

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
January 3, 2023

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

Others Present: Kyle Seckinger, MPA, Township Manager
Skye Sorresso, Assistant to the Manager

TEMPORARY CHAIR:

**Motion by Mr. Cox to nominate Ms. Algeo as temporary Chairperson. Second to motion by Mr. Thompson.
Motion passed unanimously.**

CALL TO ORDER:

The Warwick Township Board of Supervisors' January 3, 2023, public meeting was called to order at 7:02 p.m., by Judith Algeo, Temporary Chair, who then led attendees in the Pledge of Allegiance.

EXECUTIVE SESSION:

The Board of Supervisors met to discuss matters of litigation and personnel.

ANNOUNCEMENTS:

Mr. Seckinger reminded everyone that the next regular Board of Supervisors' meeting will be held on Monday, January 16, 2023.

PUBLIC COMMENT:

Mr. David Zipf of Crocker Lane addressed the Board regarding the installation of street trees along an open space parcel of land at the intersection of Land and Turkey Trot Roads.

Mr. Seckinger informed Mr. Zipf that an organization had approached the Township regarding planting along that parcel and are expected to present a plan to the Board in the Spring. The Supervisors requested that Mr. Seckinger work with the organization to ensure street trees are included in the plan.

REORGANIZATION:

→1. *Nomination/Appointment of Chair/Vice Chairperson*

**Motion by Mr. Cox to nominate Ms. Algeo as Chairperson. Second to motion by Mr. Thompson.
Motion passed unanimously.**

**Motion by Mr. Thompson to nominate Mr. Cox as Vice Chairperson. Second to Motion by Chair Algeo.
Motion passed unanimously.**

→2. Res. 2023-01 Reorganization Worksheet Appointing Staff, Boards, Commissions, and Professionals – To Consider Adoption

Motion by Mr. Cox to approve the reorganization appointments as listed in the worksheet:

	2022	2023	Term
ELECTED OFFICIALS			
Chairperson	Judith Algeo, Esq.	Judith Algeo, Esq.	(1 yr.)
Vice Chairperson	John Cox	John Cox	(1 yr.)
APPOINTED STAFF/ PROFESSIONAL POSITIONS/ MANAGEMENT POSITIONS			
Township Manager/Secretary/ Treasurer/Public Info. Officer/ DVHIT & DVWCT Trustee/Act 32 Rep. alternate	Kyle W. Seckinger, MPA	Kyle W. Seckinger, MPA	(1 yr.)
Assistant Township Manager/Finance & Benefits Director/Act 32 Representative/DVPLT Trustee	Becki J. Wilhelm, MPA	Becki J. Marencik, 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	Kristen Beach, CZO	Kristen Beach, 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 Coordinators	Kyle W. Seckinger, MPA	Kyle W. Seckinger, MPA & Lt. Jon Ogborn	(1 yr.)
Right to Know Officer	Kyle W. Seckinger, MPA	Skye Sorresso	(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, Esq. (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.)
To audit the 2022 fiscal year			

Duty Tow	Gredone's Towing Service	Gredone's Towing Service	(1 yr.)
	Glenn's Towing	Glenn's Towing	(1 yr.)
BOARDS / COMMISSIONS			
Police Pension Board	Judith Algeo, Esq.	BOS Chairperson	(1 yr.)
	Barry Szamboti	Barry Szamboti	(1 yr.)
	Ed Dixon	Ed Dixon	(1 yr.)
	Kyle Seckinger	Kyle Seckinger	(1 yr.)
Emergency Communications Committee	Donna Littrell	Donna Littrell	(1 yr.)
	Barbara Weidner	Barbara Weidner	(1 yr.)
	Heidi Chen	Heidi Chen	(1 yr.)
	Elaine Fitt	Elaine Fitt	(1 yr.)
	Al Sigafoos	Al Sigafoos	(1 yr.)
	Barry Luroe	Barry Luroe	(1 yr.)
	Michael Italia	Michael Italia	(1 yr.)
	Michael Gecht	Michael Gecht	(1 yr.)
	Christopher Kotch	Christopher Kotch	(1 yr.)
	Frank Fiorentino	Frank Fiorentino	(1 yr.)
<i>Staff Liaison - Lt. Jon Ogborn</i>			
Financial Advisory Committee	Robert Fitt	Robert Fitt	(1 yr.)
	Jon Fioravanti	Jon Fioravanti	(1 yr.)
	John Ramey	John Ramey	(1 yr.)
	Ed Dixon	Ed Dixon	(1 yr.)
	Paul Hunzeker	Paul Hunzeker	(1 yr.)
<i>Staff Liaison - Becki Marencik</i>			
Tree Committee	Greg Mester	Greg Mester	(1 yr.)
	Nisha Patel	Nisha Patel	(1 yr.)
	<i>Vacant</i>	Dan Goldberg	(1 yr.)
<i>Staff Liaison - Dan Sharapan</i>			
Parks & Recreation Board	Peter Kirshe	Peter Kirshe	(3 yr.)
<i>Staff Liaison - Dan Sharapan</i>			
Planning Commission	Kiel Sigafoos	Robin Taber	(4 yr.)
<i>Staff Liaison - Brandy Mckeever</i>			
UCC/IPMC Appeals Board	Paul Alviggi	Paul Alviggi	(1 yr.)
	Christopher Walker	Christopher Walker	(1 yr.)
	Robert Pierce	Robert Pierce	(1 yr.)

<i>Staff Liaison - Brandy Mckeever</i>			
Vacancy Board Chairman	Joe Thiroway	Anne Scheetz Damon	(1 yr.)
Water & Sewer Authority	Richard Carlin	Richard Carlin	(5 yr.)
Zoning Hearing Board	Kevin Wolf	Kevin Wolf	(3 yr.)
<i>Alternate</i>	Joe Thiroway	Kiel Sigafos	(1 yr.)
<i>Staff Liaison - Kristen Beach</i>			
Delegate to PSATS 2023 Annual Convention	Judith Algeo, Esq.	BOS Chairperson	(1 yr.)
Supervisor as Liaison			
	2022	Recommended for 2023	
Administration	Judith Algeo, Esq.	Judith Algeo, Esq.	(1 yr.)
Emergency Services	Edward Thompson, Jr.	Edward Thompson, Jr.	(1 yr.)
Financial Advisory	John Cox	John Cox	(1 yr.)
Parks and Recreation Board	Edward Thompson, Jr.	Edward Thompson, Jr.	(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, Jr.	Edward Thompson, Jr.	(1 yr.)

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

Motion passed unanimously.

→3. *RES 2023-02: Set Treasurer's Bond – To Consider Adoption*

Mr. Seckinger presented RES 2023-02, setting the Treasurer's bond at three (3) million dollars.

Motion by Mr. Cox to adopt RES 2023-02: Set Treasurer's Bond. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→4. *RES 2023-03: Set ZHB Salary – To Consider Adoption*

Mr. Seckinger presented RES 2023-03, setting the Zoning Hearing Board compensation at \$35.00 per hearing.

Motion by Mr. Cox to adopt RES 2023-03: Set ZHB Salary. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→5. *RES 2023-04: Set Holiday Schedule – To Consider Adoption*

Mr. Seckinger presented RES 2023-04, setting the 2023 holiday schedule.

Motion by Mr. Cox to adopt RES 2023-04: Set Holiday Schedule. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→6. *RES 2023-05: Set Meeting Schedules – To Consider Adoption*

Mr. Seckinger presented RES 2023-05, setting the 2023 meeting schedule. The Board of Supervisors will meet the 3rd Monday of every month, except for December when it will meet the 1st Monday. Capital projects for 2024 will be presented at the September meeting. The draft of the 2024 budget will be presented at the October meeting. The final budget for adoption will be considered at the November meeting.

Motion by Mr. Cox to adopt RES 2023-05: Set Meeting Schedules. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

→7. *RES 2023-06: Set Depositories – To Consider Adoption*

Mr. Seckinger presented RES 2023-06, setting the Township Depositories for 2023 as First National Bank of Newtown, TD Ameritrade, TD Bank, and PLGIT.

Motion by Mr. Cox to adopt RES 2023-06: Set Depositories. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

→8. *RES 2023-07: Set Fee Schedule – To Consider Adoption*

Mr. Seckinger presented RES 2023-07, setting the fee schedule for 2023. The fee schedule was presented and approved at the October 17, 2022, Board of Supervisors meeting.

Motion by Mr. Cox to adopt RES 2023-07: Set Fee Schedule. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

→9. *RES 2023-08: Set Non-Union Employee Salary Increases – To Consider Adoption*

Mr. Seckinger presented RES 2023-08, setting the 2023 pay increases for non-union employees. Pay increases for all full and part-time employees would be set at 3.0%, within their salary range. Additional merit increases between 1% - 6% may be given, based on performance and as budgeted. Employees above their salary range would be given any increases in the form of a one-time bonus. Seasonal employees would receive a \$2.00 per hour increase.

Motion by Mr. Cox to adopt RES 2023-08: Set Non-Union Employee Salary Increases. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

→10. *RES 2023-09: Set Salary Ranges for Non-Contractual Employees – To Consider Adoption*

Mr. Seckinger presented RES 2023-09 , setting the 2023 salary ranges for non-contractual employees.

Motion by Mr. Cox to adopt RES 2023-09: Set Salary Ranges for Non-Contractual Employees. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

→11. *RES 2023-10: Appoint TCC Delegates – To Consider Adoption*

Mr. Seckinger presented RES 2023-10, appointing the following 2023 Tax Collection Committee delegates:

Primary Voting Delegate: Becki Wilhelm
First Alternate Voting Delegate: Kari Cunningham
Second Alternate Voting Delegate: Kyle Seckinger

Motion by Mr. Cox to adopt RES 2023-10: Appoint TCC Delegates. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

→12. *RES 2023-11: Set Professional Consultant Fees – To Consider Adoption*

Mr. Seckinger presented RES 2023-11, setting the 2023 professional consultant fees.

Motion by Mr. Cox to adopt RES 2023-11: Set Professional Consultant Fees. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

→13. *2023 Employee Handbook – To Consider Approval*

Mr. Seckinger presented the 2023 Employee Handbook for approval. Several changes were made to the handbook from the previous year, including changes to probationary periods and bereavement leave.

Motion by Mr. Cox to approve the 2023 Employee Handbook. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

■ **ADJOURNMENT:**

The January 3, 2023, Warwick Township Board of Supervisors' public meeting was adjourned at 7:09 p.m.

Respectfully submitted,


Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 1/16/23