

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
October 19, 2020

Members Present: Judith A. Algeo, Esq, Chair
John W. Cox, Vice Chairman
Edward P. Thompson, Jr., 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 19, 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, real estate, and personnel.

APPROVAL OF MINUTES:

→ *Monday, September 21, 2020, Board of Supervisors' Meeting Minutes*

Motion by Mr. Thompson to approve the Monday, September 21, 2020 Board of Supervisor Meeting Minutes. Second to motion by Chair Algeo, Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed 2-0, Mr. Cox abstained.

ANNOUNCEMENTS:

1. Scarecrow Showdown 2020 – residents and local business are submitting scarecrows to be placed around Community Park. The submission deadline is October 23rd. The week of October 26th the Board of Supervisors will vote on the best scarecrow and the winner will receive a Halloween Party Package donated by Randazzo's Pizza.
2. The annual Halloween Happening will be on October 29th between 5:30pm to 7:30pm. Due to COVID, it will be a drive-thru trick-or-treat event with an appearance from RoarWick, the township mascot.

CITIZEN COMMENT: None

MANAGER'S REPORT:

→ *Warwick Fire Company 2021 Budget Presentation – To Consider for Approval*

Mr. Seckinger stated that representatives of the Warwick Fire Company are here tonight to present their 2021 fire company budget.

Kevin McCreary, Treasurer, was present from the fire company to answer any questions. Mr. McCreary also stated that the fire company was notified that they have received an additional grant and are just waiting for confirmation on the amount.

Motion by Mr. Cox to approve the 2021 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.

→ 2021 Township Budget Presentation – To Consider for Advertisement

Mr. Seckinger presented the 2021 draft budget, budget message and highlighted that there will be no real estate tax increase for the eleventh consecutive year and that if the Board agrees to the budget, the township will be debt free. He noted that mills for the General Fund will be 12, mills for the Park & Recreation and Park & Recreation Capital Fund will be 2, mills for the Debt Fund will be 0, 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 2020 is \$7,167,000.00, Emergency Reserve committed estimate for December 2020 is \$1,903,000.00 and the Restricted (developer escrows) estimate for December 2020 is \$1,660,000.00. 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:

	2020	2021
• 301.100 – Real Estate Taxes	\$2,000,000	\$2,765,000 (38.25%)
• 310.100 – Real Estate Transfers	\$520,000	\$468,000 (-10%)
• 310.200 – Earned Income Tax	\$3,250,000	\$3,038,750 (-6.5%)
• 310.500 – Local Service Tax	\$196,000	\$182,280 (-7%)
• 321.800 – Cable Franchise Fees	\$350,000	\$346,500 (-1%)
• 341.000 – Interest Earnings	\$95,000	\$57,000 (-40%)
• 355.130 – Foreign Fire Ins. Tax	\$120,620	\$121,000
• 357.050 – State Pension Aid	\$251,000	\$252,000
• 362.400 – Building Permits	\$250,000	\$250,000

General Fund expenditures for 2021 included:

Personnel: average salary increases of 3% for non-uniformed employees and 3.25% for uniformed and 1.5% for Public Works Union employees

Healthcare: 1.7% increase for 2021

Pension:

Police Pension Plan MMO - \$492,628

Non-Uniformed Employees’ Defined Benefit Pension Plan MMO - \$42,057

Non-Uniformed Employees’ Defined Contribution Pension Plan MMO - \$51,000

Notable Categories:

	2020	2021
• 401.000 – Administration/Finance	\$491,700	\$538,300
• 407.000 – Information Technology	\$35,500	\$40,000
• 409.000 – Buildings Maintenance	\$115,000	\$110,500
• 410.000 – Police Department Expenses	\$3,053,600	\$2,971,600
• 411.000 – Fire Protection/Emergency	\$177,545	\$181,675

• 414.000 – P&Z Department Expenses	\$332,600	\$340,800
• 403.000 – PW Department Expenses	\$701,450	\$708,950
• 432.000 – Snow/Ice Removal	\$60,000	\$100,000 (\$60 k removed from Highway Aid)
• 436.000 – Storm Sewer Maintenance	\$75,000	\$50,000
• 437.200 – Tree Maint. /Construction	\$10,000	\$90,000
• 438.000 – Highway Maintenance	\$790,000	\$312,000
• 461.710 – Conservation Easement	N/A	\$164,000
• 492.000 – Transfer to General Obligation	N/A	\$2,450,000

Open Space Debt Early Payoff:

Funding Sources:

GF Transfer to General Obligation	\$2,450,000
GOB Fund, Fund Balance	\$387,000

Reasons to Pay Off Early:

- Currently the open space debt payments will be paid off in 2025. The interest rates are between 1.5 – 2.7%.
- Due to Federal Reserve's lowering of interest rates, our rate of return for our fund balance is approximately 0.25%.
- Paying off the debt early would net an estimated interest savings of \$109,837.00

Capital Projects presented include:

Administration/Finance/Planning & Zoning:

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

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

Police:

- Three (3) Watch Guard MVR Dash Cameras - \$21,000
- 2021 Police Interceptor SUV Hybrid - \$57,000

TOTAL POLICE CAPITAL EXPENSES 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 CAPITAL EXPENSES FOR 2021 - \$61,500

Capital Project Fund --

Income:

Interest Only - \$120
GF Transfer - \$375,000
Cash Balance Forward - \$35,000

Total \$410,120

Expenditures:

Total Capital Projects - \$408,000

Road Machinery --

Income:

Millage (taxes + interest) - \$116,115
Cash Balance Forward - \$11,700

Total \$127,815

Expenditures:

Tax Collection - \$2,132
Machines/Equipment - \$0

Total - \$2,132

Highway Aid Fund

Income:

Liquid Fuels - \$426,280
Interest - \$1,200
Cash Balance Forward - \$88,650

Total \$516,130

Expenditures:

2020 Road Program - \$485,000
(Highway Aid Portion)

Total - \$485,000

2021 Road Program:

Total Base Program - \$521,422
Funded by - \$36,422 GF
\$485,000 LF

Total Program - \$521,422

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. - \$142,870

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

Creekwood Estates: Lee Dr. & Dillie Cr. - \$187,582

- Edge mill
- Base Repair and leveling
- Street markings
- Overlay 1.5"

Deer Run: Fawn Ln. & Doe Dr. - \$93,640

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

Dark Hollow Rd. – Park Dr. to Almshouse - \$15,225

- Edge mill
- Base Repair and leveling
- Street markings
- Overlay 1.5"

Watson Rd. - \$82,105

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

Mill Rd. - \$170,900 (Add/Alt)

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

TOTAL COST ESTIMATED FOR 2021 ROAD PROGRAM \$521,422

Parks & Recreation Fund –

Financial Assumptions:

Continued reduction in Park & Rec. recreational program revenue due to COVID-19

Solutions:

Increase allocation of tax millage to offset program shortfalls and utilization of RSF for park & Recreation departmental health insurance. Source of increased tax millage is the GOB Fund.

Income:

2021 Revenue - \$455,591

Cash Balance Forward - \$457,200

Total \$815,591

Expenditures:

Personnel – 50%

Tax Collector – 1%

Programs / Tickets – 22%

Special Events – 4%

Maintenance – 21%

Administration – 2%

Total \$430,487

Parks & Recreation:

- Jamison Hunt Courts - \$90,000
- Lee Drive Playground - \$25,000
- Memorial Park (Recreation Field) - \$86,000
- Memorial Park (Walkway & Wall) - \$7,500
- Equipment (Zero Turn Mower) - \$15,000

TOTAL PARKS & RECREATION REQUESTS FOR 2021 - \$223,500

Parks & Recreation Capital Fund –

Income:

Millage (taxes + interest) - \$234,091

Developer Contributions - \$10,000

Cash Balance Forward - \$495,000

Total \$739,091

Expenditures:

Tax Collection - \$4,262

Capital Projects/Purchases - \$223,500

Total \$227,762

Firehouse & Equipment Fund:

Income for 2021 (taxes and interest) 0.75 mills - \$176,7171 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	\$178,270
Capital	\$19,305

Total Warwick Fire Company Expenditures \$252,925
Total Net Income \$7,775

General Obligation Fund

Income:	Millage (taxes and interest)	\$0
	GF Transfer	\$2,450,000
	Cash balance forward	\$387,000

TOTAL \$2,837,000

Expenditures:

Tax Collection	\$0
Debt Payoff	\$2,837,000

Capital Reserve Fund

Income:

Interest only - \$900
Cash Balance Forward - \$223,300

TOTAL \$224,200

Expenditure: \$0

Impact to Fund Balances

General Fund:	Net Impact: +\$8,710,735
	Change in balance: -\$2,019,265
Capital Projects Fund:	Net Impact: +\$2,120 (funded through GF)
	Change in balance: +\$32,880
Highway Aid Fund:	Net Impact: +\$31,130 (funded through liquid fuels & GF)
	Change in balance: -\$57,520
Park & Rec. Fund:	Net Impact: +\$385,104
	Change in balance: +\$25,104
Park & Rec. Capital Fund:	Net Impact: +\$511,329
	Change in balance: +\$16,329

Firehouse & Equip. Fund: Net Impact: +\$659,571
Change in balance: -\$429

General Oblig. Fund: Net Impact: \$0
Change in balance: -\$387,000 (zeroed balance)

Road Machinery Fund: Net Impact: +\$125,683
Change in balance: +\$113,983

Capital Reserve Fund: Net Impact: +\$224,200
Change in balance: +\$900

IMPACT TO FUND BALANCES
Net Impact: \$10,649,872
Change in Balance: -\$2,340,778

Motion by Mr. Cox to approve for legal advertisement the 2021 Draft Budget for consideration for Adoption at the November 16, 2020 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.

→ *2021 Proposed Fee Schedule Presentation*

Mr. Seckinger explained that discussion on the 2021 fee schedule was tabled during the September meeting. After listening to Board feedback, Mr. Seckinger is proposing removal of any increases to building permit fees for alterations and renovations. The optional fire and safety inspections, fire permits for built-in fire pits, reduced fee for administration changes to U&Os, alignment of plan review fee to our hourly cost of building inspector, increase in legal rate for general services, litigation and real estate matters, and a fee for commercial, for-profit use of our courts would remain in the 2021 fee schedule.

There was a discussion regarding the optional fire and safety inspections which Mr. Seckinger explained more thoroughly.

Motion by Mr. Cox to approve the 2021 Proposed Fee Schedule as presented.

Second to motion by Mr. Thompson.

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

Motion passed unanimously.

→ *Corridor Overlay District Approval for Replacement Signage at First National Bank (2370 York Rd.) – To Consider for Approval*

Mr. Seckinger stated that the applicant requested that this item be tabled.

→ *Corridor Overlay District Approval for Replacement Signage at MLS Automotive, Inc. (1075 Bristol Rd.) – To Consider for Approval*

Mr. Seckinger stated that MLS Automotive (formerly Len's Hartsville Garage) has applied to replace their gas station canopy signs. 63 s/f and 52.5 s/f, respectively. This is a replacement in-kind.

Motion by Mr. Cox to approve the Corridor Overlay District Approval for Replacement Signage at MLS Automotive, Inc. (1075 Bristol Rd).

Second to motion by Mr. Thompson.

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

Motion passed unanimously.

→ *Corridor Overlay District Approval for Replacement Signage at Simply Delicious by Tina (2242 York Rd.) – To Consider for Approval*

Mr. Seckinger stated that Simply Delicious by Tina (formerly Tapas on York) has applied to replace their 24 s/f free-standing ground sign. This is a replacement in-kind.

Motion by Mr. Cox to approve the Corridor Overlay District Approval for Replacement Signage at Simply Delicious by Tina (2242 York Rd.).

Second to motion by Mr. Thompson.

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

Motion passed unanimously.

→ *2020-2021 Snow Removal Bid – To 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 Rockett Bros. Landscaping Inc. 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. & Rocket Bros. Landscaping Inc.

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

Motion passed unanimously.

→ *Treasurer's Report for September 2020*

For the month of September 2020, revenues outpaced expenditures by \$135,819.

Real Estate Transfers posted \$96,323, Earned Income Taxes received \$257,393, Local Service Tax received \$4,349 and Building Permits posted \$9,062.

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

General Fund	\$	12,596,430
Firehouse and Equipment	\$	675,516
Road Machinery Fund	\$	11,594
General Obligation / Sinking Fund	\$	575,739
Capital Projects Fund	\$	128,580
Highway Aid Fund	\$	108,627
Parks and Recreation	\$	533,451
Parks and Recreation Capital Fund	\$	578,812
Capital Reserve	\$	<u>223,298</u>

Total \$ 15,432,047

Motion by Mr. Cox to approve the September 2020 Treasurer's 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 10-5-20 and 10-19-20*

Mr. Seckinger requested a motion to pay the bills for October 5, 2020, totaling \$277,536.30 and October 19, 2020, totaling \$207,434.64 as listed in the bill payment recap, subject to audit.

Motion by Mr. Thompson to approve the October 5, 2020 and October 19, 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:** None

■ **ENGINEER'S REPORT:**

→ *LD 16-04: RGB ADN Enterprises (1543 Campus Dr., Lot 17 Warwick Business Campus) – Consider Maintenance Period Financial Security Release*

Ms. Fountain stated that CKS is recommending the release of all the maintenance period financial security.

Motion by Mr. Cox to approve the Release of All Maintenance Period Financial Security for LD 16-04: RGB ADN Enterprises. Second to motion by Mr. Cox. Ms. 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 #2*

Ms. Fountain stated that CKS is recommending approval of escrow release #2 in the amount of \$267,176.00

Motion by Mr. Cox to approve LD 05-11: Warwick Village Commons Phase II (Tractor Supply, York Rd. & Meyer Way) – Escrow Release #2 in the amount of \$267,176.00. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ *LD 04-04: Warwick Office Park (Kendarbren Dr.) To Consider Escrow Release #16*

Ms. Fountain stated that CKS is recommending approval of escrow release #12 in the amount of \$37,150.00.

Ms. Fountain explained that, at the July 20, 2020 Board of Supervisor's meeting, the Developer's request was denied, or, in the alternative, consideration of the request would be postponed until such time as a revised cost estimate for the remaining work was received and approved. CKS has reviewed the unit costs submitted by Matthew T. Scanlan for the remaining work and now agree that the \$376,976.99 balance after this release is sufficient to complete the remaining items of work.

Motion by Mr. Cox to approve LD 04-04: Warwick Office Park (Kendarbren Dr.) – Escrow Release #2 in the amount of \$37,150.00. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

■ **OLD BUSINESS:**

→ *Update on Maintenance on Mearns Rd. by PennDOT*

Mr. Seckinger stated that PennDOT has milled and filled certain sections along Mearns Rd. PennDOT still needs to complete from the bridge to Almshouse Rd. PennDOT has stated that they intend to resume repairs in the spring as they claim to have insufficient funds for the remainder of the year. Our contact also stated that Mearns Road was not on PennDOT's (5) five-year plan and that they would like to use a technique called Mech Paving. Mr. Seckinger stated that he is working to get Mearns Rd into PennDOT's (5) five-year plan and will continue to work on getting the road fixed this fall. He will also bring this up with Representative Meghan Schroeder's office.

■ **NEW BUSINESS:** None

■ **PUBLIC COMMENT:** None

■ **ADJOURNMENT:**

The October 19, 2020, Warwick Township Board of Supervisors' public meeting was adjourned at 7:32 p.m.

Respectfully submitted,


Kyle W. Seckinger
Township Manager

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