

**Warwick Township**  
**Board of Supervisors' Public Meeting Minutes**  
**January 6, 2020**

Members Present: Judith A. Algeo, Esq.  
 John W. Cox  
 Edward P. Thompson

Others Present: Kyle W. Seckinger, Township Manager

**TEMPORARY CHAIR:**

Mr. Cox nominated Ms. Algeo as temporary Chair. Mr. Thompson seconded. **Motion passed unanimously**

**CALL TO ORDER:**

The Warwick Township Board of Supervisors' January 6, 2020 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, temporary Chair, who then led attendees in the pledge of allegiance.

**EXECUTIVE SESSION:**

The Board met in executive session to discuss matters of personnel and litigation.

**ANNOUNCEMENTS:**

The next regular Board of Supervisors' meeting is Monday, January 20, 2020.

**REORGANIZATION:**

- Nomination/Appointment of Chair/Vice Chairperson  
**Mr. Thompson nominated Judith Algeo to serve as Chair. Mr. Cox seconded.**  
**Motion passed unanimously**
  
- Mr. Thompson nominated Mr. Cox as Vice Chairman. Ms. Algeo seconded.**  
**Motion passed unanimously**

**Appointments:**

→ **Motion by Mr. Cox to approve the reorganization appointments:**

	2019	2020	TERM
<b>ELECTED OFFICIALS</b>			
Chairperson	Judith Algeo, Esq.	Judith Algeo, Esq.	(1 yr.)
Vice Chairperson	John Cox	John Cox	(1 yr.)
<b>APPOINTED STAFF/PROFESSIONAL POSITIONS/MANAGEMENT POSITIONS</b>			

Township Manager/Secretary/ Treasurer/Public Info. Officer/ DVHIT/ DVWCT/ DVIT Representative/Act 32 Rep. alternate / Right to Know Officer	Kyle W. Seckinger, MPA	Kyle W. Seckinger, MPA	(1 yr.)
Assistant Township Manager/Act 32 Representative/Finance & Benefits Director	Becki Wilhelm	Becki Wilhelm	(1 yr.)
Planning and Zoning Director/Deputy Zoning Officer	Brandy Mckeever, BCO, CZO	Brandy Mckeever, BCO, CZO	(1 yr.)
Floodplain Manager/ Zoning Officer/Code Enforcement Officer	Ashley Casey, CZO	Ashley Casey, CZO	(1 yr.)
Building Inspection/Code Enforcement Officer/BCO	Keystone Municipal Services	Keystone Municipal Services	(1 yr.)
Chief of Police	Chief Mark Goldberg	Chief Mark Goldberg	(1 yr.)
Emergency Management Coordinator/Police Dept. Right to Know Officer	Chief Mark Goldberg	Chief Mark Goldberg	(1 yr.)
Deputy Emergency Management Coordinator	Kyle W. Seckinger, MPA	Kyle W. Seckinger, MPA	(1 yr.)
Fire Marshal	Edward A. Pfeiffer	Edward A. Pfeiffer	(1 yr.)
Township Engineer	Michele A. Fountain, PE, - CKS Engineers	Michele A. Fountain, PE, - CKS Engineers	(1 yr.)
Special Counsel - Labor Attorney	Ryan J. Cassidy, Esq. - Eckert Seamans	Ryan J. Cassidy, Esq. - Eckert Seamans	(1 yr.)
Township Solicitor	Mary Eberle, Grim, Biehn & Thatcher	Mary Eberle, Esq. - Grim, Biehn & Thatcher	(1 yr.)
Township Actuary	Conrad Siegel	Conrad Siegel	(1 yr.)
Township Auditor	Bee & Bergvall Assoc.	Bee & Bergvall Assoc.	(1 yr.)
Duty Tow	Gredone's Towing Service	Gredone's Towing Service	(1 yr.)
Judith Abstained	Glenn's Towing	Glenn's Towing	(1 yr.)
<b>COMMISSIONS / BOARDS (volunteer)</b>			
<b>Police Pension Board</b>	Judith Algeo, Esq.	BOS Chairperson	(1 yr.)
	Barry Szamboti	Barry Szamboti	(1 yr.)
	Chester Davis	Chester Davis	(1 yr.)
	Kyle W. Seckinger	Kyle W. Seckinger	(1 yr.)
<b>Emergency Communications Committee</b>	Donna Littrell	Donna Littrell	(1 yr.)
	Barbara Weidner	Barbara Weidner	(1 yr.)

	Elaine Fitt	Elaine Fitt	(1 yr.)
	Al Sigafoos	Al Sigafoos	(1 yr.)
	Michael Italia	Michael Italia	(1 yr.)
	Barry Luroe	Barry Luroe	(1 yr.)
	Christopher Kotch	Christopher Kotch	(1 yr.)
	Michael Gecht	Michael Gecht	(1 yr.)
	Heidi Chen	Heidi Chen	(1 yr.)
	Frank Fiorentino	Frank Fiorentino	(1 yr.)
<i>Staff Liaison - Kyle W. Seckinger</i>			
<b>Financial Advisory Committee</b>	Chester Davis	Chester Davis	(1 yr.)
	Paul Hunzeker	Paul Hunzeker	(1 yr.)
	Jon Fioarvanti	Jon Fioarvanti	(1 yr.)
	William Sebald	John Ramey	(1 yr.)
	Edward Dixon	Edward Dixon	(1 yr.)
<i>Alternate</i>		<i>Vacant</i>	(1 yr.)
<i>Staff Liaison - Becki Wilhelm</i>			
<b>Tree Committee</b>	Frank Jarrett	Marilyn Shatz	(1 yr.)
	Joe Volk	Phyllis Rosenbaum	(1 yr.)
	Greg Mester	Greg Mester	(1 yr.)
<i>Staff Liaison - Dan Sharapan</i>			
<b>Parks &amp; Recreation Board</b>	Bill Dalessandro	Bill Dalessandro	(3 yr.)
<i>Staff Liaison - Dan Sharapan</i>			
<b>Planning Commission</b>	Joe Volk	Kevin Madden	(4 yr.)
	Mike Riotto	Mike Riotto	(4 yr.)
<i>Staff Liaison - Brandy Mckeever</i>			
<b>UCC/IPMC Appeals Board</b>	Robert Pierce	Robert Pierce	(1 yr.)
	Mark Eisold	Mark Eisold	(1 yr.)
	George Kiriakidi	Christopher Walker	(1 yr.)
<i>Staff Liaison - Brandy Mckeever</i>			
<b>Vacancy Board Chairman</b>	Joe Thiraway	Joe Thiraway	(1 yr.)
<b>Water and Sewer Authority</b>	John Sklencar	Kevin McGowan	(5 yrs.)
<b>Zoning Hearing Board</b>	Kevin Wolf	Kevin Wolf	(3 yr.)
<b>Zoning Hearing Board Alternate</b>	Joe Thiraway	Joe Thiraway	(1 yr.)

<i>Staff Liaison - Ashley Casey</i>			
<b>Delegate to the PA State Assoc. of Township Supervisors (PSATS) 2019 Annual Convention</b>	Judith Algeo, Esq.	BOS Chairperson	1 yr.
<b>Supervisor as Liaison</b>	<b>2019</b>	<b>2020</b>	
Administration	Judith Algeo, Esq.	Judith Algeo, Esq.	1 yr.
Emergency Services	Edward Thompson	Edward Thompson	1 yr.
Financial Advisory	John Cox	John Cox	1 yr.
Parks and Recreation Board	Edward Thompson	Edward Thompson	1 yr.
Planning Commission	John Cox	John Cox	1 yr.
Police Department	Judith Algeo, Esq.	Judith Algeo, Esq.	1 yr.
Public Works Department	John Cox	John Cox	1 yr.
Water and Sewer Authority	Edward Thompson	Edward Thompson	1 yr.
<b>RESOLUTIONS</b>			
Treasurer's Bond	Res. 2020-01	\$3,000,000	
Zoning Hearing Board Compensation	Res. 2020-02	\$30.00/hearing/member	
Set Non-Union Employees Holidays	Res. 2020-03		
Set Public Meeting Schedule	Res. 2020-04		
Depositories	Res. 2020-05	First National Bank of Newtown	
		TD Bank	
		TD Ameritrade	
		Huntingdon Valley Bank	
		PLIGIT	
Fee Schedule	Res. 2020-06		
Set Non-Union Salary Increases	Res. 2020-07		
Set Salary Ranges	Res. 2020-08		
Appoint TCC Delegates	Res. 2020-09		
Set Professional Fees	Res. 2020-10		
Managers Employment Agreement	Res 2020-11		

**Mr. Thompson seconded the motion to approve the reorganization appointments.**  
**Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-01: Set Bond – For Approval

**Mr. Cox made a motion to approve Resolution 2020-01 to set the Treasurer's Bond.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-02: Set Zoning Hearing Board salary – For Approval

**Mr. Cox made a motion to approve Resolution 2020-02 to set the Zoning Hearing Board Salary.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-03: Set Holidays – For Approval

**Mr. Cox made a motion to approve Resolution 2020-03 to set the Holiday Schedule.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-04: Set Meeting Schedule – For Approval

**Mr. Cox made a motion to approve Resolution 2020-04 to set the Meeting Schedule.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-05: Set Depositories – For Approval

**Mr. Cox made a motion to approve Resolution 2020-05 to set Depositories.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-06: Set 2020 Fee Schedule – For Approval

**Mr. Cox made a motion to approve Resolution 2020-06 to set the 2020 Fee Schedule.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-07 Set Non-Union Employee Salary Increases – For Approval

**Mr. Cox made a motion to approve Resolution 2020-07 Setting Non-Union Employee Salary Increases.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-08 Set Salary Ranges for Non-Contractual Employees – For Approval

**Mr. Cox made a motion to approve Resolution 2020-08 Set Salary Ranges for Non-Contractual Employees. Mr.**

**Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-09 Appoint TCC Delegates – For Approval

**Mr. Cox made a motion to approve Resolution 2020-09 Appointing TCC Delegates.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-10 Set Professional Consultant Fees – For Approval

**Mr. Cox made a motion to approve Resolution 2020-10 Setting Professional Consultant Fees.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Resolution 2020-11 Set Managers Employment Agreement – For Approval

**Mr. Cox made a motion to approve Resolution 2020-11 Executing the Manager's Employment Agreement.**

**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

→ Updated Employee Handbook and Work Policies – For Adoption

Mr. Thompson questioned the snow removal policy as it relates to snow plowing at 3 inches of snowfall. Mr. Seckinger clarified that if the forecasted snowfall is 3 inches or greater, the trucks would begin plowing as soon as the snow accumulates on the road surface. If the forecasted and actual snowfall is less than 3 inches, than only salt would be applied to the roads in most situations.

**Mr. Cox made a motion to approve adoption of the Updated Employee Handbook and Work Policies.**

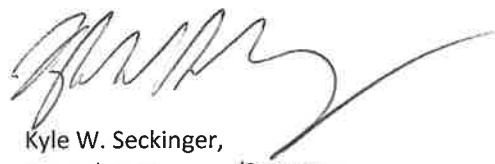
**Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

**PUBLIC COMMENT:**           None

**ADJOURNMENT:**

The January 6, 2020, Warwick Township Board of Supervisors' public meeting was adjourned at 7:05 p.m.

Respectfully Submitted,



Kyle W. Seckinger,  
Township Manager/Secretary

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