

**WARWICK TOWNSHIP**  
Board of Supervisors' Public Meeting Minutes  
**September 21, 2020**

Members Present: Judith A. Algeo, Esq, Chair  
Edward P. Thompson, Jr., Member

Members Absent: 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' September 21, 2020, public meeting was called to order at 7:00 p.m., by Judith Algeo, Chair, who then led attendees in the pledge of allegiance.

**EXECUTIVE SESSION**

The Board of Supervisors met to discuss matters of litigation and personnel.

**APPROVAL OF MINUTES:**

→ *Monday, August 17, 2020, Board of Supervisors' Meeting Minutes*

**Motion by Mr. Thompson to approve the August 17, 2020, Board of Supervisors' Meeting Minutes. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.  
**Motion passed.**

**ANNOUNCEMENTS:**

1. The township paper shredding event is scheduled for October 10<sup>th</sup> between 10am – 12 pm at the township building. The event will follow all CDC recommendations and will offer optional contactless drop off of materials for shredding. The event is free to township residents.

**CITIZEN COMMENT:** None

**MANAGER'S REPORT:**

→ *LD 20-03: Gasper Landscape (lot 4, Mearns Rd. & Camars Dr) – Sketch Plan Review*

Mr. Seckinger stated that on July 31<sup>st</sup>, 2020 the Township received a sketch plan submission from Gasper Landscapes Inc. The applicant proposes two buildings totaling 35,250 square foot. An 11,250 square foot building for wholesale business and a 24,000 square foot building for flex space. This property consists of 15.1 acres in the LI – Limited Industrial District. The application is before the Board of Supervisors seeking sketch plan feedback.

Larry Bryne of Eastern Chadrow Associates gave a brief background of the property on behalf of the applicant.

Robert Gasper, owner of Gasper Landscapes, gave an overview of his business located in Richboro, PA. Mr. Gasper stated that he would like to move his landscaping business to this property and run a wholesale business at the

same location. He would also like to have flex space on the property to generate additional income. Mr. Gasper stated that there would be no retail sales out of this location.

Primary uses; wholesale, landscaping and office space were discussed. It was noted that they will need variances to have more than one primary use and possibly for outdoor storage and display.

The property will take access from the current access driveway for the Camars Drive industrial park.

The Board took no opposition to their application.

→ LD 20-04: Gasper Landscape (lot 5, Mearns Rd. & Camars Dr) – Sketch Plan Review

Larry Bryne of Eastern Chadrow Associates and Robert Gasper, owner of Gasper Landscapes were here to give a brief overview and answer questions.

The property would front Mearns Rd. and take access from Mearns Rd as well. If the applicant were to move forward with this property, they would operate the wholesale business out of this location (lot 4) and store the bulk materials on lot 5.

The recommended the applicant work with township staff to resolve any zoning or SALDO related issues. The Board took no opposition to their application.

→ 2021 Capital Projects Presentation

Mr. Seckinger presented the capital projects proposed for 2021. The items being presented are to be considered by the Board members for inclusion in the 2021 budget that will be presented next month.

2021 Financial Assumptions:

Due to COVID-19, the Bucks County Consortium funded an economic analysis of our top revenue streams for 2020 and 2021. The consultant recommended budgeting the following for 2021:

- 3% Reduction in Real Estate Property Tax
- 6.5% Reduction in Earned Income Tax
- 10% Reduction in Real Estate Transfer Tax

Mr. Seckinger noted that all three major revenue streams have returned to normal receipting for 2020 and are on track to meet original budget projections.

Administration/Finance/Planning & Zoning:

- HVAC Full Replacement - \$175,000
- Administration Desk Replacement - \$8,000
- Township Building Roof Replacement - \$65,000
- Main Meeting Room Renovations (carpet/chairs) - \$20,500

TOTAL ADMINISTRATION/FINANCE/PLANNING & ZONING REQUESTS FOR 2021 - \$268,500

Parks & Recreation:

- Jamison Hunt Courts - \$90,000
- Lee Drive Playground - \$25,000

- Memorial Park (Recreation Field) - \$86,000
- Memorial Park (Walkway & Wall) - \$7,500
- Trail Connections (Hampton Chase) - \$35,000
- Trail Connections (Stony Road) - \$45,000
- Equipment (Zero Turn Mower) - \$15,000

TOTAL PARKS & RECREATION REQUESTS FOR 2021 - \$223,500 (Trail Projects \$80,000 from GF)

Open Space:

- Conservation Easement (25% of appraised value) - \$238,000 (GF)

Police:

- Replacement of three (3) Watch Guard MVR Dash Cameras - \$21,000
- Replace 2012 Police Sedan with 2021 Police Interceptor SUV Hybrid - \$57,000

TOTAL POLICE REQUESTS FOR 2021 – \$78,000

Public Works:

- Hampton Chase Parking Lot Paving - \$48,000
- GPS Unit (share with WTWSA) - \$3,000
- Battery Backup for Guinea Ln./Almshouse Rd. Traffic Light - \$10,500

TOTAL PUBLIC WORKS REQUESTS FOR 2021 - \$61,500

Road Improvements:

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

Jamison Hunt: Coralberry Cr., Spearmint Cr., Spruce Ct., Snowdrop Cr., Honeysuckle Cr., Magnolia Way & Blueberry Ct. - \$118,000

Edge mill  
Base Repair and leveling  
Curb repair  
ADA Ramps  
Street markings  
Overlay 1.5"

Creekwood Estates: Lee Dr. & Dillie Cr. - \$155,000

Edge mill  
Base Repair and leveling  
Street markings  
Overlay 1.5"

Deer Run: Fawn Ln. & Doe Dr. - \$81,000

Edge mill  
Base Repair and leveling  
Curb repair  
ADA Ramps  
Overlay 1.5"

Dark Hollow Rd. – Park Dr. to Almshouse - \$16,000

Edge mill  
Base Repair and leveling  
Street markings  
Overlay 1.5”

Watson Rd. - \$44,000

Edge mill  
Base Repair and leveling  
Curb repair  
ADA Ramps  
Overlay 1.5”

Mill Rd. - \$100,000

Edge mill  
Base Repair and leveling  
Curb repair  
ADA Ramps  
Overlay 1.5”

TOTAL COST ESTIMATED FOR 2021 ROAD PROGRAM \$514,000

Impacted Capital Funds:

- Capital Projects Fund
  - Total Expenses: \$408,000
  - Net Impact: Funded through GF
- Parks & Rec Capital Fund
  - Total Expenses: \$223,500
  - Net Impact: +\$14,891
- Highway Aid Fund
  - Total Expenses: \$514,000
  - Net Impact: Funded through GF
- Road Machinery Fund
  - Total Expenses: \$0
  - Net Impact: +\$112,883

ESTIMATED GENERAL FUND IMPACT - \$116,575  
+(-\$238,000) Open Space from General Fun, Fund Balance  
1/1/2021 – Estimated GF Fund Balance \$11,600,000  
Unrestricted cash \$8,800,000

Optional – Payoff of open space debt:

Mr. Seckinger explained that currently, the townships open space debt payments will be paid off in 2025. The interest rates are between 1.5 -2.7%. Due to the Federal Reserve’s lowering of interest rates, the township’s rate of return for the fund balance is approximately 0.25%. Assuming the township continues to receive such a low interest rate, the township could save close to \$110,000 by paying off the debt early. If interest rates stay this low, it would take less time to recoup the cost than to pay off the debt.

The payoff cost would be \$2,814,487.69 and could be paid off using \$325, 524.32 from the GOB Fund, \$777,881.00

from the 3.25 mills received for GOB and the balance from the GF Fund balance.

The Board agreed that they would like for Mr. Seckinger to investigate this further and include in the draft 2021 budget presented next month.

**Motion by Mr. Thompson to approve the Capital Projects as presented for inclusion in the 2021 Budget to be presented next month. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed.**

→ *2021 Proposed Fee Schedule Presentation*

Brandy Mckeever, Director of Planning and Zoning, was here to present the proposed 2021 fee schedule.

*Building Code – Alterations & Renovations:*

Converting Storage Areas into Living Space (i.e., finished basements)  
All fees to be raised by \$50.

*Fire Protection Permits (New Fees)*

Optional Fire and Safety Inspections (Fire Prevention Code)

These are upon request, per inspection and payment due in advance

Residential: - \$75.00

Commercial:

0 – 1,000 sq. ft. - \$100

1,001 – 5,000 sq. ft. - \$150

5,001 – 50,000 sq. ft. - \$300

50,001 – 100,000 sq. ft. - \$500

Over 100,000 sq. ft. - \$700

*Fire Permits (New Fee)*

Permanent Fire Pits (Built-in structures) - \$50.00

*Use and Occupancy Certificates (New Fee)*

Administrative Fee (paperwork transfer only)

When new buyer arises within a 6-month period - \$25

*Miscellaneous Permit Fees*

Plan Review – Fee to be raised by \$10 (to cover Keystone's cost)

*Administration (Professional Rates)*

Solicitor fees – Fees to raise by \$5

*Field & Court Use (New Fee / Professional use of courts)*

Private instruction per/hr. weekday - \$30

Private instruction per/hr. weekend - \$50

There was a discussion regarding the Filed & Court Use fee. Mr. Sharapan explained that this proposal originated during COVID-19. With facilities being closed, private instructors were using our courts for their professional services. When residents would try to use the courts, they were told by these instructors that they could not as they were using them. This fee would allow the township to regulate and charge private instructors offering their services on our courts.

Mr. Thompson stated that he is against raising any permit fees for 2021 due to residents already struggling from COVID-19. Mr. Thompson requested an analysis of the building permit fees to justify any increase.

Chair Algeo asked how long a fireworks permit is good for. Ms. McKeever stated that we could clarify that it is for one continuous event only.

Mr. Seckinger suggested tabling the fee schedule to be revisited when Mr. Cox is also present as it does not have to be approved until re-org of 2021. 2009/2010 was the last significant increase to the fee schedule.

Mr. Thompson asked when the lights on the community park basketball courts will be turned on as it is getting darker earlier now. Mr. Sharapan stated that with the pandemic, the township has been following the state's and PRPS's COVID-19 recommendations which includes limiting the congregating of people.

→ *Resolution 2020-24 – Minimum Municipal Obligation for Non-Uniformed Employees' Pension Fund*

Mr. Seckinger stated that the 2021 minimum municipal obligation payment for the non-uniformed employee pension plan will be \$42,057. The amount last year was \$80,564.

**Motion by Mr. Thompson to approve Resolution 2020-24: MMO for Non-Uniformed Employees' Pension Fund. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed.**

→ *Resolution 2020-25 – Minimum Municipal Obligation for Police Pension Fund*

Mr. Seckinger stated that the 2021 minimum municipal obligation payment for the police pension plan will be \$492,628. The amount last year was \$526,533.

**Motion by Mr. Thompson to approve Resolution 2020-25: MMO for Police Pension Fund. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed.**

→ *Resolution 2020-26 – Municipal Obligation for Non-Uniformed Employees' Defined Contribution Plan*

Mr. Seckinger stated that the minimum municipal obligation payment for the non-uniformed employee defined contribution plan for 2021 will be \$51,000. The amount last year was \$46,620.

**Motion by Mr. Thompson to approve Resolution 2020-26: MO for Non-Uniformed Employees' Defined Contribution Plan. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed.**

→ *Public Works Teamsters Collective Bargaining Agreement – To Consider for Adoption*

Mr. Seckinger stated that the township and the teamsters met on four occasions to negotiate the terms of this contract. The notable items include: 3-year agreement, salary increases of 1.5% - 2021, 3% - 2022, 3% - 2023; no

change to benefits or pension plan; increase in on-call stipend by \$25; salary ranges for new hires, increase in the seasonal work period for temporary employees; increased management rights; and a work boot allowance.

**Motion by Mr. Thompson to approve the Public Works Teamsters Collective Bargaining Agreement. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.  
**Motion passed.**

→ *Work Policy PW-04: On-Call Procedures – To Consider for Adoption*

Mr. Seckinger stated that per the new teamsters Collective Bargaining Agreement, the weekly on-call stipend is to increase from \$150/wk. to \$175/wk. This work policy reflects that change.

**Motion by Mr. Thompson to approve Work Policy PW-04: On-Call Procedures. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.  
**Motion passed.**

→ *2020/2021 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 2020-2021 season through the PennBid System. The bid would be posted this week, with a tentative award date of October 19<sup>th</sup>.

**Motion by Mr. Thompson to approve for Advertisement the 2020/2021 Snow Removal Bid. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.  
**Motion passed.**

→ *2020/2021 Bucks County Consortium Salt Bid – Consider for Award*

Mr. Seckinger stated that the Bucks County Consortium again coordinated a county-wide salt bid. The low bidder was Morton Salt at \$47.75/ton delivered and \$47.00/ton for pickup. Morton Salt was the township's supplier this past year. The bid cost is \$0.75/ton less than last year. Therefore, Mr. Seckinger is recommending awarding the 2020/2021 salt bid to Morton Salt.

**Motion by Mr. Thompson to approve awarding the 2020/2021 salt bid to Morton Salt, Inc. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously**

→ *Amended Act 537 Sewer Services Plan – Consider for Advertisement*

Mr. Seckinger stated that Christina Ruble was here from Ebert Engineering to discuss the amended Act 537 plan. The plan was revised since the Boards last approval to address comments from the PADEP, notable changes include the design and implementation criteria for the Germinal Colony and Valley Road sections of Warwick Township. If agreeable to the plan, the Board may consider for approval. Since the 30-day comment period expires September 23<sup>rd</sup>, Mr. Seckinger requests that, if the Board is considering approval, it be conditioned on the conclusion of the comment period.

There were no questions for Ms. Ruble.

**Motion by Mr. Thompson to approve the Amended Act 537 Sewer Services Plan conditioned on the conclusion of the comment period. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→ *Treasurer's Report for August 2020*

For the month of August 2020, revenues outpaced expenditures by \$246,209.

Real Estate Transfers posted \$42,811, Earned Income Taxes received \$491,740, Local Service Tax received \$38,055 and Building Permits posted \$96,512.

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

General Fund	\$	12,529,925
Firehouse and Equipment	\$	679,250
Road Machinery Fund	\$	11,250
General Obligation / Sinking Fund	\$	576,785
Capital Projects Fund	\$	17,940
Highway Aid Fund	\$	108,620
Parks and Recreation	\$	555,847
Parks and Recreation Capital Fund	\$	593,351
Capital Reserve	\$	<u>223,260</u>
Total	\$	<u>15,296,228</u>

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

**Motion passed unanimously.**

→ *Bill Payments 9-7-20 and 9-21-20*

Mr. Seckinger requested a motion to pay the bills for September 7, 2020, totaling \$232,649.21 and September 21, 2020, totaling \$77,758.65 as listed in the bill payment recap, subject to audit.

**Motion by Mr. Thompson to approve the September 7, 2020 and September 21, 2020 Bill Payments, subject to audit. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

■ **SOLICITOR'S REPORT:**

→ *Ordinance 2020-02: Comcast Cable Franchise Fee Agreement Ordinance and Hearing – To Consider for Adoption & Execution*

Ms. Eberle explained that several municipalities together hired Attorney Dan Cohen to negotiate the terms of this contract. Before enacting the ordinance, the Board is required to hold a public hearing on the franchise renewal.



Chair Algeo called to order the hearing for the Comcast Cable Franchise Renewal.

Mr. Mester of Fairway Dr., Jamison asked what the agreement was for. Ms. Eberle stated that this agreement will allow Comcast to continue to provide service in Warwick Township. This contract is non-exclusive and other providers are permitted to request franchises.

As there were no more questions from the public, Chair Algeo closed the hearing.

Chair Algeo then called to order the hearing for Ordinance 2020-02: Comcast Cable Franchise Fee Agreement. This ordinance authorizes the Board of Supervisors to execute the new franchise agreement which is attached to the ordinance.

Since there were no questions from the public, Chair Algeo closed the hearing.

**Motion by Mr. Thompson to approve the Comcast Cable Franchise Agreement and Ordinance 2020-02: Comcast Cable Franchise Fee Agreement. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion.

There being none, the vote was called.

**Motion passed unanimously.**

■ **ENGINEER'S REPORT:**

→ LD 17-01: Loria Subdivision (1598 Stony Rd.) – Sewage Planning Module for Consideration

Ms. Fountain stated that CKS is recommending that the Sewage Planning Module be rejected because the plans that were submitted with the module are inconsistent with the township zoning and subdivision/land development ordinances.

**Motion by Mr. Thompson to have the Chairperson sign Section K of the Sewage Planning Module for LD 17-01: Loria Subdivision (1598 Stony Rd.) that is marked as unacceptable due to it being inconsistent with township ordinances. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→ LD 05-11: Warwick Village Commons Phase II (Tractor Supply, York Rd. & Meyer Way) – Escrow Release #1

Ms. Fountain stated that CKS is recommending approval of escrow release #1 in the amount of \$242,356.14

**Motion by Mr. Thompson to approve LD 05-11: Warwick Village Commons Phase II (Tractor Supply, York Rd. & Meyer Way) – Escrow Release #1 in the amount of \$242,356.14. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

■ **OLD BUSINESS:** None

■ **NEW BUSINESS:** None

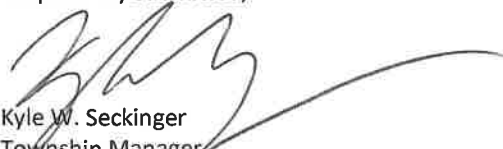
■ **PUBLIC COMMENT:** None

■ **ADJOURNMENT:**

The September 21, 2020, Warwick Township Board of Supervisors' public meeting was adjourned at 7:57 p.m.

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

Respectfully submitted,

  
Kyle W. Seckinger  
Township Manager