

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
June 20, 2022

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

Members Absent: John W. Cox, Vice Chair

Others Present: Kyle Seckinger, MPA, Township Manager
Becki Wilhelm, Assistant Township Manager/Director of Finance
Mark Goldberg, Chief of Police
Dan Sharapan, Director of Parks and Recreation
Will Oetinger, 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 20, 2022, public meeting was called to order at 6:58 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 personnel.

APPROVAL OF MINUTES:

→ *Monday, May 16, 2022, Board of Supervisors' Meeting Minutes*

Motion by Mr. Thompson to approve the May 16, 2022, 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 unanimously.

ANNOUNCEMENTS:

Mr. Seckinger reminded everyone that the Parks and Rec Department will kick off its 2022 Summer Movies in the Park Series with Encanto on Wednesday, June 22nd, at 8:45 PM. The movie will be shown in the field behind the Large Pavilion at the Community Park. The Series will continue on July 6th with Space Jam.

CITIZEN COMMENT:

Robert and Kathleen Nathan of Heritage Drive addressed the Board regarding a vacant home in their neighborhood. They explained that the home has had ongoing property maintenance issues and asked that longer-term solutions be explored. Chair Algeo asked Mr. Oetinger to investigate the Township's options. Mr. Seckinger confirmed that the high grass has been recently mowed and that the property is now on an every two week maintenance schedule with the responsible bank.

MANAGER'S REPORT:

→1. LD 21-03: CNKA, LP (Lot 22 & 23, Warwick Business Campus) – To Consider Final Plan Approval

Mr. Seckinger presented LD 21-03: CNKA, LP for final plan approval. He explained that the applicant proposes to construct a 21,600 square foot flex space building on lots twenty-two (22) & twenty-three (23) within the Warwick Business Campus development. The Zoning Hearing Board granted variances to the applicant on December 7, 2021, to permit sixty-eight (68) parking spaces instead of eighty (80), allow a trash enclosure within a parking lot, and allow parking in the front of the building. Subsequently, the Board of Supervisors granted preliminary plan approval on February 21, 2022. On June 1, 2022, the Township Planning Commission recommended final plan approval.

Motion by Mr. Thompson to grant final plan approval to LD 21-03: CNKA, LP (Lot 22 & 23, Warwick Business Campus). Second to motion by Chair Algeo. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 2. ORD 2022-02: Vehicle & Traffic Ordinance Amendment – To Consider Adoption

Mr. Seckinger presented ORD 2022-02: Vehicle & Traffic Ordinance Amendment for adoption. He reminded the Board that the proposed Ordinance was approved for advertisement at the May 16, 2022, meeting. He explained that the amendment would reduce the speed limit from thirty-five (35) to thirty (30) miles per hour along Stony Road between Bristol and Turkey Trot Roads. It would also add twenty-five (25) mile per hour speed limits to previously unlisted, dedicated, residential roads. Additionally, updates would be made regarding which intersections currently utilize traffic lights, list stop signs in newer developments, note bridges with weight restrictions, and regulate Township Snow Emergency Routes.

Motion by Mr. Thompson to adopt ORD 2022-02: Vehicle & Traffic Ordinance Amendment.

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

Motion passed unanimously.

→ 3. ORD 2022-03: Parks & Recreation Areas Ordinance Amendment – To Consider Authorization of Advertisement

Mr. Seckinger presented ORD 2022-03: Parks & Recreation Areas Ordinance Amendment for advertisement. He explained that since last summer, the Park Board has been working on an amendment to the Parks and Recreation Regulations Ordinance. A recent event in a Township park involving an airsoft gun prompted staff to recommend additional changes to the Ordinance. Notable changes in the amendment include prohibition of airsoft guns, BB or pellet guns, paintball guns and slingshots. The amendment also permits ignition or discharge of consumer and display fireworks with written permission of the Township and aligns park open hours to sunrise and sunset.

Motion by Mr. Thompson to authorize advertisement of ORD 2022-03: Parks & Recreation Areas Ordinance Amendment. Second to motion by Chair Algeo. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 4. Township Building Restroom Renovations Bid – To Consider Award

Mr. Seckinger presented the Township Building Restroom Renovations Bid for award. He explained that as part of the 2022 budget, the administration building restrooms have been scheduled for full renovation. The restroom

fixtures will be replaced with touchless fixtures to reduce the likelihood of viral transmission. The bid was posted on the PennBID website in May and was opened on June 15, 2022. Mr. Seckinger noted that the budgeted total for construction was \$352,000 and that the Township ARPA Fund would be used to fund this project.

Mr. Seckinger presented the lowest responsible bidders for the project:

- Walter Brucker & Co, Inc. for General Construction at \$241,106
- Electri-Tech, Inc. for Electrical Construction at \$29,110
- Chris Wolff Plumbing, Inc. for Plumbing Construction at \$48,000

He noted that general construction, electrical construction, and plumbing construction are all required to be bid separately. With the total bid amount less than the budgeted cost estimate, Mr. Seckinger recommended awarding the bid to the three lowest responsible bidders for a total amount of \$318,216.

Motion by Mr. Thompson to approve the Township Building Restroom Renovations Bid to Walter Brucker & Co, Inc. for General Construction at \$241,106, Electri-Tech, Inc. for Electrical Construction at \$29,110, and Chris Wolff Plumbing, Inc. for Plumbing Construction at \$48,000, for a total of \$318,216.

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

Motion passed unanimously.

→ 5. *Guinea Lane Park Site Plan – For Review*

Mr. Seckinger presented the Guinea Lane Park Site Plan for review. He noted that CKS Engineers utilized input from the Parks & Recreation Department, the Park Board, and the Warwick Baseball Association to draft a concept plan for Guinea Lane Park. The plan includes a ninety (90) foot baseball field, a parking lot, two (2) stormwater basins, and reconstruction of the pickleball courts. The estimated cost of these amenities totals \$937,981.

Mr. Seckinger noted that of the \$1.5 million from the ARPA federal COVID relief funds, approximately \$190,000 was spent on new HVAC. \$320,000 is expected to be spent on restroom renovations, and \$100,000 will be used on stormwater pipe lining. After those projects are completed, approximately \$890,000 in ARPA funds will remain for the Guinea Lane Park Project if the Board wishes to include it in the 2023 budget. The balance of the project would utilize Parks and Recreation Capital Funds. The expected Parks & Recreation Capital Balance for 2023 is \$503,000.

The Board advised Mr. Seckinger to include the plan in the 2023 budget.

→ 6. *Financial Advisory Committee: Assumed Interest Rate Adjustment – To Consider Approval*

Mr. Seckinger introduced Ms. Becki Wilhelm, Assistant Township Manager and Director of Finance, to discuss the recommendation of the Financial Advisory Committee.

Ms. Wilhelm explained that it was the recommendation of the Committee to lower the assumed interest rate of the pension plans by .25% to 7%. Mr. John Vargo, Actuary with Conrad Siegal, suggested this change be made due to the current condition of the market.

Motion by Mr. Thompson to approve the recommendation of the Financial Advisory Committee to adjust the assumed interest rate of the pension plans to 7%.

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: May 2022*

For the month of May 2022, revenues outpaced expenditures by \$850,682.

Real Estate Transfers posted \$42,088 and Building Permits posted \$10,818. Earned Income Tax posted \$694,515 and Local Service Tax posted \$33,955.

Fund balances for May 2022 are as follows, subject to audit:

General Fund	\$	13,909,285
Firehouse and Equipment	\$	721,225
Road Machinery	\$	240,860
Federal Grant- ARPA	\$	574,822
General Obligation / Sinking Fund	\$	2,011
Capital Projects Fund	\$	185,773
Highway Aid Fund	\$	596,447
Parks and Recreation	\$	782,512
Parks and Recreation Capital Fund	\$	718,000
Capital Reserve	\$	<u>223,619</u>

Total \$ 17,955,554

Motion by Mr. Thompson to approve the Treasurer's Report for May 2022, 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 6-6-2022 & 6-20-2022*

Mr. Seckinger requested a motion to approve the bill payments for June 6th totaling \$426,335.15, and for June 20th totaling \$344,144.53, subject to audit.

Motion by Mr. Thompson to approve the Bill Payments for June 6, 2022, and June 20, 2022, 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:** None

■ **OLD BUSINESS:**

Mr. Seckinger updated the Board on an issue brought to their attention by a resident during the March meeting. Mr. Markey of Devin Lane expressed his concern regarding stormwater runoff on his property. Mr. Seckinger explained that the Public Works department was able to re-establish a swale in the open space behind the resident's home to alleviate the issue. The project was previously delayed to allow the ground to dry out and for a bulldozer rental.

■ **NEW BUSINESS:** None

■ **PUBLIC COMMENT:**

Megan Binns of Dogwood court spoke with the Board regarding an experience she had at a Township Park. She explained that while with her son, they were approached by a young boy with an airsoft weapon and a facemask. She added that it was difficult to determine whether the weapon the boy was holding was real. She thanked the Board of Supervisors for their quick action in response to a frightening experience. Chair Algeo thanked Ms. Binns for bringing the event to the attention of the police and the Township.

■ **ADJOURNMENT:**

The June 20, 2022, Warwick Township Board of Supervisors' public meeting was adjourned at 7:31 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 7/18/22