

**Warwick Township**  
Board of Supervisors' Public Meeting Minutes  
Virtual Meeting  
January 4, 2021

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

Others Present: Kyle W. Seckinger, Township Manager  
Catherine Topley, Recording Secretary

**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 4, 2021 public meeting, held virtually via GoToMeeting, 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 18, 2021.

Mr. Seckinger explained how the public can participate and comment during this virtual meeting.

**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 as listed in the worksheet:

	2020	2021	TERM
<b>ELECTED OFFICIALS</b>			
Chairperson	Judith Algeo, Esq.	Judith Algeo, Esq.	(1 yr.)
Vice Chairperson	John Cox	John Cox	(1 yr.)

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APPOINTED STAFF/PROFESSIONAL POSITIONS/MANAGEMENT POSITIONS			
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, MPA	(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 Inspector	N/A	Bob Prato	(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.)
COMMISSIONS / BOARDS (volunteer)			
Police Pension Board	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.)

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	2020	2021	TERM
<b>Emergency Communications Committee</b>	Barbara Weidner	Barbara Weidner	(1 yr.)
	Donna Littrell	Donna Littrell	(1 yr.)
	Elaine Fitt	Elaine Fitt	(1 yr.)
	Al Sigafos	Al Sigafos	(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>	Marilyn Shatz	Marilyn Shatz	(1 yr.)
	Phyllis Rosenbaum	Phyllis Rosenbaum	(1 yr.)
	Greg Mester	Greg Mester	(1 yr.)
<i>Staff Liaison - Dan Sharapan</i>			
<b>Parks &amp; Recreation Board</b>	Lou Zabielski	Lou Zabielski	(3 yr.)
	Christina Jones Davidson	Eric Scatton	(3 yr.)
<i>Staff Liaison - Dan Sharapan</i>			
<b>Planning Commission</b>	James Hoffecker	Robert Fink	(4 yr.)
	Mike Italia	Mike Italia	(4 yr.)
<i>Staff Liaison - Brandy Mckeever</i>			
<b>UCC/IPMC Appeals Board</b>	Robert Pierce	Robert Pierce	(1 yr.)
	Mark Eisold	Paul Alviggi	(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>	Stanley Rockovich	Stanley Rockovich	(5 yrs.)
<b>Zoning Hearing Board</b>	Dave Mullen	Dave Mullen	(3 yr.)

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<b>Zoning Hearing Board Alternate</b>	Joe Thiraway	Joe Thiraway	(1 yr.)
<i>Staff Liaison - Ashley Casey</i>			

	2020	2021	TERM
<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>2020</b>	<b>Recommended for 2021</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. 2021-01	\$3,000,000
Zoning Hearing Board Compensation	Res. 2021-02	\$35.00/hearing/member
Set Non-Union Employees' Holidays	Res. 2021-03	
Set Public Meeting Schedule	Res. 2021-04	
Depositories	Res. 2021-05	First National Bank of Newtown
		TD Bank
		TD Ameritrade
		PLIGIT
Fee Schedule	Res. 2021-06	
Set Non-Union Salary Increases	Res. 2021-07	
Set Salary Ranges	Res. 2021-08	
Appoint TCC Delegates	Res. 2021-09	
Set Professional Fees	Res. 2021-10	
Tax Collector Compensation	Res. 2021-11	

**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.**

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→ Resolution 2021-01: Set Bond – For Approval

Mr. Seckinger stated that this resolution sets the bond at \$3 million.

**Mr. Cox made a motion to approve Resolution 2021-01 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 2021-02: Set Zoning Hearing Board salary – For Approval

Mr. Seckinger stated that this resolution would set the Zoning Hearing Board compensation at \$35.00 per hearing.

**Mr. Cox made a motion to approve Resolution 2021-02 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 2021-03: Set Holidays – For Approval

Mr. Seckinger stated that this resolution would set the recognized holidays for 2021

**Mr. Cox made a motion to approve Resolution 2021-03 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 2021-04: Set Meeting Schedule – For Approval

Mr. Seckinger stated that this resolution would set the 2021 meeting schedule. The Board of Supervisors will meet the 3<sup>rd</sup> Monday of every month except for December. The Board of Supervisors will meet the 1<sup>st</sup> Monday of December. Capital projects for 2022 will be presented at the September meeting. The Draft of the budget for 2022 will be presented at the October meeting. The Final Budget for adoption will be considered at the November meeting.

**Mr. Cox made a motion to approve Resolution 2021-04 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 2021-05: Set Depositories – For Approval

Mr. Seckinger stated that this resolution would set the depositories for 2021. They are the First National Bank of Newtown, TD Ameritrade, TD Bank, and PLGIT.

**Mr. Cox made a motion to approve Resolution 2021-05 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 2021-06: Set 2021 Fee Schedule – For Approval

Mr. Seckinger stated that the Fee schedule before the Board was presented to them and approved at the October 2020 Board of Supervisors meeting,

**Mr. Cox made a motion to approve Resolution 2021-06 to set the 2021 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.**

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→ Resolution 2021-07 Set Non-Union Employee Salary Increases – For Approval

Mr. Seckinger stated that this resolution would set the 2021 pay increases for non-union employees. Full and Part-time Employees' pay increase to be 1.0% for 2021 for all employees within their salary range, additional merit increases may be given up to a total average of 3% across the board, as budgeted. Employees above their salary range will be given any increases in the form of a one-time bonus. Seasonal employees would receive a \$0.25 per hour increase for returning employees.

**Mr. Cox made a motion to approve Resolution 2021-07 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 2021-08 Set Salary Ranges for Non-Contractual Employees – For Approval

Mr. Seckinger stated that this resolution would set the 2021 salary ranges.

**Mr. Cox made a motion to approve Resolution 2021-08 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 2021-09 Appoint TCC Delegates – For Approval

Mr. Seckinger stated that this resolution would appoint the 2021 Tax Collection Committee delegates:

Primary voting delegate:	<u>Warwick Township Finance Director</u>
First alternate voting delegate:	<u>Warwick Township Manager</u>
Second alternate voting delegate:	<u>Warwick Township Finance Dept. Assistant</u>

**Mr. Cox made a motion to approve Resolution 2021-09 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 2021-10 Set Professional Consultant Fees – For Approval

Mr. Seckinger stated that this resolution would set the professional consultant fees.

**Mr. Cox made a motion to approve Resolution 2021-10 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 2021-11 Tax Collector Compensation – For Approval

Mr. Seckinger stated that this resolution would set the 2022-2025 Tax Collector Salary at \$65,000/year. The Board may also consider the alternate provided that would give a 3% increase for this position.

**Mr. Cox made a motion to approve Resolution 2021-11 Tax Collector Compensation with the 3% raise. Mr. Thompson seconded the motion. Ms. Algeo asked if there were any comments, with none being offered, the vote was called and passed unanimously.**

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→ Updated Employee Handbook– For Adoption

Mr. Seckinger stated that this resolution would adopt the updated employee handbook. Notable changes include:

- Addition of a table of contents
- Clarification on holiday break time off usage
- Clarification on life insurance benefit
- Change of health insurance stipend; annual to monthly

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


**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 4, 2021, Warwick Township Board of Supervisors' public meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

  
Kyle V. Seckinger,  
Township Manager/Secretary

These minutes were approved at the Board of Supervisors meeting held: 1/18/21