

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
October 18, 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
Mark Goldberg, Chief of Police
Brandy Mckeever, Director of Planning and Zoning
Becki Wilhelm, Assistant Township Manager/Director of Finance
Mary Eberle, Esq., Township Solicitor
Michele Fountain, P.E., Township Engineer
Skye Sorrosso, Assistant to the Manager

CALL TO ORDER:

The Warwick Township Board of Supervisors' October 18, 2021, public meeting was called to order at 7:02 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, September 20, 2021, Board of Supervisors' Meeting Minutes*

Motion by Mr. Thompson to approve the September 20, 2021, 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 2-0. Mr. Cox abstained.

ANNOUNCEMENTS:

Mr. Seckinger reminded everyone about the annual Halloween Happening on Thursday, October 28th, 2021, from 5:30 PM to 7:30 PM. The event will feature a new trunk-or-treat layout. Anyone interested in becoming a candy sponsor should contact Erin Long, Parks & Recreation Coordinator.

CITIZEN COMMENT:

None.

MANAGER'S REPORT:

→ 1. *LD 17-01: Loria Subdivision (1598 Stony Rd) – To Consider Preliminary Plan Approval*

Mr. Seckinger provided a brief introduction to the project. On July 16th, 2021, the Township received a revised preliminary plan submission by Giuseppe Loria of 1598 Stony Road. The applicant proposes to subdivide 1598 Stony Road into a five-lot, B1 residential subdivision. The plan includes road widening, curbing, and sidewalks along Stony Road. The parcel previously received minor subdivision approval on February 15th, 2010. The lot

created at that time now contains an established single-family dwelling. The prior approval subjected the parcel to a Unilateral Declaration of Covenants, Conditions, and Restrictions agreement. In the event the parcel is further subdivided, the agreement requires the installation of curbs, sidewalks, and street trees along both original lots. The applicant seeks preliminary plan approval from the Board.

Mr. Joe Blackburn, attorney to the applicant, thanked Mr. Seckinger for the introduction. Mr. Blackburn identified the CKS Engineer letter dated August 25, 2021, as entirely "Will Comply", with the exception of the four waivers as requested. The applicant seeks waivers from the required installation of streetlights along Stony Road, tree protection zones twenty (20) feet from trunks of existing trees to remain, replacement trees of like kind, and the lot depth-to-width ratio not to exceed 2.5.

Mr. Blackburn added that, at the request of the Planning Commission, another attempt was made to reach an agreement with a resident to allow for the continuation of the sidewalk along Bentley Drive. Per Mr. Blackburn, an agreement was not reached; however, the applicant will continue their efforts.

Mr. Cox asked if there were streetlights proposed along the Stony Road portion of the Shihadeh Development. Ms. Fountain and Mr. Seckinger confirmed there were not.

Mr. Thompson requested clarification on the proposed driveway to the development. Mr. Blackburn stated that the driveway will have a width of sixteen (16) feet and utilize an existing curb cut.

Mr. Thompson also inquired about deed restriction of the proposed common open space. Mr. Blackburn replied that the area is currently proposed as HOA owned and maintained. Mr. Thompson and Chair Algeo expressed a desire to prevent further development in the open space.

Motion by Mr. Cox to grant preliminary plan approval for LD 17-01: Loria Subdivision (1598 Stony Road), subject to the following conditions:

1. Compliance with the Staff Review Letter dated 8.25.21.
2. Compliance with the CKS Engineers Review Letter dated 8.25.21.
3. Compliance with the Planning Commission recommendations of 9.15.21.
4. Restriction on further development within the proposed open space.
5. Approval of the waivers as requested in the CKS Engineers Review letter Section two (2), Item Four (4):
 - a. Section 163-43 & 163-63 – requiring the installation of streetlights along Stony Road.
 - b. Section 163-51.1.A(1) – requiring a tree protection zone 20 feet from the trunk of existing trees to remain.
 - c. Section 163-51.2 requiring replacement trees to be replaced with trees of like kind.
 - d. Section 163-46.F – requiring lots not to be designated with a lot depth-to-width ratio exceeding 2.5.

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

Motion passed unanimously.

→ 2. *2022 Warwick Fire Company Budget – To Consider Approval*

Mr. Kevin McCreary, Warwick Fire Company Treasurer, thanked Becki Wilhelm and Kyle Seckinger for another successful budget season and introduced the proposed 2022 budget. He added that the Fire Company fund drives have been going well.

Motion by Mr. Cox to approve the 2022 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.

→ 3. 2022 Budget Presentation – To Consider Advertisement

Mr. Seckinger presented the draft 2022 Budget which would mark the 12th consecutive year without a tax increase. With the Township’s successful elimination of its debt in 2021, the 2022 Budget proposes the reallocation of .25 mills toward the Road Machinery Fund. The proposed millage is as follows:

General Fund:	11.75 (- .25)
Park & Rec Operating & Capital Funds:	2.00
Firehouse & Equipment Fund:	.75
Road Machinery Fund:	.75 (+.25)

Mr. Seckinger explained that the General Fund serves as the Township operational fund for all day-to-day services except Parks and Recreation, encompassing the Administration, Finance, Planning and Zoning, Police, and Public Works Department. For December 2021, the estimated Unrestricted General Fund balance is \$6,911,280, estimated Emergency Reserve General Fund balance is \$2,320,000, and estimated Restricted (Developer Escrows) General Fund balance is \$1,868,720. Mr. Seckinger noted that Capital Projects and a portion of the Road Program are paid from the General Fund because there is no dedicated Capital Project tax and Highway Aid is generally insufficient to cover the entire Road Program.

General Fund

General Fund Revenue Notable Line Items:

	2021	2022
• 301.100 – Real Estate Taxes	\$2,765,000	\$2,751,900 (.25 mills reduction)
• 310.100 – Real Estate Transfers	\$468,000	\$620,000
• 310.200 – Earned Income Tax	\$3,038,750	\$3,500,000
• 310.500 – Local Service Tax	\$182,280	\$198,000
• 321.800 – Cable Franchise Fees	\$346,500	\$330,000
• 341.000 – Interest Earnings	\$57,000	\$20,000
• 355.130 – Foreign Fire Ins. Tax	\$121,000	\$107,045
• 357.050 – State Pension Aid	\$252,000	\$245,000
• 361.300 – Zoning Permits	\$50,000	\$55,000
• 362.400 – Building Permits	\$250,000	\$250,000
• 362.450 – Occupancy Permits	\$60,000	\$60,000

General Fund Expenditures:

Personnel

- Uniformed Police employees to receive an estimated 3.25% salary increase.
- Public Works Union employees to receive a 3% salary increase per their CBA.
- Non-Uniformed employees to receive an average of 3.25% salary increase. Actual raise is determined by performance evaluation for non-union employees.

Healthcare

- 3.1% actual/8% budgeted increase for 2022.
- Changes in employees’ status will impact final costs.

Pension

- Police Employees’ Defined Pension Plan MMO - \$449,728
- Non-Uniformed Employees’ Defined Benefit Pension Plan MMO - \$16,856
- Non-Uniformed Employees’ Defined Contribution Pension Plan MMO - \$61,655

Notable Line Items:

	2021	2022
• 401.000 – Administration/Finance	\$538,300	\$573,700

• 407.000 – Information Technology	\$40,000	\$48,500
• 409.000 – Buildings Maintenance	\$110,500	\$109,000
• 410.000 – Police Department Expenses	\$2,971,600	\$3,156,600
• 411.000 – Fire Protection/Emergency	\$181,675	\$170,720
• 412.540 – EMS Services	\$5,000	\$49,000
• 414.000 – P&Z Department Expenses	\$340,800	\$349,300
• 430.000 – PW Department Expenses	\$708,950	\$701,300
• 432.000 – Snow/Ice Removal	\$100,000	\$140,000
• 436.000 – Storm Sewer Maintenance	\$50,000	\$50,000
• 437.200 – Trail Maint./Construction	\$90,000	\$70,000
• 438.000 – Highway Maintenance	\$107,000	\$1,063,885
• 486.000 – All Insurances	\$1,097,800	\$1,035,200

Capital Project Fund

Capital Projects

Administration/Finance/Planning & Zoning

- Municipal Building Restrooms (9) – Professional Services - \$25,000
 - Server Replacement & Cabinet – \$11,000
 - Phone System Replacement – \$16,000
 - Hybrid Administration Vehicle – \$55,000
- Total 2022 Administration Capital Expenses – \$107,000**

Police

- Server Replacement (2) - \$25,000
 - Watchguard MVR Replacement (3) – \$22,000
 - SUV Upfit to Police Patrol – \$5,000
- Total 2022 Police Capital Expenses – \$52,000**

Public Works

- Stony Road Improvements - \$80,000
 - York Road Sidewalks – \$142,000
- Total 2022 Public Works Capital Expenses – \$222,000**

Income:

- Interest Only - \$60
 - GF Transfer - \$302,000
 - Cash Balance Forward \$260,000
- Total - \$562,060**

Expenditures:

- **Total Capital Projects - \$381,000**

Federal Grant Fund – ARPA

Projects:

- Municipal Building Restrooms (9) – Construction - \$352,000
 - Stormwater Pipe Lining – Mountain View Subdivision - \$100,000
 - Eligible Salary Expenses – \$15,000
- Total - \$467,000**

Income:

- Interest Only – \$50
- DCED – \$769,266
- Cash Balance Forward – \$574,266
- Total – \$1,343,583**

Expenditures:

- **Total Capital Projects – \$467,000**

Road Machinery Fund

Purchases:

- 2022 Tri-Axle Truck - \$250,000
 - Note: No fund purchases were made in 2021 in anticipation of the tri-axle purchase.

Income:

- Millage (Taxes & Interest) – \$176,400
- Cash Balance Forward – \$125,683
- Total – \$302,083**

Expenditures:

- Tax Collection – \$3,300
- Machines/Equipment – \$250,000
- Total – \$253,300**

Highway Aid Fund

Income:

- Liquid Fuels – \$432,280
- Interest – \$200
- Cash Balance Forward – \$30,230
- Total – \$462,710**

Expenditures:

- 2022 Road Program – \$430,000
 - Highway Aid Portion

2022 Road Program

- Total Program – \$1,393,885
- Funded By – \$963,885 GF
 - \$430,000 LF

Parks & Recreation Fund

Financial Assumptions: Continued reduction in Park & Rec recreational program revenue due to COVID-19

Solution: Utilization of RSF for P&R department health insurance

Income:

- 2022 Revenue – \$461,400
 - Taxes & Interest
 - Recreation Programs
 - Sponsorship

- Cash Balance Forward – \$450,000
- Total – \$911,400**

Expenditures:

- **2022 Total Expenditures – \$522,600**
 - Personnel
 - Tax Collector
 - Programs/Tickets
 - Special Events
 - Maintenance
 - Administration

Parks & Recreation Capital Fund

Capital Projects

- Pave Hampton Chase Park Front Parking Lot (In-house) – \$20,000
- Replace Hockey Rink Fencing at Community Park – \$10,000
- Tree Plantings in Park System – \$20,000
- Replacement Road & Trail Paver – \$170,000
- Replacement 2022 Lazer Zero Turn Mower – \$15,000
- Total – \$235,000**

Income:

- Millage (Taxes & Interest) – \$235,600
- Grants – \$10,000
- Developer Contributions – \$1,000
- Cash Balance Forward – \$496,200
- Total – \$742,800**

Expenditures:

- Tax Collection – \$4,400
- Machines/Equipment – \$235,000
- Total – \$239,400**

Firehouse & Equipment Fund

WFC Income:

- Millage (Taxes & Interest) – \$176,370
 - (94% to Warwick Fire Company, 6% to Hartsville Fire Company)
 - .75 Mills
- WFC Recruitment & Retention Program Township Contribution – \$10,000 from GF

WFC Total Income – \$270,000

- Taxes, Rentals, Donations, Interest

WFC Expenditures:

- Mortgage – \$55,000
- General Operations – \$156,020
 - Insurances, Building Operations & Maintenance, Repair to Trucks and Vehicles, Utilities, and Administration
- Other Debt Payments – \$48,305
 - Pumper & Tanker Loans End 2026; Relief Payments

WFC Total Expenditures – \$259,325

WFC Total Funds Change in Balance: \$10,675

Firehouse & Equipment Fund Change in Balance: - \$4,830

Capital Project Reserve Fund

Income:

- Interest – \$150
- Cash Balance Forward – \$223,800
- Total – \$223,950**

Expenditures:

- No Basin Projects Budgeted for 2022
 - Pending Grant Application for Stover Mill Basin
- Total – \$0**

Impacts to Fund Balances

General Fund

- Net Income: +\$11,160,850
- Change in Balance: + 60,850

Capital Projects Fund

- Net Income: +\$181,060
- Change in Balance – Funded Through GF

Highway Aid Fund

- Net Income: +\$32,710
- Change in Balance – Funded Through Liquid Fuels & GF

Parks & Recreation Fund

- Net Income: +\$388,800
- Change in Balance: -\$61,200

Parks & Recreation Capital Fund

- Net Income: +\$503,400
- Change in Balance: +\$7,200

Firehouse & Equipment Fund

- Net Income: +\$662,370
- Change in Balance: -\$4,830

Federal Grant – ARPA Fund

- Net Income: +\$876,583
- Change in Balance: +\$302,317

Road Machinery Fund

- Net Income: +\$48,783
- Change in Balance: -\$76,900

Capital Reserve Fund

- Net Income: +\$223,950
- Change in Balance: +\$150

All Funds Balance

- Net Income: +\$14,078,506
- Change in Balance: +\$151,126

Budget Message

- 12th Consecutive Year of No Tax Increase
- Zero Debt
- 6.53 Mile Road Program
- Increased EMS Funding
- ARP Funding Utilization

Motion by Cox to authorize advertisement of the 2022 Budget as presented. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 4. *RES 2021-28: Bucks County Hazard Mitigation Plan – To Consider Adoption*

Mr. Seckinger introduced the updated Bucks County Hazard Mitigation Plan. Previously updated in 2016, the plan seeks to take sustained action to reduce or eliminate long-term risk to life, property, and the environment resulting from natural and human-made hazards. Mr. Seckinger added that the plan is a result of many meetings and surveys with Bucks County municipalities, the Bucks County Emergency Management Agency, the Bucks County Planning Commission, and other stakeholders. He added that eligibility of post-disaster hazard mitigation funds is contingent on municipal approval of the plan.

Motion by Mr. Cox to adopt RES 2021-28: Bucks County Hazard Mitigation Plan. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 5. *Accident and Illness Prevention Program – To Consider Approval*

Mr. Seckinger presented Warwick Township’s first accident and illness-specific prevention program. The program aims to minimize the frequency and severity of work-related injuries and illnesses and will be administered by the Workplace Safety Committee.

Motion by Mr. Cox to approve the Accident and Illness Prevention Program. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 6. *2021-2022 Snow Removal Bid – To Consider Advertisement*

Mr. Seckinger requested authorization to advertise the 2021-2022 Snow Removal Bid.

Motion by Mr. Cox to authorize advertisement of the 2021-2022 Snow Removal Bid. 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: September 2021*

For the month of September 2021, revenues outpaced expenditures by \$187,319.

Real Estate Transfers posted \$93,005, Earned Income Taxes posted \$268,059, Local Service Tax posted \$7,086 and Building Permits posted \$10,589.

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

General Fund	\$	12,059,182
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Firehouse and Equipment	\$	676,876
Road Machinery	\$	125,085
Federal Grant- ARPA	\$	769,362
General Obligation / Sinking Fund	\$	91
Capital Projects Fund	\$	44,942
Highway Aid Fund	\$	169,541
Parks and Recreation	\$	567,276
Parks and Recreation Capital Fund	\$	647,018
Capital Reserve	\$	<u>223,544</u>

Total \$ 15,282,917

Motion by Mr. Cox to approve the Treasurer's Report for September 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 10-4-2021 & 10-18-2021*

Mr. Seckinger requested a motion to approve the bill payments for October 4th, totaling \$259,989.34, and October 18th, totaling \$312,490.34, subject to audit.

Motion by Mr. Cox to approve the Bill Payments for October 4, 2021, and October 18, 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:**

→ 1. *ORD 2021-02: Amendment to the Zoning Ordinance – To Consider Adoption*

Ms. Eberle presented Ordinance 2021-02: Amendment to the Zoning Ordinance for the Board's consideration. The ordinance, which was authorized for advertisement at the September 20, 2021 meeting, provides updated use classifications, definitions, and regulations for energy uses including wind, solar, and geothermal. Ms. Eberle added that the proposed ordinance expands and clarifies several definitions of uses.

Chair Algeo opened the public hearing and invited comment or discussion. There being none, the vote was called.

Motion by Mr. Cox to adopt ORD 2021-02: Amendment to the Zoning Ordinance. Second to motion by Mr. Thompson.

Motion passed unanimously.

■ **ENGINEER'S REPORT:**

→ 1. *LD 05-11: Warwick Village Commons - To Consider Escrow Release #7*

Ms. Fountain recommended a reduction in the financial security for LD 05-11: Warwick Village Commons in the amount of \$116,810.00.

Motion by Mr. Cox to approve Escrow Release #7 – LD 05-11 Warwick Village Commons in the amount of \$116,810.00. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

■ **OLD BUSINESS:** None

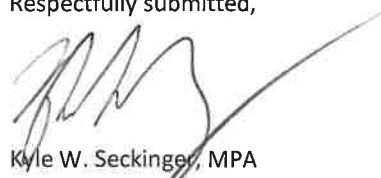
■ **NEW BUSINESS:** None

■ **PUBLIC COMMENT:** None

■ **ADJOURNMENT:**

The October 18, 2021, Warwick Township Board of Supervisors' public meeting was adjourned at 7:48 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 11/15