

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
October 21, 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' October 21, 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, September 16, 2019 Board of Supervisor Meeting Minutes

Motion by Mr. Cox to approve the Monday, September 16, 2019 Board of Supervisor Meeting Minutes. Second to motion by Mr. Thompson, Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

■ **EXECUTIVE SESSION**

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

■ **ANNOUNCEMENTS:**

Our Halloween Happening event will be this Thursday, October 24 from 5:30pm to 7:30pm in the Community Park.

■ **CITIZEN COMMENT:** None

■ **MANAGER'S REPORT:**

⇒ 2020 Warwick Fire Company Budget – Consider for Approval

Mr. Seckinger stated that representatives of the Warwick Fire Company are here tonight to present their 2020 fire company budget and the 2020 fire relief budget.

Kevin McCreary, Treasurer, and Seth Rivkin, President, were present from the fire company to answer any questions. They presented their budget and asked for any questions. They also stated that their fund drive kicks off in the next few days.

Motion by Mr. Cox to approve the 2020 Warwick Fire Company Budget. Second to motion by Mr. Thompson, Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously

⇒ 2020 Township Budget – Consider for Advertisement

Overall

Mr. Seckinger presented the 2020 draft budget, budget message and highlighted that there will be no real estate tax increase for the tenth consecutive year. He noted that mills for the General Fund will be 8.75, mills for the Park &

Recreation and Park & Recreation Capital Fund will be 1.5, mills for the Debt Fund will be 3.75, mills for the Firehouse & Equipment Fund will be 0.75 and mills for the Road Machinery Fund will be 0.50.

Mr. Seckinger explained that the General Fund is the township's operational fund for day to day services except for Parks and Recreation operations. It encompasses the Police, Public Works, Planning and Zoning, Finance and Administration. The General Fund reserve unassigned fund balance estimate for December 2019 is \$6,680,450.00 and the Emergency Reserve committed estimate for December 2019 is \$1,903,000.00. Capital projects and part of the road program are paid from the general fund as there is no dedicated capital project tax, and highway aid (liquid fuels) is not enough to cover the projected road construction for 2020.

General Fund

Mr. Seckinger began the presentation by presenting revenues for the General Fund.

Notable Line Items:

	2019	2020
• 301.100 – Real Estate Taxes	\$1,971,334	\$2,000,000
• 310.200 – Earned Income	\$3,175,000	\$3,250,000
• 321.800 – Cable Franchise	\$360,000	\$350,000
• 357.130 – State Pension Aid	\$240,000	\$251,000
• 362.400 – Building Permits	\$275,000	\$250,000
• 379.010 – Police Services	\$25,000	\$30,000
• 391.100 – Sale of Assets	\$10,000	\$5,000

General Fund expenditures for 2020 included:

Personnel: average salary increases of 3% for non-uniformed employees and 3.25% for uniformed employees

Healthcare: 5.95% increase for 2020

Pension:

Police Pension Plan MMO - \$526,533

Non-Uniformed Employees' Defined Benefit Pension Plan MMO - \$80,564

Non-Uniformed Employees' Defined Contribution Pension Plan MMO - \$46,620

Notable Changes:

	2019	2020
• 404.311 – Legal/Personnel	\$5,000	\$10,000
• 407.000 – IT	\$40,500	\$35,500
• 409.000 – Buildings Maintenance	\$129,000	\$115,000
• 410.100 – Animal Control Officer	\$12,750	\$17,000
• 410.283 – Police Uniforms/Vests	\$5,500	\$10,000
• 410.450 – Police Service Contracts	\$35,000	\$30,000
• 430.238 – PW Uniforms/Cleaning	\$10,000	\$6,000
• 436.000 – Storm Sewer Maintenance	\$50,000	\$75,000
• 437.200 – Trail Maintenance	\$4,000	\$10,000

Capital Projects presented include:

Administration/Finance/Planning & Zoning –

Franchise Agreement Contract Negotiations - \$5,000

HVAC Partial Replacement - \$20,000

Furniture Replacement - \$8,000

Act 537 Plan – 209 Retainage* - \$31,000

Total Administration Capital Expense \$64,000

Police–

Garage Wall Repair - \$22,000

Replace three (3) in-car dash camera systems - \$20,000

2020 Police F-150 Responder - \$55,000

Total Police Capital Expenses \$97,000

Public Works –

Community Park Basin – MS4 Conversion - \$20,000
(6) School Zone Flashing Lights – Replacement - \$18,500
Dark Hollow Rd & Fairway Dr Bridge Repairs - \$50,000
Public Works Parking Lot and Compound – Paving - \$89,350
2020 CB 24 Cat Roller - \$45,000
2020 Utility Trailer - \$5,000
2019 Ford F350 Utility Body Pickup Truck - \$65,000

Total Public Works Capital Expenses \$292,850

Capital Project Fund –

Income:

Interest Only - \$200
Bridge Grant - \$322,000
GF Transfer - \$320,000
Capital Reserve Transfer - \$20,000
Cash Balance Forward - \$150

Total \$662,350

Expenditures:

Total Capital Projects - \$660,850

Road Machinery –

Income:

Millage (taxes + interest) - \$115,550
Cash Balance Forward - \$3,600

Total \$119,150

Expenditures:

Tax Collection - \$2,132
Machines/Equipment - \$115,000

Total - \$117,132

Highway Aid Fund

Income:

Liquid Fuels - \$463,280
Interest - \$2,000
Cash Balance Forward - \$12,400

Total \$477,680

Expenditures:

Snow and Ice Removal - \$60,000
2020 Road Program - \$410,000
(Highway Aid Portion)

Total - \$470,000

2020 Road Program

Funded by: \$660,000 GF
\$410,000 LF

Total Program - \$1,070,000

Park and Recreation Capital Projects include -

Estimated end of year fund balance for 2019 = \$546,200

Court Repair @ all courts - \$5,000
Wood Carpet @ all parks - \$10,000
Guinea Lane Park Parking Lot - Paving - \$35,000
Recreation Station Rehabilitation - \$10,000
Security Cameras @ Community Park - \$1,000
Picnic Tables @ All Parks - \$10,000
Memorial Park:
 Landscaping - \$10,000
 Guardrail Extension - \$15,000
 2019 Construction Retainage - \$20,000
 Safety Town Miniature Buildings - \$5,000
Headquarters Trail Construction - \$0
Ford F150 Pickup Truck - \$36,000

Total Park & Recreation Capital Expenses \$167,000

Parks & Recreation Capital Fund -

Income:

Millage (taxes + interest) - \$176,400
Headquarters Trail Grant - \$500,000
Developer Contributions - \$10,000
Cash Balance Forward - \$457,200

Total \$1,143,600

Expenditures:

Tax Collection - \$3,200
Capital Projects/Purchases - \$147,000
Headquarters Trail/Memorial Park - \$520,000

Total \$670,200

Firehouse & Equipment Fund:

Income for 2020 (taxes and interest) 0.75 mills - \$176,700 of which 94% goes to the Warwick Fire Company and 6% to the Hartsville Fire Company.

Warwick Fire Company Expenditures

Mortgage \$55,350
General Operations \$179,450
Capital \$19,305

Total Warwick Fire Company Expenditures \$254,105

Total Net Income \$16,150

General Obligation Fund

Income:	Taxes and interest	\$872,350
	Cash balance forward	\$388,000

TOTAL \$1,260,350

Expenditures: \$882,3660

Capital Reserve Fund

Income: Interest only - \$1,500

Expenditure: Basins Maintenance - \$20,000

Estimated Fund balance at end of 2019 - \$244,400

Impact to Fund Balances

General Fund:	Net Impact: +\$10,203,105 Change in balance: -\$346,895
Capital Projects Fund:	Net Impact: +\$1,500 (funded through GF) Change in balance: +\$1,350
Highway Aid Fund:	Net Impact: +\$7,680 (funded through GF) Change in balance: -\$4,720
Park & Rec. Fund:	Net Impact: +\$445,050 Change in balance: -\$101,150
Park & Rec. Capital Fund:	Net Impact: +\$473,400 Change in balance: +\$16,200
Firehouse & Equip. Fund:	Net Impact: +\$640,845 Change in balance: +\$245
General Oblig. Fund:	Net Impact: +\$377,990 Change in balance: -\$10,010
Road Machinery Fund:	Net Impact: +\$2,018 Change in balance: -\$1,582
Capital Reserve Fund:	Net Impact: +\$224,400 Change in balance: -\$18,500

**Motion by Chair Algeo to approve for legal advertisement the 2020 Draft Budget for consideration for Adoption at the November 18, 2019 Board of Supervisors meeting.
Second to motion by Mr. Thompson**

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

Motion passed unanimously

⇒ ZHB 19-05: LabCorp @ Walgreens (2319 York Rd) – For Zoning Review

Mr. Seckinger stated that the applicant has filed a zoning hearing board appeal from the interpretation of the Zoning Officer and, in the alternative, a variance request. On August 13, 2019, the Township received a building permit application which proposed LapCorp services within the existing Walgreens located at 2319 York Road. The applicant received denial letters from both the Building Inspector and Director of Land Development.

As stated in the Zoning Officer's denial letter, the principal use of the property is currently a G31 Drug store with drive-through service use. The building permit application proposes an F1 Medical office which would be considered an additional principal use. According to section 195-10 of the Warwick Township zoning ordinance, on any property, parcel, or tract of land, only one principal use shall be permitted.

In summary, the applicant is appealing the determination of the Zoning Officer, and/or in the alternative, seeking a variance to allow two principle uses on one parcel: G31 Drug store with drive-through service & F1 Medical office.

Ms. Lisa Taylor and Mr. Dean Donatelli of Inglesino Webster Wyciskala Taylor, LLC were here on behalf of the applicant.

There was a very brief background given before Ms. Algeo stated that the Board members had read the paperwork and called for questions.

It was confirmed that the two (2) businesses would operate under one with the same hours, same entrance and would have no specimen boxes outside.

If it is decided that the board was unopposed, Ms. Eberle suggested that the board state a condition that the applicants appeal of the Zoning Officer's decision be withdrawn and the applicant file for a variance only.

Motion by Mr. Cox to authorize the township staff to draft a letter stating that the Board of Supervisors is neutral to the application with the following conditions:

- **The two business operate as one**
- **The hours are the same for both businesses**
- **The entrance is the same for both businesses**
- **No specimen boxes outside**
- **The applicant withdraws the appeal of the Zoning Officers decision and seeks a variance.**

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ Resolution 2019-25: PA House Bill 1673 (Fire Relief Funding) – Consider for Approval

Mr. Seckinger stated House Bill 1673 was recently introduced which, in summary, expands on the eligible expenditures fire companies can make utilizing fire relief funding – most notably membership recruitment and retention. We've prepared a resolution in support of the bill that we can send to our state legislature upon your approval.

Motion by Mr. Cox to approve Resolution 2019-25: PA House Bill 1673 (Fire Relief Funding)

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 – Consider for Award

Mr. Seckinger stated that the snow removal bid was placed on PennBID following the September Board meeting. We received three qualified bidders this year – A.H. Cornell, James Sankey & Associates and T. Schiefer Contractors . Mr. Seckinger recommends that we award the snow removal bid to all three contractors.

Motion by Mr. Cox to approve Awarding the Snow Removal Bid to A. H. Cornell, James Sankey & Assoc. & T. Schiefer Contractors.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ 2019/2020 Bucks County Consortium Salt Bid – Consider for Award

Mr. Seckinger stated that the 2019/2020 salt bid, administrated by the Bucks County Consortium, received five qualified bidders. The lowest bid was Morton Salt at \$48.50 per ton delivered. Morton Salt was the township's supplier last year. Mr. Seckinger is recommending that the Board awards this year's salt contract to Morton Salt, Inc.

Motion by Mr. Cox to approve awarding the 2019/2020 salt bid to Morton Salt, Inc.

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 September 2019

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

General Fund	\$	12,338,667
Firehouse and Equipment	\$	657,814
Road Machinery Fund	\$	9,919
General Obligation / Sinking Fund	\$	588,319
Capital Projects Fund	\$	89,465
Highway Aid Fund	\$	72,513
Parks and Recreation	\$	709,695
Parks and Recreation Capital Fund	\$	459,058
Capital Reserve	\$	<u>242,748</u>
Total	\$	<u>15,168,198</u>

Motion by Mr. Cox to approve the September 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 10-7-19 and 10-21-19

Mr. Seckinger requested a motion to pay the bills for October 7, 2019, totaling \$384,729.33 and for October 21, 2019, totaling \$152,953.76 as listed in the bill payment recap, subject to audit.

Motion by Mr. Cox to approve the October 7, 2019 and October 21, 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:**

⇒ LD 05-11: Warwick Village Commons (Tractor Supply, York Rd & Meyer Way) – Consider Conditional Use Stipulation

Ms. Eberle explained that in June of 2018, the board issued an adjudication for Tractor Supply. The applicant then appealed the adjudication and staff has been working with them to settle the outstanding appeal, in consultation with the Board of Supervisors in executive session. The Stipulation imposes limits on what and where merchandise may be stored. No merchandise may be placed in the parking lot or on the lawn. Ms. Eberle pointed out other provisions including: there can be no further development after Tractor Supply, and there will be a green way of approximately 180' between the store and Route 263. The application must still come back for land development approval.

The side and back berms were questioned, and it was discussed that the provision for this topic is located on Page 14, letter DD in the Conditional Use Stipulation Agreement.

Motion by Mr. Cox to approve the Conditional Use Stipulation for LD 05-11: Warwick Village Commons (Tractor Supply)

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Mr. Cox and Mr. Thompson voted in favor of the Motion. Chair Algeo voted against the Motion. Motion passed 2-1.

■ **ENGINEER'S REPORT:**

⇒ LD 04-13: Ridings of Warwick Phase II Construction Bid – Consider for Award

Ms. Fountain stated that four (4) bids were received for the Ridings of Warwick – Phase II Completion of Public Improvements project. The low base bid was received by Associated Paving Contractors, Inc. in the amount of \$397,625.97.

Mr. Seckinger and Ms. Fountain both recommend awarding the base bid at this time to Associated Paving Contractors, Inc. Mr. Seckinger stated that the basis for this is that we have \$411,000 remaining from what we received to complete the improvements. \$398,000 in base bid construction and \$11,000 - \$15,000 in inspection and construction management. After construction is complete next year, we can reevaluate the remaining work and include any outstanding items in the 2021 budget. Ms. Seckinger also stated that after we get the base work done, we can assess what may be able to be done in-house.

Motion by Mr. Cox to approve awarding the Construction bid for LD 04-13: Ridings of Warwick to Associated Paving Contractors, Inc. for \$397,625.97

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

⇒ LD 03-08: Woodlands at Warwick Escrow Release #3 – Consider for Approval

Ms. Fountain stated that she is recommending the release of escrow #3 in the amount of \$502,568.75. This release also reflects a bond increase, from September 6, 2019.

Motion by Mr. Cox to approve Escrow Release #3 in the amount of \$502,568.75 for LD 03-08: Woodlands at Warwick.

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

■ **OLD BUSINESS:**

Mr. Thompson asked for the status of the Headquarters Trail project. Mr. Seckinger stated that it is on the state bid site and we should know who the contractor is around November 18th. Construction would commence in the spring of 2020.

■ **NEW BUSINESS:** None

■ **PUBLIC COMMENT:** None

■ **ADJOURNMENT:**

The October 21, 2019 Warwick Township Board of Supervisors' public meeting was adjourned at 7:42 p.m.

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

Respectfully submitted,


Kyle W. Seckinger
Township Manager