

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
June 21, 2021

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

Others Present: Kyle Seckinger, MPA, Township Manager
Brandy Mckeever, Director of Planning and Zoning
Mark Goldberg, Chief of Police
Mary Eberle, Esq., Township Solicitor
Michele Fountain, P.E., Township Engineer
Skye Sorresso, Assistant to the Manager

CALL TO ORDER:

The Warwick Township Board of Supervisors' June 21, 2021, 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, personnel, and real estate.

APPROVAL OF MINUTES:

→ *Monday, May 17, 2021, Board of Supervisors' Meeting Minutes*

Motion by Mr. Cox to approve the Monday, May 17, 2021, Board of Supervisors' Meeting Minutes.

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

Motion passed unanimously.

ANNOUNCEMENTS:

Mr. Seckinger announced the Park and Recreation Department's 2021 Summer Movies in the Park Series beginning on Wednesday, June 23rd, at 8:45 PM with *A Goofy Movie*. The movies will be shown in the field behind the Large Pavilion at the Community Park. The series will continue July 7th, 2021, with *Trolls World Tour*.

CITIZEN COMMENT:

Mr. Kiel Sigafoos of Heritage Drive wished to thank the Supervisors and Township Staff for allowing the Township Building to be used as two polling locations for Warwick residents.

MANAGER'S REPORT:

→ 1. *LD 19-02: 1549 Stony Road – To Consider Preliminary Plan Approval*

Mr. Seckinger provided a brief introduction to the project. Shihadeh Contracting, LLC. proposes to build thirteen B-1 single-family custom homes in the RR Zoning District.

The proposal includes a C-9 municipal utility in the form of a pump station taking access from an existing driveway off Bristol Road. Breton Hill is proposed to be extended into a cul-de-sac with eight homes and a stormwater basin. Five additional homes are proposed along Stony Road, four of which share driveways.

On August 4th, 2020, the applicant appeared before the Zoning Hearing Board. The applicant received eight conditional variances and one denied variance.

On April 7th, 2021, the applicant presented their preliminary plan to the Planning Commission. The Planning Commission deferred to the Board for ownership of the open space, trail, and stormwater management facilities. They also deferred to the Board for a waiver request relating to the full widening of Breton Hill Drive. The Planning Commission ultimately recommended conditional preliminary approval.

On May 21st, 2021, Warwick Township received a revised preliminary plan submission by the applicant. They are before the Board seeking preliminary plan approval.

Mr. Seckinger wished to note that the staff strongly recommended that the open space, trail, and stormwater facilities remain privately owned and maintained. The open space in question is landlocked and will be permanently preserved. The trail can remain private with a pedestrian easement, and because the stormwater facilities serve this development, private ownership is appropriate.

Mr. John VanLuvanee, attorney to the applicant, provided a history of the project and expressed the applicant's desire to resolve outstanding issues deferred to the Board of Supervisors by the Planning Commission.

Regarding the June 11, 2021, CKS Engineers review letter, section one (1), item two (2) C, Mr. VanLuvanee requested clarification on the widening of Breton Hill Drive. He asked if the Board of Supervisors interpreted the Zoning Hearing Board's written decision to include a fixed two (2) foot widening on either side of Breton Hill Drive. The applicant would prefer to work with the Township Engineer to widen the road to a uniform width.

Ms. Eberle informed Mr. VanLuvanee that she interpreted the Zoning Hearing Board decision to mean that the applicant is to work with the Township Engineer to determine how Breton Hill Drive can be uniformly widened.

Regarding the Planning Commission's recommendation to create a Homeowner's Association for basin and open space maintenance, the applicant expressed a desire to convey ownership and maintenance responsibilities to a single property owner.

Ms. Eberle explained that if ownership was given to one property owner, any failure or unwillingness to maintain those areas would create a Township enforcement issue. Mr. Cox and Mr. Thompson added that the area would be best maintained by a Homeowners Association.

Regarding CKS letter section two (2), item eight (8), Mr. VanLuvanee requested clarification on the required width of the trail. The applicant proposed a width of five (5) feet.

Mr. Seckinger noted that many grants require trails to be a minimum of eight (8) to ten (10) feet wide to be considered multiuse. He also recommended drop down bollards be installed at the top and bottom of the trail.

The applicant then stated that they did not feel the proposed trail should be extended down to Bristol Road because there are no sidewalks.

Mr. Thompson requested an easement be put in place for the future extension of the trail should further development occur on the adjacent lots. The Board agreed that a trail from the proposed Breton Hill Drive to Bristol Road did not have to be constructed at this time. The easement should be listed as an access/utility/pedestrian easement and should be 30 ft. in width.

Regarding CKS letter section two (2), item twelve (12) A, the applicant requested a waiver from the required Developer Financial Disclosure Statement, Educational Impact, and Transportation Impact Study.

Mr. Cox, Mr. Seckinger, and Mr. Thompson felt comfortable waiving the Education and Transportation studies but requested the Developer Financial Disclosure Statement be completed.

Mr. VanLuvanee then requested a waiver from CKS letter section two (2), item twelve (12) C, requiring sidewalks to be installed adjacent to cul-de-sac streets.

Mr. Thompson stated that he was willing to waive the requirement if the sidewalk was extended along the frontage of the homes, stopping at the front of the detention basin.

At the request of Ms. Fountain, the applicant's request for a waiver from CKS letter section two (2), item twelve (12) D and E, clear site triangles, was deferred until final plan approval.

Regarding CKS letter section two (2), item twelve (12) G, Mr. VanLuvanee asked for the Board's approval for the installation of two streetlights within the development. One light is to be located at the pumping station and the other is to be located at the intersection of Bristol Road and the pumping station driveway. The Board had no comment.

The applicant then requested a waiver regarding CKS Letter section two (2), item twelve (12) H, from the required basin side slope. Mr. VanLuvanee felt the requested waiver for three-to-one (3:1) basin side slopes should be granted because the basin maintenance will be handled by the Homeowners' Association. The Board had no comment.

Regarding CKS letter section three (3), item seven (7), the applicant requested a waiver from the required widening of Stony Road to thirty-six (36) feet. In place of the widening, Mr. VanLuvanee proposed the installation of 'No Parking' signs along Stony Road.

Mr. Cox commented that the road widening was essential for the future installation of a bike lane to Stony Road. Mr. Thompson added that the high volume of traffic on Stony Road also required its widening.

Mr. Thompson then requested clarification on the location of the proposed crosswalk across Stony Road. Mr. VanLuvanee informed Mr. Thompson that the crosswalk was moved at the request of the Planning Commission.

Ms. Fountain requested that the crosswalk be installed at the eastern end of Lot 5 so it will connect to the proposed trail in the Loria subdivision.

The Board decided to keep the crosswalk in the middle of lot four (4) which was its original location.

The decision was made to draft an approval resolution, in place of a motion, to be approved at the July 19, 2021 Board of Supervisors meeting.

→ 2. *RES 2021-15: Emergency Operations Plan – To Consider Adoption*

Mr. Seckinger presented RES 2021-15: Emergency Operations Plan, authorizing updates to the 2019 plan per statutory requirements. Chief Mark Goldberg reviewed the changes, including phone number updates and small updates to the resource manual.

Motion by Mr. Cox to adopt RES 2021-15: Emergency Operations Plan.

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

Motion passed unanimously.

→ 3. *Police Department Policy: Body Worn Cameras – To Consider Approval*

Mr. Seckinger introduced the Police Department policy for body worn cameras. The policy, prepared by Chief Goldberg, reflects how the body worn cameras should be utilized and the data stored.

Motion by Mr. Cox to approve the Police Department Policy: Body Worn Cameras.

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

Motion passed unanimously.

→ 4. *2021 Employee Handbook Revisions – To Consider Approval*

Mr. Seckinger provided a brief overview of the 2021 handbook revisions for consideration. The revisions included updates to the hiring process, donated time off, working from home capabilities while sick, police administration hours, personnel record management, and STD, LTD, and life insurance benefit changes and cost savings.

Motion by Mr. Cox to approve the revisions to the 2021 Employee Handbook.

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

→ *Treasurer's Report: May 2021*

For the month of May 2021, revenues outpaced expenditures by \$737,204.

Real Estate Transfers posted \$48,922, Earned Income Taxes posted \$628,478, Local Service Tax posted \$38,485 and Building Permits posted \$14,060.

Fund balances for May 2021 are as follows, subject to audit:

General Fund	\$	11,975,595
Firehouse and Equipment	\$	711,804
Road Machinery Fund	\$	118,629
General Obligation / Sinking Fund	\$	1,624
Capital Projects Fund	\$	24,824
Highway Aid Fund	\$	543,665
Parks and Recreation	\$	565,968
Parks and Recreation Capital Fund	\$	716,237
Capital Reserve	\$	<u>223,506</u>
Total	\$	<u>14,881,852</u>

Motion by Mr. Cox to approve the Treasurer's Report for May 2021, 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 6 - 7 - 2021 & 6 - 21 - 2021*

Mr. Seckinger requested a motion to approve the bill payments for June 7, 2021, totaling \$490,621.48, and June 21, 2021, totaling \$149,498.38, subject to audit.

Motion by Mr. Cox to approve the Bill Payments for June 7, 2021, and June 21, 2021, 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.

- **SOLICITOR'S REPORT:** The Ridings of Warwick road dedication resolutions were tabled until the July Board of Supervisors' meeting.

- **ENGINEER'S REPORT:** None

- **OLD BUSINESS:** None

- **NEW BUSINESS:** None

- **PUBLIC COMMENT:** None

- **ADJOURNMENT:**

The June 21, 2021, Warwick Township Board of Supervisors' public meeting was adjourned at 8:02 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 7/19