$46,620. This fund last year was \$41,100.

Motion by Mr. Cox to approve Resolution 2019-22: MO for Non-Uniformed Employees' Defined Contribution Plan Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ Resolution 2019-23: MMO for Police Employees' Pension Plan

Mr. Seckinger stated that the required annual 2020 minimum municipal obligation for the police pension plan will be \$526,533. This fund last year was \$512,045.

Motion by Mr. Cox to approve Resolution 2019-23: MMO for Police Employees' Pension Plan Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ Resolution 2019-24 – MMO for Non-Uniformed Employees' Pension Plan

Mr. Seckinger stated that the 2020 minimum municipal obligation for the non-uniformed employee pension plan will be \$80,564. The fund last year was \$81,873

Motion by Mr. Cox to approve Resolution 2019-24 – MMO for Non-Uniformed Employees' Pension Plan Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ 2019/2020 Snow Removal Bid – Request Authorization to Advertise Bid

Mr. Seckinger stated that the Public Works Department would like permission from the Board to authorize advertisement for Snow Removal Contractors for the 2019-2020 season through the PennBid system. The bid would be posted this week, with a tentative award date of October 21st.

Motion by Mr. Cox to approve the Advertisement of the 2019/2020 Snow Removal Bid. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously

⇒ Treasurers Report for August 2019

Fund balances for August 2019 are as follows, subject to audit:

General Fund	\$	12,273,108
Firehouse and Equipment	\$	665,085
Road Machinery Fund	\$	9,369
General Obligation / Sinking Fund	\$	591,732
Capital Projects Fund	\$	7,206
Highway Aid Fund	\$	218,522
Parks and Recreation	\$	716,549
Parks and Recreation Capital Fund	\$	482,117
Capital Reserve	\$	<u>242,696</u>
Total	\$	<u>15,206,384</u>

Motion by Mr. Cox to approve the August 2019 Treasurers Report as prepared by Becki Wilhelm, Finance Director, subject to audit. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously

⇒ Bill Payments 9-2-19 and 9-16-19

Mr. Seckinger requested a motion to pay the bills for September 2, 2019, totaling \$395,474.84 and for September 16, 2019, totaling \$177,550.76 as listed in the bill payment recap, subject to audit.

Motion by Mr. Cox to approve the September 2, 2019 and September 16, 2019 Bill Payments, subject to audit. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously

■ **SOLICITOR'S REPORT:**

⇒ ZHB 19-02: Solana (1700 Almshouse) – To Consider Approval of Settlement Agreement

Ms. Eberle explained that she is before you tonight presenting the possible settlement agreement of Zoning Hearing Board 19-02: Solana. In August, the applicant filed an appeal of the Zoning Hearing Board's decision to deny their application. The relief requested was to allow one less parking space. The staff is recommending that the Board approve the settlement agreement with the terms listed in the agreement.

Motion by Mr. Cox to approve the ZHB 19-02: Solana (1700 Almshouse) Settlement Agreement. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously

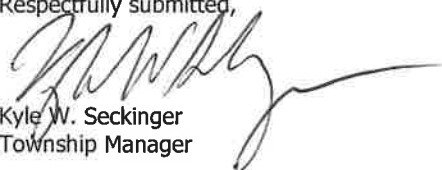
■ **ENGINEER'S REPORT:** None

- **OLD BUSINESS:** None
- **NEW BUSINESS:** None
- **PUBLIC COMMENT:** None
- **ADJOURNMENT:**

The September 16, 2019 Warwick Township Board of Supervisors' public meeting was adjourned at 7:38 p.m.

These minutes were approved at the
Board of Supervisors' meeting held:

Respectfully submitted,


Kyle W. Seckinger
Township Manager