

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
April 20, 2020
Virtual Meeting

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

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' April 20, 2020 public meeting, held virtually, was called to order at 7:00 p.m., by Judith A. Algeo, Chair, who then led attendees in the pledge of allegiance.

EXECUTIVE SESSION

The Board of Supervisors met to discuss matters of litigation.

APPROVAL OF MINUTES:

→ Monday, March 16, 2020 Board of Supervisors' Meeting Minutes

Motion by Mr. Thompson to approve the March 16, 2020 Board of Supervisors' Meeting Minutes. Second to motion by Ms. Algeo. Mr. Cox abstained. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

ANNOUNCEMENTS:

1. Primary Election Day has been moved to June 2nd.
2. The annual township flea market usually held in May has been postponed to the fall, date to be determined.
3. This meeting will be recorded and posted on the township website thereafter. To eliminate background noise, Mr. Seckinger asks that everyone mute their microphones until they are ready to speak. For the public, if you would like to speak, please post a comment in the chat box and we will "call on you" when appropriate. We also invited residents to submit emails ahead of time.

CITIZEN COMMENT: None.

MANAGER'S REPORT:

→ *Resolution 2020-15: Extending Real Estate Tax Deadline – To Consider for Approval*

Mr. Seckinger stated that this is:

**A RESOLUTION OF THE WARWICK TOWNSHIP BOARD OF SUPERVISORS EXTENDING THE FACE PAYMENT DATE
FOR 2020 REAL ESTATE TAXES TO JULY 30, 2020 IN RESPONSE TO THE COVID-19 PANDEMIC**

WHEREAS, the Governor of Pennsylvania and the County of Bucks have declared states of emergency within Bucks County

due to COVID-19; and

WHEREAS, the Governor of the Commonwealth of Pennsylvania has subsequently issued shutdown and shelter in place orders in response to this pandemic; and

WHEREAS, the Bucks County Board of Commissioners has extended the face payment date for the payment of County real estate taxes to July 30, 2020 due to COVID-19 and these disaster emergency declarations; and

WHEREAS, Warwick Township and the Warwick Township Tax Collector desire to assist Township residents by extending the face payment date for Township real estate taxes.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Warwick Township, Bucks County, Pennsylvania, that the face payment date for Township real estate taxes (also known as the start of the penalty payment period) shall be extended to July 30, 2020.

Mr. Cox asked about the discount period. Mr. Seckinger said this resolution does not change the discount period. Currently, the county has not changed the discount period and since both township and county taxes are on the same bill, having different due dates could cause significant confusion for taxpayers. This resolution will align the township tax deadline with the county tax deadline.

Motion by Mr. Thompson to approve Resolution 2020-15: Extending Real Estate Tax Deadline. Second to motion by Mr. Cox. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ *Resolution 2020-16: Support for SB 841 (Providing State MPC Deadline Extensions) – To Consider for Approval*

Mr. Seckinger stated that as the Governor signed SB 841 earlier today, this Resolution is no longer needed.

→ *Work Policy Admin-05: Families First Coronavirus Response Act Policy – To Consider for Approval*

Mr. Seckinger explained that this is a new work policy which will ensure compliance with the new Federal law regarding required leaves in response to COVID-19.

Motion by Mr. Thompson to approve Work Policy Admin-05: Families First Coronavirus Response Act Policy. Second to motion by Mr. Cox. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ *Work Policy Gen-08: Technology Use Policy – To Consider for Approval*

Mr. Seckinger explained that this is an amendment to an existing policy to allow for a more robust working from home environment while also enacting additional network security measures.

Motion by Mr. Thompson to approve Work Policy Gen-08: Technology Use Policy. Second to motion by Mr. Cox. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ **Treasurer's Report for March 2020**

Real Estate Transfers posted \$20,769, Earned Income Taxes received \$282,179, Local Service Tax received \$5,091 and Building Permits posted \$22,662.

Fund balances for March 2020 are as follows, subject to audit:

General Fund	\$	11,574,430
Firehouse and Equipment	\$	652,862
Road Machinery Fund	\$	-88,586
General Obligation / Sinking Fund	\$	489,636
Capital Projects Fund	\$	75,971
Highway Aid Fund	\$	518,157
Parks and Recreation	\$	607,612
Parks and Recreation Capital Fund	\$	458,674
Capital Reserve	\$	<u>243,052</u>
Total	\$	<u>14,531,808</u>

Motion by Mr. Thompson to approve the March 2020 Treasurer's Report as prepared by Becki Wilhelm, Finance Director, subject to audit. Second to motion by Mr. Cox. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ **Bill Payments 4-6-20 and 4-20-20**

Mr. Seckinger requested a motion to pay the bills for April 6, 2020, totaling \$83,592.02 and April 20, 2020, totaling \$215,689.91 as listed in the bill payment recap, subject to audit.

Motion by Mr. Thompson to approve the April 6, 2020 and April 20, 2020 Bill Payments, subject to audit. Second to motion by Mr. Cox. Ms. Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

■ **SOLICITOR'S REPORT:**

→ **ORD 2020-01: Zoning Ordinance Amendment – Accessory Farm Use – To Consider for Ad**

Ms. Eberle stated that this ordinance allows for additional accessory uses related to agriculture. It has been before the board a few times and has been duly advertised.

Mr. Thompson referenced Paragraph 6 item a – a parking spot being needed for every 200 sq. ft., who would determine if this can be met? Ms. Eberle stated that the same person issuing the permit, which is the township.

Motion by Mr. Thompson to approve ORD-2020-01: Zoning Ordinance Amendment – Accessory Farm Use. Second to motion by Mr. Cox. Ms. Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

■ **ENGINEER'S REPORT:** None

■ **OLD BUSINESS:** None

■ **NEW BUSINESS:**

1. Mr. Seckinger stated that in the draft of the upcoming newsletter there is an article regarding a permit amnesty period, which would allow residents that have completed work without a permit during the COVID-19 pandemic and before to get a permit during the specified time without penalties. He asked the board if they would like him to follow the same guidelines used when this was implemented in 2010 after the recession?

The Board agreed with the amnesty period and would like to go with the same guidelines as used in 2010.

2. Mr. Seckinger stated that the township has been reviewing the 2020 revenue projections and adjusting as necessary. Important items to note are overtime is down due to the favorable winter, snow removal expenses (such as salt and plow contractors) are down, and recent personnel changes also positively affect the budget. Furthermore, we are delaying some capital projects until fall to see how we are affected.

■ **PUBLIC COMMENT:** None

■ **ADJOURNMENT:**

The March 16, 2020 Warwick Township Board of Supervisors' public meeting was adjourned at 7:14 p.m.

Respectfully submitted,



Kyle W. Seckinger
Township Manager

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